

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

**MINUTES OF THE MEETING OF THE COUNCIL**  
**HELD IN THE COUNCIL CHAMBER, STAFFORD STREET, BREWOOD**  
**ON THURSDAY 28 SEPTEMBER 2017 AT 7.30PM**

**PRESENT**

Parish Cllrs M. Alden-Court, J. Bradshaw, D. Evans, J. Carr, R. Dakin, D.M. Holmes, K. Kearney, A. Pupino, M. Sambrook, G. Sibley, W. Sutton, R. Taylor, L. Tomkins, M. Webb MBE.

**IN ATTENDANCE:**

County Cllr M. Sutton.

**APOLOGIES:**

Parish Cllr J. Jeffries (Personal).  
District Cllrs J. Bolton, B. Cox.

Apologies (personal) for the meeting held on 7 September from Parish Cllr D. Evans were accepted by Members.

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

No declarations of interest from Members or 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 were received.

**MINUTES:**

The Minutes of the meeting of the Council held on 7 September 2017 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 moved herein would have any adverse impact for the purposes of the Crime and Disorder Act 1998.

145. **PUBLIC PARTICIPATION:**

The Chairman moved that the meeting be adjourned for a period of no more than fifteen minutes to allow any elector of the parish or his/her representative to raise or question any issue appertaining to proper Parish Council business.

The Chairman presented Mr Bobby Dunbar with a Parish Council scroll in recognition of winning a Gold Medal for table tennis in the Special Olympics National Summer Games 2017.

Mrs L. Jones and Mr P. Swift from Coven Road, Brewood expressed their concerns regarding the junction of Tinkers Lane / Port Lane / Coven Road, Brewood. Several collisions had occurred in a short space of time resulting in cars mounting the pavement. There was an increase in families walking to school along the Coven

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Road. Mrs Jones felt the junction layout was inadequate given the volume of traffic and the number of cars which travelled past the junction that were faster than the 30mph speed limit. Mrs Jones had received support from County Cllr M Sutton and Rt. Hon Gavin Williamson MP. Cllr Sutton had organised speed and volume surveys on two occasions. An options report would be drafted and Cllr Sutton would meet with Mark Keeling, Community Highway Liaison Officer in the coming weeks.

Mrs H. Skidmore of Brewood Bowling Club informed the Parish Council that the club would be cutting back the hedge and some ivy inside the Bowling Club boundary in Engleton Lane, Brewood and requested that the Parish Council considered removing some trees and pruning others.

#### 146. **POLICE REPORT:**

Staffordshire Smart Alert urged residents to be vigilant following a spate of car key burglaries in South Staffordshire. Thieves were targeting prestige or performance vehicles stealing keys from inside properties. New sports editions of Audis, BMWs, Fords and VWs were being stolen.

South Staffordshire Local Policing Team Commander, Inspector Richard Meaden visited the Parish Council offices on 21 September together with PCSO Adam McAree. Inspector Meaden advised that he intended to attend a future meeting of the Parish Council but could not commit to a specific date, due to workload.

#### **MATTERS ARISING:**

256.19\*\* **Port Lane/Tinkers Lane Junction.** Letter received from Mrs L. Jones of Coven Road, Brewood regarding the ongoing problem of road traffic accidents at the junction. Copies circulated prior to the meeting.  
**It was resolved that Cllr M Sutton liaise with Mr M Keeling to organise a Traffic Management meeting.**

89. **Best Kept Village Competition.** Judges' comments for Bishop's Wood had been received and forwarded to Mr A. Sloane. Invitations to the Brewood presentation event to be held on 29 September at 5.00pm in Market Place, Brewood had been sent.

**Matter of report.**

98.3 **2<sup>nd</sup> Brewood Scout Hut.** Letter received from Mr I. Carless in response to the Parish Council's request for information. Copies circulated prior to the meeting.

**It was resolved that no action be taken until further information was received.**

117. **Site Allocation, Brewood.** During the presentation from Mr N. Cox of Pegasus Group it emerged that the allocation of properties was a 'minimum' of 53 houses for the site in Engleton Lane suggesting that the actual number could be higher.

**It was resolved that the Clerk write to Mr A. Johnson, Chief Planning Officer, South Staffordshire Council to express concern regarding over development of the site and the lack of open space.**

#### **MATTERS ONGOING**

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

263\*\*\* **Middle Lane, Coven Heath.** Environmental Crime Enforcement had been informed of industrial fly tipping on land at Middle Lane, Coven Heath. Parish Cllr L. Tomkins updated the Parish Council of further developments. County Cllr M. Sutton would look at getting a Public Spaces Protection Order.

**Matter of report.**

273\*\*\* **Memorial to Previous Clerk.** Copy of original letter from Mr A. Sloane together with the Parish Council's response circulated prior to the meeting.

**It was resolved that the Clerk collate information received from Parish Cllr J. Jeffries and place the item on the agenda for the next meeting of the Parish Council.**

289\* **Internet Banking.** Members of the Finance Committee were requested to agree a date to meet.

**It was resolved that a Finance Committee meeting be arranged for 12 October 2017 at 6:45pm.**

323\*. **Brewood Defibrillator.** Email received from Gregg Seymour requesting a meeting to discuss the signage. Clerk's Report referred.

**It was resolved that a meeting be arranged for 4 October 2017 at 9am.**

118. **Brewood Tennis Club Lease.** Email received from the Council's solicitor requesting further information for inclusion in the lease. Members were requested to form a working party to be involved in drawing up the lease. Clerk's Report referred.

**It was resolved that Parish Cllrs R. Dakin, D. Evans and R. Taylor form a Working Party and arrange to meet with members of Brewood Tennis Club.**

**It was resolved that items 153\*\*\*, 289\* and 325\* be removed from Matters Ongoing.**

#### **CORRESPONDENCE RECEIVED:**

147. Invitation from Community Council of Staffordshire inviting Members to its AGM to be held at 7:30pm on 3 October at Walton Village Hall.

**No Members wished to attend the Community Council of Staffordshire AGM.**

148. Letter from Mandy Cullen of the Heating Oil Club, [www.Oil-club.co.uk](http://www.Oil-club.co.uk) advising that a number of Brewood residents in the Parish had joined the scheme but it would be more economical if more residents joined as bulk buying would be cheaper and there would be only one tanker visiting the village. The company was independent and membership was free.

**It was resolved that Parish Cllr M. Sambrook distribute the flyers to Bishop's Wood village hall and arrange to put an article in Bishop's Wood Bugle.**

149. Email from Hilary Hampton of Veolia advising of the availability of its EnviroGrant Scheme. Eligible groups could apply for funding of up to £1,000 if their project contributed to the protection or improvement of the local environment or improved the quality of life for the local community by providing or improving facilities. Closing date was 27 October.

**It was resolved that details be placed on Parish Council notice boards, Facebook and website.**

150. Email received from Tania Tams (via Parish Cllr. M. Alden-Court) regarding speeding along Lawn Lane, Coven and parking outside Croft House, Brewood Road, Coven. Copies circulated prior to the meeting. Community Speed Watch team provided figures from two occasions Lawn Lane, Coven had been monitored. County Cllr M. Sutton to bring the figures of the speed and volume survey at Brewood Road, demonstrating that there was not a problem with speeding there, to the next Traffic Management meeting.

**It was resolved that the Clerk write to Ms Tams enclosing figures provided by Community Speed Watch team.**

151. Plan of the trees surrounding the edge of Brewood Bowling Club drawn by Sheila Moore, recorder for Staffordshire Flora, circulated prior to the meeting. Recommendations for the trimming of the northern boundary hedge, removal of ivy and some trees between the Bowling Club boundary and 45 Engleton Lane. The lease stated that the northern boundary was the responsibility of the landlord (Parish Council). Consideration be given to inviting Ms Moore to provide guidance on landscaping at Jubilee Park.

**It was resolved that the tree surgeon liaise with Helen Skidmore, Brewood Bowling Club to obtain a quote. It was further resolved that the matter of landscaping at Jubilee Park be placed on the agenda.**

152. Email received from Parish Cllr G. Sibley regarding the probable source of the Himalayan balsam at The Bront, at Watershed Brook, adjacent to Brookside mobile home park in Lawn Lane. Cllr M. Sutton to provide the Clerk with the landowner's contact details.

**It was resolved that the Clerk write to the landowner and request that they take appropriate action to reduce the spread of Himalayan balsam.**

153. Condition of Rainbow Alley.

**It was resolved that the Clerk write to Marston's Brewery advising them of the overhanging branches at Rainbow Alley, Coven.**

154. Letter received from the Flog It production team advising there would be a free valuation day at RAF Cosford on 5 October from 9.30am until 4.00pm. The team requested that the event be advertised.

**It was resolved that no action be taken to advertise the event.**

155. Correspondence from Parish Cllr M. Alden-Court requesting permission to lay the wreath at Coven on Remembrance Sunday, 12 November 2017. As an ex service person she felt it would be appropriate due to it being the centenary of Passchendaele this year.

**It was resolved that the following Members lay wreaths on Remembrance Sunday: Parish Cllrs M. Alden-Court- Coven. R. Dakin- St Mary and St Chad's Brewood. D.M. Holmes- St Mary's RC, Brewood. L. Tomkins- Coven Heath. M. Sambrook- Bishop's Wood.**

156. Email received from Mrs D. Bate advising that her daughter had broken her elbow at Jubilee Park, Brewood on 15 September 2017. Mrs Bate had advised that she was not in any way complaining but thought she should let the Parish Council know in case incidents were logged to inform risk assessments etc.

**Matter of report.**

Letter received from Kelly Harris advising that the SAD had been submitted to the Secretary of State for independent examination. Clerk's Report referred.

**Matter of report.**

157. **CORRESPONDENCE CIRCULATED;**

Brewood Civic Society minutes 14 August.

Penkridge Advertiser

SPCA Bulletins 24 August, 31 August, 14 September, 21 September.

Chartwells autumn newsletter

Village News

158. **DISTRICT/COUNTY COUNCIL'S REPORT;**

Cllr D.M. Holmes reported that she had attended the South Staffordshire Community Lottery launch at Somerford Hall, Brewood. Good causes got 30% of all ticket sales made from their lottery page. 60% of the £1 ticket price also went to good causes. Further information was available at [www.southstaffslottery.co.uk](http://www.southstaffslottery.co.uk). Cllr Holmes also 28 September 2017

attended Brewood Civic Society presentation evening; Parish Council handyman, Martin Smith was highly commended for his floral front garden floral display, commercial section. The Clerk had accepted the certificate on behalf of the Parish Council.

Cllr W. Sutton reported that Brewood Community Managed Library was holding a coffee morning in aid of MacMillian Cancer Support on 29 September (10am – 12pm) and everyone was welcome.

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

Parish Cllr R. Taylor reported that he had attended South Staffordshire Standards Committee meeting where it had been recommended that Parish Council budgeted year on year for election charges. It was noted that this parish council had already begun to set money aside each year.

Parish Cllr M Alden-Court reported that she had attended PCSO / Parish Council Drop-in Surgery at Coven Memorial Hall on 13 September.

Parish Cllr M. Webb MBE personally thanked Parish Cllr R. Dakin for his work at Brewood Parish Sports Association.

Parish Cllr R. Dakin reported that on 13 September the CSW team had met at Brewood Road, Coven and Lawn Lane, Coven and logged a total of 18 offenders. On 19 September he attended a BPSA meeting and on 20 September the CSW team had met at Kiddemore Green Road, Brewood and logged 28 offenders. On 21 September along with Cllr D. M. Holmes he had attended the South Staffordshire Community Lottery launch at Somerford Hall, Brewood.

160. **FINANCE REPORT:**

The Council received the Finance Report from the Head of Finance, Parish Cllr J. Carr and resolved the following matters:

1. Income and Expenditure report as at 28 September, including salary payments, **be approved**; Income £3,514.69 and net expenditure £23,519.98
2. Financial Summary - Cash Book Reconciliation for July, **be approved**. Copies circulated prior to the meeting.
3. Financial Summary - Cash Book Reconciliation for August, **be approved**. Copies circulated prior to the meeting.
4. Annual Return from the external auditors, copies circulated prior to the meeting. **There were no matters reported**. Other matters raised not affecting the auditor's opinion, referred to the dates for the exercise of public rights which were 31 days and should have been 30 days. Copy of Annual Return card, external auditor's certificate and internal auditor's explanation circulated prior to the meeting. The Notice of Conclusion of Audit had been posted on all Parish Council noticeboards and on the website.
5. Increase in the annual rent (1 Oct 2017 to 30 Sept 2018) for the Poor's Land at Coven Heath. It was recommended at the Precept meeting held on 4 January 2017 that the rent for the Poor's Land be increased by 0.9% from £274.72 to £277.19.  
**It was resolved that the increase be approved.**
6. Expenditure of £200 excl VAT for winter flowers, **be approved**.

7. Purchase of an additional Community Speed Watch pack iro £200 from the donations account, **be approved.**
8. Expenditure of £76 plus delivery for replacement acrylic lettering for the recently refurbished footpath and bridle path signs in Brewood, **be approved (to be paid from the donations account).**

Letter received from Mr R. Beddows thanking the Parish Council for its donation of £150 for Poppy Wreaths.

161. **PLANNING REPORT:**

The Parish Council received the Planning Report from Parish Cllr R. Taylor and considered the planning applications received.

17/00842/TREE: Remove two Sycamore trees, Broadgate House, 6 Market Place, Brewood. Concerns on the application to be made in writing/e-mail by 28 September.

**It was resolved that the Parish Council would make no comment.**

17/00871/HEDGE: Woolley Farm, Hyde Mill Lane, Brewood. Remove hedgerow. Concerns on the application to be made in writing/e-mail before 6 October. It was noted that the Parish Council had not been notified of the removal of the hedge to insert a gateway on land opposite.

Appeal application APP/ENV/3163487, 16 Sandy Lane, Brewood appeal decision dismissed.

162. **CLERK'S REPORT:**

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

**September/October Newsletters.** The Newsletter had been delivered and was ready for distribution.

**ANY OTHER MATTERS OF REPORT:**

Parish Cllr M. Webb MBE reported that £1,080.00 had been donated to Compton Hospice in memory of his wife Pat. There had been further contributions received from Parish Councillors and staff at the meeting.

Parish Cllr M. Alden-Court advised that she had had some success with Highways in getting the repairs done outside the Co-op in Brewood Rd, Coven.

There being no further business, the meeting ended at 9.30pm

Chairman .....

**REPORT OF THE CLERK FOR THE MEETING OF THE COUNCIL  
TO BE HELD 28 SEPTEMBER 2017**

**MATTERS ONGOING**

**323\*. Brewood Defibrillator.**

- Email received from Gregg Seymour requesting a meeting to discuss the signage.

**Interested Members to advise the Clerk of their availability.**

- Email received from Peter Element advising that Martin Fagan of Community Heart Beat will be giving a presentation at the Rotary Club dinner on Wed 1<sup>st</sup> November from 7.30pm (presentation will be given at 8.45pm) at the Bradford Arms.

**Interested Members to advise the Clerk.**

118. **Brewood Tennis Club Lease.** Email received from the Council's solicitor requesting further information for inclusion in the lease. Members are requested to form a working party to be involved in drawing up the lease.

**CORRESPONDENCE RECEIVED**

Letter received from Kelly Harris advising that the SAD has been submitted to the Secretary of State for independent examination. Dates of the hearing sessions (to be held in the Council Chamber at South Staffordshire Council) and copies of all the document submitted can be found at [www.sstaffs.gov.uk/SADexamination](http://www.sstaffs.gov.uk/SADexamination) A programme officer has been appointed to liaise with the inspector on behalf of agents, developers and the public, they can be contacted at [programme.officer@sstaffs.gov.uk](mailto:programme.officer@sstaffs.gov.uk) or tel. 07958 562954. Also included are the Executive Summary, the Environmental Report and the Schedule of Proposed Minor Modifications August 2017.

**Copies available from the Clerk.**

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

**September/October Newsletters.** These should be available for delivery at the meeting.

**BREWOOD & COVEN PARISH COUNCIL**

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING  
HELD ON 28 SEPTEMBER 2017**

<b>Application No</b>	<b>Applicant's Name</b>	<b>Proposal</b>	<b>Comments</b>
17/00707/FUL	Mr R. Jones	Second storey rear extension. 51 Brook Close, Coven	No comment.
17/00716/FUL	Mr P. Brar	Replacement dwelling. Sunnydale, Dark Lane, Cross Green.	No comment.
17/00810/FUL	Mitchells & Butlers Retail	Erection of screen fence on roof to hide existing ventilation plant. Fox and Anchor, Brewood Road, Cross Green.	No objection.
17/00834/FUL	Mr P Dunne	The use of land for the stationing of caravans for residential purposes for additional 3no. Gypsy pitches and 3no. transit pitches, together with the formation of hardstanding and utility/dayrooms ancillary to that use and conversion of the existing stable ref: 13/00838/FUL to the toilet block for the use of the transit pitches. Land Adjacent Brinsford Bridge, Stafford Road Coven Heath	Objection. Over development in the Green Belt. No special reason given. Increase in traffic directly on to the A449, a major trunk road.
17/00848/FUL	Mr & Mrs Bache	Single storey extension to rear. 7 St Chads Close, Brewood.	No objection.