

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 29 MARCH 2018 AT 7.30PM

PRESENT:

Parish Cllrs J. Bradshaw, J. Carr, R. Dakin, D. Evans, 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 and County Cllr M Sutton.

APOLOGIES:

Parish Cllrs M. Alden-Court (illness).

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 R. Taylor declared an interest in planning application 18/00104/FUL.

MINUTES:

The Minutes of the meeting of the for the Recording of Meetings Working Party held 8th March and the minutes of the meeting of the Council held on 8th March 2018 were approved as being an accurate record and duly signed, with the exception of an item on the Clerks Report. It was resolved by 11 votes in favour to one abstention that the Parish Council approved in principle erection of CCTV cameras at Coven playing field.

Members commended the Assistant Clerk for the accuracy of the minutes in the absence of the Clerk.

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.

332. **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. No members of the public were in attendance.

Parish Cllr R. Taylor gave information in connection with planning application 18/00104/FUL.

333. **POLICE REPORT:**

No Police Report was received.

It was reported that South Staffordshire Chief Inspector Mark Ward had taken over from Inspector Richard Meaden. The Police force would operate from three hubs which would be situated at Hanley, Burton and Cannock. Telephone calls received would be graded one – three, one being urgent, three being low priority. The Police would aim to speak to witnesses of incidents via telephone. On average 101 received 150,000 calls per month.

MATTERS ARISING:

95** **Rural Exception Site, Bishop's Wood.** Parish Cllr J. Jeffries reported that a public consultation would be held at Bishop's Wood village hall on Friday 27 April 3pm – 9pm and Saturday 28 April 10am – 2pm. Parish Cllr J. Jeffries gave details of the proposed allocation criteria.

Matter of report.

46. **GDPR Schedule.** Report and draft policy documents circulated prior to the meeting. Members were requested to approve and adopt the policies and procedures which had been drafted by Mr D. Campbell, solicitor, from South Staffordshire Council to ensure that the Parish Council was compliant with the Regulation which would come into effect on 25th May 2018.

It was resolved that the GDPR policies and procedures be approved and adopted.

Vote: Unanimous in favour.

216. **Traffic Management, Brewood.** The Clerk read aloud an email to Mr M. Keeling of Staffordshire County Council received from a resident of Coven. Mr Keeling had advised the resident that he was happy to meet with him, County Councillor M. Sutton and Members of the Parish Council to discuss any ideas that he had.

It was resolved that the resident be invited to present his ideas to the Parish Council.

Vote: Unanimous in favour.

230. **Recording of Parish Council Meetings.** Members considered the recommendations of the Working Party arising from the meeting held on 8th March, copies circulated prior to the meeting.

It was resolved that the recommendations of the Working Party be approved.

Vote: 13 in favour. Parish Cllr R. Taylor voted against.

291/331. **Safer Roads Funding/ CCTV Funding for Coven Playing Field.** The Playing Field Committee had now decided to award the surplus funds to Coven Scouts. Safer Roads funding report circulated prior to the meeting.

It was resolved that the Parish Council pursued funding for the purchase of a camera/device.

Vote: 12 in favour. 2 against.

305. **Coven Heath Allotments Association Minutes.** Email received from the Chairman of the Allotments Association in response to the Parish Council's letter dated 5th March, copies circulated prior to the meeting.

It was resolved that the Clerk advised the Chairman of the Allotments Association that the requests were made in order to protect the integrity of the Parish Council and its staff from any actions which could arise as a result of misinterpretation and to avoid bringing the Parish Council into disrepute.

Vote: Unanimous in favour.

308. **Village Hall Hiring Charges.** Raised under Any Other Matters of Report at the last meeting.

It was resolved that the matter be removed from the agenda.

Vote: 12 in favour. 2 abstained.

323. **Infrastructure Delivery Plan.** The matter was included in the Civic Society minutes in connection with the amalgamation of s106 agreement funding as a result of the Site Allocation Document.

Matter of Report.

MATTERS ONGOING

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

69. **West Midlands Interchange.** The next meeting of the Stop the Gailey Freight Hub was to be held on 26 April which clashed with a Parish Council meeting.

It was resolved that Parish Cllr D. Evans attend the Stop the Gailey Freight Hub meeting as the Parish Council's representative.

Vote: Unanimous in favour.

181. **Engleton Lane Pavement, Brewood.** It was reported that reconstruction of Engleton Lane pavement was on the Highways advanced programme but no date had been given as to when work would begin.

218. **Safer Roads Grant.** Parish Cllr K. Kearney confirmed that he had submitted a grant application.

312**. **Parking on Grass Verge, Deansfield Road.** Highways had requested Cllr M. Sutton gather evidence of the residents parking on the grass verge.

CORRESPONDENCE RECEIVED:

334. Email received from Sue Dalloe of Staffordshire County Council regarding marking the Great War Commemorations on 11th November 2018. There were several national initiatives including bell ringing and the lighting of beacons. Ms Dalloe would like to know if the Parish Council would be involved in any initiatives.

It was resolved that the Parish Council forward the information to the local churches and Brewood Royal British Legion.

Vote: Unanimous in favour.

335. The Annual Parish Meeting would be held on 12th April. Members with responsibility for the various committees were requested to submit their reports to the Clerk by 6th April.

Matter of report.

336. Email received from Mr P. Element of Brewood Music Festival committee thanking the Parish Council for the provision of a grant and inviting the Chairman to the opening event on 12th July at St Mary and St Chad's Church (time not specified).

It was resolved that the Music Festival Committee be made aware of the contact details of the Chairman following appointment in May.

Vote: Unanimous in favour.

337. Email from South Staffordshire Council advising of its Safe and Sound event for the over 60s on Tuesday 10 April from 9am until 1pm at the Council offices in Codsall. It was noted that people in the community would not be able to get there by public transport.

It was resolved that the details be posted on Parish Council notice boards, website and Facebook page. It was further resolved that and the Clerk write to Helen Marshall of South Staffordshire Council regarding there being no public transport between the Parish and Codsall.

Vote: Unanimous in favour.

338. Email from South Staffordshire Council regarding the Localities Celebration Masterclass to celebrate 10 years of locality working in Staffordshire which would take place on Thursday 26th April from 9am until 1pm in the Council Chamber at South Staffordshire Council. **Matter of report.**

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339. Email from the Community Council of Staffordshire advising of its intention to become partners with Support Staffordshire with effect from August 2018.

Matter of report.

340. Letter received from Mr M. Orgill giving notice of his intention to resign from his post of booking secretary/caretaker at Coven playing field on Sunday mornings at the end of the football season. He would continue with his other duties.

It was resolved that the Clerk e-mail a selection of dates to Members of the Staffing Committee to arrange a meeting to consider recruitment to the vacancy.

341. **CORRESPONDENCE CIRCULATED:**

South Staffordshire Council's News Round-up 9th March
 Bishop's Wood Bugle March 18
 Wolverhampton Magazine March 18
 Rt Hon Gavin Williamson CBE MP Newsletter 12th March
 Coven Heath Community Association Newsletter 15th March
 SPCA Bulletin 15th and 22nd March
 Staffordshire Wildlife Spring 18

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

Cllr J. Bolton advised that she had attended the Data Protection course and recommended that Parish Councillors attend.

Cllr D. M. Holmes advised that fly tipping could be reported online at streetscene@sstaffs.gov.uk County Cllr M. Sutton demonstrated how easy it was to report via the MyStaffs app.

There had been an increase in incinerator output at Veolia which was being monitored. Street Scene had litter picked along Vicarage Road, Four Ashes.

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

The Chairman reported that on 12th March he had attended Fly the Flag for the Commonwealth day at South Staffordshire Council and on 14th March he had carried out Community Speed Watch duties at Lawn Lane, Coven. On 16th March he attended the Coven Playing Field Committee's AGM where the committee was dissolved. On 19th March he attended Safeguarding for Parishes training and on 23rd March Let's Work Together regarding organised crime. On 26th March he attended Stafford Police HQ and received details on the new policing strategies within Staffordshire Police. On 27th March he attended the Scroll Working Party meeting and on 28th March he attended Brewood Bowling Club AGM.

Parish Cllr K. Kearney reported that Community Speed Watch now had two kits and would be working on a weekly basis with two teams, covering mornings and afternoons. He had completed the grant application form to fund 17 CSW signs plus installation.

Cllr M. Sutton left the meeting.

Parish Cllr J. Jeffries reported that as of 1st April 2018 Princefield First School, Marshbrook First School, St John's First School, Penkridge Middle School and Wolgarston High School had together become Penk Valley Academy Trust. Governance was made up of Members and Trustees. Parish Cllr J. Jeffries would no longer be a Trustee, she would become a Member.

Parish Cllr J. Bradshaw had attended Safe Guarding training and requested that documentation be circulated to the different organisations and community groups using the village halls. The Clerk to circulate a copy of the Safeguarding Policy to Members.

Cllr J. Bolton left the meeting.

344. **FINANCE REPORT:**

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

1. Income and expenditure approvals list as at 29th March, including salary payments, **be approved.** Income £17,442.17 and net expenditure £9,598.38.
2. The Financial Summary Cashbook arising from the February bank reconciliation, **be approved.** Copies circulated prior to the meeting.
3. The expenditure for health and safety equipment and training for the handyman: Equipment, trousers, gloves and face shield £120 (max). Training (three days training and one separate assessment day) £280, **be approved.**
4. Annual membership subscription of £693 to Staffordshire Parish Councils Association, **be approved.**
5. Annual membership subscription of £50 to Fields in Trust, **be approved.**
6. Members considered approaching Mr M. Orgill as the window cleaner for the Parish Council offices, **It was resolved that Mr Orgill be the appointed window cleaner for the Parish Council offices.**
7. Email received from Brewood Parish Sports Association thanking the Parish Council for the grounds maintenance grant of £3,000.

72. Members considered raising an invoice for the replacement chain link fence at Engleton Lane playing field to the sum of £38.62.

It was resolved that the Parish Council raise an invoice for the amount of £38.62 for reimbursement for the chain link fence used to repair the Parish Council's boundary fence at Engleton Lane playing field.

The Chairman suspended standing order 3w to allow the meeting to continue beyond 9.30pm.

345. **PLANNING REPORT:**

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

Parish Cllr R. Taylor left the room while planning application 18/00104/FUL was discussed.

346. **CLERK'S REPORT:**

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

The Clerk circulated guidance from SLCC: Meetings -Drafting the Notice, Summons, Agenda and Minutes.

ANY OTHER MATTERS OF REPORT:

Items to be included on the next agenda for the meeting of the Parish Council:

BPSA lease Working Party recommendations.

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Scroll Working Party recommendations.

To consider sending congratulations to St Mary's Catholic Primary School which had been awarded top performing school in Staffordshire and ranked 4th in the country.

The industrialisation of South Staffordshire (i54) as outlined in South Staffordshire Council's Review magazine.

There being no further business, the meeting ended at 9:40pm.

Chairman

**REPORT OF THE CLERK FOR THE MEETING OF THE COUNCIL
TO BE HELD 29 MARCH 2018**

69. **West Midlands Interchange.** Email received from Parish Cllr J. Jeffries highlighting that there had been a very large exhibition held in France which had attracted developers/estate agents from across the world; one of the speakers was Staffordshire County Councillor Mark Winnington.

There is information on the County Council's website relating to the Staffordshire High Growth Zone and citing West Midlands Interchange as having direct freight access to the west coast mainline and onward to the nation's key deep water ports and stating that it (WMI) will be subject to a ministerial development consent order this year.

There has also been a Freedom of Information request made to Staffordshire County Council. Copy of the email was circulated to members prior to the meeting at Cllr Jeffries' request.

Walk for Robbie. Email received from Helen Astley advising that the Chairman of South Staffordshire Council Mrs V. Chapman recently completed the 'Walk for Robbie' in memory of Cllr Robert Marshall to raise funds for the Queen Elizabeth Hospital in Birmingham. Should individual Members wish to make a donation, there is a Just Giving page.

PLANNING APPLICATIONS CONSIDERED AT THE MEETING

HELD ON 29 MARCH 2018

Application No	Proposal	Comments
18/00104/FUL	Change of use of land to site two modern, but traditional style Shepherds Huts for tourist accommodation. Brewood Park Farm, Brewood Road, Coven.	No objection providing that use is for the sole purpose of short term holiday lets.
18/00171/FUL	Proposed remodel to existing dormer bungalow including two storey to side, front and above existing floor layout. Fairview, Paradise Lane, Slade Heath.	No comment.