

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 9 MARCH 2017 AT 7.30PM

PRESENT:

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, Cllr Mrs W. Sutton, Mrs L. Tomkins, Mr M. Webb MBE.

IN ATTENDANCE:

Cllr Mrs J. Bolton, Cllr M. Sutton.

APOLOGIES:

M. Alden-Court (personal), Mr K. Kearney (Parish Council business) , Dr R. Taylor (personal), Cllr B. Cox.

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 23 February 2017 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 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.

304. **PUBLIC PARTICIPATION:**

Mrs A Grew, Coven Road, Brewwood enquired as to what action had been taken with regard to potholes along the Brewood / Coven Road and Tinkers Lane, Brewwood. She stated that the potholes had become a hazard and signs should have been erected to warn motorists of the danger ahead. Members reported that the potholes had been marked out by Highways but members of the public should continue to report any issues. Cllr M. Sutton reported that he was aware of the matter and noted that both areas suffered water damage. The potholes would receive a temporary repair until the roads had dried out and the water issue was resolved. Vehicle damage claim forms were available on Staffordshire County Council website. Mrs L. Tomkins reported that in Rt Hon Gavin Williamson MP's newsletter dated 13 December 2016, the Department for Transport had allocated over £7.6 million to the West Midlands to fix 144,000 potholes in 2017/18, including £1,582,000 to fix 29,800 potholes in Staffordshire.

305. POLICE REPORT:

The PCSO had visited the office on 7 March but had nothing to report. Clerk's Report referred. Cllr M. Sutton had been in contact with EON regarding the street lamp at the bottom on Dean Street and the HGV sign would be replaced on a like for like basis.

MATTERS ARISING:

172. Permission was given for a six months trial period in October 2016 to Mr S. O'Brien to use the Church Road amenity area, Brewood as a seating area. Mr O'Brien had recently replaced two coping stones on the wall free of charge as a good will gesture. The trial period would elapse in April therefore consideration was required with regard to extending the time limit further.

It was resolved that permission be granted to allow two tables and four chairs to be placed at the amenity area in Church Road and be reviewed every six months.

289. **Internet Banking.** Members to arrange a meeting of the Finance Committee in order to progress the proposal to transfer to internet banking.

It was resolved that a meeting of the Finance Committee be arranged for 9am on 20 March 2017.

257. **South Staffordshire Council's Lottery.** Clerk's Report referred.

MATTERS ONGOING

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

126/169. **Quality Council/Standing Orders.** Mr A. Pupino requested clarification on standing order 3r.

273**. **Renaming Bishop's Wood Park (Now footpath).** Mrs J. Jeffries to contact Mr Groom.

250.6 **Citizens' Advice Bureau Debt Benefit and Consumer Advice Service.** Clerk to write to Staffordshire County Council enquiring how many people received assistance. Mr A. Pupino to provide contact details of the CAB in Wombourne for the Clerk to contact.

CORRESPONDENCE RECEIVED:

306. Members considered the Business Risk Assessment Report, Risk Assessment Document and Internal Controls Checklist, copies circulated prior to the meeting.

It was resolved that the Business Risk Assessment Report, Risk Assessment Document and Internal Controls Checklist documents be approved and adopted, subject to some minor amendments agreed at the meeting.

307. Email received from Mrs A. Peters Brewood and District First Responders regarding the possibility of the Parish Council taking over responsibility of the defibrillator in Brewood. Letter sent to the manager of Brewood Co-op to find out whether or not they would take over responsibility for the upkeep of the defibrillator from Brewood Fire Service. Clerk's Report referred.

Matter of report.

308. Email received from Mr M. Williams of Brewood and District Satellite Rotary Club requesting to advertise on the Parish Council's Facebook page for new members to join the club.

It was resolved that details be placed on Parish Council Facebook page. Cllr Mrs W. Sutton abstained from the vote.

309. Email received from Mandy Hayes requesting that permission be given for Rugbytots to use Brewood playing field on an ad hoc basis on some Saturday mornings. Rugbytots was an activity programme aimed at two to seven year olds. Rental charges had not yet been proposed.

It was resolved that the matter be discussed at the meeting of the Finance Committee, which would be held 20 March 2017.

310. Email received from Mr D. Langford of Church Lane, Coven regarding parking in Church Lane and Brewood Road pointing out that there were several vehicles parking there at weekends and overnight and that gym and garage users were also contributing to the problem. Mrs J. Bradshaw reported that the matter had been raised as a priority and was ongoing. Ideas had been forwarded to Mr M. Keeling and Cllr M. Sutton at a Coven Traffic Management meeting held 17 January 2017.

It was resolved that the Clerk respond to Mr Langford's e-mail explaining that the matter was ongoing.

311. Members of the Allotments Working Party were requested to arrange a date to carry out an inspection of Coven Heath allotments during April. The Assistant Clerk also to attend.

It was resolved that an inspection of Coven Heath Allotments take place 5 April at 9:30am.

312. Mr M. Webb MBE had reported parking on the grass verge at the junction of Deansfield Road and Vicarage Road, Brewood. Previously the Parish Council had written to residents requesting that they refrain from doing this as it churned up the grass.

It was resolved that the Clerk write to residents regarding parking on the grass verge at the junction of Deansfield Road and Vicarage Road, Brewood.

313. Members were requested to arrange a meeting of Coven Traffic Management working party.

It was resolved that a Coven Traffic Management meeting be held 29 March at 7pm.

314. **CORRESPONDENCE CIRCULATED:**

Staffordshire Police Response to HMIC PEEL Report in Staffordshire
 SPCA Bulletins 23 February and 2 March
 NALC DEVO+ Paper on devolution of Services to Parish Councils
 Brewood Civic Society minutes of the meeting held 20 February (received 2 March)
 Rt Hon. Gavin Williamson MP Newsletter 28 February
 PCC press office Rural Enterprise Academy students get a lesson in cyber safety
 War Memorial News 21st February
 Village News March edition

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

Cllr M. Sutton reported that job seeker claimants in Brewood and Coven ward were 0.6%, Wheaton Aston, Lapley and Bishop's Wood 0.5%, South Staffordshire 1.1%, West Midlands region 2.3% and England 1.8%.

Staffordshire had struck gold with Iron Age gold being found on the Staffordshire Moorlands, believed to date back as far 400BC. Further information was available at: <http://www.staffordshirenewsroom.co.uk/staffordshire-strikes-gold-with-iron-age-find/>

The budget set 8 March had allocated £2bn for social care services in England over the next three years. Staffordshire County Council spent nearly £1m per day of Social Care.

Traffic SIDs had been reallocated to Bishop's Wood.

Midlands Engine strategy demonstrated the government's commitment to making the Midlands a powerful engine for economic growth. Stretching from Shropshire to Lincolnshire, with the M1, M6, and most of the major railway lines running through it, the Midlands was at the very heart of the UK economy. Further information was available at: <https://www.gov.uk/government/publications/midlands-engine-strategy>

Cllr M. Sutton agreed to follow up the risk assessments on the Community Speed Watch locations. Clerk to forward contact details to Cllr Sutton.

Cllr Mrs W. Sutton reported that Brewood Community Library's latest newsletter was available. February half term events had been a success. 7 April was World Health Day and over Easter workshops would be held for children to decorate eggs and design an Easter bonnet. 28 April the Library was holding a Marie Curie coffee morning and everyone was welcome.

Brewood Work Club currently had three job seekers with two of the members having interviews lined up.

A dementia support group at Brewood Medical Practice had been set up to support carers who helped someone with dementia. Further information was available from Mrs Whitfield on 01902 851557.

Cllr Mrs J. Bolton reported that a Let's Work Together event was being held 17 April and would focus on Dementia Friends.

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

Mrs L. Tomkins reported that she had attended the Clerk's staff development/appraisal meeting 27 February and a Standing Orders review meeting 2 March 2017.

317. FINANCE REPORT:

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

1. Income (£225) and expenditure (£13,533.58) report as at 9 March, **be approved.**
2. Members considered the request received from Mr M. Orgill Janitor/Caretaker to join the Council's Pension Scheme. With effect from 1 April 2017 under the Auto Enrolment regulations, Mr Orgill was an 'entitled worker' and therefore could apply to join a pension scheme. The cost to the Parish Council would be approximately £1,298 for 2017, which had been included in the calculation for the 2017 Precept.
It was resolved that Mr Orgill be allowed to join the Council's pension scheme with effect from 1 April 2017.
3. At the meeting held on 9 February it was resolved that the Parish Council would pay a sum of £4,814 to ENTRUST in order to release the grant from Veolia, on the understanding that the Council was reimbursed for the full amount from funds raised by Coven Playing Field Committee as soon as possible. Mrs J. Carr had invoked Standing Order 2.11a and would like the Council to consider paying of the Contributing Third Party amount outright to ENTRUST.
It was resolved that the Parish Council would pay the Contributing Third Party sum of £4,814 and not be reimbursed by Coven Playing Field Committee.
4. 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.

It was resolved that the matter be placed on the agenda for the next meeting of the Council.

- 5. A cheque to the value of £3,655 had been received from the Council's insurance company as reimbursement for the replacement bus shelter on the A449 at Coven Heath.

318. **PLANNING REPORT:**

Members received the Planning Report from Mrs J. Jeffries in the absence of Dr R. Taylor and considered the planning applications received.

Cllr Mrs W. Sutton abstained from the vote for planning application 17/00172/FUL.

319. **CLERK'S REPORT:**

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

Brewood Bowling Club. Invitation received from Brewood Bowling Club inviting interested Members to its AGM on 22 March at 8.00pm at The Three Stirrups. Clerk's Report referred. Mr R. Dakin, Mr D. Evans, Cllr Mrs W. Sutton, Mrs L. Tomkins and Mr M. Webb MBE confirmed their attendance.

Clerk to advise Brewood Bowling Club.

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 9pm.

..... Chairman

**REPORT OF THE CLERK FOR THE MEETING OF THE COUNCIL
TO BE HELD 9 MARCH 2017**

POLICE REPORT

PCSO Adam McAree visited the office on Tuesday 7 March; he had nothing to report. On 23 February a lamppost and HGV sign were knocked down at the bottom of Dean Street and part of the wall outside The Mess was demolished overnight on 2nd March. Helen Marshall has asked for the CCTV footage to be analysed to see if there is any record of what happened. The conservation officer has been advised of both as they are within the Conservation Area and repairs need to be in keeping. The lamppost should be part of a contract with SCC and EON whereby it should be replaced on a like for like basis and the wall must also be replaced on a like for like basis otherwise Listed Building Consent must be sought. Mr S. Griffiths of Staffordshire County Council's Highways has arranged to meet with the Clerk on 15 March to discuss these and other matters.

MATTERS ARISING

257. **South Staffordshire Council's Lottery.** Becky Harris and Clodagh Peterson have advised that they are available to visit the Parish Council on Thursday 8 June at 7.00pm to give a presentation on the Council's Lottery.

CORRESPONDENCE RECEIVED

307. **Brewood Defibrillator.** Letter sent to Brewood Co-op Store, no reply received yet. An article in Village News January 2017 advertised that Brewood Co-op was part of a team fundraising for community defibrillators however, the telephone number on the advertisement is not recognised. The Clerk will continue to pursue the matter.

OTHER MATTERS FOR THE CLERK'S REPORT

Brewood Bowling Club. Invitation received to any interested Parish Councillors from Brewood Bowling Club to its AGM on 22 March at 8.00pm at The Three Stirrups. Members are requested to indicate if they wish to go in order for seating to be arranged.

256** **Newport Street.** Work has been completed on the parking restrictions at Newport Street and School Road, Brewood and potholes have been marked out on the Brewood/Coven Road.

BREWOD & COVEN PARISH COUNCIL

PLANNING APPLICATIONS CONSIDERED AT THE MEETING TO BE HELD ON HELD ON 9 MARCH 2017

Application Number	Applicant's Name	Proposal	Comment
16/01117/FUL	Mr & Mrs S. Lane	Domestic extension, new vehicular access, driveway, parking and turning areas and detached garage. Pool House, Old Stafford Road, Slade Heath.	No comment.
17/00172/FUL	Mr S. Large	Proposed single storey extension to side of house. 40 Brewood Road, Coven.	No objection. However Members were concerned that the continuing enlargement of smaller properties was reducing the amount of smaller properties available.