

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

MINUTES OF THE ANNUAL MEETING OF THE COUNCIL
HELD IN THE COUNCIL OFFICES, STAFFORD STREET, BREWOOD
ON THURSDAY 12 MAY 2016 AT 7.30PM

PRESENT:

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

IN ATTENDANCE:

Cllr Mrs J. Bolton, Cllr B. Cox, Cllr M Sutton.

1. **ELECTION OF THE CHAIRMAN**

Nominations were requested for the Office of Chairman for the following year. Mrs L. Tomkins was nominated, seconded and duly elected. Mrs L. Tomkins signed the Declaration of Acceptance of Office as Chair of the Parish Council.

2. **ELECTION OF THE VICE CHAIRMAN**

The Chair called for nominations for Vice Chairman for the ensuing year. Mr R. Dakin was nominated, seconded and duly elected.

3. **APOLOGIES**

All Members were in attendance.

4. **DECLARATIONS OF INTERESTS AND REQUESTS FOR DISPENSATION:**

There were no requests for dispensation as required under the Code of Conduct adopted in compliance with the Localism Act 2011.

5. **PUBLIC PARTICIPATION:**

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

6. **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 was not considered that the resolutions moved herein would have any adverse impact for the purposes of the Crime and Disorder Act 1998.

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7. MINUTES

The Minutes of the Meeting held on 28 April 2016 were approved as being an accurate record and duly signed, with the exception of item 348. Mrs J. Jeffries had stated she was proud of Cllr Mrs D. M. Holmes' year in office of Chair of South Staffordshire Council.

8. STANDING ORDERS

Members reviewed the Parish Council's Standing Orders, copy circulated prior to the meeting.
It was resolved that the Standing Orders be approved.

9. FINANCIAL REGULATIONS

Members reviewed the Parish Council's Financial Regulations, copy circulated prior to the meeting.
It was resolved that the Financial Regulations be approved.

10. INTERNAL AUDITOR

Members considered the appointment of an Internal Auditor. Mr A. Toplis had verbally agreed to audit the Council's accounts for the forthcoming year.
It was resolved that Mr A. Toplis be appointed as the Parish Council's Internal Auditor for the forthcoming year.

11. APPOINTMENT OF PERSONS WITH SPECIAL RESPONSIBILITY FOR:

	Appointed:
- Responsible Financial Officer	Clerk, Mrs M. O'Brien
- Finance	Mrs J. Carr
- Planning	Dr R. Taylor
- Playing Fields & Skateboard Parks	
Bishop's Wood	Mrs M. Sambrook
Brewood	Mr D. Evans
Coven	Mr R. Dakin
- The Bront	Mr R. Dakin
- Barnfield Sandbeds	Mr G. Sibley

12. APPOINTMENT OF STAFFING COMMITTEE

The Council considered the appointment of the members of the Staffing Committee.
It was resolved that M. Alden-Court, Mrs J. Carr, Cllr Mrs D.M. Holmes, Mrs J. Jeffries, Dr R. Taylor and Mrs L. Tomkins (ex officio) be appointed.

13. APPOINTMENT OF FINANCE COMMITTEE

The Council considered the appointment of the members of the Finance Committee.
It was resolved that Mrs J. Bradshaw, Mrs J. Carr, Mr D. Evans, Mrs M. Sambrook, Cllr Mrs W. Sutton, Dr R. Taylor and Mrs L. Tomkins (ex officio) be appointed.

14. **APPOINTMENT OF COVEN FOOTBALL MANAGEMENT TEAM**

The Council considered the appointment of the members of the Coven Football Management Team.

It was resolved that the football management team be formed if the need arises.

It was further resolved that Mr M. Orgill would continue to undertake responsibility for managing bookings at Coven changing rooms and football facilities for 2016/2017.

15. **APPOINTMENT OF BREWOOD TRAFFIC MANAGEMENT WORKING PARTY**

The Council considered the appointment of the members of Brewood Traffic Management Working Party.

It was resolved that Mr R. Dakin, Mr D. Evans, Cllr Mrs D.M. Holmes, Mrs J. Jeffries, Mr K. Kearney, Cllr Mrs W. Sutton, Dr R. Taylor, Mrs L. Tomkins (ex officio) and Mr M. Webb MBE be appointed.

16. **APPOINTMENT OF COVEN / COVEN HEATH TRAFFIC MANAGEMENT WORKING PARTY**

The Council considered the appointment of the members of Coven / Coven Heath Traffic Management Working Party.

It was resolved that M. Alden-Court, Mrs J. Bradshaw, Mrs J. Carr, Mr R. Dakin, Mr A. Pupino, Mr G. Sibley and Mrs L. Tomkins (ex officio) be appointed.

17. **APPOINTMENT OF ALLOTMENTS WORKING PARTY**

The Council considered the appointment of the members of the Allotments Working Party.

It was resolved that Cllr Mrs D.M. Holmes, Mrs J. Jeffries, Mrs M. Sambrook, Dr R. Taylor and Mrs L. Tomkins (ex officio) be appointed.

18. **APPOINTMENT OF THE BRONT WORKING PARTY**

The Council considered the appointment of the members of the Bront Working Party.

It was resolved that this item be deferred.

19. **APPOINTMENT OF BREWOOD DOLE TRUSTEES**

The existing Trustees comprised of: Mr S. Bourne, Rev M. Coulter (appointed April 2015), Mrs J. Gibbins, Mrs L. E. Jones, Mr A. F. Prendergast, Dr R. Taylor and Mr I. F. Westwood. The new Vicar to St Mary & Chad would be an ex officio member of the Trustees. Dr R. Taylor informed the Parish Council that Mr Bourne had recently submitted his letter of resignation. Dr R. Taylor offered to make a presentation to the Council regarding Brewood Dole Charity.

It was resolved that:

- **Rev M. Coulter be appointed as a replacement for Mr S. Bourne until 2020.**
- **Mr S. Bourne be presented with a scroll in recognition of his service to the local community and in particular as a trustee of Brewood Dole Charity.**
- **Date be arranged for Dr R. Taylor to make a presentation to the Parish Council on the Dole Charity.**

The Council's representative on the Bushbury Charities was Mr A. F. Prendergast.

The Trustees were appointed for a four yearly term of office which would expire in 2020.

20. APPOINTMENT OF SCHOOL GOVERNORS

The Council from time to time might be called upon to make nominations for Local Authority Governors (LA) for the Schools shown below.

Brewood C.E. (C) Middle School	Mr R. Taylor – appointed April 2015
St John's C.E. (VC) First School, Bishop's Wood	Mr A. Shepherd – appointed Nov 2011
St Mary's R.C. School, Brewood	Mr P. Woodward – appointed Nov 2011
St Mary & St Chad C.E. School, Brewood	Mrs K. Youlden - appointed Dec 2014
St Paul's C.E. School, Coven	Mrs J. Picken – appointed Sept 2014

21. APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES

The Council considered the appointment of the Council's representatives on the following:

Bishop's Wood Village Hall Management	Vacancy
Brewood Village Community Council	Cllr Mrs D. M. Holmes
Coven Memorial Hall Management Committee	Mr R. Dakin
Brewood Parish Sports Association	Mr R. Dakin, Mr K. Kearney, Cllr Mrs W. Sutton and Mr M. Webb MBE
Brewood Bowling Club	Mr D. Evans
South Staffordshire Tourism Association	Mr D. Evans
Youth & Community Stakeholders	Appoint if need arose
Staffordshire Parish Council's Area Committee	Appoint if need arose

22. REVIEW THE ASSET REGISTER

The Council re-evaluated the Asset Register, amendments included the Bus shelter A449 northbound, demolished by RTA; Council resolved not to replace. Bishop's Wood skate-park removed by Bishop's Wood Village Hall Committee. Coven aerial runway, removed as dangerous. New assets included swings at Bishop's Wood playing field, noticeboards at four villages which were not previously listed.

It was resolved that Members approve the Asset Register including the above amendments

23. REVIEW THE INSURANCE POLICY

The Council reviewed the insurance policy cover, currently provided by Zurich Insurance which was renewable in June 2016.

It was resolved that the insurance policy with Zurich be renewed for a further 3 years, with effect from 1 June. See Finance.

24. REVIEW THE POLICIES:

The Council reviewed the following policies, copies circulated prior to the meeting:

- Complaints/compliments procedure, **be approved.**
- Freedom of Information, **be approved.**
- Press and Media policy, **be approved.**
- Pensions – Employer's Discretions, **be approved.**

25. **DATES OF ORDINARY MEETINGS OF THE COUNCIL**

The Council agreed the dates and times of ordinary meetings of the Council for the ensuing year, copies were circulated prior to the meeting.

26. **MATTERS ARISING:**

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.

It was resolved that the Parish Council support any planning application to reinstate the telephone kiosk and if successful, to be included on the Councils asset register if possible.

263** **Land at Middle Lane.** Enforcement papers would be served as a matter of priority. Clerk's Report referred.

Matter of report.

391**. **School Lane Playing Field.** Copies of correspondence from Mr Monckton had been forwarded to Mrs Dhillon for advice. Mr Maddox had been copied in and asked to clarify his position. Mrs Dhillon had forwarded a copy of the letter sent to Mr Monckton in August 2015 which was never copied to this Parish Council. Copies circulated prior to the meeting, the contents of which were confidential. Members considered whether or not it was appropriate to make Mr Maddox aware of the Council's position. Clerk's Report referred.

It was resolved that the Clerk write to Mr Monckton advising that to date no planning applications had been submitted and clarifying that the Parish Council did not have a proposed development at the site.

27. **MATTERS ONGOING:**

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

273**. **Renaming Bishop's Wood Park (Now footpath).** Working party investigated having a footpath from Bishop's Wood to Boscobel and somehow marking the start in memory of Sue Groom. Mrs J. Jeffries reported she was in contact with Mrs Groom's family members with regards to their wishes to have a suitable memorial and would keep the Parish Council informed.

Matter of report.

305* **Councillor ID Badges.** South Staffordshire Council had advised that ID badges could be made available at a cost of £5 each. A photograph and an electronic version of the Council's crest would need to be forwarded.

It was resolved that the Parish Council agree in principle the provision of Councillor ID badges but to postpone for six weeks when further information would be available from South Staffordshire Council.

189*. **Community Benefit Payment.** Mrs J. Jeffries had signed the Deed of Offer and Bribery Act 2010 Compliance Form. Clerk's Report referred.

Matter of report.

324*. **Goal Posts at Playing Fields.** The order had been placed to remove the damaged goal post at Brewood playing field. Clerk's Report referred.

Matter of report.

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328*. **Bench at Coven.** Awaiting information from Mrs Sanders with regards to an appropriate site a bench might be situated in Coven. Clerk's Report referred. Email received from Mr A. Pupino which was addressed to Members, outlining alternative proposals.

Matter of report.

CORRESPONDENCE RECEIVED:

28. Bishops Wood residents were exploring the idea to mark the entrance to Bishops Wood by erecting a sculpture using Roseclaim funding. The junction of Ivestey Bank Road and Old Coach Road had been suggested. There was an unkempt fir tree which could be removed at a cost of £100-£140. Mrs J. Jeffries had basic drawings to illustrate ideas to utilise the amenity area and renovate the stone at no major cost to the Parish Council. Leaflets would be distributed to residents to ask for comments and suggestions. Mrs J. Jeffries requested the support of the Parish Council to liaise with Highways and the tree surgeon.

It was resolved that the Parish Council agree in principle to support the project.

29. Proformas received (Coven surgery) advising that the pharmacy in Coven may be closing. Clerk's Report referred. It was reported that the Department of Health imposed a 6% cut in pharmacy funding. There was an on-line petition that individual Members could sign, closing date 29th June. It was deemed unlikely that Coven pharmacy was in danger of closing.

Matter of report.

30. Proforma received (Coven surgery) from Mrs Y. Millward advising that there was dog fouling at Coven playing field and recommended a bigger sign on the gate.

It was resolved to request dog fouling signs from South Staffordshire Council and place them around the playing field.

31. The matter of management of Himalayan balsam on the Bront was raised at the last meeting.

It was resolved to defer the matter until the Working Party was formed.

32. Email from Mrs M. Sambrook regarding foliage being cut back on the bridle path at Bishops Wood. Clerk's Report referred. Mrs M. Sambrook offered to take pictures of the Bridle path and report back to the Clerk.

Matter of report.

33. Invitation from Brandon Walker, head of delegations at the Public Sector Show inviting the Parish Council to the show in London on 28 June. Copies circulated by M. Alden-Court on 29 April via email.

It was resolved that interested Members advise the Clerk.

34. Telephone call received from Mrs M. Wood of Coven Heath regarding a rat infestation from one of the Parish Council's allotments where rubbish was piled up against her wall. There was also overgrown foliage from the site and a tree had fallen onto the wall at the bottom.

It was resolved that the Allotment Committee arrange a site visit to the allotments.

35. **CORRESPONDENCE CIRCULATED:**

What's On at Libraries in June

Rt. Hon. Gavin Williamson MP Newsletter 3 May

SPCA Bulletin 28 April

Civic Society- Minutes of the meeting held 25 April and associated letters regarding planning matters.

Mrs J. Bradshaw left the meeting.

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36. DISTRICT/COUNTY COUNCIL'S REPORT:

Cllr M. Sutton congratulated Mrs L. Tomkins on becoming Chairman of the Parish Council.

Cllr Sutton reported that Local Member's Fund was available for community projects in the area and encouraged people to apply to Cllr M. Sutton for funding.

Staffordshire County Council were planning to bring the former Royal Ordnance munitions factory site just north of the M54 at Featherstone into commercial use, potentially accommodating up to 2,800 jobs. This would involve building a new link road to the A460, carrying out road improvements and building a new roundabout entrance to the site.

Cllr Mrs D. M. Holmes had concluded her term as Chairman of South Staffordshire Council on Tuesday evening and stated it had been a successful year which she had enjoyed. Cllr Mrs Holmes reported that £5000 had been raised for charity at her Civic Dinner, which would be distributed equally between the Royal Air Force Benevolent Fund and Brewood First Responders.

37. CHAIRMAN'S REPORT:

The Chair Mrs L. Tomkins thanked Mrs J. Jeffries for her year in office and had nothing further to report.

Mrs J. Bolton left the meeting.

38. FINANCE REPORT:

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

- The accounts payable as at 12 May 2016, **be approved.** Income £50.00 and Expenditure £1699.44.
- Members considered the recommendations as per the Finance Committee meeting minutes for the meeting held on 4 May. Mrs J. Carr and Mrs J. Jeffries apologised for not attending the Finance Committee meeting.
It was resolved that a further meeting of the Finance Committee be arranged for 18 May at 9:30am.
- Email received from Mr G. Jones of Coven Heath Allotments Association regarding how best to spend the £500 allocated in the Precept. Copies circulated prior to the meeting.
It was resolved that the Allotment Committee invite Mr G. Jones, Chairman of Coven Heath Allotment Association to the site visit. (See item 34)

Cllr Mrs W. Sutton left the meeting.

39. PLANNING REPORT:

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

An appeal had been made to the Secretary of State with regard to planning application: 15/00746/FUL. Land at Coven Heath Nursery, Shaw Hall Farm, Shaw Hall Lane. Public Inquiry scheduled for 10.00am on 7 June at South Staffordshire Council.

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Planning enforcement 16/00193/UNDEV did not require a planning application as it was determined that the proposed windows were permitted development.

Application 16/00343/TREE to carry out works to trees protected by a tree preservation order and in a conservation area.

40. **CLERK'S REPORT:**

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

Holiday Cover. M Alden-Court and Mr G. Sibley agreed to open and close Coven playing field on the other dates specified. Cover was still required at Sandy Lane WCs for all of the dates. Mrs M. Sambrook offered to help if no one in Brewood was available.

Coven Heath Allotments.

Mrs L. Tomkins agreed to establish who to contact regarding responsibility and advise the Clerk.

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

Dr R. Taylor requested Sandy Lane W.C. be opened on the evening of 21 May as the Treorch Male Choir were performing at St Mary and St Chad Church. Dr Taylor would be responsible for opening and closing the toilets at the end of the event.

There being no further business, the meeting closed at 9:20pm.

.....Chair

**REPORT OF THE CLERK FOR THE MEETING OF THE COUNCIL
TO BE HELD 12 MAY 2016**

MATTERS ARISING

263** **Land at Middle Lane.** Catherine Gutteridge had advised that a significant number of the unauthorised stables have been removed and the enforcement papers will be served as a matter of priority.

391** **School Lane Playing Field.** Further letter received from Mr A. Monckton, copy circulated. Mr Monckton has been advised of the Council's previous resolution.

Members' views.

MATTERS ONGOING

189*. **Community Benefit Payment.** Mrs J. Jeffries has signed the Deed of Offer and Bribery Act 2010 Compliance Form which have been approved by Mr D. Pattison of South Staffordshire Council and returned to Mr Ryan of Lightsource.

324*. **Goal Posts at Playing Fields.** The order has been placed to remove the damaged goal post at Brewood playing field, this should take place early next week. The replacement part and anchors for the portable goals at Bishops Wood have arrived and the handyman will fit them shortly.

328*. **Bench at Coven.** Awaiting information from Mrs Sanders regarding where best a bench might be situated in Coven. Email received from Mr A. Pupino which was addressed to Members, outlining alternatives.

Matter of report.

32. **Bridlepath Bishops Wood.** I have been unable to establish whether or not the foliage has been removed. If still required, the handyman will take a look tomorrow as the summer planting has now been completed. He may be able to trim what is there.

CORRESPONDENCE RECEIVED

29. **Coven Pharmacy.** Email received from M. Alden-Court attaching a link to a petition by the National Pharmacy Association to overturn cuts to pharmacy funding by the Government which has received over one million signatures. Members may wish to sign the petition as individuals.

Members' views.

31. **The Bront/Himalayan Balsam.** Report received from Mr G. Sibley regarding the management of the Bront.

Matter to be placed on the agenda for the next meeting of the Council.

FINANCE

305* **ID Badges.** It may be possible to produce the ID badges 'in house'. The badge holders are available at a cost of £15.96 for 25. However, the badges offered by South Staffordshire Council would be more professional and durable. The cost associated with the badges (£5 each) could be taken from the admin/stationery budget. As photographs for the website are required, these could be taken and used for both purposes.

Members' views.

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OTHER MATTERS OF REPORT

Holiday Cover. The janitor/caretaker has advised of his forthcoming holiday, reported at the last meeting: 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. Mr R. Dakin has advised that he can open and close the playing field on 5th, 6th and 7th July. Cover is required 28 May – 4 June and 2nd – 4th July and 8th & 9th July. M. Alden-Court has advised that she and Mr G. Sibley will open and close the playing field gates. Cover is required at Sandy Lane WCs for all of these dates.

Members' views.

Staffordshire Neurological Alliance. Invitation received to a half day seminar regarding neurological services in Staffordshire on 17 May from 10.00am until 1.00pm in Rugeley.

Interested Members to advise the Clerk.

Let's Work Together. A training module on 20 May from 9.15 until 12 noon at South Staffordshire Council offices in Codsall.

Interested Members to advise the Clerk.

Coven Heath Allotments. A tree branch has fallen down onto a shed on plot 32 at the allotments. The caretaker has inspected and reported that he cannot assess the damage as the branch is still on the roof. The tree is on land previously owned by Chris White which is the process of being sold. Members to consider who is responsible for removing the branch and if the individual's insurance would cover any damage to the shed.

Members' views.

BREWOOD & COVEN PARISH COUNCIL

PLANNING APPLICATIONS CONSIDERED AT THE MEETING
HELD ON 12 MAY 2016

Application Number	Applicant's Name	Proposal	Comment
16/00141/FUL	Mr J. Proud	Extension and alterations to dwelling including two-storey side and rear bedroom extension and single storey rear living room extension. 4 Cresswell Lane, Brewood, ST19 9BE	No comment.
16/00380/HAZ	SI Group UK	Hazardous consent. SI Group UK Ltd, Gravelly Way, Four Ashes WV10 7BT	No comment.
16/00395/FUL 16/00396/LBC	Mrs K. Hargrave	Conversion of existing brick and steel frame farm buildings into seven residential units, demolition of a cow shed to enable the construction of garages and the renovation of a Grade II listed farmhouse. Associated hard and soft landscaping. Pearce Hay Farm, Kiddemore Green Road, Bishops Wood, ST19 9AA	No objection.