

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

MINUTES OF THE MEETING OF THE COUNCIL
HELD IN THE COUNCIL CHAMBER, STAFFORD STREET, BREWOOD
ON THURSDAY 12 OCTOBER 2017 AT 7.30PM

PRESENT

Parish Cllrs M. Alden-Court, J. Bradshaw, J. Carr, R. Dakin, D.M. Holmes, J. Jeffries, K. Kearney, A. Pupino, M. Sambrook, G. Sibley, W. Sutton, R. Taylor, L. Tomkins, M. Webb MBE.

IN ATTENDANCE:

District Cllr J. Bolton.
PCSO G. Lloyd.

APOLOGIES:

Parish Cllr D. Evans (Personal).
District Cllr B. Cox, County 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.

Parish Cllr J. Jeffries declared an interest in item 167.

MINUTES:

The Minutes of the meeting of the Council held on 28 September 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 was not considered that the resolutions moved herein would have any adverse impact for the purposes of the Crime and Disorder Act 1998.

163. **PUBLIC PARTICIPATION:**

The Chairman moved 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.

Coven Playing Field Committee Members had begun phase 2 of Coven Playing Field rejuvenation project. They had raised a further £4,587.48 towards adult exercise equipment and presented a cheque for this amount to the Parish Council. Members of the Committee were congratulated on their hard work.

164. **POLICE REPORT:**

PCSO Lloyd reported that within the parish there had been reported incidents of 3 residential burglaries, 2 business burglaries, 1 theft of motor vehicle, 2 drugs offences, 3 violence incidents and 4 episodes of anti-social behaviour. There had been an increase in drugs and burglaries across the parish and a reduction in anti-social behaviour and theft.

With Halloween and Bonfire Night approaching the Police had plans in place to talk to schools about anti-social behaviour and would send letters to local shop owners. Members of the public were urged to call 101 if any non-emergency incidents occurred.

The Police had asked if they could hold the Locality 2 Police Accountability Forum in the Council Chamber to be held on 18 October from 5pm until 7pm. South Staffs L PT Commander, Inspector Meaden would be in attendance.

It was resolved that the Police would hold the Locality 2 Police Accountability Forum in the Council Chamber on 18 October 2017.

The Chairman reminded the council of the Standing Orders in relation to behaviour at meetings. Copy tabled at the meeting.

MATTERS ARISING:

273*** **Memorial to Previous Clerk.** Deferred from previous meeting. Parish Cllr J. Jeffries reported that memorial plaques of a poem would be added to the bench in the bus shelter at Bishop's Wood. Copyright for the poem had been sought and the plaques were being printed. Mr Groom and his children would decide when the plaques would be erected.

Matter of report.

129*. **Five Year Business Plan.** Deferred from September. The Clerk would circulate the current Business Plan for Members to review.

It was resolved that a meeting be held on Thursday 2 November at 7pm to review the Parish Council Five Year Business Plan.

MATTERS ONGOING

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

323*. **Brewood Defibrillator.** Meeting held with Gregg Seymour of Co-op. It had been agreed to site it adjacent to the post box if the wall was sound, with a brass plaque above. Community information would be placed on the notice board in the bus shelter in Sandy Lane. Listed Building Consent had been applied for.

Matter of report.

77. **Coven Allotments.** Reply received regarding emergency access to the rear of Chambley Green, copies circulated prior to the meeting. Risk Assessment of the path was still to be carried out.

It was resolved that the Clerk contact the allotment holders and inform them of the findings.

CORRESPONDENCE RECEIVED:

165. Invitation from Staffordshire Playing Fields Association to its AGM at Rolleston Cricket Club, Rolleston, East Staffordshire on Wed 18 October at 2.00pm.

It was resolved that Parish Cllr R. Dakin would attend Staffordshire Playing Fields Association's AGM.

166. Members to consider asking Sheila Moore, recorder for Staffordshire Flora to give advice to the Parish Council on suitable landscaping for Jubilee Park, Brewood.

It was resolved that the matter be deferred until further information regarding landscaping was available from Parish Cllr D. Evans.

In accordance with Standing Order 13.b Parish Cllr J. Jeffries left the meeting.

167. Letter received from Mr D. Jeffries in response to an untidy allotment letter sent by the Assistant Clerk on 12 September. Letter and background report circulated prior to the meeting. Further correspondence received from Mr D. Jeffries tabled at the meeting.

It was resolved that an Allotments Working Party be held on Monday 23 October at 7pm and Mr D. Jeffries be invited to attend to give him an opportunity to talk and clear the air.

Parish Cllr J. Jeffries returned to the meeting.

168. Email from Bilbrook Parish Council requesting assistance in getting a weight restriction on a bridge in Pendeford Hall Lane. Bilbrook Parish Council was concerned at the number of heavy goods vehicles using the bridge which was in this parish. Photograph circulated prior to the meeting. Clerk's Report referred.

It was resolved that the matter be deferred until further information was received from Bilbrook Parish Council.

169. Email from Julianne McMahon of Weston Park asking if the Parish Council could advertise for some volunteer education assistants and leader vacancies.

It was resolved that the Parish Council take no action regarding this matter.

170. There had been some graffiti at the war memorial in Coven which had been reported to the Police.
Matter of report.

171. **CORRESPONDENCE CIRCULATED;**

Wolverhampton West magazine
SPCA Bulletin 28 September, 5 October
Brewood Civic Society minutes 18 September

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

Cllr D.M. Holmes reported that Total Sports Performance had been given a further two weeks to apply for planning permission for a sign that had been erected on the external wall on Church Road, Brewood or South Staffordshire Council would remove the sign.

South Staffordshire Council had awarded Citizens Advice Bureau (CAB) £69,000 in 2016/17 and £64,000 in 2017/18. South Staffordshire CAB would merge with Staffordshire South West CAB. It was not known how much Citizens Advice Bureau would be given in the future.

Cllr W. Sutton reported that Brewood Community Managed Library had raised nearly £400.00 from the coffee morning in aid of MacMillian Cancer Support held on 29 September.

173. **CHAIRMAN'S OR OTHER COUNCILLORS' REPORTS;**

Parish Cllr K. Kearney had met with the Community Speed Watch team at Lawn Lane (8am – 8:45am) and recorded one offender. CSW moved to Brewood Road, Coven and no offences were recorded. CSW were considering also meeting in the afternoons.

12 October 2017

It was noted that the Community Council of Staffordshire organised a community bulk oil buying scheme for this area. OilClub was a business based in London which should not be supported by the Parish Council.

Parish Cllr J. Jeffries reported that a letter had been sent to Staffordshire County Council Rights of Way requesting they take action regarding encroachment onto footpath 59/60 and the matter was still with the Rights of Way legal team.

Members requested that the Clerk write to Father Lockey of St Paul's Church, Coven thanking him for his time.

Parish Cllr R. Dakin reported that on 29 September he attended the Best Kept Village Competition presentation and then went on to Father Lockey's farewell Eucharist at St Paul's Church, Coven. On 4 October he met with the Community Speed Watch team at Coven Road, Brewood and then attended a meeting to discuss the location of the new defibrillator in Brewood. Mr Dakin visited Chillington Hall for a fund raising afternoon in aid of Midlands Air Ambulance Charity and then met with Coven Playing Field Committee.

174. **FINANCE REPORT:**

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

1. Income and expenditure approval lists as at 12 October, **be approved**. Income £79,661.07 and net expenditure £4,587.23.
2. Financial Summary - Cash Book Reconciliation for September, **be approved**. Copies circulated prior to the meeting.
3. Members were asked to consider the siting of seven pieces of outdoor gym equipment for Phase 2 of Coven Playing Field Rejuvenation. Funding for this consisted of £4,587 from Co-op grants and money raised by Coven Playing Field Committee and £3,711 from the surplus Parish Council grant of £15,000 ring fenced from Coven skate park rejuvenation in 2016-17 plus £107 for a sign recommending a height restriction of 1.4m as installed in Jubilee Park, Brewood. This would conclude the project at Coven playing field.
It was resolved that expenditure for Phase 2 be approved. It was further resolved that the Clerk arrange a meeting for Members to meet with the contractor on site to agree where to place the equipment.
4. Email received from Brewood Satellite Rotary Club requesting payment of monies towards Brewood Christmas Lights.
It was resolved that the grant payment of £2,250 be approved.
5. Purchase two sets of small Christmas trees and lights at a cost of £25 each, from Rotary for outside the Parish Council offices, **be approved**.

Confirmation of the receipt of the balance of £9,627 from Veoila upon completion of the play equipment project at Coven playing field, was received.

175. **PLANNING REPORT:**

The Parish Council received the Planning Report from Parish Cllr R. Taylor and considered the planning applications received.

176. **PLAYING FIELDS REPORT:**

The Parish Council received the written Playing Fields Reports:

- Bishop's Wood playing field. No report received. Parish Cllr M. Sambrook advised that she would submit a written report on 13 October 2017.
- Brewood playing field and skateboard park. No report received from Parish Cllr D. Evans.
- Coven playing field and skateboard park. Parish Cllr R. Dakin reported that the ariel runway still did not run freely and one of the benches had been damaged. The tennis court net had been taken down and the grass needed to be cut.
- The Bront. Parish Cllr G. Sibley reported that the pathways were muddy but still passable. There was very little litter and no dog fouling. Poplars Farm Way entrance gate was starting to rot. A lot of the Himalayan balsam had died off but there were still areas to be dealt with.

177. **CLERK'S REPORT:**

The Parish Council received the written report of the Clerk and noted its content.

Coven Heath Allotments Association. Parish Cllr L. Tomkins had removed the Allotments Association notes from the noticeboard and the Allotments Association would prepare a statement rescinding the original statement.

ANY OTHER MATTERS OF REPORT:

Parish Cllr J. Jeffries requested that the condition of Engleton Lane footpath be included on the agenda for the next meeting of the Council.

Parish Cllr J. Bradshaw requested that the weight restriction signage at the bridge at Cross Green be placed on the agenda for the next meeting of the Council.

The Clerk verbally reported feedback from County Cllr M. Sutton regarding an impending response regarding footpath 59/60.

A Traffic Management meeting along with County Cllr M. Sutton and M. Keeling would be held 21 November at 2:30pm.

Members commented how great the newly installed bench on Engleton Lane, Brewood was.

There being no further business, the meeting ended at 9.20pm

Chairman

**REPORT OF THE CLERK FOR THE MEETING OF THE COUNCIL
TO BE HELD 12 OCTOBER 2017**

CORRESPONDENCE RECEIVED

167. Further email received from Mr D. Jeffries asking questions about the background report. Mr Jeffries has been advised that the email will be tabled at the meeting.

168. Copy of email to the Clerk to Bilbrook Parish Council from County Councillor Mark Sutton asking clarification on the reason for the request to have a weight restriction on the bridge; whether it was due to the structure of the bridge or because HGVs use the road. Cllr Sutton recommends that details be passed to this Parish Council. As yet nothing has been received from Bilbrook PC.

PLAYING FIELD REPORTS

The annual playground inspections have been received and the handyman has begun to deal with those matter which can be repaired under general maintenance and are low risk. However, there are some matters which will require further action:

Bishop's Wood: basket swing: two support legs are decayed/rotten at and below ground level – replace ASAP – medium risk. Timber Fencing – support posts are loose in the ground/decayed in areas – secure/replace affected timbers – low risk. Bark – requires topping up across the site – low risk.

Toddler Castle Multi-play unit: support posts - timber decay evident at and below ground level – replace affected timbers – low risk. Junior Multi-play unit: Finger entrapments evident within frame work – monitor – low risk. Hard access from rope access with an opening of over 1.20m with no guardrail in place – consider installing a guardrail between 600-850mm above the platform – low risk.

Platform decking boards uneven – slight trip hazard – secure in place – low risk. Stepping pods access – loose support posts evident – secure – low risk. Timber decay evident – repair – low risk.

Moss growth/silt evident – remove and clean – low risk. Bolt cap missing – protruding fixing bolt evident – replace – low risk. Samba Goals: They are loose in the ground and need to be anchored fully to avoid being moved – medium risk.

Jubilee Park, Brewood: An Ownership/Information sign should be installed to meet the requirements of BSEN 16630 with the following information:

Equipment use for youth and adults or having an overall height greater than 1.4M only

Read and follow the exercise instructions on the equipment

Assurance about own medical safety before use

Avoid over-exertion when using the equipment

A general emergency telephone number

The telephone number and internet URL to contact maintenance personnel

Address of the facility

Coven Skate Park. Quarter Pipe/Flat Bank (old). Platform height over 1.0m without a barrier. Timber decay evident in flat bank edges – repair (no risk level specified).

OTHER MATTERS FOR THE CLERK'S REPORT

Coven Heath Allotments Association. It was brought to the Clerk's attention that some notes of a meeting held by the Allotments Association had been posted on its notice board at the allotments site. Some of the content was inaccurate and contained personal information. The matter was brought to the attention of Parish Cllr L. Tomkins who immediately arranged to have them removed. The allotment association will be asked to prepare a statement to be posted on the board rescinding the original statement. The notes were not in any way endorsed by the Parish Council.

12 October 2017

BREWOOD & COVEN PARISH COUNCIL

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING
HELD ON 12 OCTOBER 2017**

Application No	Applicant's Name	Proposal	Comments
17/00872/FUL	Mr D. Taylor	Two storey side extension. 59 Brewood Road, Coven.	No comment.