

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 30th MAY 2019 AT 7.00PM

The meeting was recorded by the Parish Council.

The Chairman declared that the Parish Council was not responsible for any recordings that may have been made by members of the public. No members of the public declared that they did not wish to be recorded by another member of the public.

PRESENT:

Parish Cllrs M. Alden-Court, J. Bradshaw, R. Dakin, D. M. Holmes, J. Jeffries, P. Knight, A. Pupino, M. Sambrook, D. Short, G. Sibley, W. Sutton, R. Taylor, M. Webb MBE, K. Webber.

IN ATTENDANCE

District Cllr J. Bolton, County Cllr M. Sutton.

APOLOGIES:

District Cllr B. Cox.

DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS AND REQUESTS FOR DISPENSATION:

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

Parish Cllr D. Short declared an interest in item 64.2 Car Scheme grant and Parish Cllr M. Webb MBE declared an interest in item 250** BPSA lease.

Clerk to clarify with Mr D. Patterson, South Staffordshire Council whether Members were required to declare an interest in all planning applications.

MINUTES:

The Minutes of the Council meeting held on 16th May were approved as being an accurate record and duly signed with the exception of planning application 18/00351/FUL which should have read no objection, with a condition to be used as an office or for storage only and planning application 18/0099/FUL, to include 'decided under delegated powers'.

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 had any adverse impact for the purposes of the Crime and Disorder Act 1998.

30th May 2019

49. **APPLICATION FOR CO-OPTION TO THE COUNCIL – BREWOOD WARD:**

Members consider the application received for co-option onto the Parish Council for Brewood Ward, copies circulated prior to the meeting. Mr P. Knight was co-opted to the Parish Council as Parish Councillor for Brewood. Mr Knight signed his Declaration of Acceptance of Office and took his seat.

50. **APPLICATION FOR CO-OPTION TO THE COUNCIL – COVEN WARD:**

Members consider the application received for co-option onto the Parish Council for Coven Ward, copies circulated prior to the meeting. Mrs C. Smythe was co-opted to the Parish Council as Parish Councillor for Coven. As Mrs Smythe was not in attendance, she would be asked to sign her Declaration of Acceptance of Office prior to the next meeting of the Parish Council.

51. **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.

Parish Cllr W. Sutton reported that South Staffordshire Council had provided only 2 Parking Buddies for schools within the area to share between them. PCSOs should prioritise and deploy Parking Buddies as required. Parish Cllr Sutton had a list of costings if schools wished to purchase their own Parking Buddies.

52. **POLICE REPORT:**

No Police Report received. It was reported that there had been residential burglaries at Four Ashes Road and Oak Road, Brewood and two burglaries in Royal Oak Drive, Bishop's Wood. Police had been called to Moors Drive, Coven as two men were seen trying to open several car doors.

MATTERS ARISING:

8. **Junction of Coven Road/Port Lane/Tinkers Lane, Brewood.** There had been a meeting to discuss options, including staggering the junction. County Cllr M. Sutton presented the results from the investigation to the Parish Council. A Speed Indication Device (SID) had been ordered to be placed near the cross roads. Highways would wait and see what impact the sign had, once installed.

Matter of report.

23. **Representatives on outside bodies.** The LTN 80, circulated prior to the meeting, gave guidance on members' conduct, the registration of interests and requests for dispensation.

The Council resolved, unanimous in favour, that the Members on outside bodies be approved. Bishop's Wood Village Hall Management Parish Cllr K. Webber, Brewood Village Community Council Parish Cllr D. M. Holmes, Coven Memorial Hall Management Committee Parish Cllr R. Dakin, Brewood Parish Sports Association Parish Cllrs M. Sambrook, until the lease was agreed, then Parish Cllr J. Jeffries.

It was further resolved that the Clerk sought clarification as to whether a parish councillor who represented the Parish Council on an outside body was permitted to report back to the Council. The matter be placed on the agenda for the next meeting.

Parish Cllr M. Alden-Court left the meeting.

38. **Telephone Kiosk High Green, Brewood.** Decision received from South Staffordshire Council. The application for a defibrillator in the kiosk at High Green had been objected to on the grounds that there was a defibrillator in the vicinity and a demonstrated need for retaining a working kiosk; six emergency calls made in 12 months and poor mobile telephone reception.

Matter of report.

358. **Local Councillor Training Course.** An additional date of 25th June had been added. Clerk's Report referred.

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

MATTERS ONGOING:

Members received the Matters Ongoing report, copy circulated prior to the meeting.

246***. **Jacob's Ladder Damage to Handrail.** A mobile welder had been found to undertake the repairs. Clerk's Report referred.

250** **BPSA Lease.** A meeting of the Working Party had taken place. Clerk's Report referred.

The Council resolved, unanimous in favour that the Working Party and BPSA representatives met to review the constitution and present it to the Parish Council in due course.

64. **Health and Safety Review of Grounds Maintenance.** The matter had been escalated to the regional manager. Clerk's Report referred.

Parish Cllr W. Sutton left the meeting.

157.9 **Tree at Bishop's Wood Playing Field.** Bishop's Wood Parish Cllr M .Sambrook reported that she had visited the site. Clerk's Report referred.

The Council resolved, unanimous in favour, that a temporary fence be erected to allow the shrubs to become established.

243.1* **Gully Emptying Machine.** Response received from Highways stating that before they could provide an estimate on when works could take place they needed an idea of which streets/gullies needed clearing. The Clerk had requested a copy of the schedule of works already completed from Highways in order to work out which had already been cleared and which were outstanding.

The Council resolved, unanimous in favour, that Coven Members compiled a list of problem areas in Coven and report back to the Parish Council.

CORRESPONDENCE RECEIVED:

53. Letter received from South Staffordshire Council requesting nomination for co-option onto its Standards and Resources Committee. Copies circulated prior to the meeting.

The Council resolved, unanimous in favour, that Parish Cllrs J. Jeffries and R. Taylor be nominated to stand.

54. Invitation received from Codsall Parish Council to the Chairman's Civic Reception on Sunday 2nd June at 4.30pm at Codsall Village Hall. The Chairman had indicated that he was able to attend.

Matter of report.

55. Invitation received from Penkridge Parish Council to the Chairman's Civic Reception on Sunday 23rd June at 6.15pm at St Michael and All Angels Church, Penkridge. The Chairman indicated that he was able to attend. **Matter of report.**

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56. Email received from the Best Kept Village Committee requesting the Parish Council's approval of the site for a 9ft high oak celebration post on which the brass plaques would be displayed showing past winnings of the BKV competition. Copies circulated prior to the meeting.

The Council resolved, 10 in favour and 1 abstention that the oak tree carving be positioned in Church Road amenity area, in the corner nearest the pavement to the right of the bench, subject to planning conditions associated with the Conservation Area.

57. The handyman/gardener would be on annual leave from 1st to 14th July. Volunteers were required to water plants in Brewood (not Parish Council office), Coven and Bishop's Wood. A notice had been placed on the noticeboard at Bishop's Wood asking for volunteers.

The Council resolved, unanimous in favour, that the following Parish Cllrs water plants: M. Sambrook Bishop's Wood, R. Taylor Brewood memorial, J. Bradshaw Coven memorial and G. Sibley would ask the site manager at Darelyn Park to water Coven troughs. It was further resolved that Co-op, Brewood be asked to water Market Place trough.

58. The janitor would be on annual leave from 14th to 16th June. Volunteers were required to open and close the toilets in Sandy Lane, Brewood.

The Council resolved, unanimous in favour, that Parish Cllr R. Taylor open, close and clean Sandy Lane WC.

59. Copy of letter received from a Brewood resident to Highways regarding the junction of Engleton Lane and Ivyhouse Lane, leading to Four Ashes Road.

Matter of report.

60. Members to establish who the members were of Friends of The Bront. Parish Cllr M. Alden-Court had requested that the matter be deferred to the next meeting.

Matter of report.

61. CORRESPONDENCE CIRCULATED:

Brewood Civic Society Minutes 8th May
SPCA Bulletins 16 May and 23rd May
Select Magazine May/June

62. DISTRICT/COUNTY COUNCIL'S REPORT:

There were no reported from received from District Councillors.

County Cllr M. Sutton reported that Morris Site Machinery had agreed to acquire the flagship site at i54. Sunday 9th June 2019 would be the 5th year of Ironman in Staffordshire. The new course consisted of a 1.2 mile swim at Chasewater Country Park, followed by a 56 mile bike ride, finishing with a 13.1 mile run through Stafford town centre. Children's Services had received a good OFSTED report. He had publicised fostering and adoption on the radio and details were on the Staffordshire County Council website. 99% of parents had received one of their top three choice school places. Unemployment figures were Brewood and Coven 1.2%, Wheaton Aston, Lapley and Bishop's Wood 1% and the whole of Staffordshire overall 1.6%.

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

The Chairman reported that on 20th June he had presented a Parish Council scroll to Rodbaston College students in recognition of their hard work at St Mary's R.C. churchyard, Brewood.

64. **FINANCE REPORT:**

The Parish Council received the Finance Report from Parish Cllr M. Sambrook and resolved the following matters:

1. Income and expenditure list as at 30th May including salary payments, tabled at the meeting, **be approved**. Income £181.04 and expenditure (net) £12,568.81.
2. The request for the grant from Brewood and District Voluntary Car Scheme as budgeted for at the Precept meeting held in January 2019, £1,500, **be approved**.
The Council resolved, unanimous in favour, that the Car Scheme Co-ordinator be asked to report on the current status of the Car Scheme, giving details of the trustees and finances.
3. Request received from Rugbytots to hire Brewood playing field on 6th, 13th and 20th July from 9am until midday.
The Council resolved, unanimous in favour, that Rugbytots be given permission to use Brewood playing field, at a cost of £15 per session.

173*** **Footpath, Hillcrest.** One quote received for resurfacing of Hillcrest footpath for £1,943.50 excl VAT. The Community Benefit Payment received was £2,307 for 2019-20.

The Council resolved, unanimous in favour, that the Clerk obtain two further quotes.

Annual Governance and Accountability Return. The internal auditor visited on 24th May and completed the inspection. Clerk's Report referred.

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

65. **PLANNING REPORT:**

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

Tree works at Brewood Middle School had been approved by South Staffordshire Council Senior Arboricultural Officer.

66. **CLERK'S REPORT:**

The Parish Council received the written report of the Clerk.

ANY OTHER MATTERS OF REPORT:

It was requested that a letter of congratulations be sent to 2nd Brewood Scout Group for their hard work and fundraising over the last ten years to complete the purchase of the current Scout Hut.

Matters of report for inclusion on the agenda for the next meeting:

Coven Traffic Management meeting minutes.

In accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, by reason of the confidential nature of the business, the following matter was taken at the end of the meeting and the public and press were excluded:

97. Engleton Lane Development.

There being no other business to discuss, the meeting ended at 8.35pm.

..... Chairman

**REPORT OF THE CLERK FOR THE MEETING OF THE COUNCIL
TO BE HELD 30th MAY 2019**

MATTERS ARISING

358. **Local Councillor Training Course.** An additional date of 25th June has been added. The course will take place in the Rudyard Suite, Staffordshire Place One, Tipping Street, Stafford from 7pm until 9pm.
Interested Members to advise the Clerk.

MATTERS ONGOING

246^{***}. **Jacob's Ladder Damage to Handrail.** A mobile welder has been found, awaiting quotation for the repair work.

250^{**} **BPSA Lease.** A meeting of the working party has taken place, Parish Cllr J. Jeffries may wish to report further.

64. **Health and Safety Review of Grounds Maintenance.** This has been escalated to the regional manager, awaiting reply.

In accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, by reason of the confidential nature of the business, the following matter will be taken at the end of the meeting, when the public and press will be excluded:

97. **Engleton Lane Development.**

157.9 **Tree at Bishop's Wood Playing Field.** Report required on the site visit by Bishop's Wood Parish Cllrs, following the resolution at the previous meeting.

243.1* **Gully Emptying Machine.** Response received from Highways stating that before they can provide an estimate on when works may take place they need an idea of which streets/gullies need work on. The Clerk has requested a copy of the schedule of works already completed from Highways in order to work out which have already been cleared and which are outstanding. A small working party can then be established to make a recommendation as to the list of gullies to be cleared using the earmarked funds.

FINANCE

Annual Governance and Accountability Return. The internal auditor visited on 24th May and completed the inspection. The end of year accounts and AGAR will be presented to full Council for approval at the meeting to be held on 13th June.

OTHER MATTERS OF REPORT

66.1 **Annual Report.** Draft copies of the Annual Report tabled. Please send any comments via email to the Clerk by 4th June.

66.2 **Disposable Pecuniary Interest Forms.** Several forms have not yet been returned. Forms must be received by the monitoring officer within 28 days of election or co-option, whichever is the later.

PLANNING APPLICATIONS CONSIDERED AT THE MEETING

HELD ON 30TH MAY 2019

Application No	Proposal	Comments
19/00273/FUL	Erection of storage building and construction of concrete hardstanding ancillary to existing operations at PcP Gratings Ltd, including extension to site perimeter fence at PCP Gratings Limited, Enterprise Drive, Four Ashes.	No comment.
19/00321/FUL	Replacement and enlargement of existing dog kennels at Chattel Lodge, Shaw Hall Lane, Coven Heath.	Possible noise nuisance from barking dogs. The Parish Council would question whether or not planning permission was granted for the existing kennels and whether or not the occupier has a breeders license.
19/00396/FUL	Detailed planning application for the conversion of an existing two storey brick build former pump house into a one bedroom residential dwelling. With landscaping, car parking and associated external works at Chillington Hall, Chillington.	No objection.
19/00400/FUL	Rear single storey extension at The Field House, New Road, Slade Heath.	No objection.