

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

**AGENDA FOR THE ANNUAL MEETING OF THE PARISH COUNCIL**  
**TO BE HELD ONLINE**  
**ON THURSDAY 6 MAY 2021 AT 7.00PM**

This meeting will be recorded by the Parish Council. The Parish Council is not responsible for any recordings that may be made by members of the public, if you intend to record this meeting, please declare it now. If a member of the public does not wish to be recorded by another member of the public, please declare it now.

1. **ELECTION OF THE CHAIRMAN**

To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office.

2. **ELECTION OF THE VICE CHAIRMAN**

To receive nominations for the office of Vice Chairman.

3. **APOLOGIES**

To receive any apologies for absence and approve reasons for absence.

4. **DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION**

To receive any declarations of interest from Members, and to consider 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.

5. **MINUTES:**

To approve for accuracy, the Minutes of the meeting of the Council held on 29<sup>th</sup> April 2021.

6. **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.

7. **PUBLIC PARTICIPATION**

The Chairman will move 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 issues appertaining to proper Parish Council business.

8. **POLICE REPORT:**

To receive the report of the Police, subject to availability.

## 9. STANDING ORDERS

To adopt the Standing Orders for Brewood and Coven Parish Council. Copy circulated prior to the meeting.

## 10. FINANCIAL REGULATIONS

To adopt the Financial Regulations for Brewood and Coven Parish Council. Copy circulated prior to the meeting.

## 11. INTERNAL AUDITOR

To appoint an Internal Auditor for the forthcoming year as resolved at the meeting held on 29<sup>th</sup> April 2021.

## 12. APPOINTMENT OF PERSONS WITH SPECIAL RESPONSIBILITY FOR:

	<b>Currently</b>
· Responsible Financial Officer and Proper Officer	Mrs M. Birtles (Clerk)
· Finance	Parish Cllr C. Smyth
· Planning	Parish Cllr R. Taylor
· Playing Fields and Open Spaces:	
Bishop's Wood	Parish Cllr R Glover
Brewood	Parish Cllr J. Jeffries
Coven	Parish Cllr G. Sibley
· The Bront	Parish Cllr G. Sibley

## 13. APPOINTMENT OF STAFFING COMMITTEE

To appoint the members of the Staffing Committee. The Committee previously comprised of: J. Bradshaw, D.M. Holmes, J. Jeffries and M. Sambrook (ex officio), M. Webb MBE.

## 14. APPOINTMENT OF FINANCE COMMITTEE

To appoint the members of the Finance Committee. The Committee previously comprised of Parish Cllrs J. Bradshaw, D. M. Holmes, A. Pupino, M. Sambrook (ex officio), W. Sutton and R. Taylor.

## 15. APPOINTMENT OF COVEN FOOTBALL MANAGEMENT TEAM

To appoint the members of the Management Team which previously comprised of: Parish Cllr M. Webb MBE and the Assistant Clerk.

To appoint the person with responsibility for managing bookings at Coven Changing Rooms and Football Facilities for 2021-22, currently the Assistant Clerk.

## 16. APPOINTMENT OF BREWOOD TRAFFIC MANAGEMENT WORKING PARTY

To appoint the members of the Traffic Management Working Party which previously comprised of: Parish Cllrs D.M. Holmes, J. Jeffries, P. Knight, M. Sambrook (ex officio), W. Sutton, R. Taylor and M. Webb MBE

**17. APPOINTMENT OF COVEN / COVEN HEATH TRAFFIC MANAGEMENT WORKING PARTY**

To appoint the members of the Traffic Management Working Party which previously comprised of: Parish Cllrs M. Alden-Court, J. Bradshaw, A. Pupino, D. Short, M. Sambrook (ex officio) G. Sibley and C. Smythe.

**18. APPOINTMENT OF ALLOTMENTS WORKING PARTY**

To appoint members of the Allotments Working Party which previously comprised of: Parish Cllrs M. Alden-Court, D.M. Holmes, M. Sambrook (ex officio), D. Short, and R. Taylor.

**19. APPOINTMENT OF BPSA WORKING PARTY**

To appoint the members of the BPSA Working Party which previously comprised of: Parish Cllrs P. Knight, J Bradshaw, G Sibley, W. Sutton, M Sambrook, M. Webb MBE, J. Jeffries, Mr Tony Wynne Jones and representatives of all affiliated groups.

**20. APPOINTMENT OF THE WILD FLOWER/TREE PLANTING WORKING PARTY**

To appoint the members of the Wild Flower/Tree Planting Working Party which previously comprised of Parish Cllrs M. Alden-Court, J. Bradshaw, R. Glover, D. Holmes, A. Pupino, D. Short, G, Sibley, R. Taylor, M. Webb MBE and Mr S. Boyce.

**21. APPOINTMENT OF BREWOOD DOLE TRUSTEES**

The existing Trustees were appointed in 2020 and comprise of: Rev M. Coulter, Mrs J. Gibbins, Mrs L. E. Jones, Mr A. F. Prendergast, Parish Cllr Dr Taylor and Mr I. F. Westwood, Rev Philip Moon (Vicar to St Mary & Chad) as an ex officio member of the Trustees.

The Council's representative on the Bushbury Charities is Mr A. F. Prendergast.

The Trustees were re-appointed for a four yearly term of office which expires in 2024.

**22. APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES**

To appoint the representatives on outside bodies which previously were:

Bishop's Wood Village Hall Management	Parish Cllr R. Glover
Brewood Village Community Council	Parish Cllr D. M. Holmes
Coven Memorial Hall Management Committee	Parish Cllr J. Bradshaw
Brewood Parish Sports Association	Parish Cllr J. Jeffries
Brewood Bowling Club	Parish Cllr P. Knight

**23. REVIEW THE ASSET REGISTER**

To review the Council's Asset Register, copy circulated prior to the meeting.

**24. REVIEW THE INSURANCE POLICY**

To review the Council's insurance policy cover, currently provided by Zurich Insurance, copy circulated prior to the meeting.

## 25. TO REVIEW THE COUNCIL RISK ASSESSMENT DOCUMENTS

To adopt the Risk Assessment Report, Business Risk Assessment and associated documents, reviewed 29 April 2021.

## 26. TO ADOPT THE NEW MODEL CODE OF CONDUCT

To consider the new model Code of Conduct. The Parish Council resolved at the meeting held on 29<sup>th</sup> April 2021 that the matter be deferred until a final version of the Code for South Staffordshire Council was available later in the year. Members to continue to abide by the existing version.

## 27. ADOPT THE FOLLOWING POLICIES:

To adopt the following policies, reviewed at the meeting held 29<sup>th</sup> April 2021.

- Compliments/Complaints.
- Compliments re Financial Regulations.
- Freedom of Information.
- Data Protection.
- Dealing with the Press and Media.
- Equality Policy.
- Safeguarding Policy.

## 28. DATES OF ORDINARY MEETINGS OF THE COUNCIL

To agree the dates of ordinary meetings of the Council for the ensuing year, subject to amendments in legislation as a result of the Covid-19 pandemic, copy circulated prior to the meeting.

## 29. MATTERS ARISING:

**In accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, by reason of the confidential nature of the business as described in Schedule 12A - Information relating to the financial or business affairs of any particular person (including the authority holding that information), the following matter is exempt therefore the item will be taken at the end of the meeting when the public and press will be excluded:**

245.2 Parish Council Documents.

## 30. MATTERS ONGOING:

To receive the Matters Ongoing report, copy enclosed. The Chairman will invite Members to raise any Matters Ongoing as they deem necessary during the meeting.

88.3\* **Youth Provision-Coven.** Working Party to include Parish Cllrs A. Pupino, M. Sambrook, G. Sibley, J. Bradshaw, M. Alden-Court, J Jeffries and C. Smythe. To arrange a meeting to move this forward and explore options.

## CORRESPONDENCE RECEIVED:

None received.

31. **CORRESPONDENCE CIRCULATED:**

Available on request: Minutes of Brewood Civic Society meeting held 19<sup>th</sup> April 2021.

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

To receive the report of the County/District Council.

33. **CHAIRMAN'S REPORT:**

To receive the report of the Chairman and any feedback from Councillors on courses etc. attended.

34. **FINANCE REPORT:**

To receive the Finance Report and resolve the following matters:

1. To approve the income and expenditure list as at 6<sup>th</sup> May 2021.
2. Consider the request to reimburse the cost of a plaque to commemorate HRH The Duke of Edinburgh at a cost of £89.00.

35. **PLANNING REPORT**

To receive the Planning Report and consider the planning applications received.

36. **CLERK'S REPORT:**

To receive the written report of the Clerk.

37. **PLAYING FIELD REPORTS:**

To receive the written Playing Fields Reports:

- Bishop's Wood playing field.
- Brewood playing field and skateboard park.
- Coven playing field and skateboard park.
- The Bront.

**ANY OTHER MATTERS OF REPORT:**

To receive any matters of report for inclusion on the next agenda if deemed appropriate.

**PLANNING APPLICATIONS TO BE CONSIDERED AT THE MEETING TO BE HELD ON 6<sup>th</sup> MAY 2021**

<b>Application No</b>	<b>Proposal</b>
21/00406/FUL	Single storey rear extension following demolition of existing Conservatory at 1 Johnsgate Brewood
21/00412/FUL	Proposed single storey rear extension at 4 Coneybere Gardens Brewood