

**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 8 SEPTEMBER 2016 AT 7.30PM**

**PRESENT:**

M. Alden-Court, Mrs J. Bradshaw, Mrs J. Carr, Mr R. Dakin, Cllr Mrs D. M. Holmes, Mrs J. Jeffries, Mr A. Pupino, Mr G. Sibley, Dr R. Taylor, Mrs L. Tomkins.

**IN ATTENDANCE:**

Cllr Mrs J. Bolton.

**APOLOGIES:**

Mr D. Evans (personal), Mr K. Kearney (personal), Mrs M. Sambrook (personal), Cllr Mrs W. Sutton (personal), Mr M. Webb MBE (personal), Cllr M. Sutton.

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

There were no requests for dispensation as required under the Code of Conduct and determined by the Localism Act 2011.

**MINUTES:**

The Minutes of the meeting held on 11 August 2016 were approved as being 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 oved herein would have any adverse impact for the purposes of the Crime and Disorder Act 1998.

138. **PUBLIC PARTICIPATION:**

Mrs V. Moreton, Shop Lane, Brewood enquired as to what action the Parish Council was taking about fly-posting. Members reported that they had received a presentation from Lucy Macdonald, Principal Planning Enforcement Officer. There was a degree of discretion with regard to fly-posting for charitable events. Mrs Moreton had been asked to remove signs along the road advertising the craft and produce fair that she organised, after a complaint was received at South Staffordshire Council. She was happy to comply but felt she had been targeted. She stated that Brewood Craft and Produce Fair encouraged visitors and supported the village and proceeds went to a charitable organisation; Mrs Moreton was advised to also report any incidents of fly-posting that she saw. Members assured Mrs Moreton that she had not been targeted, the District Council had noticed an increase in fly-posting in general and had made the decision to take enforcement action in all villages, which was unfortunate for Mrs Moreton. Members were sympathetic to her case.

### 139. **POLICE REPORT:**

There was no written report received from the Police. Staffordshire Smart Alerts reported that an unknown offender had approached a dwelling in Coven Farm Park, Coven and gained access via an insecure front door. A Samsung Galaxy tablet and charger were stolen from the property. A grey VW Transporter had been stolen following a burglary at a property in Hall Farm Road, Brewwood.

### **MATTERS ARISING:**

391\* **School Lane Playing Field.** Questions forwarded to Mrs K. Harris, Planning Officer. Members considered the recommendations of the working party. Clerk's Report referred. Mr A. Pupino advised that he would stand down from the Working Party

**It was resolved that a meeting be arranged with Mrs K. Harris at South Staffordshire District Offices 22 September at 11am.**

100. **School Crossing Patrol.** Cllr Mrs D. M. Holmes had forwarded a copy of the risk assessment carried out at Brewwood Middle School, copies circulated prior to the meeting. Cllr Mrs D. M. Holmes would report back to the Parish Council when further information was available.

**Matter of report.**

130. **No Waiting Restrictions Newport Street.** The Parish Councils recommendations were forwarded to Mrs Gear on 18 August but there had been some local opposition. Mrs Gear had requested that the Parish Council reconsider these views and advise whether or not it supported the proposal put forward without the extended yellow lines, copies circulated prior to the meeting. The Parish Council was in agreement with the proposed restrictions but would continue to support that the double yellow lines be extended along Newport Street, Brewwood, at the front of 2 School Road and Locksmith's Cottage. Residents should be concerned for the safety of the general public rather than their own parking provision. By extending the yellow lines outside Locksmith's Cottage the visibility up Newport Street to Kiddemore Green Road would be greatly improved.

**It was resolved that the Parish Council would not overturn its original resolution.**

### **MATTERS ONGOING**

The Council received the Matters Ongoing report, circulated prior to the meeting.

254\* **Bishop's Wood Village Hall Grant Application.** Letter received from Mr C. Wolverson, enclosing three quotes for remedial work to the village hall roof and requesting that the Parish Council send written instructions to Dent & Partners, their preferred contractor. Mr Wolverson requested an urgent response, the Clerk replied on 17 August. Mr T. Webber had since advised verbally that the VHMC had a proposal regarding a solution to the deadlock with the unauthorised removal of the skate park.

**It was resolved that the matter be deferred until the proposal was received from Bishop's Wood Village Hall Management Committee.**

295\* **Footpath 3, Brewwood.** The final report had been received from Mr G. Batey regarding the flooding of footpath 3, copies circulated prior to the meeting. Clerk's Report referred.

**It was resolved that the Parish Council take no further action.**

342\* **Neighbourhood Highways Team.** Members received the report of the meeting held with Staffordshire County Council's Highways Liaison Team held in the Council Chamber on 9 August 2016.

**Matter of Report.**

305\*. **ID badges for Councillors.** Clerk's Report Referred. Councillors were reminded to submit their biographies to the Clerk by 22 September 2016. M. Alden-Court advised that she would get a picture taken and send in a profile within the week.

**Matter of report.**

44. **Brewood Bowling Club.** The planned start date for the Green was 12 September. The area would be marked out prior to this date. Clerk's Report referred.

**Matter of report.**

263\*\*. **Middle Lane, Coven Heath.** It was reported that a site visit would be arranged with Planning and Cllr M. Sutton. Mrs L. Tomkins had inspected the site which was littered with rubbish. The landowner/tenant to be requested to return it to meadow.

**Matter of report.**

270\* **Layby A449.** Coven Heath residents were attempting to prevent HGVs parking overnight in the layby/bus stop adjacent to the allotments. Mrs H. Marshall to be congratulated for what she had achieved. She had arranged that the District Council carries out an overnight parking survey. Mrs L. Tomkins would bring the matter up at the Locality 2 Police forum on 28 September.

**Matter of report.**

**It was resolved that item 162\* and 206\*\* be removed from Matters Ongoing.**

#### **CORRESPONDENCE RECEIVED:**

140. Complaint received from Mr Tyler of Brookside Gardens regarding the condition of a rowan tree in Bishop's Wood playing field which was forcing his fence over. Children were climbing onto the tree and he was concerned that they may fall onto the railings. A quote for £100 had been received from the tree surgeon who had recommended that it be removed. See Finance.

**It was resolved that the rowan tree be removed as soon as possible.**

141. Email received from Ms R. Hill of South Staffordshire Council requesting that Members check their entries on the SSC register of disclosable pecuniary interest page to ensure that the details were correct and up to date.

**It was resolved that any amendments be forwarded to the Clerk for submission to Ms Hill.**

142. Email received from Staffordshire Parish Councils' Association inviting the Parish Council to the Staffordshire Playing Fields Association's AGM to be held on Wednesday 19 October at 2.00pm at South Staffordshire Council's offices.

**It was resolved that Mr R. Dakin would attend.**

143. Email from K Bourne of Staffordshire Fire and Rescue regarding the development of its corporate safety plan 2017-2020. The questionnaire could be accessed at [www.staffordshirefire.gov.uk](http://www.staffordshirefire.gov.uk). Consultation ran until 16 October 2016. Members were asked to consider if they wish to respond individually or as a body.

**No members wished to comment.**

#### 144. **CORRESPONDENCE CIRCULATED:**

Bishops Wood Bugle September  
Brewood Civic Society Minutes of meeting held 15 August 2016  
SPCA Bulletin  
SLCC Notice of AGM

145. **DISTRICT/COUNTY COUNCIL'S REPORT:**

There were no reports from the District or County Councillors.

146. **CHAIRMAN'S OR OTHER COUNCILLORS' REPORTS:**

Mrs L. Tomkins reported that she had attended the Staffing Committee meeting on 1 September. Members were reminded to regularly check e-mail communication as M. Alden-Court had not opened the e-mail circulated to all Staffing Committee members advising of the time and date of the meeting.

The Chair presented the Assistant Clerk with a bouquet of flowers in recognition of achieving the Introduction to Council Administration certificate.

Mrs J. Jeffries congratulated Wolgarston High School on their exam results, one of the top schools in Staffordshire, A levels were considerably above national average. Exam results were as follows; A Levels - 34% A\* to A (national average 25.8%), 63% A to B (national average 53%). GCSEs - A\* to C including English and Maths 70% (national average 56%).

147. **FINANCE REPORT:**

Members received the Finance Report from the Head of Finance, Mrs J. Carr and resolved the following matters:

- 147.1 Income (£1,004.07) and Expenditure (£9,222.90) report as at 8 September, **be approved.**
- 147.2 Financial Summary - Cash Book Reconciliation for July 2016, **be approved.**
- 147.3 The payment of salaries for the month of August, **be ratified.**
- 147.4 Payment of £48.75 to cover the cost of the Application for a Lawful Development Certificate for replacement play equipment at Coven Playing Field, **be approved.**
- 147.5 Expenditure of £100 for the removal of a rowan tree at Bishop's Wood playing field.  
**It was resolved to accept the quote from P&R Jones Tree Services of £100 to remove the rowan tree at Bishop's Wood playing field.**
- 147.6 Additional expenditure of £489 for the repair of Coven skate park ramp, following further vandalism. Two sheets were now required, one was originally damaged. The Contractor had discovered that the 'substrate' needed to be replaced and had agreed to do this free of charge (cost would have been £550).  
**It was resolved to accept the quote received from Sunshine Gym to repair further damage at Coven skate ramp at a cost of £978.**

**The following item was taken at the end of the meeting when the Press and public were asked to leave as the nature of the business to be discussed was considered exempt under section 12A of the Local Government Act 1972 and in accordance with Standing Order 1.39:**

- 147.7 Members considered the recommendations of the Staffing Committee Meeting held on 1 September 2016.

226\* **Coven Playing Field Committee.** The committee's application to Veolia for funding had passed stage 1 of the process. It was likely that the ear-marked funds of £12,000 plus the Community Benefit Payment for this year (not yet received) of £2,160 would be requested in early 2017. Plans of the play park would be available shortly for consideration by the Parish Council together with a more detailed report. The committee

intended to retain some of the existing play equipment and had asked for an assurance that these pieces would be maintained, including repainting metal parts and repairs to safety surfaces, as part of the Council's maintenance budget and not from the grant award. This year's budget was £900 (£835.50 remains).

**It was resolved that the Council would repaint the equipment and repair safety surfaces from its playing field maintenance budget.**

50.3 The Council received the Annual Return from the external auditors. There were no matters reported. Other matters raised not affecting the auditor's opinion referred to the restating of Box 6 from the previous audit (2013/14) when the interest on loans had been included and should not have been which affected the figure in Box 6. The Notice of Conclusion of Audit had been posted on all Parish Council noticeboards and on the website. On behalf of the Parish Council Mrs J. Carr congratulated the Clerk and Assistant Clerk.

148. **PLANNING REPORT:**

Members received the Planning Report and considered the planning applications received.

Staffordshire County Council consultation on planning application SS.16/02/613W - Cocksparrow Lane, Huntington variation of condition 1 of planning permission SS.13/03/613 to provide a biomass and anaerobic digestion facility.

Application 16/00730/TREE and 16/00795/TREE to carry out works to trees in a Conservation Area.

149. **CLERK'S REPORT:**

Members received the written report of the Clerk and noted its content.

137 **Demolished Bus Shelter A449.**

It was agreed that the Clerk sought quotes for a steel framed bus shelter to replace the wooden one recently burnt down.

**ANY OTHER MATTERS OF REPORT (for inclusion on the agenda for the next meeting if appropriate).**

Dr Taylor had agreed to make a presentation regarding Brewood Dole Charity and had requested that the presentation be prior to the meeting to be held on 13 October 2016.

**The Chairman moved that the public and press be asked to leave the meeting whilst the following matter was considered, in view of the nature of the business to be discussed, in accordance with Standing Order 2.1(c).**

147. Members were asked to consider the recommendations of the Staffing Committee Meeting held on 1 September 2016.

**It was resolved that the Parish Council approves the recommendations of the Staffing Committee.**

There being no further business, the meeting ended at 8.40 p.m.

Chairman .....

**REPORT OF THE CLERK FOR THE MEETING OF THE COUNCIL  
TO BE HELD 8 SEPTEMBER 2016**

**MATTERS ARISING**

391\* **School Lane Playing Field.** Mrs K. Harris has advised that she is available at the following times: 14 September-afternoon, 21 September at 11.00am, 22 September-morning.

**Members' views.**

**MATTERS ONGOING**

295\* **Footpath 3, Brewood.** Mr D. Evans has pointed out the following: paragraph 2 (of Mr Batey's letter) states that 2 balancing pools were created to combat the problem. How the pools were created was the Canal had sprung a leak so they pulled the 'plug' to reline it and to assist the 'disposal' of the old clay lining the farmer at the time decided to diversify into trout farming and created the pools to that end. Would Members wish that this be pointed out to Mr Batey?

**Members' views.**

305\* **ID Badges for Councillors.** Badges will be available tomorrow (9 September 2016) from South Staffordshire Council.

44. **Brewood Bowling Club.** The planned start date for the Green is 12 September. The area will be marked out prior to that date. The fencing will then be erected and access from Engleton Lane will be created. The goal posts will be removed and taken away either by the contractor or a scrap man as they cannot be used elsewhere.

**Members' views.**

**PLANNING**

TPO/Tree works at 16 Sandy Lane, Brewood 16/00795/TREE. Dr Taylor has circulated his views on the application.

**Members' views.**

**OTHER MATTERS FOR THE CLERK'S REPORT**

129\* **Business Plan.** Copies of the most recent version, incorporating the traffic management priorities, have been tabled in advance of the meeting to be held on 14 September at 8.00am.

137 **Demolished Bus Shelter A449.** Would any members have contact details of local companies who may be able to quote for replacing the bus shelter, unless it could be replaced with a steel framed one.

**Members' views.**

## **BREWOOD & COVEN PARISH COUNCIL**

### **PLANNING APPLICATIONS CONSIDERED AT THE MEETING** **HELD ON 8 SEPTEMBER 2016**

<b>Application Number</b>	<b>Applicant's Name</b>	<b>Proposal</b>	<b>Comment</b>
16/00695/FUL	Mr R. Spencer	Ground floor bathroom extension. 1 Crestwood Park, Brewood.	No objection (R Taylor). 02-09-2016 deadline.
16/00697/FUL	Mr A. Holt	Proposed detached dwelling. 1 Whiteoaks Drive, Bishops Wood.	Application withdrawn.
16/00711/REM	Mr J. Harrison	Erection of a detached dwelling and garage. Meadow View, Paradise Lane, Slade Heath.	Objection. No special reason given for development within the Green Belt.
16/00714/FUL	Mr N. Saunders	Proposed two number affordable bungalows on the site to the rear of 94 & 95 Coven Road. Land rear of 94 & 95 Coven Road, Brewood.	Objection. No special reason given for development within the Green Belt area. Access is poor. It is a ribbon development and over development of the site.
16/00729/ADV	Mrs H. Fern	Directional signage advertising fresh 'raw' milk that is sold at 6 Deanery Farm. Junction of A5 Water Eaton Lane, Penkrigde.	No comment.
16/00763/FUL	Mr K. Kelly	Replacement park home (re-submission 16/00340/FUL) including decking and utilities store. 93A Tinkers Lane, Brewood.	Objection. Inappropriate sized development. Replacement is much larger than the existing footprint.