

**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 24 NOVEMBER 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 A. Pupino, 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, Cllr B. Cox.

**APOLOGIES:**

Mr K. Kearney (prior meeting), 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 10 November 2016 were approved as being an accurate record and duly signed, except for item 130. It was resolved that the Clerk write to Mr T. Morris of Staffordshire County Council advising that the Parish Council supported the proposal but reiterated that double yellow lines should be extended along Newport Street, Brewood, as far as Locksmith's Cottage.

**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.

216. **PUBLIC PARTICIPATION:**

No members of the public wished to speak.

217. **POLICE REPORT:**

Mrs L. Tomkins read aloud a report received from Staffordshire Police advising that a 61 year old male had been charged with multiple burglary offences throughout South Staffordshire.

**MATTERS ARISING:**

126. **Local Councils Awards Scheme.** Having completed the template supplied, all the relevant documents and information was now available on the Parish Council website.

**It was resolved that all documentation and information was in place and available on the website in order to be considered for the Quality Award.**

169. **Standing Orders – Apologies.** The suggested wording for inclusion in the Standing Orders from May 2017 was as follows: 'Absence for official parish council business shall be recorded as such. Official parish 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. For Members who are also District Councillors, meetings attended at South Staffordshire Council will also be recorded.' Members were asked to approve the wording.

**It was resolved that the Parish Council approve the wording to be included in the Standing Orders from May 2017.**

193. **Council Tax Referendum Principles.** Reply received from Rt. Hon. Gavin Williamson MP advising that he intended to take the matter up with ministers.

**Matter of report.**

206. **Trees at the Bront.** The Clerk met with Mr S. Dores senior arbouriculturalist at South Staffordshire Council who recommended the removal of some branches to the two trees at the Bront. The tree surgeon had been asked to submit a quote. Clerk's Report referred.

**Matter of report.**

**MATTERS ONGOING**

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

273\*\*. **Renaming Bishops Wood Park (Now footpath).** Mrs J. Jeffries was in contact with Mr J. Groom and would update the Parish Council shortly.

222a2\*\*. **Chairman's Board.** Three quotes had been received. The matter would be placed on the agenda for the next meeting of the Parish Council. Clerk's Report referred.

201. **Bus Stop at Brewood Medical Practice (Traffic Management).** Cllr Mrs D.M. Holmes had made enquiries about having a bus stop at Kiddemore Green Road outside the medical centre. Highways had agreed to investigate the possibility and would look at using an existing post. Engineer to report back to Cllr Mrs D.M. Holmes.

189\*. **Community Benefit Payment.** A Working Party meeting was arranged 17 January 2017 at 11:30am to discuss how future payments would be spent.

170. **Brewood Tennis Club.** Dr R. Taylor attended the AGM held 10 November. The tennis club was investigating the cost of resurfacing or repositioning the tennis court. Further information would be available in the New Year.

256. **Traffic Management.** It was noted that an 'unsuitable for HGVs' sign had been erected at the bottom of Dean Street, Brewood. Although the Parish Council had requested an 'all through traffic' sign, the new sign should go some way to reducing heavy traffic in Dean Street.

**It was resolved that item 293\* and 185 be removed from Matters Ongoing.**

**CORRESPONDENCE RECEIVED:**

218. Letter received from Mrs J. Didgeon enclosing the Street Homelessness Survey. Members were asked to provide details of anyone they know who was sleeping rough in the Parish.

**Matter of report.**

219. Letter received from Mr A. L. Sloane inviting Members to the Bishop's Wood Christmas lights event on Friday 9<sup>th</sup> December at 6.30pm at Bishops Wood Village Hall. Mr Sloane expressed his thanks and appreciation to the Parish Council for its grant towards the event. Mrs L. Tomkins confirmed she would attend.

**Matter of report.**

220. Letter received from Mr J. Perry asking for villages that had previously entered the BKV competition to consider entering again in 2017. Mrs J. Carr confirmed Coven would not be entering the BKV competition and Mrs L. Tomkins would enquire with Coven Heath Community Association. Mrs J. Jeffries requested the information be forwarded to Mr T. Sloane, Bishop's Wood.

**Matter of report.**

221. **CORRESPONDENCE CIRCULATED:**

Wolverhampton West magazine  
Brewood Civic Society minutes 17 October (received 7 Nov)  
Staffordshire Wildlife Trust magazine  
Bishops Wood Bugle  
Pothole repairs 7<sup>th</sup> Nov 14<sup>th</sup> Nov.

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

Cllr Mrs D.M. Holmes confirmed the school crossing patrol service at School Road, Brewood would soon come to an end. The head teachers of Brewood Middle School and St Mary and St Chad First School were working together to try and continue the service.

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

Mrs L. Tomkins reported that on 11 November she attended a Let's Work Together Workshop and an Armistice Day service at Codsall. On 13 November Mrs Tomkins attended the Remembrance Sunday Service at St Mary and St Chad's church, Brewood which was very well attended. Mrs Tomkins requested permission to switch on Coven Heath Christmas lights, 3 December as a formal invitation had not been received. It was agreed that Mrs Tomkins would turn on the Christmas lights.

224. **FINANCE REPORT:**

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

1. Income (£43.74) and expenditure (£11,376.24) report as at 24 November, including salary payments, **be approved.**
2. Financial Summary Cashbook Reconciliation for October, copies circulated prior to the meeting, **be approved.**
3. Payment of personal admin allowance (previously telephone allowance) £25 per Parish Councillor and the Clerk £50, **be approved.**
4. Christmas bonus £30 for non-tax payers and £35 for tax payers, **be approved.**

5. Letter received from Mrs J. Carr (treasurer of Coven Memorial Hall) regarding the Coven Christmas Lights accounts up to 28 February 2016, copies circulated prior to the meeting. Email received from Mrs J. Timms, treasurer of Coven Lights 2016 committee, copies tabled at the meeting. Clerk's Report referred.

**It was resolved that the Parish Council award the annual grant to Coven Lights 2016 Committee.**

Letter received from Brewood and District Royal British Legion thanking the Parish Council for the donation of £150 towards this year's poppy wreaths.

**Precept 2017-18.** The Clerk would be working on the budget for next year. Clerk's Report referred. Mrs J. Carr requested a new noticeboard for Coven be considered at the Precept meeting.

225. **PLANNING REPORT:**

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

**Tree at 30 Dean Street.** Crown lift to achieve 1.5 metre clearance from any part of the garage roof and reduce back and long limb over garage.

226. **CLERK'S REPORT:**

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

Mrs J. Bradshaw had received an email from Dobbies advising that they donate stock to the local area to transform a patch of land using gardening equipment and plants. Clerk's Report referred. Members suggested Coven playing field, Tinkers Lane, Brewood and Friends of Barnfield Sandbeds may benefit from the scheme.

227. **PLAYING FIELD REPORT:**

The Council received the written Playing Fields Reports:

- Bishop's Wood playing field: Mrs M. Sambrook to submit the written by Monday 28 November.
- Brewood playing field and skateboard park: Mr D. Evans to submit a report in writing.
- Coven playing field and skateboard park. Mr R. Dakin reported that a beam on the balance beams had come away from its fixture and needed to be repaired or removed. There was a lot of litter scattered around the skateboard park area.
- The Bront. Mr R. Dakin reported that there was surface water at the picnic area and parts of the Bront were very muddy. Some branches had blown down but were not causing a problem at the moment.

**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.** Advice received from planning consultant, copies circulated prior to the meeting.

**It was resolved that the Clerk confirm in writing to South Staffordshire Council Planning Team that the Parish Council was willing to provide the access but that the terms for this will be negotiated and finalised at the appropriate time.**

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

Cllr Mrs D.M. Holmes reported that the SAD documentation would now not be published until March / April 2017.

Mrs J. Bradshaw reported that Lloyds Bank had sent new committee members personal details to previous committee members in error. A good will gesture of £150 had been made by Lloyds Bank to Coven Lights committee.

There being no further business, the meeting ended at 8.30pm.

Chairman .....

**REPORT OF THE CLERK FOR THE MEETING OF THE COUNCIL  
TO BE HELD 24 NOVEMBER 2016**

**POLICE REPORT**

PCSO Adam McAree has been into the office on two occasions during the past week. He has advised that the case of the woman who suffered a dog bite had been successfully resolved. CID are dealing with the SPAR robbery and the young people involved in the anti-social behaviour in Bargate Street have been spoken to and warnings issued; one has been made to apologies. Parking problems in Kiddemore Green Road are being monitored.

Letter received 24 November from Inspector Giles Parson's in response to the Parish Council's letter sent 15 November 2016. Copy tabled.

**MATTERS ARISING**

206. **Trees at the Bront.** The Clerk met with Mr S. Dores senior arbouriculturalist at South Staffordshire Council who recommended the removal of some branches to the two trees at the Bront. The tree surgeon has been asked to submit a quote.

**Matter of report.**

**MATTERS ONGOING**

222a2\*\*. **Chairman's Board.** Three quotes now received. The matter will be placed on the agenda for the next meeting of the Parish Council.

**Matter of report.**

**FINANCE**

224.5 **Coven Christmas Lights Grant.** Email received from Mrs J. Timms, treasurer of Coven Christmas lights committee introducing the new committee and advising that she has submitted last year's records (held by Mrs J. Carr) and advising that this year's fund raising details and expenses will be available for audit after 28 February 2017. Copy tabled.

**Members' views.**

**Precept 2017-18.** The Clerk will be working on the budget for next year shortly. Members are asked to submit ideas for budget allocation in time for the next meeting of the Council.

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

Email received from Mrs J. Timms inviting parish and district councillors to the Coven lights switch on at 4.30pm on 3 December.

Mrs J. Bradshaw has had an email from Dobbies advising that they donate stock to the local area to transform a patch of land using gardening equipment and plants. Members are asked to advise of any areas which may benefit from the scheme.

**BREWOOD & COVEN PARISH COUNCIL**

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING**  
**HELD ON 24 NOVEMBER 2016**

<b>Application Number</b>	<b>Applicant's Name</b>	<b>Proposal</b>	<b>Comment</b>
16/00990/FUL	Coventya Ltd	Single storey side extension to create further storage. Coventya Ltd, Enterprise Drive, Four Ashes.	No comment.
16/01008/FUL	Mr P. Cooper	Alterations to front and side elevations including pitched roof dormers and render wall finish. 22 Whiteoaks Drive, Bishop's Wood.	No objection. However Members were concerned there maybe visibility problems if the planted hedge was allowed to grown above the height of the 3ft fence already erected. Members were also concerned that the driveway extension changed the footprint of the usable land.