

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 28 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.

PRESENT:

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

IN ATTENDANCE:

District Cllr B. Cox.
County Cllr M. Sutton.

APOLOGIES:

The following apologies were received and reasons for absence approved:

Parish Cllrs J. Bradshaw (illness), D. Holmes (personal).

DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS AND REQUESTS FOR DISPENSATION:

Parish Cllr C. Smythe declared an interest in Finance item 9. Coven Christmas Lights as a member of the Coven Christmas Lights Committee.

Parish Cllrs M. Sambrook and R. Glover declared an interest in Finance items 134.6 and 134.7 as members of the sub committee for Bishop's Wood village hall, and would not vote on these items.

Parish Cllr M. Webb MBE declared an interest in Finance item 8. Grant application from Brewood Junior Football Club, as Chairman of the Football Club, and would not vote on this item.

Parish Cllr M. Webb MBE declared an interest in Finance item 11. Grant application from Brewood Parish Sports Association. Dispensation for him to speak and vote on these matters was previously approved until 30th April 2023.

MINUTES:

The Minutes of the meeting held on 14th October 2021 were approved as an accurate record and duly signed, 10 in favour and 2 abstentions, subject to the following:

Finance item 94.5/7 the letter received from the treasurer of Coven Heath Community Association was not an appeal against the decision, but a request for further information and clarification on the grant application process.

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.

126. **PUBLIC PARTICIPATION:**

No one in attendance wished to speak in public participation.

127. **POLICE REPORT:**

Police report circulated via email prior to the meeting. The PCSO reported 3 burglaries and 3 motor vehicle thefts and 2 incidents of antisocial behaviour in the Parish. Several uninsured drivers had been stopped and vehicles were seized.

MATTERS ARISING:

73. **Recruitment and Selection.** The Parish Council considered the recommendation by the Staffing Committee to appoint Mrs N. Lovell to the post of Clerk to the Council with effect from 1 November 2021. **The Parish Council resolved unanimous in favour that this be ratified.**

117. **Assistant Clerk Recruitment.** A meeting of the Staffing Committee would be arranged.

MATTERS ONGOING:

214.5*** **Tree in Bishop's Wood Playing Field** Parish Cllr M. Sambrook reported that all work was on hold until the drainage works had been completed, which were scheduled for the beginning of financial year 2022/23.

300*** **Drainage at BPSA.** The Clerk had chased up the contractor but no response had been received. The Parish Council agreed to continue to try and get in contact with him.

209** **Asbestos Register.** Parish Cllr M. Sambrook would arrange replacement sink in Parish Council offices.

97**/141.9****Wild Flower Planting/Tree Planting Parish Wide.** Parish Cllr G. Sibley reported that there were several volunteers waiting to plant the bulbs which would be collected from Ryan Taylor.

Additionally, an email had been received from a local resident asking the Parish Council to consider approaching local farmers requesting that they plant fruit trees and/or wild flowers in corners of fields where their machinery cannot reach. This would help provide foraging corridors for bees and other pollinators, hedgehogs and also provide a harvest of fruit for use within the parish.

The Parish Council resolved unanimous in favour that the Clerk reply to the email explaining that the request was outside the Parish Council's remit as it concerned private land. Furthermore, the Parish Council was carrying out wild flower planting on Parish Council maintained areas.

243.6** **Boot Camp at Coven Playing Fields.** As the sessions had finished taking place, the Parish Council agreed that this item could be removed from Matters Ongoing.

51.14 **Heras Fencing for Sunset Close.** No further issues had been reported by the caretaker. **The Parish Council resolved 11 in favour and one abstention to remove this item from Matters Ongoing.**

68.11 **SIDs.** Delivery had been delayed until October 2021. Clerk to investigate progress.

28th October 2021

68.12 **Bus Shelter Seating.** As the Parish Council leased the land from South Staffordshire Housing Association, the Clerk was awaiting written permission from SSHA.

85. **Access to Public Land.** Clerk's Report referred. The Parish Council agreed that a working party consisting of Parish Cllrs A. Pupino, P. Knight CBE, G. Sibley, W. Sutton, and, R. Taylor would investigate further.

87. **Tennis Club Fees.** Clerk's Report referred.

The Parish Council resolved unanimous in favour that an informal meeting be arranged to discuss the matters raised.

CORRESPONDENCE RECEIVED:

128. The Parish Council agreed which Parish Councillors would lay wreaths for Remembrance Day, as follows: Parish Cllrs R. Glover: Bishop's Wood, D. M. Holmes: St Mary's RC Church, Brewood, A. Pupino: Coven and South Staffordshire Council service, D. Short: Coven Heath, R. Taylor: The Church of St Mary the Virgin and St Chad, Brewood.

129. Email received from one of the Enablers at South Staffordshire Council regarding a climate change festival planned for 2022. They had requested the name of the best person to speak to about local events in order to collate ideas and gather information about the work the people of the parish were involved in regarding climate change. The aim was to showcase good work that was going on across the District.

The Parish Council resolved unanimous in favour that the Clerk be the named point of contact for the parish.

130. Letter received from the National Association of Retired Police Officers requesting that the Police blue lamp and plaque currently in the Council Chamber be returned to Staffordshire Police for display at a museum in the Police headquarters in Stafford.

The Parish Council resolved 10 in favour, one against and one abstention that the lamp be given on permanent loan to the museum along with an explanatory plaque.

131. **CORRESPONDENCE CIRCULATED**

SPCA Bulletin 21 October

Brewood Civic Society Minutes of meeting held on 18 October 2021

Open Spaces Magazine Autumn

Staffordshire Wildlife Trust Magazine Autumn/Winter

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

District Cllr W. Sutton reported that the double yellow lines had been repainted in Stafford Street, and that South Staffordshire Council were looking into installing electric vehicle charging points and resurfacing Stafford Street car park.

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

No reports were received.

134. **FINANCE REPORT:**

The Parish Council received the Finance Report from Parish Cllr C. Smythe (except item 9, taken by Parish Cllr A. Pupino) and resolved the following matters:

28th October 2021

1. The accounts payable as at 28th October, including salary payments, **be approved. Expenditure: £8638.21. Income: £43.68.**
2. The half yearly Financial Budget Comparison report, **be received.**
3. The monthly overview, **be received.**
4. The Cashbook Summary arising from the Bank Reconciliation for September, **be received.**
5. The Parish Council considered the payment of mileage/ transport expenses to parish councillors.
The Parish Council resolved unanimous in favour that no action be taken.
6. The Parish Council considered the grant application of £500 received from Bishop's Wood Village Hall to replace the Christmas decorations at the hall. Clerk's Report referred.
The Parish Council resolved 8 in favour and 4 abstentions that this application be rejected on the grounds that this was not considered appropriate use of a Parish Council grant. Furthermore, the application did not meet the criteria as it was missing accounts and up to date bank statements. Parish Cllrs R. Glover and M. Sambrook abstained from voting but did not leave the room.
7. The Parish Council considered the grant application of £250 received from Bishop's Wood Village Hall to replace the Halloween decorations at the hall. Clerk's Report referred.
The Parish Council resolved 9 in favour and 3 abstentions that this application be rejected on the grounds that this was not considered appropriate use of a Parish Council grant. Furthermore, the application did not meet the criteria as it was missing accounts and up to date bank statements. Parish Cllrs R. Glover and M. Sambrook abstained from voting but did not leave the room.
8. The Parish Council considered the grant application of £520 received from Brewood Junior Football Club half of the cost of trophies for a five a side football tournament as part of the Queen's Platinum Jubilee celebrations in 2022. Clerk's Report referred.
The Parish Council resolved 10 in favour, 2 abstentions (Parish Cllr M. Webb MBE) that this matter be deferred until the next meeting on 11th November when all members had had enough clear days to note the further information circulated with the Clerk's Report.
9. The Parish Council considered the request from Coven Christmas Lights Committee to access the grant for Christmas 2021. Terms of the grant application policy recommend that the Parish Council paid invoices up to the level of the grant of £2,250.
The Parish Council resolved 11 in favour and one abstention (Parish Cllr C. Smythe) that this request be approved.
10. The Parish Council considered funding the training for the new Clerk for CiLCA. The cost was £410 for the course plus either £250 for 6 webinars or £340 for 4 face to face days, (excluding VAT).
The Parish Council resolved unanimous in favour that this be approved and passed to the Staffing Committee for further details to be decided.
11. The Parish Council considered the provision of a cricket square at Brewood Parish Sports Association.
The Parish Council resolved unanimous in favour that this item be deferred until Parish Cllr W. Sutton had circulated further information.
12. Dates for a meeting of the Finance Committee to consider the recommendations of the internal auditors including salaries outsourcing and the current level of reserves, the allocation of the Community Benefit Payment and other matters arising, would be circulated by Parish Cllrs M. Sambrook and A. Pupino.

13. The Parish Council considered the requirements outlined in the Parish Council Business Plan regarding the condition of the Parish Council building.

The Parish Council resolved unanimous in favour that this item be deferred until the next meeting on 11th November as some issues may be confidential.

111.5 **Coven WC for People with Disabilities.** The Parish Council considered the written report from Parish Cllr P. Knight CBE.

The Parish Council resolved unanimous in favour that the light be changed to an PIR sensor at the cost of £350, as per the electrician’s quote.

Parish Cllrs A. Pupino and J. Jeffries were nominated to approve the online payments.

Parish Cllr J. Jeffries left the meeting.

135. **PLANNING REPORT:**

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

136. **CLERK’S REPORT:**

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

ANY OTHER MATTERS OF REPORT:

Parish Cllr A. Pupino presented retiring Clerk Mrs. M. Birtles with flowers and thanked her on behalf of the Parish Council for her service.

There being no other business to discuss, the meeting ended at 8.23pm.

.....Chairman

**REPORT OF THE CLERK FOR THE MEETING OF THE COUNCIL
TO BE HELD 28 OCTOBER 2021**

POLICE REPORT

Written report circulated prior to the meeting.

MATTERS ONGOING

85. **Access to Public Land.** Reply received from the Open Spaces Society, copy circulated prior to the meeting. It may be necessary to agree members of a working party to consider the recommendations made as they are quite complex in nature.

87. **Tennis Club Fees.** There has been some misunderstanding between a representative of Brewood Tennis Club and the playing field caretaker regarding her responsibilities in relation to access to the tennis courts after dark. The Clerk has proposed that an informal meeting to discuss this be merged with the meeting regarding fees be arranged as soon as possible.

FINANCE:

134.6/7 **Bishop's Wood Village Hall Grant Applications for Decorations.** Further information regarding income and accounts which were included with a previous application for PPE equipment circulated prior to the meeting.

134.8 **Brewood Junior FC.** Further information received regarding the expenditure during a normal year, copy circulated prior to the meeting.

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

PLANNING APPLICATIONS CONSIDERED
AT THE MEETING HELD ON 28th OCTOBER 2021

Application No	Proposal	Comments
21/00357/FUL	Single storey extension to the front of the property to provide a new entrance hall and study at 23 Old Weston Road Bishops Wood ST19 9AG	Deadline had been missed.
21/01044/FUL	Proposed single storey rear extension and raising of existing flat roof at 8 Eastgate, Brewwood, ST19 9HY	This was a long extension and the Parish Council felt that any neighbour comments should be considered in case of detrimental effects.
21/01068/FUL	Proposed double storey rear extension, new first floor side-facing bathroom window and alterations to existing garage including replacement of front dormer windows and new external staircase at The Rickyard, Whitehouse Lane, Gunstone WV8 1QQ	No adverse comment.
21/01074/FUL	Proposed two storey side extension at 3 Hillcrest, Brewwood ST19 9JQ	The Parish Council objected to this application as the extension was out of proportion to the rest of the house and plot.
21/01076/FUL	Proposed agricultural animal shelter at Bishop' Wood House, Kiddemore Green Road, Bishop's Wood ST19 9AA	No comment. Via telephone conversation with Parish Cllr R. Glover on 04.11.2021.