

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 11 AUGUST 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.

IN ATTENDANCE:

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

APOLOGIES:

Mr M. Webb MBE (personal).

DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS AND REQUESTS FOR DISPENSATION:

Mrs M. Sambrook declared a personal interest in planning application 16/00697/FUL. Mrs J. Carr declared a personal interest in Finance item 189. There were no dispensations submitted in writing to the Clerk prior to the meeting, as required under the Code of Conduct as determined by the Localism Act 2011.

MINUTES:

The Minutes of the meeting held on 28 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 oved herein would have any adverse impact for the purposes of the Crime and Disorder Act 1998.

122. **PUBLIC PARTICIPATION:**

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

123. **POLICE REPORT:**

There was no written report received from the Police. Clerk's Report referred; Clerk to investigate claiming through the insurance policy for a replacement bus shelter.

MATTERS ARISING:

This matter was taken at the end of the meeting due to the confidential nature of the business discussed, in accordance with Standing Order 1.39:

391** **School Lane Playing Field.** Mr L. Cartwright had asked that his thanks be passed on to the Parish Council. He had met with the Monckton family and had emailed the Parish Council, copy circulated prior to the meeting. Mrs Harris was unable to attend the meeting of 11 August but had asked if a small group would like to visit her at South Staffordshire Council.

It was resolved that M. Alden-Court, Mrs J. Bradshaw, Mrs J. Carr, Mr R. Dakin, Cllr Mrs D.M. Holmes, Mrs J. Jeffries, Mr A. Pupino, Mr G. Sibley, Dr R. Taylor, Mrs L. Tomkins and the Clerk form a working party. The Clerk to summarise the information received from Mr Cartwright and forward to all Members in order for a list of questions to be compiled. The Clerk to then arrange for the working party to meet with Ms Harris week commencing 5 September, the questions having been forwarded to her in advance.

86. **Coven Heart Start Fund.** A meeting took place on 2nd August, which meant that it became unnecessary to write in accordance with the resolution of the meeting held 28 July. Clerk's Report referred. Members agreed to accept the withdrawal of comments and apology received. Letter received from Coven Heart Start, see Finance.

Matter of report.

MATTERS ONGOING

263** **Middle Lane, Coven Heath.** Email received from Catherine Gutteridge of South Staffordshire Council's enforcement team advising that some work had been undertaken which had since ceased. There were further issues to be addressed. Mrs L Tomkins report that there was more rubbish and rubble on site, the gate had been vandalised and fly tipping had started again. It had been agreed that Coven Heath Community Association would meet with Cllr M. Sutton and a site visit be made in September.

Matter of report.

305* **ID badges for Councillors.** The majority of these had been approved. A resolution was made at the meeting held on 9 August 2012 to upload to the website a photograph and short biography at the discretion of individual councillors. Clerk's Report referred.

It was resolved that Members forward a short biography to the Clerk in time for the meeting to be held on 8 September.

222a2** **Chairman's Board.** Dr R. Taylor agreed to pursue this item.

129* **Five Year Business Plan.** Members considered rearranging the date but agreed that it would remain as 14 September at 8.00am. Mr D. Evans to send in written representation as he would be unable to attend.

206** **Western Power Junction Box, Market Place.** Clerk's Report referred. Clerk to monitor progress.

CORRESPONDENCE RECEIVED:

124. Email received from Mr M. Pearce, licensing officer at South Staffordshire Council. A variation of a premises licence application was received for Spar in Stafford Street, Brewood. The application was for the premises to be open from 0600 to 2300 Monday to Sunday every day of the year. Written representations must be received by 31 August.

It was resolved that the Clerk write advising that the Parish Council did not approve of the availability of alcohol in a rural village at such an early hour. However, Councillors were aware that these objections may not fall within the 4 reasons for objecting to a licence.

Cllr Mrs W. Sutton abstained from the vote.

125. Notice of temporary one-way system and speed restriction Weston-Under-Lizard (V Festival weekend). Copy circulated prior to the meeting for information.

It was resolved that details be posted on Parish Council noticeboards and Facebook.

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126. **Certificate in Local Council Administration (CiLCA) Qualification.** The Clerk had achieved the CiLCA qualification. Under the Localism Act 2011 the Parish Council would be eligible to use the General Power of Competence (formerly the Power of Well-Being) which would replace the use of s137. A local authority has the power to do anything that an individual generally may do i.e. power for an eligible council to do anything (subject to statutory prohibitions, restrictions or limitations which include those in place before or after the introduction of the GPC). The two criteria being that the Parish Council has at least two thirds of its Members elected (rather than co-opted) and the Clerk be appropriately qualified. The Council would no longer need to ask whether it met a specific power to act. The Parish Council must resolve every four years that it continues to meet the criteria. **It was resolved that the Parish Council met the two criteria to use the General Power of Competence and intended to use the power for the forthcoming four years.**

127. Letter received from Brewood Civic Society advising that the Parish Council won 1st prize in the commercial section of the Floral Front Garden Competition. Congratulations went to Martin Smith the gardener/handyman who made the new flower boxes and planted a superb display. The prize giving would take place on 14 September at 7.45pm in the Jubilee Hall, Mr Smith had been invited to attend and there was an open invitation to all Parish Councillors. There would be a talk on garden design during the evening.

Matter of report.

128. The Community Council of Staffordshire announced the Best Kept Village competition results. For South Staffordshire the results were: Large village: 1st place Kinver, 2nd place Penkridge, 3rd place Brewood. Small village: 1st place Acton Trussell, 2nd place Lapley, 3rd place Bednall. Bishop's Wood was highly commended.

Matter of report.

129. Email received from Helen Marshall advising that the Locality 2 Police Accountability Forum would be held on 28 September from 5.00pm until 6.30pm at Watling Street headquarters. Mrs L. Tomkins and Cllr Mrs D.M. Holmes had been invited separately.

It was resolved that Mr R. Dakin, Dr R. Taylor and Mrs M. Sambrook would attend.

130. Email received from Ms D. Gear community traffic management officer of Staffordshire County Council advising of the proposal to prevent parking taking place around the junction of School Road and Newport Street, Brewood. This was part of the statutory consultation and responses were requested by 26 August 2016. Copies of plan circulated prior to the meeting.

It was resolved that the Clerk advise Ms Gear that Members were in agreement with the proposed restrictions but would request that the double yellow lines be extended along Newport Street, Brewood, at the front of 2 School Road and Locksmith's Cottage.

131. Email received from Mrs J. Bradshaw requesting that a scroll be presented to the school crossing patrol officer, Heather Hall who will have completed 20 years in post at St Paul's School, Coven.

It was resolved that Mrs Hall be invited to the meeting of the Council to be held on 29 September in order to be presented with a scroll.

Cllr M. Sutton and Cllr Mrs W. Sutton (unwell) left the meeting.

132. **CORRESPONDENCE CIRCULATED:**

Brewood Civic Society, minutes of the meeting held 18 July
Staffordshire Wildlife Trust Summer magazine
Wolverhampton West magazine

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

Cllr Mrs D.M. Holmes advised that she had emailed Mrs Raftery regarding the School Crossing Patrol service withdrawal at Brewood Middle School but had not received a reply to date.

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Cllr M. Sutton returned at the end of the meeting and gave the following report: The Arriva Bus Company was being reorganised with the closure of the Stafford depot and the 76 service would be withdrawn during September as it was not subsidies or cost effective. The service to Wolgarston High School would continue. Mrs J. Jeffries would contact the school for information.

Another speeding survey had been carried out in Bishop's Wood which showed that there was a reduction in speeding following the introduction of the 30mph speed limit. SIDs would be installed at Ivetsey Bank Road, Bishop's Wood and then rolled out through the other villages.

SIDs requested at Four Ashes Road, Brewood would not be installed during this financial year.

Cllr Sutton was asked about parking on grass verges and pavements. He advised that obstruction was a matter for the Police.

134. CHAIRMAN'S OR OTHER COUNCILLORS' REPORTS:

The Chairman had attended the meeting with Rt. Hon. Gavin Williamson MP and Coven Playing Field Committee on 4 August, to congratulate the winners of the 'my dream park' competition and attended a meeting with Highways held in the Council Chamber on 9 August.

Mr K. Kearney had attended two meetings of Bishops Wood Village Hall Management Committee. Mr Kearney had recommended that representatives from the committee meet with the Parish Council to gain an understanding of how Roseclaim was distributed and to bring to an end the deadlock around the removal of the skate park and grant application. Mrs J. Jeffries had met with Mr B. Oakley and agreed that all future correspondence should go through Mr Kearney. Mrs M. Sambrook had also met with Mr T. Webber and explained how the process worked with regard to Roseclaim.

135. FINANCE REPORT:

Members received the Finance Report from the Head of Finance, Mrs J. Carr and resolve the following matters:

- 135.1 The income and expenditure report as at 11 August, **be approved.** (Income-nil, Expenditure £5,017.23).
- 135.2 The payment of salaries for the month, there being no second meeting in August, **be approved.**
- 135.3 Letter received from Coven Heart Start advising that cheque to 4 groups be prepared, and that the £1077.40 be divided equally between them: 3rd Coven Brownies, Coven Christmas Lighting Committee, St Paul's PCC, Coven and Coven Lunch and Sunday Social Club. (£269.35 each). **It was resolved that the payment of cheques be approved.**
- 135.4 The Clerks annual membership to the Society of Local Council Clerks at a cost of £252, with effect from 1 September 2016, **be approved.** Clerk's Report referred.
- 135.5 The ordering of 6 poppy wreaths and a donation of £150 to be made to the Brewood and District branch of the Royal British Legion in lieu of the wreaths, **be approved.**

189*. **Community Benefit Payment.** Letter received from Mrs J. Carr requesting consideration for the Community Benefit Payment to be awarded to Coven Playing Field Committee, copy enclosed.

It was resolved that this year's Community Benefit payment of £2,160 be put towards the refurbishment of Coven playing field equipment.

This being a new source of income, it was recommended that some guidelines be drawn up as to how the money should be distributed in future years.

It was resolved that the following Members form a committee to draw up proposals for a policy regarding future payments: Mrs J. Bradshaw, Mrs J Carr, Mr R. Dakin, Mrs J. Jeffries, Mr A. Pupino, Mrs M. Sambrook and Dr R. Taylor.

136. **PLANNING REPORT:**

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

137. **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).

Dr R. Taylor had agreed to give a short presentation on 'Brewood Dole Charity'.
It was agreed that Dr Taylor would give a presentation to the Council at 7.00pm on 29 September.

The janitor would be on annual leave from 27 August to 3 September inclusive. Members were asked to consider providing cover at Sandy Lane WC. Mrs Y. Millward had again agreed to open and close Coven playing field. (The WC will not be available for use during these dates). It was agreed that Dr R. Taylor Mrs M. Sambrook would provide cover.

The Chairman moved the suspension of Standing Order 2.1(p) to allow the meeting to continue beyond 9.30 p.m.

Cllr M. Sutton returned to the meeting and gave the County Councillors Report.

The Chairman moved that the public and press be asked to leave the meeting whilst the following matter was considered, in view of the nature of the business to be discussed, in accordance with Standing Order 2.1(c).

391 School Lane Playing Field.** Mr L. Cartwright had asked that his thanks be passed on to the Parish Council. He had met with the Monckton family and had emailed the Parish Council, copy circulated prior to the meeting.
It was resolved that no response be issued until a meeting had been held with Kelly Harris, planning officer at South Staffordshire Council.

There being no further business, the meeting ended at 9.35 p.m.

Chairman

**REPORT OF THE CLERK FOR THE MEETING OF THE COUNCIL
TO BE HELD 11 AUGUST 2016**

POLICE REPORT

Bus Shelter A449 Northbound. The Parish Council's bus shelter was burnt down on the evening of 4 August. The matter has been reported to Staffordshire Police. Approval is sought for the Clerk to make a claim for its replacement under the Insurance policy in order for it to be replaced.

Members' views.

MATTERS ARISING

86. **Coven Heart Start Fund.** Email received from M. Alden-Court. Copy tabled.

Members' views.

MATTERS ONGOING

305* **ID Badges for Councillors.** If the Parish Council wishes to pursue the Local Council Award Scheme (Quality Award) one of the criteria is to publish a profile for each Parish Councillor on its website.

206** **Western Power Junction Box.** This will be replaced on Monday 14 August and may take up to one week to complete work as it involves putting cables underground. There will be 4-way traffic lights at the junction of Stafford Street/Bargate Street/ Market Place/Sandy Lane.

FINANCE

135.4 **SLCC Subscriptions.** The SLCC has now also advised that the Clerk has been admitted as a Member of the Institute of Local Council Management, this has therefore increased the subscription by £65 for this year.

Matter of Report.

OTHER MATTERS FOR THE CLERK'S REPORT

Temporary Gypsy/Traveller Encampment. Overnight on 9 August there was a small encampment of travellers on one of the verges on Four Ashes Road, Brewood. The planning team was advised and a visit was made. The travellers were en route to Newport and advised that they would be moving on at lunchtime on 10 August. Upon inspection later in the day the site had been cleared and two black bin liners had been left for collection as agreed.

Caravan Adjacent to Oak Road, Brewood. A holiday caravan has been parked on the grass area in Four Ashes Road at the junction of Oak Road, Brewood. The matter has been passed to South Staffordshire Housing Association for them to investigate.