

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 12th AUGUST 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 J. Bradshaw, D. M. Holmes, J. Jeffries, P. Knight CBE, A. Pupino, M. Sambrook, D. Short, G. Sibley, C. Smythe, R. Taylor, M. Webb MBE.

IN ATTENDANCE:

County Cllr M. Sutton.

APOLOGIES:

The following apologies were received and reasons for absence approved:
Parish Cllrs J. Annett (personal), M. Alden-Court (personal), W. Sutton (personal).
District Cllr J. Bolton.

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 22nd July 2021 were approved as an accurate record and duly signed, subject to the following: Parish Cllr R. Taylor abstained from voting on Finance item 68.11 purchase of three additional Speed Indicator Devices at a cost of £2,495 each.

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.

71. **PUBLIC PARTICIPATION:**

Parish Cllr J. Jeffries spoke about the Parish Council Recording Policy which stated that a member of the public or Parish Councillor may make their own recording of a meeting, which they would have immediate access to following a meeting. If a Parish Councillor wanted to access the Council recording, they would have to apply and wait for the request to be considered, which put Parish Council representatives at a disadvantage.

The Parish Council agreed that members of the working party meet to make recommendations, which would be circulated by email, and put on the agenda for the next Parish Council meeting on 9th September for consideration.

72. **POLICE REPORT:**

No report was received.

MATTERS ARISING:

221** **Scrolls for Local People.** Clerk's Report referred.

The Parish Council resolved unanimous in favour that recipients of the scrolls be invited to a meeting to receive them, or if they would not be comfortable attending, that the scrolls be posted. The Parish Council further resolved unanimous in favour that a thank you letter be sent to the retired principle of Brewood Middle Academy.

60. **Allotment Inspection.** The Parish Council received the report from Parish Cllrs D. Short and R. Taylor following the recent inspection. Clerk's Report referred.

The Parish Council resolved unanimous in favour that a gentle reminder be sent by letter, advising the plot holder that although the back section of the plot was difficult to cultivate, that it needed to be in good condition so as not to affect neighbouring plots.

61. **Loft Insulation.** Clerk's Report referred. See Finance below.

Matter of Report.

68.12 **Bus Shelter Seating.** Clerk's Report referred.

The Parish Council resolved unanimous in favour that seats be installed in Kiddemore Green Road Brewood shelter and The Parade shelter, Coven.

70.2 **Newsletter.** Clerk's Report referred.

The Parish Council resolved unanimous in favour that printed copies be made. Distribution in the four villages would be carried out by the following groups/individuals:

Brewood – Brewood Civic Society

Coven – Coven Christmas Lights Committee and Parish Cllr G. Sibley

Coven Heath – Parish Cllr D. Short

Bishop's Wood – Mrs R. Dunbar

71. The Chairman invoked Standing Order 1a to change the order of the meeting to allow a representative from Brewood Community Hub to speak under Public Participation.

The representative clarified that the Community Hub Committee was a small team and that the Hub had not yet fully opened. Volunteers were needed to manage and run more groups. The representative also reassured the Parish Council that the Hub had actively discouraged groups from moving away from the Jubilee Hall. Some groups required services which the Hub had, but the Hall did not, such as outdoor space, but the Hub was not a licensed premises and therefore could not run large entertainment nights. The official opening of the Hub would be 5th September 2021.

47. **Community Hub.** The Parish Council considered whether or not to agree to advertise the forthcoming opening in September.

The Parish Council resolved 8 in favour and 3 abstentions that the Community Hub opening be promoted on Parish Council social media and the venue be added to the community business section of the Parish Council website.

MATTERS ONGOING:

97**/141.9****Wild Flower Planting/Tree Planting Parish-wide.** The Parish Council received the notes and recommendations of the Wild Flower Planting working party.

The Parish Council resolved unanimous in favour that the notes and recommendations from the Wild Flower Planting working party meeting held on 29th July, be approved.

209** **Asbestos Register.** Parish Cllr P. Knight had drafted an asbestos policy, including the replacement of the existing kitchen sink. The Parish Council agreed that Parish Cllr M. Sambrook would assist with sourcing and installing a new sink and base unit.

The Parish Council resolved unanimous in favour that the policy be approved and adopted.

59. **The Queen's Platinum Jubilee Beacon.** The Parish Council considered organising celebrations to commemorate the event. The Parish Council agreed that Parish Cllr R. Taylor could contact local landowners requesting permission to plant oak trees along Coven Road, Brewood in commemoration of the Queen's Jubilee.

The Parish Council resolved eight in favour, three against that a letter be personally delivered to local groups, asking if they were already organising any events or whether they would like to be involved in lighting a beacon or bonfire, holding a concert or street party or something else. A working party would then take these ideas forward.

The Parish Council resolved unanimous in favour that items 87 Fibre Broadband for Coven Heath and 209** Asbestos Register be removed from Matters Ongoing.**

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.

The Parish Council resolved unanimous in favour that no action be taken with regard to the matter.

CORRESPONDENCE RECEIVED:

73. The Parish Council received the written notice of the Clerk of her intention to take early retirement with effect from 1st November 2021 and considered the recommendations of the Staffing Committee following the meeting held on 9th August.

The Parish Council resolved unanimous that the recommendations of the Staffing Committee be approved with the amendment to the person specification that driving licence and own vehicle be moved to the preferred criteria but mobility around the Parish be kept in the essential criteria.

74. Email received from the vice chairman of Brewood Middle Academy giving the names of pupils achieving 100% attendance over four years. Two of the pupils were from Brewood.

The Parish Council resolved 10 in favour and one against that a letter be sent thanking the school for the information and that the Parish Council would not be involved further as it was not a Parish matter.

75. **CORRESPONDENCE CIRCULATED**

Minutes of Brewood Civic Society meeting held 26th July
 SPCA Bulletins 29th July and 5th August
 Wolverhampton West magazine – summer edition
 Staffordshire Wildlife Trust magazine – summer edition
 Coven Heath Community Association Newsletter 21st July 2021

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

County Cllr M. Sutton reported that the Community Fund was available until the end of October for applications of up to £2.5k for community groups to recover after Covid-19, or for new groups setting up. County Cllr Sutton also reported that the Highways funding covering more than five parishes would be considering projects over a five year period; the Parish Council may consider applying for more poles for the additional Speed Indicator Devices. The faded yellow lines on Stafford Street, Brewood had been raised with Highways division, as Clear Streets were reluctant to issue fixed penalty notices due to how faint the lines were. County Cllr M. Sutton would chase up this matter.

County Cllr M. Sutton left the meeting.

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

Parish Cllr G. Sibley reported that Community Speed Watch had started four years ago and he was the only original member remaining. Brewood and Coven had now split into two separate groups which would focus on their own areas, with five volunteers in Brewood and six in Coven, meaning they could be out more often. Parish Cllr M. Sambrook confirmed six or seven Bishop's Wood volunteers were active approximately once a month.

Parish Cllr A. Pupino had carried out a site visit with Parish Cllrs G. Sibley and D. Holmes for the Wild Flower Planting working party on 29th July, and attended a Staffing Committee meeting discussing the recruitment process for the new Clerk, on 9th August.

78. **FINANCE REPORT:**

The Parish Council received the Finance Report and resolved the following matters:

1. The accounts payable as at 12th August 2021 including salary payments, there being no second meeting in August, **be approved. Expenditure: £6212.51. Income: £0.**
2. The purchase of a new Union flag for the flag pole at the Parish Council building at a cost of £68.45, be approved, on the proviso that the existing spare flag would not fit. Clerk's Report referred.
3. The Parish Council considered the report of the Clerk regarding parish wide tree survey works.
The Parish Council resolved unanimous in favour that the quote from P&R Jones be accepted.

300*** **BPSA Drainage.** Clerk's Report referred.

61. **Loft Insulation.** Clerk's Report referred.

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

79. **PLANNING REPORT:**

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

80. **CLERK'S REPORT:**

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

81. **PLAYING FIELD REPORT**

The Parish Council received the written Playing Fields Reports:

- Bishop's Wood playing field. No written report received.
- Brewood playing field and skateboard park. Parish Cllr J. Jeffries reported verbally that the Jubilee Park had been well-used this summer, including the 5-a-side football fields and for picnic benches, and Cllr Jeffries would like to formally thank the caretaker for keeping it tidy. The swings still needed a bird deterrent following the breakage of the spikes, Parish Cllr J. Jeffries would supply some large cable ties. Written report to follow.
- Coven playing field and skateboard park. Parish Cllr G. Sibley reported that the outdoor gym equipment was all in good order. The bark chippings were being replenished 20th August. Some of the paint on the play equipment was flaking. On the Flying Bat Cog Spinner the spinning wheel didn't move the cogs round anymore. The caretaker requested that the moss be cleared from the tree line side of the basketball court.
- The Bront from Parish Cllr G. Sibley. Parish Cllr G. Sibley reported that the Bront was in good condition generally, paths and waterways were clear. A small amount of Himalayan balsam had been reported and had been sprayed.

ANY OTHER MATTERS OF REPORT:

Parish Cllr D. Short reported that Coven Heath Community Association had been able to hold a belated Annual General Meeting with a new committee of six people being elected. Parish Cllr D. Short was elected as the Chairman.

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 12 AUGUST 2021**

MATTERS ARISING

221** **Scrolls for Local People.** The scrolls will be ready shortly. Members to consider how they can physically be presented (three local people and a plaque for the outgoing executive principal of Brewood Middle Academy).

60. **Allotments Inspection.** Inspection report received from Parish Cllrs D. Short and R. Taylor, circulated prior to the meeting. Members to consider the recommendations of the report.

61. **Loft Insulation.** The loft in the parish council office has now been insulated. See Finance below.

68.12 **Bus Shelter Seating.** To identify which two bus shelters to have seating installed. Two in Brewood have been suggested so far.

70.2 **Newsletter.** Draft copy circulated prior to the meeting for approval. Members to decide whether or not to arrange for hard copies to be delivered to all households or posted on Facebook and the website only. If appropriate, to agree which members to deliver. Brewood will be done by the Civic Society.

FINANCE:

300*** **BPSA Drainage.** The quote for drainage repairs was approved at the meeting held on 22nd July. In order to complete the works simultaneously and to provide a satisfactory solution it will be necessary to replace another small section of pipe which has been compromised by ash tree roots, at a cost of £600. This was not included in the original quote mentioned above but is an essential repair.

61. **Loft Insulation.** The report circulated at the meeting held on 22 July stated that the financial commitment from the Parish Council for the loft insulation was £500 as £1,000 had been received from County Council. This figure did not include the access hatches which were itemised separately at £760.

78.2 **Union Flag.** The current flag size is 184cm x 92cm. However, a flag measuring 152cm x 92cm has been found in the office. Members to consider whether or not this would be satisfactory or whether it is necessary to purchase the larger size.

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

PLANNING APPLICATIONS CONSIDERED
AT THE MEETING HELD ON 12TH AUGUST 2021

Application No	Proposal	Comments
21/00708/FUL	Single storey rear extension at 10 St Chad's Close Brewood	No comment
21/00755/FUL	Two storey side and rear extension with new porch at 14 Old Coach Road Bishop's Wood	No objection
21/00752/FUL	Proposed single storey rear extension, loft conversion and single storey front extension at Glenside, Dark Lane, Cross Green	No comment
21/00791/FUL	Demolition of existing unit. Rebuild unit on same footprint but higher at Sprint House Sprint Industrial Estate Station Road Four Ashes Staffordshire WV10 7DA	No comment