

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 30 MARCH 2017 AT 7.30PM

PRESENT:

Mr R. Dakin, Mr D. Evans, Cllr Mrs D. M. Holmes, Mrs J. Jeffries, Mr K. Kearney, Mr A. Pupino, Mrs M. Sambrook, Cllr Mrs W. Sutton, Dr R. Taylor, Mrs L. Tomkins.

IN ATTENDANCE:

Cllr Mrs J. Bolton, Cllr B. Cox, Cllr M. Sutton.

APOLOGIES:

M. Alden-Court (personal), Mrs J. Bradshaw (personal), Mrs J. Carr (illness), Mr G. Sibley (prior meeting), Mr M. Webb MBE (personal).

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 a disclosable pecuniary interest in planning application 17/00214/FUL.

MINUTES:

The minutes of the meeting held on 9 March and the minutes of the Standing Order held 2 March and minutes of the Finance Committee held 20 March 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.

320. **PUBLIC PARTICIPATION:**

Mr J. Ritson and Ms M. Pursglove of Bishop's Wood asked the Parish Council to support them in objecting to planning application 17/00214/FUL, 1 Whiteoaks Drive, Bishop's Wood. there was a variety of reasons for objecting to the application. Mr Ritson circulated this list of objections at the meeting.

321. **POLICE REPORT:**

No Staffordshire Smart Alert and Police bulletins were received. Operation 50-50: Latest charges. Four men had 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 had also been arrested as 30 March 2017

part of the investigation and had been released on bail. Members asked the Clerk to find out more information about Operation 50-50.

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

It was reported that the wall and railings outside The Mess, Market Place, Brewwood had been knocked down by an articulated lorry. The incident had been caught on CCTV.

MATTERS ARISING:

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

Matter of report.

126. **Quality Council Status.** Confirmation had been received from NALC that the Council had been awarded Quality Status for the following four years. This was a significant achievement by the Parish Council and the award recognised that the council, met the high standards set by the parish council sector, as assessed by peers.

It was resolved that a press release be placed in the Newsletter to inform stakeholders and a letter be sent to the MPs and local principle authorities.

289. **Internet Banking.** A meeting of the Finance Committee was held 20 March 2017 where Members considered the proposal to transfer to internet banking. Minutes of the Finance meeting circulated prior to the meeting. Clerk's Report referred.

It was resolved that Members approve the recommendations of the Finance Committee meeting held 20 March.

294. **Temporary Road Closure, Tinkers Lane.** Mr S. Griffiths of Staffordshire County Council Highways had advised that the planned closure of Tinkers Lane, Brewwood would go ahead from 24 April until 2 May. Members were concerned that this may have implications for the diversion from the A449 which would be ongoing at the time.

Matter of report.

323. **Defibrillator Brewwood.** Email received from Tarra Simmons, general manager Co-operative Social Responsibility advising that they would 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 Brewwood defibrillator. Clerk's Report referred.

Matter of report.

312. **Parking on Grass Verge.** Letter sent to the occupants of 25 Vicarage Rd, Brewwood requesting that they refrain from parking on the verge. Clerk's Report referred. The Clerk would ask the local PCSO to monitor the situation.

Matter of report.

MATTERS ONGOING

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

263**. **Middle Lane, Coven Heath.** The site was under investigation due to fly tipping and burying unidentified rubbish. Mrs L Tomkins had spoken to Cllr M. Sutton regarding reinstating a gate.

286* **Footpath 59 Bishops Wood.** Mr G. Batey had assessed the condition of the footpath over the common during the winter months. He would revisit the site during the spring.

129*. **Five Year Business Plan.** Mr D. Evans requested that the item be included on the next agenda of the full meeting of the Council to discuss supporting local schools.

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. Copies circulated prior to the meeting.

Matter of report.

169. **Standing Orders Review.** The Standards Committee at South Staffordshire Council was reviewing its Code of Conduct. It would be necessary to incorporate any changes made into the Parish Council's code therefore this would 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.** The Parish Council had 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 referred. Mr A. Pupino reported that 10,000 people had received advice, 601 from Staffordshire and 21 of those being from Brewood and Coven ward. If a telephone service was not available in an area, residents could attend an open door service at the nearest centre.

Matter of report.

It was resolved that item 126/169 be removed from Matters Ongoing.

CORRESPONDENCE RECEIVED:

322. Members reviewed the Council's Complaints and Compliments procedure. Copies circulated prior to the meeting.

It was resolved that the revisions be accepted for approval at the Annual meeting of the Council.

323. Members reviewed the Press and Media procedure. Copies circulated prior to the meeting.

It was resolved that the revisions be accepted for approval at the Annual meeting of the Council.

324. Members reviewed the Freedom of Information Publication Scheme. Copies circulated prior to the meeting.

It was resolved that the revisions be accepted for approval at the Annual meeting of the Council.

325. Dr R. Taylor raised the matter of Stafford Street car park, Brewood and leaf detritus along Bargate Street, Brewood in advance of this year's Best Kept Village competition. Mr S. Askew had cleared the leaves from Bargate Street. It was noted that Dr R. Taylor wished to speak to Church House car park and not Stafford Street car park. The Council agreed that it was in order to discuss the matter of Church House car park, rather than Stafford Street car park, as published on the agenda.

It was resolved that the Clerk approach the Causer Trust with a view to discussing the idea to use the land at Church House for public car parking. Mr D. Evans voted against the resolution.

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

Matter of report.

30 March 2017

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 would monitor its usage and if there was a problem they might erect a green fabric windbreak that would serve to block the sight of the exercise equipment from players when league matches were played.

Matter of report.

328. Legal Briefing from NALC regarding Purdah legal restrictions. Copies available from the Clerk. The link also gave guidance on what could and could not 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 was keen to hear from as many county associations and local councils as possible. The closing date for receipt of completed questionnaires was Friday 28 April. Copy of the Housing White Paper and response form circulated prior to the meeting.

It was resolved that Mr R Dakin, Cllrs Mrs D. M. Holmes, Mrs J. Jeffries, Dr R. Taylor and Mrs L. Tomkins form a Working Party. A meeting was arranged at 9.30am on 12 April.

330. Email received from Mrs M. Jones of Coven Heath Allotments Association making some suggestions for the allotments for the next year. Copies circulated prior to the meeting. It was noted that an Allotments Working Party meeting had been arranged 5 April to discuss any other matters.

It was resolved that Coven Heath Allotments Association be allowed to advertise the cost of allotment plots on posters or editorials.

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:

Cllr M. Sutton reported that correspondence received from Mr M. Keeling, referred to whole scale resurfacing in 2018 and not repairing potholes. Gullies in Brewood centre were scheduled. Cllr Sutton confirmed that Tinker's Lane, Brewood was not an official diversion route for work being carried out on the A449 and individuals were making their own choice to use the road.

Cllr Mrs W. Sutton reminded Members that 7 April was World Health Day and Easter workshops would be held at the library. 28 April the Library was holding a Marie Curie coffee morning. The Beacon Bus would be visiting Brewood to give sight loss advice and guidance and demonstrations of assistive living aids and equipment.

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

Mrs L. Tomkins reported that on the 13 March she had attended Fly the Flag for the Commonwealth service at South Staffordshire Council offices in Codsall and a Let's Work Together workshop 17 March which covered mental health toolkit, dementia awareness and Age UK. A Finance Committee meeting was held 20 March and she attended Brewood Bowling Club AGM 22 March, which was well attended by Members of the Parish Council. Mrs Tomkin's also attended Coven Traffic Management Working Party 29 March 2017.

Mrs J. Jeffries reported that she had met with Mr S. Griffiths and Mr M. Keeling to discuss installing gateways at the entrances of Bishop's Wood to improve its look and act as a traffic calming measure.

30 March 2017

Mr R. Dakin reported that on the 16 March he had met with Michelle Shaker from Community Speed Watch to agree which positions to work from. He had attended a Let's Work Together workshop 17 March and Brewood Bowling Club AGM 22 March.

Mr K. Kearney reported that he had attended Bishop's Wood Village Hall Committee AGM 28 March. The Chairman of the BWVHC reported that he had apologised to the Parish Council for the removal of the skate park and it was their intention to install an outdoor table tennis table in recompense.

Cllr J. Bolton left the meeting.

Mrs L. Tomkins reminded Members that Parish Council meetings took priority over other meetings and that apologies should always be given if Members were unable to attend meetings and courses.

334. FINANCE REPORT:

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

1. Income (£2,531.73) and expenditure (£15,922.87) report as at 30 March, including salary payments and the handyman's half yearly Essential User Car Allowance, **be approved.**
2. Financial Summary-Cashbook reconciliation including direct debit payments arising from the February reconciliation, copies circulated prior to the meeting, **be approved.**
3. Members considered the request from Mr D. Leese for a donation to the SSCVA.
It was resolved that £350 be donated to the SSCVA.
4. The payment of £693 to Staffordshire Parish Councils Association for the Council's annual subscription for 2017-18, **be approved.**
5. The quote of £72 to engrave the Chain of Office from 2008/09 to date.
It was resolved that the quote received from Codsall Engravers to engrave the Chain of Office from 2008/09 to the present date, be approved.
6. 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, **be approved.**
7. The payment of £25 for the annual membership of the Community Council of Staffordshire from 1 April 2017, **be approved.**
8. Members received the report of the Clerk with regard to the progress to date of the Coven playing field refurbishment, copies 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.

It was resolved that the Parish Council would not purchase a portable CCTV camera from South Staffordshire Council.

335. PLANNING REPORT:

Members received the Planning Report from Dr R. Taylor and considered 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 felt would contribute further to the problems of flooding. Mr Kelly had requested answers to a number of questions

It was resolved that the Clerk write to Mr Kelly responding to the questions he had asked.

Mrs M. Sambrook declared an disclosable pecuniary interest in planning application 17/00214/FUL and left the room while the matter was discussed.

Cllr Mrs W. Sutton abstained from any discussions on planning applications.

336. **CLERK'S REPORT:**

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

Brewood Bowling Club. Members approved the temporary noticeboard at Brewood Bowling Club.

69. **West Midlands Interchange.** Rt Hon. Gavin Williamson MP had booked Coven Memorial Hall on 21 April to hold a public meeting to oppose the West Midlands Interchange. He had included an article in his most recent newsletter advising that the meeting will start at 7.00pm. Mrs L. Tomkins had received an e-mail with up to date information which she would forward to the Clerk for circulation.

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

Mr D. Evans reported that the ground around the bowling green was flooded and he would monitor its condition.

There being no further business, the meeting ended at 9:45pm.

..... Chairman

**REPORT OF THE CLERK FOR THE MEETING OF THE COUNCIL
TO BE HELD 30 MARCH 2017**

MATTERS ARISING

289. **Internet Banking.** A visit to Perton Parish Council has been scheduled for Tuesday 4 April at 2.00pm to see how they operate internet banking.

250.6 **Citizens' Advice Bureau Debt Benefits and Consumer Advice Service.** Email sent to Sue Nicholls but no reply received.

307. **Brewood Defibrillator.** An assessment by the Community Heartbeat Trust will take place after 10 April. Mid-counties Co-op will then decide whether or not to take over the maintenance of the unit, based on the assessment.

312. **Parking on Grass Verge.** Letter sent to the occupants of 25 Vicarage Rd, Brewood requesting that they refrain from parking on the verge. The occupant has advised that she has laid a new drive, re-seeded the verge and has laid tarmac on the pavement from her house to the road at her own expense; she regularly picks up litter and dog fouling. She will hopefully be able to park on the new drive once it has settled.

OTHER MATTERS FOR THE CLERK'S REPORT

69. **West Midlands Interchange.** Rt Hon. Gavin Williamson MP has booked Coven Memorial Hall on 21 April to hold a public meeting to oppose the West Midlands Interchange. He has included an article in his most recent newsletter advising that the meeting will start at 7.00pm.

Brewood Bowling Club. Email received from Helen Skidmore regarding a temporary noticeboard that the Club wishes to erect. It will be a light oak MDF board measuring 2' x 3' on two legs just inside the roadside fence. A permanent board will replace it when funds allow, photograph circulated. Miss Skidmore has asked for approval from the Parish Council.

Annual Parish Meeting. This will take place on 13 April and it is proposed to start at 6.45pm in order for Coven Playing Field Committee to present a cheque to the Parish Council and give a short report on progress to date with the project. Members are also requested to provide the following reports to the Clerk for the meeting by Friday 7 April: Finance Report, Chairman's Report, Planning Report, Playing Fields Reports and Allotments Reports. As part of Quality Status the Parish Council must circulate a copy of the annual Report to all households. It is anticipated that this will form part or all of the summer newsletter in May/June.

Annual Audit. The Annual Return has been received and therefore the Clerk and Assistant Clerk will be extremely busy over the forthcoming weeks with year-end calculations. Members are requested to limit contact with the office to emergencies only over this time.

BREWOOD & COVEN PARISH COUNCIL

PLANNING APPLICATIONS CONSIDERED AT THE MEETING TO BE HELD ON HELD ON 30 MARCH 2017

Application No	Applicant's Name	Proposal
17/00138/FUL	Mr R. Stockton	Log cabin for groom's use. Horsebrook Manor, Horsebrook Lane, Brewood. Comment: No objection. However the log cabin must only be used by the groom and reviewed after three years, in-line with s106 agreement.
17/00153/FUL	Mr N. Townsend	Extensions and alterations 56 Kiddemore Green Road, Brewood. Comment: No comment.
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. Comment: No objection.
17/00193/FUL	Mrs J. Miles	Proposed rear bedroom extension and conversion of garage into living accommodation. 7 Westhall Close, Brewood. Comment: No objection.
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. Comment: No objection.
17/00214/FUL	Mr A. Holt Ace Kind Ltd	New dwelling house in rear garden area. 1 Whiteoaks Drive, Bishop's Wood. Comment: Objection. The proposed development is not in keeping with the street scene. Over development of the plot. There are concerns about parking, access and egress and flooding. Plans and drawings submitted have inaccurate or non existing measurements. No boundary measurements of the proposed building site or the rear garden. The new property would be situated 5.5m from a window of an adjacent house. Although not a planning matter there is a restrictive covenant on development on the estate.
17/00234/FUL	Mr M. Wingfield	Proposed kitchen and bedroom extension. 28 Brook Close, Coven. Comment: No objection.
17/00240/FUL	Mr D. Myatt	Single-storey rear extension. Crateford Farm House, Crateford Lane, Brewood. Comment: No objection.
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. Comment: No objection. However there should be a non-permanency

		restriction. Restricted to Mr Davies and his immediate family, time limited to the period that Mr Davies is farming the smallholding. To be reviewed every three years.
17/00216/FUL	Mrs A. Dewhirst	Proposed conversion of garage and summer room to dwelling and single storey side extension. The Barn House, Upper Hattons Farm, Pendeford Hall Lane, Coven. Comment: No objection. However the dwelling and single storey side extension must be for their own personal use and not to be sold separately (s106).