

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 14 OCTOBER 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 declared that she would be recording the meeting.

PRESENT:

Parish Cllrs M. Alden-Court, D. M. Holmes, P. Knight CBE, M. Sambrook, G. Sibley, D. Short, C. Smythe, W. Sutton, R. Taylor, M. Webb MBE.

IN ATTENDANCE:

District Cllrs J. Bolton, V. Jackson. County Cllr M. Sutton.
Mrs N. Lovell.

APOLOGIES:

Parish Cllrs J. Annett (personal), J. Bradshaw (illness), R. Glover (personal), J. Jeffries (personal), A. Pupino (illness).
District Cllrs B. Cox, V. Jackson.

DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS AND REQUESTS FOR DISPENSATION:

Parish Cllr D. Short declared a non-pecuniary interest in Finance item 7 and 94.5/7. Dispensation for him to speak but not vote on these matters was previously approved until 30th April 2023.

Parish Cllr R. Taylor declared a pecuniary interest in item 220.1*** Dean Street Survey and advised that he would speak in public participation on this item, and a non-pecuniary interest in planning item 21/01019/FUL as it concerned a neighbour.

Parish Cllr D. M. Holmes declared an interest in planning application 21/01046/FUL.

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 30th September 2021 were approved as an accurate record and duly signed.

14th October 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 was not considered that the resolutions moved herein would have any adverse impact for the purposes of the Crime and Disorder Act 1998.

114. **PUBLIC PARTICIPATION:**

Local resident John Tett was in attendance to receive a scroll which had been awarded to him in recognition of him donating blood, plasma and platelets and raising money for charity.

Parish Cllr R. Taylor spoke regarding the results of the Dean Street survey and asked the Parish Council to go ahead with requesting the double yellow lines be extended as far as Admiral Rodney Gardens.

115. **POLICE REPORT:**

No report received.

MATTERS ARISING:

73. **Recruitment and Selection.** Interviews took place on 7th October. Clerk's Report referred. The Parish Council welcomed Natalie Lovell, the incoming Clerk.

94.6 **Community Benefit Payment.** Members circulated ideas to the Parish Council by 11th October for consideration.

The Parish Council resolved 9 in favour and 1 against that the Finance Committee would collate the suggestions and figures to present a coherent list to the Parish Council for the next meeting to be held on 28th October 2021.

100. **Grounds Maintenance Bishop's Wood Telephone Kiosk.**

Parish Cllr M. Sambrook reported that the handyman/gardener would continue to cut the grass around the kiosk and that she would chase up the volunteer regarding painting.

106. **Coven Heath Allotment Keys.** The Parish Council considered the caretaker's response to closing times at the allotments. Clerk's Report referred.

The Parish Council resolved unanimous in favour that no keys be given to plot holders and the caretaker was to publish the seasonal variations in opening times on the notice board in advance.

105. **Climate Change Measures.** The Parish Council considered how to progress the idea of creating clean air zones around schools in the Parish. County Cllr M. Sutton agreed to make enquiries and share the findings from Staffordshire County Council's previous work done in this area which included which schools already had a no idling zone. The zones in Brewood would need to include Market Place and not just outside schools, as that area was used for dropping off children to coaches for schools further afield/outside the Parish.

109. **Local Plan.** South Staffordshire Council had begun consultation on the Local Plan. There would be a display at Brewood Library from 1st November. Parish Cllr W. Sutton gave an overview of the Local Plan and expressed serious concern about how it would affect the Parish.

The Parish Council resolved unanimous in favour that the Clerk would share the information again on the Parish Council website and Facebook page.

MATTERS ONGOING:

It was resolved that, 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:

#391 **School Lane Playing Field – Confidential (Safeguarded land).**

Parish Cllr R. Taylor temporarily left the meeting.

220.1*** **Dean Street Survey.** Responses to Staffordshire County Council's survey circulated by email prior to the meeting. 14 responses were received, six in favour and eight against the proposal to put double yellow lines as far as Admiral Rodney Gardens on the north side of Dean Street, Brewood. County Cllr M. Sutton advised that with those responses, the County Council would not implement the changes.

The Parish Council resolved 9 in favour and one abstention (Parish Cllr R. Taylor) that this matter be deferred until Highways had provided an alternative proposal acceptable to residents in Dean Street.

Parish Cllr R. Taylor returned to the meeting.

111.5 **Light in the Accessible Toilet at Coven Changing Rooms.** At the meeting on 30th September it was resolved that a sign asking users to switch off the light before leaving be trialled before any electrical work was undertaken. Parish Cllr P. Knight (CBE) explained the difficulty this would pose for people with disabilities.

The Parish Council resolved unanimous in favour that the matter of the lighting in the accessible toilet be placed on the agenda for the next meeting on 28th October.

The Parish Council agreed that the matter of the future of the Parish Council building be placed on the agenda for the next meeting on 28th October.

CORRESPONDENCE RECEIVED:

116. The Parish Council considered when Parish Council meetings would resume in the Council Chamber. **The Parish Council resolved 6 in favour, 4 against, that the meetings remained at Brewood Middle Academy until February 2022 when it would be reviewed again.**

It was resolved that, 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:

117. **Staffing.** Letter received from the previous Assistant Clerk.

118. Correspondence from a Coven resident concerned that the bins in Coven were not being emptied in a timely manner and requested that the Parish Council formally addressed this with South Staffordshire Council. District Cllr W. Sutton reported that complaints were being reported to Biffa, who had a lorry driver shortage. The advice to residents was to leave the bins out and if they were not emptied after 72 hours, to contact a district councillor. If residents had an assisted bin which was not being collected, the advice was to contact District Cllr W. Sutton directly.

The Parish Council resolved unanimous in favour that this information be shared on the Parish Council Facebook page.

119. Major clearance work on trees and shrubs at The Orchard, Brewood has taken place, but it had been undertaken voluntarily by a local resident to tidy up dead trees, and not South Staffordshire Housing Association, who owned the land, and therefore no action would be taken.

120. **CORRESPONDENCE CIRCULATED**

SPCA Bulletin 7th October.

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

District Cllr D. M. Holmes reported on the Locality 2 meeting that had taken place two weeks earlier. Chief Inspector David Wain had reported that domestic violence was on the increase, anti-social behaviour orders were 11% down and all crime had reduced compared with 2019 figures. CI Wain had offered to attend Parish Council meetings if invited, as well as the District Council Enablers, who were working to identify the needs of rural communities. Parish Cllr Holmes to provide the Clerk with contact details. South Staffordshire Council was also looking for venues to be designated as rest centres in all villages in case of an emergency if residents could not access their homes. A risk assessment had been carried out at the Parish Council office with the outcome pending.

The Parish Council resolved unanimous that CI Wain be invited to a future meeting, as well as South Staffordshire Council Enablers.

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

No report received.

123. **FINANCE REPORT:**

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

1. The accounts payable as at 14th October, **be approved. Expenditure: £5765.00. Income: £0.00**
2. **Annual Governance and Accountability Return.** The AGAR had been received from the external auditor and it had been declared that it was in accordance with Proper Practices, with no matters giving cause for concern. The Clerk would take the necessary action to publish the statement on the website and notice boards:
 - that the audit had been concluded and that the statement of accounts had been published.
 - that the local electorate had the rights of inspection conferred on them by section 25 of the Local Audit and Accountability Act 2014.
 - the address at which and the hours during which, those rights may be exercised.
3. Letter received from Brewood Royal British Legion thanking the Parish Council for its kind donation of £150 in lieu of poppy wreaths.
4. The request received from Brewood Middle Academy for a donation of a sack of bulbs (300 bulbs approx. £40) in exchange for the free use of the school hall for Parish Council meetings, **be approved.**
5. The Parish Council considered progressing the resurfacing of Coven tennis/basketball court as agreed in in the 2021-22 budget.
The Parish Council resolved unanimous in favour that Clerk obtain quotes to assess whether or not there were sufficient reserves to progress the matter during this financial year.
6. The Parish Council considered the request received from Parish Cllr M. Alden-Court for funding for daffodil bulbs to be planted on Brewood Road, Coven on land outside Darelyn Park.
The Parish Council resolved unanimous in favour that 1 sack of bulbs at a cost of £40 be purchased.
7. The Parish Council considered an application from Coven Heath Community Association for a grant of £98 from community benefit payment for their Christmas Lights Event.
The Responsible Finance Officer advised that the internal auditor had scrutinised the applications and grant awarding policy, and confirmed that all applications had been awarded in line with the policy, including those turned down. Grants that were not awarded had been due to organisations holding

unallocated reserves. As a decision could not be rescinded within 6 months, it would not be a good idea to go back on what the Parish Council had previously resolved.

The Parish Council resolved 2 in favour, 5 against, 3 abstentions (Parish Cllrs D. Short, P. Knight (CBE) and District Cllr D. Holmes) that the grant be given. Therefore the grant was not awarded.

94.5/7 **Grant Applications from Coven Heath Community Association.** Letter received from the treasurer of CHCA appealing against the decision to decline two grant applications.

The Parish Council agreed that further communication was required between the Parish Council and Coven Heath Community Association.

The Parish Council resolved 9 in favour and 1 abstention that the Clerk write to Coven Heath Community Association in the interim to assure them their concerns were being considered and that the Finance Committee would include the matter on the agenda for the meeting.

Parish Cllrs A. Pupino (in his absence) and R. Taylor were nominated to approve the online payments.

124. **PLANNING REPORT:**

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

21/01082 Tree 31 Stafford Street, Brewood –proposal selective thinning and removal of branches encroaching on main dwelling and garden.

21/00974/TREE - 31 Stafford Street Brewood Staffordshire ST19 9DX

Proposal: Section 211 Conservation Area Notification. Fraxinus spp. (Ash) - Crown lift to previous pruning points. Malus spp. (Apple) - Remove. Prunus spp. (Damson) - Selective branch removal of those overhanging Legion club building. Prunus spp. (Cherry) - Crown thin by up to 20 percent. 2 x False Cypress – Remove
Clerk's Report referred. The Parish Council had no objection.

21/00945/TREE 30 Sandy Lane, Brewood. Clerk's Report referred. Parish Cllr R. Taylor to inspect and advise Clerk accordingly.

18/00195/UNCOU Star Mobile Home Park, Lawn Lane, Coven. Waste material stored on site had been removed.

112. Reply received from the planning team advising that comments could be submitted up to the determination date. However, to prevent delays in the process, the Clerk should advise the team if there would be a delay in submitting comments.

Matter of report.

125. **CLERK'S REPORT:**

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

ANY OTHER MATTERS OF REPORT:

The Parish Council agreed to invite Mr Dickson, the new Executive Principal at Brewood Middle Academy to attend a future Parish Council meeting.

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

.....Chairman

14th October 2021

**REPORT OF THE CLERK FOR THE MEETING OF THE COUNCIL
TO BE HELD 14 OCTOBER 2021**

PUBLIC PARTICIPATION

Mr J. Tett will be attending to accept his scroll.

MATTERS ARISING

73. **Recruitment and Selection- Report from Chair of Staffing.** Interviews took place on Thursday 7th October. The staffing committee is pleased to propose the appointment of Natalie Lovell, who has already joined Maggie in the office to meet the auditors and is also joining us tonight. As required by Standing Orders, the matter can now go on the agenda for ratification at the next meeting of Parish Council Thursday 28th October.

106. **Coven Heath Allotment Keys.** The caretaker advised against issuing additional keys as being too much of a risk with people potentially forgetting to lock the gate, there could be a security risk as non-allotment holders would be able to access the site, possibly overnight, if left open. There is also the possibility of people forgetting/losing their key and then not being able to lock up, or leaving it to others resulting in no one locking up. The caretaker has run through the seasonal opening/closing times with Parish Cllr D. Short, perhaps these times could be published in advance so that plot holders could plan accordingly.

FINANCE:

A new bank mandate is required to add the new Clerk to as an account signatory. The current Clerk and two full power signatories to sign the form.

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

PLANNING

21/00974/TREE – 31 Stafford Street, Brewood. The resident has submitted a statement in support of the application. The false cypresses refers to two dead conifers in the front garden next to the garage doors and visible from the street. The occupants believe that they have been attacked by honey fungus and wish to replace them with something to provide a screen and is resistant to honey fungus such as yew.

21/00945/TREE - 30 Sandy Lane Brewood. Consultation on a notification of intent to carry out works to trees within a conservation area. Proposal: Fraxinus spp. (Ash) - Crown reduction of height to 12 metres

PLANNING APPLICATIONS CONSIDERED
AT THE MEETING HELD ON 14th OCTOBER 2021

Application No	Proposal	Comments
21/00753/FUL	Extension to the North side of the existing Bungalow at 10 Tong Close Bishops Wood ST19 9AJ	No comment
21/00755/FUL	Two storey side and rear extensions with new porch at 14 Old Coach Road Bishops Wood Staffordshire ST19 9AD	The Parish Council felt, although there was no objection to the original plans, the amended plans for the extension were out of proportion to the original house.
21/00899/REM	Approval of reserved matters including: appearance and landscaping following outline permission 20/00758/OUT at Cross Green Farm Kennels Dark Lane Cross Green WV10 7PN	No comment
21/01046/FUL	Proposed change of use of land to form extension to the existing caravan park, demolition of existing cottage and outbuildings and the addition of 7 twin unit caravan pitches at Providence Cottage Shutt Green Lane Brewood ST19 9LX	The Parish Council objected to this application on traffic grounds due to several bends and bridges being difficult for caravans to navigate, increasing traffic on the road and around the access to the site.
21/01019/FUL	10m x 5m outdoor swimming pool at Greenfields Dirty Lane Brewood Staffordshire ST19 9BX	The Parish Council was concerned with where the pool water would drain to, potential contamination and filtration as there were no details in the application about pump stations or filtration.
21/01025/FUL	Dormer extension at The Orchard Tinkers Lane Brewood Staffordshire ST19 9DD	No comment
21/01027/FUL	Single Storey front porch at 31 Deacons Field Brewood Staffordshire ST19 9GA	No comment