

BREWOOD 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 30 NOVEMBER 2017 AT 7.30PM

PRESENT:

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

IN ATTENDANCE:

District Cllrs J. Bolton and B. Cox.

APOLOGIES:

Parish Cllrs J. Carr (personal), R. Taylor (personal), 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.

MINUTES:

The Minutes of the meeting of the Council held on 9 November 2017 were approved as being an accurate record and duly signed, with the exception of item 206. Parish Cllr W. Sutton reported that there were 18 PCSOs in South Staffordshire.

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.

212. **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.

Mrs L. Jones of Coven Road, Brewwood reported that there had been eight collisions at the junction of Coven Road/Tinkers Lane/Port Lane over the past twelve months, the most recent being on 28 November, and residents were extremely concerned. Mrs Jones had first raised the matter with the Parish Council on 7 October 2016. She had been liaising with County Cllr M. Sutton who had arranged a number of different surveys. An Engineer Report from Highways was still awaited which would be considered by Cllr Sutton and Mr M. Keeling. The matter had been discussed at the Traffic Management Working Party meeting held 21 November 2017. Mrs Jones had also involved Rt Hon Gavin Williamson MP. Mr Swift of Coven Road reiterated what Mrs Jones had said.

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213. **POLICE REPORT:**

Clerk's Report referred. Parish Cllrs J. Jeffries and M. Sambrook to try to attend Bishop's Wood Police Surgery on 13 December and Parish Cllrs D. M. Holmes and M. Webb MBE (subject at availability) would attend Brewood on 15 December.

MATTERS ARISING:

118. **Brewood Tennis Club Lease.** Meeting held 21 November. Clerk had forwarded the contents of the lease to the solicitor.

Matter of report.

MATTERS ONGOING

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

256** **Traffic Management.** Traffic Management Working Party minutes following the meeting held on 21 November, copies circulated prior to the meeting.

It was resolved that the Traffic Management Working Party minutes be amended and re-circulated for approval at the next meeting of the Council.

69* **West Midlands Freight Hub.** Email received from Mrs D. Gilmartin inviting the Parish Council to nominate a Parish Councillor to join the Stop the Gailey Freight Hub committee, copies circulated prior to the meeting. Letter received from WMI concerning the proposed amendments following Stage 2 consultation. Feedback was requested by 2 January 2018, copies circulated prior to the meeting.

It was resolved that Parish Cllr D. Evans join the Stop the Gailey Freight Hub committee. Parish Cllr M. Alden-Court abstained from the vote.

129* **Five Year Business Plan.** The Parish Council's Five Year Business Plan was reviewed at the meeting held on 2 November, copies circulated prior to the meeting.

It was resolved that the Parish Council Five Year Business Plan be approved.

167. **Coven Heath Allotments.** Recommendations of the minutes of the meeting of the allotments working party held on 1 November, copies circulated prior to the meeting. Date for January 2018 inspection to be included on the next agenda of the Council meeting.

It was resolved that the Coven Heath Allotments meeting minutes be approved.

189. At the meeting of 26 October the matter of speeding along the A449 particularly outside New Buildings, Coven Heath was discussed. It was resolved that the Parish Council would not support the request for the reduction in the speed of traffic. However, the letter also included a request for support for the installation of cameras which had not been discussed.

It was resolved that the Clerk write to Mr F. Barrett to advise that County Cllr M. Sutton would be investigating mobile vehicle activated road signs as agreed at the meeting of the Traffic Management Working Party held on 21 November 2017.

It was resolved that matters 129*, 174.3, 263* and 321* be removed from Matters Ongoing.**

CORRESPONDENCE RECEIVED:

214. Rt Hon Gavin Williamson MP had recently been appointed to the position of Secretary of State for Defence and some Members wished to send a letter of congratulations.

It was resolved that a letter of congratulations be sent. Voting was 8 for to 4 against with one abstention. Parish Cllrs M. Sambrook and A. Pupino voted against and asked that they be named. All voters against wished it to be noted that their votes were not personal.

215. Local resident Ms Rebecca Fellows to be presented with a Parish Council scroll in recognition of her achievement for winning two silver medals and a bronze medal in the Special Olympics National Summer Games 2017.

It was resolved that Ms Fellows be invited to attend a Parish Council meeting and be presented with a scroll to recognise her achievement.

216. Members considered carrying out a survey regarding a one way system along Dean Street, Market Square, Sandy Lane and The Pavement, Brewood.

It was resolved that the matter be deferred pending approval of the minutes of the Traffic Management Working Party.

217. Email received from Mr R. Gough requesting permission to erect a shed on his allotment at Coven Heath.

It was resolved that Mr Gough be granted permission to erect a shed, no bigger than 6' x 8' on allotment plot 50 at Coven Heath.

218. Email received from Matthew Ellis PCC for Staffordshire advising Parish Councils of the availability of interactive speed signs which either praise or criticise passing drivers in an animated way. Expressions of interest was requested by 15 December.

It was resolved that the Clerk express an interest and obtain further information.

219. Letter from Cllr M Davies on behalf of Staffordshire County Council regarding raising the profile of voluntary groups and requesting that a poster advertising the SSCVS and Support Staffordshire be put on noticeboards.

It was resolved that the poster be placed on Parish Council noticeboards.

220. Letter received from Mrs P. Whitfield of Brewood Dementia Support Group thanking the Parish Council for the use of the Council's facilities and for being made to feel so welcome.

Matter of report.

221. The Caretaker/Janitor had asked for annual leave from 24 December to 1 January (the office would be closed for the Christmas break). Cover was required to open and close Sandy Lane WC and Coven playing fields. There would be no football games.

It was resolved that Parish Cllrs A. Pupino and G. Sibley would manage Coven playing field. It was further resolved that the Clerk obtain a quote from Cooper's Home and Garden Services to clean Sandy Lane WC during this period.

222. **CORRESPONDENCE CIRCULATED:**

Wolverhampton West magazine December
 SPCA Bulletins 9th and 23rd November
 Coven Heath Community Association newsletter November
 Staffordshire Wildlife Trust magazine winter
 Bishop's Wood Bugle November

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

District Cllr B. Cox reported that the SAD submission and examination hearing sessions would take place from 28 November at the South Staffordshire Council offices. Anyone could attend the public hearings but only those who made representations to the publication SAD could participate in the examination process.

The South Staffordshire Community Lottery had been launched 25 November 2017. Key Performance Indicators for South Staffordshire Council had been released and were very helpful in predicting future funding.

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

Parish Cllr D. Evans reported that he had attended a meeting at South Staffordshire Council offices to discuss the future plans of Brewood Tennis Club and went to the launch evening of the recently refurbished Anchor Inn, Coven and said it was a pleasant evening.

Parish Cllr J. Jeffries had enjoyed Brewood Christmas lights switch-on. It was noted that that Parish Council had not been invited to the switch-on nor thanked for the grant towards the event.

The Chairman Parish Cllr R. Dakin reported that on 12 November he attended Remembrance Sunday at St Mary and St Chad Brewood and laid the wreath on behalf of the Parish Council. On 16 November, along with Parish Cllr D. Evans attended South Staffordshire Council offices to discuss future plans for Brewood Tennis Club. 21 November he met with other Members and Brewood Tennis Club to discuss the new lease and on 28 and 29 November had attended the SAD hearing, he had also carried out Community Speed Watch on 15, 22 and 29 November.

225. **FINANCE REPORT:**

The Parish Council received the Finance Report from Parish Cllr D. M. Holmes and resolved the following matters:

1. Income and expenditure approvals list as at 30 November, including salary payments, **be approved.** Income £286.81 and net expenditure £23,245.50.
2. Staff Christmas bonus £30 for non-tax payers and £35 for tax payers, **be approved.**
3. Financial Summary – Cash Book Reconciliations for October, **be approved.**
4. Payment of personal admin allowance £25 per Parish Councillor and the Clerk £50, **be approved.**
5. Half-yearly budget report, **be approved.**
6. Application from Brewood Music Festival to release the funds precepted this year (£1,000) in order for the committee to start paying deposits for acts and to meet other expenses. The balance of the grant would be included in the precept demand in December, which would not be available until next financial year, 1st April 2018.

It was resolved that the grant payment of £1,000 be approved. Parish Cllr W. Sutton abstained from the vote.

72. **Boundary Fence, Engleton Lane, Brewood.** The gate into the playing field had not been removed despite several letters having been sent. Quote received to erect a proportion of fence (30m long) to the rear of the property on the Parish Council's side, in line with 7 September minutes.

It was resolved that the resident be given notice of the Council's intentions to obtain a quote for removal of the gate and re-instatement of the fence for which she would be charged unless the work was undertaken by herself within a set time frame.

226. **PLANNING REPORT:**

The Parish Council received the Planning Report from Parish Cllr Mrs J. Jeffries and considered the planning applications received.

Tree works at 29 Newport Street, Brewood 17/01019/TREE.

227. **CLERK'S REPORT:**

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

ANY OTHER MATTERS OF REPORT:

Items for inclusion on the next agenda:

Use of a device to record Parish Council meetings.

Coven Traffic Management Working Party to arrange a meeting date.

There being no further business, the meeting ended at 9.05pm.

Chairman

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

POLICE REPORT

The PCSO visited the office this morning and said that there were just three reports during Brewood Christmas light event which were in relation to parking inside the barrier. There will be Police surgeries in Bishop's Wood on 13 December from 3pm-5pm and Brewood on 15 Dec 5pm-7pm. Dates for next year will be circulated shortly.

MATTERS ONGOING

69* **West Midlands Interchange.** Correspondence received from Four Ashes Ltd advising of some changes to the proposals which are: an increase in the area of the Calf Heath Community Park and that additional land is required to the north of the A5 to provide for undergrounding of the 132kv cables. Papers tabled.

29. **Recycling Charges.** Email sent to the address recommended by Gill Heath of Staffordshire County Council. Reply received advising that the data is not available for just the parish area and referring the enquiry back to South Staffordshire Council. Letter sent to Mr J. Littleton of SSC, awaiting reply.

OTHER MATTERS FOR THE CLERK'S REPORT

Coven Village Sign Letter received from Mrs Y. Millward advising that Coven village sign has been erected in Brewood Road, on the corner of Lawn Lane, thanking the Parish Council for the grant of £1,000 towards the project and asking if an article could be included in the next newsletter.

Coven Christmas Lights. The Parish Council has received the certificate of unmetered supply. This will allow the committee to plug into the electricity box on the bus shelter which is owned by the Parish Council. The bill will be paid out of the grant awarded for the Christmas lights.

PLANNING APPLICATIONS CONSIDERED AT THE MEETING

HELD ON 30 NOVEMBER 2017

Application No	Applicant's Name	Proposal	Comments
17/00881/FUL	Mr R. Nicosia	Extension to existing conservatory. 2 Willow Close, Coven.	No objection
17/01008/FUL	Ms R. Turner	Proposed first floor side extension. 5 Riverside Way, Coven.	No objection