

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

**MINUTES OF THE MEETING OF THE COUNCIL HELD AT PEAKMAN HALL, ST DOMINIC'S  
SCHOOL, BARGATE STREET, BREWOOD**  
**ON TUESDAY 6<sup>TH</sup> JULY 2021 AT 7.00PM (RESCHEDULED FROM 24<sup>TH</sup> JUNE)**

This meeting was recorded by the Parish Council. The quality of the recording could not be guaranteed. The Parish Council was not responsible for any recordings that have been made by members of the public.

**PRESENT:**

Parish Cllrs M. Alden-Court, J. Annett, J. Bradshaw, P. Knight CBE, A. Pupino, D. Short.

**APOLOGIES:**

The following apologies were received and reasons for absence approved:

Parish Cllrs R. Glover (personal), J. Jeffries (personal), M. Sambrook (illness), G. Sibley (personal, and another meeting), C. Smythe (illness), R Taylor (personal), M. Webb (illness).

District Cllrs B. Cox, V. Jackson.

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

No requests were received.

**MINUTES:**

The Minutes of the meeting held on 6<sup>th</sup> May 2021 were approved as 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.

38. **PUBLIC PARTICIPATION:**

No one in attendance wished to speak in Public Participation.

39. **POLICE REPORT:**

The Parish Council received the Police Report. The PCSO reported that they had received calls about car cruising and were conducting high visible patrols and using the speed laser gun and issuing tickets to speeders along with giving suitable advice. Theft of catalytic converters still continued to be an issue for Staffordshire Police and they had put in place OP ANADROME to help combat this and also issued permanent visible marking kits.

In accordance with Standing Order 1a, the Chairman moved that the Finance items be brought forward on the agenda. **The Parish Council resolved unanimous in favour that Finance item be taken at this point in the meeting.**

#### 51 FINANCE REPORT:

The Parish Councillors received the Finance Report from Parish Cllr A. Pupino and resolved the following matters:

1. To receive the internal auditor's report, note that it has been signed without qualification and consider the points made. **Clerk's note: Due to circumstances beyond our control, this item was rescheduled to a future meeting when the Clerk would be in attendance.**
2. To receive the completed Audit Plan for the year ending 31 March 2021 and note the observations made. **Clerk's note: Due to circumstances beyond our control, this item was rescheduled to a future meeting when the Clerk would be in attendance.**
3. To approve section 1 (page 4) of the Annual Governance and Accountability Return for the financial year ending 31 March 2021. The Chairman and RFO are required to sign the declaration confirming that there is a sound system of internal control including the preparation of the accounting statements at the meeting. **Clerk's note: Due to circumstances beyond our control, this item was rescheduled to a future meeting when the Clerk would be in attendance.**
4. The Annual Governance and Accountability Return and the Explanation of Significant Variances **be received**. Members are required to approve section 2 (page 5) of the Annual Governance and Accountability Return and the Chairman is required to sign it at the meeting. **Clerk's note: Due to circumstances beyond our control, this item was rescheduled to a future meeting when the Clerk would be in attendance.**
5. The accounts payable as at 24 June 2021, **be approved**. Expenditure (net) £8594.82. Income £0.
6. The Financial Monthly Overview for April and May (as recommended by the internal auditor) **be received**.
7. The financial summary – cashbook as a result of the bank reconciliation for April and May 2021, **be received**.
8. The Parish Council considered the request for payment of the Jubilee Hall grant of £2,880 as included in the Precept, details of concessions for Brewood residents included. **The Parish Council resolved unanimous in favour that the grant be paid.**
9. The Parish Council considered the grant applications from Bishop's Wood village hall and Brewood Jubilee Hall for PPE, deferred from a previous meeting. **The Parish Council resolved 4 in favour, 2 against that both village halls be awarded £250, instead of £500, due to new government guidelines that Covid restrictions would be lifted by 19 July and the Parish Council policy did not fund retrospectively.**
10. The Parish Council considered the grant application received from the newly formed Brewood Christmas Lights Committee. The Committee confirmed that, should a grant be awarded, it would go directly towards the electricians bill. **The Parish Council resolved unanimous in favour to pay £2,250.**
11. The Parish Council considered the request from the Canal and River Trust for financial support from the Parish Council. The Canal & River Trust would be applying to Veolia Environmental Trust for a grant of £55,000 to improve the towpath through Brewood from Bridge 10 to the Bridge pub car park. The total

amount of the project was iro £75,000 with £20,000 being awarded by the Canal and River Trust. The Parish Council had been asked to fund 10% of the grant amount as a third party under Landfill Tax Funding regulations and as a result £5,500 would be the amount required as a grant from the Parish Council.

**The Parish Council resolved unanimous in favour that the amount of £500 be awarded to the Canal and River Trust and suggest that fundraising via Just Giving would be successful and a better way to help the community feel involved. The Parish Council further resolved unanimous in favour that no grant application form was needed for the funding to be awarded, but that the Canal and River Trust provide the Parish Council with evidence of proper audited accounts.**

12. The purchase of replacement play bark for Coven playing field aerial runway at a cost of £404.17 excluding VAT, **be ratified.**

13. The Parish Council considered whether to recommence opening the toilets at Coven changing rooms every day which would incur a cost of cleaning for two hours per week (£18.54 plus on-costs). See point 14.

**The Parish Council resolved unanimous in favour that the toilets be reopened.**

14. The Parish Council considered the suggestion from the caretaker of Coven playing field to erect temporary heras fencing at the boundary to a property in Sunset Close. Visitors to the playing field had been urinating against the fence and verbally abusing the resident. The Police had been informed and have increased patrols.

**The Parish Council resolved unanimous in favour that the suggestion of heras fencing be placed on Matters Ongoing and deferred until point 13 above had been given a chance to improve the situation.**

15. The Parish Council considered a grant request for £1,500 from Brewood Village Community Council (Jubilee Hall) to provide a free concert for invited "frontline workers" from Brewood.

Members discussed this item and considered the event well-intentioned but the situation regarding the pandemic in November was unknown. Additionally this event would not serve the Parish as a whole.

**The Parish Council resolved unanimous in favour that this grant be refused.**

26.1 The action of the Clerk to replace the Grasslok under five pieces of equipment at Jubilee Park, Brewood at a cost of £5,650 excluding VAT, **be ratified.**

200.2 **Asbestos Survey of Parish Council Buildings.** The action of the Clerk to arrange two additional asbestos surveys at Brewood Tennis Club and the BPSA changing rooms at a cost of £200 each excluding VAT, **be ratified.**

### **MATTERS ARISING:**

22. Appointment of Representatives on Outside Bodies. Report circulated prior to meeting.

**The Parish Council resolved unanimous in favour that Parish Cllr J. Jeffries would remain the Parish Council representative for the BPSA.**

28. **Dates of Ordinary Meetings.** The Parish Council considered the dates of meetings for 2021-22.

**The Parish Council resolved unanimous in favour that the dates of ordinary meetings up until 28<sup>th</sup> April 2022, with the amendment of 22<sup>nd</sup> July in place of 29<sup>th</sup> July, be approved.**

**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 matter was taken at the end of the meeting, when the public and press were excluded:**

245.2 **Parish Council Documents.** Reply received from solicitor, circulated prior to the meeting.

6<sup>th</sup> July 2021

208. **Allotments Inspection.** The allotments working party met on 17<sup>th</sup> June to consider Rule 6 of the Garden Rules. They also carried out inspections of both sites.

**The Parish Council resolved unanimous in favour that the recommendations of the working party be approved.**

221. **Awarding Scrolls for Local People.** The Parish Council agreed to defer this item to the next meeting when more members would be present.

26.2 **Locality Two Funding.** Information received regarding the availability of £5,000 for Locality 2 to be spent on community safety. County Cllr M. Sutton had decided that the money would be allocated to a locality wide community safety/Crime Police operation that centred on the A449 and A5.

**Matter of report.**

### **MATTERS ONGOING:**

300\* **Drainage System at BPSA.** At the meeting held on 12<sup>th</sup> 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.

The drainage issue was being investigated on 8<sup>th</sup> July, following heavy rainfall. Cllr P. Knight would report at a future meeting.

**The Parish Council resolved unanimous in favour that the Clerk write to the Cricket Club to take up their original offer inviting Parish Councillors to the Club's venue, so as to allow enough time for a presentation of how their plans have developed since last contact.**

### **CORRESPONDENCE RECEIVED:**

40. Information re licence applications for events at Weston Park. As Parish Cllr W. Sutton was absent for this meeting, the Parish Council agreed to defer this item until a future meeting.

41. The decision to approve Staffordshire County Council's plan to paint double yellow lines along Dean Street, Brewood as far as number 21, **be ratified.**

42. Brewood Junior Football Club and several other teams had been reported by the caretaker as using Coven playing field regularly in the evenings to train on the pitch; these teams did not pay any hire fees. As these visits were unregulated the caretaker was concerned that there could be large gatherings of people which he would be unaware of in advance, or an incident requiring an ambulance which would not be able to access the field due to the height barrier. He had asked the Parish Council for guidance on how to manage the situation. He had suggested that we obtain contact details and proof of public liability insurance for each team at the very least.

**The Parish Council resolved unanimous in favour that the caretaker be reassured that the Parish Council's public liability insurance covered such activity and that no further action was required.**

43. Correspondence received from Wolgarston High School regarding its Community Day on 16<sup>th</sup> July. Projects earmarked by the Parish Council were spreading bark chippings and litter picking at Coven playing field. Parish Cllr M. Alden-Court would be in attendance.

44. Correspondence received from Brewood Royal British Legion advising that it would no longer be organising a Remembrance Day parade and asking if the Parish Council would consider taking over responsibility. The letter from LBL head office stated that a parade was not an essential element of a successful Remembrance and many branches did not have them.

Members discussed the matter and agreed that the Parish Council was not equipped to marshal a parade which involved road closures, which as a public body would need to be carried out according to specific legal requirements.

**The Parish Council resolved 5 in favour, 1 against that the Parish Council did not take over responsibility of a Remembrance Day parade.**

45. Several district/parish councillors and the Clerk attended a community briefing on 17<sup>th</sup> June by the Local Government Boundary Commission for England (LGBCE) explaining why they were conducting a review and how stakeholders could engage with the process and make representations in response to the consultations. The matter would be placed on the agenda for the next meeting. Anyone was allowed to comment, the deadline for responses was 2<sup>nd</sup> August therefore the link to LGBCE would be put on the Parish Council website and Facebook page.

**Matter of report.**

46. Request received from Bishop's Wood resident to plant trees in Bishop's Wood playing field. The Parish Council agreed to defer this to a future meeting as there were no members from Bishop's Wood present to discuss the matter.

47. Request received asking permission for the Parish Council to promote/advertise the new Community Hub. **The Parish Council resolved unanimous in favour that more information be sought on what type of promotion would be required.**

48. **CORRESPONDENCE CIRCULATED**

Annual Report of the Trustees of Brewood Parochial Charities

Annual Report of the Trustees of Brewood and District Voluntary Car Scheme

Letter from Mrs P. Clay of Coven commenting on how splendid Coven Play Park and thanking the Parish Council for supplying such wonderful equipment for all ages.

Open Spaces Society magazines – spring and summer editions

Minutes of Brewood Civic Society Meeting held 17<sup>th</sup> May

Coven Heath Community Association Newsletter May

SPCA Bulletin 10<sup>th</sup> June, 17<sup>th</sup> June

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

No district or county councillors were in attendance.

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

The Chairman reported that he had attended meetings at the BPSA and met with the Coven councillors regarding the application for funding towards reopening the high street.

Parish Cllr D. Short reported that he had attended a training session on Making Effective Planning Representations, which was very useful. Cllr Short had also attended a meeting with Chief Inspector David Wayne regarding road racing on the A449, following which, notices had been displayed to deter this behaviour. Cllr Short would like to thank gardener Martin Smith for installing the anchor points for benches in Coven Heath.

51. **FINANCE REPORT:** Taken earlier in the meeting.

52. **PLANNING REPORT:**

Due to the rescheduling of the meeting, planning application comments had been submitted prior to the meeting.

53. **CLERK'S REPORT:**

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

53.3 Clerk's Report referred. The Chairman reported that the matter would be settled informally and a meeting of the staffing committee was not needed at this point.

**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 matter was taken at the end of the meeting, when the public and press were excluded:**

245.2 **Parish Council Documents.** Reply received from solicitor, circulated prior to the meeting.

The Parish Council resolved unanimous that the Clerk follows the solicitor's suggestion and write a letter.

**ANY OTHER MATTERS OF REPORT:**

There being no other business to discuss, the meeting ended at 8.36pm.

.....Chairman

**REPORT OF THE CLERK FOR THE MEETING OF THE COUNCIL  
TO BE HELD 24<sup>th</sup> JUNE 2021**

**MATTERS ONGOING**

64\*\*\* **Health & Safety Review of Grounds Maintenance.** Reply received from the supervisor of the grounds maintenance team advising that they have started to use an app called MPRO5 which amongst other things takes before and after photos as proof of works, allows the input of comments such as weather conditions and reasons for non-completion and any difficulties which might occur. It can be used to provide evidence if a client requests dates/times of visits. As they have only recently introduced the app they have encountered some teething difficulties. There is a copy of an old risk assessment on file which is still relevant. No further incidents have been reported.

97\*\*/141.9\*\* **Wild Flower/Tree Planting.** The working party met on 3<sup>rd</sup> July. Members may wish to report.

209\*\* **Asbestos Survey.** Surveys have been carried out at Brewood Tennis Club pavilion and BPSA changing rooms and the reports should be available by the end of July.

**CORRESPONDENCE RECEIVED**

44. **Remembrance Day Service.** Brewood Branch has confirmed that the service will continue to be arranged by them and poppy wreaths will be supplied as in previous years.

**PLANNING**

19/00897/LUE Former Munitions Depot, Lawn Lane, Coven. Appeal. Written representation (comments, or modify/withdraw previous comments) required by 19<sup>th</sup> July 2021.

**FINANCE:**

51.10 **Brewood Christmas Lights Grant.** The chairman of the new committee has indicated that they are happy for the Parish Council to pay the electrician from the grant, if awarded.

51.11 **Canal & River Trust Grant.** To consider whether or not the request requires completion of the Parish Council's grant awarding form. £10,000 was set aside in the Precept for general grants throughout the year, £5,000 of which was for Covid-19 relief.

**OTHER MATTERS**

53.1 Playing Field Reports have been received for Coven and The Bront and comments noted.

53.2 The Clerk will be on annual leave from 29<sup>th</sup> June to 9<sup>th</sup> July inclusive.

53.3 Members of the Staffing Committee to consider whether to arrange a meeting.

**PLANNING APPLICATIONS CONSIDERED**  
**AT THE MEETING HELD ON 6<sup>TH</sup> JULY 2021**

<b>Application No</b>	<b>Proposal</b>	<b>Comments</b>
21/00624/VAR	Substitute amended floor plans and elevations to allow for the provision of storage in the roof spaces [application 19/00863/FUL] Land Adjacent Brinsford Bridge Stafford Road Coven Heath.	<p>The Parish Council objected to this application on the grounds that:-</p> <p>(i) The conversion of the existing roof space with standing height of 2.9m on a footprint of 70 square metres is not commensurate with the accepted description of 'amenity block' as permitted under application ref. 19/00863/FUL</p> <p>(ii) Approval was granted for the "...erection of two single storey ancillary dayrooms/amenity buildings." This variation purports to alter the single storey characteristic to one which resembles a house with two floors.</p> <p>(iii) Inappropriate: The Planning Officer report states in Section 5.4.2 -</p> <p><i>The proposed development does not fall within the listed exceptions with the NPPF and is therefore regarded as inappropriate development. Policy GB1 and Paragraph 143 of the NPPF details that inappropriate development is, by definition, harmful to the Green Belt and should not be approved except in very special circumstances.</i></p> <p>The request to use the roof space for storage purposes did not meet the criteria in respect of VSC, and is therefore inappropriate development by default.</p> <p>In addition the Parish Council was not consulted initially.</p>
20/01143/FUL	The description has changed for the following application: Extension of existing car parking provision and re-purposing (change of use) of rear part of site to provide facilities for caravans and motorhomes with portable refreshment booth at The Bell Inn, Stretton.	The Parish Council objected to this application on the same ground as the comments from 6 May 2021.
21/00651/FUL	Extension to existing detached garage to form conservatory at 41 Horsebrook Lane Brewood Staffordshire.	No comment

21/00656/VAR	Variation of condition 2 (approved drawings) and condition 9 (surface water drainage design) of application Number: 19/00002/VAR (18/00168/FUL) Four Ashes Enterprise Centre Latherford Close Four Ashes.	No comment
--------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------