

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 DECEMBER 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 recorded the meeting.

PRESENT:

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

APOLOGIES:

Parish Cllrs J. Bradshaw (illness).
 District Cllrs J. Bolton, B. Cox 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 Cllrs M. Sambrook and W. Sutton arrived to the meeting.

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 M. Webb MBE declared an interest in planning application 19/00861/FUL.
 Parish Cllr W. Sutton declared a non-pecuniary interest in planning application 19/00775/FUL.

MINUTES:

The Minutes of the Council meeting held on 28th November 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.

12th December 2019

248. **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 representative of Coven Heath Community Association reported that St Francis Group had failed to notify Coven Heath residents regarding the Royal Ordnance Factory (ROF) site, Featherstone public exhibition held 10th December. The Planning Director of St Francis Group had informed South Staffordshire Council but not the Parish Council as requested by Cllr D. M. Holmes. Cllr Holmes had reported at the previous meeting that a public exhibition would be held 10th December. Members agreed that the Clerk write to St Francis Group and South Staffordshire Council Planning expressing the Parish Council's disappointment at not being notified and requesting that the consultation period be extended from 19th December to 19th January 2020 and for the developer to hold a second exhibition for Coven Heath residents.

249. **POLICE REPORT:**

No Report from the Police was received.

It was reported that the Parish Council leaf-blower had been stolen when the handyman was working on Kiddemore Green Road, Brewood. The matter had been reported to the Police.

MATTERS ARISING:

209. **Benches in Coven Heath.** Members considered the options regarding the benches in Coven Heath. Copy of report received from Parish Cllr G. Sibley circulated prior to the meeting. It was noted that all plaques would be transferred and the cast iron ends of one bench be retained.

The Council resolved, unanimous in favour, that the Parish Council replace two benches and repair one bench. Parish Cllr D. Short would obtain further information regarding costing.

221. **Business and Action Plans.** The Business and Action Plans for the forthcoming year were reviewed prior to the meeting. Updated copies circulated prior to the meeting.

The Council resolved, 13 in favour and 1 abstention (Parish Cllr A. Pupino), that the Parish Council Business Plan and Action Plan be accepted, subject to minor amendments which had been identified.

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

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

391*** **School Lane Playing Field, Coven.**

MATTERS ONGOING:

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

88.3 **Youth Provision-Coven.** Parish Cllr M. Alden-Court had spoken to Mr Boyce and would meet in the New Year.

312*** **Parking on Grass Verge, Deansfield Road, Brewood.** Members reported that cars had been moved off the grass verge in the preceding two days. Oak Road had become dangerous due to cars being parked close to the junction with Vicarage Road.

97. **Wild Flower Planting.** Parish Cllr R. Taylor would meet in February with a resident who had offered several trees to the Parish Council.

156.9 **Culvert at The Bront.** Clerks Report referred.

CORRESPONDENCE RECEIVED:

250. Members of the Allotments Working Party to arrange an inspection of the allotment sites during January 2020.

The Council resolved, unanimous in favour, that an Allotments Working Party inspection be held on 8th January at 9:15am at Coven Heath.

251. Closure of the Parish Council office over the Christmas period. The last working day would be Tuesday 24th December, to re-open on Thursday 2nd January, in line with South Staffordshire Council's closure. The Clerk would be available should there be an emergency during the break.

The Council resolved, unanimous in favour, that the Parish Council close for Christmas in line with South Staffordshire Council closure.

252. Parish Cllr R. Taylor reported that Codsall History Society would install a plaque to mark the Leper Well at Gunstone, with wording provided by Mr Giffard, Chillington Hall. Parish Cllr R. Taylor offered to organise a visit in spring for other Parish Councillors to visit the Leper Well. Matter to be placed on the agenda of the Parish Council in February.

Matter of report.

253. The Chairman had advised that his Civic Sunday would be held at 12:30pm on 19th January 2020 at St Mary the Virgin and St Chad Church, Brewood followed by a buffet at the Three Stirrups Public House. Parish Cllr M. Alden-Court reported she was unable to attend.

Matter of report.

254. **CORRESPONDENCE CIRCULATED:**

Brewood Civic Society Minutes of meeting 18th November
Christmas card received from South Staffordshire Council
Circular received from the Open Spaces Society
SPCA Bulletin 5th December,

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

Cllr D. M. Holmes had attended the Royal Ordnance Factory (ROF) site, Featherstone public exhibition held 10th December. Cllr Holmes had a copy of the presentation which would be available in the Parish Council Chamber.

Cllr W. Sutton reported that the South Staffordshire Council 'Shopper Bus' had been approved in Locality 1 and 2. It would be a flag and stop community bus operating on a Wednesday to Penkridge Market and on a Thursday to Cannock town centre and Sainsbury's, calling at Coven, Brewood, A5, Bishop's Wood, Wheaton Aston and Lapley. A journey would cost £3 one way or £5 return. Funding was available to provide the service for 12 – 18 months. Matter to be included in the winter newsletter. Cllr W. Sutton was investigating electric vehicle (EV) and charging points legislation.

South Staffordshire Council had negotiated a deal with The Forest of Mercia Forestry Commission for an unlimited number of free saplings.

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

The Chairman reported that on 30th November he had welcomed and introduced the District Council Chairman to open Coven Christmas light switch on and later that evening attended Coven Heath Christmas lights switch on. On 2nd December he attended Coven Memorial Hall Trustee Committee meeting. On 10th December he had met with Reverend Moon to discuss his Civic Sunday. On the same day he also attended ROF public exhibition in Featherstone.

257. **FINANCE REPORT:**

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

1. Expenditure list as at 12th December, **be approved**. Income nil, expenditure (net) £848.13.
2. Staff Christmas bonuses (£30 for non-tax payers and £35 for tax payers), **be approved**.
Members resolved, unanimous in favour to include staff Christmas bonus on the agenda for the Precept meeting to be held in January 2020.
3. Salary payments, there being no second meeting in December, **be approved**.
4. The Consumer Price Index (CPI) was 1.5% in October, Members considered whether or not to apply the increase to rental charges for the financial year 2020-21.
The Council resolved, unanimous in favour, that the CPI 1.5% increase be approved.

Parish Cllr R Taylor declared an interest in double yellow lines in Dean Street, Brewood and left the room while the matter was discussed.

220. **Double Yellow Lines in Dean Street, Brewood and Poplars Farm Way, Coven.** Members considered which scheme would be the Parish Council's priority and to approve a budget of £5,000 for Poplars Farm Way or £3,500 for Dean Street, Brewood. County Cllr M. Sutton was only able to fund one project during the next financial.

The Council resolved, unanimous in favour, that both projects should be pursued and would be discussed further at the Precept meeting.

Parish Cllr R. Taylor returned to the meeting room.

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

258. **PLANNING REPORT:**

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

Planning application 19/00819/FUL 5 Orchard Close, Coven would be on the agenda for discussion at the South Staffordshire Council Planning Committee meeting on 17th December.

Planning application 19/00868/FUL. Clerk to determine who would own, insure and maintain the celebration post.

259. **CLERK'S REPORT:**

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

12th December 2019

Winter Newsletter.

It was agreed to the Brewood BKV flyer be included and circulated to Brewood residents only.

260. **PLAYING FIELD REPORTS:**

The Parish Council received the Playing Fields Reports:

- Bishop’s Wood playing field. Parish Cllr K. Webber reported that the equipment was in very good condition. There were mole hills which made the field unsuitable for ball games.
- Brewood playing field and skateboard park. Parish Cllr J. Jeffries reported that the equipment was in reasonable condition. She would forward a written report.
- Coven playing field and skateboard park. Parish Cllr R. Dakin reported that gaps in the swing safety matting needed repair. The ground was very wet and the football pitch would require inspection prior to games being played at the weekend.
- The Bront. Parish Cllr G. Sibley reported that a tree close to the main path had broken in half. It was noted that this had been reported to the office and the tree was due to be removed by Saturday 14th December. The culvert at Poplars Farm Way entrance had some driftwood building up. Part of the fencing near Riverside Way entrance had blown down. All paths were muddy and there was standing water.

ANY OTHER MATTERS OF REPORT:

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

Clerk to obtain quotes to repair the Parish Council office roof.

The Chair wished everyone a Happy Christmas and New Year.

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

..... Chairman

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

MATTERS ONGOING

156.9 **Culvert at The Bront.** Contractor has met with Andrew Brett and agreed how the repairs will be carried out. The work will be done as soon as the weather permits.

OTHER MATTERS OF REPORT

Tree Survey. A quote (IRO £4,000) has been received from a recommended arbouriculturalist which will be included in the budget.

Winter Newsletter. As the newsletter is only short (two pages) we would like to produce it in-house during week commencing 16th December. We will be also including a flyer from Brewood BKV; both are tabled for approval. Any comments/amendments to be forwarded to the Clerk by Monday 16th December. Would those Parish Councillors responsible for distribution advise when they are available to collect the newsletters from the office please.

PLANNING APPLICATIONS CONSIDERED AT THE MEETING**HELD ON 12TH DECEMBER 2019**

Application No	Proposal	Comment
19/00775/FUL	Factory extension to Unit 4E, external works, landscaping, new and reconfigured car park at Unit 4E Station Road, Four Ashes.	No objection. The Parish Council is concerned that there is no extra car parking space shown in the application.
19/00809/FUL	Removal of existing carport. Two-storey side extension and single storey front and rear extensions at 13, Hillcrest, Brewood.	No objection.
19/00861/FUL	Single storey extension to side and rear at 19 St Chads Close, Brewood.	No objection.
19/00868/FUL	Erection of a permanent celebration oak tree carving on a free standing oak post at the amenity area in Church Road, Brewood.	No comment.
19/00887/FUL	Demolish existing rear kitchen extension and conservatory and provide new extension to side and rear at Covene, Coven Road, Brewood.	Objection. The extension extends behind the neighbour's building line and was potentially detrimental to neighbours.