

**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 13<sup>TH</sup> SEPTEMBER 2018 AT 7.00PM**

**PRESENT:**

Parish Cllrs M. Alden-Court, J. Carr, D. M. Holmes, J. Jeffries, K. Kearney, A. Pupino, M. Sambrook, G. Sibley, W. Sutton, R. Taylor, L. Tomkins, M. Webb MBE.

**IN ATTENDANCE:**

District Cllrs J. Bolton, B. Cox.

**APOLOGIES:**

Parish Cllrs J. Bradshaw (personal), R. Dakin (personal), D. Evans (personal).  
 County Cllr M. Sutton.

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

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.

Parish Cllr A. Pupino declared an interest in item 64.

**MINUTES:**

The Minutes of the Council meeting held on 9<sup>th</sup> August 2018 and the Minutes of the Finance Committee meeting held on 16<sup>th</sup> August 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.

144. **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.

A Best Kept Village Brewood Committee representative enquired about the bench on Sandy Lane, Brewood as the Parish Council had previously resolved to relocate the bench to the corner of Sandy Lane/Sparrows End Lane, Brewood. Members agreed that the matter be placed on the agenda for the next meeting of the Council. Parish Cllr R. Taylor reported that a metal bench currently in the churchyard might be available.

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Parish Cllr A. Pupino spoke regarding item 64. He asked Members to consider monitoring by the Parish Council and suggested spot checking sites every 3 – 6 months to ensure compliance with the risk assessment criteria. He also requested that the same restrictions be applied to strimmers as mowers.

145. **POLICE REPORT:**

A written report from the Police would be submitted for the meeting at the end of each month.

**MATTERS ARISING:**

312\*\* **Parking Deansfield Road/Close.** A site visit took place on 24<sup>th</sup> August with Mr Davies from SSHA. Mr Davies would discuss the matter with the Impact Manager, talk to the residents and report back to the Parish Council.

**Matter of report.**

318\* **Parish Council History/Research (Board for Previous Clerks).** Members were requested to receive the minutes of the working party meetings held on 23<sup>rd</sup> July and 5<sup>th</sup> September and approve the recommendations made, copies circulated prior to the meeting. Members were also requested to approve terms of the agreement (Compact), copies circulated prior to the meeting. Proposals of expenses to be paid, if any, would be brought before full Council for approval in due course.

**The Council resolved, unanimous in favour, that the minutes of the Working Party meetings held on 23<sup>rd</sup> July and 5<sup>th</sup> September be accepted and approved. It was further resolved, unanimous in favour that the agreement (Compact) be approved.**

**District Cllr B. Cox arrived for the meeting.**

46. **Appointment of Caretaker (football) at Coven Playing Field.** Members to ratify the appointment of the caretaker (football) at Coven playing field as recommended by the Staffing Committee on 2<sup>nd</sup> August 2018. **The Council resolved, unanimous in favour, that appointment of the Caretaker at Coven playing field be ratified.**

64. **Risk Assessment Review.** Members received the minutes of the Risk Assessment Working Party held on 14 August 2018, copies circulated prior to the meeting. It was noted that a response had not been received from the contractor.

**The Council resolved, unanimous in favour, that the matter be deferred until a response from the Contractor was received.**

79. **Allotments Inspection.** The Allotments Working Party to agree a date for the September allotment inspections at Coven and Coven Heath.

**The Council resolved, unanimous in favour, that Working Party Members arrange an allotments inspection on Monday 24<sup>th</sup> September at 9am.**

120. **Footpath 28 Rainbow Alley.** No response received from Mr Rochfort. Clerk's Report referred. Parish Cllr M. Alden-Court requested a copy of the e-mail.

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

130. **Brewood and District First Responders.** The First Responders representative responded advising that the ambulance service had put a two day training course in place which, in his opinion, was not good enough. He did not think that there was anything that could be done by the Parish Council and thanked the Parish Council for the offer of support.

**Matter of report.**

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135. **Community Lottery.** Members considered whether or not to sign up to South Staffs Community Lottery as a worthy cause.

**The Council resolved, unanimous in favour, that no further action be taken.**

376.8 **RADAR Lock.** The lock was fitted over the summer and also a handle to the exterior of the door. There was a baby change unit inside the cubicle which was now difficult to access for those without a key. The handyman had indicated that he was able to re-site the unit in the ladies toilet above the wash hand basins.

**The Council resolved, unanimous in favour, that the supplier be asked to provide a solution to the problem.**

### **MATTERS ONGOING:**

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

69\*\* **West Midlands Interchange.** The Planning Inspectorate had validated the application from Four Ashes Ltd to apply for an order granting Development Consent. The Stop the Gailey Freight Hub had asked for support in producing and delivering information to all residents in the Parish to enable them to voice their concerns. The Parish Council's representative had advised that the next step was to register as an interested party in order to object. Clerk's Report referred.

**The Council resolved, by 11 in favour and 1 abstention that the Parish Council register as an interested party and the Clerk circulate the registration link to all Members. It was further resolved, unanimous in favour that the matter of the leaflet be deferred until the next meeting of the Council when the leaflets would be available.**

118\* **Brewood Tennis Club Lease.** Response received from the solicitor regarding the contents of the lease.

**The Council resolved, by 11 in favour to 1 against that the matter be deferred until all Working Party members were in attendance. Clerk to circulate the response.**

230\* **Recording Meetings.** The recording device and storage drive had arrived.

**The Council resolved, unanimous in favour that a meeting of the Working Party be held on Friday 21<sup>st</sup> September at 9am to draw up a policy and protocols for recording meetings and an application form to be completed by anyone who wished to listen to the recording.**

299\* **Garden Villages in Tong.** The Communities Secretary Rt Hon James Brokenshire MP had announced a new garden communities programme which would have an impact on the parish. Copies of the press release circulated prior to the meeting.

**The Council resolved, unanimous in favour that the Clerk write a letter, signed by the Chairman, to the Chief Executives of Staffordshire County Council and South Staffordshire Council as the Parish was threatened by developments on all four sides, requesting that the matter be brought to the attention of their Council's and urging members not to support any garden towns or villages in this area, as without the Local Authority's support, garden towns and villages could not go ahead.**

73.3 **Wash Hand Basin Coven Changing Rooms.** The handyman had now boxed-in the basin to prevent it coming away from the wall.

**Matter of report.**

97. **Engleton Lane Development.** Letter received from Pegasus Group regarding options about access to the proposed site, copies circulated prior to the meeting.

A decision was required to:

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- Transfer a portion of land from Parish Council ownership to Lovell Homes (the developer) **or** the Parish Council to grant permission for permanent access for pedestrians and temporary access to the developer while construction work took place. The Parish Council would be required to enter into a s278 agreement Highways Act (1980) in order for the alterations to be made and a footpath, partly over Parish Council land, be created should the second option be preferred.
- Grant permission for clearance of vegetation at the entrance to the site to provide visibility splays.
- Agree that some s106 money be spent on improving the BPSA 'sports club' (changing rooms block).

Lovell Homes would cover any legal costs.

**The Council resolved, by 10 votes in favour and 2 abstentions (Cllr W. Sutton abstained from the discussion and vote) that the Clerk refer to South Staffordshire Council planning department for advice and defer the matter until advice had been received.**

270\*\*\* **Layby A449.** Work was due to commence 17 September 2018 but had been deferred due to road works in Wolverhampton.

**It was resolved that items 97 and 365\* be removed from Matters Ongoing.**

### **CORRESPONDENCE RECEIVED:**

146. The janitor/caretaker would be on annual leave on 22<sup>nd</sup> and 23<sup>rd</sup> September. Volunteers were required to open/close and clean Sandy Lane WCs and open and close Coven playing field gate.

**The Council resolved, unanimous in favour that Parish Cllrs A. Pupino and G. Sibley open and close Coven playing field and Parish Cllrs M. Sambrook or R. Taylor open/close and clean Sandy Lane WC.**

147. Email received from a Brewood resident regarding the 2018 parish guide, pointing out some issues which were raised informally at the meeting held on 26<sup>th</sup> July and requesting that the guide be looked at more carefully to ensure that the contents of the next edition were accurate and up to date.

**The Council resolved, unanimous in favour that Parish Cllrs M. Alden-Court and L. Tomkins regularly update the parish guide prior to the next edition.**

148. Oak Tree in Sandy Lane/The Pavement. Report circulated prior to the meeting.

**The Council resolved, unanimous in favour that the oak tree in Sandy Lane be left as it was.**

149. It was reported that the base of the fingerpost in Market Place, Brewood was rotten. The Handyman had repaired it with filler and would repaint it when practicable. This was a temporary repair.

**Matter of report.**

150. Email received from SPCA advising of a VAT training course to be held on Thursday 8<sup>th</sup> November from 7pm until 9pm at Stafford Place One, Tipping Street, Stafford. There was a meeting of the Parish Council at the same time.

**The Council resolved, unanimous in favour that interested Members advise the Clerk. No Members expressed an interest at the meeting.**

151. Email received from South Staffordshire Council advising of the Skills and Jobs Fair event which would take place on Wednesday 26<sup>th</sup> September from 10am until 2pm at the Council's offices in Codsall.

**The Council resolved, unanimous in favour that details be placed on the Parish Council noticeboards and Facebook page.**

152. Notice received from Staffordshire County Council's highways team of temporary road closure. Stafford Street, Brewood would be closed from 27<sup>th</sup> September until 1<sup>st</sup> October outside No. 30 for Severn Trent Water works.

**The Council resolved, unanimous in favour that details be placed on the Parish Council noticeboards and Facebook page.**

153. It was reported that the hedge to the playing field at Bishop's Wood was overgrown. Parish Cllr M. Sambrook reported that hedge had been cut back.

**Matter of report.**

154. **CORRESPONDENCE CIRCULATED:**

Bishop's Wood Bugle September edition  
 SPCA Bulletins 23<sup>rd</sup> and 30<sup>th</sup> August  
 Coven Heath Newsletter August  
 Brewood Civic Society Minutes 20<sup>th</sup> August  
 Wolverhampton Magazines August and September editions

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

Cllr B. Cox reported that South Staffordshire Council year-end accounts had been completed one month earlier than in any previous years. The External Auditor had given a glowing report of the accounts. £731,000.00 had been added to the reserves.

The annual canvass had commenced of 47,000 sent out 34,000 had been returned, 11,000 of which had been completed on-line.

The virtual energy storage system had become very successful and the District Council was selling electricity back to the National Grid.

SAD had been adopted and a direct result was a five year supply of housing land. South Staffordshire Council had refused a planning application for 200+ houses on Staffordshire/South Staffordshire border which had gone to appeal. Because of the adoption of SAD, the appeal was withdrawn.

Cllr W. Sutton reported that she was a member of the Corporate Parent Panel. She gave information on changes to the law. There was a plea for more foster carers.

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

The Chairman reported that on 14<sup>th</sup> August she had attended the Health and Safety Risk Assessment Working Party meeting, on 16<sup>th</sup> August she had attended the Finance Committee meeting and on 18<sup>th</sup> August she had attended Coven Heath's Community Association summer BBQ and £800 had been raised and donated to Birmingham Children's Hospital. On 24<sup>th</sup> August she attended a meeting regarding unauthorised parking, on 29<sup>th</sup> August she attended the Public Consultation for housing development on land at Engleton Lane, Brewood and on 7<sup>th</sup> September she attended the unveiling of the defibrillator plaque in Market Place, Brewood.

134. Community Council of Staffordshire. Clerk's Report referred.

Parish Cllr J. Jeffries had reported that on 4<sup>th</sup> September she attended a Brewood Christmas lights meeting. There was a misconception regarding what financial support the Parish Council offered towards the event. It was intended that a letter be written to the committee to explain the Parish Council's grant awarding policy.

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Parish Cllr R. Taylor reported that the clock on the Lion Hotel, Brewood was due to be repaired on Monday 17<sup>th</sup> September. The Parish Council congratulated the Civic Society for arranging the work.

157. **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 13<sup>th</sup> September, **be approved**. Income £209.38 and expenditure (net) £11,413.95.
2. Financial Summary Cashbook reconciliation for July, **be approved**. Copies circulated prior to the meeting.
3. Financial Summary Cashbook reconciliation for August, **be approved**. Copies circulated prior to the meeting.
4. Salary payments for August, **be ratified**.
5. Report from the external auditor and recommendations made, **be approved**. Copies of the report circulated prior to the meeting. Details had been posted on all Parish Council notice boards and on the website.
6. The gates to the toddler play area at Bishop's Wood playing field had been removed. Only one could be replaced as some of the hinges had been stolen and some of the posts were rotten. **It was resolved, unanimous in favour that quotes be obtained to replace the fencing.**
7. The use of the BKV budget following Brewood winning the competition **be ratified**. Clerk's Report referred. £60 in total for prizes to school children who entered the poster competition and the remainder, up to £150, towards the celebrations.
8. Donation of £150 to the Royal British Legion for poppy wreaths, **be approved**.
9. Members considered which shrubs to plant at the foot of the tree in Bishop's Wood playing field. Clerk's Report referred.  
**It was resolved, unanimous in favour that, wild dog roses, berberis, pyracantha and holly (or similar) be purchased. Clerk to write to the resident and advise of the Parish Council's resolutions regarding this item.**

267\*. **Height Restriction Barrier Coven.** Two quotes had been received for installation of a barrier which must be custom made due to the width of the entrance: £2,963 and £1,824 and a further quote had been requested. An application to PCC People Power Fund was made but unfortunately it was turned down. Funding would be from a Parish Council budget.

**It was resolved, unanimous in favour that, Members approved the funding in principle.**

291. **Safer Roads Funding/Speed Activated Devices.** Applications to be made for a grant towards the speed cameras (subject to costings being received from Staffordshire County Council) and to County Cllr M. Sutton from his Local Community Fund.

**Matter of report.**

103.3 **Replacement Windows at the Parish Council Office.** No quotes sought due to investigations elsewhere in the building. The Clerk was awaiting details from South Staffordshire Council of a structural engineer to give a professional opinion on cracks on internal walls and external brickwork.

**Matter of report.**

117. **Finance Committee Meeting.** Members received the Finance Committee minutes from the meeting held on 16<sup>th</sup> August 2018, copies circulated prior to the meeting.

**The Council resolved, unanimous in favour that the recommendations of the Finance Committee meeting held 16<sup>th</sup> August 2018 be approved.**

**Parish Cllrs D.M. Holmes and R. Taylor were nominated to authorise the on-line banking payments.**

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158. **PLANNING REPORT:**

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

Correspondence received from Ancer Spa Ltd regarding i54 Western Extension South, copies circulated prior to the meeting. Full plans could be viewed using application number 18/00637/FUL. The Clerk had requested that the Parish Council be included as consultees.

Members voted unanimous in favour to write to the planning department expressing distress at the lateness of notifications during August.

159. **PLAYING FIELD REPORTS:**

To receive the written Playing Fields Reports:

- Bishop's Wood playing field. Parish Cllr M. Sambrook reported that the footpath hedge had been cut and the grass needed to be cut. The basket ball hoop netting needed to be replaced.
- Brewood playing field and skateboard park. No report received from Parish Cllr D. Evans.
- Coven playing field and skateboard park. No report received from Parish Cllr R. Dakin.
- The Bront. Cllr Parish G. Sibley reported that there was no litter and no dog fouling, all paths were passable but the grass needed to be cut. Himalayan balsam had started to flower which required attention before the flowers turned to seed.

160. **CLERK'S REPORT:**

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

**ANY OTHER MATTERS OF REPORT:**

Items to be included on the next agenda for the meeting of the Parish Council:

St Dominic's School and Grain Ridge, Sandy Lane were not currently Listed Buildings.

1 Whiteoaks Drive, Bishop's Wood - untidy garden.

The Right to Buy pilot scheme.

Date to be arranged for Coven Traffic Management to discuss double yellow lines along Poplars Farm Way.

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 13 SEPTEMBER 2018**

**MATTERS ARISING**

120. **Footpath 28 (Rainbow Alley).** Email received from Parish Cllr G. Sibley advising that Mr P. Rochfort has approved the contents of the sign showing the public right of way. The matter will be placed on the agenda for the next meeting for consideration.

**MATTERS ONGOING**

69. **West Midlands Interchange.** Parish Cllr D. Evans, representing the Parish Council, attended a meeting in relation to the WMI planning application on 10<sup>th</sup> September. The action group has produced 20,000 leaflets and is requesting that the Parish Council arranges delivery to every household in the Parish. It will be necessary to register an interest individually and as a body in order to comment. There will be a 4 to 6 week period in which to register, the date of commencement will shortly be released. Both local MPs will be expressing their objections. Some Parish Council's will be organising Public Meetings where there will be assistance given to complete forms. The action group is being advised by someone with a high level of experience in this area. Parish Cllr Evans has recommended that the Parish Council organises a Public Meeting and asks this representative to speak.

**CHAIRMAN'S AND OTHER COUNCILLORS' REPORTS**

134. **Community Council of Staffordshire.** To receive the written report received from Parish Cllr D. Evans. Copy tabled.

**FINANCE**

157.9 **Tree at Bishop's Wood Playing Field.** Further correspondence received from the resident regarding options to prevent tree climbing which has been acknowledged. Members to consider replying advising of the resolutions made by the Parish Council to date.

The BKV prize money of £200 from last year was deposited in the Parish Council's bank account. The Committee has requested that £94 be released for expenses. Although the Parish Council does not have to authorise payment, for audit purposes, the payment needs to be recorded as the transaction will appear in the accounts.

**PLANNING**

251\*\*\* **South Staffordshire Local Plan Update.** Report from South Staffordshire Council's planning team tabled. FAQ sheet also received. Details to be placed on Parish Council's Website.

**OTHER MATTERS OF REPORT**

**Traffic Management.** Reply received from St Dominic's Grammar School agreeing to a meeting between the head teacher and the PCSO. PCSO Gaz Lloyd to arrange a suitable date.

**Bee Nesting Site.** The Parish Council garden has been selected by a group of ivy bees to make their nest. Ivy bees were first seen in Dorset in 2001 and have been slowly spreading north. They are not dangerous, only the females can sting but they rarely do and they do not make honey. Photographs have been uploaded to the facebook site. (The information is courtesy of Ed Phillips).

**BKV Celebrations.** Reminder that these will take place on 14<sup>th</sup> September commencing at 5pm.

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING**  
**HELD ON 13 SEPTEMBER 2018**

| <b>Application No</b> | <b>Proposal</b>   | <b>Comments</b>   |
|-----------------------|---|---|
| 18/00620/FUL          | The area of land is currently a bungalow and garden at the top of the existing mobile park. We are proposing to change the use of the dwelling and unused land by knocking the dwelling down and extending the mobile park to gain a further 8 units at Darelyn Mobile Homes Park, Poplars Farm Way, Coven. | No objection but the access and splay onto Poplars Farm Way / bypass is poor size and dangerous into and out of the existing site entrance.   |
| 18/00622/FUL          | Storage building / amenity building at The Bungalow, Rock Bank, Brewood Road, Coven.  | Objection. There is already a brick amenity block. Mobile homes have integral sanitation. It could set a precedent for other mobile home parks without an amenity block.                              |
| 18/00649/FUL          | Alterations to existing buildings to provide 3no. dwellings with associated parking and amenity areas at Upper Hattons Farm, Pendeford Hall Lane, Coven.  | Objection. There is a concern that all the commercial dwellings on this site may eventually be converted to residential dwellings. No special reason given for further development in the Green Belt. |
| 18/00669/FUL          | Proposed toilet/shower block to serve up to 5no camping/caravanning zone at Oak Tree View, Paradise Lane, Slade Heath.  | Objection. No special reasons given for development in the Green Belt.  |
| 18/00583/FUL          | Construction of a shed and storage containers for agricultural equipment at The Cottage Mount Pleasant, Brewood Road, Coven.  | No objection.   |
| 18/00633/LBC          | Proposal of French doors at 44 Dean Street, Brewood.  | No objection.   |
| 18/00653/FUL          | Two storey side extension at 59 Brewood Road, Coven.  | No objection.   |
| 18/00687/FUL          | Single storey rear extension to infill recess at 31 Deacons Field, Brewood.   | No objection.   |
| 18/00702/FUL          | Single storey rear extension and two storey side extension to form new master bedroom, kitchen, dining room and utility wetroom space at Gunstone House, Whitehouse Lane, Gunstone.   | No objection.   |
| 18/00713/LUP          | The prior notification 18/00334/AGRRES met the requirements of the Permitted Development Rights on the submission date and has deemed approval.   | No comment.   |
| 18/00722/FUL          | Demolition of an existing garage. Construction of a single storey extension to the existing property to enlarge the existing kitchen and create a dining room at 3 Broadacres, Coven.   | No objection.   |