

**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 29<sup>TH</sup> SEPTEMBER 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. J. Bradshaw, D.M. Holmes, J. Jeffries, P. Knight CBE (Vice Chair), A. Pupino, D. Short, G. Sibley, R. Taylor

**APOLOGIES:**

Parish Cllrs. M. Alden-Court (personal), W. Sutton (personal), M. Webb MBE (personal) District Cllr. J. Bolton (personal) District Cllr. B. Cox (personal)

Message for Parish Councillors regarding employee assaulted at Coven Park resulting in injuries and police have been informed. Parks to be closed prior to sunset.

**DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS AND REQUESTS FOR DISPENSATION:**

Parish Cllrs. D. M. Holmes 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 8<sup>th</sup> September 2022 were approved as an accurate record and duly signed.

**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.

**96. PUBLIC PARTICIPATION:**

Representatives from Tennis Club came and gave a talk about the screen netting following concerns from the public.

A resident from Brewood talked about the history of the park and tennis club arriving at the park.

A resident from Brewood came and gave views on the netting at the tennis club.

#### **97. POLICE REPORT:**

-There has been an increase again in Catalytic Converter thefts in Codsall. There have not been any in our area this time, but the Police have asked if we could please make residents aware via social media etc.

-Car cruising on A449. This typically happens on a Sunday evening. The Police are aware and taking measures to intervene with the Road Crime Team and Neighbourhood Policing Team.

#### **MATTERS ARISING:**

**98. Election of Chair.** Under SO 15 b (iv), Parish Cllr A Pupino took the Chair to elect a new Chairman, occasioned by the resignation of Mary Sambrook. Parish Cllr Peter Knight was nominated by Parish Cllr Jan Jeffries, seconded by Parish Cllr Jan Bradshaw. There were no other nominations.

**The Parish Council resolved unanimously in favour to elect Parish Cllr P Knight as new Chair. Election for vice chair will be on the next agenda.**

**46.2(56.6) Vacancy for Parish Councillor for Coven Ward.** The Chairman moved this item forward from Matters Ongoing. The Council had received representations from one applicant.

**The Parish Council resolved unanimous in favour that Mary Harding be co-opted to be Parish Councillor for Coven Ward.**

**Parish Cllr M. Harding was welcomed to take a seat at the table.**

**98. Dates of Council Meetings.** The Chairman proposed a reduction in the number of meetings to enable new Clerk and Assistant Clerk to manage the backlog of work. The proposal was that the number of meetings be reduced to 4 from 6 between October and January.

**The Parish Council resolved unanimous in favour for the reduction of meetings only until January when it would be reviewed again. Next meetings to be for 20<sup>th</sup> October, 17<sup>th</sup> November, 15<sup>th</sup> December and 12<sup>th</sup> January 2023.**

**99. Declaration of Notice of Vacancy for Bishops Wood Ward.** Members considered action that may be taken to co-opt an eligible person to fill the vacancy of Parish Councillor for Bishop's Wood.

**The Parish Council resolved unanimous in favour, that the Parish Council commence action to give notice in order to co-opt a Parish Councillor for Bishop's Wood Ward.**

**100. Tree Management Plan.** Members discussed a suitable plan for the maintenance of trees within the Parish. Proposal from Parish Cllr J Jefferies to find and circulate the tree survey by email in preparation for next meeting.

**The Parish Council resolved unanimous in favour.**

**101. Chairman's Board.** Members discussed the updating of the Chairman's Board. Proposal from Cllr. R. Taylor to approach a suitable individual to have a look at the board to add the missing names and to re do the last few names.

**The Parish Council resolved unanimous in favour.**

**102. Bishops Wood Village Hall Representative.** Members discussed appointing Mary Sambrook to continue as representative of the Parish Council in the absence of a Councillor being appointed for Bishops Wood Ward.

**The Parish Council resolved unanimous in favour.**

**103. Bishops Wood Playing Field.** Members discussed appointing a responsible person for the playing field and agreed to consider appointing Mary Sambrook to continue reporting with an appointed Councillor responsible. This would be in the absence of a Councillor being appointed for Bishops Wood Ward.

**The Parish Council resolved unanimous in favour.**

**104. Coven Football Pitch Hire.** An employee has been appointed to the task of cleaning and unlocking the changing rooms between matches on Sundays as and when required.

**Matter of Report.**

**105. Torches for Caretakers.** Members discussed the option of purchasing of 3 torches for the caretakers. Proposal to delegate to the Clerk and for the Clerk to consult with all lone workers what safety measures they would like in place. Clerk to look into lone working policy.

**The Parish Council resolved unanimous in favour.**

**106. Retirement of Brewood Park caretaker.** Members discussed that presentation of a scroll for an individual for their contribution to the community and their long service to the Council. Proposal to put future recommendations for a Parish Scroll to the Staffing Committee.

**The Parish Council resolved unanimous in favour that a scroll be presented to the Caretaker and a gift taken out of the Chairman's allowance. Future scroll recommendations to be taken to the Staffing Committee.**

**211.5 Rugby Tots.** Sessions re-commenced in March 2022. The Parish Council discussed the existing charge at the meeting held on 31<sup>st</sup> March 2022 whereat the Parish Council resolved unanimous in favour that the charge be raised from £15 per session to £25 per hour with immediate effect. Correspondence had been received from the hirer to dispute the increased rate in early April, but this had not been responded to due to a crossover of staff. Further emails were missed due to the resignation of the Clerk later in the year. No invoice has been raised. Proposal from Chair is to advise the hirer that the charge is to remain at the 2021/2022 rate of £15 per session for this financial year. Also, to arrange for the Finance Committee to meet and discuss charges for all hire facilities within the Parish to ensure they are in line with comparable facilities in the area and cover the costs incurred by the Council such as increased electricity tariffs. The auditor to be consulted also.

**The Parish Council resolved unanimous in favour. Parish Cllr J. Jeffries asked for it to be noted in the minutes that that the changeover of staff this year was unfortunate but contrary to some opinions nothing sinister.**

**81. Trees at Residential Home at Dareyln Park.** Work has now been completed. **Matter of report.**

**82. Parish Council Newsletter.** Parish Cllr J. Jeffries investigated retaining the Quality Status and its requirements. Quality Status had ceased to exist from 2016 when it was replaced by Local Council Award Scheme. The Parish Council does not have Quality Status and is not registered with LCAS. Our general Power of Competence still stands from 2 years ago. The newsletter can stay as 2 per year and J. Bradshaw was thanked. There was a proposal to keep the newsletter at 2 issues per year and start to look into the Local Council Award Scheme at a later date.

**The Parish Council resolved unanimous in favour.**

**84. Email received from an allotment holder with regards to opening hours and keeping chickens.**

At the meeting dated the 25<sup>th</sup> of August 2022 the Parish Council resolved unanimous in favour that a combination lock be purchased for allotment holders to gain access out of opening hours. The caretaker has advised that if he were to lock the gates at dusk with a combination padlock this would not be accessible from the inside of the allotments without climbing or leaning over the gate.

**Matter of report. Parish Cllr D. Short to organise a meeting with the Allotment Working Party to discuss lock and arrange inspections. To also arrange for Allotment Working Party to meet with Coven Heath Allotment Association members.**

**MATTERS ONGOING:**

**37.5(56.7) Vacancy for Parish Councillor for Bishops Wood Ward.** The Parish Council have received one expression of interest to date. Details will be circulated at the next meeting if they wish to be considered.

**88. Brewood Bowling Club Lease.** A copy of the draft lease has been circulated with Councillors. A copy also has been forwarded to the Bowling Club's legal representatives. There is a proposal that notification of resolution is made at the next meeting of the Council to sign new lease at the following meeting if agreed.

**The Parish Council resolved unanimous in favour.**

**79. Benches for Darelyn Park.** Parish Cllr M. Alden-Court would like to discuss with the Council the resolution to purchase the benches.

**The Parish Council resolved unanimous in favour to defer item 79 in the absence of Parish Cllr M. Alden-Court.**

**CORRESPONDENCE RECEIVED:**

**108.** Email received from Brewood Resident with regards a planning query. **Matter of Report.**

**109.** Letter received from Lloyds Bank advising that the Telepay service will no longer be in operation from 31<sup>st</sup> December. **Matter of Report.**

**110.** Letter received from South Staffordshire Council with regards naming of development.

**Proposal to give no response, the Parish Council resolved unanimous in favour.**

**111.** Email received from a resident with regards strimming of a walkway in Coven. **Work completed.**

**112.** Correspondence received with regards the tennis court netting at Brewood Park.

The Chairman asked the Council to suspend Standing Order 30 in order for Parish Cllr A. Pupino to Chair for this matter due to Parish Cllr P. Knight wishing to contribute to the discussion. Parish Cllr P. Knight proposed that the Parish Council write formally to the Tennis Club for the removal of the 12 metres of netting located by the infant playground and to have a meeting with both parties to discuss a solution. There was an amendment to the proposal for the Parish Council to meet with the Tennis Club however not send the letter. Parish Cllr P. Knight agreed the amendment and withdrew his proposal and seconded the amendment which became the substantive proposal. **Parish Cllr R. Taylor abstained from the vote due to combined interest. The Parish Council resolved eight**

**in in favour with one abstention that the Parish Council contact and meet with the Tennis Club to discuss a solution to the netting.**

113. Letter received from the Valuation Office Agency. Details to be provided for Engleton Lane property. There was a proposal for Parish Cllr P. Knight and the Clerk to reply and forward copies to the Secretaries to Bowling Club and BPSA. **The Parish Council resolved unanimous in favour.**
114. Email received from caretaker of Coven Playing fields. **No action at the present time.**
115. Letter received from Western Power Distribution. Offices to be closed on the 30<sup>th</sup> September. **Matter of Report.**
116. Letter received from Gavin Williamson MP with regards Forest of Mercia's "Trees for Climate" initiative. There was a proposal from the Chair that the initiative be advertised on Parish Council Notice Boards. **The Parish Council resolved unanimous in favour.**

#### **117. CORRESPONDENCE CIRCULATED**

Minutes of Brewood Civic Society  
SPCA Training Bulletin  
CWS Review

#### **118. DISTRICT/COUNTY COUNCIL'S REPORT:**

None received.

#### **119. CHAIRMANS/OTHER COUNCILLORS' REPORT:**

**Parish Cllr J. Jeffries** reported that the letter regarding this year's CampBestival had been sent. Also that since then there has been a Licence Variation Notice displayed regarding CamperJam 2023 for extending trading hours and music. No notice was sent to the Parish Council. The closing date for comments is Friday 21<sup>st</sup> October. The South Staffs Public Register of Licenses website has been suffering technical issues since April also. Parish Cllr D. Holmes will investigate as she has also received an email regarding the CamperJam.

**Parish Cllr D Short** attended the Allotment Association Meeting 27<sup>th</sup> September

**Parish Cllr P Knight** received an invite to this year's Remembrance at South Staffordshire District Council and has accepted to represent the Parish Council. Wreaths have been ordered.

**Parish Cllr J Jeffries left the meeting at 8:52pm**

#### **120. FINANCE REPORT:**

Members received the Finance Report from Parish Cllr P. Knight and resolved the following matters:

- 120.1. The income and expenditure approvals list as at 30<sup>th</sup> August. **Approved subject to Parish Cllr P. Knight to look into Open Spaces and the Parish Council's decision from previous minutes.**

120.2. The Cashbook Summaries arising from the Bank Reconciliation for August. **Approved.**

Parish Cllrs R. Taylor and A. Pupino were nominated to approve the online banking.

The Chairman asked the Council to consider suspending Standing Order 3(x) in order to continue the meeting beyond the two hours.

**121. PLANNING REPORT:**

Email received of details to be considered from Parish Cllr R. Taylor and consider the planning applications received.

Proposal to circulate planning applications to the Parish Council at the same time as they go to Parish Cllr R Taylor since moving to monthly meetings could mean that deadlines might be missed. Comments and objections to be sent to the Clerk for submission.

**The Parish Council resolved unanimous in favour.**

**122. PLAYING FIELD REPORTS:**

Report from Parish Cllr G. Sibley on The Bront – New growth of invasive Himalayan Balsam plant issue coming from Brewood Park Farm and all along the stream. Proposal to send letters to Brewood Park Farm, Brookside Park, Star Park, Nature Reserve and others along the areas regarding the invasive plant within the Parish. Clerk to form a letter. **The Parish Council resolved unanimous in favour.**

**123. CLERK’S REPORT:**

Clerk’s report received.

**ANY OTHER MATTERS OF REPORT:**

There being no other business to discuss the meeting ended at 9:10pm.

..... Chairman

**PLANNING APPLICATIONS CONSIDERED  
AT THE MEETING HELD ON THURSDAY 29<sup>TH</sup> SEPTEMBER 2022**

<b>Application No</b>	<b>Date Received</b>	<b>Proposal</b>	<b>Comments</b>
22/00815/FUL	25.08.22	Biodiversity enhancements. Belvoir Reservoir Watling Street Stretton Staffordshire	VOID - too late to comment as was deferred from meeting on 8 <sup>th</sup> September
22/00731/FUL	25.08.22	Retrospective single storey side extension for home office and storage. Lands Off Club Lane Coven Heath Staffordshire WV10 7EW	VOID - too late to comment as was deferred from meeting on 8 <sup>th</sup> September
22/00389/FUL	23.08.22	Construction of a single storey rear flat roof extension to form a larger kitchen and living space. One glazed roof lantern with brickwork to match the existing building. 32 Four Ashes Road Brewood Staffordshire ST19 9HX	VOID - too late to comment as was deferred from meeting on 8 <sup>th</sup> September
22/00756/TREE	23.08.22	Brewood Conservation Area. Fagus spp. (Beech) – Crown reduction by up to 35% Deans End 19 Newport Street Brewood Staffordshire ST19 9DT	VOID - too late to comment as was deferred from meeting on 8 <sup>th</sup> September
22/00778/TREE	23.08.22	TPO No. 124/1994 and Brewood Conservation Area: Sorbus spp. (Whitebeam- TPO) – Crown reduction on garage side to establish up to 0.75 metres clearance from building. Prunus spp. (Cherry) – Crown reduction on garage side to establish up to 0.75 metres clearance from building and Crown lift to 1.25 metres. Ornamental Cypress – Dismantle and remove. 31 Stafford Street Brewood Staffordshire ST19 9DX	VOID - too late to comment as was deferred from meeting on 8 <sup>th</sup> September
22/00779/COM	23.08.22	The variation of conditions 9 and 10 of planning permission SS.07/15/620 W to increase the permitted annual tonnage and the number of movements permitted during 1900-0700 hours at Four Ashes Materials Recovery Facility (MRF), Station Road, Four Ashes. Variation to increase permitted tonnage from 70,000tpa to 100,000tpa. Veolia Environmental Services Limited Station Road Four Ashes Staffordshire WV10 7DG	VOID - too late to comment as was deferred from meeting on 8 <sup>th</sup> September

22/00786/FUL	23.08.22	Householder Planning and Listed Building Consent Application for the introduction of a Juliet Balcony to the Master Bedroom. Rose Cottage 14 Dean Street Brewood Staffordshire ST19 9BU	VOID - too late to comment as was deferred from meeting on 8 <sup>th</sup> September
22/00787/LBC	23.08.22	Householder Planning and Listed Building Consent Application for the introduction of a Juliet Balcony to the Master Bedroom. Rose Cottage 14 Dean Street Brewood Staffordshire ST19 9BU	VOID - too late to comment as was deferred from meeting on 8 <sup>th</sup> September
22/00303/FUL	22.08.22	Retrospective application for the demolition of existing buildings and replacement with new four-bedroom dormer bungalow. Regularization of changes to permission 20/00993/FUL. Merridale Light Ash Cul De Sac Coven Staffordshire WV9 5AF	VOID - too late to comment as was deferred from meeting on 8 <sup>th</sup> September
22/00685/FUL	22.08.22	Retrospective planning application for external seated shelter located at The Harrows, Coven. The Harrows Inn Stafford Road Standeford Staffordshire WV10 7BN	VOID - too late to comment as was deferred from meeting on 8 <sup>th</sup> September
22/00797/FUL	22.08.22	Erection of detached, single storey, incidental outbuilding (retrospective) 9 Church Lane Coven Staffordshire WV9 5DE	VOID - too late to comment as was deferred from meeting on 8 <sup>th</sup> September
22/00638/FUL	22.08.22	AMENDED description, amended plans and additional information received – Retention of existing pergola and fishpond. Proposed change of use of land to domestic curtilage. Proposed extension and conversion of the existing garage to annex, erection of a single storey side garage extension to house, erection of access gates including alterations to existing front wall and railings. Kingfisher Manor Waterside Close Slade Heath Staffordshire WV10 7PT	VOID - too late to comment as was deferred from meeting on 8 <sup>th</sup> September
22/00816/FUL	05.09.22	Remodel of existing detached dwelling including part two-storey, part single storey rear extension to front, conversion of existing detached garage and replacement of detached pool house. Re-submission of application 21/00950/FUL including alterations to house roof design. Elmhurst Stable Lane Calf Heath Staffordshire WV10 7DN	No objection, outside of Parish



22/00723/FUL	07.09.22	Amended plans received for single storey rear extension. 11 Stafford Street Brewood Staffordshire ST19 9DX	Previous objections to doorway and glass still relevant
22/00639/LBC	07.09.22	Amended plans received for single storey rear kitchen extension. 11 Stafford Street Brewood Staffordshire ST19 9DX	Previous objections to doorway and glass still relevant
22/00788/FUL	12.09.22	Re-build section of collapsed garden wall with addition of brick piers. Adjacent to Somerford Hall Four Ashes Road Somerford Staffordshire ST19 9DQ	Approved, no comment
22/00786/FUL	12.09.22	Amended plans received - Householder Planning and Listed Building Consent Application for the introduction of a Juliet Balcony to the Master Bedroom including installing full height sliding doors to the Master Bedroom and fixed glass screen to the rear of Rose Cottage. Rose Cottage 14 Dean Street Brewood Staffordshire ST19 9BU	Continue to object, intrusive to listed building.
22/00857/FUL	21.09.22	Demolish existing timber outbuilding and erect a detached garage. The Dingle Coven Road Brewood Staffordshire ST19 9BY	Approved (Neutral)