

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 29TH NOVEMBER 2018 AT 7.00PM

PRESENT:

Parish Cllrs J. Bradshaw, R. Dakin, D. Evans, D. M. Holmes, J. Jeffries, A. Pupino, M. Sambrook, G. Sibley, W. Sutton, R. Taylor, L. Tomkins, M. Webb MBE.

IN ATTENDANCE

District Cllr B. Cox.

APOLOGIES

Parish Cllrs M. Alden-Court (illness), J. Carr (illness), K. Kearney (personal).
 District Cllr J. Bolton, County Cllr M. Sutton.

DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS AND REQUESTS FOR DISPENSATION:

Parish Cllr M. Sambrook expressed a pecuniary interest in planning application appeal 1 Whiteoaks Drive, Bishop's Wood. There were no 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 8th November 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.

227. **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. The secretary of Brewood Bowling Club advised that she would take any questions in relation to item 235 on the agenda. Members had no questions.

228. **POLICE REPORT:**

The Council received the written report of the Police. It was noted that there would be Police surgeries held in Coven on 10th December and Brewood on 11th December. Members listed a number of incidents which had not been included in the report.

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MATTERS ONGOING:

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

230* **Recording of Meetings.** Members considered the documents drafted for the implementation of the Council's decision to record Parish Council meetings. It was agreed that there were still some possible scenarios not covered by the policy. Clerk's Report referred.

It was resolved unanimous in favour that a further meeting of the Working Party be arranged in the New Year to further develop the policy.

250* **BPSA Lease.** Email received from the solicitor including new draft lease. Clerk to forward copies to the working party.

It was resolved unanimous in favour that a meeting of the Working Party and BPSA representatives be arranged to discuss the contents of the email and the lease in the New Year.

There were no members of the public present. District Cllr B. Cox was asked to leave the meeting while the following item was taken in view of the confidential nature of the business discussed, in accordance with Standing Order 3d:

97. **Development at Engleton Lane.** Response received from Lovell Homes.
It was resolved unanimous in favour that professional advice be sought.

District Cllr B. Cox re-joined the meeting.

178a. **Listed Buildings.** Reply received from Mr E. Higgins, Conservation Officer for South Staffordshire advising that the Parish Council could apply to Historic England to have the buildings listed if they met the criteria or if there were any live planning applications which would threaten either building, South Staffordshire Council could apply for listing. It was agreed that no further action be taken at this stage.

Matter of report.

189. **Works by Severn Trent in Tong Road, Bishop's Wood.** The work had been postponed until 2019. No reason was given.

Matter of report.

299* **Garden Village Tong.** Parish Cllrs J. Jeffries and R. Dakin had attended a meeting in Tong but there was little information. It would appear that Tong was not one of the preferred sites in the Local Plan. Clerk's Report referred.

Matter of report.

80. **VAT on Village Hall.** Parish Cllr J. Jeffries recommended that this item be removed from Matters Ongoing as the query was in relation to buildings not goods.

It was resolved unanimous in favour that the following be removed from Matters Ongoing: 80, 178a, 195.

CORRESPONDENCE RECEIVED:

229. Email received from Helen Fisher, Cabinet Member for Highways and Transport, Staffordshire County Council requesting that from September 2019 parish councils consider funding school crossing patrols at a cost of £4,000 each per annum, circulated prior to the meeting. Informal request received from the incumbent at St Paul's First School Coven, reported at the last meeting. It was noted that there were three crossing patrols in the Parish. Clerk's Report referred.

It was resolved unanimous in favour that this matter be considered at the meeting of the Precept for the 2019-20 budget.

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230. Email received from Helen Marshall, Community Safety Officer at South Staffordshire Council requesting permission to hold the next Police Accountability forum on Wednesday 16th January from 5pm until 6.30pm in the Council Chamber.

It was resolved unanimous in favour that the 16th January Locality 2 meeting be held in the Council Chamber.

231. Email received from Lisa Conn, connectivity officer at Staffordshire County Council regarding changes to bus passes, circulated prior to the meeting. The Your Staffordshire card would be withdrawn on 31st August 2019. Comments could be made up to 30th November 2018. Individual members to make their own representations.

It was resolved unanimous in favour that the Clerk express the Parish Council's view that the Your Staffordshire card concession was vitally important to families on low income to get to college, work and social events outside villages using public transport.

232. Email received from a resident whose property was adjacent to Engleton Lane playing field in Brewood. He had requested access to the field by the contractor who will be removing a tree from his garden on 18th December.

It was resolved unanimous in favour that access from Coneybere Gardens be granted, Clerk to advise the caretaker.

233. Invitation from Bishop's Wood Lighting Committee to all Parish Councillors to the Christmas lights switch on event at 6.30pm on Fri 30th November at the village hall in Bishop's Wood. Previously circulated by email.

Matter of report.

234. Email from Zurich Insurance advising (for information) that someone accessed their three email accounts in October. No sensitive or financial information was taken.

Matter of report.

235. Letter received from the secretary of Brewood Bowling Club advising that the committee had agreed to become a company limited by guarantee. This would avoid a situation whereby trustees would be liable for any losses. Currently the club's nominated representatives on the lease were its trustees. The bowling club was concerned that a move to a company limited by guarantee means that it may be advisable to update the lease and asked for the Parish Council's opinion.

It was resolved unanimous in favour that the Clerk forward a copy of the letter to the solicitor for advice.

236. Email received from St Mary and St Chad First School regarding the boundary wall between the Church Road amenity area and the school. The school had upgraded its site security and this part of the boundary was seen as vulnerable. In order to establish who owned the wall it was necessary to contact Land Registry. Once this was done it would be necessary to discuss a possible upgrade of the wall.

Matter of report.

237. Email received from SPCA advising of Local Councillor Training scheduled for Tuesday 15th January from 7pm until 9pm at Staffordshire Place One. Interested Members to advise the Clerk.

Matter of report.

238. **CORRESPONDENCE CIRCULATED:**

SPCA Bulletins 8th, 15th and 22nd November.

South Staffordshire Review.

Coven Heath Community Association Newsletter.

Penkridge Advertiser.

Wolverhampton Magazine November issue.

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Brewood Civic Society, Minutes of the meeting held on 19th November.

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

District Cllr B. Cox reported that the Challenge Panel had successfully commissioned a replacement for the Connect bus service. By the second week in January a limited service would be available in three of the five localities. There would be a flat rate of £6.00 per return journey. It was expected that the scheme would be rolled out to the other localities over the next two years.

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

The Chairman, Parish Cllr D.M. Holmes reported the following: She had attended the Remembrance Day parade on 11th November and attended the service at the Parish Church. On 13th November she had attended a Staffing Committee meeting. On 20th November she had attended the opening of the new nursery at St. Mary's RC School with Parish Cllrs K. Kearney and R. Dakin. On 25th November she had hosted her Civic Sunday at St Mary's RC Church followed by a reception held in the school hall. On 26th November she attended a business plan meeting followed by a Finance Committee meeting in the Council Chamber. Members thanked Parish Cllr Holmes for arranging and organising her Civic Sunday and also for the large personal subsidy she had made towards the event.

Parish Cllr G. Sibley reported another four fallen trees at The Bront, one of which was blocking a footpath; Clerk to arrange for the tree surgeon to quote for its removal.

Parish Cllr R. Taylor requested that a letter of thanks be sent to Brewood Park Farm for removing the willow tree blocking the river Penk.

Parish Cllr D. Evans reported a very successful Christmas lights event in Brewood on 25th November.

241. **FINANCE REPORT:**

The Parish Council received the Finance Report from Parish Cllr R. Dakin in the absence of Parish Cllr J. Carr. and resolved the following matters:

1. The income and expenditure list as at 29th November, including salary payments, **be approved.** Income £242.47 Expenditure £9,668.26 (net). **Parish Cllrs D. Evans, D.M. Holmes and R. Taylor to authorise the online payments.**
2. The Financial Summary – Cash Book Reconciliations and the Direct Debit/Standing Orders arising from the October reconciliation, circulated prior to the meeting, **be approved.**
3. The payment of the Personal Admin Allowances of Members and the Clerk for the financial year 2018/2019 to the sum of £25 each to Councillors and £50 to the Clerk, **be approved.**
4. Members agreed to meet on 9th January 2019 at 7.00pm in order to consider the budget requirements and the Precept Demand for 2019-20. Parish Cllr W. Sutton tendered her apologies.
5. It was confirmed that the Parish Council's Christmas celebrations would take place at the Royal British Legion club after the meeting to be held on 13th Dec; there would be no costs incurred. Members to advise the Clerk of what food they intended to take.

The following item was taken at the end of the meeting when the public were asked to leave, in view of the confidential nature of the business discussed, in accordance with Standing Order 3d:

6. The minutes and recommendations of the Staffing Committee from the meeting held 15th November 2018 were approved.
It was resolved unanimous in favour that the date for interviews would be Tuesday 11th December, commencing at 1.30pm.
7. The payment of £320 approved by the Clerk in accordance with the Parish Council's Financial Regulations, to remove overhanging branches at The Bront as reported by Parish Cllr G. Sibley at the meeting held 8th November, **be ratified.**
8. Notice to quit on the tenant of allotment 54/55 at Coven Heath, **be served.** There had been no response to the letter dated 25th September and there had been no cultivation of the plot.
9. The request received for a grant of £500 towards the repairs to the clock on the Lion Hotel, Brewwood, was considered.
It was resolved unanimous in favour that the grant application be included for consideration as part of the Precept Demand for 2019-20.

376.8. **RADAR Lock.** Members considered removing the RADAR lock and fitting a standard lock with hasp and staple. A hasp and staple and RADAR padlock would cost £66.25, the door would have to be repaired and the lock would have to be supplied and fitted which could cost in the region of £250. Moving the baby change unit was also discussed.

It was resolved unanimous in favour that the matter be deferred pending further investigation.

242. PLANNING REPORT:

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

Parish Cllr M. Sambrook left the meeting while the planning applications were considered.

1 Whiteoaks Drive, Bishop's Wood. An appeal had been made to the Secretary of State against the decision to refuse to grant planning permission for the erection of a new dwelling house. The Parish Council had objected to the original application but the comments had appeared in the wrong place. This was corrected and the Planning Inspectorate advised accordingly. It was reported that aspects of the planning application were disingenuous. The Clerk and Parish Cllr J. Jeffries to draft a response, pointing out the discrepancies, for approval by full Council. All appeal responses to be submitted to the Planning Inspectorate by 18th December 2018.

District Cllr B. Cox left the meeting.

243. CLERK'S REPORT:

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

217. **New Paths in Coven Playing Field.** Working Party members agreed to arrange a meeting in the New Year in order to decide where new access paths would be laid.

243.1 **Commissioning the Gully Emptying Machine.** Matter to be placed on the agenda for the next meeting of the Parish Council.

ANY OTHER MATTERS OF REPORT:

None reported.

There being no further business, the meeting ended at 8.55pm.

Chairman

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

MATTERS ARISING

217. **Paths in Coven Playing Field.** Members of the working party to agree a date to meet.

MATTERS ONGOING

230* **Recording Meetings.** Clarification requested from the working party regarding who would be responsible for ensuring that the person objecting is not recorded (see form).

291* **Safer Roads Funding.** A decision regarding the grant application for mobile SID units will be taken on 5th December.

299* **Garden Villages.** Email received from Shropshire County Council regarding its local plan review. Preferred site consultation runs from 29th November until 31st January 2019. Online documents are available at www.shropshire.gov.uk/local-plan-consultation by email at planningpolicy@shropshire.gov (inserting your last name in the subject field) or at main Shropshire libraries and its Council Offices.

64. **Health and Safety Review of Grounds Maintenance.** The support service manager has confirmed that the help desk and auditing advisory service will be launched in January 2019.

195. **Whiteoaks Drive (Dropped Kerb).** Reply received from Staffordshire County Council advising that they have not received an application for a dropped kerb but on inspection there are no signs of it currently being used for access. They noted the fencing but there is no action required at the moment.

CORRESPONDENCE RECEIVED

229. **School Crossing Patrols.** Email from M Sutton including a link to consultation on the matter: <https://www.staffordshire.gov.uk/education/schoolsandcolleges/SchoolCrossing/SchoolCrossingPatrols.aspx> A final decision will be made in the Budget in Feb 2019. County Cllr M. Sutton has offered to speak to this item at the meeting to be held on 13th December.

FINANCE

Three Parish Councillors are required to authorise online payments of invoice as the Clerk set them up in the absence of the Assistant Clerk and therefore cannot authorise.

Email received from County Cllr Mark Sutton regarding commissioning the gully emptying machines. Cost would be between £700 and £800 per day and it is hoped they would clear 25 in a day. County Cllr Sutton has offered to fund £400 if the Parish Council would match it. A decision in principle is required in order to make the application and the matter will be placed on the agenda for the next meeting for approval.

Members' views.

OTHER MATTERS OF REPORT

Letter received from the secretary of Brewood WI thanking the Chair for the invitation to her Civic Sunday.

PLANNING APPLICATIONS TO BE CONSIDERED AT THE MEETING

TO BE HELD ON 29th NOVEMBER 2018

Application No	Proposal	Comments
18/00269/ADV	2 x Fantastic Inflatable World signs at The Four Ashes, Station Drive.	No objections.
18/00583/FUL	Erection of a shed and storage building for agricultural equipment at Coven Yard, Brewood Road, Coven.	No objections.
18/00798/FUL	Alterations and extensions to a commercial building at MG Vehicle Solutions Limited, Enterprise Drive, Four Ashes.	No objections.
18/00868/FUL	Two storey rear extension and loft conversion with rear dormer at 45 Moors Drive, Coven.	No objections.
18/00895/FUL	Detached garage at Heythrop, Light Ash Lane, Coven.	Objection. Over development of site, proposed extension is larger than existing dwelling which is an adequate size.