

**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 10 NOVEMBER 2016 AT 7.30PM**

**PRESENT:**

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

**IN ATTENDANCE:**

Cllr Mrs J. Bolton

**APOLOGIES:**

M. Alden-Court (prior meeting), Mrs J. Jeffries (illness), Mr A. Pupino (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.

Mr D. Evans declared an interest in planning application 16/00965/FUL.

Mr M. Webb MBE arrived for the meeting.

**MINUTES:**

The Minutes of the meeting held on 27 October 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.

202. **PUBLIC PARTICIPATION:**

No members of the public wished to speak.

203. **POLICE REPORT:**

Staffordshire Smart Alert had advised that the Commander of local policing teams Giles Parsons would be available for coffee and a chat at Village Bistro, Anders Square, Perton on Thursday 24 November between 2.00pm and 4.00pm to chat to people about 'things that matter to them'. Clerk's Report referred.

Dr R. Taylor reported that a burglary had taken place at SPAR, Brewood and a similar incident had occurred in Perton. Concern was expressed at the lack of feedback. Cllr Mrs W. Sutton stated she had informed Chief Inspector Giles Parsons, South Staffordshire Police that it was felt there was a lack of physical police presence within the Parish. Crime was low in the area but had increased by 20% in the last year. It was requested that the Clerk send a letter to express concern about the lack of a Police presence, both physical and written, in all of the four villages in the Parish.

Mr M. Webb MBE reported there had been a dog attack at Horsebrook Lane, Brewood resulting in a dog and its owner being injured and it had taken two days for the Police to attend.

### **MATTERS ARISING:**

153\*\* **Thomas Telford Bridge A5.** The project manager for the Stretton Aqueduct Marc Evans confirmed that following the inspection of the aqueduct, works would not commence until 2017. Details forwarded to the Clerk for Stretton, Lapley and Wheaton Aston to pursue. Mrs J. Jeffries had stated that this Parish Council should consider adopting the Brewood stretch of the Shropshire Union canal if the Canal and River Trust agreed to restore the Thomas Telford bridge. Clerk's Report referred. It was noted, work on Canal Bridge 14, Wharf Lane was to be pursued in 2017.

**It was resolved that the Parish Council would not adopt the Brewood length of the Shropshire Union Canal.**

256\*\* **Traffic Management.** Cllr M. Sutton had responded to some of the points raised at the traffic management meeting. Clerk's Report referred. A pothole on Dean Street, which had been recently repaired had become a pothole once more. Cllr M. Sutton had agreed to follow this up.

**It was resolved that a meeting be arranged with Members of the Traffic Management Working Parties, Cllr M. Sutton and Mark Keeling for 17 January 2017 at 10.00am. It was further resolved that the minutes of the Coven Traffic Management meeting held 12 October 2016, be approved.**

189\* **Community Benefit Payment.** Letter received from Lightsource advising that with effect from 1 November, the contract would be with Quintas Energy and advised the Parish Council to contact the company prior to the next payment date to avoid any potential delays. A reminder had been put into the accounting system.

**Matter of report.**

254\* **Bishop's Wood Village Hall Grants.** Mr T Webber had submitted an up to date grant application form to request payment of this year's grant. Mr Oakley had advised that the VHMC wished to proceed with the roof repairs and preferred Dent & Partners as the contractor. Mr Oakley had requested that the payment for the repairs be made from the existing grant of £6,938 with the balance then being transferred to the VHMC this financial year.

**It was resolved that this year's grant be paid to BWVHC and payment for the repairs would be paid directly from the existing grant. The remaining balance be transferred to VHMC this financial year.**

169. **Standing Orders – Apologies.** The suggested wording for inclusion in the Standing Orders from May 2017 was as follows: 'Absence for official council business shall be recorded as such. Official council business is defined as representing the Parish Council at other meetings such as village hall management committee meetings or functions where Members have been formally invited to attend in an official capacity only.'

**It was resolved that Clerk amend the wording and circulate prior to the next meeting of the Council for approval.**

Cllr Mrs D. M. Holmes arrived for the meeting.

130. **Proposed Waiting Restrictions Newport Street and School Road, Brewood.** Letter received from Mr T. Morris of Staffordshire County Council advising that formal approval had been received to proceed with the restrictions, copies of the plan circulated prior to the meeting. The deadline for comments or objections was 24 November.

**It was resolved that the Clerk write advising that the Parish Council supported the proposal and reiterate that double yellow lines should be extended along Newport Street, Brewood, as far as Locksmith's Cottage as requested on two previous occasions.**

153. **Future role of Village Agents and the Connecting Communities.** Maggie Quinn was able to attend the next meeting of the Council on 24 November at 7pm. Clerk's Report referred.

**Matter of report.**

256.15 **Speeding Claygates Road, Vicarage Road, Four Ashes Road, Brewood, Engleton Lane, Ivetsy Bank Road, Bishop's Wood.** Application forms were given to Mr R. Dakin, Mr D. Evans and Mr K. Kearney to complete in order to volunteer for Community Speed Watch. Clerk's Report referred. Mrs L. Tomkins reported that Mr Tomkins would also attend the training.

186. **Remembrance Sunday.** Email received from M. Alden-Court stating that Mr G. Sibley should have been the next Member to lay the wreath at Coven this year, copies of the e-mail tabled at the meeting. Mrs J. Carr explained that there was no set rule for who would lay the wreath at Coven but usually the newest Member was chosen. Mrs J. Bradshaw stated it was an over-site and offered for Mr Sibley to lay the wreath on behalf of Coven Heath.

**It was resolved that Mr Sibley would lay the wreath at Coven on behalf of Coven Heath.**

### **MATTERS ONGOING**

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

263\*\*. **Middle Lane, Coven Heath.** Enforcement papers had now been served and the tenant had until 5 March 2017 to reinstate the land.

270\* **Layby A449.** Coven Heath residents were attempting to prevent HGVs parking overnight in the layby/bus stop adjacent to the allotments. A meeting with Rt Hon Gavin Williamson MP was due to be held in December 2016.

185. **Rainbow Alley.** The gardener/handyman had spent some time cutting back and tidying up the footpath. Mrs J. Carr had swept leaves to help keep the alley clear. Mrs J. Bradshaw reported that residents in Churchfield Close, Coven were aware that it was their responsibility to cut back their hedge.

137. **Demolished Bus Shelter A449.** A new bus shelter had been installed 3 November. Mrs Tomkins thanked the Parish Council for the new asset.

170. **Brewood Tennis Club.** Dr R. Taylor advised that he was to attend the Tennis Club AGM if time permitted.

**It was resolved that item 137 be removed from Matters Ongoing.**

### **CORRESPONDENCE RECEIVED:**

204. Mrs J. Bradshaw had requested that the matter of Coven surgeries be placed on the agenda for discussion. Mr G. Sibley confirmed that the surgeries no longer took place due to poor attendance.

**Matter of report.**

205. Email received from South Staffordshire Citizens Advice Bureau advising of its AGM to be held on Monday 21 November at 7.00pm at Wombourne Civic Centre.

**It was resolved that interested Members advise the Clerk.**

206. Letter received from Mrs V. Stockin of 4 Willow Close, Coven requesting that the trees on The Bront at the rear of her property be reduced in height.

**It was resolved that the Clerk visit the site with Mr S. Dores, South Staffordshire Council Arbouricultural officer for advice.**

207. Acceptable Use of Internet and Email Policy. This had been drafted in line with the Business Plan, copies circulated prior to the meeting. Members were requested to consider the policy and advise the Clerk of any amendments. Members requested a Whistle Blowing Policy be drafted.

**It was resolved that the Acceptable Use of Internet and Email Policy be approved and adopted by the Council. It was further resolved that the Clerk draft a Whistle Blowing Policy.**

208. Email received from Staffordshire County Council advising of diversion of vehicular traffic Tinkers Lane, Brewood from its junction with Sparrows End Lane for 100 meters in a south westerly direction. Pedestrian access would be maintained. The Order would come into operation on 28 November and it was anticipated that work would be completed by 30 November.

**It was resolved that notices be placed on Parish Council notice boards and on Facebook.**

209. Office Closure for Christmas. In line with South Staffordshire Council, the Parish Council offices would close on Friday 23 December 2016 and reopen on Tuesday 3<sup>rd</sup> January 2017.

**It was resolved that the Parish Council offices close Friday 23 December 2016 and reopen Tuesday 3 January 2017.**

210. **CORRESPONDENCE CIRCULATED:**

Compton Hospice Newsletter

Brewood Library Newsletter

Fields in Trust Newsletter

Staffordshire Police press release re efficiency

Staffordshire PCC press release Staffordshire youth commission is underway

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

Cllr Mrs D. M. Holmes reported that Mr S. Winterflood, Chief Executive South Staffordshire Council retired on Tuesday 8 November after nearly 20 years service. Dave Heywood, Deputy Chief Executive would stand in as Chief Executive. Members wished Mr Winterflood well.

Cllr Mrs W. Sutton informed the Parish Council that the formal opening for Brewood Community Library would be held 3pm – 5pm, 21 December. Jeremy Lefroy MP and Rt Hon Gavin Williamson MP would be in attendance. The first addition of Brewood Library Newsletter had been circulated. Future copies to be emailed to Members by the Clerk.

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

Mrs L. Tomkins reported that on 7 November she attended a Traffic Management meeting with Cllr M. Sutton and the Clerk and on 10 November had attended the Remembrance Sunday Service rehearsal at St Mary and St Chad Church, Brewood.

Mrs Tomkins invited members and their partners to the Christmas buffet after the full meeting of the Council on 8 December, to be held in a private room at Brewood Royal British Legion. It had been arranged with the club for Members to take their own food and wine.

#### 213. **FINANCE REPORT:**

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

1. Income (197.08) and Expenditure (£13,060.78) reported as at 10 November, **be approved.**
2. The renewal of the telephone and internet contract with BT, **be approved.** The new contract should reduce the monthly bill by £20.
3. Members were asked to consider using the Drop and Go system with the Post Office. Postage would be paid using a pre-paid card and would be reconciled in the same way as petty cash by an imprest system. This would avoid queuing at the Post Office when sending out the agendas.

**It was resolved that the Parish Council sign up to use the Drop and Go system with the Post Office.**

198.3 **Repayment of Two Public Works Loan Board Loans.** It was suggested at the meeting of the Finance Committee held on 19 October that the Council should consider paying the loans off early. Clerk's Report referred.

**It was resolved that the Parish Council continue to re-pay the loans on a biannual basis as there was no financial benefit to paying the loans off early.**

#### 214. **PLANNING REPORT:**

The Council received the Planning Report from the head of planning, Dr R. Taylor and considered the planning applications received.

Permission had been granted for tree works to be carried out at 16 Sandy Lane, Brewood.

It was noted that Greenfields, Brewood was for sale. Tree planting and landscaping needed to be completed before the property was sold. It was suggested that the particulars of the sale were misleading.

#### 215. **CLERK'S REPORT:**

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

Letter received from Staffordshire Parish Councils' Association advising of its AGM to be held on Monday 5 December at Staffordshire Place 1 at 6.30pm. Clerk's Report referred.

**It was resolved that Mrs L. Tomkins would attend the Staffordshire Parish Councils' Association AGM.**

**Damaged Telegraph Pole in Dean Street.** A Spar lorry had reversed into a telegraph pole on Dean Street, Brewood, near the gate into the churchyard and quite seriously damaged it. BT was informed and it was replaced the next day. Clerk's Report referred.

**Matter of report.**

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

Dr Taylor had agreed to make a presentation regarding Brewood Dole Charity in January 2017.

Mr M. Webb MBE informed Members that the BPSA had registered with Aviva Community Fund 2016 for the chance to win £1000 to help towards work that needed to be done to the access road and car park resurfacing at Engleton Lane, Brewood. Members were asked to register to receive 10 votes each. Further information was available at <https://community-fund.aviva.co.uk/>

There being no further business, the meeting ended at 8.45pm.

Chairman .....

**REPORT OF THE CLERK FOR THE MEETING OF THE COUNCIL  
TO BE HELD 10 NOVEMBER 2016**

**POLICE REPORT**

Staffordshire Smart Alert has advised that the Commander of local policing teams Giles Parsons will be available for coffee and a chat at Village Bistro, Anders Square, Perton on Thursday 24 November between 2.00pm and 4.00pm to chat to people about 'things that matter to them'.

**MATTERS ARISING**

186. **Remembrance Sunday.** Email received from M. Alden-Court stating that Mr G. Sibley should have been the next Member to lay the wreath at Coven this year, copy tabled.

**Members' views.**

153. **Future role of Village Agents and the Connecting Communities.** Maggie Quinn had been invited to address the Parish Council at tonight's meeting but unfortunately she has been unable to attend. She will be available to attend the next meeting on 24 November.

**Members' views.**

256. **Traffic Management.** To approve the Minutes of the Coven Traffic Management Working Party held 12 October 2016, tabled at the meeting. Copy passed to Cllr M. Sutton for comments and he will provide feedback shortly. He has recommended a meeting with Mark Keeling in the New Year. The following dates have been offered: Jan 10<sup>th</sup> at 2.00pm, 12<sup>th</sup> at 10.00am, 17<sup>th</sup> at 10.00am or 31<sup>ST</sup> at 2.00pm.

**Members' Views.**

256.15 **Speeding Claygates Road, Vicarage Road, Four Ashes Road, Brewood, Engleton Lane, Ivetsey Bank Road, Bishop's Wood.** Application forms are available for Mr R. Dakin, Mr D. Evans and Mr K. Kearney to complete in order to volunteer for Community Speed Watch.

**MATTERS ONGOING**

170. **Brewood Tennis Club.** Further information received from the tennis club. The committee will have a better idea following the AGM tonight as to whether or not they wish to proceed with the plans to rearrange the tennis court.

**FINANCE**

198.3 **Repayment of Two Public Works Loan Board Loans.** Following the suggestion at the meeting of the Finance Committee held on 19 October that the Council should consider paying the loans off early, the Clerk contacted the PWLB. Figures as at 7 November tabled. From the information provided, there would be no financial benefit in doing so. Figures tabled.

**Members' views.**

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

Letter received from Staffordshire Parish Councils' Association advising of its AGM to be held on Monday 5 December at Staffordshire Place 1 at 6.30pm. The letter requests that a copy of the Annual Report be forwarded to the Chair. Closing date for advising of attendance is 25 November. Mrs L. Tomkins will attend.

**Interested Members to advise the Clerk.**

**Removal of a Tree in Timber Grove, Brewood.** The Clerk has received a bouquet of flowers from a couple who had been trying for 13 years to have a tree removed which was becoming increasingly unstable and in 10 November 2016

danger of falling onto their roof in Stonebridge Road, Brewood. The tree was removed by Staffordshire County Council following a site visit.

**Damaged Telegraph Pole in Dean Street.** On Monday at around 9.00am due to traffic congestion in Dean Street a Spar lorry was forced to reverse back up Dean Street. Unfortunately it reversed into a telegraph pole near the gate into the churchyard and quite seriously damaged it. BT was informed and it was replaced on Tuesday.

## **BREWOOD & COVEN PARISH COUNCIL**

### **PLANNING APPLICATIONS CONSIDERED AT THE MEETING** **HELD ON 10 NOVEMBER 2016**

<b>Application Number</b>	<b>Applicant's Name</b>	<b>Proposal</b>	<b>Comment</b>
16/00620/FUL	Mr J. Perrins	First-floor and two-storey rear extensions. 39 Dean Street, Brewood.	No objection.
16/00944/ AGRRES	Mr W. Toon	Application for the permitted development of a barn conversion under Class Q of the GPDO 2015. Rose Hill Farm, Watling Street Stretton.	Objection. The Council felt there could be some manipulation of the planning laws as the barn is a recent addition and has no architectural or historical value. It would add more housing, which would add to problems of access and egress on to a major road (A5).
16/00965/FUL	Mr R. Mole	Side two storey and rear two story extension to provide 2 additional bedrooms and extended living area. 63 Engleton Lane, Brewood.	No objection.
16/00989/FUL	Mr M. Ford	Detached garage. The Dingle, Coven Road, Brewood.	No objection.