

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 JULY 2016 AT 7.30PM

PRESENT

Mrs J. Bradshaw, Mrs J. Carr, Mr R. Dakin, Mr D. Evans, Cllr Mrs D. M. Holmes, Mrs J. Jeffries, Mr A. Pupino, Mrs M. Sambrook, Mr G. Sibley, Dr R. Taylor, Mrs L. Tomkins, Mr M. Webb MBE.

IN ATTENDANCE:

Cllr Mrs J. Bolton.

APOLOGIES:

M. Alden-Court (no reason given) Mr K. Kearney (prior meeting), Cllr Mrs W. Sutton (personal), 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 J. Carr declared a personal interest in planning application 00634/FUL.

MINUTES:

The Minutes of the meeting held on 14 July 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 was not considered that the resolutions moved herein would have any adverse impact for the purposes of the Crime and Disorder Act 1998.

105. **PUBLIC PARTICIPATION:**

Mrs D. Gilmartin of Gailey (not of this Parish) on behalf of Stop the Gailey Freight Hub spoke on the proposed West Midlands Interchange and asked the Parish Council to consider joining with other parish councils.

Mr B. Rogers of Brewood Bowling Club advised that it was necessary to remove the goal posts on the playing field.

Gaynor Miles of Coven Road, Brewood submitted plans for information regarding proposed development to the rear of 94 and 95 Coven Road, Brewood.

106. **POLICE REPORT:**

No Police report was received.

MATTERS ARISING:

69. **West Midlands Interchange.** Clerk's report referred.

- Email received via Mr G. Sibley from Mr P. Frost advising that he would be happy to meet with the Parish Council to discuss the proposals further.

It was resolved that Mr Frost would not be invited to address the Parish Council at this stage.

Mr M. Webb arrived for the meeting.

- It had been suggested that a working party with surrounding parish councils be set up.

It was resolved that the Parish Council join with other local parish councils to share information.

- Decision by a Member of the Cabinet of South Staffordshire Council taken on 21 June 2016, copy circulated prior to the meeting.

It was resolved that the report be made available to members of the public via the Parish Council's website.

- See Clerk's Report.

It was resolved that the Clerk respond to Penkrige Parish Council's enquiry. It was further resolved that documents received from Staffordshire County Council be placed on the Parish Council's website.

70. **School Crossing Patrol, Brewood Middle School.** Mr D. Swift, Headteacher, advised that he had met with Debbie Hunter of Staffordshire County Council and a risk assessment would be carried out before the end of term, this had since been done. Cllr Mrs D.M. Holmes advised that she would be contacting Mrs Raftery to establish the findings.

Matter of report.

The Chairman moved that this matter be taken at the end of the meeting when the public and press were asked to leave, due to the confidential nature of the business to be discussed, in accordance with Standing Order 1.39.

86. **Coven Heart Start Fund.** Advice received from solicitor. Email response sent, no reply received.

It was resolved that two letters be drawn up. One from the Chairman giving a further opportunity to respond to matters raised by email at the meeting held on 14 July. The second requesting details of the beneficiaries from the re-distribution of the Heart Start monies, signed by both officer of Coven Heart Start.

90. **Neighbourhood Highways Team.** Members were reminded to forward emails advising of any work required to the Clerk, if not already sent.

Matter of report.

98. **Resurfacing of A449 at Gailey.** Some Members met with Mr A. Wilson of Kier regarding the road closure.

It was resolved that the details of the road closures be placed on the Council's website and Facebook page.

MATTERS ONGOING

153** **Canal Bridge 14, Wharf Lane.** It was noted that bargees had made remarks about the condition of Bridge 14.

391** **School Lane Playing Field.** Members met with Mr Cartwright of Touch Developments Ltd.
It was resolved that Mrs K. Harris, of South Staffordshire Council planning department be invited to meet with the Parish Council prior to the meeting to be held on 11 August.

104* **The Bront.** The grounds maintenance contractor would inspect the Himalayan balsam whist on site.

129* **Business Plan.** Interested Members were requested to advise the Clerk of their availability in order to review the Business Plan in September. Maintenance of grass verges to be considered for possible inclusion.
It was resolved that interested Members meet at 8.00am on Wednesday 14 September to review the Business Plan.

237* **Vandalism School Lane WC Coven.** There was further vandalism of the WC at Coven changing rooms during the late evening. The caretaker would close the WC at 5.00pm to prevent further occurrences but still provide access during the day throughout the six weeks school holidays.
It was resolved that the situation be reviewed at the meeting of the Council to be held on 8 September.

29. **Amenity Areas in the Parish.** Parish Council to take over maintenance of two areas: the area at the bottom of Dean Street, Brewood where the two green benches are and the area in Bishop's Wood where the grit box is situated. Mr S. Griffiths, Staffordshire County Council had confirmed that this could easily be done. The Clerk to advise him how often they would be cut. The gardener/handyman had advised that he would cut them on a weekly basis.
It was resolved that the Clerk advise Staffordshire County Council that the Parish Council would take over maintenance with immediate effect.

44. **Brewood Bowling Club.** Clerk's Report referred.
It was recommended that all matters contained in the letter be approved to enable the works to commence as soon as possible.

57. **Potholes and Condition of Highways in the Parish.** Reply received from Cllr M. Deaville, Cabinet Member for Highways and Transport outlining the County Council's response regarding the poor condition of the highways. Copy circulated prior to the meeting.
It was resolved that a copy the letter be placed on the Council's website and Facebook page. Members of the public be encouraged to report any potholes to Staffordshire County Council using the online system.

It was recommended that the following items be removed from Matters Ongoing: 102, 104*, 302*, 328* and 29.**

CORRESPONDENCE RECEIVED:

107. Email received from Mrs Y. Kinson of Coven Playing Field Committee, (now a constituted group), requesting permission to set up its own Facebook page. Committee members would update it with input from the Parish Council.
It was resolved that Coven Playing Field Committee be given permission to set up and manage a Facebook page.

108. Email received from Mr P. Robinson of Coven requesting that details of the availability of his newest book 'It Happened in Brewood' be placed on the Council's website and/or Facebook page.
It was resolved that Mr Robinson's details be added to the business section of the Parish Council's website.

109. Provision was made at the Precept meeting to restore one fingerpost this financial year. Members were requested to provide details of the post in most need of repair in order for an estimate to be sought. A fingerpost was also suggested for Bishop's Wood playing field.

It was resolved that Members would advise the Clerk of any fingerposts in a poor condition.

110. Email received from Mr A. Prendergast of Coven enclosing a response received from Rt. Hon. Gavin Williamson MP regarding the poor state of pavements in School Lane, Coven.

It was resolved that the matter be placed on Matters Ongoing until completed.

111. Email received from April Lewis advising of summer cycle rides in Wombourne and Penkridge. The scheme was in association with South Staffordshire Councils' Goodlife and were free of charge.

It was resolved that full details to be placed on the Parish Council's Facebook page.

112. Email received from Lucy Macdonald of South Staffordshire Council enclosing a quick guide for Parishes - Removal of Flyposting. Copy circulated prior to the meeting.

It was resolved that the Parish Council actively pursued the removal of fly posting in line with the guide. Details to be posted on Parish Council notice boards and Facebook page.

113. Mrs J. Carr requested that the noticeboard in Coven (outside the Co-operative) be replaced.

It was resolved that the Clerk would endeavour obtain three quotes, as per Standing Orders.

114. Email from PCC Press Office advising that local businesses could join the Safer Neighbourhood Panels and encouraging interested parties to register on its website: www.staffordshire-pcc.gov.uk/safer-neighbourhood-panels/

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

115. **CORRESPONDENCE CIRCULATED:**

Rt Hon Gavin Williamson – Newsletter July

SPCA Bulletin 21st July

BKV Announcement of results event Monday 1st August (Eccleshall).

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

Cllr Mrs D. M. Holmes confirmed that she would be contacting Ms Raftery regarding the risk assessment at Brewood Middle School in connection with the proposal to withdraw the funding for the school crossing patrol.

117. **CHAIRMAN'S OR OTHER COUNCILLORS' REPORTS:**

The Chair reported that she had attended the Let's Work Together event on 15 July which included: Base 25; a project which supported families in South Staffordshire, supporting people with autism and the University of the Third Age.

She had addressed the crowd on the Sunday of Brewood Music Festival, attended the collation of the Revd Phillip Moon, attended a meeting with representatives from Kier regarding the resurfacing works on the A449 and also the ID photo session.

Mrs J. Carr had welcomed 11 students and two teachers from Wolgarston High School to the Bront. The students had worked extremely hard and cleared shrubbery around the site. Mrs Carr reported that the students had been very well-mannered and well behaved. Mrs L. Tomkins reported that students had also attended Coven Heath allotments and had planted an area with flowers. Mr G. Sibley reported that 11 students had worked at Barnfield Sandbeds and their behaviour was exemplary. Clerk to write to Wolgarston High School.

118. FINANCE REPORT:

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

- 118.1 The income and expenditure report as at 28 July 2016, including salary payments, **be approved.**
- 118.2 The renewal of the annual Service Contract with Kingspan for maintenance of the pump at Coven changing rooms at a cost of £223.34, **be approved.**
- 118.3 The Council considered the purchase of 'professional bird stops' to prevent birds landing on the equipment at the playing fields at a cost of £29.94 for 5 meters. These would replace the cable ties currently used.

It was resolved that the bird stops would not be approved due to the potential health and safety risk to children if they climbed onto the frame.

102.5. **BPSA Electricity Cable.** The order placed with Chambers Electrical under delegated powers at a cost of £6,407 exclu. VAT for essential repairs at BPSA ground, Engleton Lane, Brewood. (Three quotes received), **be ratified.**

189*. **Community Benefit Payment.** Email received from Mr C. Ryan of Lightsource advising that the first annual payment would be £2,160 and requesting the Parish Council's bank details.

It was resolved that the payment be accepted and bank details forwarded to Lightsource.

277* **Brewood Music Festival.** Email received from Mr P Element advising that the 'Bucket Collection' had raised £587. The payment of a cheque to the value of £500 as resolved at the meeting of the Precept held 8 January 2016, **be approved.**

119. PLANNING REPORT:

The Council received the Planning Report and considered the planning applications received.

120. PLAYING FIELDS REPORT:

The Council received the written Playing Fields Reports:

- Bishops Wood playing field from Mrs M. Sambrook, no report received. Mrs Sambrook would carry out the inspection on 29 July and forward the report.
- Brewood playing field and skateboard park from Mr D. Evans. No written report received. Mr Evans reported verbally that there was bird mess on the basket swing. The Clerk to ask the handyman to put some cable ties on the cross bar to prevent birds from landing on it.
- Coven playing field and skateboard park from Mr R. Dakin. Two downpipes were broken on the changing rooms, there was evidence of a fire at the sun shelter. The pitches were looking well-tended, lines were marked and goal posts were up.
- The Bront from Mr R. Dakin. Dog fouling was bad, the general state was good following recent works. Over hanging trees needed cutting back. Consideration to be given to repairing the gate at Poplars Farm Way.

121. 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).

There was a fallen tree at Coven Heath allotments which had damaged the perimeter fence.

The Path at the rear of Stonebridge Road, Brewood needed cutting back.

There being no further business, the meeting ended at 9.20 p.m.

Chairman

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

MATTERS ARISING

69. **West Midlands Interchange.** Email received from Penkridge Parish Council asking for the Parish Council's thoughts on the matter, whether this Council would agree to joining a larger group of parish councils and action groups and asking if this council had been approached for financial help to fund a town planner. Copies of letters to various groups from Staffordshire County Council tabled at the meeting.

90. **Neighbourhood Highways Team.** Email received from Mr S. Griffiths of Staffordshire County Council advising that the neighbourhood highways team and Lengthsman agreements are to be replaced with amenity maintenance agreements. Mr Griffiths would like to meet with the parish council to discuss the changes. He is available from Tues to Thursday from 8.00am until 4.pm.

Interested Members are requested to provide some dates to meet with Mr Griffiths.

MATTERS ONGOING

328* **Bench at Coven.** Letter received from Mrs R. Sanders advising that she has found somewhere to place a commemorative bench. Matter to be removed from Matters Ongoing.

44. **Brewood Bowling Club.** Letter received from Helen Skidmore of Brewood Bowling Club raising the following matters (copy tabled):

Veolia has provided a temporary sign to be erected in Engleton Lane, advertising their support for the project.

The remaining goal post will need to be removed before September, it is possible that this would be done free of charge by the bowling club's fencing contractor. If not, the cost would be in the region of £75 and would need to be approved at the meeting to be held 11 August.

Two fence posts will need to be removed to give access for construction. The playing field will be secured following their removal by the erection of the bowling club fence.

Recommended action: the above be approved to enable the works to commence as soon as possible (with the exception of payment for removal of the goal post).

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

| Application Number | Applicant's Name | Proposal | Comment |
|---------------------------|------------------------------------|--|---|
| 16/00453/FUL | Mr Monckton Penk (Holdings) Ltd | 1) Removal of bricks, insertion of lintel and installation of a double glazed UPVC window. 2) Bricking up half an existing door way and installing a double glazed UPVC window. 3) Removal of internal non load bearing wall. 20 Bargate Street, Brewood. | No objection. However, the use of UPVC rather than wood in a listed building and was a concern. |
| 16/00634/FUL | Coven Memorial Hall | Single storey front extension. Coven Memorial Hall, Brewood Road, Coven. | No objection. |
| 16/00646/FUL | Mr & Mrs M. Tunncliffe | Garden room. 31 Dean Street, Brewood. | No objection. |