

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 16th MAY 2019 AT 7.00PM

The meeting was recorded by the Parish Council.

The Chairman declared that the Parish Council was not responsible for any recordings that may have been made by members of the public. No members of the public declared that they did not wish to be recorded by another member of the public.

PRESENT:

Parish Cllrs M. Alden-Court, J. Bradshaw, R. Dakin, D. M. Holmes, J. Jeffries, A. Pupino, M. Sambrook, D. Short, G. Sibley, W. Sutton, R. Taylor, M. Webb MBE, K. Webber.

IN ATTENDANCE:

District Cllrs J. Bolton and B. Cox.

1. **ELECTION OF THE CHAIRMAN**

Nominations were requested for the Office of Chairman for the following year. Parish Cllr R. Dakin was nominated, seconded and duly elected. Parish Cllr R. Dakin signed the Declaration of Acceptance of Office as Chairman of the Parish Council. Parish Cllr M. Alden-Court abstained from the vote.

Parish Cllr R. Dakin welcomed new members to the Parish Council.

2. **ELECTION OF THE VICE CHAIRMAN**

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

The Chairman presented a plaque to retiring Member of the Parish Council, Mr K. Kearney. Mr Kearney had enjoyed his time as a Parish Councillor and had stepped down as he had moved out of the Parish. He wished the Parish Council success for the future.

3. **APOLOGIES**

County Cllr M. Sutton.

4. **DECLARATIONS OF INTEREST 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 M. Alden-Court and G. Sibley declared a non-pecuniary interest in planning application 19/00351/FUL.

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5. MINUTES:

The Minutes of the Parish Council meeting held on 25th April 2019 were approved as being an accurate record and duly signed, with the exception of item 177. Parish Cllr R. Taylor had reported the matter, not the Civic Society and item 173*** should have read 'using *part of* this year's Community Benefit Payment'.

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.

Retired Parish Cllr L. Tomkins thanked Members for their support, kindness and friendship over the last 7.5 years and wished the Parish Council luck for the future.

8. POLICE REPORT:

No Police Report was received. A road traffic accident had occurred at the junction of Coven Road / Port Lane / Tinkers Lane, Brewood. Previously County Cllr M. Sutton had organised speed and volume surveys on two occasions and an options report to be drafted. Cllr Sutton met with Mark Keeling, Community Highway Liaison Officer to discuss the matter further. It was agreed that the matter be placed on the agenda for the next meeting of Parish Council and invite County Cllr M. Sutton to present the results from the investigation.

9. STANDING ORDERS

Members reviewed the Parish Council's Standing Orders, copies circulated prior to the meeting.
The Council resolved, unanimous in favour, that the Standing Orders be adopted.

10. FINANCIAL REGULATIONS

Members reviewed the Parish Council's Financial Regulations, copies circulated prior to the meeting.
The Council 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.

The Council resolved, unanimous in favour, that Mr A. Toplis be appointed as the Parish Council's Internal Auditor for the forthcoming year, providing his fees mirrored previous years.

12. APPOINTMENT OF PERSONS WITH SPECIAL RESPONSIBILITY FOR:

	Currently
· Responsible Financial Officer and Proper Officer	Mrs M. Birtles (Clerk)
· Finance	Parish Cllr M. Sambrook
· Planning	Parish Cllr R. Taylor
· Playing Fields and Open Spaces:	
Bishop's Wood	Parish Cllr K. Webber
Brewood	Parish Cllr J. Jeffries
Coven	Parish Cllr R. Dakin
The Bront	Parish Cllr G. Sibley

13. APPOINTMENT OF STAFFING COMMITTEE

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

The Council resolved, unanimous in favour, that Parish Cllrs M. Alden-Court, J. Bradshaw, R. Dakin (ex officio), D.M. Holmes, J. Jeffries and M. Sambrook be appointed.

14. APPOINTMENT OF FINANCE COMMITTEE

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

The Council resolved, unanimous in favour, that Parish Cllrs J. Bradshaw, R. Dakin (ex officio), D. M. Holmes, 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.

The Council resolved, unanimous in favour, that Parish Cllrs R. Dakin (ex officio), M. Webb MBE and the Assistant Clerk be appointed.

The Council considered the appointment of the person with responsibility for managing bookings at Coven Changing Rooms and Football Facilities for 2019/2020.

The Council resolved, unanimous in favour, that the Assistant Clerk be appointed.

16. APPOINTMENT OF BREWOOD TRAFFIC MANAGEMENT WORKING PARTY

The Council considered the appointment of the members of Brewood Traffic Management Working Party.

The Council resolved, unanimous in favour, that Parish Cllrs R. Dakin (ex officio), D.M. Holmes, J. Jeffries, 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.

The Council resolved, unanimous in favour, that Parish Cllrs M. Alden-Court, J. Bradshaw, R. Dakin (ex officio), A. Pupino, D. Short and G. Sibley be appointed.

18. APPOINTMENT OF ALLOTMENTS WORKING PARTY

The Council considered the appointment of the members of the Allotments Working Party.

The Council resolved, unanimous in favour, that Parish Cllrs R. Dakin (ex officio), D.M. Holmes, M. Sambrook, D. Short and R. Taylor be appointed.

19. APPOINTMENT OF BPSA WORKING PARTY (Lease Renewal)

The Council considered the appointment of the members of the BPSA Working Party.

The Council resolved, unanimous in favour, that Parish Cllrs J. Jeffries, A. Pupino and R. Taylor be appointed.

20. APPOINTMENT OF BREWOOD TENNIS CLUB WORKING PARTY

The Council considered the appointment of the members of the Brewood Tennis Club Working Party.

The Council resolved, unanimous in favour, that Brewood Tennis Club Working Party was no longer required and therefore be dissolved.

21. APPOINTMENT OF COVEN PLAYING FIELD ACCESS PATHS WORKING PARTY

The Council considered the appointment of the members of the Coven Access Paths Working Party.

The Council resolved, 12 in favour and 1 against, to create a Working Party as and when required.

22. 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.

23. APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES

The Council considered the appointment of the members of the representatives on outside bodies.

The Council resolved, unanimous in favour, that the matter be deferred until the Clerk had sought advice.

24. REVIEW THE ASSET REGISTER

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

The Council resolved, unanimous in favour, that the Asset Register be accepted as a true record.

25. REVIEW THE INSURANCE POLICY

Members reviewed the Council's insurance policy cover, currently provided by Zurich Insurance. Policy circulated prior to the meeting.

The Council resolved, unanimous in favour, that the insurance policy cover provided by Zurich Insurance be ratified.

26. REVIEW THE POLICIES:

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

- Complaints/compliments, **be approved.**
- Freedom of Information, **be approved.**
- Data Protection, **be approved.**
- Dealing with the Press and Media, **be approved.**

27. GENERAL POWER OF COMPETENCE

The Parish Council affirmed the Parish Council's right to exercise the General Power of Competence for a four year period; more than two thirds of Parish Councillors were elected and the Clerk is suitably qualified.

28. DATES OF ORDINARY MEETINGS OF THE COUNCIL

Members considered whether to continue starting meetings at 7.00pm or revert to starting at 7.30pm. To agree the dates of ordinary meetings of the Council for the ensuing year, circulated prior to the meeting.

The Council resolved, unanimous in favour, that Parish Council meetings would commence at 7pm. It was further resolved that the dates of ordinary meeting of the Council for the ensuing year, be approved.

MATTERS ARISING:

318* **Finance Committee Recommendation.** The minutes of the Finance Committee meeting were approved at the last meeting. Unfortunately, due to regulatory constraints (breach of contract), South Staffordshire Council's advisor was unable to provide the Parish Council with formal assistance and had stated that it may be possible for the Clerk to have an informal chat with a member of the team.

The Council resolved, unanimous in favour, that the Clerk and Parish Cllr R. Taylor meet a member of the team for an informal discussion.

360*. **Coven Heath Allotments Noticeboard.** Coven Heath Allotments Association had decided to have a noticeboard made locally at no cost to the Parish Council.

Matter of report.

357. Email received from SPCA regarding local councillor training courses giving a selection of dates. Clerk's Report referred. Parish Cllrs D. Short and K. Webber to advise the Clerk which date they were able to attend.

The Council resolved, unanimous in favour, that interested Members advise the Clerk.

MATTERS ONGOING:

Members received the Matters Ongoing report, copy circulated prior to the meeting.

312*** **Parking on Grass Verge, Deansfield Road.** A 'no parking' sign had been erected. Parish Cllr D.M. Holmes to follow-up with Mr K. Davies of SSHA.

64*. **Health and Safety Review of Grounds Maintenance.** No reply received. Clerk to chase with Mr Robinson and escalate to his senior officer if no response received.

250** **BPSA Lease.** The Working Party had met to discuss the new constitution. Further information was needed. Parish Cllr A. Pupino to report back at the next meeting.

376.8** **RADAR Lock.** Mr Pupino Snr to undertake the remedial work on the lock.

359* **Provision of a Community Bus for Localities 1 and 2.** Cllr B. Cox reported that officers were exploring the options available within the budget. Clerk to distribute Locality map.

246*** **Jacob's Ladder - Damage to Handrail.** Clerk to obtain quote from mobile welder.

231.1* **Gully Emptying Machine.** Email received from County Cllr M. Sutton regarding the schedule for gully emptying in the Parish. Copy tabled at the meeting.

The Council resolved, unanimous in favour that the date to hire the equipment be arranged and prioritise which gullies be emptied nearer the time.

CORRESPONDENCE RECEIVED:

31. Members considered the protocol for Public Participation sessions. Copies circulated prior to the meeting. It was recommended to include a facility to extend the time at the discretion of the Chairman.

The Council resolved, unanimous in favour that the protocol for Public Participation, with the amendment, be approved.

32. Email received from a Brewood resident concerned about the use of chemical weed killer by the Parish Council, the protection of wild flowers and plants. The resident had indicated that she could volunteer some time to raise awareness and to work to protect Brewood's wildflower heritage. A list of plants seen in and around Brewood was given. Copies circulated prior to the meeting.

The Council resolved, 11 in favour, 1 against and 1 abstention that the Parish Council considers alternative ways to suppress weeds.

33. Email received from Staffordshire County Council regarding the temporary closure of High Green, Brewood from Cresswell Lane to Wharf Lane for two days and up to five days from 20th May. Details to be placed on Parish Council noticeboards and Facebook page.

Matter of report.

34. Letter received from a local business regarding the need for a sign and double yellow lines at Poplars Farm Way, Coven adjacent to Darelyn Park, copies circulated prior to the meeting. Request received from Parish Cllr M. Alden-Court for support for this by submitting a grant application to Staffordshire Safer Roads Partnership for funding towards these road safety measures.

The Council resolved, unanimous in favour, that the request for a Traffic Management meeting be arranged to put the proposal forward as 1 of the Parish's 3 priorities and to support a funding application for Safer Roads Partnership for double yellow lines and concealed entrance sign at Poplars Farm Way, Darelyn Park.

35. Request received for an urgent meeting of Coven Traffic Management Working Party.

The Council resolved, unanimous in favour that a Coven Traffic Management meeting be held on 30th May 2019 at 6pm at the Parish Council offices.

36. Members received the Community Speed Watch statistics for the full years 2016, 2017 and 2018 together with the first quarter of 2019 compared with the same period in 2018. Copies circulated prior to the meeting.

Matter of report.

37. Members to arrange a meeting of the Finance Committee.

The Council resolved, unanimous in favour, that the meeting of the Finance Committee be held after the Clerk had met with a South Staffordshire Council representative.

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38. Email received from South Staffordshire Council advising that charity AED Donate had approached BT with a view to taking ownership of the kiosk in Bargate Street, Brewwood and replacing the payphone with a defibrillator. The 42 day notice period from BT had expired and no comments had been received from the public (see 363* on Matters Ongoing). Members were requested to consider whether or not to support the application. **The Council resolved, unanimous in favour, that the matter be deferred until further information was available regarding the long-term maintenance of the device.**

39. Email received regarding the news that Councillor Mary Bond passed away in April. Her family and close friends would be attending Sytch Lane Cemetery. A service in celebration of Cllr Bond's life would be held at Wombourne Civic Centre at 11.00am on Wednesday 22nd May. Anyone wishing to attend should wear brightly coloured clothes. Donations could be made to the Dogs Trust.

Matter of report.

40. Letter received from the Chairman of Together We're Better regarding a 12 week public conversation across Staffordshire and Stoke-on-Trent about local health and care. Events were planned between 3rd June and 17th July. The nearest venues were Cannock, Wombourne and Stafford. Parish Cllr M. Alden-Court confirmed she would attend Cannock.

Matter of report.

41. Email received from Brewwood BKV team asking the Parish Council to consider presenting a scroll to volunteers from Rodbaston who had cleared vegetation in the graveyard at St Mary's RC Church. If approved, the scroll would be presented by a Parish Councillor on 20th May, the last day of volunteering.

The Council resolved, unanimous in favour, that the Chairman present a scroll to volunteers from Rodbaston College in recognition of their work at St Mary's RC churchyard.

157.9 **Tree at Bishop's Wood Playing Field.** Email received from a resident requesting a permanent barrier be erected to prevent children climbing the tree. Clerk's Report referred.

The Council resolved, unanimous in favour, that Parish Cllrs M. Sambrook and K. Webber undertake a site visit prior to the next meeting of the Parish Council and report back.

42. **CORRESPONDENCE CIRCULATED:**

Minutes of Brewwood Civic Society Meeting held on 15th April
SPCA Bulletin 18th April, 19th April, 9th May

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

District Cllr B. Cox reported that Cllr R. Wright had purchased 2 sets of pads and batteries for the defibrillator at Bishop's Wood. Staffordshire County Council was yet to confirm if the lighting supply could be used as a power source to the bus shelter. Cllr Cox confirmed the definition of Safeguarded Land from the Site Allocations Document.

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

The Chairman had nothing to report and wished the Parish Council a successful year.

45. **FINANCE REPORT:**

The Parish Council received the Finance Report from Parish Cllr M. Sambrook and resolved the following matters:

1. Income and expenditure list as at 16th May, tabled at the meeting, **be approved**. Income £75.00 and (net) expenditure £660.93.
2. Financial summary – cashbook as a result of the bank reconciliation for April, **be approved**.
3. Members considered the three quotes received for replacement fencing and gates at the Poplars Farm entrance to The Bront as included in the budget report for 2019-20.
The Council resolved, unanimous in favour, that the quote from Jones Agriculture & Fencing Services at a cost of £850.00, be approved.
4. The payment of £425 for essential tree works at The Bront, following the report received from Parish Cllr G. Sibley, **be ratified**.

Letter received from Brewood Civic Society thanking the Parish Council for the grant of £500 for repairs to the village clock on the Lion Hotel, Brewood.

It was agreed that Parish Cllr A. Pupino be added as a new signatory to the Parish Council bank account.

Parish Cllrs J. Jeffries and R. Taylor were nominated to approve the online banking.

The Chairman moved the suspension of Standing Order 3.w to allow the meeting to continue beyond 9pm and adjourned the meeting for a two minute comfort break.

46. PLANNING REPORT:

The Parish Council received the Planning Report from Parish Cllr R. Taylor and considered the planning applications received. Parish Cllr W. Sutton did not speak to or vote on any matters relating to planning.

18/00991/FUL Construction of 73 dwellings, a new vehicular access off Engleton Lane, Brewood (Access for Construction Traffic). Parish Cllr R. Taylor reported that there was no longer an opportunity for him to represent the views of the Parish Council to the Planning Committee at South Staffordshire Council in relation to this planning application.

69* West Midlands Interchange

Email received advising that a letter giving notification of Hearings and the Accompanied Site Inspection had been published, copy circulated by email prior to the meeting. Those wishing to attend (week commencing 3rd June) were required to advise the Planning Inspectorate by 24 May 2019.

The Council resolved, unanimous in favour, that Parish Cllr J. Bradshaw be appointed as the Parish Council's representative on the West Midlands Interchange Collective.

354* Brewood Parish Sports Association Plans. Members considered the plans submitted for a replacement changing room block at the BPSA.

The Council resolved, unanimous in favour, that a site visit be held on 6th June at 5pm.

45.1 Gravelly Way Byway. Letter received from Staffordshire County Council advising that the County Council's Modification Orders Panel had resolved that an Order be made to add the Gravelly Way byway, open to all traffic, to the Definitive Map of Public Rights of Way.

Matter of report.

45.2 Rural Exception Site – Slade Heath

Email received from North Star regarding a proposal development of a rural exception site at Ruma Saya, Paradise Lane, Slade Heath requesting that the Parish Council support a housing needs survey and distribute the covering letter and questionnaire. The Parish Council objected to an outline planning application at this site (17/00761/OUT) in 2017 and it was subsequently refused by South Staffordshire Council. The appeal was dismissed in June 2018.

The Council resolved, unanimous in favour, that the request for a further housing needs survey was not supported at this time.

Planning application 18/00005/OUT, land west of A449 carriageway Stafford Road. Coven had been refused.

47. CLERK'S REPORT:

The Parish Council received the written report of the Clerk.

The Clerk read aloud an e-mail regarding the reason for the resignation of a previous Parish Councillor.

The Council resolved 11 in favour and 2 abstentions to accept the report.

48. PLAYING FIELD REPORTS:

To receive the written Playing Fields Reports:

- Bishop's Wood playing field. Parish Cllr M. Sambrook reported that there was no litter on site and all equipment was in good order.
- Brewood playing field and skateboard park. No report received.
- Coven playing field and skateboard park. Parish Cllr R. Dakin reported that the bark needed topping up at the spring mobile horse and elephant and play sphere. The adult goal posts had been put into storage. The grass was being cut by the contractor and no signs had been put out to inform members of the public.
- The Bront. Parish Cllr G. Sibley reported that there was some damage caused from Storm Hannah, P&R Jones Tree Services had undertaken essential tree works to remove the damaged trees. All paths were clear. Parish Cllr Sibley requested a meeting with Entrust regarding new patches of Himalayan balsam.

Parish Cllr G. Sibley was commended for his work at the Bront.

ANY OTHER MATTERS OF REPORT:

It was reported that the old defibrillator box had been removed from the bakery wall.

Friends of the Bront – To establish who the members were and if there were any reports.

Parking Buddies, St Paul's First School, Coven – Parish Cllr W. Sutton to follow up and report back.

Due to the confidential nature of the business to be discussed, the Chairman moved that this item be taken at the end of the meeting when the public and Press were asked to leave, in accordance with Standing Order 3d:

Cllrs J. Bolton and B. Cox left the meeting.

97*. Land at Engleton Lane, Brewood.

The Council resolved, unanimous in favour that recommendations of the report from the meeting held 30th April be approved.

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There being no other business to discuss, the meeting ended at 9.35pm.

..... Chairman

**REPORT OF THE CLERK FOR THE MEETING OF THE COUNCIL
TO BE HELD 16 MAY 2019**

MATTERS ARISING

358. Email received from SPCA regarding local councillor training courses giving a selection of dates: 29th May and 18th June at Staffordshire Place One, Tipping Street, Stafford from 7pm until 9pm.

Interested Members to advise the Clerk.

CORRESPONDENCE RECEIVED

157.9 **Tree at Bishop's Wood Playing Field** (removed from Matters Ongoing 14 March 2019). Email received from a resident requesting a permanent barrier to be erected to prevent children climbing the tree as the shrubs that were planted have been trampled on.

Recommended resolution: Site visit to be arranged prior to the next meeting of the Parish Council.

OTHER MATTERS OF REPORT

E-mail received regarding the resignation of a Parish Councillor.

PLANNING APPLICATIONS CONSIDERED AT THE MEETING**HELD ON 16th MAY 2019**

Application No	Proposal	Comment
19/00153/ADV	An acrylic sign outside on a fence of our property at 9 Church Lane, Coven.	Objection. It could set a precedent to other businesses in the area and cause a distraction to drivers.
19/00351/FUL	In this area on the mobile park site there is currently a storage unit and spare land. We propose to retain the storage unit and in the spare land to the front of this we propose to put a site office for the park manager at Darelyn Mobile Homes Park, Poplars Farm Way, Coven.	No objection, with a condition to only be used as an office.