

BREWOOD AND COVEN PARISH COUNCIL
WITH BISHOP'S WOOD AND COVEN HEATH

AGENDA FOR THE MEETING OF THE COUNCIL TO BE HELD ONLINE
ON THURSDAY 29th APRIL 2021 AT 7.00PM

This meeting will be recorded by the Parish Council. The Parish Council is not responsible for any recordings that may be made by members of the public, if you intend to record this meeting, please declare it now. If a member of the public does not wish to be recorded by another member of the public, please declare it now.

APOLOGIES:

To receive apologies and to approve reasons for absence.

DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS AND REQUESTS FOR DISPENSATION:

To receive any declarations of interest from Members, and any requests for dispensation 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 will therefore not vote on any planning matters brought before the Parish Council. She may remain at the meeting and any views she may express are based on the information before her at the time. These views may change in the light of further information or debate at a future South Staffordshire Council's Planning Committee meeting.

MINUTES:

To approve for accuracy, the Minutes of the meeting held on 8th April 2021.

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 is not considered that the resolutions to be moved herein will have any adverse impact for the purposes of the Crime and Disorder Act 1998.

231. **PUBLIC PARTICIPATION:**

The Chairman will move 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.

232. **POLICE REPORT:**

To receive the Police Report, subject to availability.

Report received from the caretaker at Coven playing field regarding an increase in antisocial behaviour recently. A resident of Sunset Close reported young people climbing trees and verbal abuse. The PCSO has been asked to increase visits which he has agreed to do. He has also advised that any incidents should be reported using 101 or online.

MATTERS ARISING:

200.2 **Asbestos Survey of Parish Council Buildings.** See Finance. The legislation states that there is an Appointed Person to help comply with legal requirements and to ensure that asbestos containing materials (ACMs) in premises are properly managed, duty holders should identify a person (and in some cases a deputy) within their organisations who will be responsible for that management.

Recommended resolution: that the Appointed Person for the purposes of asbestos regulation is the Clerk to the Parish Council.

206. **Future Meetings.** To consider whether to hold the first meeting of the Parish Council virtually on 6th May, the scheduled meeting (annual meeting of the Parish council) should be held on 13th May which is the second Thursday but will be after the date that virtual meetings are due to end.

Members' views.

208. **Allotments Inspection.** Two letters have been sent out reminding plot holders to tidy up. Two other identified plots have been updated; one has been relinquished and the other tenant has moved to Shifnal but would like to keep the plot on as they have made a start this year. A precedent has been set as a previous request to retain a tenancy from someone now living in Penkridge was approved; however, there is no one on the waiting list and there are currently four vacancies. Parish Cllr D. Short is also aware of someone who lives in Featherstone who would like one of the vacant plots if the rules were to be relaxed.

Members' views.

221. **Awarding Scrolls for Local People.** To consider recognising local people for recent outstanding achievements. Working Party will have met earlier in the evening.

Members' views.

MATTERS ONGOING:

The Chairman will invite Members to raise any matters ongoing as they deem necessary (for information only).

300* **Drainage System at BPSA.** At the meeting held on 12th March 2020 it was resolved that the Parish Council invite members of Brewood Cricket Club to present proposals regarding future development of the pavilion. Due to Covid-19 restrictions the invitation was not sent.

Recommended resolution: that representatives of Brewood Cricket Club be invited to attend a future meeting of the Parish Council to present up to date plans for future development of the pavilion.

22. **Review of Asset Register.** Clarification of status of Church Road Amenity Area received at previous meeting.

Recommended resolution: that Church Road Amenity area be removed from the Parish Council's Asset Register but shrubs etc continue to be maintained by the Parish Council as has been the case for the past 50+ years.

81.4. **Brewood Christmas Lights Grant Application.** To rescind the resolution to write to Brewood Christmas Lights Committee as resolved at the meeting held on 11th February 2021, having received the signatures of 8 parish councillors in accordance with Standing Order 7a.

CORRESPONDENCE RECEIVED:

233. To adopt the Model Code of Conduct as approved by NALC, copy forwarded prior to the meeting.

Recommended resolution: that members of the Parish Council adopt the model Code of Conduct with immediate effect. Copy to be placed on the Parish Council's website.

234. To approve the Risk Assessment documents including: the Risk Assessment Report, fire risk assessment of Parish Council buildings and Business Risk Assessment. It was noted that reference to the Electrical Installation Condition Reports should include expiry dates, which has been amended and fire extinguishers would not be required in Sandy Lane toilets.

Recommended resolution: that the risk assessment documents subject to minor amendments, be approved. Copies to be placed on the Parish Council's website.

235. To approve the reviewed Equality Policy. To be placed on the Parish Council's website.

236. To approve the reviewed Safeguarding Policy. To be placed on the Parish Council's website.

237. To appoint the internal auditor Toplis Associates for the financial year 2021-22.

238. Email received from Ryan Taylor of South Staffordshire Council regarding reopening the high street and would like to hear of any local projects in Brewwood and Coven which may be suitable for grant aid of up to £5,000. Copy enclosed. Ideas, in accordance with the criteria, are required as to how the high street could benefit

Members' views.

239. Letter received from Pinsent Mason giving notice that the access track at Engleton Lane, Brewwood (Somerford Park development) will be obstructed on or after 5th May 2021 for a period approximately four weeks for highways work by Staffordshire County Council; members of the BPSA committee to note the date. Acknowledgement of receipt has been returned to Pinsent Mason by the Clerk. The letter also confirms that Lovell will be transferred the freehold interest of the land to Staffordshire County Council. There will be a traffic diversion in operation in Engleton Lane, associated with the works, details will be posted on Facebook and noticeboards.

Matter of report.

240. **CORRESPONDENCE CIRCULATED**

Available from the Clerk upon request:

SPCA Bulletin 8th April, Bulletin Extra 23rd April - Coronavirus Guidance for Local Government

Various planning documents links relating to M54/M6 Link Road Project

Staffordshire Wildlife Trust magazine spring edition

Wolverhampton West magazine March/April edition

Open Spaces magazine spring edition

Village News March edition

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

To receive the reports of the District and/or County Council.

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

To receive the report of the Chairman and any feedback from Councillors on courses etc attended.

243. **FINANCE REPORT:**

To receive the Finance Report from Parish Cllr C. Smythe, and resolve the following matters:

1. To approve the income and expenditure approvals list as at 29th April 2021 including salary payments. £1,000 grant received from Staffordshire county Council climate change fund for loft insulation of the Parish Council Office.

2. To consider the application for a grant of £200 from St Paul's Church, Coven to cover the cost of refurbishing five benches in the closed churchyard at £40 per bench. Copies circulated prior to the meeting.

Members' views.

3. To approve the request from the Friends of Barnfield Sandbeds for payment of the grant of £250 for native bulbs and plants, tools and equipment.
4. To approve the request from Bishop's Wood Village Hall committee for payment of the grant of £2,880 to support subsidised fees for affiliated groups, subject to confirmation of a reduced price.
5. To approve the request from Brewood Tennis Club for payment of the grant of £1,500 to provide equipment for coaching and open days.
6. To consider the request to hire Coven playing field on a Wednesday evening from 6pm and possibly on a Saturday morning to run a 'boot camp'. Hire fees for other groups are currently £15 per session. The applicant has carried out risk assessments, has a method statement and relevant insurance.
7. To consider a request from the Open Space Society for a donation to its Grant a Green appeal to help protect green spaces.
8. To consider the request that the Parish Council makes a charity donation to the National Playing Fields Association to help support outdoor activities in remembrance of the Duke of Edinburgh.
9. To ratify the decision of the Clerk to arrange the removal of a large overhanging tree branch at Coven Heath allotments which was in danger of breaking off and damaging property on the allotments at a cost of £350.

200.2 **Asbestos Survey of Parish Council Buildings.** To approve expenditure of £570 excl VAT.

The survey of the Parish Council building has been carried out and the report awaited. Following further investigation it will be necessary to commission a survey for the changing rooms at Brewood Parish Sports Association and Brewood Tennis Club pavilion, other buildings have been ruled out based on the recommendations of the HSE, report from Parish Cllr P. Knight available from the Clerk.

244. **PLANNING REPORT:**

To receive the Planning Report from Parish Cllr R. Taylor and consider the planning applications received.

245. **CLERK'S REPORT:**

To receive the written report of the Clerk.

ANY OTHER MATTERS OF REPORT:

To receive any other matters of report for inclusion on the agenda for the next meeting if deemed appropriate.

AT THE MEETING TO BE HELD ON 29TH APRIL 2021

Application No	Proposal
21/00260/FUL	Partial demolition of existing building to improve forecourt arrangement, raising and increasing size of the existing canopy, conversion of workshop to retail use, construction of new extensions to form ground floor hand car wash and café with 2 bedroom flat over. Stretton Garage, Watling Street, Stretton.
20/01143/FUL	Extension of existing car parking facilities to include provision of HGV parking to land at the rear of The Bell Inn Pub, construction of security fencing, advertisement signage, site office building and associated works. The Bell Inn, Watling Street, Stretton.

21/00308/FUL	Single storey side extension, converting garage into habitable space. Construction size, length 6.0m, width 2.4m, height to eaves 3.0m. Flat roof. Build will meet boundary line, continuous from current existing wall of garage, forwards to meet the front of original dwelling front wall. 14 Oakshaw Close Coven.
21/00357/FUL	Single storey extension to the front of 23 Old Weston Road to provide a new entrance hall and study. 23 Old Weston Road Bishops Wood.
21/00348/FUL	Proposed single and double Storey Rear Extensions. 8 High Green Brewood
21/00269/LBC	Installation of 3 No shepherd's huts for holiday accommodation at the edge of a commercially managed (not ancient) woodland. The application includes the installation of a septic tank and associated drainage as well as upgrading the existing woodland (tractor) track and parking to take up to 3 cars (one per shepherd's hut). Part of the nearby ha ha that has collapsed will be rebuilt re-using the existing bricks supplemented with new matching bricks. The park is listed Grade II* Chillington Hall Chillington Park Chillington.
21/00404/FUL	Proposed dormer bungalow. Land adjacent to Lane House Club Lane Coven Heath.