

**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 13 OCTOBER 2016 AT 7.30PM**

**PRESENT:**

M. Alden-Court, Mrs J. Bradshaw, Mrs J. Carr, Mr R. Dakin, Cllr Mrs D. M. Holmes, Mr K. Kearney, Mrs J. Jeffries, 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.

**APOLOGIES:**

Mr D. Evans (prior meeting), Dr R. Taylor (personal), Cllr B Cox (prior meeting), Cllr M. Sutton (prior meeting).

The Chairman, Mrs L. Tomkins presented Heather Hall with a scroll in recognition of 20 years' service as School Crossing Patrol Officer at St Paul's School, Coven.

**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 29 September 2016 were approved as being an accurate record and duly signed, except for item 160. Mrs J. Jeffries had already attended a strategy meeting held 16 September.

**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.

165. **PUBLIC PARTICIPATION:**

Mr S. O'Brien of Total Sports Performance, Church Road, Brewood retrospectively requested permission for tables and chairs to be placed on the Parish Council amenity area in Church Road, opposite the business. Mr. O'Brien explained that the business was not on ground level and the intention was to reach out to those at ground level. The seating area was open for all to use. The amenity area would be kept tidy and aesthetically pleasing and had received glowing praise from members of the public.

166. **POLICE REPORT:**

There was no written report received from the Police.

Mr M. Webb MBE reported that youths had caused mayhem at the amenity area in Brewood square at the weekend and a window had been broken at a property along Bargate Street. It was noted that an e-mail had been sent to the local PCSO regarding the matter.

### **MATTERS ARISING:**

163. **Boundary Fence, Engleton Lane Playing Field.** The Chair had spoken to the occupant of Micklegate regarding the boundary fence, which had been followed up in writing. The panels had now been replaced. Clerk's Report referred.

### **MATTERS ONGOING**

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

273\*\*. **Renaming Bishops Wood Park (Now footpath).** M Alden-Court stated that this matter had been ongoing for some time.

119\*\* **Himalayan Balsam -The Bront.** Mr G. Sibley had reported the re-growth of Himalayan balsam at the Bront. A site visit would be held on Tuesday 18 October at 10.00am. Clerk's Report referred. Mr Sibley would report back to the Council when further information was available.

**Matter of Report.**

**It was resolved that items 305\*, 44 and 126 be removed from Matters Ongoing.**

### **CORRESPONDENCE RECEIVED:**

167. Form received from Staffordshire Police via Mr R. Dakin, regarding South Staffs Farm Watch. Mrs H. Marshall, police liaison officer at South Staffordshire Council had asked if copies could be forwarded to local farmers in order for them to be updated with information on rural crime.

**It was resolved that the Clerk circulate information to all known farmers in the Parish.**

168. Communication and Community Engagement Policy. The Council was actively endeavouring to achieve the 2<sup>nd</sup> level of the Quality Award before the end of the year. One criterion was to publish a Communication and Community Engagement Policy, copies circulated prior to the meeting. Members were requested to consider the policy and advise of any amendments. The policy could then be adopted by the Parish Council. Once all councillor profiles were received and uploaded to the website, the Council must provide evidence of helping the community plan for its future. This would be the final part of the process and the Council would be able to submit its documents to NALC to achieve the Award. Members requested that 'communication' was included in the policy.

**It was resolved that the Clerk and Chair amend the Policy and circulates to Members for approval at the next meeting of the Council.**

169. Standing Orders – Apologies. Members had requested clarification regarding apologies and non-attendance at meetings; there was nothing recorded in the Council's Standing Orders. If a parish councillor attended a function officially representing the Council, which clashed with a full council meeting, they were currently recorded as absent. Members had asked if they should be recorded as having attended the Parish Council meeting. The sole purpose of recording apologies and reasons for absence were as follows: *If a member fails throughout six consecutive months to attend any meetings of the council or of its committees or sub-committees of which he is a member, or of a joint committee, joint board or other body to which any of the council's powers have been transferred or delegated, he ceases automatically to be a member of the council unless either he has a 'statutory excuse' (military service war or emergency) or his failure is due to a reason approved by the council before the end of the period, or he attended as a representative of the council at a*

*meeting of any body of persons (such as a county association of local councils). The period begins with the last meeting attended'. LGA 1972.*

**It was resolved that apologies and non-attendance at meetings be recorded giving precise reasons. The new system would apply from May 2017.**

170. Email received from Brewood Tennis Club asking the Parish Council's comments on two proposals: Would it be possible (with residents' approval) to turn the tennis courts around by 90 degrees and reposition the flood lights and replace the court surface with a synthetic material, remove the conifer trees and replant new trees along the perimeter fence. Clerk's Report referred.

**It was resolved that the Clerk requests further information from Brewood Tennis Club for specific reasons why they wished to turn the tennis court around.**

171. Complaint received from a resident in Stonebridge Road regarding overgrown trees in Timber Grove, Brewood. Clerk met with Simon Griffiths on 7 October. Clerk's Report referred.

**Matter of report.**

**Mrs J. Jeffries and Mrs M. Sambrook arrived for the meeting.**

172. Email received from Mrs A. O'Brien of Total Sports Performance based in Church Road, Brewood requesting retrospective permission to place two tables and four chairs on the Parish Council's amenity area in Church Road, opposite the business. Tables would be for all to use freely. Mrs O'Brien stated that the response from the general public had been favourable, she had stated that they would keep the area free of any litter generated and would maintain the area to a pleasant and aesthetically pleasing standard.

**It was resolved that permission be granted to allow two tables and four chairs to be placed at the amenity area in Church Road, for a trial period of 6 months.**

173. Email received from Mr C. Boyle of the Canal and River Trust requesting that the Council consider adopting the Brewood length of the Shropshire Union Canal, copies circulated prior to the meeting. Mrs J. Bradshaw and Mrs M. Sambrook abstained from the vote.

**It was resolved that the Parish Council would not adopt the Brewood length of the Shropshire Union Canal as the Canal and River Trust would not oversee the management of the canal.**

174. Email from Judith Smith of the Canal and River Trust inviting Members to attend its annual showcase event at Chester Racecourse on 21 October from 9.30am to 3.30pm.

**It was resolved that Mrs Bradshaw and her husband would attend the annual showcase at Chester Racecourse.**

175. Email from Helen Marshall regarding South Staffordshire CCTV coverage. A questionnaire, copies circulated prior to the meeting, asking for Members' views on the impact of having CCTV cameras in villages.

**It was resolved that Members complete and return the questionnaire to the Clerk.**

176. **CORRESPONDENCE CIRCULATED:**

Best Kept Village Competition judges' comments (Brewood)  
Wolverhampton West Magazine  
Village News  
Staffordshire County Council Pothole update 26 September  
PCC News update  
Mr Mouse Family Fun Day 23 October  
Healthwatch Staffordshire Newsletter  
Coven Heath Community Association Newsletter

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

There were no reports from the District or County Councillors.

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

Mrs J. Jeffries reported that she had attended a public meeting at Bishop's Wood village hall regarding two severe bouts of flooding that had occurred. Thomasin Sayers, Community Flood Resilience Project Officer from the National Flood Forum was also in attendance. The National Flood Forum was a national charity dedicated to supporting and representing communities, individuals at risk of flooding and campaigned on behalf of flood risk communities and worked with government and agencies. A flood action group would be put together to meet with Staffordshire County Council, Severn Trent Water, Jeremy Lefroy MP, Cllr M. Sutton, Cllr B. Cox, farmers and land owners.

164. Mrs J. Jeffries had spoken to Mr Kelly regarding his letter to Bishop's Wood Bugle. Clerk's Report referred. The land owner had confirmed that the pipe in question was already broken.

Mrs L. Tomkins reported that on 3 October she presented a cheque to Brewood Bowling Club and had attended the Coven Heath Community Association meeting on 11 October. Mrs Tomkins had also attended the Coven Traffic Management meeting on 12 October.

179. **FINANCE REPORT:**

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

1. Income (£70,315.95) and Expenditure (£29,579.40) report as at 13 October, **be approved.**
2. Financial Summary – Cash Book Reconciliation for September 2016, copies circulated prior to the meeting, **be approved.**
3. Q2 income and expenditure report, copies circulated prior to the meeting, **be approved.**
4. Two sets of small Christmas trees and lights at a cost of £25 each, from Rotary for outside the Parish Council offices, **be approved.**
5. Award the grant to Brewood Christmas Lights, accounts to 30 June having been received, copies circulated prior to the meeting, **be approved.**
6. Payment of the insurance for Bishop's Wood and Coven Heath Christmas lights events at £182.89 each, **be approved.**
7. Members considered the quote for the reduction of trees and bushes overhanging Darelyn Park at the entrance to the Bront at Riverside Way, Coven at a cost of £525 excluding VAT.  
**It was resolved that the quote received from P & R Jones Tree Services to reduce the trees and bushes overhanging Darelyn Park at a cost of £525 (ex VAT), be approved.**

**BPSA Further Electrical Works.** Chambers had recommended that essential safety work be carried out at the changing rooms as the fuse box had been reduced from three phases to two for safety reasons. Clerk's Report referred.

**It was resolved that the Parish Council agree in principle for the work to be carried out as soon as possible.**

**Blocked Urinals at Sandy Lane WC.** PC Plumb had recommended that the pipes be unblocked using a sulphuric acid based chemical drain cleaner (cost of replacing the pipe would be around £150) in the first instance. The cost of the chemical was between £7 and £10 per bottle plus £50 for the plumber to undertake to

work. Alternatively, the janitor might be able to do it, with an appropriate risk assessment having been carried out.

**It was resolved that the janitor be asked to undertake the work needed to unblock the urinals, subject to a satisfactory risk assessment having been carried out.**

**Newsletter Costs.** As there would be a photo of the gardener/handyman on the latest newsletter (drafted), Members were asked to consider having it printed in colour. The additional cost would be £189. Clerk’s Report referred.

**It was resolved that the newsletter be printed in colour at an extra cost of £189 for 3360 copies.**

180. **PLANNING REPORT:**

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

181. **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).**

There being no further business, the meeting ended at 8.35 p.m.

Chairman .....

**REPORT OF THE CLERK FOR THE MEETING OF THE COUNCIL  
TO BE HELD 13 OCTOBER 2016**

**MATTERS ARISING**

163. **Boundary Fence, Engleton Lane Playing Field.** The Chair spoke to the occupant of Micklegate regarding the boundary fence which has now been replaced.

164. **Letter from Mr Kelly to Bishop's Wood Bugle.** Mrs J. Jeffries may wish to report further, having spoken to Mr Kelly.

**MATTERS ONGOING**

119\*\* **Himalayan Balsam -The Bront.** Mr G. Sibley has reported the regrowth of Himalayan balsam at the Bront. There will be a site visit on Tuesday 18 Oct at 10.00am. Mr M. Barker (grounds maintenance) will be in attendance. Mr Sibley also reported a fallen tree across the path, this has been removed.

**Matter of Report.**

**CORRESPONDENCE RECEIVED**

170. **Brewood Tennis Club Resurfacing.** Mr Swift has added a further proposal: to turn the tennis courts by 90 degrees, dig 3.5 meters out towards club house and still have ample room for a pathway. Possibly just move the club house end lights. This would leave the floodlights as they currently are.

**Members' views.**

**FINANCE**

**BPSA Further Electrical Works.** Chambers have recommended that essential safety work be carried out at the changing rooms as the fuse box has been reduced from three phases to two for safety reasons. This means that the showers are not working properly. A quote for £1,050 exclu VAT has been received. As three clear days' notice has not been give, the Council cannot consider who will be responsible for payment at this meeting. However, approval should be given for the work to commence as soon as possible.

**Members' views.**

**Blocked Urinals at Sandy Lane WC.** PC Plumb has recommended that the pipes be unblocked using a sulphuric acid based chemical drain cleaner (cost of replacing the pipe would be around £150) in the first instance. The cost of the chemical is between £7 and £10 per bottle plus £50 for the plumber to undertake to work. Alternatively, the janitor may be able to do it, with an appropriate risk assessment having been carried out.

**Members' views.**

**Newsletter Costs.** As there is a photo of the gardener/handyman on the latest newsletter (drafted) having won the floral display competition it would be nice to print it in colour. The cost would be iro £200. There is sufficient money in the budget.

**Members' views.**

**OTHER MATTERS FOR THE CLERK'S REPORT**

**Boundary Review.** The Government has opened consultation on boundary changes. Details can be found at [www.bce2018.org.uk](http://www.bce2018.org.uk) It appears that Staffordshire will stretch as far west a Ackleton, north east as far as Bloxwich and south as far as Caunsall (near Stourbridge). Members are requested to visit the website and the matter will be placed on the agenda for the next meeting.

**BREWOOD & COVEN PARISH COUNCIL**

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING**  
**HELD ON 13 OCTOBER 2016**

<b>Application Number</b>	<b>Applicant's Name</b>	<b>Proposal</b>	<b>Comment</b>
16/00868/FUL	Mr A. Cowie	Demolition of existing garage and single-storey, flat-roofed dining room and construction of new attached garage with bedroom extension and new en-suite over plus single-storey, flat-roofed rear extension. Torwood, Coven, Brewood.	No objection.
16/00888/FUL	Mr & Mrs S. Davies	Proposed extension to front. Chartley, Foxes Lane, Brewood.	No objection.