

**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> 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. No Parish Cllrs declared that they were recording the meeting.

**PRESENT:**

Parish Cllrs 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:**

PCSO G. Lloyd, PCSO J. Stevens.

**APOLOGIES:**

Parish Cllrs M. Alden-Court (personal), W. Sutton (SSC meeting).  
 District Cllr J. Bolton. 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.

**MINUTES:**

The Minutes of the Council meeting held on 14<sup>th</sup> November 2019 were approved as being an accurate record and duly signed.

Although not reported at the meeting of 14<sup>th</sup> November, it was noted that Coven Christmas Lights Committee had thanked the Parish Council for continued financial support towards the event and for organising the Christmas trees.

**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  
 28<sup>th</sup> 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.

233. **PUBLIC PARTICIPATION:**

No members of the public were present at the meeting.

234. **POLICE REPORT:**

PCSO Lloyd reported that there had been an increase in crime between 1<sup>st</sup> – 28<sup>th</sup> November. He reported that there had been eight burglaries in total, three sheds in Coven Heath had power tools stolen. Two outhouses in Gailey, one property in Coven and one property in Brewood had been entered through unsecured back doors. One property in Four Ashes had power tools taken from an outhouse. There had been one theft of a motor vehicle and one van stolen without keys from Four Ashes. There were two reports of anti-social behaviour; both neighbour disputes, one in Coven and one in Bishop's Wood.

PSCO Price had tried to contact Mr Keeling regarding double yellow lines at Poplars Farm Way, Coven but had not received a reply. PCSO Price would temporarily be covering Wombourne until January 2020.

Police surgery dates would be circulated in the New Year; dates would be passed to the Clerk.

**PCSOs G. Lloyd and J. Stevens left the meeting.**

**MATTERS ARISING:**

**Due to the confidential nature of the business discussed, the following item was taken in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960. (There were no press or public in attendance at the meeting).**

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

**The Council resolved unanimous in favour that the Clerk forward an appropriate response to its solicitor.**

182. **M54 to M6 Link Road.** Notification received of non-statutory supplementary consultation from 11<sup>th</sup> November to 11<sup>th</sup> December. There had been some minor amendments to the draft order limits. Copies were available from the Clerk.

**Matter of report.**

220. **Traffic Management-Double Yellow Lines in Dean Street, Brewood and Poplars Farm Way, Coven.** Confirmation received from Highways regarding the cost of double yellow lines. Clerk's Report referred.

**The Council resolved, unanimous in favour, that the matter be placed on the agenda for the next meeting of the Parish Council.**

**MATTERS ONGOING:**

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

97. **Wild Flower Planting.** Members considered the request for a Parish Councillor to join the charity, attend four meetings per year and consider becoming a trustee to develop wild flower planting in Brewood.

**The Council resolved, unanimous in favour, that the Clerk write back and advise that the Parish Council was supportive of wild flower planting specifically around the canal bridge (bridge 13) but would not become a trustee and request that the Parish Council be kept informed.**

225. **Bench at Sandy Lane, Brewood.** Parish Cllr R. Taylor had met with the contractor regarding installation of the bench adjacent to Brewood Hall.

209. **Benches in Coven Heath.** Matter to be placed on the agenda for the next meeting of the Parish Council.

**CORRESPONDENCE RECEIVED:**

235. Parking at Greenacres, Coven. Photographs tabled at the meeting. Clerk's Report referred.  
**The Council resolved, unanimous in favour that the Clerk write to the resident and St Paul's First School with suggestions about avenues they may wish to explore.**

236. Traffic and Parking at the Co-op, Brewood Rd, Coven. Parish Cllr J. Bradshaw reported that was no solution as there were no parking issues when PSCOs arrived.

**Matter of report.**

237. Email received from Staffordshire County Council regarding proposed waiting restrictions in Bargate Street and Newport Street, Brewood. Copies circulated prior to the meeting. Clerk's Report referred.

**The Council resolved, unanimous in favour, that the Clerk reply advising that the Parish Council was in favour of waiting restrictions in Bargate Street but it would need to be significantly convinced that the proposed restrictions were necessary in Newport Street as the unintended consequences would move the problem elsewhere.**

238. Email received from South Staffordshire Council's lifestyle roadshow co-ordinator regarding the promotion of lifestyle roadshows. The co-ordinator advised that she would attend a future meeting of the Parish Council to speak during public participation.

**Matter of report.**

239. Members were requested to submit articles for inclusion in the winter newsletter.

240. Email received from the corporate director governance regarding parish councillor remuneration. Copies circulated prior to the meeting.

**Matter of report.**

241. Road closure notice received advising that from 18<sup>th</sup> December vehicles would be prohibited from proceeding along Old Stafford Road, Cross Green from its junction with A449 to its junction with Dark Lane except for access. An alternative route would be available via Old Stafford Rd, Brewood Road, A449 and vice versa via A449 Stafford Road, A449 Fordhouses roundabout, A449 Stafford Road and Old Stafford Road. Details would be posted on the Parish Council's Facebook page and notice board.

**Matter of report.**

242. **CORRESPONDENCE CIRCULATED:**

SPCA Bulletin 14<sup>th</sup> & 21<sup>st</sup> November

Select Magazine

Bishop's Wood Bugle November

Independent Schools Guide

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

At the end of the meeting District Cllr D.M. Holmes reported that she had just returned from a meeting of South Staffordshire Council regarding the former Royal Ordinance site at Featherstone. There would be a public exhibition held on 10<sup>th</sup> December from 11am at Featherstone Community Centre.

28<sup>th</sup> November 2019

Parish Cllr R. Dakin read out a report received from County Cllr M. Sutton.

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

Parish Cllr M. Sambrook reported that due to the Chairman being unwell, she opened Brewood Christmas Lights switch-on event. It was well attended and very enjoyable.

Parish Cllr M. Webb MBE reported that on 25<sup>th</sup> November he had attended an executive meeting of Brewood Scouts to consider making an application for funding of up to £150,000 from the National Lottery to refurbish both huts and to replace equipment.

The Chairman, Parish Cllr R. Dakin reported that along with Parish Cllr M. Sambrook and the Clerk he had attended the Locality 2 meeting, at South Staffordshire Council on 15<sup>th</sup> November. Parish Cllr M. Sambrook reported that South Staffordshire Council was restructuring and there would be a named contact for each area. Representatives from Staffordshire County Council, South Staffordshire Council and Parish Councils would meet to solve problems together. It would be spring 2020 before anything happened.

245. **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 28<sup>th</sup> November, including salary payments, **be approved.** Income £3,141.18 and expenditure (net) £8,495.43.
2. Financial Summary – Cash Book Reconciliations and the Direct Debit/Standing Orders arising from the October reconciliation, **be received.**

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

3. Personal Admin Allowances of Members and the Clerk for the financial year 2019-20 to the sum of £25 each to Councillors and £50 to the Clerk, **be approved.**
4. Members considered whether to arrange a pre-meeting of the Precept. Items for inclusion to be forwarded to the Clerk before 9<sup>th</sup> December. Members agreed that the information provided by the Clerk was sufficient therefore a pre meeting was not necessary.
5. Arrangements were agreed for the Parish Council's Christmas celebrations following the meeting to be held on 12<sup>th</sup> December. Clerk's Report referred.
6. Email received from South Staffordshire Council advising that the Cabinet Member for Community Services had issued a decision under s35 of the Local Govt Finance Act 1992 which, from April 2020, enabled South Staffordshire Council to charge a special expense to residents living in a parish where the responsibility for maintenance of a closed churchyard had been transferred to the Council. There was a closed churchyard in Coven. No accurate costings were available. Copies of the decision were provided to Parish Cllrs P. Knight CBE and R. Taylor.

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

7. Members considered serving Notice to Quit on the tenant of allotment 53 Coven Heath. Copy of papers circulated prior to the meeting.  
**The Council resolved unanimous in favour that the Clerk write advising that there was serious concern about the complaints but due to the lack of evidence would not terminate the allotment tenancy on this occasion. Any further transgressions could lead to termination in future.**

**Parish Cllr M. Sambrook returned to the room.**

231.1 Members considered the appointment of the current caretaker for Coven playing field to cover the duties for football games played during the football season. The rate of pay was £30 per day (usually Sundays) and £30 per match for friendly games, usually during August.

**The Council resolved unanimous in favour that the existing caretaker be appointed to carry out caretaking duties to cover football during the football season.**

**Parish Cllrs J. Jeffries and A. Pupino were nominated to approve the online banking.**

246. **PLANNING REPORT:**

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

Notice of intention to carry out tree works at 24 Dean Street, Brewood. Yew-crown lift and remove basal growth. Apple – remove.

Planning application 19/00647/FUL, 7 High Green, Brewood had been withdrawn.

247. **CLERK’S REPORT:**

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

230. **South Staffordshire Local Plan Review.**

**The Council resolved unanimous in favour that Parish Cllr J. Jeffries draft a letter with similar comments to Brewood Civic Society and applauding South Staffordshire Council’s approach to use Brownfield Sites ensuring that Green Belt is released only when there is little or no harm to the Green Belt.**

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

**ANY OTHER MATTERS OF REPORT:**

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

None.

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 28 NOVEMBER 2019**

**MATTERS ARISING**

220. **Traffic Management-Double Yellow Lines in Dean Street, Brewood and Poplars Farm Way, Coven.** Confirmation received from Highways that the cost of double yellow lines is around £4,000 to cover the traffic regulation order, various consultations advertising and legal order and painting. Additional on street costs such as posts and signs would increase the amount to between £6,000 to £7,000. Members are requested to consider whether or not to include match funding in the budget report to be considered in January 2020.

**CORRESPONDENCE RECEIVED**

235. **Parking in Greenacres, Coven.** Details of the complaint received via Parish Cllr R. Taylor. Photographs show morning and afternoon during school times; it is the same vehicle parking every day. It arrives up to twenty minutes early and waits until a few minutes before 9am. Children walk from Cinderhill along Greenacres to St Paul's school in School Lane. There is no crossing patrol on School Lane. The complainant would like to see regular visits from parking wardens at least weekly.

237. **Waiting Restrictions in Bargate Street and Newport Street, Brewood.** County Cllr M. Sutton has advised that this came about following contact from residents around parking at the junction and the difficulty in large vehicles being able to turn right out of Bargate Lane into Bargate Street due to parked vehicles.

**MATTERS ONGOING**

391\*\*\* **School Lane Playing Field.** Meeting arranged for 7pm on 9<sup>th</sup> December.

**FINANCE**

245.5 Members are requested to notify the assistant clerk what food they will bring, which should be dropped off to RBL before 5pm on 12<sup>th</sup> December. There are no financial costs associated with the celebration.

**PLANNING**

230. **South Staffordshire Local Plan Review.** It was previously resolved that the Parish Council based its response on the comments made by Brewood Civic Society, copy tabled. Members are requested to consider whether or not the response is sufficiently comprehensive. Consultation closes 12<sup>th</sup> December.

**Recommended action: Members to advise the Clerk of any additional comments by 6<sup>th</sup> December.**

**OTHER MATTERS OF REPORT**

Email received from Brewood Christmas Lights Committee thanking Parish Cllr M. Sambrook for officially opening Brewood Christmas lights switch on (the Chairman was unwell and unable to attend). The committee also wished to thank the Parish Council for its continued financial support of Christmas lights in the Parish.

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING**

**HELD ON 28<sup>TH</sup> NOVEMBER 2019**

**Parish Cllr D.M. Holmes left the meeting while 19/00823/FUL was considered.**

<b>Application No</b>	<b>Proposal</b>	<b>Comment</b>
19/00820/FUL	Conversion of traditional barns to 2 no. 2-bedroom and 4 no. 3-bedroom dwellings at Brinsford Farm, Brinsford Lane, Slade Heath.	No comment.
19/00823/FUL	Two storey rear extension and internal alterations at Sunnyside, Kiddemore Green Road, Brewood.	No objection.
19/00705/OUT	Demolition of existing boarding kennels and the erection of 4 no. two bedroom dormer bungalows and 1no. 3-bedroom dormer bungalow including parking areas at Cross Green Farm Kennels, Dark Lane, Cross Green.	No special reasons given for development in the Green Belt. No evidence of need. Poor access and egress.
19/00854/FUL	Proposed extension/alterations and detached double garage at 15 Vicarage Road, Brewood.	No objection.