

BREWOD 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 28TH JULY 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. D.M. Holmes, J. Jeffries, A. Pupino, P. Knight CBE, M. Sambrook (Chair), J. Annett, D. Short, G. Sibley, R. Taylor, M. Webb MBE. J. Bradshaw

APOLOGIES:

Parish Cllrs. M. Alden-Court (Personal), W. Sutton (personal), District Cllr. J. Bolton, County Cllr M. Sutton

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 30th June 2022 were amended to record that Parish Cllr M Sambrook (Chair) was absent and page numbers to be changed.

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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:**

47.1 A presentation of a Parish Council Scroll was awarded to Melvin Jones for his contribution to Brewood Voluntary Car Scheme he has done at least 37,000 miles since 2015 and will always help where he can. Members gave thanks to Melvin.

Two residents of Brewood came to be meeting to discuss planning application 21/01338/FUL

A resident of Brewood came to the meeting to discuss how will the Queen's platinum jubilee might be remembered by the children of Brewood in the absence of any action on the part of the Parish Council. The Chairman pointed out that there were four wards within the Parish and that each ward celebrated individually and had been supported by a grant from the Parish Council and trees will be planted to mark the occasion across the Parish. Parish Cllr M. Webb announced that the football club had a tournament for the Jubilee.

55. **POLICE REPORT:**

No Report received.

MATTERS ARISING:

300***/215.3**/134.11* **BPSA Cricket Square.** The cricket wicket was installed and appeared to have been officially opened on Saturday 23rd July 2022. The Parish Council were to receive a report from the Cricket Club that any snagging had been done and that the wicket installation was satisfactory before the invoice was finally paid.

It was resolved to process payment to Verde after satisfactory confirmation of installation had been received.

MATTERS ONGOING:

37.5 (56.7). **Vacancy for Parish Councillor at Bishops Wood Ward.** Members discussed whether Vacancy Notices should go out on social media and notice boards as no election is required. Parish Cllr M Sambrook to sign notices before distribution.

It was resolved unanimously in favour for the distribution to go ahead.

46.2 (56.6). **Vacancy for Parish Councillor at Coven Ward.** Members discussed whether Vacancy Notices should go out on social media and notice boards as no election is required. Parish Cllr M Sambrook to sign notices before distribution.

It was resolved unanimously in favour for the distribution to go ahead.

300**/215.3**/134.11***EICR Report.** Parish Cllr P. Knight CBE is to visit Lovells site to discuss the removal of electricity cable and to ask for issue of the EICR report.
It was resolved unanimously in favour for Parish Cllr P. Knight CBE to visit and report back with a date of disconnecting the cable.

MATTERS ONGOING

Parish Cllr P. Knight CBE proposed the removal of items from Matters Ongoing.

Seconded by Parish Cllr J. Jeffries. Approved unanimously.

19.41 Royal British Legion Lease – Confidential

Parish Cllr M Sambrook to confirm letter was sent by the Clerk.

Brewood Medical Practice. Cllr A Pupino asked if the letter had been sent to them as previously discussed. Parish Cllr M Sambrook to confirm whether letter was sent by Clerk.

CORRESPONDENCE RECEIVED:

65.Commendation of Individual. Parish Cllr R Taylor discussed a local bell Ringer D Knowles and his history of bell ringing of the Queen's Coronation and subsequent Jubilees.

It was resolved unanimously to invite Mr D Knowles to a Parish Council meeting to acknowledge his contribution to bell ringing in the local community and present him with a Parish Scroll.

66.Tennis Courts Public Access. Public access to the Tennis Courts was discussed by the Council and how this could be facilitated in agreement with the Tennis Club.

It was resolved by 10 Councillors with 1 abstention that a letter be sent to the Tennis Club with the proposed opening arrangements and a response required within 72 hours. If suitable arrangements could not be made then the Tennis Courts would be open to the public without booking within specified hours.

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:

67.Recruitment/Appointment of Clerk. Chair of the Staffing Committee Parish Cllr J Jeffries reported that one Applicant been invited to interview but had withdrawn their application on the morning of the interview. Following readvertisement, the Staffing Committee recommended one applicant be invited to reapply when the post was advertised yet again in September. Thanks were given to M Birtles for her willingness to return to act as RFO. Parish Cllr J. Jeffries and P. Knight CBE were to look into the possibility of a locum clerk who could work as an independent contractor and not an employee. Further communication with possible candidates would continue on Monday to recruit a locum for 3 months until the permanent post was filled.

It was resolved unanimously to accept the recommendations of the Staffing Committee and to move the next Parish Council Meeting from 11th August to 25th August in order to help with finding a locum before the next Parish Council Meeting.

68.Letter received from Penk Valley Academy Trust with regards to the replacement of the roofs at St John's First School, Bishops Wood and St Mary & Chad First School, Brewood.
Matter of report

60.1 Plants for distributions throughout the Parish. The planters in Coven were refurbished yesterday with additional plants. Parish Cllr Jan Bradshaw suggested to create a work message book for gardening and maintenance to assist with tracking jobs that need doing in the parish. Parish Cllr M. Sambrook to organise. There was a need to start preparing to order the winter planting. Coven Heath Community Association planters were completed by volunteers.

Matter of report.

CORRESPONDENCE CIRCULATED

None received.

58. DISTRICT/COUNTY COUNCIL'S REPORT:

District Cllr D. Holmes visited the Community Hub opening in Codsall on Saturday 23rd July 2022. Coven Forget Me Not Club had also received an award.

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

Chairmans Report: At present a Clerk had still not been appointed. The Chairman has been coming in to help with agendas and minutes around her current employment and other time restrictions. It was requested that Councillors please check if they needed to reply to emails as "reply all" or to "reply" to just the Councillor sending the original. This had been causing numerous emails to be received and the workload was becoming unmanageable. The Chairman will be resending the statement regarding code of conduct that was read out at the meeting on 9th June and shown in the Minutes. There was concern that the Clerk's emails are not being monitored, they will now be automatically forward to Parish Cllr P Knight to enable them to be answered and filtered / forwarded to relevant people.

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 of 28th July. **Approved.**
2. To discuss gas and electric renewal in November as current contract is due to end January 2023. Parish Cllr P. Knight CBE to follow this up at beginning of November ready to inform members at the end of November.

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

41.8 Brewood Tennis Club Windows. The Chair of the Council, Head of Finance and RFO have agreed under 4.1 of the Financial Regulations that the estimate to replace the wired glass in the windows of the tennis club building be approved as the windows are currently in a dangerous state. Quote of £700* was received and Parish Cllr M. Sambrook to follow this up.

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.

For the 'no comment' planning applications, the Parish Council to still submit the comment but in a suitable manner not just 'no comment'. Wording to be discussed between the Assistant Clerk and the Chairman.

62. **CLERK'S REPORT:**

No Clerk's report received.

ANY OTHER MATTERS OF REPORT:

Parish Cllr D. Short advised that Coven Heath Community Association had not held a meeting since 3rd 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.

Parish Cllr G. Sibley requested that trees at the rear of number 1 and 2 Darelyn Park to be added to next agenda as well as the Coven Heath planters.

There being no other business to discuss the meeting ended at 9:20 pm.

**PLANNING APPLICATIONS CONSIDERED
AT THE MEETING HELD ON 28TH JULY 2022**

Application No	Date Received	Proposal	Comments
22/00602/FUL	27.06.2022	Demolition of existing lean to, replaced with ground and first floor extension and minor internal alterations to form new store room. Cross Green Farm Dark Lane Cross Green Staffordshire WV10 7PN	No comment
22/00518/FUL	27.06.2022	Two storey side extension. Thyme Cottage Shutt Green Lane Brewood Staffordshire ST19 9LX	No comment
22/00599/FUL	27.06.2022	Proposed 3 no. bay carport with first floor storage over and new layout of internal driveway. Wild Rose House Brinsford Lane Slade Heath Staffordshire WV10 7PR	No comment
21/01338/FUL	01.07.2022	Proposed extension and alterations. Amended description (13.07.22) – Proposed extension and alterations. New boundary fence. 16 Hillcrest Brewood Staffordshire ST19 9JQ	Object. Fence prevents open plan of Crestwood Part and changes character of estate. Side extension deleterious effect on height and proportion and closeness of neighbour – Hillcrest.
22/00642/FUL	01.07.2022	First floor extension Chattel Lodge Shaw Hall Lane Coven Heath Staffordshire WV10 7HE	No comment
22/0638/FUL	07.07.2022	Change of use of land to domestic curtilage and the extension and conversion of the existing garage to annex, erection of a single storey side extension, erection of access gates, pergola and fish pond. Kingfisher Manor Waterside Close Slade Heath Staffordshire WV10 7PT	The annex to the new building is in the Green Belt well away from main house.

20/00404/FUL APP/C3430/W/21/3274008	07.07.2022	Appeal – Use of land for the stationing of caravans for residential purposes, together with the formation of hardstanding and utility / day room ancillary to that use, and the erection of a stable. (The Willows) Land West of Dark Lane Cross Green Staffordshire	As per previous objection. Speed reasons not sufficient.
22/00641/VAR	07.07.2022	Application Reference Number: 21/00624/VAR, date of decision: 24/08/2021 Condition 1 Removal: Change the floor plan and elevations to reflect what has been built. Change the plan reference numbers approved under the planning permission. Land Adjacent Brinsford Bridge Stafford Road Coven Heath Staffordshire	Object, Further more to residential accommodation. Inappropriate, agree with conservation office report.
22/00667/FUL	08.07.2022	Proposed retrospective roof terrace Barr Croft Stafford Road Standeford Staffordshire WV10 7BN	We note the effect of loss of privacy to the neighbouring property.
22/00654/LBC	12.07.2022	Internal alterations to the listed presbytery. St Marys Presbytery Wharf land Brewood Staffordshire ST19 9BG	No objection
22/00682/FUL	12.07.2022	Single storey rear extension 10 St Pauls Close Coven Staffordshire WV9 5DD	No comment
22/00648/TREE	14.07.2022	Brewood Conservation Area: T1 Quercus spp. (Oak, T2 Fagus spp. (Beech) and T3 + T4 Acer spp. (Maple) x2 – Crown lift to 5 metres. St Mary and St Chads First School Church Road Brewood Staffordshire ST19 9BT	No objection
22/00691/FUL	14.07.2022	Demolish existing extension and erect part double/single storey side extension. New boundary fence. 33 Wood Avenue Coven Staffordshire WV9 5DP	No comment