

**BREWOD AND COVEN PARISH COUNCIL**  
**WITH BISHOP'S WOOD AND COVEN HEATH**

**MINUTES OF THE MEETING OF THE COUNCIL HELD AT BREWOOD MIDDLE ACADEMY**  
**SCHOOL ROAD, BREWOOD**  
**ON THURSDAY 22<sup>ND</sup> JULY 2021 AT 7.00PM**

**This meeting was recorded by the Parish Council. The quality of the recording could not be guaranteed due to the acoustics of the hall. The Parish Council was not responsible for any recordings that may have been made by members of the public. Parish Cllr M. Alden-Court also recorded the meeting.**

**PRESENT:**

Parish Cllrs M. Alden-Court, J. Annett, J. Bradshaw, R. Glover, D.M. Holmes, J. Jeffries, P. Knight CBE, D. Short, G. Sibley, C. Smythe, W. Sutton, R Taylor, M. Webb MBE.

**IN ATTENDANCE:**

District Cllr B. Cox.

**APOLOGIES:**

The following apologies were received and reasons for absence approved:  
Parish Cllrs A. Pupino (personal), M. Sambrook (isolating).

District Cllrs J. Bolton and V. Jackson.  
County Cllr M. Sutton.

**DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS AND REQUESTS FOR DISPENSATION:**

Parish Cllr M. Webb MBE declared non-pecuniary interest in planning application 21/00612/FUL. Request for dispensation received from Parish Cllr D. Short who was the vice chairman of Coven Heath Community Association. Dispensation to speak but not vote on matters relating to the community association was requested until 30<sup>th</sup> April 2023.

**The Parish Council resolved unanimous in favour that the request for dispensation be approved.**

**MINUTES:**

The Minutes of the meeting held on 6<sup>th</sup> July 2021 were approved as an accurate record and duly signed. Parish Cllr W. Sutton said that she had given apologies for herself and County Cllr M. Sutton and she thought District Cllr J. Bolton had also given her apologies.

**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.

22<sup>nd</sup> July 2021

54. **PUBLIC PARTICIPATION:**

A planning consultant sought the Parish Council's view on a planning proposal for land of Old Stafford Road, Coven. The chairman advised that the Council would comment when a formal application had been received.

A resident from Coven spoke about the lack of a bus service from Coven to Stafford. A petition of 400 signatures had been submitted. Parish Cllr W. Sutton advised that there was some unspent monies from a previous initiative which she was pursuing. She commented that there was a lack of drivers available which was the reason for the impasse.

The vice chairman of governors for Brewood Middle Academy welcomed everyone to the venue. He then went on to speak to item 59. The Queen's Platinum Jubilee Beacons. He said that Brewood didn't have a beacon but had been involved in celebratory bonfires on royal previous occasions. He suggested that the Parish Council organise more than just a bonfire to celebrate the occasion.

55. **POLICE REPORT:**

No report received.

**MATTERS ARISING:**

221. **Awarding Scrolls for Local People.** Deferred from previous meeting.

**The Parish Council resolved unanimous in favour that scrolls be awarded to three named members of the public to recognise their outstanding achievement or service to the community.**

40. **Information Regarding Licence Applications for Events at Weston Park.** Parish Cllr W. Sutton to provide the Clerk with a regular list of applications in future.

**Matter of report.**

45. **Boundary Review.** Parish Cllr P. Knight explained the background to the boundary review and also the parliamentary review which placed this parish in a new constituency.

**The Parish Council resolved 12 in favour, 1 abstention, that Parish Cllr P. Knight formulate a response for the Clerk to forward to Local Government Boundary Commission for England (LGBCE) explaining that the Council would wait for their initial proposals and respond in more detail at a later date.**

46. **Trees In Bishop's Wood Playing Field.** Clerk's report referred. See item 57 below.

**Matter of report.**

47. **Advertising the Community Hub.** Clarification requested from the proprietors as to how the Parish Council could advertise the hub. The Clerk reported verbally that they only wanted the opening event to be advertised. Members agreed that a representative from the hub be asked to attend the next meeting to present details of how it might impact on the village halls.

**The Parish Council resolved unanimous in favour that the matter be deferred until a presentation was received.**

**MATTERS ONGOING:**

The Chairman invited Members to raise any matters ongoing as they deemed necessary. Clerk's Report referred.

**CORRESPONDENCE RECEIVED:**

56. Correspondence received from Oxford Properties and Logistics Capital Partners, the new owners of the West Midlands Interchange. The companies were interested in engaging with stakeholders during the pre-construction design and engagement phase ahead of starting on site in 2022. Email address and telephone number supplied; the website address remained the same [www.westmidlandsinterchange.co.uk](http://www.westmidlandsinterchange.co.uk)

**Matter of report.**

57. Correspondence from the flood team at Staffordshire County Council regarding a site meeting scheduled for 17<sup>th</sup> August at 11am. The meeting would be held in Bishop's Wood at land adjacent to the playing field to discuss a flood resilience scheme with land owners, including the Parish Council. See item 46 above to combine tree planting with flood resilience plan. Clerk to advise the flood team and invite the resident who had initiated the tree planting idea to the site visit. The following advised that they would attend: District Cllrs B. Cox, D.M. Holmes, Parish Cllrs R Glover and M. Sambrook (outside of the meeting).

**Matter or report.**

58. Invitation received from South Staffordshire Council to its Climate Change Workshop which would be delivered via Microsoft Teams on Wednesday 8<sup>th</sup> September from 6pm to 8pm.

**Parish Cllrs M. Alden-Court and G. Sibley expressed an interest in attending.**

59. Correspondence received from South Staffordshire Council regarding The Queen's Platinum Jubilee Beacons Guide 2022. If parish councils intend to organise the lighting of a beacon at 9.15pm on 2<sup>nd</sup> June 2022 details were available on how to proceed. A resident spoke during Public Participation regarding a bonfire; it was noted that there would be health and safety implications if a bonfire was to be organised.

**The Parish Council resolved unanimous in favour that an item be placed on Matters Ongoing to include all celebrations of the event.**

60. Complaint received regarding the condition of an allotment at Coven Heath. The front part of the plot had been cultivated but the back had a lot of weeds and seeds that were spreading and would need looking at before the next scheduled inspection in September.

**The Parish Council resolved unanimous in favour that Parish Cllrs D. Short and R. Taylor would undertake a site visit.**

61. To consider the report of the Clerk regarding the Parish Council building. Copy circulated prior to the meeting.

**The Parish Council resolved unanimous in favour that the loft insulation be arranged. It was further resolved unanimous in favour, that the condition of the building be discussed at a separate meeting as some issues may be commercially sensitive.**

62. The Parish Council reviewed the Community Benefit Policy and application form. Copy circulated prior to the meeting.

**The Parish Council resolved unanimous in favour that the Community Benefit Policy and application form be approved.**

63. The Parish Council reviewed the Training and Development Policy. Copy circulated prior to the meeting.

**The Parish Council resolved unanimous in favour that the Training and Development Policy be approved.**

64. Wolgarston High Community Day went ahead on 16<sup>th</sup> July. Unfortunately due to problems with the supplier, the bark did not arrive in time so students were found alternative activities including litter picking and clearing out the bug hotel.

Parish Cllr G. Sibley had been involved with the Community Day which at Barnfield Sandbeds. 15 pupils had attended and assisted in moving two tonnes of crushed stone to re-lay the path.

**Matter of report.**

65. **CORRESPONDENCE CIRCULATED**

Minutes of Brewood Civic Society meeting held 21<sup>st</sup> June  
SPCA Bulletins 1<sup>st</sup>, 8<sup>th</sup> and 15<sup>th</sup> July

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

Councillor W. Sutton reported that the refuse collections were delayed due to staff absence and advised that if bins were left out they would eventually be collected.

Councillor D.M. Holmes reported that there had been a Teams briefing by the new owners of West Midlands Interchange. They had set up a community liaison committee which included parish councils and it was up to this Parish Council to keep up to date on developments.

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

There were no reports received from the Chairman or individual members.

68. **FINANCE REPORT:**

The Parish Council received the Finance Report and resolved:

1. That the internal auditor's report, **be received**. The Parish Council considered the points made, it was noted that it had been signed without qualification. Copy circulated prior to the meeting.
2. That the completed Audit Plan for the year ending 31 March 2021, **be received**. The Parish Council noted the points made. Copy circulated prior to the meeting.
3. That section 1 (page 4) of the Annual Governance and Accountability Return (AGAR) for the financial year ending 31 March 2021 **be approved**. The Chairman and RFO duly signed the declaration. Because the scheduled meeting on 24<sup>th</sup> June was cancelled at short notice by the providers of the hall due to a confirmed case of Covid-19 at the venue (Brewood Middle Academy) the Parish Council was unable to fulfil its duty to submit the AGAR before 30<sup>th</sup> June, this was recorded on the form. Copies circulated prior to the meeting.
4. The Parish Council received the AGAR and the Explanation of Significant Variances. Copies circulated prior to the meeting. Members approved section 2 (page 5) of the AGAR which the Chairman duly signed. The Clerk would send the return and supporting documents to Mazars, the external auditor immediately.
5. The accounts payable as at 22<sup>nd</sup> July 2021 including direct debit transactions as a result of the bank reconciliation, **be approved**. Copies circulated prior to the meeting.
6. The Financial Monthly Overview for June, **be received**. Copy circulated prior to the meeting.
7. The financial summary – cashbook as a result of the bank reconciliation for June 2021, **be received**. Copy circulated prior to the meeting.
8. The Q1 budget statement, **be received**. Copy circulated prior to the meeting.

9. The Parish Council considered funding the provision of a 'parish celebration' in spring 2022 when Covid-19 should be in decline. This was permissible under s145 of the Local Government Act 1972.

**The Parish Council resolved 12 in favour, 1 abstention, that the item be postponed until Parish Cllr M. Sambrook was available to elaborate on the plans.**

10. Additional expenditure for rolling the football pitches at Coven playing field which was highlighted in April by one of the football teams hiring the facilities, to be carried out in September at a cost of £250, **be approved.**

11. The purchase of three additional Speed Indicator Devices at a cost of £2,495 each, **be approved.**

12. The Parish Council considered whether to install seats in two bus shelters this year, in line with the Business Plan. A survey to be carried out of Parish Council owned bus shelters as to which had no seats and then two shelters be selected.

**The Parish Council resolved 8 in favour, 1 against and 4 abstentions that seats be installed in two bus shelters this financial year.**

61. **Loft Insulation.** See above approval to arrange loft insulation. Work to be carried out by Wayne Contracts at a cost of approximately £1,500. A Climate Change grant of £1,000 towards the installation had previously been received from Staffordshire County Council which had to be spent during the financial year.

**Matter of report.**

300\* **Drainage System at BPSA.** Report received from Parish Cllr P. Knight regarding a potential solution to the drainage problems on the football pitches. Previous quotes received by the BPSA were £38,760 and £ 53,675 therefore the suggested action at a total of £5,270 provides a cost effective solution. A capital budget of £6,000 was earmarked for general improvements at the BPSA for 2021-22.

**The Parish Council resolved that Standing Order 3w be suspended in order for the meeting to continue beyond 9.00pm.**

**The Parish Council resolved 11 in favour, 2 abstentions that that the quote of £525 to clear out and regrade the existing open ditch and £4,750 to install 2 no. 100mm diameter land drains approx 120m in length be accepted. The Clerk to write accepting the quote, asking for a start date and requesting that the previously excavated areas which had been neglected kindly be re-turfed.**

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

69. **PLANNING REPORT:**

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

21/00717/TREE - 18 Sandy Lane Brewood Staffordshire ST19 9ET. Proposal: Tree Preservation Order 276/2016, T5 sycamore –fell.

21/00268/FUL Installation of three Shepherd's Huts at Chillington Hall had been withdrawn.

70. **CLERK'S REPORT:**

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

**ANY OTHER MATTERS OF REPORT:**

Parish Cllr G. Sibley to give an update on the status of Community Speed Watch in the area at the next meeting.

The Parish Council thanked those councillors involved with organising the Return to the High Street initiative.

To consider ways to reduce the noise level in the hall if it was to be used again.

There being no other business to discuss, the meeting ended at 9.20pm.

.....Chairman

**REPORT OF THE CLERK FOR THE MEETING OF THE COUNCIL  
TO BE HELD 22<sup>nd</sup> JULY 2021**

**MATTERS ARISING**

46. **Trees in Bishop's Wood.** Parish Cllr M. Sambrook will visit the originator of the enquiry and arrange a site visit before a decision is taken regarding this matter.

**MATTERS ONGOING**

97\*\*/141.9\*\* **Wild Flower/Tree Planting.** Site visit in the process of being arranged.

209\*\* **Asbestos Survey.** Surveys have been carried out at Brewood Tennis Club pavilion and BPSA changing rooms. The report for the tennis pavilion has been received with no asbestos detected. We await the report for the BPSA changing room.

**CORRESPONDENCE RECEIVED**

61. **Parish Council Building.** The date of construction contained in the report appears to be incorrect. Local knowledge suggests that it was probably originally constructed in the 1930s, extended in the 1960s and renovated in the 1970s.

**FINANCE:**

Two Parish Councillors to be nominated to approve the online banking.

**OTHER MATTERS OF REPORT**

70.1 **Training.** Equality and Diversity training has been arranged for 16<sup>th</sup> September from 7pm until 9pm via Zoom.

70.2 **Summer Newsletter.** Items to be included in the newsletter to be forwarded to the Clerk.

**PLANNING APPLICATIONS CONSIDERED**  
**AT THE MEETING HELD ON 22<sup>ND</sup> JULY 2021**

<b>Application No</b>	<b>Proposal</b>	<b>Comments</b>
21/00612/FUL	Demolition of existing conservatory and replacement with single storey rear extension at 16 St Chads Close Brewood Staffordshire ST19 9DA	No comment
21/00712/FUL	Proposed new garage and conversion and extension of existing garage to self-contained annex at Kingfisher Manor, Waterside Close, Slade Heath Staffordshire WV10 7PT	The Parish Council objected to this application as there was no special reason for a second dwelling on this site in the Green Belt.
21/00720/FUL	First floor rear extension at High Trees Coven Road Brewood Staffordshire ST19 9DF	No objection
21/00639/FUL	AMENDED PLANS RECEIVED AND AMENDED DESCRIPTION - Retrospective application for inglenook fireplace and chimney at Old Inn Cottage Old Weston Road Bishops Wood ST19 9AG	No objection
21/00672/FUL	Installation of a temporary single storey Portakabin building to be used as two additional consultation rooms for a period of 260 weeks at Brewood Medical Centre Kiddemore Green Road Brewood ST19 9BQ	The Parish Council objected to this application because there were no special reasons given for its requirement. 7 in favour, 2 against and 3 abstentions