

BREWOOD AND COVEN PARISH COUNCIL
WITH BISHOP'S WOOD AND COVEN HEATH

MINUTES OF THE MEETING OF THE COUNCIL
HELD IN THE COUNCIL OFFICES, STAFFORD STREET, BREWOOD
ON THURSDAY 9TH JUNE 2022 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, J. Annett, J. Bradshaw, P. Knight CBE, M. Sambrook (Chair), D. Short, W. Sutton, R. Taylor, M. Webb MBE.

IN ATTENDANCE

District Councillor J. Bolton. County Councillor M. Sutton.

STATEMENT BY THE CHAIR

The Chair made a statement reminding all Parish Councillors of their undertakings to follow the Code of Conduct, both verbally and when using the written word. Councillors have a statutory duty to promote and maintain high standards and a general obligation to treat others with respect. The Council expects members to follow this code when they are conducting the work of the Council, representing the Council on any external organisation, or otherwise acting in their official capacity. The Chair drew the attention of members to Appendix 1 of the Code of Conduct, which focuses on the use of social media and the strict guidance to be observed when using it.

The Chair explained that no Clerk was present at the meeting and minutes would be compiled from the recording and notes taken by Parish Cllr. J. Bradshaw. The Chair requested that members follow the Standing Orders and be very clear when making resolutions.

APOLOGIES:

Parish Cllrs. D. M. Holmes (personal), J. Jeffries (personal), A. Pupino (personal), G. Sibley (personal).
District Cllr. B. Cox.

DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS AND REQUESTS FOR DISPENSATION:

To receive any declarations of interest from Members, and 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 Cllrs. D. M. Holmes and W. Sutton represent Locality 2 at South Staffordshire Council's Planning Committee meetings, they will therefore not vote on any planning matters brought before the Parish Council. They may remain at the meeting and any views they may express are based on the information before them 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 Parish Council meeting held on 26^h May 2022 were approved as an accurate record with the following amendments:

Item 23 Review the Asset Register. To identify the bus shelter on the A449 Northbound as being in Coven Heath.

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 is not considered that the resolutions to be moved herein will have any adverse impact for the purposes of the Crime and Disorder Act 1998.

44. **PUBLIC PARTICIPATION:**

Parish Cllr W. Sutton advised that a presentation regarding possible drainage solutions for the BPSA site would be made to the members of the BPSA Working Party in the first instance.

45. **POLICE REPORT:**

No report received.

MATTERS ARISING:

46.1 Maintenance of Walk Way at School Lane, Coven. Members considered action that may be taken to respond to a Coven resident's offer to trim the walk way between School Lane and Cinder Hill, Coven.
It was resolved, unanimous in favour that the matter be deferred in order for the Clerk to investigate the insurance implications involved.

46.2 Vacancy for Parish Councillor at Coven. Members considered action that may be taken in order to appoint a new Parish Councillor for Coven following the resignation of Parish Cllr. C. Smythe.
It was resolved, unanimous in favour that notice of the vacancy be placed on the Parish Council website, social media platform and Parish Council noticeboards.

46.3 Recognition for organisations and Individuals who organised Public Events for the Queen's Platinum Jubilee Celebrations.

Members considered action that may be taken to thank/recognise the efforts of organisations/individuals who facilitated celebrations for the Queen's Platinum Jubilee.

It was resolved, unanimous in favour that a letter be written to Mr Giffard thanking him for the use of his land for the siting of the Platinum Jubilee beacon and a notice be placed on social media and in the Parish Council newsletter and also posters placed on Parish Council noticeboards thanking all groups who organised celebrations for the Queen's Platinum Jubilee.

46.4 Admin Support for Clerk

Parish Cllr. M. Sambrook has attended the Parish Council offices to provide admin support to the Clerk in order to copy and distribute agenda packs.

Matter of Report.

46.5 Councillors Code of Conduct.

Members considered whether to adopt the Code of Conduct adopted by South Staffordshire District Council on 10th May.

It was resolved, unanimous in favour that the Code of Conduct be adopted by the Parish Council.

46.6 Distribution of Agenda Documents for the Parish Council Meeting.

Members acknowledged the efforts of Parish Cllrs. J. Bradshaw and M. Sambrook and the Clerk in compiling and distributing the agenda packs prior to the extended bank holiday weekend.

Matter of Report

46.7 Change of Parish Council Meeting Date

Members considered changing the date of the next Parish Council meeting to 23rd June in order for the current clerk to compile the minutes of the meeting and prepare the agenda for the next meeting on 14th July.

It was resolved, twelve in favour and one abstention that the date of the next Parish Council meeting remain at 30th June.

46.8 Parish Councillor Security ID Badges

Members considered action that may be taken regarding the issue of security/ID badges for Parish Councillors.

It was resolved, unanimous in favour that the matter be placed on Matters Ongoing.

MATTERS ONGOING:

The Chairman will invite Members to raise any matters ongoing as they deem necessary (for information only).

300***/215.3**/134.11* **BPSA Cricket Square.** Members considered action that may be taken regarding the replacement of the cricket wicket at the BPSA site. Members referred to the report circulated prior to the meeting, containing details of the meeting of the BPSA Working Party and Agreement between the BPSA and the Parish Council concerning ongoing financing of the cricket wicket.

It was resolved, unanimous in favour that the Parish Council purchase a new cricket wicket which would be a Parish Council asset. The quotation supplied by Verde, for the removal and installation of the cricket wicket, which was the preferred quotation of the BPSA Working Party, be approved.

Parish Cllr. P. Knight CBE, stated that as a Parish Council representative member of the BPSA Working Party he could no longer make a constructive contribution to the discussions and proposed that the next meeting of the BPSA Working Party be postponed and reconvened, when, in the opinion of the Chair, there would be a reasonable prospect of an agreed way forward between the BPSA and the Parish Council. Parish Cllr. P. Knight CBE, also advised that if the BPSA Working Party meeting were to take place on 16th June he would not attend and would resign from his position as Parish Council representative to the BPSA Working Party.

Parish Cllr. M. Sambrook (Chair) requested time to consider Parish Cllr. P. Knight's statement and advised that she would also contact members of the BPSA Working Party to try to establish a way forward on the issues and report back to the Parish Council in due course.

CORRESPONDENCE RECEIVED:

47.1 **Recognition of Service for Driver at Brewood Voluntary Car Scheme.** Members considered action that may be taken in recognition of the efforts of a long standing driver of Brewood Voluntary Car Scheme.

It was resolved, unanimous in favour that the driver be presented with a scroll by the Parish Council in recognition of his commitment and length of service at Brewood Voluntary Car Scheme.

CORRESPONDENCE CIRCULATED

SPCA Bulletin 23rd and 30th May 2022

NALC Chief Executive's Bulletin 20th and 27th May 2022

Minutes of the 587th Committee meeting of Brewood Civic Society

48. DISTRICT/COUNTY COUNCIL'S REPORT:

County Cllr. M. Sutton advised a gigabyte connectivity scheme would commence soon which would provide better connectivity in rural areas by 2030 and that Dan Kinsey, Chairman of Wombourne Parish Council, was awarded a BEM in the Queen's Birthday Honours list for his services to the Parish during COVID. County Cllr M. Sutton also reported that Staffordshire County Council had allocated almost £2 million in additional funding to support special educational needs transport in the district, due to increased costs in providing the service.

District Cllr. W. Sutton reported that the hanging baskets purchased as part of the Return to the High Street project had been delivered to premises in Brewood. Recipients were made aware of their responsibilities in regards to displaying, watering and removing the hanging baskets and were also provided with posters to display.

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

Parish Cllr. M. Sambrook reported that she had attended meetings of the BPSA Working Party and Staffing Committee. She had also attended the Queen's Platinum Jubilee celebrations at Bishop's Wood and Brewood library, which included fundraising for the Ukraine, and had delivered Parish Council documentation and provided support to the Clerk.

Parish Cllr. M. Alden-Court reported that she had attended and assisted with organising the Queen's Platinum Jubilee celebrations at Darelyn Park.

Parish Cllr. J. Bradshaw reported that she had arranged for the erection of bunting around Coven for the Queen's Platinum Jubilee celebrations and thanked the Parish Council temporary handyman for his assistance in both erecting and removing the bunting. Parish Cllr. J. Bradshaw also reported that the 3 tier floral display planters purchased as part of the Return to the high Street project for Coven had been planted and hanging baskets were due to be delivered on 19th June.

Parish Cllr. J. Bradshaw reported that she had attended the BPSA Working Party meeting and the Staffing Committee meeting and that P. Knight CBE, and the Chair of Staffing, Parish Cllr. J. Jeffries, had met with the previous Clerk regarding arrangements for the position of Responsible Financial Officer when the current Clerk leaves her position.

Parish Cllr. D. Short reported that as Chair of the Coven Heath Community Association he had hosted the Queen's Platinum Jubilee celebrations at Coven Heath, which were also attended by the Rt. Hon. Sir Gavin Williamson, CBE MP. Parish Cllr. D. Short also reported that both he had attended the Coven and Coven Heath Traffic Management Working Party meeting.

Parish Cllr. R. Taylor reported that he had attended the lighting of the beacon at Woolley Farm for the Queen's Platinum Jubilee celebrations.

Parish Cllr. P. Knight CBE, reported that advice had also been received from the internal auditor regarding payroll administration and an interview would be held next week for the position of Clerk to the Parish Council.

9th June 2022

50. **FINANCE REPORT:**

50.1 Due to the absence of the clerk, Parish Cllr. M. Alden Court was unable to examine the Income and Expenditure approvals lists for 9th June prior to the meeting.

It was resolved unanimous in favour that Parish Cllrs. M. Alden Court, M. Sambrook and R. Taylor would examine the Income and Expenditure approvals lists prior to payment and the list would be brought before the Parish Council to be ratified at the next Parish Council meeting.

Parish Cllrs. J. Jeffries and R. Taylor were nominated to approve the online banking.

Parish Cllr. J. Bradshaw temporarily left the meeting.

50.2 **Distribution of Agenda Documents for the Parish Council Meeting.**

Members considered action that may be taken to compensate Parish Cllr. J. Bradshaw for delivery of the agenda packs around Coven for the Parish Council meeting.

It was resolved unanimous in favour that Parish Cllr. J. Bradshaw be advised of her entitlement to claim for mileage expenses should she choose to do so.

Parish Cllr. J. Bradshaw returned to the meeting.

38.1 **Trees Bordering Moors Drive, Coven**

Members considered the quote received from P & R Jones for the required tree works.

It was resolved unanimous in favour that the quote from the Parish Council appointed contractor, P & R Jones, be approved and works authorised.

51. **PLANNING REPORT:**

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

52. **CLERK'S REPORT:**

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

53. **PLAYING FIELD REPORTS:**

The Parish Council received the written Playing Fields Reports:

- Coven playing field and skateboard park from Parish Cllr. G Sibley.
- The Bront from Parish Cllr G. Sibley.

No reports were received for Bishop's Wood playing fields or Brewood playing fields.

ANY OTHER MATTERS OF REPORT:

Parish Cllr. M. Alden-Court requested that the matter of the parking area outside the Co-op and Pharmacy at Coven be placed on the next agenda.

..... Chairman

**REPORT OF THE CLERK FOR THE MEETING OF THE COUNCIL
TO BE HELD 9TH JUNE 2022**

MATTERS ARISING

46.2 Vacancy for Parish Councillor at Coven. To consider action that may be taken in order to appoint a new Parish Councillor for Coven following the resignation of Parish Cllr. C. Smythe. **Email circulated prior to meeting.**

46.3 Recognition for organisations and Individuals who organised Public Events for the Queen's Platinum Jubilee Celebrations.

To consider action that may be taken to thank/recognise the efforts of organisations/individuals who facilitated celebrations for the Queen's Platinum Jubilee. **Parish Cllr. R. Taylor to speak to this matter.**

46.4 Admin Support for Clerk

Parish Cllr. M. Sambrook has attended the Parish Council offices to provide admin support to the Clerk in order to copy and distribute agenda packs.

Matter of Report.

46.5 Councillors Code of Conduct.

To consider whether to adopt the Code of Conduct adopted by South Staffordshire District Council on 10th May. **Email circulated prior to meeting.**

46.6 Distribution of Agenda Documents for the Parish Council Meeting.

To consider action that may be taken to acknowledge the efforts of Parish Cllrs. J. Bradshaw and M. Sambrook and the Clerk in compiling and distributing the agenda packs prior to the extended bank holiday weekend. **Parish Cllr. D. Short to speak to this item.**

46.7 Change of Parish Council Meeting Date

To consider changing the date of the next Parish Council meeting to 23rd June in order for the current clerk to compile the minutes of the meeting and prepare the agenda for the next meeting on 14th July. **Email circulated prior to meeting.**

46.8 Parish Councillor Security ID Badges

To consider action that may be taken regarding the issue of security/ID badges for Parish Councillors. **Parish Cllr. M. Alden-Court to speak to this item.**

FINANCE

50.2 Distribution of Agenda Documents for the Parish Council Meeting.

To consider action that may be taken to compensate Parish Cllr. J. Bradshaw for delivery of the agenda packs around Coven for the Parish Council meeting. **Parish Cllr. D. Short to speak to this item.**

38.1 Trees Bordering Moors Drive, Coven

To consider the quote received from P & R Jones for the required tree works. **Quotation circulated to members prior to the meeting.**

PLANNING

Application No	Proposal
22/00494/FUL	<p>The application seeks to modernise the existing dwelling in its appearance and performance, providing a layout more conducive to current day family living. The existing roof is to be removed in its entirety, with the dormers omitted, and the external walls raised up to a modern flat roof. External walls are to be rendered up to the first-floor level in smooth white render with vertical Scandinavian redwood "Thermowood" above.</p> <p>The existing garage at the lower level is to have a new car port adjacent. The garage will be rendered to match the proposed works with a new timber garage door to match the new vertical cladding on the house. The new car port will also be clad in timber to match the new vertical cladding on the house. Both the existing garage and new car port will have a new sedum green roof. In order to construct the new carport an existing sandstone wall , parallel to the highway, will be taken down and part rebuilt perpendicular to the highway. Part of the front garden will be excavated and a new retaining wall built to form the off street parking space under the carport. Access to the carport will be via existing drop kerbs.</p> <p>5 Sandy Lane Brewood Staffordshire ST19 9ET</p>
22/00510/FUL	<p>Single storey rear extension with flat roof and lantern to create larger kitchen and increased ground floor living area.</p> <p>25 Deacons Field Brewood Staffordshire ST19 9GA</p>

Application No	Proposal	Comments
22/00501/VAR	To vary condition no. 2 to reinstate Class E permitted development rights, pursuant to application reference no. 05/00554/FUL. Date of Decision 29/06/2005 68 Kiddemore Green Road, Brewood, ST19 9BQ	The Parish Council objected to this application on the grounds that it would allow future development of the site without the need for planning permission to be obtained. 3 Parish Councillors abstained.
22/00506/TREE	Proposal: Section 211 Conservation Area Notification. T1, Quercus spp. (Oak) - Crown lift to 4 metres. T2, Prunus spp. (Cherry) - Crown lift to 4 metres. T3, Prunus spp. (Cherry) - Remove low limb which is crossing another. T4, Malus spp. (Crab Apple) - Dismantle and remove. T5, Laburnum spp. (Common Laburnum) - Remove branches overhanging boundary wall. T6, Taxus spp. (Yew) - Up to 10% crown reduction to shape, to a height of 4 metres. T7, Acer spp. (Sycamore) - Remove epicormic growth from previous pruning to a height of 4 metres. T8, Salix spp. (Goat Willow) - Crown reduction by up to 6 metres. T10, Sorbus spp. (Rowan) - Crown reduction by up to 30% Brewood Hall, Sparrows End Lane, Brewood, ST19 9DB	No comment
Appeal Reference APP/C3430/X/22/3297850 21/00566/LUP	Appeal regarding refusal of lawful development certificate for the use of agricultural land as allotment. Land to the rear of 25 Deacons Field, Brewood, ST19 9GA	No comment
Appeal Reference APP/C3430/X/22/3297848 21/00584/LUP	Appeal regarding refusal of lawful development certificate for the use of agricultural land as allotment. Land to the rear of 35 Deacons Field, Brewood, ST19 9GA	No comment
Appeal Reference APP/C3430/X/22/3297849 21/00636/LUP	Appeal regarding refusal of lawful development certificate for the use of agricultural land as allotment. Land to the rear of 31 Deacons Field, Brewood, ST19 9GA	No comment

22/00494/FUL	<p>The application seeks to modernise the existing dwelling in its appearance and performance, providing a layout more conducive to current day family living. The existing roof is to be removed in its entirety, with the dormers omitted, and the external walls raised up to a modern flat roof. External walls are to be rendered up to the first-floor level in smooth white render with vertical Scandinavian redwood "Thermowood" above.</p> <p>The existing garage at the lower level is to have a new car port adjacent. The garage will be rendered to match the proposed works with a new timber garage door to match the new vertical cladding on the house. The new car port will also be clad in timber to match the new vertical cladding on the house. Both the existing garage and new car port will have a new sedum green roof. In order to construct the new carport an existing sandstone wall, parallel to the highway, will be taken down and part rebuilt perpendicular to the highway. Part of the front garden will be excavated and a new retaining wall built to form the off street parking space under the carport. Access to the carport will be via existing drop kerbs.</p> <p>5 Sandy Lane Brewood Staffordshire ST19 9ET</p>	<p>The Parish Council objected to this planning application in the strongest terms for the following reasons:</p> <ol style="list-style-type: none"> 1. The additional access created directly on to Sandy Lane is within the Brewood Conservation Area. 2. The removal of the old but in good condition sandstone wall, fronting Sandy Lane, changes the street scene to a detrimental extent. This deleterious change can be compared by viewing "Google Street View" pictures from 2012 and the present photos. The erection of a totally incongruous breeze block wall on the boundary to next door and the removal of the hedge and tree on that boundary have had a significant effect on the setting of the Grade 2 listed "The Old House". 3. The front elevations and extensions suggested on the existing building are inappropriate in a conservation area. The flat roof is also inappropriate. The refusal of a similar design in 2010 at No.20 The Pavement, Brewood (10/00197/FUL) should be followed in this case. The Heritage statement fails to mention the existence of the Grade 2 listed "The Old House" next door. We hope the Conservation officer will be closely involved in this decision in view of these points. <p>In addition, the rear extension was commenced prior to the Certificate of Lawfulness issued on 6th May 2022. The sandstone wall destruction, soil removal, the breeze block retaining walls and road access were all carried out before any planning application was submitted.</p> <p>The Parish Council hope that there will be refusal of these plans and full restoration to the condition prior to these works will be enforced.</p> <p>2 Parish Councillors abstained.</p>
22/00510/FUL	<p>Single storey rear extension with flat roof and lantern to create larger kitchen and increased ground floor living area. 25 Deacons Field Brewood Staffordshire ST19 9GA</p>	<p>No comment</p>