

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

**PRESENT:**

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

**IN ATTENDANCE:**

District Cllr J. Bolton.

**APOLOGIES:**

Parish Cllrs M. Alden-Court (personal), A. Pupino (personal), K. Kearney (personal), W. Sutton (personal).  
 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.

Parish Cllr M. Sambrook declared a personal interest in planning application 18/00574/FUL.

Parish Cllr R. Dakin declared a personal interest in planning application 18/00536/FUL.

**MINUTES:**

The Minutes of the Council meeting held on 12<sup>th</sup> July 2018 were approved as being an accurate record and duly signed with the exception of item 105. Students from Wolgarston High School, not Scouts, were due to visit the Bront.

**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.

107. **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.

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A representative from Pegasus Group addressed the meeting, together with a representative from Lovell Homes. He gave an update on the land off School Lane, Coven. Planning application 18/00558/FUL for 63 dwellings had been submitted to South Staffordshire Council and the public right of way was to remain unchanged. He then gave a presentation to the Parish Council regarding the development at Engleton Lane, Brewood. An application would be submitted for 70 new dwellings, 10% being bungalows or dormer bungalows. The emphasis was on smaller dwellings as the mix of houses had been determined by South Staffordshire Council. 40% of the properties would be affordable housing, rentals or part ownership. There would be s106 payments towards education and open spaces with South Staffordshire Council having a 20 year maintenance contract. Details of a public consultation were to be confirmed. An onsite meeting was arranged for Pegasus Group, Lovell Homes and Parish Council Members to attend at 10am on 16<sup>th</sup> August.

A Bishop's Wood resident reported children climbing a tree in the playing field adjacent to his house and he was concerned for their safety. See agenda item 109.

A Brewood resident reported anti-social behaviour at Barnfield Sandbeds, which had been reported to 999.

A Bishop's Wood resident spoke regarding planning application 18/00574/FUL, erection of a new dwelling house at 1 Whiteoaks Drive, Bishop's Wood and asked the Parish Council for its support and to object the application for a number of reasons.

#### 108. **POLICE REPORT:**

A Police Report was tabled at the meeting.

It was reported that Parking Buddies had been issued to St Mary and St Chad's First School. They were to help with parking issues around school times and it was reported that they had been rather effective.

It was reported that there had been a Big Issue vendor in Market Place, Brewood.

#### **MATTERS ARISING:**

80. **VAT on Building Work at Village Halls.** Report and accompanying documents circulated prior to the meeting.

**The Council resolved, unanimous in favour, that the matter be deferred until September when Parish Cllr J. Jeffries would provide further information.**

64. **Health and Safety Review of Grounds Maintenance.** The Working Party to meet on 14<sup>th</sup> August at 10am to review the risk assessment document. Clerk's Report referred.

**The Council resolved, unanimous in favour, that the Clerk confirm whether or not a representative from Entrust would be available to attend the meeting.**

#### **MATTERS ONGOING:**

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

246\*\* **Jacob's Ladder - Damage to Handrail.** Parish Cllr R. Taylor had spoken with the resident who was unsure how to resolve the problem.

343\*\* **Brewood and District Voluntary Car Scheme.** Working Party to meet week commencing 30<sup>th</sup> July.

318\* **Parish Council Research.** Meeting held 23<sup>rd</sup> July. Working Party members had written to candidates giving a selection of dates to meet and discuss what was required from the project.

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46. **Vacancy for Caretaker Coven Playing Field.** A provisional date of 2<sup>nd</sup> August had been agreed to carry out interviews.

53. **Neighbourhood Highways Team Duties.** A meeting took place with Mrs Firkins regarding the forthcoming reduction in services from Staffordshire County Council as it must save £30m next financial year. Residents were to be encouraged to carry out many of the tasks that the NHT would have done. Further details could be found at [www.highwaysyourway.info](http://www.highwaysyourway.info)

**The Council resolved, unanimous in favour, that an article be placed in the next Parish Council newsletter.**

#### **CORRESPONDENCE RECEIVED:**

109. Further emails received from residents of Bishop's Wood whose property was adjacent to the playing field. There was a tree near the fence and there was concern for the personal safety of children climbing the tree. **The Council resolved, by 10 to 1, that a wild area including nettles and brambles be developed around the base of the tree to deter children from climbing it. It was further resolved that the fence be left intact.**

110. Members considered whether or not to terminate the tenancy on an allotment at Coven Heath. The tenant had previously indicated that he wished to renew his agreement but had not submitted his remittance and the plot had become overgrown.

**The Council resolved, unanimous in favour, that the tenancy agreement be terminated with immediate effect.**

111. Letter received from Cabinet Member Gill Heath of Staffordshire County Council advising of changes to the library service. Four more libraries would become Community Managed: Clayton, Eccleshall, Cheadle and Penkridge; from April 2019 community organisations would take over. Revised timetables of mobile libraries would be implemented and there would be a trial of self-service technology at Stafford Library.

**Matter of report.**

112. Invitation received from Coven Heath Community Association to the summer BBQ at the Church on the Common, Ball Lane, Coven Heath from 2pm until 5pm on 18<sup>th</sup> August. The invitation was extended to the Chairman, Parish Councillors and staff.

**Matter of report.**

113. Email received from Staffordshire County Council advising of a diversion of vehicular traffic along Light Ash Lane, Coven from 28<sup>th</sup> August. It was anticipated that the work would be completed by 30<sup>th</sup> August. There would be a diversion in place.

**The Council resolved, unanimous in favour, that details be placed on the Parish Council's notice boards and Facebook page.**

114. Email received from South Staffordshire Council regarding the publication of the draft statement of Gambling Principles for 2019 to 2022. The Parish Council was invited to make comments on it during the consultation period from 16<sup>th</sup> July to 10<sup>th</sup> September. The draft document was available on

[www.sstaffs.gov.uk/consultations/gambling.cfm](http://www.sstaffs.gov.uk/consultations/gambling.cfm)

**The Council resolved, unanimous in favour, that Members forward any comments to the Clerk.**

115. Email received from SPCA regarding the Local Councillors Training Course to be held on 11<sup>th</sup> September from 7pm until 9pm at Stafford Place One, Tipping Street, Stafford.

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

116. Request received from Staffordshire Police for volunteers to take part in road traffic surveys during August and September in a variety of locations including South Staffordshire.

**The Council resolved, unanimous in favour, that details be placed on the Parish Council's notice boards and Facebook page and interested Members advise the Clerk.**

117. Members of the Finance Committee to arrange a date to meet to consider the recommendations of the internal auditor.

**The Council resolved, unanimous in favour, that a meeting of the Finance Committee be arranged for 16<sup>th</sup> August at 11am.**

118. Volunteers were required to cover for the annual leave of the janitor/caretaker from 4<sup>th</sup> to 11 August inclusive.

**The Council resolved, unanimous in favour, that Parish Cllrs M. Sambrook and R. Taylor would open and close Sandy Lane W.C. and Parish Cllrs G. Sibley and A. Pupino (subject to availability) would open and close Coven playing field.**

119. Members considered ways to raise the profile of Merchant Navy Day on 3<sup>rd</sup> September, as recommended last year. Full details could be accessed at [www.merchantnavyfund.org](http://www.merchantnavyfund.org)

**The Council resolved, unanimous in favour, that the Red Ensign flag be raised on 3<sup>rd</sup> September and an article be published on the Parish Council Facebook page as to the reason why.**

120. Members considered the report regarding Footpath 28 Coven and Brewood (Rainbow Alley), copies circulated prior to the meeting.

**The Council resolved, unanimous in favour, that the Clerk write to Marston's Brewery asking them to remove their signs as they were causing confusion with local residents using the public right of way. It was further resolved, unanimous in favour, that the Clerk contact Mrs Firkins, to ascertain if Neighbourhood Highways Team were able to collect bags of detritus.**

121. Confirmation received that the new version of the Parish Guide was available for delivery. Clerk's Report referred.

**Matter of report.**

122. **CORRESPONDENCE CIRCULATED:**

SPCA Bulletins 12<sup>th</sup> and 19<sup>th</sup> July

Coven Heath Community Association Newsletter 12<sup>th</sup> July

Brewood Civic Society Minutes 16<sup>th</sup> July

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

District Cllr J. Bolton reported that South Staffordshire Council had received the Peer Review report. The results were very positive in all areas and received very little in recommendations.

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

The Chairman reported that she had left the Parish Council meeting early on 12<sup>th</sup> July in order to attend a performance by Birmingham Community Gospel Choir to open Brewood Music Festival, which was an excellent performance enjoyed by a packed audience in the Parish Church. On 13<sup>th</sup> July she had attended a Let's Work Together event at South Staffordshire Council which was centred around advice on applying for funding in local communities. On 16<sup>th</sup> July she attended a meeting with Mrs D. Firkins from Staffordshire County Council to encourage the Parish to do more voluntary work themselves e.g. footpaths, hedges etc. On 23<sup>rd</sup> July she met 26 July 2018

with the Parish Council Research Working Party to discuss the Clerk honours board, which had been expanded to producing a history of the Parish Council. On 24<sup>th</sup> July there was a Traffic Management meeting where County Cllr M. Sutton and Mr M. Keeling, Community Highway Liaison Officer were in attendance.

Parish Cllr J. Bradshaw reported that she had attended the Let's Work Together event and requested that the South Staffordshire Community Lottery be included on the Parish Council agenda in September.

Parish Cllr J. Carr reported that 12 children from Wolgarston High School had undertaken work at the Bront, Coven. It was noted that all of the children had worked very hard and were all very well mannered.

Parish Cllr G. Sibley reported that 13 children and two teachers who had set a good example to the children from Wolgarston High School had worked very hard to complete work at the Barnfield Sandbeds, Brewood and a letter of thanks had been sent to the school. Parish Cllr Sibley also reported that he had met with a representative from Entrust at the Bront to discuss removal of Himalayan balsam. The contractor had done an excellent job and Cllr Sibley requested a letter of thanks be sent. Parish Cllrs G. Sibley and R. Taylor to organise a visit to Brewood Park Farm to view the Himalayan balsam at the Bront.

Parish Cllr D. Evans had attended a Brewood Middle School service. A student had achieved 100% attendance for the four years they had attended the school.

#### 125. FINANCE REPORT:

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

1. Income and expenditure list as at 26<sup>th</sup> July including salary payments, **be approved**. Income £1,275.10 and net expenditure £8,768.12.
2. Request received for payment of £500 match funding for the Bucket Collection at Brewood Music Festival, written confirmation had been given: £1,202.08 was banked.  
**The Council resolved, unanimous in favour, that the grant of £500 be approved.**
3. Payment of the annual fees to Society of Local Council Clerks at a cost of £185 plus £50 Principle Membership of the Clerk, **be approved**.
4. Financial Summary - cashbook reconciliation for June, **be approved**. Copies circulated prior to the meeting.
5. Q1 Financial Budget Comparison report, **be approved**. Copies circulated prior to the meeting.

230\* **Recording of Parish Council Meetings.** Parish Cllr M. Sambrook had supplied prices of recording and storage devices for consideration, copies circulated prior to the meeting, together with the approved minutes of the meeting held on 8<sup>th</sup> March 2018.

**The Council resolved, by 10 to 1 abstention, that the Parish Council purchase an Olympus WS-852 MP3 voice recorder at a cost of £40.49 (ex VAT) and a Seagate 2TB external hard drive at a cost of £54.02 (ex VAT).**

#### 126. PLANNING REPORT:

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

Parish Cllr R. Dakin left the meeting while planning application 18/00536/FUL was discussed.

Parish Cllr M. Sambrook left the meeting while planning application 18/00574/FUL was discussed.

Notification of intent to carry out tree works at 36 Dean Street, Brewood. 18/00560/TREE Conservation area, remove a Cherry tree. Members requested that the Cherry tree be reduced in size, rather than removed. Planning application 18/00435/FUL had been withdrawn.

Planning application 18/00558/FUL, construction of 63 dwellings at Land off School Lane, Coven had been submitted. Clerk's Report referred.

**The Chairman moved the suspension of Standing Order 3.w to allow the meeting to continue beyond 9pm.**

127.        **CLERK'S REPORT:**

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

**The Chairman asked members of the public to leave the meeting due to the confidential nature of the business to be discussed, in accordance with Schedule 12A of the Local Govt Act 1972 and Standing Order 1.39.**

**District Cllr J. Bolton left the meeting.**

97.        **Development at Engleton Lane, Brewood.** A site meeting had been arranged. Confidential papers circulated prior to the meeting.

**ANY OTHER MATTERS OF REPORT:**

There being no further business, the meeting ended at 9.10pm.

Chairman .....

**REPORT OF THE CLERK FOR THE MEETING OF THE COUNCIL  
TO BE HELD 26<sup>th</sup> JULY 2018**

**MATTERS ARISING**

64. **Health and Safety Review of Grounds Maintenance.** The Working Party will meet on 14<sup>th</sup> August at 10am to review the risk assessment document. Unfortunately the original representative from Entrust will not be available but the Clerk has asked if it would be possible for someone else to attend in his absence. Working Party members to consider whether or not to postpone the meeting.

**PLANNING**

18/00558/FUL Construction of 63 dwellings at Land off School Lane, Coven. This will appear on the next agenda but for information, details are available on South Staffordshire Council's website.

**OTHER MATTERS OF REPORT**

Vandalism at Coven Playing Field. There has been a lot of vandalism at Coven playing field over recent evenings. Two of the picnic benches have been damaged, someone has attempted to start a fire and someone has been riding a motorbike on the grass. The incidents have been reported to 101. The PCSO is also aware and will try to arrange for the response car to patrol, as per the Police Report. Helen Marshall of South Staffordshire Council has agreed that a trail cam (CCTV) can be set up, but it will take a few weeks to organise this.

66. **Tackling Dog Fouling.** Lucy Macdonald to present to full council on 31 July at 1pm.

121. **Parish Guide.** Some of the original text was reprinted with an incorrect date. This has been manually changed and the guides are now ready for distribution.

**PLANNING APPLICATIONS TO BE CONSIDERED AT THE MEETING**

**TO BE HELD ON 26 JULY 2018**

<b>Application No</b>	<b>Proposal</b>	<b>Comments</b>
18/00536/FUL	Single storey rear extension and internal alterations to form a kitchen / dining room with bedroom and en-suite, plus new front entrance and porch. 3 Deansfield Close, Brewood.	No objection, providing there was no nuisance to neighbours.
18/00546/FUL	Retrospective single storey rear extension – orangery. Charles House, Ivetsey Bank Road, Bishop's Wood.	Objection. Over development of the original plot within the Green Belt. Intrusive to neighbour and blocks light. Roof guttering overhangs into neighbours property.
18/00574/FUL	Erection of a new dwelling house. 1 Whiteoaks Drive, Bishop's Wood.	Objection. Over development of the plot. The proposed development is not in keeping with the street scene. There are concerns about parking, access and egress (vehicles cannot turn within the curtilage) and flooding. Plans and some documentation submitted are incorrect or inaccurate. There was a national campaign to discourage development in back gardens.