

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 14TH NOVEMBER 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.

Parish Cllr M. Alden-Court recorded the meeting.

PRESENT:

Parish Cllrs M. Alden-Court, J. Bradshaw, R. Dakin, D.M. Holmes, P. Knight CBE, M. Sambrook, D. Short, C. Smythe, R. Taylor, M. Webb MBE, K. Webber.

APOLOGIES:

Parish Cllrs J. Jeffries (personal), A. Pupino (personal), G. Sibley (illness), W. Sutton (illness).
 District Cllr J. Bolton and County Cllr M. Sutton.

DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS AND REQUESTS FOR DISPENSATION:

There were no declarations of interest from Members, and no requests for dispensation were 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 D. M. Holmes represents 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 would be based on the information before her at the time and these views may change in the light of further information or debate at a future South Staffordshire Council's Planning Committee meeting.

Parish Cllr R. Taylor reported that he had attended the South Staffordshire Council Standards Committee meeting. Changes were being made to the Code of Conduct and he would report further at a later date.

Parish Cllr R. Taylor declared a non-pecuniary interest in item 229.4 Brewood Tennis Club.

MINUTES:

The Minutes of the Council meeting held on 31st October 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

14th November 2019

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.

217. **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 resident from Brewood reported that the potholes, blocked drains and general state of the road at Horsebrook Lane, Brewood was unacceptable. He had reported the matter on-line to Staffordshire County Council and had dug out some gullies himself. Water from the fields continuously ran down the road. The Parish Council suggested the resident contact County Cllr M. Sutton.

A Brewood resident reported that a small charity had been set-up to re-introduce wildflowers in the Parish, particularly along canal towpaths and banks. The Canal and River Trust had agreed that the bank at canal bridge 13, Shropshire Union Canal could be used for planting wildflower seeds. The charity would meet four times per year and Members of the Parish Council were asked if they would become trustees. The matter would be placed on the agenda for the next meeting of the Parish Council.

Parish Cllr M. Alden-Court reported that there had been several traffic incidents outside Co-op, Coven. The matter would be placed on the agenda for the next meeting of the Parish Council.

218. **POLICE REPORT:**

There was no Police report due for the meeting.

Parish Cllr R. Taylor had received a full Police report on Rural Crime Week.

Parish Cllr M. Webb MBE reported that Nottingham Knockers had been seen in Brewood. A builder's van had been broken into in Sparrows End Lane, Brewood.

MATTERS ARISING:

It was resolved unanimous in favour 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, the following two matters be taken at the end of the meeting, when the public and press were excluded:

391*** **School Lane Development, Coven.**

97* **Development at Engleton Lane, Brewood.**

193.2. **Telephone Kiosk Deansfield Close, Brewood.** Clerk's Report referred.

209. **Benches at Coven Heath.** Clerk's Report referred.

214.4. **Flooding Assistance Bishop's Wood.** Clerk's Report referred.

MATTERS ONGOING:

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

88.3 **Youth Provision-Coven.** Parish Cllr R. Dakin to speak to the caretaker of Coven playing field.

14th November 2019

312*** **Parking on Grass Verge, Deansfield Road, Brewood.** Clerk's Report referred.

149. **Charging Points for Electric Vehicles.** Clerk's Report referred.

The Council resolved, unanimous in favour that no action be taken until there was further development by South Staffordshire Council.

97. **Wildflower Planting.** Email received from South Staffordshire Council advising that the Council had been contacted by several residents regarding the development of wildflowers in verges throughout the district and asking if Parish Councils would like some input into selecting sites. The street scheme manager was willing to visit the Parish Council to discuss how this would work.

The Council resolved, unanimous in favour, that the Street Scheme Manager be invited to meet with the Parish Council.

CORRESPONDENCE RECEIVED:

219. Containers on land at Lawn Lane, Coven. Parish Cllr R. Dakin had received correspondence from the Enforcement team confirming that a planning application had not been submitted. An officer was due to issue an enforcement notice.

The Council resolved, unanimous in favour, that the matter be placed on Matters Ongoing.

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

220. Traffic Management Working Party to meet to decide on the main priority of the Parish Council.

The Council resolved, 10 in favour and 1 abstention, that the Clerk contact County Cllr M. Sutton and Mr M. Keeling Highways with two priorities for them to decide.

221/222. Meeting to be arranged to consider the Parish Council's Business and Action Plans for the forthcoming year and review the Business Risk Assessment and Risk Assessment Report. Last year's plan, revised documents and the current insurance schedule were circulated prior to the meeting.

The Council resolved, unanimous in favour, that a meeting be arranged for 5th December at 7pm.

223. Letter received from South Staffordshire Council regarding this year's street homelessness survey on the night of 14th November.

The Council resolved, unanimous in favour, that Members advise the Clerk of any people sleeping rough that they were aware of on the night of 14th November 2019.

224. Email received from Staffordshire's Campaign for the Protection of Rural England (CPRE) regarding a photographic competition with a view to producing a 2021 calendar. There was a catalogue of photographs from previous competitions run by the Parish Council which could be entered, in addition to publicising the competition in the parish. Three entries should be submitted by 31st January 2020.

The Council resolved, unanimous in favour, that the photographic competition be advertised on the Parish Council Facebook page and noticeboards.

225. The organisers of Brewood Best Kept Village competition had advised that they did not wish to install the bench at the bottom of Sandy Lane, Brewood which was previously on the Parish Council's amenity area. Friends of Barnfield Sandbeds had expressed an interest and as per the previous meeting, one of the benches at Coven Heath needed replacing.

The Council resolved, 10 in favour and 1 abstention (Parish Cllr D. Short) that the bench be installed at the corner of Sandy Lane / Sparrows End Lane, Brewood as previously agreed.

226. **CORRESPONDENCE CIRCULATED:**

Minutes of Brewood Civic Society 21st October
 Coven Heath Community Association Newsletter November Issue
 Staffordshire Parish Councils Association Annual Report
 Open Spaces Society Newsletter Autumn edition

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

Cllr D. M. Holmes had nothing to report.

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

The Chairman, Parish Cllr R. Dakin reported that on 4th November he had attended a Coven Memorial Hall trustee committee meeting. On 7th November he had been to the rehearsal for Remembrance Service at St Mary the Virgin and St Chad, Brewood and on Sunday 10th November he attended the Remembrance Service parade to lay a wreath on behalf of the Parish Council. On 11th November he attended the Remembrance Day Service to lay a wreath at South Staffordshire Council and on 12th November he attended a BPSA meeting.

Parish Cllr R. Taylor had attended a meeting of the Standards Committee. It was agreed that the Clerk obtain a copy of the new Code of Conduct from South Staffordshire Council.

229. **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 14th November, **be approved**. Income £615.75 and expenditure (net) £1,253.47.
2. Members considered the three quotes received to provide an access path from the car park to the tennis courts at Coven playing field, copy of quotes circulated prior to the meeting.
The Council resolved, unanimous in favour, that the quote received for £1,750.00, be approved.
3. Members considered the request from Brewood BKV committee to use the £65 planned for photocopying as approved at the meeting held 26th September, to purchase over winter plants.
The Council resolved, unanimous in favour, that the request to spend the money set aside for photocopying on plants, be refused.

Parish Cllr R. Taylor left the room.

4. Members considered the request from Brewood Tennis Club for funding towards the replacement or upkeep of the existing floodlights, copies circulated prior to the meeting.
The Council resolved, unanimous in favour, that the matter be deferred until it had been established who owned the floodlights and further information was received from the Tennis Club.

Parish Cllr R. Taylor returned to the room.

5. Members considered the request from Codsall Community Arts Festival Association for funding, copies circulated prior to the meeting. It was noted that the Parish Council supported its own arts festival (music) and that St Dominic's was a private school.
The Council resolved, unanimous in favour, that the request be refused.

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

230. **PLANNING REPORT:**

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

Notification from South Staffordshire Council advising of a planning appeal which commenced on 23rd October, regarding a proposed 2 bed dormer bungalow on land adjacent to 2 Poplars Farm Way, Coven 19/00296/FUL.

South Staffordshire Local Plan Review. Documents received regarding the consultation of the Local Plan which ran until 12th December 2019, copies circulated by email.

The Council agreed that the Parish Council based its response on the findings of the Civic Society.

Request received from the organisers of Brewood Best Kept Village for the Parish Council to submit a planning application for the celebration post to South Staffordshire Council on their behalf which would halve the fee of £234. The committee had sufficient funds to cover the cost (£117).

The Council resolved, 9 in favour and 2 abstentions, that the Parish Council would submit a planning application on behalf of Best Kept Village organisers.

231. **CLERK'S REPORT:**

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

231.1 Invitation received from Brewood Christmas Lights Committee advising that the switch on would commence at 3pm on 24th November.

The Council resolved, unanimous in favour that the Chairman, Parish Cllr R. Dakin would open the event.

231.2 Emails received from Staffordshire Parish Councils Association and the monitoring officer at SSC giving guidance on pre-election publicity (Purdah).

The Council resolved, unanimous in favour, that the next newsletter be delayed until after 12th December.

231.3 Email received from the caretaker at Coven changing rooms (football) giving notice of his resignation which would expire on 13th December.

The Council agreed, unanimous in favour, that the existing advert be used.

231.4 Email received from Parish Cllr D. Short, on behalf of Coven Heath Community Association inviting the Chairman to turn on the lights at Coven Heath Christmas lights event and inviting all Councillors, Parish Council staff and their families on 30th November at 6pm. He thanked the Parish Council for organising the Christmas tree and for its continued financial support towards the event.

231.5 The Chairman had arranged with the Royal British Legion for them to host the Christmas celebration after the meeting held 12th December 2019.

231.6 Email received from Coven Christmas Lights committee, inviting members to attend the event on 30th November at 4:30pm (switch on at 5pm).

232 **PLAYING FIELD REPORTS:**

The Parish Council received the Playing Fields Reports:

- Bishop's Wood playing field. Parish Cllr K. Webber did not submit a report.

14th November 2019

- Brewood playing field and skateboard park. Parish Cllr J. Jeffries was not in attendance.
- Coven playing field and skateboard park. Parish Cllr R. Dakin reported that holes in the swing safety matting needed repair. The bottom rope on the cargo net multi activity unit was broken. All other equipment was ok. Mole hills were nearing the bottom goal mouth. The tennis net needed to be taken down.
- The Bront. On behalf of Parish Cllr G. Sibley, Parish Cllr R. Dakin reported that the culvert at Poplars Farm Way entrance was showing signs of silt build up after recent heavy rain. There was standing water which was passable and all grass paths were muddy. Flood alerts had been posted on the Parish Council Facebook page. The River Penk and Watershead Brook were quite high and flowing faster than normal. The River Penk water level had its highest recorded level on Saturday 26th October at 2.35m (previous one being June 2007 at 2.15m).

ANY OTHER MATTERS OF REPORT:

Parish Cllr M. Webb MBE reported that he had been elected on to the sub-committee for the development of the Scout Huts.

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

Parking at Greenacres, Coven.

Co-op, Coven parking / traffic.

CONFIDENTIAL MATTERS:

391*** **School Lane Development, Coven.**
The Council resolved that the Clerk contact the developer.

The Chairman suspended standing order 3w to allow the meeting to continue beyond 9.00pm.

97*. **Development at Engleton Lane, Brewood.**
The Council resolved that the meeting be deferred until 15th November 2019 at 9:30am.

There being no other business to discuss, the meeting ended at 9:05pm.

..... Chairman

**REPORT OF THE CLERK FOR THE MEETING OF THE COUNCIL
TO BE HELD 14 NOVEMBER 2019**

MATTERS ARISING

193.2. **Telephone Kiosk Deansfield Close, Brewood.** The decision has been taken by South Staffordshire Council that the telephone kiosk in Deansfield Close can be removed.

209. **Benches at Coven Heath.** Photographs of the three benches have been received giving details of the specific repairs / action required. The matter will be placed on the agenda for the next meeting subject to receipt of a written report from the working party.

214.4. **Flooding Assistance Bishop's Wood.** Details of the additional work have been received and will consist of repairing the broken connection of pipe from the highways drain between Tong Close and the brook.

MATTERS ONGOING

312*** **Parking on Grass Verge, Deansfield Road, Brewood.** Parish Cllr D.M. Holmes has contacted the housing association again. They will arrange for the vehicles to have individual stickers placed on them to see if that has any impact on the owners moving them.

149. **Charging Points for Electric Vehicles.** A Members panel has recently been established which will run for six months looking at climate change. The district council is supportive and is aware of the need for charging points. However, initiatives will mainly be concerned with planning applications where the charging points will be incorporated into the building design rather than on -street points. Grants are available but the amount of assistance varies, currently only 40% can be claimed back.

OTHER MATTERS OF REPORT

231.1 Invitation received from Brewood Christmas Lights Committee advising that the switch on will commence at 3pm on 24th November and inviting the Chairman or another officer of the Council to say a few words to open the event.

231.2 Emails received from Staffordshire Parish Councils Association and the monitoring officer at SSC giving guidance on pre-election publicity (Purdah). Members are requested to consider delaying the release of the next newsletter until after 12th December although articles are not politically sensitive.

231.3 Email received from the caretaker at Coven changing rooms (football) giving notice of his resignation which will expire on 13th December. Members of the Staffing Committee are asked to arrange an urgent meeting to draft an advertisement for his replacement.

231.4 Email received from Parish Cllr D. Short on behalf of Coven Heath Community Assosiation inviting the Chairman to turn on the lights at Coven Heath Christmas lights event and inviting all councillors etc on 30th November at 6pm. Parish Cllr D. Short may wish to speak to this item.

231.5 The Chairman has arranged with the Royal British Legion for them to host the Christmas celebration after the December meeting (12th Dec).

231.6 Email received from Coven Christmas Lights committee, inviting members to attend the event on 30th November at 4:30pm (switch on at 5pm).

PLANNING APPLICATIONS CONSIDERED AT THE MEETING

HELD ON 14TH NOVEMBER 2019

Application No	Proposal
19/00644/OUT	Demolition of existing dwelling and outbuilding, creation of new access and erection of 12no. affordable dwellings at Ruma Saya, Paradise Lane, Slade Heath. <u>Comment:</u> The Parish Council strongly objects to the application and does not support this site as a Rural Exemption site due to its remote location and the lack of facilities nearby. There are more suitable sites elsewhere in the Parish.
19/00779/FUL	Demolition of existing 1.5 storey side extension, erection of replacement 1.5 storey extension with limited height increase. Single storey rear extension at Forge House, Brewood Road, Coven. Resubmission of application 19/00565/FUL. <u>Comment:</u> No objection.
19/00800/VAR	To extend the period of the temporary consent (15/00746/FUL to 02-12-2023) at Fair Haven, Shaw Hall Lane, Coven Heath. <u>Comment:</u> Objection. No special reason given for development in the Green Belt area. It is inappropriate for a Gypsy, Traveller and Travelling Show People site.
19/00809/FUL	Removal of existing carport, two storey side extension and single storey front and rear extensions at 13 Hillcrest, Brewood. <u>Comment:</u> No objection.
19/00812/FUL	Proposed two storey front and single storey rear extensions at 25 Elmhurst Close, Coven. <u>Comment:</u> Objection. The extension extends beyond the building line and is too large for the size of the plot, therefore over development of the site.
19/00819/FUL	Two and single storey side extension at 5 Orchard Close, Coven. <u>Comment:</u> No objection.