

**BREWOOD AND COVEN PARISH COUNCIL**  
**WITH BISHOP'S WOOD AND COVEN HEATH**

**MINUTES OF THE ANNUAL MEETING OF THE COUNCIL**  
**HELD IN THE COUNCIL OFFICES, STAFFORD STREET, BREWOOD**  
**ON THURSDAY 11 MAY 2017 AT 7.30PM**

**PRESENT:**

Parish Cllr M. Alden-Court, Parish Cllr Mrs J. Bradshaw, Parish Cllr Mrs J. Carr, Parish Cllr Mr R. Dakin, Parish Cllr Mr D. Evans, Cllr Mrs D. M. Holmes, Parish Cllr Mrs J. Jeffries, Parish Cllr Mr K. Kearney, Parish Cllr Mr A. Pupino, Cllr Mrs W. Sutton, Parish Cllr Mrs L. Tomkins, Parish Cllr Mr M. Webb MBE.

**IN ATTENDANCE:**

Cllr Mrs J. Bolton, Cllr B. Cox.

1. **ELECTION OF THE CHAIRMAN**

Nominations were requested for the Office of Chairman for the following year. Parish Cllr Mr R. Dakin was nominated, seconded and duly elected. Parish Cllr Mr R. Dakin signed the Declaration of Acceptance of Office as Chairman of the Parish Council.

Parish Cllr Mrs J. Jeffries thanked Parish Cllr Mrs L. Tomkins for her year in office and congratulated her on an excellent chairmanship.

2. **ELECTION OF THE VICE CHAIRMAN**

The Chairman called for nominations for Vice Chairman for the ensuing year. Cllr Mrs D. M. Holmes was nominated, seconded and duly elected.

3. **APOLOGIES:**

Parish Cllr Mrs M. Sambrook (personal), Parish Cllr Mr G. Sibley (personal), Parish Cllr Dr R. Taylor (personal), Cllr M. Sutton.

4. **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.

5. **PUBLIC PARTICIPATION:**

Mr S. O'Brien of Total Sports Performance requested permission to mark a 4 or 5 lane, 200m running track at Brewood playing field. Brewood Harriers had been registered with England Athletics and was a community lead project. The group was open to all age categories and would meet on a Saturday morning and a Wednesday evening. Mr O'Brien had adequate insurance and was First Aid trained.

6. **POLICE REPORT:**

Staffordshire Police 50 – 50 was a community intelligence-led operation that has taken over half a million pounds of illegal drugs off the streets of Staffordshire and confiscated over £5,000 in cash that will be re-invested into crime fighting. A number of offenders had been arrested for weapons, driving dangerously, bail offences and drug supply.

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Letter received from Staffordshire Police informing that Inspector Richard Meaden would replace Inspector Giles Parsons as LPT Commander.

Members wished the Clerk to write to Staffordshire Police to congratulate them on their project 50 - 50 achievement. Also to thank Inspector Giles Parsons and welcome the new LPT Commander, Inspector Richard Meaden, who would be invited to meet the Parish Council.

**Parish Cllr Mrs J. Jeffries left the meeting.**

7. **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.

8. **MINUTES:**

The minutes of the meeting held on 27 April 2017 were approved as being an accurate record and duly signed.

9. **STANDING ORDERS**

Members reviewed the Parish Council's Standing Orders, copies circulated prior to the meeting.  
**It was resolved that the Standing Orders be adopted.**

10. **FINANCIAL REGULATIONS**

Members reviewed the Parish Council's Financial Regulations, copies circulated prior to the meeting.  
**It was resolved that the Financial Regulations be adopted.**

11. **INTERNAL AUDITOR**

Members considered the appointment of an Internal Auditor. Mr A. Toplis had verbally agreed to audit the Council's accounts for the forthcoming year.  
**It was resolved that Mr A. Toplis be appointed as the Parish Council's Internal Auditor for the forthcoming year.**

12. **APPOINTMENT OF PERSONS WITH SPECIAL RESPONSIBILITY FOR:**

	<b>Appointed:</b>
- <b>Responsible Financial Officer</b>	Clerk, Mrs M. Birtles
- <b>Finance</b>	Parish Cllr Mrs J. Carr
- <b>Planning</b>	Parish Cllr Dr R. Taylor
- <b>Playing Fields &amp; Skateboard Parks</b>	
Bishop's Wood	Parish Cllr Mrs M. Sambrook
Brewood	Parish Cllr Mr D. Evans
Coven	Parish Cllr Mr R. Dakin
- <b>The Bront</b>	Parish Cllr Mr G. Sibley
- <b>Barnfield Sandbeds</b>	Parish Cllr Mr G. Sibley

13. **APPOINTMENT OF STAFFING COMMITTEE**

The Council considered the appointment of the members of the Staffing Committee.

**It was resolved that Parish Cllr Mrs J. Carr, Parish Cllr Mr R. Dakin (ex officio), Cllr Mrs D.M. Holmes, Parish Cllr Mrs J. Jeffries, Parish Cllr Dr R. Taylor and Mrs L. Tomkins be appointed.**

14. **APPOINTMENT OF FINANCE COMMITTEE**

The Council considered the appointment of the members of the Finance Committee.

**It was resolved that Parish Cllr M. Alden-Court, Parish Cllr Mrs J. Bradshaw, Parish Cllr Mrs J. Carr, Parish Cllr Mr R. Dakin (ex officio), Parish Cllr Mr D. Evans, Parish Cllr Mr A. Pupino, Parish Cllr Mrs M. Sambrook, Cllr Mrs W. Sutton and Parish Cllr Dr R. Taylor be appointed.**

15. **APPOINTMENT OF COVEN FOOTBALL MANAGEMENT TEAM**

The Council considered the appointment of the members of the Coven Football Management Team.

**It was resolved that Parish Cllr Mr R. Dakin (ex officio), Parish Cllr Mr K. Kearney, Parish Cllr Mr M. Webb MBE and the Assistant Clerk be appointed. It was further resolved that Mr M. Orgill would continue to undertake responsibility for managing bookings at Coven changing rooms and football facilities for 2017/2018 season.**

16. **APPOINTMENT OF BREWOOD TRAFFIC MANAGEMENT WORKING PARTY**

The Council considered the appointment of the members of Brewood Traffic Management Working Party.

**It was resolved that Parish Cllr Mr R. Dakin (ex officio), Parish Cllr Mr D. Evans, Cllr Mrs D.M. Holmes, Parish Cllr Mrs J. Jeffries, Parish Cllr Mr K. Kearney, Cllr Mrs W. Sutton, Parish Cllr Dr R. Taylor and Parish Cllr Mr M. Webb MBE be appointed.**

17. **APPOINTMENT OF COVEN / COVEN HEATH TRAFFIC MANAGEMENT WORKING PARTY**

The Council considered the appointment of the members of Coven / Coven Heath Traffic Management Working Party.

**It was resolved that Parish Cllr M. Alden-Court, Parish Cllr Mrs J. Bradshaw, Parish Cllr Mrs J. Carr, Parish Cllr Mr R. Dakin (ex officio), Parish Cllr Mr A. Pupino, Parish Cllr Mr G. Sibley and Parish Cllr Mrs L. Tomkins be appointed.**

18. **APPOINTMENT OF ALLOTMENTS WORKING PARTY**

The Council considered the appointment of the members of the Allotments Working Party.

**It was resolved that Cllr Mrs D.M. Holmes, Parish Cllr Mrs J. Jeffries, Parish Cllr Mrs M. Sambrook, Parish Cllr Dr R. Taylor and Parish Cllr Mrs L. Tomkins be appointed.**

19. **APPOINTMENT OF THE BRONT WORKING PARTY**

The Council considered the appointment of the members of the Bront Working Party.

**It was resolved that it would not be necessary to establish a Bront Working Party.**

20. **APPOINTMENT OF BREWOOD DOLE TRUSTEES**

The existing Trustees comprised of: Rev M. Coulter, Mrs J. Gibbins, Mrs L. E. Jones, Mr A. F. Prendergast, Parish Cllr Dr R. Taylor and Mr I. F. Westwood, Rev Philip Moon (Vicar to St Mary & Chad) would be an ex officio member of the Trustees.

The Council's representative on the Bushbury Charities was Mr A. F. Prendergast.

The Trustees were previously appointed for a four yearly term of office which would expire in 2020.

## 21. APPOINTMENT OF SCHOOL GOVERNORS

The Council from time to time might be called upon to make nominations for Local Authority Governors (LA) for the Schools shown below.

Brewood C.E. (C) Middle School	Mr R. Taylor – appointed April 2015
St John's C.E. (VC) First School, Bishop's Wood	Mrs J Jeffries – appointed Jan 2017
St Mary's R.C. School, Brewood	Mr P. Woodward – appointed Nov 2011
St Mary & St Chad C.E. School, Brewood	Mrs K. Youlden - appointed Dec 2014
St Paul's C.E. School, Coven	Mrs J. Picken – appointed Sept 2014

## 22. APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES

The Council considered the appointment of the Council's representatives on the following:

Bishop's Wood Village Hall Management	Parish Cllr Mr K. Kearney
Brewood Village Community Council	Cllr Mrs D. M. Holmes
Coven Memorial Hall Management Committee	Parish Cllr Mr R. Dakin
Brewood Parish Sports Association	Parish Cllr Mr R. Dakin, Parish Cllr Mr K. Kearney, Cllr Mrs W. Sutton and Parish Cllr Mr M. Webb MBE
Brewood Bowling Club	Parish Cllr Mr D. Evans
South Staffordshire Tourism Association	Parish Cllr Mr D. Evans

## 23. REVIEW THE ASSET REGISTER

The Council reviewed the Asset Register, circulated prior to the meeting.

**It was resolved that the Asset Register be approved.**

## 24. REVIEW THE INSURANCE POLICY

The Council reviewed the insurance policy cover, currently provided by Zurich Insurance. The Parish Council had agreed a 3 year contract in June 2016, which would expire in June 2019.

## 25. REVIEW THE POLICIES:

The Council reviewed the following policies, copies circulated prior to the meeting:

- Complaints/compliments procedure, **be approved.**
- Freedom of Information, **be approved.**
- Press and Media policy, **be approved.**
- Pensions – Employer's Discretions, **be approved.**

## 26. DATES OF ORDINARY MEETINGS OF THE COUNCIL

The Council agreed the dates and times of ordinary meetings of the Council for the ensuing year, copies circulated prior to the meeting.

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27. **MATTERS ARISING:**

257\* **South Staffordshire Council Lottery.** Clodagh Peterson and Vanessa Partridge could no longer visit on 8 June due to the election. They had been invited to attend on 29 June.

**Matter of report.**

323. **Brewood Defibrillator.** Clerk's Report referred.

356. **Coven Playing Field Committee Scrolls.** The Clerk to invite the committee to the meeting to be held on 25 May for presentation. Clerk's Report referred.

28. **MATTERS ONGOING**

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

312\*. **Parking on Grass Verge, Deansfield Road.** PCSO asked to monitor as vehicles were continuing to park on the grass verge.

178\*\* **Unregistered Parish Council Land.** The solicitor had taken five bundles away associated with the plots of land to be registered. Clerk's Report referred.

250.6\* **Citizens' Advice Bureau Debt Benefit and Consumer Advice Service.** Cllr Mrs D.M. Holmes to obtain a copy of the report from South Staffordshire Council.

303\*. **Outdoor Gym Equipment Signage.** Clerk to obtain further quotes.

**CORRESPONDENCE RECEIVED:**

29. Letter received from Mr F. Barrett Chairman of Coven Heath Community Association asking that the Parish Council considered requesting that South Staffordshire Council reviewed its decision to charge for disposal of some items of rubbish. Coven Heath suffered from fly tipping and the Association felt that the charges exacerbate the problem. It was noted that Staffordshire County Council had imposed the charges which would be reviewed.

**It was resolved that the Clerk write to Staffordshire County Council to support in principle Coven Heath Community Association.**

30. Letter received from Mr A. Warne of Eastgate, Brewood offering to finance or make a contribution to a bench outside the entrance to Jubilee Park in Engleton Lane to replace the existing bench, copies circulated prior to the meeting.

**It was resolved that the Parish Council could not accept Mr Warne's offer at this time. It was further resolved that the matter of 'benches' be placed on the agenda for the next meeting of the Council.**

31. Email received from Mr S. O'Brien of Total Sports Performance requesting permission to line a 200m running track at Brewood playing field, copies circulated prior to the meeting.

**It was resolved that permission be granted to line a 200m running track at Brewood playing field, for a trial period of 6 months. Use of the field would be free of charge.**

32. Email from South Staffordshire Council advising of the South Staffordshire Volunteers Awards for 2017, copies circulated prior to the meeting.

**It was resolved that details be posted on Parish Council notice boards, website and Facebook page.**

33. Email received from Staffordshire County Council advising that Horsebrook Lane, Brewood would be closed to vehicular traffic from its junction with Horsebrook Hall Lane in a southerly direction from 3 July until 5 July from 9.30am until 3.30pm in connection with Open Reach work.

**It was resolved that details be posted on Parish Council notice boards, website and Facebook page.**

34. The Council's caretaker/janitor would be on annual leave from 25 May – 3 June inclusive. Members were requested to provide cover to open, close and clean the WCs in Sandy Lane, Brewood and to open and close the gates at Coven playing field.

**It was resolved that Parish Cllr Dr R. Taylor and Parish Cllr Mr M. Webb MBE manage WCs in Sandy Lane and Parish Cllr Mr G. Sibley and Parish Cllr Mr A. Pupino open and close Coven playing field, subject to Parish Cllr Mr Sibley's availability.**

**Parish Cllr Mrs J. Bradshaw left the meeting.**

35. Email received from NALC advising of its Star Council awards 2017. There were six categories: Council of the year, councillor of the year, local council outstanding project of the year, clerk of the year and county association outstanding project of the year.

**It was resolved that the Parish Council would enter the competition next year following the completion of two major projects.**

36. Email received from SPCA advising of an Allotments Management course to be held on Tuesday 11 July from 2.00pm until 4.00pm at Staffordshire Place One, Tipping Street, Stafford. Places had been reserved for the Clerk, Assistant Clerk and Parish Cllr Mrs L. Tomkins.

**It was resolved that interested Members advise the Clerk.**

37. **CORRESPONDENCE CIRCULATED:**

Village News May edition

Minutes of the AGM from Coven Heath Allotments Association

Letter from Coven Heath Community Association advising of its new committee following the AGM held on 19 April 2017.

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

Cllr D. M. Holmes reported that South Staffordshire Council held their Annual Council Meeting 9 May and Cllr Val Chapman was elected Chairman and Cllr Leonard Bates was elected Vice Chairman of South Staffordshire Council.

Cllr D. M. Holmes reminded Members that a Community Voice Forum was being held by SSCVA on Monday 15 May at the Jubilee Hall, Brewood from 10.00am until 12.30pm.

**Parish Cllr M Alden-Court and Cllr Mrs W. Sutton left the meeting.**

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

Parish Cllr Mr R. Dakin had nothing to report.

Parish Cllr Mr K. Kearney reported that the Community Speed Watch team had been out on two occasions and had had two successful days. The team had received positive feedback from local residents who were pleased to see some action being taken against people speeding. The C.S.W team were hoping to meet one day per week.

#### 40. FINANCE REPORT:

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

1. Income (£10) and Expenditure (£7,705.80) report as at 11 May 2017, **be approved.**
2. Members were asked to consider providing activities for children at the three village halls during the summer to enable children from the parish to attend activities locally. A maximum budget of £500 had been set aside. **It was resolved that the Parish Council provide various activities to be held throughout the parish at the village halls during the summer holidays, as in previous years.**
3. Members received the accounts from Brewood Parochial Charities (Brewood Dole Charity).
4. Invoice for grounds maintenance charges from South Staffordshire Council Q4 2014 which was not paid following the transfer of the contract to Entrust. Duplicate invoice received 24 April 2017, **be approved.**
5. Letter received from Helen Skidmore of Brewood Bowling Club requesting payment of the grant of £5,000 as included in the budget at the precept meeting held in January. The grant would be used to complete phase one, the initial cost of establishing open play and coaching sessions. Any remaining funds would be put towards phase two which included provision of a club house. **It was resolved that the grant payment of £5,000 be approved.**
6. The payment of £15 to Staffordshire Playing Fields Association annual subscription for 2017-18, **be approved.**
7. Letter received from SSCVA acknowledging receipt of the donation of £350 from the Parish Council.

#### 41. PLANNING REPORT:

The Council received the Planning Report from Parish Cllr Mrs L. Tomkins in the absence of Parish Cllr Dr R. Taylor and considered the planning applications received.

#### 42. CLERK'S REPORT:

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

**Bee Keeping Request at Coven Heath Allotments.** A report was tabled at the meeting. It was agreed to approve the recommendations of the report.

**Codsall Civic Sunday Invitation.** Invitation to the Chairman received to Codsall Parish Council's Civic Sunday on 4<sup>th</sup> June at 4.30pm followed by Songs of Praise at St Nicholas Church at 6.30pm. Parish Cllr Mr R. Dakin confirmed his attendance.

**National Foster Carers Fortnight.** Received from Staffordshire County Council on 10 May. This would run from 8 May until 21 May. The Parish Council had been asked to promote this through social media. Posters were also available for notice boards.

It was agreed that details be posted on Parish Council notice boards.

**Damage to Coven Heath Allotment Gatepost.** The gatepost was damaged by the removal of the portakabin following the elections on Thursday. A quote for a like for like replacement had been forwarded to David Watson Transport for them to arrange repairs and pay for the damage caused by their lorry driver.

43. **PLAYING FIELD REPORTS:**

- Bishop's Wood playing field: No report received from Parish Cllr Mrs M. Sambrook.
- Brewood playing field and skateboard park: Parish Cllr Mr D. Evans reported that Brewood Bowling Club had finished the preparation of the ground and the green had been mowed. The grass lock matting surrounding the rowing machine had been damaged by the contractor when mowing the grass.
- Coven playing field and skateboard park. Parish Cllr Mr R. Dakin reported that the changing rooms guttering and brackets had been damaged. Goal mouths on the small football pitch required attention. Someone had deposited their household rubbish in the playing field bins.
- The Bront. Parish Cllr Mr R. Dakin reported that the metal bench near Riverside Way entrance required a coat of paint. The dog waste bin by Riverside Way entrance needed securing to its post and the litter bin by the picnic area was full. The litter bin also needed re-fixing into the ground. Himalayan Balsam did not appear to be as aggressive as in previous years and there was only a small amount coming through. Parish Cllr Mr R. Dakin would contact Friends of the Bront Working Party to organise tidying up the weeds by Poplars Farm Way entrance.

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

Parish Cllr Mrs J. Carr thanked the Parish Council for purchasing a new noticeboard for Coven.

There being no further business, the meeting ended at 9:25pm.

Chairman .....



**REPORT OF THE CLERK FOR THE MEETING OF THE COUNCIL  
TO BE HELD 11 MAY 2017**

**MATTERS ARISING**

323. **Brewood Defibrillator.** The inspection has been carried out and report awaited.

356. **Coven Playing Field Committee Scrolls.** Scrolls have been produced. The Clerk to invite the committee to the meeting to be held on 25 May for presentation.

**CORRESPONDENCE RECEIVED:**

31. **Total Sports Performance.** The caretaker has advised that this is a positive improvement at the playing field and that there is adequate space to mark out a circular track which would not interfere with the football field. Mrs M Sambrook has asked that the Council considers her points made in relation to this. Copy of correspondence tabled.

34. **Cover for Annual Leave at Coven Playing Field.** Mrs Millward may not be able to assist with opening and closing of the playing field for health reasons. Members may wish to consider volunteering to open and close Coven playing field and also a decision as to whether to keep the toilet closed for the duration of the annual leave is required.  
Volunteers are also requested for Sandy Lane WC.

**MATTERS ONGOING**

178\*\* **Unregistered Parish Council Land.** The solicitor has taken five bundles away associated with the plots of land to be registered. As there is a two month backlog at Land Registry it will be the autumn at the earliest before the land will be registered.

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

**Bee Keeping Request at Coven Heath Allotments.** Report tabled.

**Codsall Civic Sunday Invitation.** Invitation to the Chairman received to Codsall Parish Council's Civic Sunday on 4<sup>th</sup> June at 4.30pm followed by Songs of Praise at St Nicholas Church at 6.30pm.

**Village of the Year 2017.** Email received 10 May from Liz Sanderson of the Community Council of Staffordshire advising of a competition on Channel 4. The winning village wins £10,000. Closing date is 14 May 2017.

**Community Voice Forum Reminder.** This is being held by SSCVA on Monday 15 May at the Jubilee Hall in Brewood from 10.00am until 12.30pm.

**National Foster Carers Fortnight.** Received from Staffordshire County Council on 10 May. This will be from 8 May until 21 May. The Parish Council has been asked to promote this through social media. Posters are also available for notice boards.

**Damage to Coven Heath Allotment Gatepost.** The gatepost was damaged by the removal of the portacabin following the elections on Thursday. A quote for replacement has been forwarded to David Watson Transport for them to arrange repairs and pay for the damage caused by their lorry driver.

## BREWOOD & COVEN PARISH COUNCIL

### PLANNING APPLICATIONS CONSIDERED AT THE MEETING HELD ON 27 APRIL 2017

<b>Application No</b>	<b>Applicant's Name</b>	<b>Proposal</b>
17/00341/FUL	Mr D. Roseblade	Demolition of existing workshop, proposed new dwelling and external works. Lilac Cottage, School Lane, Coven. <b>Comment: No comment.</b>
17/00354/FUL	Mr M. Norrie	Ground floor extension to dining room to side of dwelling extension. 7 Micklegate, Brewood. <b>Comment: No objection.</b>
17/00389/FUL	Mr M. O'Connor	2 storey side extension over existing garage and a single storey rear extension in place of existing conservatory. 3 The Paddock, Coven. <b>Comment: No objection.</b>
17/00391/FUL	Mr P. Parker	New parking extension and additional landscaping / screen planting. Standeford Farm Cafe, Stafford Road, Standeford. <b>Comment: No objection.</b>