

BREWOOD 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 14 JULY 2016 AT 7.30PM

PRESENT:

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

IN ATTENDANCE:

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

APOLOGIES:

M. Alden-Court (personal), Mr D. Evans (personal), Dr R. Taylor (personal).

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.

MINUTES:

The Minutes of the meeting held on 30 June 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.

67. **PUBLIC PARTICIPATION:**

No members of the public were present at the meeting.

68. **POLICE REPORT:**

No Police report was received. Staffordshire Smart Alert reported that Staffordshire Police had appointed a new Assistant Chief Constable, Chief Superintendent Emma Barnett.

MATTERS ARISING:

302* **Coven Heath Allotments.** Email received from Mr Dunning vice chairman of Coven Heath Allotments Association offering a solution to the repairs to the entrance gate at Coven Heath Allotments, copies circulated prior to the meeting. **It was resolved that the Parish Council accept the offer received from Coven Heath Allotments Association to replace the gate post at the allotments free of charge.**

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305*. **ID badges for Councillors.** Digital photographs were required for the identity badges. Members were requested to agree a date for Mr Phillips to attend the Council chamber to take photos.

It was resolved that two sessions be arranged for Members to have their photographs taken: Wednesday 27 July at 2.00pm and Thursday 28 July at 6.30pm.

44. **Brewood Bowling Club.** Representatives of the club met with members of the Council on 5 July. It would still be necessary for the Parish Council to write in support of a temporary structure, should the permanent steel structure receive planning consent.

It was resolved that Members support the erection of a permanent steel building; subject to planning approval.

69. **West Midlands Interchange.** Public exhibitions took place on 8th and 9th July. Mrs Jinks of Station Road, Four Ashes spoke in public participation at the meeting held on 30 June 2016. Members of the public had requested the Parish Council's support in opposing the development. Email also received from Mr G. Minton, copy circulated prior to the meeting.

It was resolved that Members respond individually to the Stage 1 consultation and wait until more details emerged at Stage 2 in February 2017 before commenting on the proposed development.

74. **Electric Fault BPSA.** Mr M. Webb M.B.E. met with an electrical contractor regarding repairing or replacing the electricity cable at the BPSA. Mr Webb stated he was waiting to receive the written quote. See Finance.

Matter of report.

MATTERS ONGOING

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

391**. **School Lane Playing Field.** Letter of Authority received from Mr A. Monckton and Mr T. Monckton permitting Mr L. Cartwright of Touch Coven Ltd to negotiate on their behalf regarding the covenant referred to in the Conveyance dated 14 March 1962. Mr Cartwright had requested a meeting with the Chair or a representative to discuss the options available. Mrs J. Bradshaw, Mrs J. Carr, Mr R. Dakin, Cllr Mrs D. Holmes, Mrs J. Jeffries and Mr A. Pupino confirmed they would attend the meeting.

It was resolved that representatives from the Parish Council would meet with Mr Cartwright at 6.45pm on 28 July 2016, prior to the full meeting of the Council.

189*. **Community Benefit Payment.** Letter received from Mr D. Campbell, solicitor from South Staffordshire Council advising that he was working on behalf of the Parish Council to amend the deed to deal with the change of name of the company from Lightsource to Lawn Lane Solar Ltd, protecting the parish community should the company sell the business and the wording in relation to termination of the deed if the farm was not connected and exporting electricity within a year of signing.

Matter of report.

CORRESPONDENCE RECEIVED:

86. Emails initially received requesting payment of £1,077.40 held by the Parish Council, collected for a defibrillator in Coven. Conflicting information on amount of payment and to whom cheques should be made payable was supplied, Clerk's Report referred. A further email from M. Alden-Court was tabled at the meeting; Members were concerned at its content and legal advice to be sought prior to replying. Coven Heart Start's constitution should contain details of how the surplus money should be distributed.

It was noted that there was a potential Code of Conduct implication.

It was resolved that the Clerk seek legal advice and respond accordingly to M Alden-Court requesting an explanation of the opening statement of the email and a copy of Coven Heart Start's constitution. The matter of payment to be returned to Coven Heart Start to agree jointly.

87. Email received from Mr D. Henley requesting permission to erect a shed size 6'x 5' to the rear of plot 48 at Coven Heath allotments.

It was resolved that Mr Henley be given permission to erect a shed to the rear of plot 48 at Coven Heath allotments.

88. Notice from Staffordshire County Council that Kiddemore Green Road in the direct vicinity of the Oakley Arms for approx 160m would be closed to vehicles (except for access) from 2nd to 4th August.

It was resolved that details be posted on Parish Council notice boards and Facebook page.

89. Email from South Staffordshire Council regarding Let's Work Together training to be held on 15 July from 9.15am until 12.30pm. Copy of the agenda was available from the Clerk.

It was resolved that Mrs J. Bradshaw and Mrs L. Tomkins attend the training.

90. Email received from Mr S. Griffiths of Staffordshire County Council advising that the Neighbourhood Highways Team would be in the Parish on 13 September 2016, clearing gullies, cleaning street signs, cutting back trees, repairing verges, pulling out noxious weeds (not potholes).

It was resolved that Members provide the Clerk with details of any work that the team could undertake.

91. The July Newsletter had been drafted, copies circulated prior to the meeting. Members were requested to approve the content for circulation.

It was resolved that the decision of the Clerk to distribute the Newsletter following changes already made via e-mail be ratified.

92. Email received from Mr G. Kerr regarding weeds on vacant plots at Coven allotments. The Parish Council's gardener/handyman had strimmed the weeds and would spray any new growth if necessary. Mr Kerr was satisfied with the result.

Matter of report.

93. Email received from Mr R. Taylor of South Staffordshire Council requesting information about the car park at Chillington; the lease was one of a number which was being reviewed by Staffordshire County Council. In particular Mr Taylor wanted to know if the Parish Council was aware of any groups who regularly use the car park or if the Council would be interested in taking over management of the site should it become necessary.

It was resolved that the Clerk inform Mr Taylor that the car park was frequently used by walkers and walking groups. It was further resolved that the Parish Council did not want to take over responsibility for the car park.

94. Email from Shiam Wilcox enquiring as to whether the Council would be interested in purchasing a photographic treasure hunt of the buildings of interest in Brewood. The cost would be £150 for the map and printing would be at the Council's own expense.

It was resolved that the Clerk forward the correspondence to Brewood Civic Society.

95. Email received from Mrs J. Jeffries advising that a potential rural exception site had been put forward in Bishop's Wood which would meet some of the identified local need. The site would accommodate approximately 5 affordable homes.

It was resolved that the Parish Council support in principle the provision of five affordable homes.

96. Details of Staffordshire Local Community Fund advising that Cllr M. Sutton had £7,500 to spend on community projects. Deadline for applications was 30 November 2016. Coven play equipment was one project this year.

It was resolved that Members advise the Clerk if they were aware of any community projects.

97. Email from the PCC advising that the People Power Fund would be available between 1 August and 14 September for local groups.

It was resolved that details be posted on Parish Council notice boards and Facebook page.

98. Email received from Mr C. Rose advising that the A449 would be closed between 20.00 and 6.00 from 1st August – 3rd August and for four weekends (dates not supplied). It was anticipated that the works would be completed entirely by 4 November. Diversions would be in place.

It was resolved that details be posted on Parish Council notice boards and Facebook page.

99. **CORRESPONDENCE CIRCULATED:**

SPCA Bulletin 30 June, 7 July
PCC Matthew Ellis – Space programme information
Bishop's Wood Bugle

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

Cllr Mrs D. M. Holmes had attended the Overview and Scrutiny Committee meeting. The school crossing patrol service would be reduced by 30 operatives. It was noted that School Road, Brewood had not had a risk assessment carried out. Cllr Mrs. Holmes had requested for this to be done as soon as possible and asked for the results to be reported to her.

Cllr B. Cox reported that areas of Bishop's Wood were flooded earlier in June. An investigation had been arranged for Defra to ascertain the reason for the severity of flooding in Bishop's Wood. It was reported that the prime cause was blocked gullies and drains. Farmers had ploughed down fields instead of across, causing excessive water run-off and widespread flooding had occurred. A meeting would be arranged with various agencies, officers and local farmers to resolve the matter.

101. **CHAIRMAN'S REPORT:**

The Chairman, Mrs L. Tomkins thanked everyone who had attended her Civic Sunday. She had received letters of thanks and had enjoyed the day. Mrs Tomkins had attended the Pre-Preparatory and Preparatory Prize-Giving ceremony at St Dominic's, Brewood on 13 July.

102. **FINANCE REPORT:**

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

- 102.1 Income and expenditure report as at 14 July 2016, **be approved.**
- 102.2 Q1 income and expenditure report, **be approved.** Copies circulated prior to meeting.
- 102.3 Bank Reconciliation for June, **be approved.**

- 102.4 Replacement of the perimeter fencing at Coven tennis court including a pedestrian gate at a cost of £5887.56 as approved at the meeting of the Precept held 7 January 2016, copies circulated prior to meeting.
It was resolved that the quote received from Secure-a-Field to replace the perimeter fencing including a pedestrian gate at a cost of £5887.56 be approved.
- 102.5 Essential repairs to the electricity cable at the BPSA ground in Engleton Lane, Brewood (no greater than £6,407) see item 74 above.
It was resolved that the Clerk be given delegated powers to decide which quote to approve which would not be in excess of £6407.00.
- 102.6 Members were asked to consider the quote from PC Plumb to replace the valves on three toilets and the flush button on one toilet at Sandy Lane WCs, copies circulated prior to the meeting.
It was resolved that the quote received from PC Plumb to replace the valves and flush button at a cost of £141.00, be accepted.
- 102.7 Members were asked to consider the quote received to cut back the hedge at Coven Heath allotment site at the A449, copies circulated prior to the meeting.
It was resolved that the quote received from P&R Tree Services to cut back the top and roadside of the hedge at a cost of £325.00, be accepted.

103. **PLANNING REPORT:**

The Council received the Planning Report from Mrs J. Jeffries in the absence of the head of planning, Dr R. Taylor and considered the planning applications received.

An appeal had been made with regard to planning application: 15/01003/COU. Land off Club Lane, Coven Heath. Incorporation of land into the residential curtilage of 4 Club Cottages, and use of land as garden land serving 4 Club Cottages. Any representations must be received by 2 August 2016.

104. **CLERK'S REPORT:**

Members received the written report of the Clerk and noted its content.

Coven Playing Field. Mr R. Dakin had been looking after Coven playing field while the caretaker was on annual leave. On Tuesday it was evident that a football team had been using the pitch for football practice. It was possible that they were from Wolverhampton Casuals. Although the pitches were for use by the general public, they would not have time to recover over the summer if they were used regularly by adult teams.

It was recommended that the goal posts be removed to discourage football teams from using the football pitch out of season.

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

Mrs M. Sambrook reported that a tree had fallen from the allotments on to Mrs White's property.

Mrs J. Carr had requested Coven notice board to be included on the next agenda.

Members wished to congratulate Rt. Hon. Gavin Williamson MP on his appointment to Chief Whip in Her Majesty's Government.

There being no further business, the meeting ended at 9.25 p.m.

Chairman

14 July 2016

**REPORT OF THE CLERK FOR THE MEETING OF THE COUNCIL
TO BE HELD 14 JULY 2016**

CORRESPONDENCE RECEIVED

86. **Coven Defibrillator.** Email received from Cllr M. Sutton requesting clarification that £350 paid from his Community Fund has been paid towards the defibrillator. This is the case and has been confirmed to Cllr Sutton.

Further correspondence received from Mr P. Webster and M. Alden-Court advising that only 4 groups would be awarded £269.25 each. On 1 July M. Alden-Court had advised Coven Playing Field Committee that they too would be receiving a cheque (making 5 organisations in total). Both Mr Webster and M. Alden-Court are now adamant that only the original four organisations will benefit from the money. Mr Webster has stated that "We received 4 written applications in the month following the issue of Village News, no others had been received at the time of making our decision. The 5th application was received after we had notified the 4 successful applicants and after I had notified you of the 4 successful applicants".

The Village News article stated that 'All submissions will be duly considered on their merits'.

As two Parish Councillors and the Clerk must sign the cheques and this is public money, the Parish Council must be satisfied that the process is transparent.

Members' views.

OTHER MATTERS OF REPORT

73. **Bishops Wood Entrance Marker.** The content of the letter received from Mr J. Pegg on 30 June was inaccurate. It stated that the tree was planted in memory of Claire Biddlestone. It has come to light that the tree was planted in memory of Karen Biddlestone. The reply to Mr Pegg has included this.

Matter of report.

Coven Playing Field. Mr R. Dakin has been looking after Coven playing field while the caretaker was on annual leave. On Tuesday it was evident that a football team had been using the pitch for football practice. It is possible that they are from Wolverhampton Casuals. Although the pitches are for use by the general public, they will not have time to recover over the summer if they are used regularly by adult teams. Members' views are sought on how to discourage this.

Members' views.

Coven Play Park. Coven Playing Field Committee is holding an exhibition of plans for the play equipment on Wednesday 20 July and has asked permission to publicise the event on the Council's Facebook page and notice boards.

Members' views.

PLANNING APPLICATIONS CONSIDERED AT THE MEETING
HELD ON 14 JULY 2016

Application Number	Applicant's Name	Proposal	Comment
16/00586/FUL 16/00587/LBC	Mr & Mrs Giffard	Alterations to south wing of Chillington Hall including replacement copper roof, installation of photovoltaic cells, repair works to chimneys and parapets and replacement ceiling in second floor nursery. Chillington Hall, Chillington Park, Chillington, WV8 1RE	No objection.