

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 28 JUNE 2018 AT 7.00PM

PRESENT:

Parish Cllrs M. Alden-Court, J. Bradshaw, J. Carr, R. Dakin, D. M. Holmes, A. Pupino, M. Sambrook G. Sibley, M. Webb MBE.

IN ATTENDANCE:

District Cllr B. Cox

APOLOGIES:

Parish Cllrs D. Evans (personal), J. Jeffries (personal), K. Kearney (personal), W. Sutton (illness), R. Taylor (personal), L. Tomkins (personal).

District Cllr J. Bolton 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 Staffing Committee meeting held on 11th June and the Council meeting held on 14th June 2018 were approved as being an accurate record and duly signed, subject to item: 64. Parish Cllr A. Pupino had asked how the Parish Council could react and respond appropriately if a health and safety issue arose.

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.

77. **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. A Coven resident had asked Parish Cllr M. Alden-Court to enquire about the overgrown hedge at Rainbow Alley, Coven. Parish Cllr J. Bradshaw would speak to residents whose property backed on to the footpath and Members requested that the Clerk contact the Brewery asking them to maintain their side of the hedge.

A Brewood resident expressed his concern about speeding vehicles and cars ignoring the spot island along Engleton Lane, Brewood. Parish Cllr R. Dakin reported that Community Speed Watch operated in that area. Members agreed that the matter be placed on the next agenda of the Traffic Management meeting.

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78. POLICE REPORT:

Police report tabled at the meeting.

It was reported that floral baskets had been stolen from properties at Royal Oak Drive, Bishop's Wood.

MATTERS ARISING:

46. **Vacancy for Caretaker Coven Playing Field.** Staffing Committee meeting held on 11th June.
The Council resolved, unanimous in favour, that the recommendations of the Staffing Committee be ratified.

47. **Traffic Management Meetings.** Confirmation received of the date of the traffic management working party meeting. Members considered arranging a pre-meeting in order to establish priorities for the parish.
The Council resolved, unanimous in favour, that a pre-meeting was not needed to establish priorities for the parish.

Request received for a resident of Coven to be allowed to attend the meeting.

The Council resolved (by 7 to 2) that the resident be invited to attend and inform attendees of who would be in attendance at the meeting.

Parish Cllr A. Pupino left the meeting.

Members agreed to allow Parish Cllr A. Pupino to return to the meeting to discuss item 64.

Parish Cllr A. Pupino returned to the meeting.

64. **Health and Safety Review of Grounds Maintenance.** Excerpt from the Risk Assessment document received from the contractor.

The Council resolved (by 8 votes and Parish Cllr A. Pupino abstained), that the matter be deferred to the next meeting of the Parish Council.

66. **Tackling Dog Fouling.** Lucy Macdonald, Planning Officer, wished to arrange a meeting to discuss addressing the issue.

The Council resolved, unanimous in favour, that the Clerk obtain dates when Ms Macdonald was available to meet with Members at the Parish Council offices and report back at the next meeting of the Parish Council.

69. **Dementia Friends Training.** Members considered having the Parish Council accredited as a Dementia Friend.

The Council resolved, unanimous in favour, that members of staff receive Dementia Friends Training.

MATTERS ONGOING

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

230* **Recording of Parish Council Meetings.** To be included on the agenda for the next meeting of the Parish Council.

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.

Cllr B. Cox left the meeting.

178*** **Unregistered Parish Council Land.** Copy of correspondence circulated prior to the meeting. Clerk's Report referred.

The Council resolved, unanimous in favour, that the Assistant Clerk arrange a meeting with the Parish Council's solicitor, Clerk and Parish Cllrs M. Alden-Court, R. Dakin, D. M. Holmes and R. Taylor (subject to availability) as a matter of urgency.

It was further resolved, (by 8 votes and 1 abstention), that prior approval be given for Members to make a decision at the meeting with the Solicitor if a deadline extension had not been granted.

Cllr B. Cox returned to the meeting.

CORRESPONDENCE RECEIVED:

79. Members received the report following the inspection of the allotments at Coven and Coven Heath and noted the actions taken, copies circulated prior to the meeting.

Matter of report.

80. Members considered the advice receive from HMRC opposed to the advice received from NALC in relation to reclaiming VAT on building work at village halls, copies circulated prior to the meeting. It was noted that the Clerk as RFO was personally responsible for all applications to recover VAT from HMRC.

The Council resolved, unanimous in favour, that the Parish Council accepts the decision received from HMRC.

81. Time limit on items left on Matters Ongoing list.

The Council resolved, unanimous in favour, that the matter be deferred until the next meeting of the Parish Council.

82. Letter received from the Chief Executive of the Community Council of Staffordshire, informing that they would be closing on 31 August 2018. The BKV competition would be run by the Community Foundation of Staffordshire from 2019, this year would not be affected by the closure.

Matter of report.

83. Email from South Staffordshire Council Let's Work Together advising of a training session on Friday 13th July from 9am until 2.15pm regarding available funding and bid writing. Parish Cllr M. Sambrook would confirm with the Clerk if she was able to attend.

The Council resolved, unanimous in favour that Parish Cllr's J. Bradshaw, R. Dakin and D. M. Holmes attend the training.

84. Poster received from Mr D. Evans (Parish Cllr) advertising Brewood Tours. Approval to place on Parish Council notice board was requested. Clerk's Report referred.

Matter of report.

85. Email received from a Bishop's Wood resident opposing the Garden Villages at Tong and asking the Parish Council's opinion on the removal of so much Green Belt in Shropshire. Jeremy Lefroy MP and District Councillor Brian Cox had also been asked their opinions.

The Council resolved, unanimous in favour, that the Clerk respond to the resident informing them that the Parish Council were actively involved and were opposed to the development within the Green Belt.

86. **CORRESPONDENCE CIRCULATED:**

Bishop's Wood Bugle June Issue

Brewood Civic Society minutes 18th June

Coven Heath Community Association Newsletter 19th June

Open Space Annual Report and Accounts 2017 and summer newsletter and SPCA bulletin 14th & 21st June

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87. COUNTY/DISTRICT COUNCIL'S REPORT:

District Cllr B. Cox reported that a Peer Review had taken place, carried out by a team set up by The Local Government Association. The Review was very positive and in particular the Peer Team highlighted the strong scrutiny approach and very good Officer and Member relationships. They were extremely positive about the partnership working and above all commented on how loyal and committed staff were.

Cllr Cox reported that South Staffordshire Council continued to work hard to prevent fly tipping and when it did occur, they took strong action. In recent months fly tippers had been taken to court and fined substantial amounts. A number of covert cameras had been deployed throughout the district to assist in obtaining evidence. There was a general decline in the figures for fly tipping.

The Site Allocation Document had been found to be sound and fit for purpose by the inspector who carried out the examination in public. The Council had not been able to adopt the Site Allocation Document until it had received counsel's advice as to the impact of recent case law.

The year-end accounts had been completed one month earlier than in any previous years and congratulations were due to every member of the Council's Finance Team. The need to complete the Accounts earlier had been brought about by pressure from Government. The External Audit was well under way and was expected to be completed in the next three weeks or so.

88. CHAIRMAN'S OR OTHER COUNCILLORS' REPORTS:

The Chairman reported that on 13th June she had attended the Locality 2 Police Accountability Forum and on 16th June a coffee morning at Brewood Methodist Church, which was very well attended. On 18th June she attended the Allotments Working Party inspection at Coven and Coven Heath allotments and on 27th June the Armed Forces Day ceremony.

Parish Cllr M. Sambrook reported that she had attended Chairmanship training and found it very useful.

Oh behalf of Parish Cllr J. Jeffries, Cllr D. M Homes reported that South Staffs Housing Association had confirmed that they had taken on board many of the comments and were in the process of drawing up revised plans in the light of the consultation.

What was proposed:

- 2 shared ownership dwellings with 3 bedrooms
- 2 shared ownership dwellings with 2 bedrooms
- 2 rental dwellings with 3 bedrooms
- 2 rental dwellings with 2 bedrooms.

This was in line with the findings of the housing needs survey done in the parish, as well as views expressed by some of those who attended the event. More parking spaces had also been included as requested by many and there was also a commitment to ensure that those living/working in Bishop's Wood or with close family connections (over a period of time) would be prioritised for residency.

89. PLANNING REPORT:

The Council received the Planning Report from Parish Cllr A. Pupino and considered the planning applications received.

Planning application 18/00237/FUL had been approved.

Ruma Saya, Paradise Lane, Slade Heath, the appeal was dismissed.

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90. **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 28th June 2018, including salary payments, **be approved.**
Income (£1,498.67) and net expenditure (£9,526.38)
2. Members considered the request from Brewood Village Community Council (Jubilee Hall) for the payment of the grant for this financial year £2,880.
The Council resolved, unanimous in favour, that the grant of £2,880 be approved.
3. Email received from Npower advising that there would be a daily standing charge applied to the electricity supply account for Christmas lights at Coven Heath of 19.5p per day for everyday the meter is not in use, plus the energy used during the festive season (last year was £19.51). This would be paid from the Christmas lights grant. Members were requested to consider approval of the expenditure or otherwise recommend that the lights committee find a domestic supply to use.
The Council resolved, unanimous in favour, that the matter be deferred until information had been gathered from Coven Heath Community Association.

365* **Defibrillator Training for Parish Cllrs.** South Staffordshire Council had recommended a company 'First to Aid You'. They had quoted £230 per group of six attendees. The training sessions were for three hours and could be undertaken at weekends.

The Council resolved, unanimous in favour, that the Clerk contact Brewood District First Responders to find out if they could provide training.

91. **CLERK'S REPORT:**

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

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 8:30pm.

Chairman

**REPORT OF THE ASSISTANT CLERK FOR THE MEETING OF THE COUNCIL
TO BE HELD 28 JUNE 2018**

MATTERS ARISING

A resident who lives next to Coven playing field has requested permission from the Parish Council to erect scaffolding in the playing field to access their property. The builder has advised that the scaffolding will be there for up to 1 week and it will be fenced off with heras fencing. Copy of appropriate insurance certificates to be received before work begins. Parish Cllr R. Dakin will undertake a risk assessment once the scaffolding has been erected.

CORRESPONDENCE RECEIVED

84. Email received from Parish Cllr D. Evans wishing to withdraw his request to place a poster on the Parish Council noticeboard.

SUBJECT TO APPROVAL

BREWOOD & COVEN PARISH COUNCIL

PLANNING APPLICATIONS CONSIDERED AT THE MEETING
HELD ON 28 JUNE 2018

Application No	Proposal	Comments
17/00607/ADV	Sign (retrospective) Estate House, Church Road, Brewood.	Objection. This is a totally inappropriate sign on a positive building in the Conservation area on the 1st floor. The detail is not just an advertisement for the business. The sign is out of proportion to the building and larger than the windows. The precedence that it would create would have significant detrimental effect to the conservation area and other applications on positive or listed buildings. It is wrong in style, position, design and advertising the use of the premises.
18/00466/FUL	Alterations and extensions to existing dwelling. La Tour, Old Weston Road, Bishop's Wood.	No objection.