

**BREWOD AND COVEN PARISH COUNCIL**  
**WITH BISHOP'S WOOD AND COVEN HEATH**

**MINUTES OF THE MEETING OF THE COUNCIL**  
**HELD IN THE COUNCIL OFFICES, STAFFORD STREET, BREWOOD**  
**ON THURSDAY 28 APRIL 2016 AT 7.30PM**

**PRESENT:**

M. Alden-Court, Mrs J. Bradshaw, Mrs J. Carr, Mr R. Dakin, Mr D. Evans, Mrs J. Jeffries, Mr K. Kearney, Mr A. Pupino, Mrs M. Sambrook, Mr G. Sibley, Dr R. Taylor, Mrs L. Tomkins, Mr M. Webb MBE.

**APOLOGIES:**

Cllr Mrs D. M. Holmes (prior meeting), Cllr Mrs W. Sutton (prior meeting), Cllr Mrs J. Bolton (prior meeting), Cllr B. Cox (prior meeting), Cllr M. Sutton (prior meeting).

**DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS AND REQUESTS FOR DISPENSATION:**

There were no declarations of disclosable pecuniary interests and there were no requests for dispensation as required under the Code of Conduct adopted in compliance with the Localism Act 2011.

**MINUTES:**

The Minutes of the Meeting held on 14 April 2016 were approved as being an accurate record and duly signed, with the exception of item 276. Mrs J. Bradshaw had responded with the statement from the Good Councillors Guide.

**CRIME AND DISORDER ACT:**

Section 17 of the Crime and Disorder Act, 1998 places a duty on local authorities to consider the crime and disorder implications when exercising its functions and to do all that it reasonably can to prevent crime and disorder in its area. Unless otherwise stated it is not considered that the resolutions moved herein would have any adverse impact for the purposes of the Crime and Disorder Act 1998.

337. **PUBLIC PARTICIPATION:**

No members of the public wished to speak at the meeting.

Mrs J. Carr reported that the St George's Day parade in Coven had been a total success. Mrs Carr thanked all the volunteers for their help and support and sent special thanks to Cllr Mrs W. Sutton and Cllr M. Sutton who supplied a number of high visibility vests and helped manage the road closure.

Mr R. Dakin reported on behalf of two residents from Deansfield Close that they had not received a response from South Staffordshire Housing Association regarding parking and people driving along the pavements to avoid the pot holes. The grass had been cut and cuttings had been left to blow into the drains. Location of the pot hole to be given to the Clerk and reported using the on-line system.

### 338. **POLICE REPORT:**

No Police Report was received.

Details of Staffordshire Smart Alerts were tabled at the meeting. It was reported that there had been a burglary at a property in Stafford Road, Slade Heath. There was a burglary in Church Lane, Coven. It was believed the offender was disturbed by an alarm activation. A burglary had taken place at a property in Stafford Road, Cross Green. The offenders had smashed a rear window to gain entry to the property. A dark grey Porsche was stolen from a property in Shaw Hall Lane, Coven Heath, following a burglary where offenders had smashed a kitchen window and stolen the keys to the vehicle.

It was also reported that some chickens had been stolen from a property along the A5.

### **MATTERS ARISING:**

293. **Tree at Bishops Wood Playing Field.** Mr S. Dores had inspected the site and had recommended that the middle trunk of the Hornbeam tree be removed.

**It was resolved that the tree surgeon be asked to remove the trunk and the Clerk to advise Mr Kelly of the outcome.**

303. **Telephone Kiosk Shutt Green Lane.** Members considered whether or not to support the proposal to reinstate the telephone kiosk at the junction of Shutt Green Lane and Kiddemore Green Road. For information, the cost of purchase would be £2,750 plus delivery and installation.

**It was resolved that the matter be deferred until the next meeting when Cllr Mrs D. M. Holmes would be in attendance.**

324. **Goal Post at Brewood Playing Field.** The order had been placed to have the damaged goal post removed at a cost of £75. It was necessary to regularly inspect the remaining goal posts at Brewood, Bishops Wood and Coven.

**It was resolved that the Clerk meet 3 May with Mr R. Dakin and Mr M. Webb MBE to inspect the goal posts at all three playing fields.**

328. **Commemorative Bench in Coven.** Letter received from Mrs R. Sanders of Churchfield Close, Coven, regarding donating a bench in memory of her mother and father who had a long association with Coven. The matter was deferred from the last meeting when Members suggested planting a tree to enhance the environment. There were currently twelve benches in Coven, some of which the handyman maintained.

**It was resolved that Mrs Sanders be asked to identify an appropriate site for a bench in Coven.**

### **MATTERS ONGOING**

The Council received the Matters Ongoing report, circulated prior to the meeting.

256\*\* **Traffic Management.** Further to the letter sent to St Mary and St Chad First School, the school had published an article in the 15 April newsletter advising of the Parish Council's disappointment that the one-way system was not approved and asked parents to consider walking to school or driving more slowly. Mrs J. Jeffries read aloud the article. Copies of the newsletter were tabled at the meeting,

**Matter of report.**

391\*\* **School Lane Playing Field.** Letters received from Mr A. Monckton, transcripts circulated prior to the meeting. Email received from Mr P. Maddox also regarding the site, copies tables at the meeting.

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Mr Maddox had requested that he be allowed to meet with the working party and solicitor.

**It was resolved that copies of Mr Monckton's correspondence be forwarded to the Council's appointed solicitor for advice. It was further resolved that the Clerk write to Mr Maddox advising him that the Parish Council was unaware of any planning applications received regarding development of this land (identified as safeguarded by South Staffordshire Council) and asking him to advise if this was not the case.**

263\*. **Middle Lane, Coven Heath.** Enforcement papers had been drawn up but not served. Once enforcement papers had been served, the occupier must restore the land back to its original state. Members had requested a timeline to show when the land would be vacated.

273\*\*. **Renaming Bishops Wood Park (Now footpath).** Matter to be included on the next agenda of the Council.

305. **Identity badges.** The Clerk had approached Mr Winterflood at South Staffordshire Council to establish whether or not they could provide identity badges for Parish Councillors and at what the cost would be. No response had been received. Clerk to pursue.

#### **CORRESPONDENCE RECEIVED:**

339. Email received from Mr Tony Sloane requesting permission from Mrs J. Jeffries (Roseclaim) and the Parish Council to utilise the Bishops Wood Community Group bank account for income and expenditure relating to the Queen's Birthday celebration event to be held in June. This arrangement had been used in the past for a variety of Bishops Wood events; any deposit from the Roseclaim grant would be paid into this account. The Parish Council's involvement would be minimal. Mrs J. Jeffries reported she had previously spoken to Mr Sloane regarding the matter.

**It was resolved that the Parish Council support Mrs J. Jeffries and Mrs M. Sambrook and their actions regarding Roseclaim.**

**The Chairman moved the suspension of Standing Order 2.1(q) to allow gentlemen to remove their jackets.**

340. Email received from South Staffordshire Council regarding the timing of the next Parish Summit. Councillors were requested to complete a short questionnaire, copies circulated prior to the meeting. Questionnaires were returned to the Clerk at the meeting to be forwarded to South Staffordshire Council.

**Matter of report.**

341. Email from Staffordshire Police advertising its Open Day which would be held on Sunday 5 June from 11.00am until 4.00pm at Police headquarters in Weston Road, Stafford.

**Matter of report.**

342. Letter received from Mr M. Deaville Cabinet Support Members for Highways and Transport advising that over the next 12 months the County Council would be working with local parish and other councils to attempt to increase community involvement. The letter also advised the Neighbourhood Highways Team service would be reduced with effect from April 2016.

**Matter of report.**

343. Proforma (Coven surgery) received from Mrs J. Wright of Brewood Rd, Coven reporting speeding at Cross Green, Coven and requested that the road be made one way.

**It was resolved that the matter be placed on the agenda for the meeting of the next Traffic Management Working Party.**

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344. Proforma (Coven surgery) received from Mrs J. Wright of Brewood Rd, Coven suggesting that the new signs along the A449 should be lit using solar panels rather than electricity and asking the Parish Council to take the matter up with Highways England.

**It was resolved that the Clerk contact Highways England to ascertain whether the use of solar panels could be considered.**

345. Notification from Ms L. O'Connor of Flints Opticians advising that there would now be an optometry service at Brewood Medical Practice on Wednesday mornings.

**It was resolved that the optometry service be advertised on the Parish Council newsletter and Facebook page.**

346. **CORRESPONDENCE CIRCULATED:**

Staffordshire Wildlife Trust spring magazine  
South Staffordshire Health Watch Walking Festival 1 May – 22 July  
SPCA Bulletins 14 and 21 April

347. **DISTRICT/COUNTY COUNCIL'S REPORT:**

No District or County Councillors were in attendance.

348. **CHAIRMAN'S REPORT:**

The Chair Mrs J. Jeffries reported that she had attended Cllr Mrs D. M. Holmes' Civic Dinner and stated it had been a delightful evening. £5,000 had been raised to distribute between the Royal Air Force Benevolent Fund and Brewood First Responders. Mrs Jeffries had spoken to Mr Winterlood and thanked him for the professional help that was always forthcoming from South Staffordshire Council officers. Parish Councillors had all benefitted from excellent Masterclasses that the District Council had offered on a wide range of topics.

Mrs Jeffries was saddened to report that Mr Files, former Headmaster of Penkridge Middle School and Chair of Governors at Wolgarston High School had passed away.

349. **FINANCE REPORT:**

The Parish Council received the Finance Report from the Head of Finance, Mrs J. Carr and resolved the following matters:

- Income and Expenditure list for accounts payable as at 28 April, including salary payments, **be approved**. Income £550.18 and Expenditure £6,545.26. Three additional hours had been claimed by the Clerk associated with year-end.
- March bank reconciliation including direct debit payments, **be approved**.
- Renewal of membership of the Community Council of Staffordshire at a cost of £25, **be approved**.
- Members considered the purchase of an alarm for the pump at Coven changing rooms which notifies the Council and Kingspan of any problem before it develops into a major issue. This would be at a cost of £130 per annum.

**It was resolved that an alarm for the pump at Coven changing rooms was not required.**

Letter received from Brewood and District First Responders thanking the Parish Council for the grant of £2,000.

Members considered how much to transfer into the CCLA account.

**It was resolved that members of the Finance Committee meet 4 May to discuss the amount to transfer to the CCLA account.**

254. **Bishops Wood Village Hall Grant.** Letter received from Mr B. Cooper requesting that the Council purchase an ice making machine for the Bishops Wood village hall from the grant currently held. Clerk's Report referred. Copy of Clerk's response was tabled.

**Matter of report.**

277. **Brewood Music Festival Grant.** The statement of accounts had been received and accepted by the Head of Finance. Clerk's Report referred.

**It was resolved that the grant of £1,500 be paid to Brewood Music Festival on the understanding that the Sunday afternoon entertainment would be free to the public and the Parish Council to match any contributions from the 'bucket collection' up to a maximum of £500, making a total of £2,000 payable.**

350. **PLANNING REPORT:**

The Council received the Report from the Head of Planning Dr R. Taylor and consider the planning applications received.

Correspondence received from the Petitions Team with regard to the petition to give parish councils the right to appeal planning decisions. The Petitions Committee would now consider the Government's response.

Correspondence received from NALC regarding technical planning consultation which would give parish councils more influence in planning decisions.

An appeal had been made to the Secretary of State with regard to planning application: 15/00823/FUL.

351. **PLAYING FIELDS REPORTS**

- Bishop's Wood playing field, no report received from Mrs M. Sambrook. Written report to be supplied 29 April.
- Brewood playing field and skateboard park, Mr D. Evans reported that the playing field grass had been very poorly cut.
- Coven playing field and skateboard park, Mr R. Dakin reported that the grass had been cut and the playing field was looking good. The goal posts had been removed and were being stored in the changing rooms. Mr Orgill, Caretaker was due to re-seed the goal mouths in due course. Two gutter brackets and the downpipe on the changing rooms had been damaged and a support bar in the toilets for disabled people was loose.
- The Bront, Mr R. Dakin reported that some of the grassed area was still quite wet but main pathways were dry. The bin located near to Riverside Way had not been emptied for a couple of weeks and was overflowing. Two branches had fallen near to the riverside, Mr Dakin to inform the Clerk of the tree number(s).

352. **CLERK'S REPORT:**

The Council received the written report of the Clerk and noted its content.

**ANY OTHER MATTERS OF REPORT (for inclusion on the agenda for the next meeting if appropriate).**

Mr G. Sibley requested the matter of removing Himalayan balsam at the Bront be placed on the agenda for the next meeting of the Council.

**Holiday Cover.** The janitor/caretaker had advised of his forthcoming holiday. 28 May – 4 June inclusive and 2 - 9 July. Clerk’s Report referred.

**It was agreed that Dr R. Taylor and Mr M. Webb MBE would manage Sandy Lane W.C. and Mr R. Dakin would confirm with the Clerk if he was able to open and close Coven playing field.**

**Village Hall Representatives.** Clerk’s Report referred.

**Brewood Jubilee Hall.** Cllr Mrs D. M. Holmes would be the Parish Council’s representative for the next year.

**Coven Memorial Hall.** Mr R. Dakin confirmed he would continue as representative for the forthcoming year.

**Bishops Wood Village Hall.** There was currently a vacancy on the committee. Members were asked to consider appropriate nominations.

**It was agreed that Mrs J. Edwards be approached and asked to stand. Mrs Edwards would be advised that she would benefit from the full support of the Parish Council should she experience any intimidation from the Village Hall Management Committee.**

There being no further business the meeting closed at 9:05pm

..... Chairman

**REPORT OF THE CLERK FOR THE MEETING OF THE COUNCIL  
TO BE HELD 28 APRIL 2016**

**FINANCE**

254. **Bishops Wood Village Hall Grant.** Letter received from Mr B. Cooper requesting that the Council purchase an ice making machine for the Bishops Wood village hall from the grant currently held. Copy of the Clerk's response tabled.

277. **Brewood Music Festival Grant.** The statement of accounts has now been received and accepted by the Head of Finance. Approval was given at the Precept meeting held on 7 January 2016 to grant £1,500 in the first instance and the Parish Council to match any contributions from the 'bucket collection' up to a maximum of £500, making £2,000 available in total. The grant is made on the understanding that the Sunday afternoon entertainment will be free to the public.

**Members' views.**

**OTHER MATTERS OF REPORT**

**Holiday Cover.** The janitor/caretaker has advised of his forthcoming holiday. 28 May – 4 June inclusive and 2 - 9 July. Cover is required at Coven playing field to open and close the gates and Sandy Lane WC to open, close and clean the toilets.

**Members' views.**

**Village Hall Representatives.** At the Annual Meeting of the Council to be held on 12 May the Parish Council will affirm its representatives on the 3 village hall management committees in accordance with the village hall constitutions. Nominees do not have to be members of the Parish Council:

**Brewood Jubilee Hall.** Cllr Mrs D. M. Holmes has advised that she has offered to be the Parish Council's representative for the next year unless anyone else wishes to volunteer.

**Coven Memorial Hall.** Mr R. Dakin is the current representative and may wish to be returned for the forthcoming year.

**Bishops Wood Village Hall.** There is currently a vacancy on the committee. Members may wish to make nominations as appropriate.

**BREWOD & COVEN PARISH COUNCIL**

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING**  
**HELD ON 28 APRIL 2016**

<b>Application Number</b>	<b>Applicant's Name</b>	<b>Proposal</b>	<b>Comment</b>
16/00040/FUL	Mr P. Brar	Replacement dwelling. Sunnydale Dark Lane, Cross Green, WV10 7PN	No objection.
16/00340/FUL	Mr K. Kelly	Replacement park home. 93a Tinkers Lane, Brewood, ST19 9DD	No objection, providing the site benefits from full permissions for residential use in a park home.
16/00355/FUL	Mr & Mrs Laycock	Garage extension. White Cottage, Pendeford Hall Lane Coven, WV9 5BD	No objection.
16/00369/FUL	Mr & Mrs Parkes	Rear extension. 12 Churchfield Close, Coven, WV9 5DG	No objection.