

**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 12<sup>TH</sup> JULY 2018 AT 7.00PM**

**PRESENT:**

Parish Cllrs M. Alden-Court, J. Bradshaw, J. Carr, R. Dakin, D. Evans, D. M. Holmes, J. Jeffries, K. Kearney, M. Sambrook, W. Sutton, L. Tomkins.

**APOLOGIES:**

Parish Cllrs A. Pupino (illness), G. Sibley (meeting), R. Taylor (personal), M. Webb MBE (personal).  
 District Cllr J. Bolton.  
 County Cllr M. Sutton.

**DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS AND REQUESTS FOR DISPENSATION:**

There were no declarations of interest from Members, nor requests for dispensation submitted in writing to the Clerk prior to the meeting, as required under the Code of Conduct and determined by the Localism Act 2011.

**MINUTES:**

The Minutes of the Council meeting held on 28<sup>th</sup> June 2018 were approved as being an accurate record and duly signed.

**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.

**92. 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 J. Jeffries raised item 80. VAT on Building Work at Village Halls and requested that the Parish Council revisit the item based on the penultimate paragraph in the advice from HMRC. Parish Cllr Jeffries provided the Clerk with further supporting papers from HMRC. It was agreed that the matter be placed on the agenda for the next meeting. In accordance with Standing Order 7a eight signatures were obtained.

**93. POLICE REPORT:**

No written report of the Police was received. The Clerk advised that the PCSO had attended the Parish Council offices during the previous week.

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The Chairman recommended that the final version of the Clerk's Report be emailed to Members prior to the meeting.

### **MATTERS ARISING:**

376.8 **RADAR Lock Sandy Lane WC.** Mrs T. Cartwright had asked that her thanks be forwarded to the Parish Council for fitting the RADAR lock on the toilet for people with disabilities.

**Matter of report.**

64. **Health and Safety Review of Grounds Maintenance.** Excerpt from the Risk Assessment document received from the contractor, copy circulated prior to the meeting.

**It was resolved, unanimous in favour that, a Working Party consisting of Parish Cllrs M. Alden-Court, R. Dakin, D. M. Holmes, W. Sutton and a representative from Entrust/Chartwell's be established to review the Risk Assessment document and decide if it was acceptable to use to ensure the health and safety of residents.**

81. **Time Limit on Items Left on Matters Ongoing.** Proposal received from Parish Cllr M. Alden-Court, copy circulated prior to the meeting.

**It was resolved, unanimous in favour that, the use of Matters Ongoing be continued. The date and initials of the Member raising the item be included in future.**

### **MATTERS ONGOING:**

**The following item was considered confidential due to the nature of the business to be discussed, in accordance with Schedule 12A of the Local Govt Act 1972 and Standing Order 1.39:**

178\*\*\* **Unregistered Parish Council Land.** Meeting held 5<sup>th</sup> July with solicitor. Clerk's Report referred.

**It was resolved by 7 to 1 in favour with 3 abstentions that the solicitor be instructed to continue with the first registration, including the caution.**

**The Chairman Parish Cllr D.M. Holmes left the meeting in order to attend the official opening of Brewood Music Festival; Vice Chairman R. Dakin took the Chair.**

365\* **Defibrillator Training for Parish Cllrs.** Clerk's Report referred. It was agreed that the Clerk approach Community Heart Beat requesting training at the Jubilee Hall which would be advertised publicly.

46. **Vacancy for Caretaker Coven Playing Field.** Closing date was 13<sup>th</sup> July. Clerk's Report referred. Clerk to email the Staffing Committee with a selection of dates to meet.

66. **Tackling Dog Fouling.** Clerk's Report referred. It was agreed that a meeting with Lucy Macdonald be arranged on 31 July at 1pm at the Parish Council office.

230\* **Recording of Parish Council Meetings.** Parish Cllr M. Sambrook supplied a list of devices and prices. This did not include a transcribing program.

**It was resolved, unanimous in favour that, the matter be placed on the agenda for the next meeting of the Council.**

318\* **Parish Council Research.** Several expressions of interest were received.

**It was resolved that Parish Cllrs M. Alden-Court, J. Bradshaw and J. Jeffries form a Working Party to consider the applications and decide exactly what was required from the project.**

270\*\*\* **Layby A449.** To be turned into a bus stop. It was reported that work would commence on 17<sup>th</sup> September.

#### **CORRESPONDENCE RECEIVED:**

94. Email received from the Policy and Partnership team advising of the Parish Summit, challenges and opportunities facing the District Council over the coming years, which would take place from 9am until 3pm on 28<sup>th</sup> September at South Staffordshire Council.

**It was resolved, unanimous in favour that, the Clerk advise Members nearer the time.**

95. Email received from an allotment holder at Coven Heath requesting permission to erect a 6'x5' shed to the rear of his allotment.

**It was resolved, unanimous in favour that, approval be given for the shed.**

96. Leaflet received from Community Council of Staffordshire advising of the BKV competition results announcement which would take place at Gnosall Village Hall on Monday 6 August at 6.30pm.

**Matter of report.**

97. Email received from Stuart Wells of Pegasus Group regarding development of land at Engleton Lane, Brewood in accordance with South Staffordshire Site Allocation Plan and asking to meet with the Parish Council to present the scheme and gain input from Councillors.

**It was resolved, unanimous in favour that, Mr Wells be invited to address the Parish Council at 7pm on 26<sup>th</sup> July during Public Participation.**

98. Email received regarding speed limits on Four Ashes Road, in particular the unmarked bend at the junction with Ivyhouse Lane as the speed limit at that point was 60mph.

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

99. Volunteers were requested to water the plants at various locations around the villages from 14<sup>th</sup> July for two weeks as the gardener/handyman would be on annual leave.

**It was resolved, unanimous in favour that, Parish Cllr M. Sambrook watered the troughs in Bishop's Wood and M. Alden-Court ask the site manager of Darelyn Park to water the troughs in Poplars Farm Way.**

#### 100. **CORRESPONDENCE CIRCULATED:**

Wolverhampton Magazine July  
Bishop's Wood Bugle July  
Clerks and Councils Direct July  
SPCA Bulletin 5<sup>th</sup> July  
Fields in Trust Field Notes Summer edition  
Village News July

#### 101. **DISTRICT/COUNTY COUNCIL'S REPORT:**

Parish Cllr Wendy Sutton reported on the 'local offer' a provision for looked after children. Volunteers would take on the role of corporate parent. Legislation from 1<sup>st</sup> April 2018 dictated that by end of October the County Council must have looked at a 'local offer' to care leavers aged 18-25, providing personal advisers to give guidance and assistance in six areas; education, health, housing, benefits, mental capacity and leisure.

Parish Cllr W. Sutton also reported on the flood meeting in Coven which had been called by a local resident from Coven following recent flash floods. For future reference an emergency out of hours number could be obtained by calling the County Council's usual number. Several things were identified in the short, medium and long term. The flood zone including the brook and the School would soon be walked. Parish Cllrs R. Dakin, J. Carr and A. Pupino had also attended. Parish Cllr J. Carr advised that St Paul's School would reopen from 16<sup>th</sup> July, this would mean that the school leavers would be able to leave from their own school. The Parish Council congratulated the County Council on its swift response to the crisis. Parish Cllr R. Dakin reported further that questionnaires would be delivered on 16<sup>th</sup> July to affected areas and a resident had taken a video of the storm.

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

The Vice Chairman gave the following report on behalf of the Chairman:

Parish Cllr D.M. Holmes had attended the Civic Sunday celebrations of Cllr L. Bate Chairman of South Staffordshire Council on 1<sup>st</sup> July, and met with the Parish Council's solicitor on 5<sup>th</sup> July, regarding land at School Lane, Coven. On 6<sup>th</sup> July she attended a photo-call at the Scout Hut in Brewood, this was to thank those who had contributed to the cost of the ramp for disabled youngsters to access the hut. On 8<sup>th</sup> July she had attended the Civic Sunday celebrations of the Chairman of Penkridge Parish Council.

Parish Cllr K. Kearney reported that the bid for funding of the Community Speed Watch signs had been approved, £2,181 had been awarded and the signs would be fitted by CSW.

#### 103. **FINANCE REPORT:**

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

1. The expenditure approvals list as at 12<sup>th</sup> July **be approved**. Expenditure: **£3,518.40**. No income was received.
2. Membership of Staffordshire Playing Fields Association at a cost of £15.00, **be approved**.
3. Members considered whether or not to replace the windows at the Parish Council Offices. £24,000 has been set aside for general refurbishment. Reference to the Strategic Business Plan and Scout hut was made.  
**It was resolved that the Clerk obtain quotes and refer back to the Parish Council in due course.**
4. The Council considered increasing the Parish Council's insurance premium by £98 per annum to cover the replacement cost of perimeter fences at Coven and Brewood playing fields and mesh fences at Coven and Brewood tennis courts, not currently covered by the policy.  
**It was resolved that the insurance policy be extended to include cover for perimeter and tennis court fencing.**

291\* **Safer Roads Funding.** In order to be considered for funding for interactive speed cameras the application must meet certain criteria, circulated prior to the meeting. The Parish Council must also decide where the camera(s) would be situated. The funding round was from 1<sup>st</sup> August to 14<sup>th</sup> September.

**It was resolved that the Community Speed Watch members together with Michelle Shaker would form a Working Party to establish whether or not there was sufficient evidence to support an application and to make recommendations regarding speed camera locations.**

104. **PLANNING REPORT:**

There were no planning applications received.

Permission had been given by Mr S. Dores for the dead willow tree to be removed at Brewood Vicarage, Sandy Lane, Brewood.

105. **PLAYING FIELD REPORTS:**

Members received the written Playing Fields Reports:

- Bishop’s Wood playing field from Parish Cllr M. Sambrook. The grass needed cutting and two gates had been removed from their hinges in the toddler play area.
- Brewood playing field and skateboard park. Parish Cllr D. Evans reported that the play area was in great condition. However, a new seat was required on the aerial runway, there was chalk graffiti on the skate board park equipment and the grass needed cutting behind the bowling green.
- Coven playing field and skateboard park. Parish Cllr R. Dakin reported that the bark chippings needed topping up, three posts were loose in the ground near the tree house and the matting under the children’s play area had shrunk due to the dry weather and was lifting.
- The Bront. Parish Cllr M. Alden-Court read out the Bront report supplied by Parish Cllr G. Sibley. It was noted that any overgrown areas would be dealt with by students from Wolgarston High School when they visited during the following weeks. Parish Cllr G. Sibley had met with the contractor who had agreed to tackle the Himalayan balsam.

106. **CLERK’S REPORT:**

Members received the written report of the Clerk, the contents of which were noted.

**Traffic Management Meeting.** It was agreed to put the item about the one way system first on the agenda and advise the invitee that he would be allowed to stay for that item only.

**Coven Heath Allotments Access.** It was agreed to put the matter on the agenda for the next meeting of the Council. Clerk to establish whether or not there was approved access from Old Heath House.

The Vice Chairman reported verbally that an email had been received from a resident from Bishop’s Wood regarding children climbing trees at the playing field. It was agreed to put the matter on the agenda for the next meeting of the Council.

**ANY OTHER MATTERS OF REPORT:**

Parish Cllr J. Carr reported that a resident from Coven had cut back the shrubbery around the Coven sign in Lawn Lane which was obscuring its visibility.

There being no further business, the meeting ended at 8.50pm.

Chairman .....

**REPORT OF THE CLERK FOR THE MEETING OF THE COUNCIL  
TO BE HELD 12<sup>th</sup> JULY 2018**

**MATTERS ONGOING**

178\*\*\* **Unregistered Parish Council Land.** Information received from Parish Council's solicitor, copy circulated at the meeting (confidential).

**Recommended resolution: Solicitor to be instructed to continue with the first registration.**

343\*\* **Brewood and District Voluntary Car Scheme.** Meeting to be arranged after 22<sup>nd</sup> July when Parish Cllrs R. Taylor and J. Jeffries are both available.

365\* **Defibrillator Training for Parish Cllrs.** The defibrillator has been installed but is not yet commissioned. Community Heart Beat (the installers) have advised that training is included in the package and Brewood and District First Responders can also provide training either in the evening or weekend if required at £10 per person. I can contact Mr Fagin from Community Heart Beat for further details and to express an interest in attending if required.

**Members' views.**

46. **Vacancy – Caretaker Coven Playing Field.** Closing date is 13<sup>th</sup> July. Date for Staffing Committee meeting to be arranged.

66. **Tackling Dog Fouling.** Lucy Macdonald can make 23<sup>rd</sup>, 24<sup>th</sup>, 31<sup>st</sup> July or 13<sup>th</sup> August.

**OTHER MATTERS**

**Reminders** - Let's Work Together training will take place on 13<sup>th</sup> July (tomorrow), Mrs Firkins of Staffordshire County Council will be attending the meeting in the Council Chamber regarding Neighbourhood Highways Team duties on Monday 16<sup>th</sup> July at 10am.

A traffic management working party meeting has been scheduled for 24<sup>th</sup> July and the agenda will be circulated to those who will be in attendance, please advise whether or not you will be at the meeting. Mr Prendergast has been invited and has asked whether or not he would be allowed to take part in the meeting or whether he will be purely an observer.

The goal posts have been taken down at Coven Playing Field.

The Parish Council's floral display was awarded Highly Commended in this year's floral front garden competition. Prize giving will take place on Wednesday 12<sup>th</sup> September at 7.30pm.

Coven Heath Allotments – allegation that produce being taken from two allotments. Alleged unapproved gate onto allotment site. Matter to be placed on the agenda for the next meeting.