

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 20TH OCTOBER 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, M. Harding, D.M. Holmes, J. Jeffries, P. Knight CBE (Chair), A. Pupino, D. Short, G. Sibley, R. Taylor, M. Webb MBE

APOLOGIES:

Parish Cllrs. J. Bradshaw (personal), W. Sutton (meeting), J. Annett (personal) District Cllr. J. Bolton (meeting) District Cllr. B. Cox (personal) County Cllr. M. Sutton (meeting)

Chairman to review and check procedure for Parish Councillor absence from meetings within 6 months, then circulate the procedure.

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 29th 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.

124. PUBLIC PARTICIPATION:

A representative of the charity Brewood First Responders came and gave a talk requesting for funding for this year and for 2022/23 financial year.

Parish Cllr M Webb leaves at 7:15pm for a phone call, returns 7:20pm

125. POLICE REPORT:

Clerk to give a police report when the PCOS have visited the Parish Office instead of the PCOS attending the meeting. **The Parish Council resolved unanimous in favour.**

MATTERS ARISING:

- 126. Election of Vice Chair.** Cllr M Alden Court proposed to nominate Parish Cllr D Short, and Parish Cllr J Jeffries proposed to nominate Parish Cllr J Bradshaw as Vice Chair. A vote was taken.
The Parish Council voted as follows Parish Cllr J Bradshaw had 6 votes, Parish Cllr D Short had 3 votes and there was 1 abstention. Parish Cllr J Bradshaw was elected as Vice Chair.
- 127. Camper Jam Licence Variation Application.** Documents circulated prior to meeting.
Proposal to submit comments requesting that the Parish Council are to be included in the license variation applications in relation to music events/festivals at Weston Park. If the music continues after the time stated in the license assurances are sought that the appropriate penalties be applied. The Parish Council resolved unanimous in favour.
- 128. Bonfire & Fireworks at Weston Park New License.** Documents circulated prior to meeting.
The Parish Council resolved unanimous in favour that no comments would be submitted.
- 129. Finance Committee.** Members to consider the remit of the committee and to arrange a meeting of the committee to discuss the budget for next year and any future grant applications before bringing them to full Council.
The Parish Council resolved unanimous in favour that Clerk arrange Finance Committee meeting to discuss budget and grant Applications.
The Parish Council resolved unanimous in favour that all grant applications temporarily will only be paid on receipt of an invoice in relation to a grant application or on the production of a receipt / evidence of payment. This arrangement to be reviewed again in the future by the finance committee and full council.
- 130. Committees and Working Parties.**
The Parish Council resolved unanimous in favour to review the circulated list from the Clerk and to discuss amendments/additions at the next meeting.
- 131. Annual Governance and Accountability Return 2021/22.** We have received the signed return from the auditors and have displayed a copy of the Notice of Completion on Parish Notice Boards and Website. The Clerk advised the Parish Council Members on the report received and a date was amended, reports have been uploaded as required. **Received.**
- 132. Coven Playing Fields/Sandy Lane WC.** Caretaker will be unable to open and close facilities on Saturday 22nd October 2022. Parish Cllr G. Sibley and Parish Cllr A. Pupino to cover Coven Playing Field and Parish Cllr P. Knight to cover Sandy Lane WC. **Received.**
- 133. Training.** Edge online training course for how budgets are completed in Edge software package. Both the Clerk and Assistant Clerk wish to attend at a cost of £30 + VAT each.
The Parish Council resolved unanimous in favour to agree to the Edge training. The staffing committee to discuss further training at a future the Staffing Committee Meeting.

- 134. Wild Flower Working Party.** Parish Cllr G Sibley informed members that a scarifier is needed for the working party to continue with their projects. **The Parish Council resolved unanimous in favour to hire one until there had been an investigation into purchasing the Councils own equipment and storage has been organised.**

MATTERS ONGOING:

- 101. Tree Management Plan.** Email circulated prior to meeting containing current Tree Survey. The tree Survey company has been contacted about completing a new survey as there are various trees which require maintenance work that were not covered by previous tree survey. Parish Cllr D Short raised an issue with a tree at Coven Heath Allotments. P. R. Jones' quote received for maintenance work on the oak tree at the Parish Council Offices which need consent from the District Council.
The Parish Council resolved unanimous in favour for the proposal from the Chairman that the Clerk make the appropriate application for the work required on the oak tree at Parish Council Office, P R Jones to be consulted on the trees Northwest of Jacob's ladder, amenity area trees and allotment tree and a quote obtained.
- 56.3 Changing Rooms at BPSA Site.** Documents circulated prior to meeting. Clerk to obtain three quotes for work to be carried out and presented at November's meeting. In the meantime, not to use the storage heaters due to safety. **Matter of Report.**

135. FINANCE REPORT:

To receive the Finance Report from Parish Cllr P. Knight

- 135.1.** The income and expenditure approvals list as at 20th October 2022. **Approved**
- 135.2.** The Cashbook Summaries arising from the Bank Reconciliation for September, **Approved**
- 135.3 Repairs to play equipment at Coven Park.** To consider two quotes for repairs to be carried out on the tree house.
The Parish Council resolved unanimous in favour that the quote ref: WLLQ4458 be accepted and for our handymen to repair the equipment.
- 135.4 Brewood Christmas Lights 'little trees' order.** To approve the order of 2 trees. £27.50 each.
Approved

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

136. PLANNING REPORT:

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

Parish Cllr R Taylor proposed that the Parish Council to write to Kinver Parish Council indicating our support.

The Parish Council resolved unanimous in favour.

Parish Cllr J. Jeffries proposed a letter be written to Theo Clarke in regard to the Duty of Cooperation and the proposed houses being built in Tong as its impacts Bishops Wood.

The Parish Council resolved unanimous in favour.

137. CLERK'S REPORT:

Clerk's report received.

64* Bishops Wood Playing Field. Members discussed the progress on the flood work now not going ahead this financial year.

The Parish Council resolved unanimous in favour that residents of Bishops Wood should be informed about what is happening with the play park regards to flooding and that the Parish Council will now go ahead with the repairs needed to equipment at the play park. A notice to be posted on Bishops Wood Matters Facebook page with an update that is agreed by the councillors by email before publicising.

CORRESPONDENCE RECEIVED:

138. South Staffordshire Housing and Homeless Strategy 2023-2027. Consultation period to close at 12pm on Friday 21st October 2022. Email previously circulated. **Received**

139. Brewood & District Community First Responders Group. To consider the request for financial support of equipping new ambulance.

The Parish Council resolved unanimous in favour that the Clerk will send out grant application letter.

140. Rural Services Network. Request for membership. To consider if the Parish Council wish to remain members now the initial free trial has ended.

The Parish Council resolved unanimous in favour that no action was required and membership to cease.

141. Severn Trent Water. Work to be carried out on Monday 24th October 2022.

Matter of Report.

142. Become a Councillor. Email received requesting we circulate on social media and other platforms literature promoting becoming a Councillor. Parish Council to decide if this should be circulated and if so where.

The Parish Council resolved unanimous in favour that no action should be taken.

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 will be taken at the end of the meeting, when the public and press will be excluded:

143. Coven Heath Allotment Holder. Email received.

144. South Staffs Review Magazine. Request received to share this within our community.

The Parish Council resolved unanimous in favour for this to be published on the Parish Council website.

145. South Staffordshire Council – Camp Bestival. Email received in response to letter sent to Chief Executive. Proposal to accept the letter of response, no further action required.

The Parish Council resolved unanimous in favour.

146. Use of Covert Cameras by the Public. Parish Council members propose that this information with regards use of cameras by the public to be circulated on the Parish Council website.

The Parish Council resolved unanimous in favour.

147. SLCC. Email received with a link to a short video on Civility and Respect. Parish Councillors have been circulated this email with the link prior to the meeting and are asked to watch as part of Councillor training. **Matter of Report - Received**

148. Staffordshire Parish Council Association. Email received with regards training. **Received**

149. Avian Flu Risk. Email received with regards circulation of public information. **Received**

150. Plans to Help the Community. Email received from member of the public enquiring if the Parish Council has discussed any plans to help the community with warm spaces. The email further alleged that the Parish Council had done little during the pandemic to help parishioners.

The Parish Council resolved unanimous in favour that the Clerk investigate grants available for locations across the Parish.

The Parish Council resolved unanimous in favour that a response to the email from the member of the public to be sent indicating the initiative of Staffordshire County Libraries and further outlining initiatives put in place by the Parish Council during the Pandemic.

151. CORRESPONDENCE CIRCULATED

SPCA Bulletin

Brewood Village Community Council (Jubilee Hall) – Minutes & Agenda

152. DISTRICT/COUNTY COUNCIL'S REPORT:

Parish and District Councillor D Holmes attended the Parish Summit Thursday 20th October which relates to item 150.

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

Parish Cllr D Short attended the Coven Heath Community Association AGM resigned as chairman. The Chair is now Karen Short and Parish Cllr D Short is now secretary. Parish Cllr D Short also attended the Allotment Association meeting and inspection of Coven Heath and Chambley Green Allotments on Thursday 20th October, a report will be available for next meeting.

Parish Cllr J. Jeffries left the meeting at 8:51pm

ANY OTHER MATTERS OF REPORT:

No other matters of report were raised.

There being no other business to discuss the meeting ended at 8:56pm.

..... Chairman

PLANNING APPLICATIONS CONSIDERED
AT THE MEETING HELD ON THURSDAY 20TH OCTOBER 2022

Application No	Date Received and Expiry Date	Proposal	Comments
22/00857/FUL	26.09.22 18.10.22	Demolish existing timber outbuilding and erect a detached garage. The Dingle, Coven Road, Brewood, Staffordshire, ST19 9BY	The Parish Council has no objection towards this planning application.
22/00494/FUL	27.09.22 11.10.22	First floor front / side extension above existing ground floor bedroom and works to modernize the existing dwelling including rendering and cladding to the exterior. 5 Sandy Lane, Brewood, Staffordshire, ST19 9ET	The Parish Council still strongly objects to this Planning Application in regard to breeze blocks wall, access to the road and removal the sandstone wall which should be restored.
22/00892/FUL	30.09.22 20.10.22	2 storey rear extension, 2 storey side extension, front bay window, new front porch and canopy roof. Proposed amendments to permissions 20/00346/FUL and 21/01275/FUL to increase size of single storey rear dining room extension and remove former loft conversion works from proposal. Application part retrospective. 61 Kiddemore Green Road, Brewood, Staffordshire, ST19 9BQ	Email received from Parish resident. The Parish Council agree to residents' comments to the loss of light, loss amenities comments. Support the residents' objections.
22/00891/TREE	03.10.22 17.10.22	Brewood Conservation Area; T1 Liriodendron spp. (Tulip Tree) – dismantle and remove. T2, T3 and T4 Acer spp. (Maple) x4 – dismantle and remove. Brewood CE Middle Academy, School Road, Brewood, Staffordshire, ST19 9DS	The Parish Council have no objection towards this planning application.
22/00906/FUL	05.10.22 01.11.22	Proposed extension to provide first floor bathroom relocated bedroom and ground floor lounge and relocated kitchen. Granary Cottage, Dark Lane, Cross Green, Staffordshire, WV10 7PN	Parish Cllr R Taylor to submit comments after meeting.
22/00873/TTREE	10.10.22 19.10.22	TPO No. 31/1978: T1, Aesculus spp. (Horse Chestnut) – crown reduction by up to 50%. T2, Tilia spp. (Lime) – crown raise to 5.2 metres over highway and crown thin by 20% Three Hammers, Golf Complex, Old Stafford Road, Cross Green, Staffordshire, WV10 7PP	The Parish Council has no objection towards this planning application.
22/00929/FUL	11.10.22 01.11.22	Single storey rear extension. 8 High Green, Brewood, Staffordshire, ST19 9BD	The Parish Council has no objection towards this planning application.