

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

**MINUTES OF THE MEETING OF THE PARISH COUNCIL**  
**HELD IN THE COUNCIL OFFICES, STAFFORD STREET, BREWOOD**  
**ON THURSDAY 30<sup>th</sup> 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. Bradshaw, D.M. Holmes, J. Jeffries, P. Knight CBE (Chair), D. Short, G. Sibley, M. Webb MBE.

**APOLOGIES:**

Parish Cllrs. J. Annett (Personal), A. Pupino (personal), M. Sambrook (personal), W. Sutton (personal), R. Taylor (personal).

**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 23<sup>rd</sup> June 2022 were approved as an accurate record. The minutes of the meeting of the Traffic Management Working Party (Coven and Coven Heath) held on 7<sup>th</sup> June were received. The issues identified would be raised at a meeting to be arranged with Mark Keeling, County Cllr. M. Sutton and Staffordshire County Council Highways Department, following the meeting of Brewood and Bishop's Wood Traffic Management Working Party. The minutes of the BPSA Working Party held on 7<sup>th</sup> June were received.

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**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.

54. **PUBLIC PARTICIPATION:**

No matters were raised by members of the public.

55. **POLICE REPORT:**

No Report received.

**MATTERS ARISING:**

56.1 **Bus Shelter at Coven.** Members considered action that may be taken to improve/clean the bus shelter located at the shopping parade in Coven.

**It was resolved unanimous in favour, that the Parish Council gardener/handyman clean the bus shelter and that the Parish Council write to Staffordshire County Council expressing concern regarding the condition of the pavements in the area surrounding the bus shelter. Parish Cllr. G. Sibley to also submit an online report to Staffordshire County Council.**

56.2 **Distribution of Agenda packs for Parish Council Meetings.** Members considered action that may be taken in order to ensure prompt delivery of agenda packs for Parish Council meetings.

**It was resolved unanimous in favour, that agenda packs be sent via email to all Parish Councillors in addition to postal delivery, in order to comply with legal regulations.**

56.3 **Changing Rooms at the BPSA Site.** Members considered action that may be taken to repair and maintain the changing rooms at the BPSA site. Members requested that the proposed service agreement between the Parish Council and the BPSA concerning the new cricket wicket be included on the next agenda.

**It was resolved unanimous in favour, that cleaning and maintenance of the changing rooms was the responsibility of the BPSA. It was further resolved that the electrician used by the Parish Council be commissioned to provide an EICR report in order to indicate any works required. The matter to be considered again upon receipt of the EICR report.**

**In accordance with section1(2) of the Public Bodies (Admission to Meetings) Act 1960, by reason of the confidential nature of the business of this meeting, the public and press will be excluded.**

56.4. **Commencement of Employment of Assistant Clerk.** To consider action that may be taken to ratify the recommended resolution of the Staffing Committee regarding the appointment of the new Assistant Clerk.

**It was resolved unanimous in favour, that the recommendation of the Staffing Committee regarding the employment of the Assistant Clerk be approved.**

**In accordance with section1(2) of the Public Bodies (Admission to Meetings) Act 1960, by reason of the confidential nature of the business of this meeting, the public and press will be excluded.**

56.5. **Arrangements for the Return to Post of the Gardener/Handyman.** To consider action that may be taken to ratify the recommended resolution of the Staffing Committee regarding arrangements for the return to post of the Parish Council gardener/handyman.

**It was resolved unanimous in favour, that the recommendation of the Staffing Committee regarding the employment of the gardener/handyman be approved.**

**56.6 Casual Vacancy for Parish Councillor, Coven Ward.** The Clerk reported that notice of the vacancy had been duly made on 27<sup>th</sup> June, the period for requests for holding elections would end on 15<sup>th</sup> July.

**It was resolved unanimous in favour, that additional copies of the vacancy notice be provided to Cllr. M. Alden-Court to display around Coven.**

**56.7 Casual Vacancy for Parish Councillor, Bishop's Wood.** Members considered action that may be taken in order to co-opt an eligible person to fill the vacancy of Parish Councillor for Bishop's Wood.

**It was resolved unanimous in favour, that the Parish Council commence action in order to co-opt a Parish Councillor for Bishop's Wood ward.**

**56.8 Allotment Inspection Report.** Members considered the recommendations of the allotment report following allotment inspections on 23<sup>rd</sup> June.

**It was resolved unanimous in favour, that the recommendations of the allotment Inspection Report be accepted and actioned.**

**56.9 Public Access to Tennis Courts, Brewood.** Members considered action that may be taken in order to ensure that public access to the tennis courts, Engleton Lane, Brewood be available during the agreed public access periods. Parish Cllr. J. Jeffries advised that she and Parish Cllr. A. Pupino would meet with representatives of the Tennis Club as soon as reasonably practicable. **It was resolved unanimous in favour, that the Tennis Club be requested to advertise the Public opening times with immediate effect and that these also be added to the Parish Council website.**

#### **MATTERS ONGOING:**

**167.3\* Parking Area/Footpath Surface at Coven.** Members considered action that may be taken in order to improve the area immediately in front of the pharmacy and Co-op at Coven.

**It was resolved unanimous in favour, that the Clerk write to the Mid Counties Co-op headquarters referencing the Co-op's commitment to communities and requesting that the area outside the Co-op premises be repaired.**

**193.2 Tree planting for the Queen's Platinum Jubilee** be removed from matters ongoing.

**202.1 Tree Works, tree number 2763 and adjacent trees** be removed from matters ongoing since all works had now been completed.

#### **CORRESPONDENCE RECEIVED:**

**57.1 Thank you Letter Received from Residents of Darelyn Park.** Members received a letter thanking the Parish Council for the funding provided to Darelyn Park for their celebrations for the Queen's Platinum Jubilee along with a copy of a paid invoice, for the supply of catering for the event, for which the Parish Council funding was used.

**Matter of Report.**

#### **CORRESPONDENCE CIRCULATED**

SPCA Bulletin 23<sup>rd</sup> and 30<sup>th</sup> May 2022

NALC Chief Executive's Bulletin 20<sup>th</sup> and 27<sup>th</sup> May 2022

Minutes of the 587<sup>th</sup> Committee meeting of Brewood Civic Society

30 June 2022

## 58. DISTRICT/COUNTY COUNCIL'S REPORT:

District Cllr. D.M. Holmes advised that the Community Hub at Codsall was due to open on 23<sup>rd</sup> July 2022 and would be available for the public to view between 2pm to 5pm.

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

Parish Cllr. P. Knight CBE, reported that he had attended the Armed Forces Day event at South Staffordshire District Council on behalf of the Chair of the Parish Council. Parish Cllr. D.M. Holmes was also in attendance.

Parish Cllr. J. Bradshaw reported that the hanging baskets for display in Coven, as part of the Return to the High Street grant award project, had been delivered.

Parish Cllr. M. Alden-Court reported that she had attended a meeting with South Staffordshire Council regarding residents who require assistance moving their rubbish bins to collection points.

Parish Cllr. D.M. Holmes reported that she had attended the allotment inspections on 23<sup>rd</sup> June.

Parish Cllr. J. Jeffries reported that the Brewood Dementia Support Group had received an award for their voluntary service.

## 60. FINANCE REPORT:

Members received the Finance Report from Parish Cllr M. Alden-Court and resolved the following matters:

1. The income and expenditure approvals list as at 30<sup>th</sup> June be approved.
2. The monthly overview for April and May be received.
3. The Cashbook Summaries arising from the Bank Reconciliation for April and May be received.
4. Payment to Brewood Best Kept Village be made for reimbursement of receipts for purchase of plants for the village, totalling £26.91.
5. No further action be taken to advertise job vacancies with local news publications.
6. The receipt of £15,666.30 from South Staffordshire District Council for Section 106 contribution 18/00991/OUT, Engleton Lane, Brewood be received.
7. The quotation received from P & R Jones to cut back branches of the oak tree outside the Parish Council office be approved.
8. The purchase of a pair of hanging basket brackets, for hanging baskets already purchased as part of the Return to the High Street award for Coven, at a cost of £11.99, be approved.
9. The gardener/handyman paint the planters located around the Parish Council offices.

**28.8 Hedges/Fencing on Coven Park.** Members considered the quotation received from the Parish Council appointed contractor, P & R Jones, for the works required to the hedges along the boundary at Coven Park.

**It was resolved unanimous in favour, that the quotation be approved and works commenced.**

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

## 61. PLANNING REPORT:

To receive the Planning Report, email received of details to be considered from Parish Cllr R. Taylor, and consider the planning applications received.

**61.1 Goodacre Farm, Lawn Lane, Coven.** Members considered action that may be taken regarding the unauthorised storage of containers and trailers at Goodacre farm, Lawn Lane, Coven. The Clerk advised that the 30 June 2022

matter had been reported to South Staffordshire District Council Planning Enforcement Department. Members endorsed the actions of the clerk in reporting the matter and resolved to await the response from South Staffordshire District Council.

62. **CLERK’S REPORT:**

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

**ANY OTHER MATTERS OF REPORT:**

Parish Councillor D. Short advised that Coven Heath Community Association had not held a meeting since 3<sup>rd</sup> June and therefore, had not yet sent correspondence to the Parish Council regarding the funding they received from the Parish Council as part of the Queen’s Platinum Jubilee Celebrations funding.

There being no other business to discuss the meeting ended at 8.39 pm.

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..... Chairman

**PLANNING APPLICATIONS CONSIDERED**  
**AT THE MEETING HELD ON 30<sup>th</sup> JUNE 2022**

<b>Application No</b>	<b>Proposal</b>	<b>Comments</b>
22/00236/FUL	Proposed two storey side extension 5 Riverside Way Coven Staffordshire WV9 5JF	No comment.
22/00320/FUL	Erection of stable block and new access gate. Land At Wharf Lane Brewood	No comment.
22/00394/FUL	The installation of an awning to the front of the property, measuring 7.8m in length, projection of 1.4m and a height of 3.4m. 3 Market Place Brewood Staffordshire ST19 9BS	No comment.
22/00502/LBC	The installation of an awning to the front of the property, measuring 7.8m in length, projection of 1.4m and a height of 3.4m. 3 Market Place Brewood Staffordshire ST19 9BS	No comment.
22/00570/FUL	Householder Planning and Listed Building Consent Application for Alterations to The Balcony to The Master Bedroom Rose Cottage 14 Dean Street Brewood Staffordshire ST19 9BU	The Parish Council objected to this application on the grounds that the proposed building materials were inappropriate for use on a listed building. In addition, the balcony would be intrusive to neighbouring properties. The Parish Council also noted that the application is listed as 'alterations to balcony' and there is currently no balcony.
22/00571/LBC	Householder Planning and Listed Building Consent Application for Alterations to The Balcony to The Master Bedroom Rose Cottage 14 Dean Street Brewood Staffordshire ST19 9BU	As above.

22/00558/TREE	Acer spp. (Sycamore) - Dismantle and remove The Garth 27 Dean Street Brewood Staffordshire	No comment.
22/00562/TREE	T1, acer spp. (sycamore) – Dismantle and remove 16 St. Chads Close, Brewood, ST19 9DA	No comment.