

**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 28<sup>TH</sup> MARCH 2019 AT 7.00PM**

The Chairman announced that some items on the agenda would be brought forward: The Police Report as the PCSO was required to attend a Police on-line chat and item 235 Brewood Bowling Club, the Secretary had requested that this be taken at the beginning of the meeting.

This meeting was recorded by the Parish Council.

No members of the public declared that they were recording the meeting.

**PRESENT:**

Parish Cllrs M. Alden-Court, J. Carr, R. Dakin (Chairman for the meeting), D. Evans, D. M. Holmes, J. Jeffries, K. Kearney, A. Pupino, M. Sambrook, G. Sibley, R. Taylor, L. Tomkins, M. Webb MBE.

**IN ATTENDANCE**

County Cllr M. Sutton.

**APOLOGIES:**

Parish Cllrs J. Bradshaw (personal), W. Sutton (prior meeting).  
 District Cllrs J. Bolton, B. Cox.

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

There were no declarations of interest or requests for dispensation as required under the Code of Conduct and determined by the Localism Act 2011.

**MINUTES:**

The Minutes of the Council meeting held on 14<sup>th</sup> March 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.

331. **POLICE REPORT:**

PCSO Price reported that Police Surgeries would be held at The Allotment, Coven on 30<sup>th</sup> March, 29<sup>th</sup> April, 20<sup>th</sup> May and 17<sup>th</sup> June 10:30am – 11:30am. There had been no increase in drug incidents but an increase in burglary dwellings with two properties being targeted. The alleged offenders of a crime that took place at

28<sup>th</sup> March 2019

Paradise Lane, Slade Heath had been found. Patrols of hot-spot areas were taking place to target youth related anti social behaviour and drugs.

Neighbourhood policing teams had re-located to Codsall. Police cells would remain at Watling Street, Gailey.

330. **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.

The secretary of Brewood Bowling Club advised that she would take any questions in relation to item 235 on the agenda. Brewood Bowling Club were asking for the lease to be novated, for the substitution of a new party for a previous part in the lease. (See item 235 below).

**The Council resolved, unanimous in favour, that the Parish Council agreed in principal for Brewood Bowling Club to become a Company Limited by Guarantee.**

A representative from Brewood Best Kept Village Committee spoke regarding agenda item 334. A 3" x 3" carving of an oak tree had been produced from wood to be erected on a 6ft post and installed at an amenity area in Brewood. Photograph circulated at the meeting.

A resident from Brewood spoke regarding the recently changed site access route relating to planning application 18/00991/FUL, construction of 73 dwellings at land at Engleton Lane, Brewood. The original planning application included a temporary tarmac road from Four Ashes Road to Engleton Lane but had been amended for construction traffic to use Ivy House Lane / Engleton Lane. The Parish Council advised the resident to register his concerns with South Staffordshire Council Planning before 3<sup>rd</sup> April 2019 and confirmed that the Parish Council had recently written to the Divisional Highway Manager, Gailey Highway Office to obtain a blanket ban on any construction traffic entering Brewood village when the development commenced. County Cllr M. Sutton agreed he would liaise with Highways.

Parish Cllr D. Evans declared an interest in planning application 18/00991/FUL and spoke against the development.

**Parish Cllr D. Evans left the meeting.**

**MATTERS ARISING:**

246. **Jacob's Ladder.** Members agreed to inspect the site and report back to full Council. Clerk to obtain quotes to repair the handrail.

**The Council resolved, unanimous in favour, that the Clerk write to the resident and request that the Parish Council adopt the piece of land.**

250. **BPSA Approval of Lease.** The final changes to the lease had been made. New constitution not received.

**The Council resolved, unanimous in favour, that the lease would not be signed by the Parish Council until a copy of the new constitution was received.**

318. **Investment Strategy.** Members to arrange a meeting of the Finance Committee to discuss the Parish Council's investments.

**The Council resolved, unanimous in favour, that a meeting of the Finance Committee be arranged for Friday 5<sup>th</sup> April 2019 at 9:30am.**

69\* **West Midlands Interchange.** Draft of feedback comments from the meeting held on 26<sup>th</sup> March were tabled at the meeting. Clerk's Report referred. The Parish Council thanked the Clerk for producing an excellent report.

**The Council resolved, unanimous in favour, that the report be approved subject to clarification on co2 emissions.**

217. **Footpaths at Coven Playing Field.** This matter would be put back on the agenda for the next meeting of the Parish Council. Clerk's Report referred.

**Matter of report.**

### **MATTERS ONGOING:**

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

318\* **Research Project.** Email received from one of the two students advising that they were unable to complete the research due to exams and expressing their gratitude to the Parish Council for the opportunity. Clerk's Report referred.

**The Council resolved, unanimous in favour, that the matter be removed from Matters Ongoing.**

97\* **Land at Engleton Lane, Brewood.** The solicitor had confirmed that the work was outsourced to a private firm at no cost to the Parish Council. Outsourcing would be for this matter only. Clerk's Report referred.

**Matter of report.**

235. **Brewood Bowling Club.** The Bowling Club had asked whether or not the Parish Council had any objections to it becoming a Company Limited by Guarantee in order to reduce the financial or other risk of individual trustees. The response from the solicitor circulated prior to the meeting.

**The Council resolved, unanimous in favour, that the Parish Council agreed in principal for Brewood Bowling Club to become a Company Limited by Guarantee.**

95\*\* **Rural Exception Site, Bishop's Wood.** It was reported that the housing association was waiting to hear from the land owners.

376.8\*. **RADAR Lock.** Parish Cllr A. Pupino reported that Mr Pupino Snr would undertake the work on the lock once the broken handle had been fixed. Clerk to contact supplier again regarding the damage to the mechanism.

### **CORRESPONDENCE RECEIVED:**

332. Members to review and approve the Freedom of Information Policy. Copies circulated prior to the meeting.

**The Council agreed, unanimous in favour, that the Freedom of Information Policy be approved with amendments to include recording of meetings.**

**Parish Cllr D. M. Holmes arrived for the meeting.**

333. Email received from the Chairman of Coven Heath Allotments Association regarding a number of matters concerning the allotments.

**The Council resolved, unanimous in favour, that a meeting of the Allotments Working Party be held on Friday 5<sup>th</sup> April at 10:30am, following the Finance Committee meeting.**

334. Email received from Brewood Best Kept Village organisers informing the Parish Council of plans to erect a permanent celebration post on the corner of Stafford Street and Bargate Street, Brewood.

Clerk's Report referred. Photograph of the carving tabled at the meeting. It was noted that Stafford Street / Bargate Street was not a suitable site.

**The Council resolved, unanimous in favour, that the matter be deferred until a 'mock-up' of the Celebration Post was available.**

335. Members considered the state of the surface dressing along Brewood Road, Coven. County Cllr M. Sutton confirmed that the stretch from Market Place all the way to Coven was on the programme to be re-surfaced this year after the patching had been completed. A date could not be guaranteed as it was contractor and weather permitting.

**The Council resolved, unanimous in favour, that the matter be put back on Matter Ongoing.**

336. **CORRESPONDENCE CIRCULATED:**

Coven Heath Community Association Newsletter.  
Bishop's Wood Bugle March  
Select Magazine March/April  
SPCA Bulletins 14<sup>th</sup> March 21<sup>st</sup> March

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

County Cllr M. Sutton had nothing to report.

Cllr D. M. Holmes had attended a meeting a South Staffordshire Council and confirmed the Council was not supporting the WMI application. It was entering a joint approach with Staffordshire County Council. The biggest concern was that the site was too big. If it was to go ahead they would insist that the rail hub be built first, before the storage units. A decision would be published this time next year. Several queries were raised including light pollution and 60% of workers were expected to be employed within a 10 miles radius from the site. Vehicle movements would be contained within the site and residents within a close proximity of the site would be offered an insulation scheme. The sound limit would be set at 55 decibels over a 16hr period during the day and 8hrs over night. A copy of the report was available from Cllr D. M. Holmes.

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

Cllr D.M. Holmes reported that she had received an e-mail from Mr K. Davies of South Staffordshire Housing Association regarding parking of grass verges. The matter was still ongoing.

339. **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 28<sup>th</sup> March including salary payments, tabled at the meeting, **be approved.** Income £299.45 and expenditure (net) £9,150.53.
2. At the Precept meeting it was resolved that allotment rents would rise to £25.50. Having checked the Allotments Act 1950, allotment rent could not be increased without giving 12 months' notice. Allotment holders would be advised of the increase effective from 1 April 2020 before 1<sup>st</sup> April 2019.  
**Matter of report.**

326.3 **Parish Council Offices.** There was a further recommendation of decontamination of the roof space at a cost of £150, which was approved at the meeting held on 14<sup>th</sup> March. The quote omitted £65 for the removal of a wasps' nest.

**The Council resolved, unanimous in favour, that the removal of a wasps' nest was not required.**

28<sup>th</sup> March 2019

**Parish Cllrs J. Jeffries and R. Taylor were nominated to approve the online payments.**

340. **PLANNING REPORT:**

The Parish Council received the Planning Report and considered the planning applications.

Parish Cllr L. Tomkins would contact Lovell Homes to confirm that the new dwellings at Engleton Lane, Brewwood would be sold as freehold.

341. **CLERK'S REPORT:**

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

Members agreed that the Annual Parish Meeting would start at 6.30pm on 11<sup>th</sup> April 2019.

The new window in the Council Chamber would be installed on 1<sup>st</sup> April 2019.

Due to the timing of the Election and the Bank Holiday, new Parish Councillors could not take their seats until 7<sup>th</sup> May. Currently, there was a meeting scheduled for 9<sup>th</sup> May. The statutory notice period (3 clear days) would not be achievable. Advice received from SPCA was to delay the first meeting of the Parish Council until 16<sup>th</sup> May, which would be the first meeting of the new Council.

**The Council agreed, 11 in favour and 1 abstention that the first meeting of the new Council would be held 16<sup>th</sup> May 2019.**

**ANY OTHER MATTERS OF REPORT:**

It was noted for future reference that any member of the public must be asked to give their name and address before they began speak during Public Participation.

Item 271.2. Brewwood Cricket Club and Brewwood Parish Sports Association to be included the agenda for the meeting of the Parish Council to be held 25<sup>th</sup> April 2019.

There being no other business, the meeting ended at 8:30pm.

Chairman .....

**REPORT OF THE CLERK FOR THE MEETING OF THE COUNCIL  
TO BE HELD 28 MARCH 2019**

**MATTERS ARISING**

69\* **West Midlands Interchange.** Draft of feedback comments from the meeting held on 26<sup>th</sup> March are tabled for consideration. The deadline for submission is 3<sup>rd</sup> April.

217. **Footpaths at Coven Playing Field.** This matter will be put back on the agenda for the next meeting when additional information will be available.

**MATTERS ONGOING**

318\* **Research Project.** Email received from one of the two students advising that they are unable to complete the research due to exams and expressing their gratitude to the Parish Council for the opportunity.  
**Members' views.**

97\* **Land at Engleton Lane, Brewood.** The solicitor has confirmed that as she was instructed by the planning team to advise on s106 and had also given pre-application advice, she was prevented from advising the Parish Council. The work was outsourced to a private firm at no cost to the Parish Council. Outsourcing would be for this matter only.

334. **BKV Celebration Post, Brewood.** A photograph of the carving has been received, tabled at the meeting. Members are asked for their comments on the design and to approve an appropriate site. The original request was for the post to be erected at the corner of Stafford Street and Bargate Street, Brewood; however, there are lots of underground utilities in that area therefore it may not be suitable. The Parish Council does not own the piece of land.  
**Members' views.**

**FINANCE**

326.3 **Parish Council Offices.** The report from Opkill (in association with South Staffordshire Council) has recommended the proofing (blocking) of two holes at a cost of £85 and treatment for infestation £220. There is a further recommendation of decontamination of the roof space at a cost of £150, which were approved at the meeting held on 14<sup>th</sup> March. The quote omitted £65 for the removal of a wasps' nest.  
**Members are requested ratify the additional cost.**

**OTHER MATTERS OF REPORT**

Reminder that the janitor of Sandy Lane WC will be on annual leave from 2<sup>nd</sup> to 5<sup>th</sup> April.

The Annual Parish Meeting will start at 6.30pm on 11<sup>th</sup> April.

The new window in the Council Chamber will be installed on 1<sup>st</sup> April.

Due to the timing of the Election and the Bank Holiday, new Parish Councillors cannot take their seats until 7<sup>th</sup> May. Currently, there is a meeting scheduled for 9<sup>th</sup> May. This means that the statutory notice period (3 clear days) would not be achievable. Advice received from SPCA is to delay the first meeting of the Parish Council until 16<sup>th</sup> May, which would be the first meeting of the new council.

**Members' views.**

**PLANNING APPLICATIONS TO BE CONSIDERED AT THE MEETING****HELD ON 28<sup>th</sup> MARCH 2019**

Application No	Proposal	Comment
18/00991/FUL	Construction of 73 dwellings, a new vehicular access off Engleton Lane, open space, surface water attenuation and associated works at land at Engleton Lane, Brewood.	The Parish Council strongly objects to the amended plans for the site access route. It is a very poor and dangerous alternative route. The road is not wide enough for two cars to pass, causing significant danger for pedestrians and vehicles. The bends at both ends of Ivy House Lane are blind. The landowner and tenant both support the construction of a temporary haul road from Four Ashes Road to Engleton Lane.
19/00002/VAR	Variation of Conditions 2 and 5: Amendment to scheme and clarification of approved drawings. Unit A layout changed, overall floor area unchanged at Four Ashes Enterprise Centre, Latherford Close, Four Ashes.	No comment.
19/00163/FUL	Storage/amenity building at The Bungalow, Rock Bank, Brewood Road, Coven.	Objection. Over development of the plot. The proposed development is not in keeping with the surrounding area.
19/00181/FUL	Single storey extension to rear at 19 Brook Close, Coven.	No objection as long as it is not intrusive to the neighbour.
19/00193/FUL	Garage conversion, first floor rear extension and render / clad existing dwelling at 2 Marys Gate, Brewood.	No comment.