

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 26 JANUARY 2017 AT 7.30PM

PRESENT:

Mrs J. Bradshaw, Mr R. Dakin, Mr D. Evans, Mrs J. Jeffries, Mr K. Kearney, Mr A. Pupino, Mrs M. Sambrook, Mr G. Sibley, Dr R. Taylor, Mrs L. Tomkins.

APOLOGIES:

M. Alden-Court (personal), Mrs J. Carr (personal), Cllr Mrs D. M. Holmes (personal), Cllr Mrs W. Sutton (prior meeting), Mr M. Webb MBE (personal).

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.

Mrs M. Sambrook declared an interest in Planning item 268 (1 Whiteoaks Drive, Bishop's Wood).

MINUTES:

The minutes of the meeting held on 12 January 2017 were approved as an accurate record and duly signed. Mrs J. Jeffries wished for it to be recorded that she had been asked to give Cllr B. Cox's apologies for the last meeting but had arrived too late for the Parish Council meeting having attended the Bishop's Wood Flood Forum meeting.

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 is not considered that the resolutions to be moved herein will have any adverse impact for the purposes of the Crime and Disorder Act 1998.

253. **PUBLIC PARTICIPATION:**

Mr P. Tomkins of Coven Heath Community Association thanked the Parish Council for the Christmas tree at Coven Heath and also the Clerk and Assistant Clerk for their assistance with administration and other matters.

254. **POLICE REPORT:**

PCSO Adam McAree had arrived to give a Police report but had been called away to assist with patrols as there were only three officers on duty. Dr R. Taylor reported that there had been unmarked police cars outside

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the Swan in Brewood on Tuesday evening. The Chair reported that the door bell had been repaired and that the Council would continue to keep the internal door locked during meetings. Clerk's Report referred.

MATTERS ARISING:

50.1 **Internal audit.** Following the 2015-16 audit Mr A. Toplis recommended that the Parish Council adopted the new model financial regulations as recommended by National Association of Local Councils (NALC) and the Society of Local Council Clerks (SLCC).

It was resolved that a meeting of the Finance Committee be arranged for 8 February at 10.00am in order to revise the Council's Financial Regulations.

256** **Traffic Management.** Members received the minutes of the Traffic Management Working Party held on 17 January 2017 and approved the content as an accurate record with the exception of item 2, Church Lane, Coven. Croft House had one allocated parking space for each apartment, but no spaces for visitors. Clerk's Report referred.

Matter of report.

MATTERS ONGOING

Members receive the Matters Ongoing report, copy circulated prior to the meeting.

246. **Jacob's Ladder, Brewood - Damage to Handrail and Wall.** Dr Taylor was concerned at the lack of action. It was agreed that the Clerk write to Cameron Homes and formally ask them to repair the damage.

270* **Layby A449.** Mr D. Evans reported three Heavy Good Vehicles parked on the layby on the evening of 25 January. Mrs L. Tomkins advised that Rt. Hon. Gavin Williamson MP would be discussing the matter with Highways England.

69. **West Midlands Interchange.** Item to be placed on the agenda for the next meeting of the Council.

226. **Coven Playing Field Equipment.** Clerk's Report referred. It was agreed that the Clerk contact the representative from Veolia and invite them to address the Parish Council to explain the reasons for the third party contribution.

It was resolved that item 189* be removed from Matters Ongoing.

CORRESPONDENCE RECEIVED:

255. Mrs J. Bradshaw had requested that voting on motions be placed on the agenda for discussion. Clerk to forward the new model Standing Orders to all members. Members to advise the Clerk of any particular standing orders peculiar to this Council in order for them to be merged into the new document.

It was resolved that a meeting of full Council be arranged to revised the Standing Orders with consideration being given to having votes for, against and abstentions counted for each item.

256. Email received from Sue Shanks regarding Kingswood Trust an outdoor education centre near Albrighton. Ms Shanks had requested that the Parish Council puts a link to its website on its website. Mrs M Sambrook reported that this was a commercial business. The Council did not want to set a precedent by creating a link to the website.

It was resolved that the Parish Council would not place the link to Kingswood Trust on its website.

257. Email received from Emily Ogram of South Staffordshire Council's Policy and Partnership Services, regarding the new Community Lottery which could be launched as early as April 2017. The lottery would operate on the principle of raising money within the community and supporting good causes. Ms Ogram requested that the Parish Council advertise the link on its website.

It was resolved that the Clerk obtain further information and report back to the Council at the next meeting.

258. Mr R. Dakin had requested that litter along Vicarage Road, Calf Heath be placed on the agenda.

It was resolved that the Clerk write to Hatherton Parish Council in the first instance to obtain permission to write to Veolia environmental with the Council's concerns.

259. Email received from Mrs R. Burton of SSCVA who would like to talk to the Parish Council about Good Life 'Connectors'. Similar to parish champions, connectors would liaise between South Staffordshire Council, the Parish Council and the community. Clerk's Report referred.

It was resolved that Mrs Burton be invited to address the Council at the meeting to be held on 9 February at 7.00pm.

260. Members received documentation from South Staffordshire Council regarding the Site Allocation Document publication and consultation. Copy of letter circulated prior to the meeting. Documents were available to be viewed at the Parish Council office, on the Parish Council's website and Facebook page.

Matter of report.

261. Letter from NALC, a response to the Parliamentary Briefing on the Neighbourhood Planning Bill which received its second reading in the House of Lords on 17 January 2017. The document set out NALC's position regarding the Bill which was that it would like it amended to give neighbourhood plans more weight in the planning system. Copy available from the Clerk. Detailed information on the Neighbourhood Planning Bill was available from GOV.UK.

Matter of report.

262. 2017 Precept meeting. Following a discussion about the format of this Council's Precept meeting the Clerk contacted Mr A. Toplis (internal auditor) for advice. A copy of the questions/answers was circulated prior to the meeting. For future Precept meetings it would be necessary to include a public participation session at the start of the meeting as with all full Council meetings.

Matter of report.

263. Mr D. Evans had requested that a letter of congratulations be sent to the licensee of the Three Stirrups Public House on the good standard of repair of the premises including the new signage, the paintwork and internal improvements. Mr Evans also reported that there was a security light shining into Shop Lane, which could also be included in the letter.

It was resolved that the Clerk write to the licensee.

264. **CORRESPONDENCE CIRCULATED;**

Staffordshire Parish Councils Association (SPCA) Bulletins 12th and 19th January.
Confirmation of 'Ironman' which will take place on Sunday 18 June 2017.

265. **DISTRICT/COUNTY COUNCIL'S REPORT;**

There were no District and/or County Council in attendance at the meeting.

266. **CHAIRMAN'S AND OTHER COUNCILLORS' REPORTS (courses/workshops/seminars attended):**

Some Members had attended the consultation morning regarding the Royal Ordinance Factory road network at Featherstone on 13 January. Mrs Bradshaw had full details of the proposals and stated that options 7 and 9 were the favoured routes. It was noted the representatives from Staffordshire County Councils were not aware of other proposed projects in the surrounding area i.e. Gailey Freight Hub and M45 link. Consultation had not been wide enough and the impact on Coven Heath was a serious concern especially due to the size of the population, compared with that of Featherstone and Fordhouses. Coven Heath residents were to be encouraged to respond to the consultation.

The Chair had attended the ROF consultation on 13 January, the Traffic Management and Community Benefit Payment meetings held on 17 January and the Link for Life dinner at Wolgarston High School on 19 January. Brewood and Coven Parish Council was the only Parish Council represented at the evening which had raised over £2,000.

Mrs J. Jeffries reported that Wolgarston was one of the top schools. The 'Progress 8' results (progress in 8 GCSEs including English, maths and science) was well above average. Schools assessed included selective and fee paying schools. A' level results were also above average; local independent schools had been included. Wolgarston was the best 6th Form in Staffordshire. League tables were available on the government website

267. **FINANCE REPORT:**

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

1. Income (£76.05) and expenditure (£9,247.68) report as at 26 January 2017, including salary payments, **be approved.**
2. Financial Summary – Cash Book Reconciliation for November and December and the Direct Debit/Standing Orders arising from these, **be approved.**
3. Renewal of the Fields in Trust membership at a cost of £50 per annum, **be approved.**
4. Members considered making a donation to Staffordshire Samaritans. A donation of £20 had been made in previous years.
It was resolved that a donation of £30 be approved.

268. **PLANNING REPORT:**

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

Notice of confirmation of Tree Preservation Order (TPO) No 276/2016. T1 Cedar, T2 Cherry, T3 Sycamore (Acer spp), T4 Maple (Acer spp), T5 Scots Pine, relating to vacant land at 16 Sandy Lane, Brewood.

Fish Ponds Caravan Site, New Road, Featherstone.

APP/C3430/C/16/3152208: This application was considered by Members but no comments were made as it was deemed to be outside of the Parish boundary.

Further response received from Mr A. Komurcugil regarding 1 Whiteoaks Drive. Copy circulated prior to the meeting. **It was resolved that Mrs J. Jeffries prepared a response outlining local residents' concerns for the Clerk to incorporate into a formal letter to Mr Komurcugil.**

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NB The planning department agreed to automatically allow Parish Councils an additional five working days after the deadline date issued by the planning officer in order to submit comments.

269. **CLERK'S REPORT:**

Members received the report of the Clerk and noted the following matters:

305*. **ID badges for Councillors.** Clerk's Report referred. Matter to be placed on the agenda for discussion at the next meeting of the Council.

342* **Neighbourhood Highways Team.** SPCA together with Staffordshire County Council was running a workshop on Thursday 23rd February from 11.30am until 3.30pm at County Buildings Stafford entitled Developing a Community Based Approach. Clerk's Report referred. Mrs J. Bradshaw, Mr R. Dakin, Mr D. Evans, Mrs J. Jeffries, Dr R. Taylor and Mrs L. Tomkins confirmed their attendance.

Planning Masterclass. The Planning Masterclass was scheduled to take place on 15 February at South Staffordshire Council. Clerk's Report referred. Mr R. Dakin, Mrs J. Jeffries and Mr A. Pupino, confirmed their attendance. Mrs J. Carr had previously stated she would attend.

Wikipedia. Mrs J. Jeffries had noticed that the entry on Wikipedia for Brewood regarding the Parish Council was incorrect. Clerk's Report referred.

It was agreed that Mrs J. Jeffries update the information on Wikipedia.

270. **PLAYING FIELD REPORT:**

To receive the written Playing Fields Reports:

- Bishop's Wood playing field: Mrs M. Sambrook would visit the playing field 27 January.
- Brewood playing field and skateboard park: Mr D. Evans reported that the zip wire was showing rust and that the new cable ties were very effective. Tyre tracks could be seen in the grass. The Clerk confirmed that a contractor was due to look at the rust in the near future.
- Coven playing field and skateboard park: Mr R. Dakin reported that there was a broken slab situated by the small gate entrance and there was a large amount of litter collected from the outside perimeter.
- The Bront: Mr R. Dakin reported that there were mole hills by the picnic area. Ground plants were starting to appear and there were a lot of small branches lying on the path from Moors Drive entrance.

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 9.15pm.

..... Chairman

**REPORT OF THE CLERK FOR THE MEETING OF THE COUNCIL
TO BE HELD 26 JANUARY 2017**

POLICE REPORT

On Thursday 19 January at 1.20pm the Parish Council had a visitor who was acting suspiciously. He walked into the lobby unannounced, fortunately the internal door was locked. He was a man about 6ft tall, unshaven, with a Liverpool accent, wearing a royal blue jacket and smoking a cigarette. He appeared surprised to see the Clerk at reception. He quickly asked when the next meeting was and if there was any paperwork available for his gran. When he was told that there was nothing ready he said he would come back the next day (which he did not). The office closes to the public at 12.30pm and the sign on the door said 'closed'. It appeared that he had simply tried the door and found it to be open. The matter was reported to 101. The Clerk received a call from Staffordshire Police at 3.00pm stating that PCSO Adam McAree was on leave and they would try to send someone along at some point to see if he was still around. There was a burglary in School Road, Brewood later that afternoon.

There will be a drop-in crime prevention surgery on Saturday 28 January at Hollybush Nursery Warstone Road, Shareshill between 2.00pm and 3.00pm with local community support officers.

MATTERS ARISING

256** **Traffic Management.** Letter received from Ms D. Gear of Staffordshire County Council regarding proposed parking restrictions in School Road/Newport Street Brewood, explaining the reasons behind the final proposals. Copy tabled.

CORRESPONDENCE RECEIVED:

259. **Good Life Connectors.** Further to Mrs Burton's request to make a presentation to the Council, a briefing note received from the Community Council of Staffordshire advising that Village Agents had been renamed Good Life Agents is tabled.

MATTERS ONGOING

226/464** **Coven Playing Field Equipment.** Following confirmation of the grant award from Veolia, the Parish Council has been advised that landfill operator ENTRUST is able to claim back 90% of the donations the make to environmental bodies as a tax credit. In a lot of cases the landfill operator seeks to recoup the 10% shortfall. In previous cases (Bishop's Wood and Brewood play equipment, the 10% was not requested). In the case of Coven Playing Field Rejuvenation, the land fill operator has advised that an amount of £4,814 is due. Currently the Committee has secured £54,255 from Veolia, donations and fundraising with a further £12,000 from the Parish Council, £2,160 from the Community Benefit Payment and £1,000 from Tesco Bags of Help. Currently there is a shortfall of £1,392 for the tax credit. At the next meeting, Members will be asked to consider how the committee can make up this shortfall. For example would it be possible for the Parish Council to pay ENTRUST the balance and then the Committee reimburse the Parish Council when it raises additional funds? Members are asked to consider other options available in time for the meeting of 9 February.

189*. **Community Benefit Payment.** The Working Party met on 17 January to discuss the policy for awarding the Community Benefit Payment. The minutes of the meeting will be available at the next meeting of the Council.

OTHER MATTERS FOR THE CLERK'S REPORT

305*. **ID badges for Councillors.** ID badges were issued late last year with each member referred to as 'Councillor'. There is no reason why this should not be formalized in Parish Council minutes. If Members agree, the matter will be placed on the agenda for discussion at the next meeting of the Council.

Members' views.

342* **Neighbourhood Highways Team.** SPCA together with Staffordshire County Council are running a workshop on Thursday 23rd February from 11.30am until 3.30pm at County Buildings Stafford entitled Developing a Community Based Approach. The workshop will look at parish councils working in partnership with the County Council and taking on sole responsibility for certain functions. Members are requested to advise the Clerk if they wish to attend. Copy of agenda is tabled.

252. **Link for Life Meal.** A letter has been received from Mr C. Curtis of Wolgarston High School thanking Mrs L. Tomkins for support at the recent event. Over £2,000 was raised during the evening.

Planning Masterclass. The planning masterclass is scheduled to take place on 15 February at South Staffordshire Council. We have been informed that unfortunately places are limited to four nominations per Parish Council. The following Parish Councillors have put their names down to attend: Mr J. Bradshaw, Mrs J. Carr, Mr R. Dakin, Mrs J. Jeffries, Mr K. Kearney, Mr A. Pupino, Dr R. Taylor and Mrs L. Tomkins. Members are asked to advise the Clerk as to who will be attending.

Wikipedia. Mrs J. Jeffries has noticed that the entry on Wikipedia for Brewood states: Brewood has had a parish council since time immemorial ...It now has a community council which styles itself **The Parish of Brewood and Coven with Bishops Wood and Coven Heath**. Mrs J. Jeffries may wish to report further.

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PLANNING APPLICATIONS CONSIDERED AT THE MEETING TO BE HELD ON HELD ON 26 JANUARY 2017

Application Number	Applicant's Name	Proposal	Comment
16/01101/FUL	Mr & Mrs Hartley	Demolition of single-storey garage and construction of extensions and boundary wall. Pinfold Cottage, High Green, Brewood.	No objection to the extension proposals. However, the current plan does not allow for vehicles to turn within the curtilage of the property therefore they would be forced to reverse off the property, at the side of a low wall. This could cause a significant problem to traffic and pedestrians. The Council is also concerned at the loss of the footpath which passes in front of the property.
17/00005/FUL	Mr & Mrs Jones	Demolition of existing bungalow and erection of dwelling. Iona, Light Ash Lane, Coven.	No objection.
17/00012/FUL	Mr & Mrs Williams	Alterations and extensions to existing barn (renewal of 10/00878/FUL & 14/00044/REN). Barn Farm Whitehouse Lane, Gunstone.	No objection.
17/00028/ADV 17/00029/ADV 17/00030/LBC	Mr K. Twigger (KRT Associates Ltd)	Continued display of signage approved under 11-00464-ADV, 11-00466-ADV, 11-00468-ADV and 11-00470-ADV. Retention of existing signage: fixed aluminium sign (black with white lettering, (hanging aluminium sign on wrought-iron sculpted bracket. 1 Market Place, Brewood.	No objections unless the signage restricts the visibility of the CCTV camera on the corner of the building.
17/00055/FUL	Mr M. Wright	Double storey and single storey extension to the left, right, front and rear elevations. Helsby House, Ivetsy Bank Road, Bishops Wood.	The area is susceptible to flooding. Adequate drainage must be considered.