

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

AGENDA FOR THE MEETING OF THE COUNCIL TO BE HELD TO BE HELD
AT BREWOOD MIDDLE ACADEMY, SCHOOL ROAD, BREWOOD
ON THURSDAY 30th SEPTEMBER 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 9th September 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.

98. **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. Two local residents, John Tett and Peter Sanders will be in attendance in order to collect scroll which have been awarded them in recognition of good works in their community.

99. **POLICE REPORT:**

To receive the Police Report subject to availability.

MATTERS ARISING:

73. **Recruitment and Selection.** Further shortlisting will have taken place earlier in the evening and the Chair of Staffing will report.

85. **Private Access to Open Spaces and Recreation Areas.** No model letter available. The Parish Council to decide which option to take i.e. whether to give permission to residents or to notify them that must stop using the access. The Clerk will then draft an appropriate letter.

Members' views.

71. **Recording Meetings Policy.** At the previous meeting the Parish Council resolved that the policy be changed to allow the Clerk to email a copy of the recording to all Parish Councillors at some point before the next meeting. Unfortunately, the files will be too big to send via email therefore an alternative option must be sought.

Members' views.

86. **Working Hours of the Assistant Clerk.** The Assistant Clerk requested that she be allowed time to make arrangements to revert to her contracted work pattern. The Chairman and Head of Staffing have agreed that the Assistant Clerk resumes working Mondays from 8th October 2021.

Matter of report.

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 would be taken at the end of the meeting, when the public and press would be excluded:

245.2 **Parish Council Documents.**

MATTERS ONGOING:

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

88.3*** **Youth Provision-Coven.** Parish Cllr A. Pupino has produced a written report. **Copy enclosed.**

Members' views.

CORRESPONDENCE RECEIVED:

100. Maintenance of grassed area around the telephone kiosk in Bishop's Wood. Parish Cllr M. Sambrook will speak to this item.

101. To consider the request from Brewood Christmas Lights Committee to site Santa's Grotto on the amenity area in Church Road, Brewood.

102. To review the Communications and Community Engagement policy, **copy enclosed.**

103. To review the Personal Use of Social Media by a Parish Councillor policy, **copy enclosed.**

104. Request received from a new allotment holder at Coven Heath for fencing and a shed at this stage, see **plans enclosed.** Allotment holders are allowed to keep hens providing they make the Parish Council aware.

Members' views.

105. Suggestion received that the Parish Council considers creating clean air zones around schools, encourage walking and cycling, creating bus stops outside villages and reduce speed limits to 20mph within villages to help. As these are measures for Staffordshire County Council perhaps refer the suggestions to County Cllr M. Sutton.

Members' views.

106. A suggestion has been made for a separate key issued to allotment holders at Coven Heath to allow them to remain on site after the gate has been locked by the caretaker. It has been suggested that there is no set time for the gate to be locked and when the weather is good, time which could be spent on the allotments is lost.

Members' views.

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 would be taken at the end of the meeting, when the public and press would be excluded:

107. Complaint received from a plot holder at Coven Heath Allotments. **Copy enclosed.**

108. **CORRESPONDENCE CIRCULATED**

Brewood Civic Society minutes 6th September 2021.

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

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

110. **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.

111. **FINANCE REPORT:**

To receive the Finance Report and resolve the following matters:

1. To approve the accounts payable as at 30th September, including salary payments. **Copies to be circulated prior to the meeting.**
2. To receive the Financial Summary - Cashbook as a result of the bank reconciliation for August, including any direct debit payments, **copy enclosed.**
3. To receive the Financial Monthly Overview for August 2021, **copy enclosed.**
4. To consider options for replacement seating at Bishop's Wood playing field.
Recommended resolution: this matter be deferred until the flood resilience work was complete.
5. The caretaker at Coven playing field is concerned that the light in the toilet for disabled people is being left on during the day and suggested that a plunge switch and led light is fitted. A quote of £350 has been received from Electricals Local Company Ltd to fit a replacement LED 6ft batten luminaire and install a PIR sensor.
Members' views.
6. There is an old water meter which is connected to the Sun Shelter in Coven playing field. However there is no need for a water supply there, no water has been used for some years. Charges of approximately £11.00 per month continue to be applied. Approval to have the meter disconnected (there should be no cost associated with this).
Members' views.
7. To consider approving the cost of the paint and maintenance of the telephone kiosk as Bishop's Wood at a cost of no more than £500. A local resident has agreed to carry out the work.
Members' views.
8. A tenant has enquired about getting the silver birch trees overhanging her plot (55a) cut back.

The allotments committee has also recommended that a willow tree be pruned and a resident from Brewood has requested that the fir trees at Jubilee Park, Brewood adjacent to their property be reduced by 50%

Recommended resolution: the tree surgeon be asked to visit and quote for the work.

26.1 **Grasslok at Jubilee Park, Brewood.** Delayed as the operative has developed coronavirus. Rescheduled for 29th September.

94.6. **Community Benefit Payment.** To agree a project for the Community Benefit Payment of £2,450 to be spent on, it must be spent during the current financial year.

97. **Playing Field Report - Brewood.** Quote received to replace the ramp underneath the aerial runway. Playdale has advised that the unit cannot be repaired due to the location of the wear and therefore a new ramp would be required at a cost of £1,286 including installation. Members to decide whether the area is sufficiently worn to warrant the level of expenditure.

Members' views.

112. **PLANNING REPORT:**

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

113. **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.

**PLANNING APPLICATIONS TO BE CONSIDERED
AT THE MEETING TO BE HELD ON 30th SEPTEMBER 2021**

Application No	Proposal
21/00823/FUL	Proposed rear replacement conservatory extension, first floor side roof dormer and extension to existing car port and front porch at 6 Westgate Brewood Staffordshire ST19 9JB
21/00838/VAR	Application Reference Number: 21/00279/FUL Date of Decision: 04/08/2021 Condition Numbers 2 and 5 Conditions(s) Removal: Minor Design Amendment Removal of Conditions 2 and 5. 22B Horsebrook Lane Brewood Staffordshire ST19 9EF
21/00923/OUT	Proposed demolition of Tree Tops. Construction of two detached Dwellings at Tree Tops School Lane Coven Staffordshire WV9 5AN
21/00924/FUL	Demolition of existing garden room to facilitate single storey side and rear extension. Rendering of existing dwelling. 11 Telford Gardens Brewood Staffordshire ST19 9ED