

**BREWOD 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 7 SEPTEMBER 2017 AT 7.30PM**

**PRESENT**

Parish Cllrs J. Bradshaw, J. Carr, R. Dakin, D.M. Holmes, J. Jeffries, K. Kearney, A. Pupino, M. Sambrook, G. Sibley, R. Taylor, L. Tomkins, M. Webb MBE.

**APOLOGIES:**

Parish Cllrs M. Alden-Court (illness), W. Sutton (prior meeting).  
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.

**MINUTES:**

The Minutes of the meeting of the Council held on 10 August 2017 were approved as being an accurate record and duly signed, with the exception of item 62.3, which should have read Brewood Music Festival, not Brewood Christmas Lights.

**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.

131. **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.

No members of the public were present at the meeting.

132. **POLICE REPORT:**

Police Report tabled at the meeting. Clerk's Report referred. The Clerk would forward Police surgery dates to Members when available. Details of Police Surgery's to be advertised on Parish Council Facebook page and Newsletter.

Staffordshire Police Release reported five men had been jailed (August 25) for a total of 50 years for their part in a spree of violent robberies and burglaries across Staffordshire and the West Midlands. The men were

responsible for threatening members of staff with a blade, stealing cigarettes and £5,000 cash from Spar, Brewood.

Members reported that Crime Map was available at <https://www.police.uk/>

### **MATTERS ARISING:**

93\*\* **Car Park at Chillington.** Clerk's Report referred. This item was withdrawn.  
**Matter of report.**

69\* **West Midlands Interchange.** Advice received from SLCC, copies circulated prior to the meeting.  
**It was resolved that the Parish Council join the Collective of Parish Councils.**

### **MATTERS ONGOING**

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

129\* **Five Year Business Plan.** Meeting to be arranged.  
**It was resolved that the Clerk circulate dates for Members to meet in October.**

**District Cllr B. Cox arrived for the meeting.**

30. Memorial Working Party Members were thanked for the work they have done so far.  
**It was resolved that approval for the Memorial Policy be deferred pending further input.**

72. **Boundary Fence Engleton Lane, Brewood.** Further email received from Mrs L Jones of Micklegate, following the Parish Council's letter regarding the unauthorised gate into the playing field in Engleton Lane, copies circulated prior to the meeting. The caretaker had advised that there was now another unauthorised gate from a different property. These gates breached the security of children using the playing field as well as the security of the area once the field closed. Clerk to investigate the cost of fencing the perimeter.  
**It was resolved that the Clerk write to residents whose property backed on to the playing field boundary fence advising not to install gates into the playing field.**

104. **Safeguarding Policy.** Copies circulated for Members to retain.  
**It was resolved that all Parish Councillors, staff and volunteers sign a register agreeing to the terms of the policy.**

98.3 **2<sup>nd</sup> Brewood Scout Hut.** Progress update regarding application for finance towards providing disabled access.  
**It was resolved that the Clerk respond to Mr Carless requesting more information and inviting him to attend a Parish Council meeting.**

323\*\* **Defibrillator, Brewood.** Email received from Mr G. Seymour of Mid-counties Co-op. Clerk's Report referred.  
**It was resolved that a meeting with Mr G. Seymour, be arranged to discuss the positioning of the defibrillator and signage in Market Place, Brewood.**

### **CORRESPONDENCE RECEIVED:**

133. Local resident Mr Bobby Dunbar had won a gold medal for table tennis in the Special Olympics.  
**It was resolved that Mr Bobby Dunbar be awarded a Parish Council scroll to recognise his achievement.**

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134. Copies of the latest edition of the Good Councillor's Guide were available for Members to collect.  
**Matter of report.**

135. Email received from South Staffordshire Council regarding the Building Better Opportunities training; helping get long term unemployed people back to work, to be held on 25 Oct at South Staffordshire Council.  
**It was resolved that interested Members advise the Clerk.**

136. Email received from Staffordshire County Council advising that the length of School Lane, Coven from its junction with A449 Stafford Road to a point just before a property known as Lilac Cottage would be closed to vehicular traffic (unless the vehicle requires access to premises). The order would come into operation 30 October 2017 and was anticipated that the works would be completed by 1 November 2017.  
**It was resolved that details be posted on Parish Council notice boards, website and Facebook page.**

137. Email received from Parish Cllr R. Taylor regarding distribution of minutes of the meeting of the Parish Council.  
**It was resolved that draft minutes of the Parish Council meeting be e-mailed to Members as soon as they were available.**

138. **CORRESPONDENCE CIRCULATED:**

SPCA Bulletin 17 August, 24 August, 31 August  
 Brewood Civic Society Minutes 14 August  
 Wolverhampton Arts & Heritage Events diary  
 Penkridge Advertiser  
 Village News September 2017

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

Cllr B Cox reported that the majority of antisocial behaviour was not youth related. Environmental crime in Locality 2 in June / July was the lowest in South Staffordshire.

Cllr D. M. Holmes reported that she had attended the Police surgery on 1 September. She had also attended a confidential meeting at South Staffordshire Council to discuss information regarding the M54/M6/M6Toll link road.

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

Parish Cllr Dr R. Taylor reported that Brewood had won the Best Kept Village South Staffordshire trophy in the 2017 competition. A reception would be held 29 September at 5pm and the trophy be placed in the village square.

Parish Cllr Mr K. Kearney reported three new members had joined the Community Speed Watch team.

Parish Cllr Mrs M. Sambrook had attended the PCSO surgery at Bishop's Wood village hall and a flood meeting. Further information was awaited from Amey regarding solutions and costings.

Parish Cllr Mr R. Dakin reported that on 16 August he met with the Community Speed Watch team at Coven, on 20 August he attended Coven Heath residents BBQ in aid of Air Ambulance and thanked Coven Heath Community Association for a great afternoon. On 23 August he met with the Community Speed Watch team at Brewood and then attended a Let's Work Together workshop. On 30 August he met with Coven Playing Field Committee and 4 September he attended Coven Memorial Hall Committee meeting.

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141. **FINANCE REPORT:**

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

1. Income and Expenditure report as at 7 September, **be approved**; Income £617.50 and net expenditure £13,306.74.
2. The payment of salaries for the month, there being no second meeting in August, **be ratified**.
3. Letter received from Mrs Y Millward, Coven BKV Team, requesting payment of monies held by the Parish Council (£1,000) as delivery of Coven Village Sign is imminent.  
**It was resolved that the grant payment of £1,000 be approved.**

62.3 **Brewood Music Festival Grant 2018.** Mr Element had been advised that the Parish Council would in principle allow at least £2,000 as a grant towards the music festival to be held in 2018. Mr Element had been in contact with Parish Cllr M. Sambrook to explain that stewards were not employed by the Music Festival committee.

**Matter of report.**

77. **Coven Allotments Water Supply.** Email received from Carl Edwards from Severn Trent advising that the current charges for processing an application for a new 25mm or 32mm water connection was £137.88 inc VAT. Once the application had been processed the cost would be between £1,500 and £2,000 if no traffic management was necessary but if there was traffic management (which there probably would be in this case) the cost would be between £3,500 and £7,000. Mr Edwards could not be more specific without an assessment having taken place. The Allotments Act states that a local authority's duty was to provide only the land for allotment gardens. The annual income from allotment rent was £300 if all allotments were let.

**It was resolved that no action be taken at this time.**

173\*\* **Footpath Hillcrest.** Email sent to Open Spaces Society requesting advice. The Parish Council was not a member of the Society therefore was not entitled to receive advice. Membership fees were £45 per annum. Members were asked to consider joining the Society.

**It was resolved that the Parish Council re-join Open Spaces Society at a cost of £45 per annum.**

126. **BKV Results.** Request received to consider setting a budget to cover the cost of hosting a reception for the Best Kept Village Competition presentation of the trophy to Brewood village.

**It was resolved that a budget of up to £200 would be available to cover the cost of a reception. Parish Cllr R. Taylor abstained from the vote.**

Parish Cllr Mrs J. Jeffries reported that Roseclaim money was ready for distribution. The Parish Council agreed to raise the cheques. Parish Cllr J. Jeffries to advise the Clerk of the list.

142. **PLANNING REPORT:**

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

17/00799/TREE: Removal of Yew Tree at 4 Market Place, Brewood. Concerns on the application to be made in writing/e-mail before 19 September.

143. **PLAYING FIELDS REPORT**

The Parish Council received the written Playing Fields Reports:

- Bishop's Wood playing field. No report received. Parish Cllr M. Sambrook would submit a written report 8 September 2017.
- Brewood playing field and skateboard park. No report received from Parish Cllr D. Evans.
- Coven playing field and skateboard park. Parish Cllr R. Dakin reported that the ariel runway did not run freely. The bug hotel had been slightly vandalised and the plastic board on the basket ball net surround had been damaged. Brackets of the changing room guttering had been broken. A lot of litter was collected from the field.
- The Bront. Parish Cllr G. Sibley reported that there was very little litter and no dog fouling. The damaged rubbish bin post had been fixed. There was flowering Himalayan balsam on the farmer's side of the river bank which required attention before the flowers turned to seed.

144. **CLERK'S REPORT:**

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

Footpath 59/60 Bishop's Wood. Copy of up to date report tabled at the meeting. Parish Cllr J. Jeffries had asked Cllr M. Sutton to intervene.

**It was agreed that the Clerk write to Staffordshire County Council to express the Parish Council's concerns.**

Email received from Mr B. Swift of Brewood Tennis Club giving suggestions about the proposed new tennis court surface. There was a meeting of the tennis club on 4 September.

**It was agreed that the Clerk invite representatives of the tennis club to attend prior to the next meeting of the Council to give further information on the outcome of their meeting and their intentions regarding the floodlights and re-siting trees.**

Information received regarding consultation from 15 September to 13 October on the M54/M6/M6Toll link road. Public events had been organised at Shareshill 15 September 1pm – 8pm, Featherstone 16 September 10am – 4pm, Essington 18 September 1pm – 8pm and a webchat on 27 September 11am – 2pm.

**It was agreed to advertise the public events on Parish Council noticeboards and Facebook page.**

Email received from Helen Marshall, Community Safety Officer, advising that a mobile CCTV camera had been installed in Stafford Street, Brewood and that the old system has been switched off.

**It was agreed that the Clerk ask Helen Marshall why Stafford Street had been selected for a temporary camera.**

**The Chairman moved the suspension of Standing Order 3.w in order for the meeting to continue beyond 9.30pm.**

Letter received from SSCVA advising that Mrs R. Burton would retire from SSCVA at the end of September.

**It was agreed that the Clerk send a letter of thanks to Mrs R. Burton.**

**ANY OTHER MATTERS OF REPORT:**

Mrs J. Carr requested that a letter of thanks be sent to Mr V Thompson of School Lane, Coven as he had cut back the hedge along School Lane.

SAD document: Minimum of 53 houses to be on the agenda for the next meeting of the Parish Council.

There being no further business, the meeting ended at 9.35pm

Chairman .....

**REPORT OF THE CLERK FOR THE MEETING OF THE COUNCIL  
TO BE HELD 7 SEPTEMBER 2017**

**POLICE REPORT**

PCSO Gaz Lloyd has requested use of the Parish Council office to hold regular surgeries in conjunction with Parish Councillors, dates as per email.

**Members are requested to approve dates and advertisement on notice boards, website and Facebook page.**

**MATTERS ARISING**

93\* **Car Parks at Chillington.** Parish Cllr R. Taylor has indicated that he wishes to withdraw this item.

**MATTERS ONGOING**

323\*\* **Defibrillator, Brewood.** Email received from Mr G. Seymour of Mid-counties co-op regarding the positioning of the defibrillator and signage, copy tabled.

**Members' views.**

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

Footpath 59/60 Bishop's Wood. Reported verbally at the meeting held on 10 August. Copy of up to date report tabled.

**Members' views.**

Email received from Mr B. Swift of Brewood Tennis Club giving suggestions about the proposed new tennis court surface. There was a meeting of the tennis club on 4 September.

**Recommended action: the Clerk to invite representatives of the tennis club to attend prior to the next meeting of the Council to give further information on the outcome of their meeting and their intentions regarding the floodlights and re-siting trees.**

Information received regarding consultation from 15 September to 13 October on the M54/M6/M6Toll link road. The Parish Council is not included in the consultation process but it may be appropriate to advertise the public events organised at Shareshill, Featherstone, Essington and a webchat on 27 September on notice boards etc.

**Members' views.**

Invitation received from South Staffordshire Council to the launch of South Staffordshire Community Lottery on Thursday 21 September from 7pm until 9pm. The Chairman has indicated that he will attend.

Email received from Helen Marshall, Community Safety Officer, advising that a mobile CCTV camera has been installed in Stafford Street, Brewood and that the old system has been switched off.

Letter received from SSCVA advising that it is intended that it merges with Support Staffordshire; invitation to its extraordinary general meeting to be held on Wed 27 September at 7pm to be held at Bilbrook Village Hall. The letter also advises that Mrs R. Burton will retire from SSCVA at the end of September.

Invitation received from Brewood Bowling Club to its Open Day to be held on Saturday 16 September from 11.00am until 4.00pm.

Copy of Coven Heath Community Association Newsletter advising that the recent BBQ raised £500 for the Midland Air Ambulance and acknowledged the 'thank yous'.

**Copy tabled.**

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**BREWOOD & COVEN PARISH COUNCIL**

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING**  
**HELD ON 7 SEPTEMBER 2017**

<b>Application No</b>	<b>Applicant's Name</b>	<b>Proposal</b>	<b>Comments</b>
17/00534/FUL	Mr M. Williams	Demolish existing cottage and outbuildings and erect one detached bungalow with basement living accommodation. Port Lane Cottage, Port Lane, Coven.	Objection. The Parish Council approved of the demolition of the existing building but the proposed development is out of keeping with the surrounding environment; the Parish Council objects.
17/00761/OUT	Mrs A. Perkins	4 no. new detached dwellings adjacent Ruma Saya. Ruma Saya, Paradise Lane, Slade Heath.	Objection. No special reasons given for development in the Green Belt. Poor site plan.
17/00764/FUL	Mr F. Dorsett	Erection of a grain store, associated hardstanding, access and infrastructure. Land adjacent Parkside Garage, Old Stafford Road, Slade Heath.	No comment.
17/00766/FUL	Mr A. Gee	Ground floor modifications and replacement of existing roof to form dormer bedrooms. Blue Cedars, Ivetsey Bank Road, Bishop's Wood.	No objection.
17/00677/ADV	Mr S. Gwinnett	Billboard. Four Ashes Inn, Station Drive, Four Ashes.	No comment.
17/00781/FUL	Littywoods Farms	Retrospective application for soft fruit production under Spanish polytunnels (major development). Land at Wolverhampton Road, Gailey.	No comment.