

**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 26 MAY 2016 AT 7.30PM**

**PRESENT:**

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.

**APOLOGIES:**

M. Alden-Court (personal), Mrs J. Bradshaw (illness), Mrs J. Carr (illness). Cllr Mrs J. Bolton, Cllr B. Cox, Cllr M Sutton.

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

There were no requests for dispensation, as required under the Code of Conduct and determined by the Localism Act 2011.

Mrs M. Sambrook declared an interest in planning application number 16/00427/FUL.

**MINUTES:**

The Minutes of the meeting held on 12 May 2016 and the Minutes of the Finance Committee meeting held 18 May 2016 were approved as being an accurate record and duly signed.

**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.

38. **PUBLIC PARTICIPATION:**

There were no members of the public in attendance at the meeting.

39. **POLICE REPORT:**

No Police report was received. The Chair reported the burglary of outbuildings on Tinkers Lane, Brewood (reported as Coven) and the theft of number plates from a car in Church Lane, Coven, received via the OWL messaging service.

**MATTERS ARISING:**

254. **Bishops Wood Village Hall.** Mr B. Cooper had advised that the Village Hall Management Committee had agreed to purchase the ice making machine from its own funds.

**Matter of report.**

26 May 2016

293. **Tree at Bishops Wood Playing Field.** The tree had been pruned in accordance with Mr S. Dores' recommendations. Further letter received from Mr Kelly requesting that the remainder of the tree be removed. Copy circulated prior to the meeting. Clerk's Report referred.

**It was resolved that the Clerk write to Mr Kelly advising him that Mr S. Dores did not believe that there was a problem and that the Council would monitor the situation before considering taking any further action.**

302. **Coven Heath Allotment Gate.** Letter received from Mr H. Hilton of Dallow and Dallow advising that he could not find any record of permission being sought to install a gate in the boundary hedge. Under these circumstances there was no objection to the gate being removed and the hedge reinstated.

**It was resolved that the matter be placed on the agenda for the next meeting of the Council.**

31. **The Bront Working Party.** Deferred from last meeting; Mr G. Sibley had made some recommendations at the last meeting for managing the Bront, copy circulated prior to the meeting.

**It was resolved that Mr Sibley's report be forwarded to Mrs J. Carr and the Friends of the Bront to consider.**

### **MATTERS ONGOING**

Dr R. Taylor reported again that many potholes had not been repaired.

**It was recommended that the matter be placed on the agenda for the next meeting of the Council.**

70. **Brewood Library.** Mrs J. Jeffries reported that she had attended a meeting with representatives from Staffordshire County Council, SSSFT, Mr I. Careless and Rt. Hon. Gavin Williamson MP. SSSFT clarified that they would be running a service not a library; although it was a zero value contract at peppercorn rent, £4,000 would be taken from library income each year. It was felt that a contract with SSSFT was unnecessary. Mr Williamson suggested alternative ways of running the library could have been sought. It was agreed to review the situation in 3 months. Mrs Jeffries thanked everyone who had attended. Dr Taylor asked if a Freedom of Information request would establish if any savings had been made Mrs Jeffries agreed to make enquiries and report back to the Council. It was noted that the library was looking shabby and the new tubs were untended.

**Matter of report.**

391\*\* **School Lane Playing Field.** Mr R. Dakin advised that the park committee had agreed that there would be no further action until a decision had been taken regarding the access road through the playing field.

162\* **Fires Adjacent to A449.** Investigations were still taking place.

**It was agreed that the Clerk write to South Staffordshire Council's enforcement team expressing concern about the lack of action being taken.**

222a2\*\* **Honours Board.** DR R. Taylor had approached someone who may be able to create a new board.

### **CORRESPONDENCE RECEIVED:**

40. Email received from Mr P. Element inviting the Chair to attend the Sunday performances at the Music Festival to be held on 17 July and to say a few words about the music festival and the support given by the Parish Council.

**It was resolved that Mrs Tomkins would attend.**

41. Request received from Brewood Civic Society for the Parish Council to consider presenting Mr J. Redshaw with a scroll to recognise 23 years of service to the Civic Society.

**It was resolved that Mr Redshaw would be presented with a scroll.**

42. Letter received from Helen Astley of South Staffordshire Council inviting the Chair to its Armed Forces Day to be held on Monday 20 June at 10.30am. Mrs L. Tomkins would attend.

**Matter of report.**

43. Email from Staffordshire Smart Alert advising of doorstep pedlars in Codsall and Brewood. They were attempting to sell household items which were of poor quality and overpriced. They claimed to be ex-offenders on a rehabilitation scheme which was not the case. Suspicious or bogus callers must be reported to the Police.

**It was resolved that details be posted on the Council's Facebook page and in the next newsletter.**

44. Letter received from Helen Skidmore regarding Brewood Bowling Club. The club had been turned down by Sport England for funding and was looking at scaling down its original plan to build a club house. Miss Skidmore had requested an urgent meeting with Parish Council representatives. Clerk's Report referred.

**It was resolved that a meeting would be arranged on 1<sup>st</sup> June at 9.00am in the Council Chamber. Mr R. Dakin, Mr D. Evans, Cllr Mrs D.M. Holmes, Mrs J. Jeffries, Dr R. Taylor and Mrs L. Tomkins would attend.**

45. Letter received from Mr S. Winterflood regarding parish election costs. Many parish councils had been surprised by the high cost of the recent elections and had not budgeted in advance. In future parish councils would be made aware by South Staffordshire Council of the potential costs involved to enable them to set aside additional funds in the years preceding an election.

**Matter of report.**

46. Letter from Fields in Trust regarding its Centenary Fields Programme. A nationwide programme to secure recreational spaces in perpetuity in honour of the memory of millions of people who lost their lives in the Great War. The Parish Council was asked to nominate a suitable playing field in the first instance.

**It was resolved that no action be taken.**

#### 47. CORRESPONDENCE CIRCULATED:

Brewood Civic Society: Minutes of the AGM and meeting held 16 May, copy letters regarding various planning applications.

Office of the Police and Crime Commissioner: advising of additional training for Police to spot modern day slavery and advertising a big dog jog event at Chasewater on 25 June in aid of the Retired Staffs Police Dog Fund.

Fields in Trust: Notice of its AGM to be held on 17 June, 2015, its Impact Report and spring/summer bulletin.

SPCA Bulletin 12 May and 19 May.

South Staffordshire Review.

#### 48. DISTRICT/COUNTY COUNCIL'S REPORT:

There were no reports from the District or County Councillors.

#### 49. CHAIRMAN'S REPORT:

The Chairman, Mrs L. Tomkins reported that she had attended the Let's Work Together workshop on 20 May which was every useful, a meeting at Gailey with Staffordshire County Council, South Staffordshire Council and

Highways England regarding illegal lorry parking overnight in the layby on the A449 on 24 May. (The Police had failed to attend) and the allotment site visit on 25 May.

#### 50. **FINANCE REPORT:**

The Council received the Finance Report from the Chair in the absence of the Head of Finance, Mrs J. Carr and resolve the following matters:

- 50.1 Section 1 of the Annual Governance Statement for the financial year ending 31 March 2016 **be approved**. The Chair and RFO signed the declaration confirming that there was a sound system of internal control including the preparation of the accounting statements.
- 50.2 The 2015/2016 end of year accounts: Income and Expenditure Account Sheet and Consolidated Balance Sheet, copies circulated prior to the meeting, **be approved**. The Chairman and RFO signed the Consolidated Balance Sheet as having been approved by the Parish Council.
- 50.3 The Annual Return and the Explanation of Significant Variances, copies circulated prior to the meeting, **be approved**. Members approved Section 2 of the Annual Return and the Chair signed section 2 at the meeting. The Internal Auditor Mr A.Toplis had completed the Internal Audit including a full audit of the salaries procedure. He had completed section 4 – Annual Internal Audit Report of the Annual Return. Clerk's Report referred. The Annual Return and supporting papers would be returned to the External Auditor by 17 June.
- 50.4 The Financial Summary Cashbook Reconciliation for the year ending 31 March 2016, **be approved**. Copy circulated prior to the meeting.
- 50.5 The Income and Expenditure list for accounts payable as at 26 May, including salary payments, **be approved**.
- 50.6 Members considered the appropriate rate for Legal Services provided by South Staffordshire Council for the forthcoming year. Copy circulated prior to the meeting.  
**It was resolved that Option 2 (Blended rate £80 per hour) be approved.**
- 50.7 Members considered the request received from Mr M. Smith gardener/handyman to join the Council's Pension Scheme this year, (with effect from 1 April 2016). Mr Smith will automatically be opted-in to the scheme from 1 April 2017 under the new pension regulations. The cost to the Parish Council would be approximately £2,060 for this year.  
**It was resolved that Mr Smith be allowed to join the Council's pension scheme with effect from 1 April 2016.**
- 50.8 Members considered the recommendations of the Finance Committee, meeting held on 18 May.  
**It was resolved that the recommendations of the Finance Committee be approved.**

#### 51. **PLANNING REPORT:**

Members received the Planning Report and considered the planning applications received.

**Mrs M. Sambrook did not speak or vote on planning application 16/00427/FUL.**

Letter received from Mrs J. Monckton enquiring about the status of the planning application of Rosehill, Stretton. Allegedly, a building which appeared to be a farm building had been constructed.

It was resolved that a copy of the letter to be forwarded to South Staffordshire Council's Planning Department.

52. **PLAYING FIELDS REPORTS**

Members received the written Playing Fields Reports:

- Bishops Wood playing field. Mrs M. Sambrook reported that the grass had been cut, the goal posts had been taken away and the condition of the equipment was good.
- Brewood playing field and skateboard park. Mr D. Evans reported that the grass cutting was unfinished and the hedge had not been cut. There were bird dropping on the nest swing. The handyman to be asked to install cable ties on the cross bar similar to on the swings.
- Coven playing field and skateboard park. Mr R. Dakin reported that the grass had been cut and there were no problems.
- The Bront. Mr R. Dakin reported that the grass was long and needed cutting. Tree No. 2676 required two lower branches cutting back. The Himalayan balsam was growing quickly. The Clerk agreed to meet with Mr Dakin and the tree surgeon on site to inspect an unnumbered tree which required cutting back and also arrange for quotes to be submitted to tackle the Himalayan balsam.

53. **CLERK'S REPORT:**

Members 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).**

**Bishops Wood Village Hall Management Committee.** It was agreed that Mr K. Kearney would be the Parish Council representative on the BWVHMC. Clerk to write to the Village Hall committee to advise.

Mrs M. Sambrook requested that speeding tractors be placed on the agenda for the next meeting of the Council.

Mrs Sambrook to provide names and addresses of local farmers who may be written to.

Dr R. Taylor requested that the matter of internet banking be placed on the agenda.

Cllr Mrs W. Sutton reported that there was to be a 'Poet's Evening' at Brewood Middle School on 9 June from 6.30pm. A fundraising event, money raised to be shared between the school library and Bumble Bees. Members were asked to attend if possible, admission fee £3.00.

There being no further business, the meeting ended at 9.05 p.m.

Chairman .....

**REPORT OF THE CLERK FOR THE MEETING OF THE COUNCIL  
TO BE HELD 26 MAY 2016**

**MATTERS ARISING**

254. **Tree at Bishops Wood Playing Field.** Mr S. Does has seen a copy of the letter from Mr Kelly. He does not agree that Mr Kelly has any right under the 'Nuisance Act' and has suggested that Mr Kelly should be made aware that he would be trespassing onto the Council's property should he decide to fell the tree himself. However, he does not consider the hornbeam to be a particularly good specimen and therefore has no objection to its removal.

**MATTERS ONGOING**

391\*\*. **School Lane Playing Field.** Further letters received from Mr A. Monckton, copies tabled.  
**Members' views.**

**CORRESPONDENCE RECEIVED**

44. **Brewood Bowling Club.** The bowling club representatives are available on the following dates: 1<sup>st</sup> June early morning, 2<sup>nd</sup> June afternoon or 3<sup>rd</sup> June afternoon.  
**Members' availability.**

**FINANCE**

50.3 **Internal Audit.** The auditor has recommended that the Parish Council publishes its income and expenditure accounts with the minutes on the website. Despite concerns about data protection, it appears the Council has to comply. The Assistant Clerk will therefore contact our suppliers to obtain permission to publish their details and include the information required.

**OTHER MATTERS OF REPORT**

**Holiday Cover.** Sandy Lane WCs. I can do Sat 28 May so cover is required 29 and 30 May.  
Richard Taylor has offered to do 31 May to 4 June.  
Cover is required 2-9 July.  
**Members' views.**

**Coven Heath Allotments.** The solicitor acting for the estate of Miss C. White (deceased) has agreed to contact the tenant of plot 32 regarding any damage done by the falling branch. He will also arrange to have an inspection of the condition of the tree carried out.

**Oak Tree in the Parish Council Garden.** Mr Does inspected the tree and has recommended some crowning. The tree surgeon will be asked to quote for the removal of two branches and the reduction of two further smaller branches.

**Summer Newsletter.** Members are requested to forward articles for inclusion in the forthcoming newsletter. It may be delayed until the end of June due to my annual leave from 10-24 June.

**Bishop's Wood Playing Field.** Cllr B. Cox reported that the playing field grass was too long. The contractor assured me that it would be cut, and should now be done.

26 May 2016

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING**  
**HELD ON 26 MAY 2016**

<b>Application Number</b>	<b>Applicant's Name</b>	<b>Proposal</b>	<b>Comment</b>
16/00356/FUL	Mrs C. Caton	Rear single storey extension. 25 St Chad's Close, Brewood ST19 9DA	No objection.
16/00403/FUL	Mr R. Quintyne	Alterations to existing field access. Chattel Lodge, Shaw Hall Lane, Coven Heath, WV10 7HE	No objection.
16/00420/OUT	Mr & Mrs G. Sissons	Proposed 1 No. single story private bungalow off existing access, sited on garden land adjacent to existing 2 No. two storey dwelling house with new private driveway access. Primrose Cottage, Old Stafford Road, Slade Heath, WV10 7PJ.	Objection. No special reasons given for development within the Green Belt.
16/00426/FUL	Mr L. Pearson	2 storey rear extension and side extension. Rose Cottage, Kiddemore Green Road, Brewood, ST19 9BH	No objection.
16/00427/FUL	Mr J. Ritson	First floor side extension. Weston House, Old Weston Road, Bishop's Wood, ST19 9AG	No objection.