

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 30th 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.

PRESENT:

Parish Cllrs J. Annett, M. Alden-Court, R. Glover, J. Jeffries, A. Pupino, D. Short, G. Sibley, C. Smythe, R. Taylor, M. Webb MBE.

IN ATTENDANCE:

District Cllr B. Cox.

APOLOGIES:

The following apologies were received and reasons for absence approved:

Parish Cllrs J. Bradshaw (illness), D. Holmes (District meeting), P. Knight CBE (illness), M. Sambrook (illness), W. Sutton (District meeting).

DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS AND REQUESTS FOR DISPENSATION:

Parish Cllr J. Jeffries declared an interest in item 112. Planning Report, 21/00823/FUL as it concerned her neighbour, and would not comment on this matter.

MINUTES:

Parish Cllr R. Taylor suggested there be an opportunity to view the planning comments before they were submitted to the web portal.

The Minutes of the meeting held on 9th September 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.

98. **PUBLIC PARTICIPATION:**

Local resident Peter Sanders was in attendance to a collect scroll which had been awarded to him in recognition of good works in the community. John Tett was unwell therefore unable to attend to collect his scroll. Callum Lea had returned to university and therefore had his scroll posted.

The Chair of Brewood Christmas Lights Committee attended on behalf of the new Committee to request the Parish Council's permission to use the Church Road amenity area for this year's Santa's Grotto as it was considered a

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safer option than the car park at the Swan pub, and was easier to access for the school who were organising the grotto.

99. **POLICE REPORT:**

No report was received.

MATTERS ARISING:

73. **Recruitment and Selection.** Further shortlisting took place earlier in the evening and the Chair of Staffing reported that several applications had been considered and three had been selected for interview on 7th October. The interview panel would consist of Parish Cllrs J. Jeffries, M. Alden-Court, and A. Pupino. Invitation to the panel would also be extended to Parish Cllrs M. Sambrook, D. Holmes, and J. Bradshaw who were not able to attend the shortlisting meeting. Parish Cllr M. Webb offered to attend if a balance of male/female interviewers was needed.

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

The Parish Council resolved unanimous in favour that the Clerk ask Open Spaces Society its advice on the best approach.

71. **Recording Meetings Policy.** Clerk's Report referred.

Matter of report.

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 agreed that the Assistant Clerk would resume 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 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 the suggested response be emailed.

MATTERS ONGOING:

88.3*** **Youth Provision-Coven.** Parish Cllr A. Pupino had produced a written report. Copy circulated prior to the meeting.

The Parish Council thanked Parish Cllr A. Pupino for the report and resolved unanimous in favour that the item be removed from Matters Ongoing.

300*** **Drainage at the BPSA.** Parish Cllr M. Webb MBE reported that no work had yet been carried out on site and the contractor had not responded to messages. The Clerk to try to contact him again.

164*** **Bowling Club Lease.** The Clerk would check with the secretary of Brewood Bowling Club for an update.

220.1*** **Dean Street Survey.** County Councillor Mark Sutton to chase Staffordshire County Council Highways.

CORRESPONDENCE RECEIVED:

100. Maintenance of grassed area around the telephone kiosk in Bishop's Wood.
The Parish Council agreed to defer this item until the next meeting when Parish Cllr M. Sambrook would be in attendance.

Parish Cllr Moira Alden-Court left the meeting.

101. The Parish Council considered the request from Brewood Christmas Lights Committee to site Santa's Grotto on the amenity area in Church Road, Brewood.

The Parish Council resolved unanimous in favour that the Committee be allowed to use the area, on the proviso that once the event was finished, the area be tidied and made good in case of any damage.

102. The Parish Council reviewed the Communications and Community Engagement policy, copy circulated prior to meeting.

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

103. The Parish Council reviewed the Personal Use of Social Media by a Parish Councillor policy, copy circulated prior to meeting.

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

104. The Parish Council received a request from a new allotment holder at Coven Heath for fencing and a shed at this stage, plans previously circulated. Allotment holders are allowed to keep hens providing they made the Parish Council aware.

The Parish Council resolved unanimous in favour that the request be approved providing the Garden Rules were followed.

105. Suggestion received that the Parish Council considered 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.

The Parish Council resolved unanimous that this item be placed on the agenda for the next meeting on 14th October.

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

The Parish Council resolved unanimous in favour that this item be deferred until the next meeting, before which, a discussion with the caretaker for his feedback on the matter, would have taken place.

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:

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

The Parish Council resolved unanimous in favour that the Clerk advise the plot holder that the Parish Council would take the unusual decision to write to the Coven Heath Allotments Association directly to explain that the matter raised in the Association's minutes had been dealt with by the Parish Council two years ago.

108. **CORRESPONDENCE CIRCULATED**

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

District Cllr B. Cox reported that there would be a Local Plan meeting via Teams on 7th October and urged members to attend.

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

Parish Cllr A. Pupino reported that he had attended an Equality and Diversity training session, attended a wildflower planting working party site visit, and judged the very well-supported Coven scarecrow competition with Parish Cllrs J. Annett and J. Bradshaw.

Parish Cllr D. Short reported that he had attended an Equality and Diversity training session on 16th September and carried out an allotment inspection on 27th September, for which he would email a report to the Assistant Clerk.

The Clerk read a letter from St Paul's Church, Coven, thanking the three Parish Councillors for judging the Coven scarecrow competition which raised over £1,000 for St Paul's Church and school.

111. **FINANCE REPORT:**

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

1. The accounts payable as at 30th September, including salary payments, **be approved**. Expenditure: £10,473.16 (net). Income: £10.10.
2. The Financial Summary - Cashbook as a result of the bank reconciliation for August, including any direct debit payments, **be received**.
3. The Financial Monthly Overview for August 2021, **be received**.
4. The Parish Council considered options for replacement seating at Bishop's Wood playing field.
The Parish Council resolved unanimous in favour that this matter be deferred until the flood resilience work was complete.
5. The caretaker at Coven playing field was concerned that the light in the toilet for disabled people was being left on during the day and suggested that a plunge switch and LED light was fitted. A quote of £350 had been received from Electricians Local Company Ltd to fit a replacement LED 6ft batten luminaire and install a PIR sensor.
The Parish Council resolved unanimous that before any electrical work was undertaken, to try putting up signs asking people to switch off the lights when they left.
6. There was an old water meter which was connected to the Sun Shelter in Coven playing field. However there was no need for a water supply there, no water had been used for some years. Charges of approximately £11.00 per month continued to be applied. Approval to have the meter disconnected (there should be no cost associated with this).
The Parish Council resolved unanimous in favour that the supply be disconnected.
7. The Parish Council considered the cost of the paint and maintenance of the telephone kiosk at Bishop's Wood of no more than £500. A local resident had agreed to carry out the work. Parish Cllr R. Glover to survey on 1st October.
The Parish Council resolved 7 in favour and 1 abstention, that the budget for the materials would be up to £300, and that the Clerk write to the resident to instruct further once materials had been acquired.

8. A tenant had enquired about getting the silver birch trees overhanging her plot (55a) cut back. The allotments committee had 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% **The Parish Council resolved unanimous in favour that the tree surgeon be asked to visit all sites and quote for the work.**

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

94.6. **Community Benefit Payment.** The Parish Council considered a project for the Community Benefit Payment of £2,450 to be spent on, it had to be spent during the current financial year. The Parish Council agreed to that this matter be placed back on the agenda for the next meeting on 14th October. Members to give three clear days' notice of any projects for consideration.

97. **Playing Field Report - Brewood.** Quote received to replace the ramp underneath the aerial runway. Playdale had advised that the unit could not 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. **The Parish Council resolved unanimous in favour that the decision be postponed and other options be sought.**

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

112. **PLANNING REPORT:**

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

The Clerk to ascertain whether planning comments could be submitted after the deadline.

113. **CLERK'S REPORT:**

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

ANY OTHER MATTERS OF REPORT:

Parish Cllr J. Bradshaw would circulate a written report of the West Midlands Interchange meeting that she attended, but in summary; it was the largest development of its kind in Europe, it would be a 7 to 10 year project, and ecological report would be carried out soon, and when work starts there would be a 9am to 5pm dedicated phone line. The Parish Council wished to thank Parish Cllr J. Bradshaw for attending the meeting.

There being no other business to discuss, the meeting ended at 8.55pm.

.....Chairman

**REPORT OF THE CLERK FOR THE MEETING OF THE COUNCIL
TO BE HELD 30th SEPTEMBER 2021**

MATTERS ARISING

71. **Recording Meetings Policy.** The Assistant Clerk may have found a way to share the recordings using Microsoft One Drive. We will be experimenting over the next few weeks.

FINANCE:

26.1 **Grasslock at Jubilee Park, Brewood.** The Grasslock surface under the play equipment has been replaced.

51.4 **Annual Governance and Accountability Return.** The AGAR has been returned by the external auditor and a full description of the opinion will be placed on the agenda for the next meeting. For information, the AGAR was in accordance with Proper Practices.

97. **Aerial Runway Ramp.** Photographs forwarded by email to members prior to the meeting.

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

OTHER MATTERS

113.1 Letter received from Mrs J. Carr of St Paul's Church Coven regarding the scarecrow competition.

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

Application No	Proposal	Comments
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	The Parish Council objected to this application in which they felt the dormer window was intrusive and detrimental to the neighbour's house which it overlooked and use of frosted glass could not be guaranteed.
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	The Parish Council objected as this was a significant variation of the original application which was also objected to, in support of neighbour's concerns about building over a sewage line which required regular maintenance and was already overloaded with the existing properties it served.
21/00923/OUT	Proposed demolition of Tree Tops. Construction of two detached Dwellings at Tree Tops School Lane Coven Staffordshire WV9 5AN	The Parish Council objected to this application on the grounds that it would be a development in Green Belt with no special reason given. Furthermore, the new access to the property would be placed further on into the bend of the road causing a potential hazard.
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	The Parish Council objected the extension element of this application as it was unnecessarily close to the neighbour's boundary.