

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 12th SEPTEMBER 2019 AT 7.00PM

This 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 CBE, A. Pupino, M. Sambrook, D. Short, G. Sibley, C. Smythe, R. Taylor, M. Webb MBE, K. Webber.

IN ATTENDANCE:

District Cllr J. Bolton.

APOLOGIES:

Parish Cllr W. Sutton (personal).
District Cllr B. Cox and County Cllr M. Sutton.

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. M. Holmes represented Locality 2 at South Staffordshire Council's Planning Committee meetings, she would therefore not vote on any planning matters brought before the Parish Council. She would remain at the meeting and any views she may express were based on the information before her at the time and these views might change in the light of further information or debate at a future South Staffordshire Council's Planning Committee meeting.

Parish Cllr D.M. Holmes declared a non-pecuniary interest in item 156.7 Brewood Music Festival grant application.

Parish Cllr J. Jeffries declared a non-pecuniary interest in item 250** BPSA Lease.

MINUTES:

The Minutes of the Council meeting held on 8th August and the Finance Committee meeting held 16th August 2019 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.

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141. **PUBLIC PARTICIPATION:**

The Chairman moved that the meeting be adjourned for a period of 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.

Representatives from Brewood Music Festival gave an update regarding the 2020 festival. The committee intended to provide a four day event, 2nd – 5th July, in partnership with St Dominic's Grammar School. The event would be held earlier than usual to accommodate parents and staff of the Grammar School. Thursday, Friday and Saturday daytime events would be free of charge to the community. The decision to use Eventbrite was to encourage on-line ticket sales and to reduce the risk of fraud. Tickets would be scanned to gain access to the venue on Saturday night and Sunday. The Parish Council was thanked for its support in the past. Representatives stated that Brewood Music Festival was registered with HMRC as a community organisation and would provide their registration number in due course.

A representative from Pegasus Group addressed the meeting about the Engleton Lane development, together with representatives from Lovell Homes. He gave an update on the construction access proposal on Ivy House Lane, which would be submitted to South Staffordshire Council Planning Committee. An overview was given regarding the various options considered and reasons why alternative routes had been ruled out.

Parish Cllr J. Bradshaw had received a request for a litter bin to be installed at Rainbow Alley, Coven. Parish Cllr Bradshaw was advised to contact Mr Taylor, South Staffordshire Council.

142. **POLICE REPORT:**

There was no Police report due for the meeting.

Members reported problem parking at Greenacres, Coven. It was noted that a PCSO could not issue a penalty notice for parking.

Parish Cllr A. Pupino reported that there had been two thefts in Greenacres, Coven. A man was caught on CCTV trying car doors and was being closely followed by a white transit van.

MATTERS ARISING:

305* **Poly Tunnel, Plot 53 Coven Heath.** Tenant of plot 53 was asked to reduce the size of the poly tunnel to meet conditions as prescribed in the Garden Rules. Reply received, copies circulated prior to the meeting. Clerk's Report referred.

The Council resolved, unanimous in favour, that the Allotment Working Party and Parish Cllr M. Alden-Court attend a site visit on Monday 23rd September at 9:30am.

126. **World War 1 Graffiti, Newport Street, Brewood.** Reply received from the resident stating that the graffiti belonged to the village and therefore it was up to the Parish Council to contact English Heritage or the heritage section of South Staffordshire Council.

The Council resolved, unanimous in favour, that as the graffiti was on private property, the Parish Council had no jurisdiction and was unable to proceed any further. It was further resolved that the Clerk post a status on the Parish Council Facebook page to address an inaccurate comment that had been posted on Brewood Matters.

MATTERS ONGOING:

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

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69*** **West Midlands Interchange.** Parish Cllr J. Bradshaw had attended a meeting with Bob Cope and Rt Hon Gavin Williamson CBE MP on 16th August 2019. There was nothing further to report.

95*** **Rural Exception Site, Bishop's Wood.** Clerk's Report referred.
The Council resolved, unanimous in favour, that the Clerk write to South Staffordshire Housing Association stating that the Parish Council would prefer that the entrance off Ivetsey Bank Road, through the development was not used for farm vehicles and give the reasons why.

250** **BPSA Approval of Lease.** Brewood Parish Sports Association Committee approved the lease at the BPSA EGM meeting held 27th August 2019.

The Council resolved, unanimous in favour, that the Vice Chairman, Parish Cllr M. Sambrook signed the lease on behalf of the Parish Council.

It was resolved that items 335* and 60 be removed from Matters Ongoing.

CORRESPONDENCE RECEIVED:

143. An electrical safety inspection at the Parish Council office was arranged as a matter of urgency. Clerk's Report referred.

The Council resolved, unanimous in favour, that Standing Order 25a be invoked regarding Financial Regulations 4.5 and 18.2. It was further resolved, unanimous in favour that the cost of remedial work be approved and the work be undertaken as soon as possible.

144. Japanese knotweed had been discovered at the playing field in Bishop's Wood. The Clerk had spoken to the farmer who had agreed to tackle the problem. Grounds maintenance had been requested to deal with the outbreak on the Parish Council's side of the fence.

Matter of report.

145. Request received from a resident in Coven for permission to use a metal detector on Parish Council land. Some councils gave approval in certain circumstances and others did not.

The Council resolved, unanimous in favour, that Parish Cllr J. Jeffries would research other local authorities regarding whether or not to permit metal detecting on Parish Council land, and report back to the Parish Council.

146. Email received from South Staffordshire Council regarding Code of Conduct training. There would be a session on 19th September at Great Wyrley Parish Council from 6pm and Perton Parish Council on 23rd September from 6pm. It was noted that a further date would be provided if Councillors could attend.

The Council resolved, unanimous in favour, that Members who had not responded to advise the Clerk which date they would be attending.

147. Email received from St Mary's RC School, Brewood inviting a Parish Councillor to watch the children's presentations of their web pages about Brewood in November.

The Council resolved, unanimous in favour, that Parish Cllr D. M. Holmes would attend the presentation.

148. Notification that some Coven residents intended to set up a group to undertake improvements in Coven and proposed a meeting at Coven Memorial Hall to discuss options.

Matter of report.

149. Email received from a Brewood resident advising of government funding for residential on-street chargepoints for electric vehicles and suggesting that the Parish Council investigates providing such a facility in the Parish. Details could be found on the gov.uk website. Clerk's Report referred.

The Council resolved, unanimous in favour, that the Clerk approach Staffordshire County Council and South Staffordshire Council to ascertain what their plans were regarding the provision of EV charging points.

150. Email received from South Staffordshire Council regarding the Locality 2 meeting from 5pm until 7pm on 18th September. Further e-mail received requesting permission to hold the Locality 2 meeting in the Council Chamber. Clerk's Report referred.

The Council resolved, unanimous in favour, that the Locality 2 meeting would be held in the Parish Council Chamber and Parish Cllr's M. Alden-Court, R. Dakin, D. M. Holmes, J Jeffries, R. Taylor and M. Webb MBE attend the meeting.

151. Enquiry received from Coven Memorial Hall Trustees Committee requesting that the Parish Council obtain a quote and cover the cost for work to be undertaken at the neighbouring culvert.

The Council resolved, unanimous in favour, that the Parish Council would not be obtaining quotes or covering the cost of the work at the culvert at the Memorial Hall. The cost could be met from the annual grant from the Parish Council. The Clerk would provide the contact details for the contractor who had cleared the culvert at The Bront.

152. Email received from 2nd Brewood Scout representative updating the Parish Council regarding the former Youth and Community Hut. Email circulated prior to the meeting.

The Council resolved, unanimous in favour, that the Clerk respond to the e-mail requesting that the Parish Council be kept informed with future developments.

The Chairman moved the suspension of Standing Order 3.w to allow the meeting to continue beyond 9pm.

153. CORRESPONDENCE CIRCULATED:

Letter of thanks from 1st Coven Scouts thanking the Parish Council for the use of the playing field in Coven for their summer show which was a tremendous success.

SPCA Bulletin – 8th, 15th, 22nd and 29th August 2019

Brewood Civic Society Minutes 19th August 2019

Staffordshire Wildlife Trust Summer 2019 magazine

Bishop's Wood The Bugle September 2019

154. DISTRICT/COUNTY COUNCIL'S REPORT:

Cllr D. M. Holmes would report on BVCC at the next meeting of the Parish Council.

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

Parish Cllr M. Alden-Court had attended a coffee morning at Coven Court where £534 was raised for Air Ambulance.

The Chairman, Parish Cllr R. Dakin reported that on 5th August he met with the Clerk, Parish Cllr G. Sibley and Mr A. Brett, principal flood risk engineer, Staffordshire County Council Flood Team regarding his recommendations to help prevent flooding in Coven in the future. On 16th August he attended the Finance Committee meeting and on 2nd September the Coven Memorial Hall Trustees Committee monthly meeting. He attended the Let's Work Together dementia work shop at South Staffordshire Council and a BPSA meeting on 10th September. On 4th and 11th September he had undertaken Community Speed Watch duties throughout the parish. He reported that one motorist had registered 92mph in a 40mph zone.

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156. 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 12th September, tabled at the meeting, **be approved.**
2. Salary payments there having been no second meeting in August, **be ratified.**
3. The financial summary – cashbook arising from the July bank reconciliation, copies circulated prior to the meeting, **be received.**
4. Members received the explanation regarding the election charges, copies circulated prior to the meeting.
The Council resolved, unanimous in favour that the matter be deferred. Parish Cllr R. Taylor to forward information from the monitoring officer at South Staffordshire Council to the Clerk.
5. The resolutions of the Finance Committee made at the meeting held on 16th August, subject to point 4 above, copies circulated prior to the meeting, **be ratified.**
6. The completed Annual Audit received from the external auditor, copy of the unqualified external auditor's certificate and opinion circulated prior to the meeting. The Annual Governance and Accountability Return was in accordance with Proper Practices and no other matters came to the attention of the external auditor giving cause for concern that relevant legislation and regulatory requirements had not been met. The Clerk would now take the necessary action to publish and display this Council's Annual Governance and Accountability Return.

Parish Cllr G. Sibley and District Cllr J. Bolton left the meeting.

7. Request from the organisers of Brewood Music Festival 2020 to release the grant of £1,000, copies circulated prior to the meeting.
The Council resolved, 8 in favour and 5 against that the grant of £1,000 be approved. It was further resolved that the Clerk write to the Music Festival Committee expressing the Parish Councils disappointment that the organisers had deviated from what was stated on the original application. Members felt that the event had become a commercial venture as opposed to a family event.

Parish Cllr A. Pupino left the meeting.

8. Members considered the request from Coven Heath Community Association for payment of the grant, approved in the 2019/20 precept.
The Council resolved, unanimous in favour, that the grant of £700 be approved.
9. Payment of £360 for essential works carried out at The Bront following a site visit by Mr Brett of Staffordshire County Council's flood team, recommending that the silt around the culvert be cleared, **be ratified.**

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

157. PLANNING REPORT:

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

19/00296/FUL Proposed 2 bedroom dormer bungalow at 2 Poplars Farm Way, Coven - refused.

19/00587/TREE – 39 Dean Street, Brewood. Consultation on a notification of intent to carry out tree works to trees within a Conservation Area; remove a tree adjacent to the gable end - no objection.

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18/00810/FUL Lower Avenue Cottages, Brewood Road, Coven. Clerk's Report referred.

Parish Cllr D. Short left the meeting.

158. **PLAYING FIELD REPORTS:**

The Parish Council received the Playing Fields Reports:

- Bishop's Wood playing field. Parish Cllr K. Webber reported that the play equipment was in good condition. The gate to the play area was still off its hinges and the unstable picnic bench had not been removed. Parish Cllr M. Sambrook would arrange for the bench to be removed over the weekend.
- Brewood playing field and skateboard park. Parish Cllr J. Jeffries reported that the aerial runway hand grip was damaged and the rota bounce Grass Lok was becoming muddy. There was no litter and the grass had been cut. Cable ties to be attached to the aerial runway platform to prevent bird droppings.
- Coven playing field and skateboard park. Parish Cllr R. Dakin reported that bark chippings needed topping up under the spring mobiles and matting required repair under the swings. All equipment was in good order. There were a lot of mole hills and the grass had recently been cut and the football pitch marked out.
- The Bront. On behalf of Parish Cllr G. Sibley, Parish Cllr M. Alden-Court reported that the Himalayan balsam had greatly increased during the last month and needed urgent attention. The River Penk was quite low and flowing fast. The shrubbery by the bench on the main path needed cutting back as it was covering the bench.

159. **CLERK'S REPORT:**

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

ANY OTHER MATTERS OF REPORT:

Free defibrillator awareness session to be held at Cannock Community Fire Station on 17th September 2019, all were welcome to attend.

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

101, PCC complaint

Coven Traffic Management Committee to arrange a meeting.

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 matters were taken at the end of the meeting, when the public and press were excluded:

97* **Engleton Lane Development.**

391*** **School Lane Development.**

Deferred to the next meeting of the Parish Council.

There being no other business to discuss, the meeting ended at 9.55pm

..... Chairman

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**REPORT OF THE CLERK FOR THE MEETING OF THE COUNCIL
TO BE HELD 12th SEPTEMBER 2019**

MATTERS ARISING

305* **Poly Tunnel Plot 53.** At the meeting held 28th February 2019 the tenant requested to erect a poly tunnel and a greenhouse which was approved, although the Garden Rules state one or the other are permissible.

CORRESPONDENCE RECEIVED

143. **Electrical Safety Inspection.** The electrical safety inspection has been received. The following was reported: the electrical installation was constructed to the 15th edition IEE wiring regulations. The general condition of the electrical installation in terms of electrical safety is unsatisfactory and it will require urgent remedial actions before it is suitable enough to obtain a satisfactory assessment.
See under Finance.

147. **Children's Presentations St Mary's School.** This will take place in November but an exact date has not yet been set.

149. **Electric Vehicle Charging Stations.** Further information received regarding the need for and cost of providing charging points. Copy tabled.

150. **Locality 2 Meeting.** Scheduled in the Parish Council Chamber on 18th September from 5pm until 7pm.
Members interested in attending to advise the Clerk.

MATTERS ONGOING

95*** **Rural Exception Site, Bishop's Wood.** Consultation will take place on 13th and 14th September regarding affordable housing in Bishop's Wood. The support of the Parish Council is sought to oppose a farm entrance off Ivetsey Bank Road through the site, citing a danger to pedestrians, especially children and also mud on the access road from farm vehicles entering and exiting the site. Parish Cllr M. Sambrook may wish to report further.

Members' views.

FINANCE

143. **Electrical Safety Inspection.** The cost of the remedial work will be a fixed fee of £1,200. It has been necessary to advise the Parish Council in advance of the meeting that standing order 25a be invoked as per the email sent to all members of the Parish Council this afternoon, ref Financial Regulations 4.5 and 18.2. A quote has also been received to replace 11 strip lights with LED battens at a fixed cost of £1,150. One of these, in the Council Chamber, shows signs of overheating. Although replacement of the lights is not deemed urgent it is necessary to replace the one which is overheating immediately, therefore it would seem economical to complete all the works at the same time limiting the disruption of officers' work.

Members' view.

PLANNING

18/00810/FUL Lower Avenue Cottages, Brewood Road, Coven. The Clerk contacted Lucy Duffy, planning officer, South Staffordshire Council who advised that she would be issuing a decision by the end of the week (13th September) provided that the proposal was in accordance with policy. Once approval is given the properties will be demolished.

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Tree Pruning - St Mary's RC Presbytery Garden, Churchyard and School Car Park. Permission granted by the senior arboricultural officer at South Staffordshire Council for pruning several trees, some overhanging the road.

OTHER MATTERS OF REPORT

158.1. **Theft of Produce at Coven Heath Allotments.** One of the allotment holders has asked that it be reported that two crowns of rhubarb had been stripped of fruit and leaves and the crowns had been trampled on.

PLANNING APPLICATIONS CONSIDERED AT THE MEETING
HELD ON 12 SEPTEMBER 2019

Application No	Proposal
18/00991/FUL	<p>Construction of 73 dwellings, Revised construction access route at Engleton Lane, Brewood, open space, surface water attenuation and associated works.</p> <p><u>Comment submitted 02-09-2019:</u> The Parish Council welcomes the opportunity to comment further on this matter. It still has grave concerns regarding road safety following the new proposals for construction traffic to use Ivy House Lane into the new proposal for a haul road. There remains the safety problem of the narrowness of Ivy House Lane which certainly would not take two lorries passing and also the danger of the junction of Ivy House Lane with Four Ashes Rd. It would therefore like assurances that the original plan (which was welcomed by the Parish Council) to create a haul road through the field from Four Ashes Road to the site has been fully and properly investigated. The “unregistered land” is owned by the Trustees of the Brewood Cricket Club, who at no time have been approached concerning the matter, and the Parish Council does not understand why the removal of a great length of 85 metres hedging would be necessary in an area where a large gateway already exists. Further to this, it would ask for a full Highway survey to recommend traffic management ideas on what is a very important development for the village of Brewood.</p>
19/00623/AGRES	<p>Conversion of agricultural building to residential use at Brinsford Farm Brinsford Lane Slade Heath.</p> <p><u>Comment submitted 20-08-2019:</u> The barns have no agricultural or historic merit however, the proposal appears to be outside what legislation intended for residential development in the Green Belt.</p>
19/00553/FUL 19/00554/LBC	<p>Conversion of Grade II Listed farmhouse and associated farm buildings to create residential scheme, plus associated access and landscaping works at Pearce Hay Farm, Kiddemore Green Road, Bishop’s Wood.</p> <p><u>Comment:</u> No objection to the development but concern was raised about the significant increase in the number of dwelling and associated vehicles due to the access and egress on a country lane.</p>
19/00561/FUL	<p>Extension and conversion of garage to form annexe at The Hawthorns, High Green, Brewood.</p> <p><u>Comment:</u> No objection.</p>