

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 29 SEPTEMBER 2016 AT 7.30PM

PRESENT:

Mr K. Kearney, Mrs J. Jeffries, 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 (personal), Mrs J. Carr (prior meeting), Mr R. Dakin (prior meeting), Mr D. Evans (prior meeting), Cllr Mrs D. M. Holmes (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.

MINUTES:

The Minutes of the meeting held on 8 September 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.

150. **PUBLIC PARTICIPATION:**

No members of the public wished to speak.

151. **POLICE REPORT:**

There was no written report received from the Police. Copies of Staffordshire Smart Alerts were circulated. Elderly residents were urged to be on their guard against distraction burglars after a marked rise in the south of the county. There had also been a recent spate across Staffordshire of vans being broken into and large quantities of tools stolen.

Mrs L. Tomkins reported Members had attended the Locality 2 meeting. It was reported that South Staffordshire was a safe place to live as crime was low in the area. However, there had been an increase over the last twelve months.

MATTERS ARISING:

226* **Coven Playing Field Committee.** The report of the Clerk regarding Coven playing field rejuvenation, were circulated prior to the meeting. Members commended the committee for their hard work towards the project.

It was resolved that the recommendations of the report be approved.

129* **Strategic Business Plan.** Members met on 14 September to review the 5 year Business Plan, copies circulated prior to the meeting. Clerk's Report referred. It was agreed that the Clerk email Traffic Management Working Party members with a selection of dates in order to arrange meetings for Coven and Brewood.

It was resolved that the 5 Year Business Plan be approved, to be reviewed in 12 months (or earlier if necessary).

57. **Potholes and State of Roads.** Circulars received from Staffordshire County Council 'your weekly update of pothole repairs' 12 and 19 September. 445 potholes had been repaired. The lists included one entry for Station Road, Four Ashes.

Matter of report.

64.6 **Summer SUSSED.** Feedback received regarding the uptake of the scheme. There were 104 bookings in total. Some sessions were oversubscribed but a proportion of children did not turn up, leaving empty spaces which could have been filled. Members considered making a charge for non-attendance to deter this in future.

It was resolved that participants be asked to pay a refundable deposit of £3 or £5 at the time of booking an activity.

MATTERS ONGOING

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

138. **Fly Posting.** Members wished to consider a local policy for fly posting. It was agreed that the Clerk would re-circulate the guidance from South Staffordshire Council and take advice. The matter would be placed on the agenda for the meeting to be held 10 November.

222a2**. **Chairman's Board.** Dr R. Taylor to follow up two contacts.

189*. **Community Benefit Payment.** Committee meeting to be arranged. It was agreed that the matter be deferred to the next meeting of the full Council.

305*. **ID badges for Councillors.** There were still some Members who need to forward their biographies in order for the Council to be reaccredited with the Quality Award. It was agreed that Members forward their outstanding biographies to the Clerk.

44. **Brewood Bowling Club.** Clerk's Report referred. Bowling Club members would be available on Monday 3 October at 9.30am to be presented with a cheque from the Parish Council. Mr K. Kearney, Mrs L. Tomkins and Mr M. Webb MBE to attend. Clerk to email Members not in attendance.

110. **School Lane Pavements.** Further correspondence received from Mr Prendergast requesting the work plan of the gardener/handyman. Clerk's Report referred.

CORRESPONDENCE RECEIVED:

152. Email received from Gary Withington of South Staffordshire Council advising that from September the recycling banks would be removed from all sites due to changes in recycling habits, cost and problems such as fly tipping and unauthorised banks being placed alongside approved banks. **Matter of report.**

29 September 2016

153. Letter received from Maggie Quinn of South Staffordshire Council updating Parish Councillors on the future role of Village Agents and the Connecting Communities Agenda, copies circulated prior to the meeting. Clerk's Report referred.

It was resolved that Mrs Quinn be invited to give a presentation 10 November at 7pm, prior to the full meeting of the Council.

154. Email received from Laura Wharton regarding the Prevent duty (preventing young and vulnerable people being drawn into extremism or terrorism) placed on local authorities with regard to venue hire. A copy of the email and venue hire conditions had been forwarded to the three village hall management committees.

Matter of report.

155. Letter received from the Community Council of Staffordshire advising that the AGM was to be held in Stowe-by-Chartley village hall on 6 Oct at 7.30pm.

It was resolved that interested Members advise the Clerk.

156. Email received from Lynne Coates of Staffordshire County Council advising that there would be an information session for prospective election candidates in the 2017 County Council elections on Wednesday 23 or Wednesday 30 November at County Buildings, Stafford from 5.30pm until 7.30pm.

It was resolved that interested Members advise the Clerk.

157. Letter received from Highways England advising of the announcement of the M54 to M6/M6 Toll Link Road Scheme preferred route. The Council had been asked to be a repository for the information. Further information could be found at: <http://www.highways.gov.uk/roads/road-projects/M54-to-M6M6-Toll-Link-Road>

It was resolved that the Parish Council would be a deposit point for information regarding the consultation.

158. **CORRESPONDENCE CIRCULATED:**

SPCA Bulletin 22 September

BKV Competition (Bishop's Wood) Judges' comments

Brewood Civic Society Minutes of the meeting held on 19 September

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

Cllr Mrs W. Sutton reported that Brewood library was successfully being covered by 34 volunteers and were developing new ideas for the library, including updating the design of the children's section. Planters within the library's grounds had been adopted by local community groups.

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

Mrs J. Jeffries reported that a Public Meeting regarding flooding in Bishop's Wood was due to take place 13 October at Bishop's Wood village hall. Members of the National Flood Forum, Staffordshire County Council Flood Risk, Severn Trent Water, Jeremy Lefroy MP, Cllr M. Sutton, Cllr B. Cox, farmers and land owners would be in attendance. Mrs Jeffries noted a lot of work had been done in a short space of time.

Mrs Jeffries also reported that thanks to the goal posts in Bishop's Wood playing field, a boy from Bishop's Wood had been spotted by a football scout.

Dr R. Taylor had attended South Staffordshire Council's Standards Committee. There had been only a 17% turnout for the PCC elections, which could be seen as a waste of public funds. He had been given a document regarding social networking protocol for District Councillors which had been forwarded to the Clerk with a view to it being incorporated into this Council's policies and procedures.

Mrs L. Tomkins reported on the 14 September she had attended Brewood Civic Society's Hanging Baskets & Floral Containers prize giving at the Jubilee Hall when the Parish Council Handyman, Martin Smith was presented with a certificate having won first prize in the commercial section of the Floral Front Garden category. On 18 September, Mrs Tomkins attended Lapley Stretton & Wheaton Aston Parish Council's Civic Service and on 22 September, she had attended a meeting with Kelly Harris at South Staffordshire Council, 28 September Police Locality 2 forum and had been to a site visit on 29 September at Middle Lane, Coven Heath which had a positive outcome and proper action was now being taken.

161. **FINANCE REPORT:**

Members received the Finance Report from Mrs L. Tomkins in the absence of the Head of Finance, Mrs J. Carr and resolved the following matters:

- 161.1 Income (£2,696.53) and Expenditure (£22,124.53) reported as at 29 September, **be approved.**
- 161.2 Financial Summary - Cash Book Reconciliation for August 2016, copies circulated prior to the meeting, **be approved.**
- 161.3 Release £10,000 grant to Brewood Bowling Club. Clerk's Report referred, **be approved.**
- 161.4 Donation of £67.32 to Brewood Junior Football Club for one week's cover of Sandy Lane WCs by Dr R. Taylor and Mr M Webb MBE, **be approved.** Mr Webb MBE thanked the Parish Council for the donation.
- 161.5 Email from Cllr Val Chapman asking the Parish Council to consider donating a sum of money to South Staffordshire Work Clubs, copies circulated prior to the meeting. Cllr W. Sutton advised that she had not had to pay for photocopying, had free use of computers and hire of the venue and had run the club voluntarily, therefore no costs had been incurred to date.
It was resolved that the Parish Council would look sympathetically on giving assistance to Brewood Work Club and would therefore not make a donation to South Staffordshire Work Club. Cllr Mrs W. Sutton abstained from the vote.
- 161.6 Email received from Mary Parton, St Paul's PCC Coven acknowledging receipt of the cheque for £269.35 from Coven Heartstart.
- 161.7 **Finance Committee Meeting.** Clerk's Report referred. It was agreed that the Clerk email Finance Committee members with a selection of dates in order to hold a meeting of the Finance Committee during October.
- 161.8 Members ratified the purchase of a replacement strimmer at a cost of £133.33 exclu VAT. Clerk's Report referred.
- 161.9 Members ratified the reimbursement of £53.07 to the handyman. Clerk's Report referred.

162. **PLANNING REPORT:**

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

69. **West Midlands Interchange.** Letter received from The Planning Inspectorate advising that the applicant had asked the Secretary of State for an opinion as to the information to be provided in and environmental statement relating to the project, copies circulated prior to the meeting. Further information would be available at: https://infrastructure.planninginspectorate.gov.uk/wp-content/uploads/2016/09/Letter-to-stat-cons_Scoping-AND-Reg-9-Notification_English.doc.pdf NB the Parish Council was not a consultee at this stage. It was agreed that the Clerk circulate the link to all Members.

163. **PLAYING FIELDS REPORT:**

The Council received the written Playing Fields Reports:

- Bishop's Wood playing field from Mrs M. Sambrook. The grass required cutting and the portable goal posts were not secured.
- Brewood playing field and skateboard park from Mr D. Evans. Clerk's Report referred. It was agreed that Members would inspect the fence when visiting the Bowling Club on Monday 3rd October.
- Coven playing field and skateboard park. Mr R. Dakin to forward the report in writing.
- The Bront. Mr R. Dakin to forward the report in writing.

164. **CLERK'S REPORT:**

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

Bishop's Wood Bugle. Mr Kelly had published a letter in the Bugle regarding flooding in Tong Close, Bishop's Wood. Paragraph seven referred to the play equipment at Bishop's Wood and states 'when digging the foundations for the zip wire towers they destroyed the drainage pipes laid by the farmer as a result land his adjacent field now floods, cannot be cultivated and lays fallow.' A copy of the letter was tabled at the meeting. Clerk's Report referred. Mrs J. Jeffries would report back to the Parish Council after the 'flooding meeting' had taken place 13 October 2016.

New Bus Stop Kiddemore Green Road. A resident in Coven had requested a bus stop outside the medical centre in Brewood. Clerk's Report referred. It was noted that it was not a suitable stopping place and Members suggested residents use the Connect Bus Service provided by Staffordshire County Council.

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

Mr A. Pupino requested that the poor visibility at the junction of Wharf Lane and Kiddemore Green Road, Brewood be placed on the agenda for the next meeting of the Council.

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.** The Working Party met with Kelly Harris on 22 September. Confidential report circulated prior to the meeting.

It was resolved that the Parish Council engage with an independent planning consultant. It was not necessary to have any further contact with Mr L. Cartwright. Cllr Mrs W. Sutton abstained from the debate

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 29 SEPTEMBER 2016**

MATTERS ARISING

129* **Five Year Business Plan.** From the meeting to review the Business Plan, Members noted that there had been little progress on the traffic management priorities and recommended that traffic management meetings be arranged. Members are requested to provide dates for Coven and Brewood Traffic Management Working Parties to convene.

MATTERS ONGOING

44. **Brewood Bowling Club.** The cheque for the Bowling Club Grant from the Parish Council £10,000 will be approved at this evening's meeting. The Clerk thought that it would be an idea to present a 'big cheque' to the club. Bowling Club members would be available on Monday 3 October either at 9.30am or from 12.15pm. Members are requested to approve the presentation, agree the time and advise the Clerk of their attendance. It is possible that the Express & Star's photographer will be there.

110. **School Lane Pavements.** Further correspondence received from Mr Prendergast requesting the work plan of the gardener/handyman. Mr Prendergast believed that the hedge on School Lane, Coven was the responsibility of the Parish Council. However, this belongs to Staffordshire County Council. Mr Prendergast has been made aware of the proposals by SCC to engage community groups in volunteering to carry out this type of work. The hedge has been reported again to Simon Griffiths.

126 **Councillor Profiles/Biographies.** These are required in order for the Council to retain the Quality Award which expires at the end of 2016. Only six have been received.

FINANCE

The following projects are now underway:

- New fencing at Coven tennis/basketball court, completed.
- Cradle swings removed at Bishop's Wood playing field following the recommendation in the Annual Playground Inspection Report (high risk), completed.
- Skate board ramp repairs Coven Skate Park have been completed and new pieces will be installed next week. Adult gym equipment to be scheduled when the park rejuvenation commences.
- New grind bench at Brewood Skate Park completed, adult exercise equipment to be scheduled when the fence for the Bowling Club is completed.

As it is now half way through the year, the Council is required to review its budget. Members of the Finance Committee are requested to supply some dates in order for a meeting to be arranged (mid-October).

Members are requested to ratify the purchase of a replacement strimmer for the gardener/handyman. The cost of replacing the worn part is £127, a new Stihl FS 50 C-E 27.2cc 1.1hp Petrol Strimmer with Ergo Start is £133.33 exclu VAT.

Members are requested to ratify the reimbursement of Mr M. Smith gardener/handyman for the sum of £53.07 for a replacement sledge hammer and crow bar.

PLAYING FIELD REPORT – Brewood

Mr D. Evans had reported that one of the houses on Crestwood Park has removed our boundary fence and put a shed on his ground to form a new boundary. (Testing fate as there is a window in it overlooking the park.
Members' views.

OTHER MATTERS FOR THE CLERK'S REPORT

Newsletter. Articles are requested for the next Newsletter which will be produced in early November. We will be advising of the plans by Staffordshire County Council to encourage more voluntary work as the Neighbourhood Highways Teams are being withdrawn.

Christmas Lights. The switch on events are currently schedules as: Bishop's Wood 9 Dec Brewood 27 November Coven 3 December and Coven Heath 3 December. Not all times are known yet.

Fingerposts. Cllr Mrs D. M. Holmes has identified a fingerpost at the junction of Port Lane and Coven Road, Brewood which needs urgent repairs. Mr Cox, who repaired the fingerpost in Coven is away until 3 October.

Fallen Tree Coven Heath. The tree which had fallen into the field adjacent to Coven Heath allotments has been removed and the handyman has repaired the fence.

Bishop's Wood Bugle. Mr Kelly has published a letter in the Bugle regarding flooding in Tong Close, Bishop's Wood. Paragraph seven refers to the play equipment at Bishop's Wood and states 'when digging the foundations for the zip wire towers they destroyed the drainage pipes laid by the farmer as a result land in his adjacent field now floods, cannot be cultivated and lays fallow.' A copy of the letter is tabled. Members may wish to consider whether or not to place this matter on the agenda for the next meeting of the Council should it require a response.

Good Life Presentation. Maggie Quinn would like a representative of the Good Life team to present to the Parish Council to encourage a Good Life Champion in the parish. They would be able to attend prior to the next meeting if approved.

New Bus Stop Kiddemore Green Road. A resident in Coven has requested a bus stop outside the medical centre in Brewood as patients have to walk to and from Market Place to catch the bus for appointments. This would be the responsibility of Staffordshire County Council. Would Members like the Clerk to pursue this?

BREWOD & COVEN PARISH COUNCIL

PLANNING APPLICATIONS CONSIDERED AT THE MEETING HELD ON 29 SEPTEMBER 2016

Application Number	Applicant's Name	Proposal	Comment
16/00764/OUT	Mr P. Brindle	Detached house Tall Trees Cottage, Old Stafford Road, Slade Heath.	Objection. No special reason given for development within the Green Belt area.
16/00811/FUL	Dr & Mrs I. Turner	Removal of conservatory and replacing with larger extension to rear of existing house. Creation of sun room and breakfast / dining space (amended plans). Crabtree, Kiddemore Green Road, Brewood.	No objection.
16/00819/FUL	Mr & Mrs D Hardiman	Demolition of existing single garage replaced by two storey extension and new entrance porch extension (amended plans). The Cedars, Church Lane, Coven.	No objection providing neighbours views regarding parking are taken into account.
16/00827/FUL	Mr S. Davies	Extension and remodelling of original amenity block to accommodate facilities for two recently approved caravan pitches. Pool House Barn, Old Stafford Road, Slade Heath	No comment.
16/00830/LBC 16/00848/FUL	Mrs B. Purchase	Replace doors, windows and roof of existing rear conservatory. Bargate House, 35 Bargate Street, Brewood.	No objection to the design. However, objection to the use of UPVC instead of wood. Grade II listed building in a Conservation area. Approving this would set a precedent for the future.
16/00832/LBC 16/00836/FUL	Mr N. Higginson	Hardwood conservatory with a tiled roof (re-submission of 16/00205/FUL & 16/00206/LBC). 2 Heath Barns, Old Stafford Road, Slade Heath.	No comment.
16/00847/FUL	Mr & Mrs D. Robinson	First floor bedroom above existing garage, conversion of the existing garage into an open-plan dining/kitchen with a single storey rear extension, porch / W.C. and detached double garage and garden store incorporating sustainable biomass boiler and associated fuel store. Pond Cottage, Crateford Lane, Brewood.	No objection to the development as long as it does not exceed the regulations regarding volume and footprint.