

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 10 MAY 2018 AT 7.30PM

PRESENT:

Parish Cllrs M. Alden-Court, 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:

Cllr Mrs J. Bolton.

The Chairman presented Mr and Mrs Peters with a Parish Council shield and a book of thanks which had been signed by local residents expressing their gratitude.

1. **ELECTION OF THE CHAIRMAN**

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

Parish Cllr J. Jeffries proposed that the Parish Council thank Parish Cllr R. Dakin for his year in office. Cllr D. M. Holmes thanked Parish Cllr R. Dakin for being a fantastic Chairman during the past year. He had done remarkably well in some difficult meetings and had not missed a single meeting. He undertook all his responsibilities with seriousness and dedication.

2. **ELECTION OF THE VICE CHAIRMAN**

The Chairman called for nominations for Vice Chairman for the ensuing year. Parish Cllr R. Dakin was nominated, seconded and duly elected.

3. **APOLOGIES:**

Parish Cllrs Mrs J. Bradshaw (personal) and Mr D. Evans (personal).
 District Cllr B. Cox and County 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.

Parish Cllrs R. Dakin, K. Kearney, W. Sutton and M. Webb MBE declared an interest in item 31.3.

5. **MINUTES:**

The minutes of the meeting held on 26 April 2018 were approved as being an accurate record and duly signed.

6. **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.

7. **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 present.

8. **POLICE REPORT:**

Police Report received from PCSO Lloyd. Clerk's Report referred.

It was noted that a vehicle had been stolen from Dirty Lane, Brewood and there had been three burglaries from Dirty Lane and Chillington Street, Brewood, which were not included on the Police Report.

Chief Inspector Mark Ward had taken over as leader for the local neighbourhood policing team with effect from 1st May 2018.

The annual Staffordshire Police Open Day will be held on Sunday 3rd June at Staffordshire Police HQ, Weston Road, Stafford from 11am – 4pm. Further information was available at: <https://www.staffordshire.police.uk/OpenDay18>

Members considered the lack of response received from South Staffordshire Police.

It was agreed that the Clerk write to Chief Inspector Mark Ward to enquire as to what level of service and support the Parish was expected to receive under the new regime and whom to contact in the absence of PCSO Lloyd.

9. **STANDING ORDERS**

Members reviewed the Parish Council's Standing Orders, copies circulated prior to the meeting.

It was resolved, unanimous in favour, that with a minor amendment, 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, unanimous in favour, 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, unanimous in favour, 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:**

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

13. **APPOINTMENT OF STAFFING COMMITTEE**

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

It was resolved, unanimous in favour, that Parish Cllrs M. Alden-Court, J. Carr, Mr R. Dakin, Cllr D.M. Holmes (ex officio), Mrs J. Jeffries, R. Taylor and L. Tomkins be appointed.

14. **APPOINTMENT OF FINANCE COMMITTEE**

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

It was resolved, unanimous in favour, that Parish Cllrs J. Bradshaw, Mrs J. Carr, D. Evans, D. M. Holmes (ex officio), Mr A. Pupino, M. Sambrook, W. Sutton and 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, unanimous in favour, that Parish Cllrs Mr R. Dakin, Mr K. Kearney, D. M. Holmes (ex officio), M. Webb MBE and the Assistant Clerk be appointed. It was further resolved that a Staffing Committee meeting be arranged to discuss the vacancy to undertake responsibility for managing bookings at Coven changing rooms and football facilities for 2018/2019 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, unanimous in favour, that Parish Cllrs R. Dakin, D. Evans, D.M. Holmes (ex officio), J. Jeffries, K. Kearney, W. Sutton, R. Taylor and 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, unanimous in favour, that Parish Cllrs M. Alden-Court, J. Bradshaw, J. Carr, R. Dakin, D. M. Holmes (ex officio), A. Pupino, G. Sibley and 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, unanimous in favour, that Parish Cllrs R. Dakin, D.M. Holmes (ex officio), M. Sambrook, R. Taylor and L. Tomkins be appointed.

19. 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 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.

20. APPOINTMENT OF SCHOOL GOVERNORS

The Council no longer has a role in nominating Local Authority Governors for academy schools; consequently, nominations were no longer required for Wolgarston High School or St John's CE First School, Bishops Wood, (which were both members of the Penk Valley MAT) nor for St Mary's Catholic School Brewood (which was in the Holy Trinity MAT). The Council may from time to time be called upon to make nominations for Local Authority Governors for the following non-academy schools:-

Brewood C.E. (C) Middle School	Mr R. Taylor – appointed April 2015
St Mary & St Chad C.E. School, Brewood	Mrs K. Youlden - appointed December 2014
St Paul's C.E. School, Coven	Mrs L. Jones – appointed July 2017

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

22. REVIEW THE ASSET REGISTER

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

It was resolved, unanimous in favour, that the Asset Register be approved.

23. REVIEW THE INSURANCE POLICY

Members reviewed the Council's insurance policy cover, currently provided by Zurich Insurance as reported at the meeting of the Parish Council held 26th April 2018.

It was resolved, unanimous in favour, that the approval of the insurance policy cover be ratified.

24. REVIEW THE POLICIES:

The Council reviewed the following policies, copies circulated prior to the meeting and it was resolved that:

- Complaints/compliments procedure, **be approved.**
- Freedom of Information, **be approved.**
- Press and Media policy, **be approved.**

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25. DATES OF ORDINARY MEETINGS OF THE COUNCIL

The Council considered the dates and times of ordinary meetings of the Council for the ensuing year, copies circulated prior to the meeting. Members discussed the possibility of commencing Parish Council meetings at 7pm. **It was resolved, unanimous in favour, that the dates of ordinary meetings of the Parish Council be approved. It was further resolved, unanimous in favour, that the matter of the meeting start time be deferred until the next meeting of the Parish Council. The Clerk to seek professional advice regarding variable start times.**

MATTERS ARISING:

282. **Potholes Coven to Brewood Road.** Email received from Mr M. Keeling. Further patching of Brewood / Coven Road would be carried out later this year with the intention of surface dressing the road during 2019 (April-Sept). It was noted that no investigation had taken place with regard to the surface water, which had been the reason given for the delay in resurfacing.

It was resolved, unanimous in favour, that the matter of a Traffic Management Working Party meeting be placed on the agenda for the next meeting.

299. **Garden Villages at Tong.** Clerk's Report referred. Parish Cllrs R. Dakin, J. Jeffries and M. Sambrook attended a meeting held 9th May. Another meeting had been scheduled for 6th August.

Matter of report.

MATTERS ONGOING

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

230. **Recording of Parish Council Meetings.** Parish Cllr M. Sambrook would forward the costing of devices and a transcribing program to the Clerk. Parish Cllr G. Sibley had information regarding a storage back-up system. Matter to be placed on the agenda for the next meeting of the Parish Council.

46. **GDPR.** Clerk's Report referred. Data Protection policy and Information Security policy circulated at the meeting. Matter to be included on the agenda for the next meeting of the Parish Council.

246** **Jacob's Ladder - Damage to Handrail.** Clerk to write again to the resident.

It was agreed that item numbers 29, 46, 95 and 323 be removed from Matters Ongoing.**

CORRESPONDENCE RECEIVED:

28. The caretaker of Coven playing field had requested permission to lock the playing field gates at 8:30pm due to vandalism and young people causing a nuisance.

It was resolved, unanimous in favour, that the playing field gates be locked at 8:30pm A sign advising as such be displayed at the playing field. It was further resolved, unanimous in favour, to include an article in the next Parish Council newsletter.

29. The janitor/caretaker would be taking annual leave from Sat 26th May to Sat 2nd June inclusive. Cover was required for Sandy Lane toilets and Coven playing field.

It was resolved, unanimous in favour, that Parish Cllr R. Taylor would manage Sandy Lane W.C and Parish Cllrs A.Pupino and G. Sibley would open and close Coven playing field gates.

30. Permission requested from South Staffordshire Council to display a 'Weddings in South Staffordshire' poster advertising civil weddings and partnership ceremonies.

It was resolved by 11 votes and 2 abstentions that the Parish Council would not give permission to display the poster.

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31. Email received from Bishop's Wood resident regarding climbing of trees at Bishop's Wood playing field. Copies circulated prior to the meeting. Parish Cllr J. Jeffries reported that PCSO Lloyd had agreed to visit St John's First School and give a talk to the children regarding playing near houses and climbing trees.

It was resolved that Parish Cllrs D. M. Holmes and J. Jeffries arrange a site visit with Mr S. Dores, Senior Arboricultural Officer at South Staffordshire Council, to inspect the tree.

32. **CORRESPONDENCE CIRCULATED:**

Brewood Civic Society minutes of the meeting held on 16th April

Open Space Spring 2018

SPCA Bulletin Extra – 30th April 2018 and 3rd May 2018

Village News May 2018

What's on at Your Library in June 2018

Wolverhampton Magazine May 2018

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

Cllr D. M. Holmes reported that South Staffordshire Council held its Annual Council Meeting 8th May. Cllr Len Bates was elected Chairman and Cllr Lisa Emery was elected Vice Chairman of South Staffordshire Council.

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

Parish Cllr R. Dakin reported that he had attended Wombourne Parish Council's Civic Sunday on 6th May and had enjoyed the day.

Cllr D. M. Holmes reported that she would hold her Civic Sunday service at the end of the summer.

95* **Rural Exception Site, Bishop's Wood.** A public consultation event had been held at Bishop's Wood Village Hall on Friday 27th and Saturday 28th April which was attended by Kelly Harris, South Staffordshire Planning Officer, John Lancaster, consultee and Jennifer Lawton of South Staffordshire Housing Association. Approximately 75 people attended on Friday and 50 people on Saturday.

40. **FINANCE REPORT:**

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

1. Income and expenditure approvals list as at 10th April, **be approved.** Income £37.50 and net expenditure £4,183.23.
2. Members considered the request from Coven Heath Community Association for payment of the grant of £700.
It was resolved, unanimous in favour, that the grant be approved.
3. Members considered the request from Brewood Parish Sports Association for payment of the grant of £3,000.
It was resolved, unanimous in favour, that the grant be approved.
4. Members considered the request from Brewood Chess Circle for payment of the grant of £500.
It was resolved that the matter be deferred until the next meeting of the Parish Council.
5. Members considered the request from Brewood Tennis Club for payment of the grant of £1,080.
It was resolved, unanimous in favour, that the grant be approved.

41. **PLANNING REPORT:**

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

Tree works at 46 Dean Street, Brewood 18/00370/TREE: No comment.

Parish Cllr M. Alden-Court left the meeting.

29. **PLAYING FIELD REPORTS:**

To receive the written Playing Fields Reports:

- Bishop's Wood playing field. Parish Cllr M Sambrook reported that the grass required cutting and there were several mole hills. There was damage to the portable goal post (funded by Roseclaim).
- Brewood playing field and skateboard park. No report received from Parish Cllr D. Evans due to illness.
- Coven playing field and skateboard park. Parish Cllr R. Dakin reported that the aerial runway bark needed to be topped up. Large amounts of litter was collected from the playing field and several balloons and used canisters were collected from around the tennis court area.
- The Bront. Parish Cllr G. Sibley reported that there was no litter or dog fouling. The grass required cutting and all paths were accessible. A visit needed to be arranged to visit Brewood Park Farm to view Himalayan balsam.

The Chairman moved the suspension of Standing Order 3.w in order for the meeting to continue beyond 9.30pm.

Cllr J. Bolton left the meeting.

42. **CLERK'S REPORT:**

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

69* **West Midlands Interchange.** It was agreed that the Clerk write to District Cllr K. Perry asking her to table the likely impact of West Midlands Interchange on the Parish at the meeting to be held on 22nd May.

239.6 **General Data Protection Regulation.** There was no longer a requirement for Parish Councils to appoint a Data Protection Officer. Clerk's Report referred.

It was agreed by 12 votes and 1 abstention to accept the variation to the instructions.

The following matter was taken at the end of the meeting due to the confidential nature of the business to be discussed, in accordance with Schedule 12A of the Local Gov.t Act 1972 and Standing Order 1.39:

72. **Boundary Fence Engleton Lane.** Response received. Copies circulated prior to the meeting.

It was resolved, unanimous in favour, that the Clerk write to the occupant to reaffirm that there is no right of access from gardens onto the playing field.

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

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 10 MAY 2018**

POLICE REPORT

The PCSOs visited the Parish Council office on 8 May and advised that hopefully a report would be prepared for this meeting, PCSO Gaz Lloyd has returned to duty on reduced hours. He advised that the police surgeries were being evaluated as there had not been much attendance. Consideration was being given to relocating to the library in Brewood held jointly with Parish Councillors for a shorter duration and possibly on Saturday mornings.

MATTERS ARISING

144. **Bridleway 59.** Reply received from Jeremy Lefroy. Copy tabled for information.

299. **Garden Villages at Tong.** Parish Cllrs attended a meeting in Tong on 9 May and may wish to report verbally.

MATTERS ONGOING

69* **West Midlands Interchange.** Report received from Parish Cllr D. Evans advising that Four Ashes Ltd had submitted a draft planning application to the Inspectorate who had commented on mainly grammatical errors. The action group was allowed to see the comments but not the plans; a comment had been made 'has Four Ashes Ltd consulted Stoke on Trent Borough Council'.

Lorraine Fowkes of South Staffordshire Council has advised that there is a scrutiny committee meeting to be held on 22 May to consider strategic highways issues. District Cllr Kath Perry has indicated that she is willing to accept written questions which will be tabled at the meeting. The deadline for questions is 11 May.

FINANCE

239.6 **General Data Protection Regulation.** There is no longer a requirement for Parish Councils to appoint a Data Protection Officer. This Council had previously resolved to use the services of South Staffordshire Council at cost of £400 per annum (maximum). South Staffordshire Council has advised that they would accept a variation to the instructions in the light of the proposed amendment. Members are requested to move the variation.

Members have been issued with copies of the Information Security Policy and the Data Protection Policy.

BREWOOD & COVEN PARISH COUNCIL

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING
HELD ON 10 MAY 2018**

Application No	Proposal	Comments
18/00316/FUL	Loft conversions with installation of dormer windows at first floor level to bungalow. 2 Four Ashes Road, Brewood.	Objection. Over development.
18/00338/FUL	Demolition of existing semi detached dwelling and erection of detached dwelling. 1 Broomhall Cottages, Horsebrook Farm Lane, Brewood.	No objection.
18/00348/FUL	Double storey extension to side of the property and single to rear, to include new boundary wall. 4 Hall Farm Close, Brewood.	Objection. Over extension in the street scene.
18/00349/FUL	The change of use of agricultural buildings to residential units, associated parking and mini package sewage treatment plant. The conversion will create three, three bedroomed units and five one bedroomed units. Birks Barn Farm, Shutt Green Lane, Brewood.	No comment.
18/00366/FUL	Proposed single storey front extension. 6 Micklegate, Brewood.	No objection.