

**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 9<sup>th</sup> SEPTEMBER 2021 AT 7.00PM**

This meeting was recorded by the Parish Council. The Parish Council was not responsible for any recordings that were made by members of the public. Parish Cllr M. Alden-Court advised that she was recording the meeting.

**PRESENT:**

Parish Cllrs M. Alden-Court, R. Glover, J. Jeffries, A. Pupino, M. Sambrook, D. Short, G. Sibley, R. Taylor.

**APOLOGIES:**

The following apologies were received and reasons for absence approved:  
Parish Cllrs J. Bradshaw (illness), D. M. Holmes (District Council meeting), P. Knight CBE (illness), C. Smythe (personal/isolating), W. Sutton (District Council meeting), M. Webb MBE (personal).

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

County Cllr M. Sutton.

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

Parish Cllr D. Short declared a non-pecuniary interest Finance items 94.5 and 94.7. Dispensation for him to speak but not vote on these matters was previously approved until 30<sup>th</sup> April 2023.

Parish Cllr R. Taylor declared a non-pecuniary interest in item 87. Report of the Chairman regarding Brewood Tennis Club fees and advised that he would speak during public participation.

**MINUTES:**

The Minutes of the Staffing Committee meeting held on 9<sup>th</sup> August 2021 and the meeting of full council held on 12<sup>th</sup> August 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.

82. **PUBLIC PARTICIPATION:**

Parish Cllr R. Taylor informed the Council that Brewood Tennis Club committee members were not available therefore he had not been able to clarify details about the hire fees, and requested that item 87 be postponed until more information could be ascertained from them.

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### 83. **POLICE REPORT:**

No report received.

### **MATTERS ARISING:**

71. **Recording Meetings Policy Review.** The Parish Council heard three options from the working party which were: make recordings available to Parish Councillors upon request a without written request; automatically send digital recordings following the meeting; or encourage individuals to use their own devices to make their own recordings.

**The Parish Council resolved six in favour and 2 abstentions that the policy be changed to remove the need for prior approval by Parish Councillors to have immediate access to recordings and also to allow the Clerk to email a copy of the recording to all Parish Councillors at some point before the next meeting.**

73. **Recruitment and Selection.** Clerk's Report referred. The vacancy had been re-advertised on South Staffordshire Council's website and a quote had been sought to advertise with West Midlands Jobs.

**The Parish Council resolved unanimous in favour that delegated powers be granted to the Clerk to approve additional spending in order to advertise the vacancy to a wider audience.**

### **MATTERS ONGOING:**

88.3\*\*\* **Youth Provision-Coven.** Parish Cllr A. Pupino to produce a report for the next meeting.

145\*\*\* **Metal Detecting Policy.** Parish Cllr J. Jeffries advised that most local authorities did not allow metal detecting on their land. She would produce a report for the next meeting.

97\*\*/141.9\*\***Wild Flower Planting/Tree Planting Parishwide.** Clerk's Report referred. Parish Cllr M. Alden-Court had made a proposal to put bee bombs in the Parish Council troughs at the entrance to Darelyn Park in Coven, but had since discovered the troughs had rotted and were not fit for purpose. If the troughs were removed the area could be included on the wild flower planting scheme.

**The Parish Council resolved unanimous in favour that clarification on ownership be sought before any further action was taken with regard to planting.**

300\*\*\* **Drainage at the BPSA.** Clerk's Report referred.  
**Matter of report.**

57. **Flood Resilience Plan for Bishop's Wood.** Clerk's Report referred. The Parish Council received the written report of the Clerk regarding the site visit which took place on 17 August 2021. Copy circulated prior to meeting.

**Matter of report.**

### **CORRESPONDENCE RECEIVED:**

84. The Parish Council received information regarding a new trial NHS 111 Triage Kiosk which would be installed at Royal Stoke University Hospital, Stafford County Hospital and Haywood Walk-in Centre (Stoke). Copy circulated prior to meeting. Parish Cllr R. Taylor had attended a recent seminar and fed back on the potential problems with the service.

**Matter of report.**

85. The Parish Council received the SPCA Bulletin 19<sup>th</sup> August which contained several items affecting the Parish Council, which would require further action, including private access to open spaces and recreation areas. Clerk's Report referred.

**The Parish Council resolved unanimous in favour that a letter be sent to the residents whose properties bordered Parish Council land to inform them that they either must stop using the access or they were allowed to use the access with the Parish Council's express permission. Clerk to establish if there was a model letter available from SPCA.**

**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:**

86. Working hours of the Assistant Clerk. Copy circulated prior to meeting.

**The Parish Council resolved 6 in favour, 1 against and 1 abstention that the Clerk confirm that due to a change in circumstances i.e. that the post of Clerk would be vacant from 1 November and that over time it may not be possible to meet customers' needs, the contracted core hours should remain 9.30am to 12.30pm Monday to Friday, and that the Assistant Clerk was required to revert to the contracted hours with immediate effect. The request would be considered again in three months' time when a new Clerk would be in post.**

87. The Parish Council received the written report from the Chairman regarding Brewood Tennis Club fees. **The Parish Council resolved 7 in favour and 1 abstention that an informal meeting be called with Tennis Club members to discuss ways that the tennis courts might be promoted for use by the general public, and to clarify hire charges.**

88. The Parish Council considered the publication of promotion of shared ownership/affordable housing of new properties in Engleton Lane, Brewood by Severn Homes in conjunction with Housing Plus Group. **The Parish Council resolved 6 in favour, 1 against and 1 abstention that the Parish Council promote the availability of the properties.**

89. Reminder to Parish Councillors who had accepted the invitation to the official opening of the Community Hub that it would be at noon on 5<sup>th</sup> September.

**Matter of report.**

90. The Parish Council considered a request received from an allotment holder from Coven Heath for permission to erect a shed greenhouse and polytunnel over the coming months on their plots (54 and 55a). The Garden Rules stated that upon application, permission would be granted for a shed max size 8ft x 6ft **and either** a greenhouse max 8ft x 6ft **or** a clear poly tunnel max 8ft x 6ft or equivalent size (no greater than 48 square feet, with a maximum ridge height of 6'6"). Net frames were permitted. Any fencing must be no higher than 3ft.

**The Parish Council resolved unanimous in favour that permission be granted provided that the structures complied with the Garden Rules.**

91. **CORRESPONDENCE CIRCULATED**

Coven Heath Community Association newsletter August 2021.

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

No District or County Councillors were in attendance.

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

The Chairman reported that he had attended the Staffing Committee meeting on 31<sup>st</sup> August and had also distributed newsletters in Coven.

94. **FINANCE REPORT:**

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

1. The accounts payable as at 9<sup>th</sup> September, copies circulated prior to meeting, **be approved.**  
Income £18.90. Expenditure £13,329.82 net.
2. The Financial Summary - Cashbook as a result of the bank reconciliation for July, including any direct debit payments, copies circulated prior to meeting, **be received.**
3. The Financial Monthly Overview for July 2021, copies circulated prior to meeting, **be received.**
4. The cost (£180) to provide a skip for Coven Heath Allotments Association from its grant of £500 carried over from previous financial years, Clerk's Report referred, **be approved.**
5. The Parish Council considered the grant application received from Coven Heath Community Association for £119.90 for a Zoom account licence for 12 months, copies circulated prior to meeting.  
**The Parish Council resolved 2 in favour, 3 against and 3 abstentions, therefore the grant application was refused.**
6. The Parish Council consider what to spend the Community Benefit Grant on this year. £2,450 had been received which needed to be spent during this financial year.  
**The Parish Council resolved unanimous in favour that this item be placed back on the agenda for the next meeting on 30<sup>th</sup> September.**
7. The Parish Council considered the application from Coven Heath Community Association for a grant towards Christmas lights. Copy circulated prior to meeting.  
**The Parish Council resolved 1 in favour, 3 against and 3 abstentions, therefore the grant was not awarded.**

26.1 **Grasslok at Jubilee Park, Brewood.** Clerk's Report referred.  
**Matter of report.**

68.11 **Speed Indicator Devices.** Clerk's Report referred.  
**Matter of report.**

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

95. **PLANNING REPORT:**

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

PLANNING APPLICATION NO. [SCC/21/0013/FULL](#) - to reconfigure parking areas to accommodate the hazardous logistics fleet and separate heavy commercial vehicles and staff vehicles, to upgrade two existing junctions, new weighbridge, to provide new staff welfare facilities, and to carry out ancillary works including landscaping at 1 Station Road, Four Ashes.

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Copy circulated prior to the meeting.

**The Parish Council commented that caution should be exercised when considering the application due to additional traffic at the end of a long, straight road.**

21/00712/FUL Proposed new garage and conversion and extension of existing garage to self-contained annex at Kingfisher Manor, Waterside Close, Slade Heath – Withdrawn.

96. **CLERK'S REPORT:**

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

**Allotments Inspection.** It was agreed that an allotment inspection be arranged for 27<sup>th</sup> September at 2pm.

**West Midlands Interchange.** It was agreed that Parish Cllr J. Bradshaw be nominated to attend, subject to her agreement.

97. **PLAYING FIELD REPORT**

The Parish Council received the written Playing Fields Reports:

- Bishop's Wood playing field. Parish Cllr R. Glover reported that all play equipment was in good condition but the picnic benches had rotted. The Clerk advised that they had recently been removed. This item would be placed on the agenda for the next meeting on 30<sup>th</sup> September to discuss options for replacement seating.
- Brewood playing field and skateboard park. Parish Cllr J. Jeffries reported that the felted area under the zip wire had a tear in the fabric. Written report to follow.
- Coven playing field and skateboard park. Parish Cllr G. Sibley reported that all gym equipment was in good working order. The bark chippings were scheduled to be delivered 24<sup>th</sup> September. The skateboard ramp needed repairs. Cable ties needed replacing above swings. Floor surfaces around the activity net and Whirlybird were showing signs of wear.
- The Bront. Parish Cllr G. Sibley reported that some tall nettles near the path were in need of strimming back and Himalayan balsam had been reported. Cllr Sibley also updated his report that the broken tree branch had been removed.

**ANY OTHER MATTERS OF REPORT:**

The phone box at Bishop's Wood would be added to the agenda for the next meeting on 30<sup>th</sup> September to approve the bill for paint and maintenance.

There being no other business to discuss, the meeting ended at 9.00pm.

.....Chairman

## REPORT OF THE CLERK FOR THE MEETING OF THE COUNCIL TO BE HELD 9<sup>TH</sup> SEPTEMBER 2021

### MATTERS ARISING

73. **Clerk Recruitment and Selection.** Shortlisting took place and invitation to interview sent. The shortlisted candidate withdrew their application therefore the post has been re-advertised with a closing date of 17<sup>th</sup> September. The Clerk has also contacted the Staffordshire branch of the SLCC to enquire about the possible provision of a locum Clerk from 1<sup>st</sup> November.

### MATTERS ONGOING

300\*\*\* **Drainage at BPSA.** Parish Cllr M. Webb has advised that the drainage repairs will commence before the end of September.

97\*\*/141.9\*\* **Wild Flower/Tree Planting Parishwide.** Parish Cllr M. Alden-Court will speak to this item.

57. **Flood Resilience Plan.** Email sent to the Rights of Way team regarding the future ownership and maintenance of the drain in the footpath. A definitive answer is awaited once further information has been sought by the R of W team.

### CORRESPONDENCE RECEIVED

85. **Private Access to Open Spaces.** Members may wish to arrange for letters to be sent to all residents whose properties are adjacent to The Bront. It was previously thought that there were no restrictions on having gates onto the land but the article by SPCA advises against this. (The other two matters mentioned were for information only).  
**Members' views.**

### FINANCE:

26.1 **Grasslok at Jubilee Park, Brewood.** The Grasslock surface under the play equipment will be laid during week commencing 20<sup>th</sup> September, it will not be necessary to close the park.

68.11 **Speed Indicator Devices.** These have been ordered but due to a delay in obtaining parts will not be delivered until October at the earliest. This will be placed on Matters Ongoing.

94.4 **Coven Heath Allotment Grant.** Further clarification regarding the Coven Heath allotments grant. The grant has been carried over for at least 5 years without being spent. If some or all of this money is not spent this year the auditor will pick it up as an issue. The Clerk has, with the agreement of the Chairman and Head of Finance, arranged with the allotments association to contact a skip hire company to get the rubbish currently at the site removed. A quote of £180 plus VAT has been approved and the skip delivered.

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

### PLANNING

**20/00618/FUL Amended plans at 9 Orams Lane,** New porch, alterations to external materials of dwelling and replacement garage including office and garden room. Circulated 7<sup>th</sup> September.

**20/01127/AGRFLX Former Munitions Depot, Lawn Lane, Coven.** Appeal allowed therefore prior approval granted in accordance with the site location plan 18/12/2020. Further information can be found on South Staffordshire Council's website.

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**OTHER MATTERS**

To arrange a date for the allotment committee to undertake the September inspections of both allotment garden sites.

**West Midlands Interchange Meetings.** Invitation received from the Community Relations Team at West Midlands Interchange to two Teams meetings to be held on 22<sup>nd</sup> and 23<sup>rd</sup> September 2021 from 6.30pm until 8.30pm. One nominated council member may attend each (this can be the same person if preferred).

**Members to nominate an attendee.**

SUBJECT TO APPROVAL

**PLANNING APPLICATIONS CONSIDERED  
AT THE MEETING HELD ON 9<sup>th</sup> SEPTEMBER 2021**

Application No	Proposal	Comments
21/00006/FUL	Proposed replacement detached garage at 6 Old Coach Road Bishops Wood.	Circulated via email to all members as deadline was 8 <sup>th</sup> September. The Parish Council had previously objected to this proposal.
21/00526/FUL	Change of use from Agricultural Unit to a single 4 bed dwelling house at Hawkshutt Farm Watling Street Ivetsey Bank	No comment.
21/00618/FUL Clerk's Report referred	AMENDED DESCRIPTION AND AMENDED PLANS RECEIVED - New porch, alterations to external materials of dwelling and replacement garage including office and garden room at 9 Orams Lane Brewood Staffordshire ST19 9EA	No objection.
21/00699/FUL	Erection of 2 garage buildings at land adjacent to Brinsford Bridge Stafford Road Coven Heath.	The Parish Council objected to this application on the following grounds. (i) Inappropriate: In his report relating to application ref. 19/00863/FUL (for 2 amenity blocks) the Planning Officer states in Section 5.4.2 - 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. The request to build a double-space garage alongside each of the amenity buildings currently under construction is inappropriate by default unless the applicant can demonstrate VSC which outweigh the harm. (ii) Intrusion into the setting of the Staffordshire & Worcester Canal Conservation Area: The site layout plan is misleading in that it does not accurately reflect the size of the currently under-construction amenity blocks and as a result the proposed garages will be significantly closer to the canal than indicated in the sketch plan. This can be seen from the aerial photograph of the site. (iii) Openness and visual impact: There is extensive screening of the site from the aspect of



		<p>the adjacent highway, except when viewed from Brinsford Bridge on the A449. Current building work can be clearly seen from the canal footpath and the construction of a double garage alongside each of those buildings will have the visual effect of houses with attached garages. We concur with The Inland Waterways Association that if garages are allowed, it would be preferable to locate them towards the main road rather than towards the Conservation Area and therefore not be visible to users of the canal and its towpath.</p> <p>(iv) Over-development: The Site-Layout plan shows the current location of existing caravan 1. The Google Map aerial picture suggests this is more than likely a mobile home (not a caravan) and the proposed re-location is very close to the canal. This site has permission for 2 residential caravans and 1 transit pitch plus 5 cars and 5 light commercial vehicles. This application seeks to increase the total number of allowed vehicles to 14. There are a number of plots and/or sheds in the picture which are not shown on the block plan.</p> <p>(v) Undetermined sizes: The "Garage - Proposed Plan" document does not have any sizes on the drawing. For the avoidance of doubt and potential dispute, the Council requests the applicant to specify all planned dimensions before the application can be considered.</p>
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