

**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 31 MAY 2018 AT 7.30PM**

**PRESENT:**

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

**IN ATTENDANCE:**

District Cllr B. Cox.

**APOLOGIES:**

Parish Cllrs M. Alden-Court (illness), J. Bradshaw (personal), W. Sutton (personal).  
 District Cllr J. Bolton, 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.

**MINUTES:**

The Minutes of the meeting of the Council held on 10<sup>th</sup> May 2018 were approved as being an accurate record and duly signed with the exception of the apologies. Parish Cllr D. Evans was absent due to illness.

**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.

43. **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. No members of the public were present at the meeting.

**The Chairman moved suspension of Standing Order 3i to allow Parish Cllr D. Evans to remain seated throughout the meeting.**

44. **POLICE REPORT:**

PCSOs G. Lloyd and J. Stevens were in attendance for the Police Report 11 May – 31 May 2018. It was noted that a second PCSO was due to start in the area soon. PCSO Lloyd would look at organising police drop in surgeries at a new location and vary the times and dates and also look to attend local events and set up a crime reduction stand.

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PCSO G. Lloyd and J. Stevens left the meeting.

### **MATTERS ARISING:**

46\* **GDPR.** The policies and procedures were approved and adopted at the meeting of the Parish Council held on 29<sup>th</sup> March. The Data Protection policy and Information Security policy were distributed to all Parish Councillors in attendance at the meeting held on 10<sup>th</sup> May. Signed copies to be returned to the Clerk for retention.

**Matter of report.**

349\*. **Industrialisation of South Staffordshire.** Reply received from Mr D. Heywood. Copies circulated prior to the meeting.

**Matter of report.**

262\*. **Drainage Brewood Playing Field.** The playing field had been inspected and the north east corner had dried out completely. It was agreed that this item be removed from Matters Ongoing.

**Matter of report.**

8. **Policing in the Parish.** Reply received from Chief Inspector Mark Ward. Copies circulated prior to the meeting.

**Matter of report.**

25. **Times of Scheduled Meetings.** Members considered changing the time of Parish Council meeting from 7.30pm to 7.00pm. There was no legal reason why times could not be varied. Written notice was given to the Proper Officer for the Standing Order to be changed.

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

### **MATTERS ONGOING**

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

299\* **Garden Villages in Tong.** Matter to be added to Matters Ongoing.

250\* **BPSA Lease.** Lease to be forwarded to Parish Council Solicitor.

178\*\*\* **Unregistered Parish Council Land.** Clerk's Report referred.

**Matter of Report.**

**It was agreed that item numbers 216\*, 262\*, 282\*, 318\* and 322\* be removed from Matters Ongoing.**

### **CORRESPONDENCE RECEIVED:**

45. Members considered the stopping up of footpath 40 in Coven as proposed by Mr Cox of Pegasus Group at the presentation held on 10<sup>th</sup> May 2018. Clerk's Report referred.

**It was resolved by 9 votes and 3 abstentions that the Parish Council would not support the closure of footpath 40. Clerk to confirm details of the Pegasus Group Public Consultation.**

46. Staffing Committee meeting to be arranged.

**It was resolved, unanimous in favour, that the Staffing Committee attend a meeting 11<sup>th</sup> June 2018 at 9:15am.**

47. Traffic Management Working Party meeting to be arranged.

**It was resolved, unanimous in favour, that the Clerk circulate meeting dates once County Cllr M. Sutton and Mr M. Keeling had confirmed when they could attend.**

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48. Allotment inspection at Coven and Coven Heath allotments during June to be arranged.

**It was resolved, unanimous in favour, that the Allotments Working Party undertake an inspection of Coven and Coven Heath allotments on 18<sup>th</sup> June from 9:30am.**

49. Email received from SPCA regarding a Chairmanship Skills training course to be held on 19<sup>th</sup> June at 7pm in Stafford Place One, Tipping Street, Stafford.

**It was resolved that Parish Cllr M. Sambrook would attend.**

50. Letter received from Helen Astley on behalf of Cllr L. Bates BEM, Chairman of South Staffordshire Council inviting the Chairman to his Civic Sunday to be held on 1<sup>st</sup> July at 12 noon at St James' Church, Acton Trussell followed by luncheon at the Moat House, Acton Trussell. Cllr D. M. Holmes confirmed her attendance.

**Matter of report.**

51. Letter received from L. Hough on behalf of Parish Cllr A. Smallwood, Chairman of Penkridge Parish Council inviting the Chairman to his Civic Sunday to be held on 8<sup>th</sup> July at 5.45pm at St Michael's Church, Penkridge followed by a reception at the Haling Dene Centre. Cllr D. M. Holmes confirmed her attendance.

**Matter of report.**

52. Email received from Community Speed Watch requesting that the Parish Council adopt two letters regarding HGVs in restricted areas and tractor operators driving whilst using mobile phones. Copies circulated prior to the meeting.

**It was resolved by 11 votes and 1 abstention that the Clerk advise Community Speed Watch that the letters would not be sent on letter headed paper from the Parish Council.**

53. Letter received from D. Firkins of Staffordshire County Council advising that the Neighbourhood Highways team had been abolished and suggested a meeting to discuss how to provide an alternative service.

**It was resolved, unanimous in favour, that D. Firkins of Staffordshire County Council be invited to a meeting to discuss an alternative service.**

54. Recent changes to Brewood Music Festival. Clerk to establish if Brewood Music Festival Committee were organising a bucket collection.

**Matter of report.**

55. Email from Staffordshire Smart Alert advising of the Staffordshire Police Open Day on Sunday 3<sup>rd</sup> June from 11.00am until 4.00pm at Staffordshire Police HQ, Weston Road, Stafford.

**Matter of report.**

56. **CORRESPONDENCE CIRCULATED:**

CCLA Fund profile and fact sheet to 31 March 2018.

Coven Heath Community Association Newsletter 15 May.

Brewood Civic Society Minutes 9<sup>th</sup> May.

SPCA bulletins 17<sup>th</sup> and 24<sup>th</sup> May.

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

Cllr B. Cox reported that he had attended a South Staffordshire Scrutiny Committee meeting on 22 May and circulated questions and answers from the meeting.

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

Cllr D. M. Holmes had nothing to report.

Parish Cllr D. Evans reported that Brewood Middle School had moved from special measures to good and in some areas outstanding, following the most recent OFSTED inspection. It was agreed that the Clerk send a letter of congratulations to the school.

#### 59. **FINANCE REPORT:**

Members received the Finance Report from the Head of Finance, Parish Cllr J. Carr and resolved the following matters:

1. The National Salary Award with effect from 1 April 2018 as recommended by NALC, **be approved**. Copies circulated prior to the meeting.
2. Income and expenditure approvals list as at 31<sup>st</sup> May, including salary payments, **be approved**. Income £70,239.65 and net expenditure £13,065.45.
3. Financial summary cash book reconciliation for the month of April, **be approved**. Copies circulated prior to the meeting.
4. Members considered the charges for the U21's football team playing at Coven next season on Sunday afternoons: current charges for junior teams were £25 and for adult teams £50.  
**It was resolved, unanimous in favour, that the U21's team be charged £50.00 per game.**
5. The 2017/2018 end of year accounts: Income and Expenditure Account Sheet and Consolidated Balance Sheet, **be approved**. Copies circulated prior to the meeting. The Chairman and Responsible Financial Officer signed the Consolidated Balance Sheet as having been approved by the Parish Council.
6. Page 4 of the Annual Governance Statement for the financial year ending 31 March 2018, **be approved**. The Chairman and RFO signed the declaration confirming that there was a sound system of internal control including the preparation of the accounting statements, copies circulated prior to the meeting.
7. The Annual Governance and Accountability Return and the Explanation of Significant Variances, **be approved**. Copies circulated prior to the meeting. Members were required to approve page 5 of the Annual Governance and Accountability Return and the Chairman was required to sign page 5 at the meeting. The Internal Auditor Mr A. Toplis had completed the Internal Audit. He had completed page 3 – Annual Internal Audit Report.
8. Letter received from Stafford Samaritans requesting financial support. The intention was to give away or sell printed bags as part of its publicity campaign.  
**It was resolved, unanimous in favour, that a donation of £30.00 be approved.**
9. The Annual Report of the Trustees of Brewood Parochial Charities (Dole Charity), **be received**.
10. The Community Benefit Payment of £2,306.94 for 2018, bringing the total unspent to £5469.37.  
**It was resolved, unanimous in favour, that the matter be discussed at the next Finance Committee meeting.**

376.7 **Jubilee Hall Grant Application.** Deferred from the meeting held on 26<sup>th</sup> April. Three quotes had been received.

**It was resolved, unanimous in favour, that the matter be deferred until clarification was received from SLCC regarding claiming VAT back on behalf of village halls.**

40.4 **Chess Club Grant Application.** Copies of grant application circulated prior to the meeting.

**It was resolved, unanimous in favour, that the grant of £500 be approved.**

60. **PLANNING REPORT:**

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

Notification of intent to carry out tree works at 25 Dean Street, Brewood. 18/00402/TREE Remove one sycamore tree and cut back overhanging sycamore branches on tree adjacent to the property.

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

61. **CLERK'S REPORT:**

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

61.1 A resident in Coven was struck in the face by a golf ball which was thrown up from the grass while the grass was being cut by the contractors.

**It was agreed that the matter be placed on the agenda for the next meeting of the Council.**

61.2 Parish Cllr M. Sambrook reported that one of the new portable goal posts at Bishop's Wood playing field had been removed due to irreparable damage.

61.3 The draft copy of the Annual Report had been tabled for approval. Circulated prior to the meeting.

**It was agreed that the Annual Report be approved, subject to any amendments received by 1<sup>st</sup> June 2018.**

**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:

299\* Garden Villages in Tong.

There being no further business, the meeting ended at 9:35pm.

Chairman .....

**REPORT OF THE CLERK FOR THE MEETING OF THE COUNCIL  
TO BE HELD 31 MAY 2018**

**CORRESPONDENCE RECEIVED**

45. **Footpath 40 Coven.** A large scale map of the site has been tabled.

**MATTERS ONGOING**

178\*\*\* **Unregistered Parish Council Land.** All sites are registered with the exception of Coven playing field. The solicitor has advised that there was a caution lodged against the application and there has been a written objection as a result. Land Registry has advised that there are three options:

- (i) If the objection is groundless, the first application will be approved and land registered.
- (ii) If the objection needs to be considered further they will write the council will details of the objection and invite any comments.
- (iii) On completion of (ii) above, if the objection is successful, write to us requesting Parish Council amends the boundary of the land to be registered.

We await the decision from Land Registry.

322\* **Parking Enforcement outside the Spar.** This matter has been referred to the enforcement team at County Council who will make observations where resources allow.

**OTHER MATTERS FOR THE CLERK'S REPORT**

61.1 A resident in Coven was struck in the face by a golf ball which was thrown up from the grass while the grass was being cut by the contractors; the contractor has been made aware.

61.2 The new portable goal posts at Bishop's Wood playing field are missing.

61.3 The draft copy of the Annual Report has been tabled for approval. Circulated prior to the meeting.

**BREWOD & COVEN PARISH COUNCIL**

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING  
HELD ON 31 MAY 2018**

<b>Application No</b>	<b>Proposal</b>	<b>Comments</b>
18/00237/FUL	Demolition of existing concrete store and change of use and extension of existing workshop/storage building to create a two bedroomed single storey dwelling. Oak Gates, 2 Aspley Lane, Slade Heath.	Objection. No justification for further building.
18/00334/AGRRES	Conversion of agricultural building to dwelling house (C3). Agricultural Building, Aspley Farm, Old Stafford Road, Slade Heath.	Objection. No justification for further building.
18/00269/ADV 18/00270/FUL	2 x Fantastic Inflatable World signs. Fantastic Inflatable World Ltd temporary public play park. The Four Ashes, Station Drive, Four Ashes.	No objection.
18/00374/FUL	Proposed demolition of an existing disused workshop, residential replacement development of 1 bungalow dwelling plus infill development of 1 bungalow dwelling and associated works. Harrow Cottage, School Lane, Coven.	Objection. Dangerous access and egress onto a busy road.
18/00381/LBC	Replacement door and windows on rear elevation. 38 Dean Street, Brewood.	No objection as long as no plastic is to be used in the construction i.e. wooden windows to be installed.
18/00405/FUL	Demolition of existing conservatory and construction of single storey rear extension. Saracen, Coven Road, Brewood.	No objection.
18/00411/FUL	Removal of ad-hoc alterations to dwelling and detached garage. Remodel the dwelling with extensions and new detached garage/carport and garden store outbuilding. Norbury House, Horsebrook Lane, Brewood.	No objection.