

**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> DECEMBER 2018 AT 7.00PM**

**PRESENT**

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

**IN ATTENDANCE**

District Cllr J. Bolton.

**APOLOGIES:**

Parish Cllrs M. Alden-Court (illness), D. Evans (meeting, other) K. Kearney (personal).

County Cllr M. Sutton.

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

Parish Cllr M. Sambrook declared a personal interest in planning appeal 1 Whiteoaks Drive, Bishop's Wood.

**MINUTES:**

The Minutes of the Finance Committee meeting held 26<sup>th</sup> November and the Minutes of the Council meeting held on 29<sup>th</sup> November 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.

244. **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 representative of Coven Heath Community Association thanked the Parish Council for the splendid Christmas tree at Coven Heath.

245. **POLICE REPORT:**

There was no Police report scheduled for the meeting. The PCSO had visited the Parish Council offices, nothing was reported. However, Members were aware of a number of residential burglaries that had been reported in social media.

13<sup>th</sup> December 2018

**MATTERS ARISING:**

97. **Development at Engleton Lane.** Members considered the confidential report tabled at the meeting and approved the recommendations therein.

**It was resolved that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, by reason of the confidential nature of the business, this matter was taken at the end, when the public and press were excluded from the meeting.**

214. **Business Plan.** Members considered the Business Plan for the forthcoming year as agreed at the meeting held 26<sup>th</sup> November 2018, copy circulated prior to the meeting. The Action Plan would be available in the New Year.

**It was resolved unanimous in favour that the Business Plan be approved.**

**MATTERS ONGOING:**

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

291\* **Safer Roads Partnership Funding.** An award of £3,553 has been made towards a mobile speed indicator device. Awaiting confirmation of sites etc from Staffordshire County Council Highways and Community Speed Watch.

**Matter of report.**

230. **Police Accountability Meeting.** Clerk to advise that restricting to two representatives was not acceptable. Parish Cllrs R. Dakin, J. Jeffries and L. Tomkins to definitely attend and Parish Cllrs J. Bradshaw, G. Sibley and R. Taylor to attend subject to availability.

**It was resolved that item 291\* be removed from Matters Ongoing.**

**CORRESPONDENCE RECEIVED:**

246. Members considered the recommendations of the Finance Committee meeting held on 26<sup>th</sup> November. **It was resolved unanimous in favour that the recommendations of the Finance Committee meeting held on 26<sup>th</sup> November be approved.**

247. Members considered the recommendations of the Staffing Committee following interviews held 11<sup>th</sup> December.

**It was resolved unanimous in favour that the recommendations of the Staffing Committee be approved.**

248. To arrange an inspection of the allotment sites by the Allotments Working Party during January 2019. **It was resolved unanimous in favour that an allotment inspection be carried out on Mon 14<sup>th</sup> January at 9.30am starting at Coven Heath.**

249. Email received from South Staffordshire Council advising of an application to extend current times of operation and to include licensable activities not covered by the present licence. The extension of hours for the sale of alcohol and all other licensable activities at Somerford Hall. Objections to be made by 24<sup>th</sup> December and must be in line with the four licensing objectives: crime and disorder, public nuisance, public safety and prevention of children from harm.

**It was resolved 11 in favour, 1 abstention that the Clerk request that the Committee place a time limit to restrict fireworks as the Parish Council considered this to be a public nuisance.**

250. Members considered the closure of the office over the Christmas period. The last working day would be Friday 21<sup>st</sup> December, to re-open on 2<sup>nd</sup> January. The Clerk would be available if there was an emergency during the break.

**It was resolved 11 in favour, 1 abstention that the Parish Council office be closed from 24<sup>st</sup> December until 1<sup>st</sup> January (inclusive).**

251. Email received from the head coach at Wolverhampton Wheelers Cycling Club. The club proposed to put on a cycle race starting and finishing in Market Place, Brewood, linked to Brewood Cycle Challenge making a weekend of cycling. Previous events elsewhere had brought in half a million pounds to local businesses.

**It was resolved unanimous in favour that the event be given the full support of the Parish Council.**

252. Members considered including acknowledgement of grants given to organisations by District and County Councillors in the Parish Council newsletter.

**It was resolved unanimous in favour that grants awarded by District and County Councillors be published annually in the spring edition of the Parish Council's newsletter.**

253. **CORRESPONDENCE CIRCULATED:**

Wolverhampton Magazine  
Staffordshire Wildlife Trust winter edition  
Village News December

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

Parish Cllr D. M. Holmes reported the following on behalf of the District Council: officers from South Staffordshire Council met with senior officers from Shropshire County Council to gain an understanding of the Tong Garden Development proposal. It was made clear that Shropshire County Council had not made a decision on whether they would support such a development. Lazy Days Café had been awarded a 5 rating following a food inspection last week. Members were reminded about the Locality 2 meeting in the Parish Council Chamber on 16<sup>th</sup> January from 5.00pm until 6.30pm. The unauthorised sign in Church Road, Brewood had finally been removed.

Parish Cllr W. Sutton reported that Brewood Library had been given a Community Impact Award for maintaining the service with volunteers, the trophy was displayed at the Library. Over 120 new members had been attracted. The Library would be open over Christmas. The Parish Council commended all the volunteers.

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

Parish Cllr D.M. Holmes gave the following Chairman's report: She had arrived at 6.30pm on 28<sup>th</sup> November for the Bishop's Wood Christmas lights switch on which did not take place until 7.45pm as this was too late, she unfortunately missed the event. She attended the Coven Christmas lights event on 1<sup>st</sup> December and made the welcome speech. On 6<sup>th</sup> December she attended the full Parish Council meeting to discuss the proposed development at Engleton Lane, Brewood and on Tuesday 11<sup>th</sup> December she had attended the interviews for the vacancy of caretaker at Coven playing field. A local man had been appointed and was keen to start in the New Year. On 4<sup>th</sup> December, she had met the internal auditor who highly commended the Parish Council on its standard of internal practices.

Parish Cllr R. Taylor reported the he had attended the Standards Committee meeting at South Staffordshire Council. He praised Brewood and Coven Parish Council for its high standards and conduct, having never had any complaints made against it.

## 256. FINANCE REPORT:

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

1. The income and expenditure list as at 13<sup>th</sup> December, **be approved.**
2. The Financial Summary – Cash Book Reconciliations for November and the Direct Debit/Standing Orders arising from the November bank reconciliation, **be approved.**
3. The staff Christmas bonus £30 for non-tax payers and £35 for tax payers. The Parish Council had the power to pay staff bonuses under Section 112 of the Local Government Act 1972, **be approved.**
4. The salary payments, there being no second meeting of the Council in December, **be approved.**
5. Members considered whether or not to apply an increase in rental charges in line with the October Consumer Price Index (CPI) of 2.2% for the financial year 2019-2020.  
**It was resolved unanimous in favour that an increase of 2.2% be applied to all rental charges for 2019-2020.**

243.1 **Commissioning the Gully Emptying Machine.** County Cllr M. Sutton had indicated that he would grant £400 towards hiring the gully emptying machine for one day if the Parish Council was prepared to match fund this amount. This would cover the emptying of approximately 25 gullies in the Parish. A provisional application was submitted. It was noted that Bishop's Wood and Coven Heath and possibly Coven had already been done.  
**It was resolved unanimous in favour that the Parish Council would provide match funding to support one additional day for the machine. A survey to be carried out to identify and prioritise the most important sites.**

**Litter Picking Champions/BKV.** Clerk's Report referred. It was agreed that the grant (if awarded) be paid into the Parish Council's bank account as requested by the BKV organisers.

## 257. PLANNING REPORT:

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

**Parish Cllr M. Sambrook left the meeting.**

**1 Whiteoaks Drive, Bishop's Wood.** Clerk's Report referred.

**It was resolved 10 in favour, 1 abstention that the information circulated prior to the meeting be forwarded to the Planning Inspectorate.**

**Parish Cllr M. Sambrook re-joined the meeting.**

**Land at Cat and Kittens Lane.** Clerk's Report referred. It was agreed that the Clerk advise that the Parish Council would prefer some of the land be earmarked for housing rather than solely for industrial use.

**Parish Cllr W. Sutton did not speak or vote on any matters relating to planning.**

## 258. PLAYING FIELD REPORTS:

The Parish Council received the written Playing Fields Reports:

- Bishop’s Wood playing field from Parish Cllr Mrs M. Sambrook. The cable ties on the swings required replacing and there were molehills in the grass. The gates on the toddler area had been replaced and were splendid.
- Brewood playing field and skateboard park from Parish Cllr Mr D. Evans (read by Parish Cllr R. Dakin). All equipment was in good condition. Tennis court nets would soon need to be replaced. The handyman was thanked for cutting back the vegetation along Engleton Lane.
- Coven playing field and skateboard park from Parish Cllr Mr R. Dakin. All equipment was in good condition, there were molehills in the grass and mud on the walls of changing rooms (from football boots). The ‘home teams’ to be advised.
- The Bront from Parish Cllr Mr G. Sibley. No problems were reported.

259. **CLERK’S REPORT:**

The Parish Council received the written report of the Clerk and noted its content.

229. **Withdrawal of School Crossing Patrol Funding.** The Chairman reported that County Cllr M. Sutton had advised that the cost of funding two school crossing patrols would be £7,916 per annum. Consultation closed on 31 December. Members agreed that the Staffordshire County Council should continue to fund the patrols and agreed to make individual representations.

**It was resolved 11 in favour 1 abstention that the Clerk advised Staffordshire County Council that the Parish Council deplored the unilateral decision to withdraw funding. It was the responsibility of the County Council to safeguard children and this decision was putting them at risk.**

**ANY OTHER MATTERS OF REPORT:**

None received.

There being no further business, the meeting ended at 8.35pm.

Chairman .....

**REPORT OF THE CLERK FOR THE MEETING OF THE COUNCIL  
TO BE HELD 13<sup>th</sup> DECEMBER 2018**

**MATTERS ARISING**

242. **Planning 1 Whiteoaks Drive.** Information for the Planning Inspectorate has been circulated for consideration. If approved this will be forwarded before the deadline of 18<sup>th</sup> December.

**CORRESPONDENCE RECEIVED**

229. **School Crossing Patrols.** Email from County Cllr M. Sutton including a link to consultation on the matter: A final decision will be made in the County Council's Budget in Feb 2019 and comments are required by 31<sup>st</sup> December. County Cllr M. Sutton has offered to speak to this item.

247. **Staffing Committee.** Interviews were held on Tuesday 11<sup>th</sup> December. One applicant was successful and has accepted the Parish Council's verbal offer, subject to satisfactory references being received. It is hoped that he can start week commencing 7<sup>th</sup> January 2019.

**FINANCE**

Two Parish Councillors are required to authorise online payments.

241.4 **Precept.** The first version of the budget has been drafted, report of the essential findings tabled. If all the grants applications and additional spending is approved, this will increase the demand by £40,000 next year. The Parish Council is requested to seriously consider where any possible reductions can be made; for instance, approving less grant than requested for each individual group or supporting fewer school crossing patrols. Copies of all the grant applications will be available from the Clerk, prior to the meeting scheduled for 10<sup>th</sup> January 2019.

243.1 **Commissioning the Gully Emptying Machine.** The Parish is expected to have the machine between 5<sup>th</sup> and 26<sup>th</sup> August 2019. Clarification is required as to whether the one day funded by this Council in conjunction with County Cllr M. Sutton would be additional to the days quoted above.

**Litter Picking Champions.** The co-ordinator has applied for a grant from Staffordshire County Council and if successful has asked for permission for the money to be paid into the Parish Council's bank account as the group does not have one.

**Members' views.**

**PLANNING**

**18/00885/FUL Land at Cat and Kittens Lane.** Circulated prior to the meeting, comments are due by 1<sup>st</sup> January 2019.

**OTHER MATTERS OF REPORT**

**Cover for Sandy Lane WC and Coven Playing Field.** The Caretaker will now be taking Christmas Day and Boxing Day Bank Holiday entitlement. A decision is required as to whether the facilities will be closed over the two days or opened on either day, if volunteers are available,

**Elections.** There will be two sessions for prospective councillor held on 8<sup>th</sup> January from 1pm until 4pm and 5pm until 8pm at South Staffordshire Council offices for people curious about becoming a councillor. Details posted on the Facebook page and will shortly be on Parish Council notice boards.

**PLANNING APPLICATIONS TO BE CONSIDERED AT THE MEETING****HELD ON 13th DECEMBER 2018**

<b>Application No</b>	<b>Proposal</b>	<b>Comments</b>
18/00961/FUL	Proposed rear dormer window extension at Kingsacre, 3 Old Weston Road, Bishop's Wood.	No objection.
18/00965/FUL	Two storey side extension and new build garage following demolition of existing garage at 8 Brewood Park Cottages, Brewood Road, Coven.	No objection.
18/00974/FUL	Single side extension and outbuilding at Willows, Paradise Lane, Slade Heath.	No objection.
18/01013/FUL	Garage extension to the side of the property 9 The Paddock, Coven	Reserve the right to object as plans not available online. Comments by 3 <sup>rd</sup> January.