

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

MINUTES OF THE MEETING OF THE COUNCIL HELD ONLINE
ON THURSDAY 29th APRIL 2021 AT 7.00PM

This meeting was recorded by the Parish Council. 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. Bradshaw, D. Holmes, J. Jeffries, P. Knight CBE, A. Pupino, M. Sambrook, D. Short, G. Sibley, C. Smythe, W. Sutton, R. Taylor, M. Webb MBE.

IN ATTENDANCE:

District Cllrs J. Bolton, B. Cox, V. Jackson.

APOLOGIES:

The following apologies were received and reasons for absence approved:

Parish Cllr R. Glover (personal).

County Cllr M. Sutton.

DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS AND REQUESTS FOR DISPENSATION:

There were no declarations of interest from Members, nor 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 therefore did not vote on any planning matters brought before the Parish Council. She remained at the meeting and any views she may have expressed were 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:

The Minutes of the meeting held on 8th April 2021 were approved, unanimous in favour as an accurate record and duly signed, subject to the following amendment: Parish Cllr M. Webb MBE immediately returned to the meeting.

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.

231. PUBLIC PARTICIPATION:

Parish Cllr M. Alden-Court enquired about planning application 19/00897/LUE Former Munitions Depot, Lawn Lane. District Cllr W. Sutton reported that an enforcement officer had been to the site regarding the railings, but no update had been received on what notice had been served. Parish Cllr Alden-Court also enquired about planning application 20/0691/LUE in Woodlands Drive, Coven. District Cllr Sutton reported that South Staffordshire Council would identify which social services had placed a child there and would then make contact.

232. POLICE REPORT:

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 had been asked to increase visits which he agreed to do. He also advised that any incidents should be reported using 101 or online.

Matter of report.

MATTERS ARISING:

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

The Parish Council resolved unanimous in favour that the Appointed Person for the purposes of asbestos regulation was the Clerk to the Parish Council.

206. **Future Meetings.** The Parish Council considered whether to hold the first meeting of the Parish Council virtually on 6th May. The scheduled meeting (annual meeting of the Parish council) should have been held on 13th May which was the second Thursday but would have been after the date that virtual meetings were due to end. Clerk's Report referred. Clerk to contact Brewood Middle Academy regarding the availability of the hall.

The Parish Council resolved 9 in favour, 3 against and one abstention that the next meeting be held virtually on 6th May and a decision would be taken at that meeting on the rest of the year's meeting dates and locations.

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

The Parish Council resolved 12 in favour and one abstention that allotments be given to people residing outside the Parish. The Allotments Committee to meet to discuss the wording of agreements, clarifying that exceptions could be made for people outside the Parish, if there was no waiting list, and a fixed term be agreed for which to review a tenancy, should a waiting list occur during the term.

221. **Awarding Scrolls for Local People.** The Parish Council considered recognising local people for recent outstanding achievements. Working Party met earlier in the evening.

The Parish Council resolved unanimous in favour that this matter be placed on Matters Ongoing and deferred until after 21st June when Covid restrictions should have been lifted.

MATTERS ONGOING:

88.3* **Youth Provision – Coven.** Parish Cllrs M. Sambrook, G. Sibley, A. Pupino and J. Bradshaw met with the Coven caretaker to discuss his ideas. Members decided a working party with Coven members would be useful. Matter to be placed on the agenda for 6 May.

164* **Bowling Club Lease.** Awaiting new drafted lease from solicitor, details resent April 2021 to new solicitor after previous solicitor left. Parish Cllr P. Knight suggested the Parish Council consider using a private solicitor in future.

300* **Drainage System at BPSA.** At the meeting held on 12th March 2020 it was resolved that the Parish Council would 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.

District Cllr B. Cox reported that he would forward a letter to the Chairman that he had received from Secretary of the Cricket Club, detailing their proposal of improvements for the club.

The Parish Council resolved unanimous in favour that an invitation be made to Brewood Cricket Club to present proposals. It was further resolved unanimous in favour that a message be posted on the Parish Council facebook page to raise awareness to local sports groups of the facilities at the BPSA.

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

The Parish Council resolved unanimous in favour 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 had been the case for the past 50+ years. The Corser Trust had no interest in the land.

81.4. **Brewood Christmas Lights Grant Application.** Deferred from previous meeting.

The Parish Council resolved 11 in favour, two abstentions that the resolution to write to Brewood Christmas Lights Committee as resolved at the meeting held on 11th February 2021, be rescinded, having received the signatures of 8 parish councillors in accordance with Standing Order 7a.

194. **NALC Awards.** Parish Cllr M. Alden-Court withdrew the resolution to nominate the Parish Council for an award. The matter to be removed from Matters Ongoing.

209. **Asbestos Register.** Brewood Royal British Legion had had an asbestos survey carried out, reporting only asbestos in the roof, nothing internal. The Royal British Legion lease would expire in 2026 and if they were to not renew, the terms of the lease required them to demolish the building, which would involve asbestos removal. Asbestos survey also required at Tennis Club.

214.5 **Tree Bishop's Wood.** Further complaints had been received. Parish Cllr M. Sambrook to visit resident and report back at the next meeting.

CORRESPONDENCE RECEIVED:

233. The Parish Council discussed whether to adopt the Model Code of Conduct as approved by NALC, copy forwarded prior to the meeting. Clerk's Report referred.

The Parish Council resolved unanimous in favour that this matter be deferred until the final version was available from South Staffordshire Council, which would be adopted.

234. Risk Assessment documents including: the Risk Assessment Report, fire risk assessment of Parish Council buildings and Business Risk Assessment.

235.

29 April 2021

It was noted that reference to the Electrical Installation Condition Reports should include expiry dates, which had been amended and fire extinguishers would not be required in Sandy Lane toilets.

The Parish Council resolved 12 in favour and one abstention that the risk assessment documents subject to minor amendments, be approved. Copies would be placed on the Parish Council's website.

236. **Equality Policy.** The Parish Council reviewed the policy.

The Parish Council resolved 12 in favour and one abstention that the Equality Policy be approved and placed on the Parish Council's website.

237. **Safeguarding Policy.** The Parish Council reviewed the policy.

The Parish Council resolved 12 in favour and one abstention that the Safeguarding Policy be approved and placed on the Parish Council's website.

238. **Appointment of Internal Auditor.** The Parish Council considered the appointment of the Internal Auditor. **The Parish Council resolved 12 in favour and one abstention that the internal auditor Toplis Associates for the financial year 2021-22, be appointed.**

239. Email received from Ryan Taylor of South Staffordshire Council regarding reopening the high street and any local projects in Brewood and Coven which may have been suitable for grant aid of up to £5,000. Copy circulated prior to meeting. Ideas, in accordance with the criteria, were required as to how the high street could benefit. Clerk's Report referred. District Cllr W. Sutton clarified that a grant of £5,000 for Brewood and £5,000 for Coven would be available.

The Parish Council resolved unanimous in favour that small working parties contact shop owners and traders to establish what would be useful to boost business, headed by Parish Cllr J. Bradshaw for Coven and Parish Cllr W. Sutton for Brewood.

240. Letter received from Pinsent Mason giving notice that the access track at Engleton Lane, Brewood (Somford 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 had been returned to Pinsent Mason by the Clerk. The letter also confirms that Lovell would be transferring the freehold interest of the land to Staffordshire County Council. There would be a traffic diversion in operation in Engleton Lane, associated with the works, details would be posted on Facebook and noticeboards. Cllr M. Webb reported that access was available during evenings and weekends.

Matter of report.

241. **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

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

No reports were received.

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

Parish Cllr M. Sambrook reported that she had met with Coven caretaker, Shaun Boyce and the Coven Cllrs to discuss youth provision in Coven.

Parish Cllr G. Sibley reported that Community Speedwatch would recommence from 5 May.

Parish Cllr R. Taylor showed the plaque made in commemoration of the life of HRH The Duke of Edinburgh.

District Cllr J. Bolton left the meeting.

244. FINANCE REPORT:

The Parish Council received the Finance Report from Parish Cllr C. Smythe, and resolved the following matters:

1. 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, **be approved**. Expenditure (net) £1,2931.81. Income £1819.00.
2. The Parish Council considered 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.
The Parish Council resolved 8 in favour, 2 against and 3 abstentions that the grant be awarded.
3. The request from the Friends of Barnfield Sandbeds for payment of the grant of £250 for native bulbs and plants, tools and equipment, **be approved**.
4. 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, **be approved**.
5. The request from Brewood Tennis Club for payment of the grant of £1,500 to provide equipment for coaching and open days, **be approved 11 in favour and 2 abstentions**.
6. The Parish Council considered 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 were £15 per session. The applicant had carried out risk assessments, has a method statement and relevant insurance.
The Parish Council resolved unanimous in favour that the sessions be allowed to take place for a trial period of six months.
7. The Parish Council considered a request from the Open Space Society for a donation to its Grant a Green appeal to help protect green spaces.
The Parish Council resolved 10 against, two in favour, and one abstention, therefore no donation be made.
8. The Parish Council considered the request to make a charity donation to the National Playing Fields Association to help support outdoor activities in remembrance of the Duke of Edinburgh.
The Parish Council resolved seven against, six in favour, therefore no donation be made.
9. 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, **be ratified**.

Parish Cllrs R. Taylor and A. Pupino were nominated to approve the online payments.

200.2 **Asbestos Survey of Parish Council Buildings.**

The survey of the Parish Council building had been carried out and the report awaited. Following further investigation it would be necessary to commission a survey for the changing rooms at Brewood Parish Sports Association and Brewood Tennis Club pavilion, other buildings had been ruled out based on the recommendations of the HSE, report from Parish Cllr P. Knight available from the Clerk. The expenditure of £570 excl VAT, **be approved**.

29 April 2021

245. **PLANNING REPORT:**

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

Parish Cllr M. Alden-Court left the meeting.

The Parish Council resolved 11 in favour and one against that Standing Order 3w be suspended in order for the meeting to continue beyond 9.00pm.

246. **CLERK'S REPORT:**

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

ANY OTHER MATTERS OF REPORT:

There being no other business to discuss, the meeting ended at 9.15pm.

.....Chairman

**REPORT OF THE CLERK FOR THE MEETING OF THE COUNCIL
TO BE HELD 29TH APRIL 2021**

MATTERS ARISING

206. **Future Meetings.** Update received from SPCA advising that beyond 6th May 2021 remote meetings of parish and town councils will no longer be lawful. A proposed schedule of meetings is attached for information.

CORRESPONDENCE RECEIVED

233. **Model Code of Conduct.** A version of the South Staffordshire Council's model code of conduct from the Local Government Association has been received. Members may wish to compare this with the previously issued version from NALC to decide which would be most appropriate for the Parish Council.

Recommended resolution: that this matter be deferred until the next meeting in order to compare both documents and agree which version to adopt.

238. **Reopening the High Street.** Suggestions received from Brewood BKV committee and the wild flower planting working party of ways that the grant of up to £5,000 be spent. No information has been received giving details of how to access the grant. The Clerk will contact Ryan Taylor for further information.

PLANNING

Planning Application 21/00269/LBC Installation of three shepherd huts at Chillington Hall had been withdrawn by the applicant.

FINANCE:

Members to nominate two Parish Councillors to approve the online payments.

ANY OTHER MATTERS OF REPORT

245.1 The next meeting will be the first meeting of the Parish Council when the new chairman and vice-chairman will be elected. If the meeting is to be held virtually on 6th May nominations will need to be advised in advance to enable a poll to be compiled. Please forward nominations to the Clerk by 12 noon on Wednesday 5th May 2021.

245.2 Parish Council Documents. The Chairman will speak to this item which will be placed on the agenda for the next meeting.

PLANNING APPLICATIONS CONSIDERED
AT THE MEETING 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. | The Parish Council objected to this application on the same grounds as County Cllr Mark Sutton. |
| 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. | The Parish Council objected to this application on the same grounds as County Cllr Mark Sutton. |
| 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. | No comment |
| 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. | No comment |
| 21/00348/FUL | Proposed single and double Storey Rear Extensions. 8 High Green Brewood | No comment |
| 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. | Withdrawn |
| 21/00404/FUL | Proposed dormer bungalow. Land adjacent to Lane House Club Lane Coven Heath. | The Parish council noted that there appeared to have been no tree survey completed. There was also concern over the height of the dormer which would be over-looking the neighbour. Other developments in the Green Belt which were quoted in the application were not relevant to this one. |