

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 27TH SEPTEMBER 2018 AT 7.00PM

PRESENT:

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

APOLOGIES:

Parish Cllr M. Alden-Court (illness).
 District Cllr J. Bolton. 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 13th September 2018 were approved as being an accurate record and duly signed with the exception of item 69** and item 155. Item 69** should have read the Planning Inspectorate had validated the application from Four Ashes Ltd to apply for an order granting Development Consent. Item 155 should have read foster carers.

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.

161. **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 Coven Heath resident requested a road closure (10:45am – 11:15am) on Remembrance Sunday while the service was taking place outside of Coven Memorial Hall as traffic noise detracted from the occasion. It was reported that Police would not attend a road closure and volunteers would have to man the closed roads. Parish Cllr J. Carr would speak to the organisers and report back.

A Coven resident who had previously met with the Parish Council regarding Brewood traffic management asked why minutes of the meeting had not been published. Parish Cllr M. Sambrook explained that as the meeting was not a public meeting and was held prior to the Parish Council meeting it would not have been minuted.

Representatives of Stop the Gailey Freight Hub asked the Parish Council for support in delivering information to all residents in the Parish, which included a leaflet, letter from Rt. Hon. Gavin Williamson CBE MP/Jeremy Lefroy MP and guidance outlining the process for objecting to the West Midlands Interchange. Objections had to be sent directly to the Planning Inspectorate before 29th October 2018 on the official form.

162. **POLICE REPORT:**

Police Report tabled at the meeting.

MATTERS ARISING:

318* **Parish Council History/Research (Board for Previous Clerks).** The Working Party had met with both students and provided a copy of the compact. Proposals of expenses to be paid, if any, would be brought before full Council for approval in due course.

Matter of report.

64. **Risk Assessment Review.** Suggestions made at the meeting held 14th September had been put to Chartwell's, copies of response circulated prior to the meeting.

Matter of report.

79. **Allotments Inspection.** The Allotments Working Party inspection took place on 24th September at Coven and Coven Heath allotments. Clerk's Report referred.

The Council resolved, unanimous in favour that a meeting of the Allotments Working Party be arranged for 8th October at 9:30am.

120. **Footpath 28 Rainbow Alley.** Notice approved by Mr Rochfort. Copies circulated prior to the meeting. Members considered whether or not to approve notices being erected on the footpath.

The Council resolved, by 13 votes in favour and 1 abstention (Parish Cllr W. Sutton) approved the notice to be erected on footpath 28, Coven.

MATTERS ONGOING:

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

270*** **Layby A449.** To be turned into a bus stop. Parish Cllr L. Tomkins reported that work was due to commence 5th November 2018.

230* **Recording of Parish Council Meetings.** Meeting arranged 12th October. To be placed on the agenda following recommendations.

250* **BPSA Lease.** Lease forwarded to solicitor. Awaiting update from the solicitor, Clerk to chase.

118* **Brewood Tennis Club Lease.** Meeting held 19 June. Response from solicitor. Clerk had circulated queries.

The Council resolved, unanimous in favour that a meeting be arranged for 9th October at 9am with the Tennis Club Working Party Members and a representative from Brewood Tennis Club.

69** **West Midlands Interchange.** Details of how to register interest had been posted on the Parish Council website and Facebook page. The Clerk had registered the Parish Council's interest and submitted the original representations, copies circulated prior to the meeting.

The representative referred to at the previous meeting was representing the CPRE in connection with WMI. It was anticipated that MPs would call any Public Meetings if required. Copies of leaflets circulated prior to the meeting. Clerk's Report referred.

The Council resolved, unanimous in favour that the content of the leaflet be approved. It was further resolved, unanimous in favour that the Parish Council arrange delivery of the leaflets, letter from Rt. Hon. Gavin Williamson CBE MP/Jeremy Lefroy MP and guidance outlining the process for objecting to all homes in the Parish.

It was resolved that item 94 be removed from Matters Ongoing.

CORRESPONDENCE RECEIVED:

163. Members considered formally requesting double yellow lines on the north side of Poplars Farm Way at the entrance to Darelyn Park.

The Council resolved, unanimous in favour that the Clerk formally request double yellow lines to the north of Poplars Farm Way, Coven from East Beeches to the spot island.

164. Request received from the BKV committee to move the bench from the amenity area in Sandy Lane and locate on the corner of Sandy Lane and Sparrows End Lane/The Pavement. The handyman had inspected. The bench was held in place by four concrete posts which had been sunk into the ground and the legs had been block paved up to. It would therefore not be possible for him to get the bench out without cutting off the metal legs at ground level.

The Council resolved, unanimous in favour that Parish Cllr R. Taylor investigate how to remove the bench from the concrete.

165. Correspondence received regarding the vandalism of two picnic benches at Coven playing field. The handyman had removed the seats and the tables appear stable. Members considered whether to leave them in situ, remove them completely or replace them.

The Council resolved, unanimous in favour that the Clerk obtain quotes for vandal proof benches.

166. Request received from an allotment holder who kept chickens at the allotments in Coven Heath. He had asked for a key to the main gate in order to ensure that the chickens were safe once the gate was locked for the evening. Clerk's Report referred.

The Council resolved, unanimous in favour that no duplicate keys be issues.

167. Email received from the secretary of Brewood Parish Sports Association (BPSA) advising that they would shortly be submitting a planning application to upgrade the changing rooms in Engleton Lane, Brewood.

Matter of report.

168. Right to Buy Pilot Scheme. Due to the number of items on the agenda Parish Cllr J. Jeffries advised this would be deferred to the next meeting of the Council.

169. Email received from Staffordshire Pension Fund regarding the Employer Pension Discretions Policy Statement for Employees. The policy was adopted by the Parish Council in March 2017 based in South Staffordshire Council's document. The Pension Fund had circulated a template for those Parish Councils who did not have a policy.

Matter of report.

170. Email received from Brewood Scouts enquiring about a work experience placement with the handyman for a 12 year old scout for one hour sessions for approximately 13 sessions. Clerk's Report referred.

This item was withdrawn.

171. Email received from South Staffordshire Council requesting details of upcoming events where officers could gain the views of the local community on matters of concern.

The Council resolved, unanimous in favour that Members advise the Clerk of any forthcoming community events.

172. Email received from South Staffordshire Council enclosing the plain English guide to s106 for parish councils. Copies available from the Clerk.

Matter of report.

173. **CORRESPONDENCE CIRCULATED:**

SPCA bulletin 20th September

Report of the Extra Ordinary General Meeting of the Community Council of Staffordshire.

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

Cllr W. Sutton reported that West Midlands Interchange application from Four Ashes Ltd had been accepted for examination by the Planning Inspectorate and a copy of the application and accompanying documents were available at Brewood Library. Brewood Library was holding a coffee morning in aid of MacMillian Cancer Support on 28 September between 10:30am – 12pm and everyone was welcome.

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

The Chairman reported that on 14th September she attended Brewood BKV celebrations and on 17th September met with the Parish Council research Working Party and students who were taking part in the project. On 21st September she attended the Recording of Meetings meeting and on 24th September visited Coven and Coven Heath allotments for the quarterly inspection. On 26th September she attended the South Staffordshire Council Skills and Jobs Fair, which was a very successful event.

176. **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 27th September, including salary payments, **be approved**. Income £468.61 and expenditure (net) £9,938.03.
2. The Parish Council's annual membership of the Open Spaces Society £45, **be approved**.
3. Members considered the three quotes received to provide and install a height barrier at Coven Playing Field and considered whether expenditure should come from the community benefit fund or donations account. Copies circulated prior to the meeting.
The Council resolved, unanimous in favour that the quote of £1,824.45 be approved. It was further resolved, unanimous in favour that the community benefit fund be used to purchase the height barrier.
4. Members had received a request from Brewood BKV committee to make a donation towards paint for the BT kiosk in High Green, Brewood. Parish Cllr R. Taylor reported that BT would pay for the paint and its delivery.

5. Members considered moving the 'no fires' sign from the pedestrian gate to the main gate at Coven playing field.
The Council resolved, unanimous in favour to purchase an additional 'no fires' sign.
6. Members considered the quote of £450 to cut back the shrubs on The Bront to the rear of 2 properties in Riverside Way, Coven. The handyman had attempted to cut back the overgrowth but did not have the appropriate tools. Friends of The Bront had been contacted for assistance. Parish Cllr J. Carr reported that Friends of The Bront had arranged to meeting at The Bront on 1st October.

291* **Safer Roads Funding.** Clerk's Report referred.

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

177. **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.

Letter to Planning regarding deadline for responses.

The Council resolved, unanimous in favour that the request to send a letter to Planning, be withdrawn.

Email received from a Bishop's Wood resident requesting that the Parish Council supported the complaint to South Staffordshire Council concerning weeds in the rear garden of 1 Whiteoaks Drive, Bishop's Wood which were visible from the road; there was no boundary fence and the resident was concerned about animal faeces.

The Council resolved, unanimous in favour to support the complainant by contacting the Local Planning Authority and enquire about a previous tidy-up order.

Adding Listed Buildings. Clerk's Report referred. Members requested that the Clerk write to the Conservation Officer regarding Grain Ridge, Brewood and St Dominic's School as it was felt that they should be Listed Buildings.

Parish Cllr R. Taylor left the meeting.

178. **CLERK'S REPORT:**

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

Three noticeboards along the canal had become dilapidated and would be replaced. Cllr W. Sutton had agreed to update the content of the noticeboards. It was agreed that the matter be placed on Matters Ongoing.

ANY OTHER MATTERS OF REPORT:

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

Coven 1st Scouts had requested to use Coven playing field for a 'carnival' summer fete, summer 2019.

Link road route M54 M6/M6 Toll (Featherstone) options.

There being no further business, the meeting ended at 8:55pm.

Chairman

27 September 2018

**REPORT OF THE CLERK FOR THE MEETING OF THE COUNCIL
TO BE HELD 27 SEPTEMBER 2018**

MATTERS ARISING

79. **Allotment Inspection.** Copy of report tabled. It was recommended that a meeting of the Allotment Working Party be arranged.

Members' views.

CORRESPONDENCE RECEIVED

166. **Key for Main Gate at Coven Heath Allotments.** Concerns have been raised about security at site as there would be no control over additional keys being cut. The gate is closed at dusk each day by the caretaker therefore anyone accessing the site would have to do so in the dark which would also give reasons for concern with regard to health and safety.

170. **Work Placement.** This item has been withdrawn.

MATTERS ONGOING

69* **West Midlands Interchange.** Parish Cllr J. Jeffries has produced a leaflet outlining the process for objecting to the West Midlands Interchange. Members are requested to consider delivering these to every household in the Parish as an alternative to the posters. The action group has advised that they have banners available at a cost of £25 each via their new website snuubthehub.org, they also have other items such as car stickers.

118* **Tennis Club Lease.** Date required to meet to discuss the questions from the Solicitor.

97. **Land at Engleton Lane.** Acknowledgement received from S. Frith from Planning.

FINANCE

291* **Safer Roads Funding.** There was a demonstration of the SID on 25th September. It was agreed that it was unnecessary to have data logging and therefore the rep agreed to give a discount on the product instead. Due to the weight, they also recommended a solar panel for each post. This has taken the quote over £5,000 which is the maximum amount of grant. As the deadline for that application is 30th September there is insufficient time to gain approval, the bid has been submitted for 1 device, 1 solar panel, 4 brackets and the associated starter pack. A decision can be made at the next meeting as to whether or not the Parish Council would fund the additional 4 solar panels at a total cost of £2,090.

PLANNING

Adding Listed Buildings. (Grain Ridge, Sandy Lane and St Dominic's Grammar School, Bargate Street, Brewood). The Clerk is investigating how to get these two buildings listed. Parish Cllr R. Taylor may wish to report further.

OTHER MATTERS OF REPORT

The Parish Summit will be held tomorrow (28th September), permission is requested to close the office for the morning in order for the Clerk to attend. The car scheme co-ordinator and Assistant Clerk will both be on annual leave.

27 September 2018

Three noticeboards along the canal have become dilapidated and will be replaced. However, there is no longer an officer responsible for tourism. The BKV team has asked if the Parish Council would take over responsibility for the upkeep of the new notice boards, including keeping the notices up to date.

PLANNING APPLICATIONS CONSIDERED AT THE MEETING**HELD ON 27 SEPTEMBER 2018**

Application No	Proposal	Comments
18/00168/FUL	Construction of new industrial units and associated parking and servicing areas at Four Ashes Enterprise Centre, Latherford Close, Four Ashes.	Objection. Extending site beyond boundary, further into the woodland. It is setting a dangerous precedent.
18/00233/LUE	(Amended plans)The land is used for the storage of building and other materials and horticultural waste in connection with the day to day use of the adjoining land known as The Star Mobile Home Park. The use is not a separate storage use, but is ancillary to the use of the adjoining caravan park at Star Mobile Home Park, Lawn Lane, Coven.	Objection. Not appropriate for storage except if used for storage of equipment directly relating to the caravan park. If approved, the Council would like to add a condition preventing fires on the site.
18/00757/FUL	Proposed 2 bed former bungalow on land adjacent to no 2 Poplars Farm Way at 2 Poplars Farm Way, Coven.	Objection. Over development.