

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 14 JUNE 2018 AT 7.30PM

PRESENT:

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

IN ATTENDANCE:

District Cllr J. Bolton.

APOLOGIES:

Parish Cllrs J. Bradshaw (illness), M. Sambrook (illness).
 District Cllr B. Cox and 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 A. Pupino declared an interest in item 64.

MINUTES:

The Minutes of the meeting of the Council held on 31st May 2018 were approved as being an accurate record and duly signed with the exception of item 54. It was noted that the Parish Council congratulated Brewood Music Festival on the speed in which the venue was changed once health and safety issues were pointed out and also on the wonderful brochure which had been delivered to every household in Brewood.

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.

62. **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. Parish Cllr A. Pupino reported that industrial lawnmowers and other equipment were being used in close proximity to people using the playing fields. There was a risk of objects being thrown and hitting people and also children running into the path of the machines. Parish Cllr Pupino asked Members to consider closing the playing fields while maintenance work was carried out and how the Parish Council could react and respond appropriately if an issue arose.

63. POLICE REPORT:

PCSO A. Price reported that he would be working in the area alongside PCSO Lloyd from 2nd July 2018. Crime had been reported at Chillington and at the pharmacy in Brewood. Theft of vehicles and theft from vehicles was at an all time high. Residents were urged to be extra vigilant and ensure vehicles were left secure and valuables removed when unattended. People who had keyless access to their vehicle were asked to consider purchasing an RFID blocking wallet for fobs which could block any device trying to hack a fob. It was agreed to advise the public of this.

Canisters had been found on playing fields, it was noted that it was not illegal to be in possession of nitrous oxide canisters.

There would be more neighbourhood officers policing the locality.

MATTERS ARISING:

25. **Times of Scheduled Meetings.** Members considered changing the time of Parish Council meeting from 7.30pm to 7.00pm.

It was resolved by 12 votes in favour (Parish Cllr D. Evans voted against), that Parish Council meetings commence at 7pm with immediate effect. It was further resolved, unanimous in favour, that the matter be placed on the agenda for the first meeting of the Council in May 2019.

47. **Traffic Management.** Clerk's Report referred.

It was resolved, unanimous in favour, that a Traffic Management meeting with Mr M. Keeling and County Cllr M. Sutton be arranged for 24th July at 2pm.

53. **Neighbourhood Highways Team.** Clerk's Report referred.

It was resolved, unanimous in favour, that a meeting with Ms Firkins be arranged for 16th July at 10am.

54. **Brewood Music Festival.** Mr Element had confirmed that there would be a bucket collection this year. Clerk's Report referred. It was noted that residents could contact South Staffordshire Council regarding licensing concerns.

Matter of report.

46. **Vacancy for Caretaker Coven Playing Field.** Clerk's Report referred.

It was resolved, unanimous in favour, that under S101 of the Local Government Act 1972 Members approved the job vacancy advert.

MATTERS ONGOING

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

323** **Brewood Defibrillator.** The defibrillator was ready to be installed. Clerk would advise Members of an opening event.

Matter of report.

299* **Garden Villages in Tong.** The Parish Council had been added to the contact register for people who would like to be kept informed of progress with the review of the Local Plan.

Matter of report.

319* **Matters Ongoing.** Parish Cllr M. Alden-Court read out a statement regarding item 273**, a previous item on Matters Ongoing.

Matter of report.

343** **Brewood and District Voluntary Car Scheme.** Documentation would be available by the end of June.
It was resolved, unanimous in favour, that the Working Party meet to discuss the documentation and report back to the Parish Council at a later date.

118*. **Brewood Tennis Club Lease.** The draft lease had been received from the Tennis Club secretary. There were still quite a number of points to be clarified before the lease could be signed. Parish Cllr R. Taylor to attend as the Tennis Club representative.

It was resolved, unanimous in favour, that the Working Party arrange to meet on 19th June at 9:15am. Clerk to circulate a copy of the draft lease to Working Party Members prior to the meeting.

31. **Tree at Bishop's Wood Playing Field.** Parish Cllrs D.M. Holmes and J. Jeffries had visited with Mr S. Does who had deemed the tree to be healthy. Cutting back the lower branches would damage the tree.

It was resolved, unanimous in favour, that the Parish Council considered other methods to dissuade children from climbing the tree perhaps by leaving nettles undisturbed around the foot of the tree.

299* **Garden Villages in Tong.** The next meeting was due to be held 16th August 2018 at Tong Village Hall. 50 listed buildings or buildings of historical interest were within the proposed development area, which did not include Tong Church, Whiteladies, Boscobel House or the Monarch's Way.

It was agreed that item numbers 31, 53, 285*, 299* and 319* be removed from Matters Ongoing.

CORRESPONDENCE RECEIVED:

In accordance with Standing Order 3.d the press and public were asked to leave due to the confidential nature of the business to be discussed.

In accordance with Standing Order 13.c, the Chairman moved that Members of the Council with other interests be asked to leave due to the confidential nature of the business to be discussed.

Parish Cllr A. Pupino and Cllr J. Bolton left the meeting.

Parish Cllr A. Pupino returned to the meeting.

64. A resident of Coven was hit in the face by a golf ball when the contractor was cutting the grass at Coven playing field. Clerk's Report referred.

It was resolved, by 13 votes in favour (Parish Cllr A. Pupino abstained), that the Clerk obtain a copy of the contractor's Health and Safety Risk Assessment, which would be reviewed by the Parish Council.

Cllr J. Bolton returned to the meeting.

65. Email received from two allotment holders at Coven Heath allotments advising the Parish Council of their intention to keep chickens on their allotment. This was in accordance with the Garden Rules.

Matter of report.

66. Email received from South Staffordshire Council asking for the Parish Council's support in tackling dog fouling. It would be necessary to complete a survey in the first instance.

It was resolved, unanimous in favour, that the Clerk complete the online survey.

67. Bishop's Wood noticeboard had been damaged by someone putting up a poster for Boscobel House Tea Room. A complaint had been lodged.

Matter of report.

68. Email received from Helen Astley of South Staffordshire Council inviting the Chairman to Armed Forces Day on Monday 25th June at 10.30am at the Council offices in Codsall. Parish Cllr D. M. Holmes confirmed she would attend.

Matter of report.

69. Email received from Hayley Cooper business engagement officer at South Staffordshire Council regarding the Parish Council becoming accredited as a Dementia Friend and would be a safe place for people living with dementia to go.

It was resolved, unanimous in favour, that the matter be deferred to the next meeting of the Parish Council.

70. **CORRESPONDENCE CIRCULATED:**

Wolverhampton Magazine
SPCA bulletin 7th June

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

District Cllrs J. Bolton and W. Sutton had nothing to report.

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

The Chairman reported that she had attended School Lane, Coven public consultation on 5th June at Coven Memorial Hall. It was likely that footpath 40 would not be closed following objection. On 11th June she attended the Staffing Committee meeting.

The Chairman congratulated the Clerk on the Annual Report, which was ready for distribution.

Parish Cllr R. Dakin reported that he had attended the Locality 2 Police Accountability Forum on 13th June. Mark Ward, South Staffordshire Local Policing Team Commander was in attendance.

Parish Cllr L. Tomkins reported that she had attended Declaration of Interest training on 12th June and had found it very useful. Clerk to request presentation slides from Mrs L. Fowkes.

74. **PLANNING REPORT:**

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

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

Parish Cllrs M. Alden Court, G. Sibley, W. Sutton, R. Taylor and District Cllr J. Bolton left the meeting.

73. **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 14 June 2018, **be approved**. Income (£2,602.03) and net expenditure (£2,470.33)
2. Cashbook Summary arising from the bank reconciliation for May, **be approved**. Copies circulated prior to the meeting.

3. The wash hand basin had come away from the wall of the disabled toilet at Coven changing rooms and the caretaker had recommended building a support. It was anticipated that the cost of the wood would be around £35.

It was resolved, unanimous in favour, that the caretaker purchase the wood at a cost of £35 and build a support for the hand basin at Coven changing rooms.

318* **Parish Council Research.** All three establishments had replied but two could not confirm student availability at this time. Clerk's Report referred. Wolverhampton University had asked for details of approved costs i.e. travel, subsistence and reproduction costs before putting candidates forward.

It was resolved, unanimous in favour, that the university be requested to fund the costs.

359.3 **Citizens Advice Staffordshire South West.** Reply received advising that CASSW were unable to extend its outreach service to Brewwood.

Matter of report.

75. **PLAYING FIELD REPORTS:**

To receive the written Playing Fields Reports:

- Bishop's Wood playing field. No report received from Parish Cllr M Sambrook. It was reported that the footpath hedge was overgrown.
- Brewwood playing field and skateboard park. Parish Cllr D. Evans reported that he would carry out the inspection on 15th June.
- Coven playing field and skateboard park. Parish Cllr R. Dakin reported that the grass between the tennis court and skateboard park and around the adult exercise equipment needed to be cut. An attempt had been made to burn a section of rope of the activity net.
- The Bront. Cllr D. M Holmes read out the report received from Parish Cllr G. Sibley.

76. **CLERK'S REPORT:**

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

76.1 There would be another Local Councillor training course on Wednesday 25 July from 7pm – 9pm at Staffordshire Place One. Cllr D. M. Holmes confirmed she would attend. Clerk to e-mail the agenda to Parish Cllr J. Jeffries.

It was agreed that interested Members advise the Clerk.

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

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

95* Rural Exception Site, Bishop's Wood.

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 14 JUNE 2018**

MATTERS ARISING

47. **Traffic Management.** Mr M. Keeling is available week commencing 9th July (except the morning of the 10th) and weeks commencing 16th and 23rd July. Awaiting County Cllr M. Sutton's availability.

53. **Neighbourhood Highways Team.** Ms Firkin is available on 11th and 12th or after 16th July between 10.00am and 3.00pm.

54. **Brewood Music Festival.** A resident from High Green called into the office with a note that had been put through her letterbox alerting her to the fact that an unintended consequence of the Music Festival was that St Dominic's School would be granted an alcohol licence from 9am until 23.30pm 365 days of the year which may result in the venue being used for other events leading to noise and vehicle problems and urging residents to make representation to the Council by 18th June.

46. **Vacancy for Caretaker Coven Playing Field.** The Staffing Committee met on Monday 11 June and drafted an advertisement for the vacancy, copy tabled for information. Members recommended that a flier be sent out with the Annual Report which is scheduled to go out tomorrow. The Staffing Committee minutes will be ratified at the meeting to be held on 28 June. This matter was not on the agenda. However, S101(1) of the Local Government Act 1972 permits a council to delegate the performance of its statutory rights and legal responsibilities to a committee therefore a committee does have powers to make resolutions on behalf of full Council in circumstances other than setting the Precept. Furthermore, decisions taken at meetings have immediate effect and do not depend upon: their first being written in a minute book, or approval or a signature at the next meeting. This being the case and to avoid having to pay to have the flier delivered separately and also to ensure that applicants have sufficient time in which to apply, Members are asked to approve the circulation of the advert with the Annual Report to be dispatched tomorrow (15 June).

MATTERS ONGOING

178**/391** **Unregistered Land School Lane, Coven.** Email received from the solicitor today advising that there is a restriction on the land. The purpose and the implication of the restriction is to inform the Parish Council as the landowner and any prospective purchaser of the land if sold in the future, that the land cannot be sold until provisions set out in clause 2 of the Conveyance have been complied with and Mr Monckton signing a certificate to that effect. As long as the restriction and the Unilateral Notice is entered on to the Parish Council title, it does not prevent the registration of the land. Given the option provisions in the Conveyance were agreed to by the Parish Council in 1962, the approach taken by Mr Monckton to protect the option is not an unusual step. Land Registry has set a deadline of 5th July for a response but the solicitor will ask for an extension. The matter will be placed on the agenda for the next meeting unless Members wish to arrange to meet sooner to discuss.

318* **Parish Council Research (See Finance).** Reply received from a student from Wolgarston who has also expressed an interest in the project.

CORRESPONDENCE RECEIVED

64. **Coven Playing Field Incident.** Parish Cllr A. Pupino will have spoken to this during Public Participation. Copy of the response from Entrust tabled at the meeting.

OTHER MATTERS OF REPORT

76.1 There will be another Local Councillor training course on Wednesday 25 July from 7pm – 9pm at Staffordshire Place One. **Interested Members to advise the Clerk.**
14 June 2018

BREWOOD & COVEN PARISH COUNCIL

PLANNING APPLICATIONS CONSIDERED AT THE MEETING
HELD ON 14 JUNE 2018

Application No	Proposal	Comments
18/00435/FUL	Proposal for a new agricultural barn building to store feed and provide shelter for rare breed animals during winter months. Bishop's Wood House, Kiddemore Green Road, Bishop's Wood.	No objection to the new agricultural barn but objection to its position as it would impact on neighbours and the countryside.
18/00415/LBC	Relocation of internal kitchen and replacement front path. Rushall Hall, School Road, Brewood.	No objection.