

BREWOD AND COVEN PARISH COUNCIL
WITH BISHOP'S WOOD AND COVEN HEATH

AGENDA FOR THE MEETING OF THE COUNCIL
TO BE HELD IN THE COUNCIL OFFICES, STAFFORD STREET, BREWOOD
ON THURSDAY 30 MARCH 2017 AT 7.30PM

APOLOGIES:

To receive apologies and to approve reasons for absence.

DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS AND REQUESTS FOR DISPENSATION:

To receive any declarations of interest from Members and any requests for dispensation, submitted in writing to the Clerk prior to the meeting, as required under the Code of Conduct and determined by the Localism Act 2011.

MINUTES:

To approve for accuracy, the Minutes of the meeting of full Council to review the Parish Council's Standing Orders held on 2 March 2017, the Minutes of the meeting of the Council held on 9 March 2017, and the Minutes of the Finance Committee meeting held on 20 March 2017.

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.

320. **PUBLIC PARTICIPATION:**

The Chairman will move that the meeting be adjourned for a period of no more than fifteen minutes to allow any elector of the parish or his/her representative to raise or question any issue appertaining to proper Parish Council business.

321. **POLICE REPORT:**

To receive the Staffordshire Smart Alert and Police bulletins, subject to availability. Operation 50-50: Latest charges. Four men appeared before Cannock Magistrates on 22 March charged with conspiracy to burgle following a co-ordinated sting between West Midlands and Staffordshire Police. Two other men were also arrested as part of the investigation and have been released on bail.

Local policing commander Giles Parsons will be available on Wednesday 5 April, from 1.30pm until 3.30pm at the Co-op store in Penkrigde to discuss any policing issues in the area.

MATTERS ARISING:

256** **Traffic Management.** Email received from Mr M. Keeling regarding the Parish Council's enquiry as to when Market Place, Brewood might be resurfaced. Mr Keeling advises that there is no current need for structural maintenance. The matter has been listed in the schedule of works programme for 2018 and further information will be available towards the end of this year.

Matter of report.

126. **Quality Council Status.** Confirmation has been received from NALC that the Council has been awarded Quality Status for the following four years. This is a significant achievement by the Parish Council and the award recognises that we, as a council, meet the high standards set by the parish council sector, as assessed by our peers. Members may wish to consider how best to publicise the achievement, for example update the website and place on the Facebook page.

Members' views.

289. **Internet Banking.** A meeting of the Finance Committee was held 20 March 2017 to consider the proposal to transfer to internet banking. Copy of Minutes enclosed.

Recommended resolution: Members to approve the recommendations of the Finance Committee meeting held 20 March.

294. **Temporary Road Closure, Tinkers Lane.** Simon Griffiths of Staffordshire County Council Highways has advised that the planned closure of Tinkers Lane, Brewood will go ahead from 24 April until 2 May. This may have implications for the diversion from the A449 which will be ongoing at the time.

Matter of report.

323. **Defibrillator Brewood.** Email received from Tarra Simmons, general manager Co-operative Social Responsibility advising that they would like to undertake an assessment of the defibrillator by the Community Heartbeat Trust in order to assess the viability of the co-op taking over maintenance of the Brewood defibrillator.

Matter of report.

MATTERS ONGOING

To receive the Matters Ongoing report, copy enclosed. The Chair will invite Members to raise any matters ongoing as they deem necessary.

110. **School Lane Pavements.** Email received from Mr A. Prendergast advising that some progress had been made on School Lane resurfacing. Cllr M. Sutton had met with one of Staffordshire County Council's chief engineers. Copy of email enclosed.

Matter of report.

169. **Standing Orders Review.** At the meeting held to consider the new standing orders it was agreed to re-issue the Code of Conduct at the annual meeting of the Council. However, the Standards Committee at South Staffordshire Council is currently reviewing its Code of Conduct. It may be necessary to incorporate any changes made into the Parish Council's code therefore this may not be reissued at the annual meeting of the Council in May.

Matter of report.

250.6. **Citizens' Advice Bureau Debt Benefit and Consumer Advice Service.** Email received from Mr Alan White, cabinet member for health care and well-being at Staffordshire County Council advising that responses to the original request for funding were low and therefore it was decided to cease funding at the end of this financial year. However, the Parish Council has been asked to consider offering support to a scaled back service in other ways. Email sent to Sue Nicholls of Staffordshire CAB. Clerk's Report will refer, subject to a response being received.

Members' views.

CORRESPONDENCE RECEIVED:

322. To review the Council's Complaints and Compliments procedure for approval at the annual meeting of the Council to be held on 11 May. Copy enclosed.

Members' views.

323. To review the Press and Media procedure for approval at the annual meeting of the Council to be held on 11 May. Copy enclosed.

Members' views.

324. To review the Freedom of Information Publication Scheme for approval at the annual meeting of the Council to be held on 11 May. Copy enclosed.

Members' views.

325. Dr R. Taylor would like to raise the matter of Stafford Street car park and leaf detritus along Bargate Street in advance of this year's Best Kept Village competition. Dr Taylor will speak to this matter.

Members' views.

326. Email received from Staffordshire Smart Alert asking for feedback on the Policing priorities in Staffordshire. Members can access the survey at www.snapsurveys.com/wh/s.asp?k=148665591308

Matter of report.

327. Letter received from Mr B. Swift of Brewood Tennis Club advising that they would have liked to have been consulted on the siting of the adult exercise equipment. The Tennis club will monitor its usage and if there is a problem they may have to erect a green fabric windbreak that will serve to block the sight of the exercise equipment from players when league matches are played.

Members' views.

328. Legal Briefing from NALC regarding Purdah legal restrictions. Copy available from the Clerk. The link also gives guidance on what can and cannot be included in Parish Council newsletters for future reference.

Matter of report.

329. Correspondence received from NALC attaching the briefing on the Government's Housing White Paper. NALC is keen to hear from as many county associations and local councils as possible to help shape a response. A small working party could be established to study the paper and then formulate the response. The closing date for receipt of completed questionnaires is Friday 28 April. Copy of the Housing White Paper and response form enclosed.

Members' views.

330. Email received from Mrs M. Jones of Coven Heath Allotments Association making some suggestions for the allotments for the next year. Copy enclosed.

Members' views.

331. **CORRESPONDENCE CIRCULATED;**

SPCA bulletin 23 March; letter from Cllr Sue Baxter, Chairman of NALC
Bishop's Wood Bugle March edition
Staffordshire PCC Staffordshire Cadets Celebrate One Year Anniversary
Staffordshire Wildlife magazine- spring edition.

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

To receive the report of the District and/or County Council.

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

To receive the report of the Chairman, Mrs L. Tomkins and any feedback from Councillors on courses etc attended.

334. **FINANCE REPORT:**

To receive the Finance Report from the Head of Finance, Mrs J. Carr and resolve the following matters:

1. To approve the income and expenditure report as at 30 March, including salary payments and the handyman's half yearly Essential User Car Allowance.
2. To approve the Financial Summary-Cashbook reconciliation including direct debit payments arising from the February reconciliation. Copy enclosed.
3. To approve the request from Mr D. Leese for a donation to the SSCVA. An amount of £350 was included in the 2015-16 budget.
4. To approve the payment of £693 to Staffordshire Parish Councils Association for the Council's annual subscription for 2017-18.
5. To approve the quote of £72 received to engrave the Chain of Office from 2008/09 to date.
6. To approve the quote of £120 from Mr R. Cox to replace the oak finger and supply additional metal letters on the fingerpost at Market Place, Brewood in time for the Best Kept Village competition. The Council's handyman has undertaken the majority of the work but required a specialist's assistance to complete it.
7. To approve the payment of £25 for the annual membership of the Community council of Staffordshire from 1 April 2017.
8. To receive the report of the Clerk with regard to the progress to date of the Coven playing field refurbishment. Copy to be tabled at the meeting.

317.4 **Portable CCTV cameras.** Email received from Helen Marshall of South Staffordshire Council asking if the Parish Council would be purchasing a portable CCTV camera at a cost of £3,200 plus installation £440. Running costs would be approximately £700 each time it was moved. South Staffordshire Council would be purchasing 10 cameras for their own use around the district. Deferred from previous meeting.

Members' views

335. **PLANNING REPORT:**

To receive the Planning Report and consider the planning applications received.

Letter received from Mr G. Kelly of Tong Close, Bishop's Wood objecting to the proposal for 5-6 Affordable Homes on the site adjacent to the Royal Oak public house which he feels will contribute further to the problems of flooding. Mr Kelly has asked the following questions:

- Who submitted the application
- The reason the Parish Council supported it
- Why did the Parish Council find it necessary to do so

He has also requested a copy of the site plan and proposed development including drainage and foul water systems.

336. **CLERK'S REPORT:**

To receive the written report of the Clerk.

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

BREWOOD & COVEN PARISH COUNCIL

PLANNING APPLICATIONS CONSIDERED AT THE MEETING
HELD ON 30 MARCH 2017

Application Number	Applicant's Name	Proposal	Comment
17/00138/FUL	Mr R. Stockton	Log cabin for groom's use. Horsebrook Manor, Horsebrook Lane, Brewood.	
17/00153/FUL	Mr N. Townsend	Extensions and alterations 56 Kiddemore Green Road, Brewood.	
17/00191/FUL	Ms T. Bayliss	Demolition of existing modern single storey extension and construction of new two storey extension, internal alterations and three car garage. Green Oaks, Kiddemore Green Road, Brewood.	
17/00193/FUL	Mrs J. Miles	Proposed rear bedroom extension and conversion of garage into living accommodation. 7 Westhall Close, Brewood	
17/00205/OUT	Mr P. Rouwenhurst	Proposal to build detached bungalow for my wife and I to retire into on garden at right of our existing property. Greenacres, Light Ash Lane, Coven.	
17/00214/FUL	Mr A. Holt Ace Kind Ltd	New dwelling house in rear garden area. 1 Whiteoaks Drive, Bishop's Wood.	
17/00234/FUL	Mr M. Wingfield	Proposed kitchen and bedroom extension. 28 Brook Close, Coven.	
17/00240/FUL	Mr D. Myatt	Single-storey rear extension. Crateford Farm House, Crateford Lane, Brewood.	
17/00254/FUL	Mr G. Davies	Retrospective permission for the retention of a mobile home at existing smallholding for a temporary period of three years. Gin House Farm, Cartwrights Lane, Coven.	