

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

AGENDA FOR THE ANNUAL MEETING OF THE PARISH COUNCIL
TO BE HELD IN THE COUNCIL OFFICES, STAFFORD STREET, BREWOOD
ON THURSDAY 25 JUNE 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 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. To date, Parish Cllr M. Sambrook has been nominated.

2. **ELECTION OF THE VICE CHAIRMAN**

To elect the Vice Chairman. Parish Cllrs M. Alden-Court, J. Jeffries, A. Pupino and W. Sutton have been nominated to date.

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 12 March and 19 March 2020.

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 Brewwood and Coven Parish Council. Copy circulated prior to the meeting. See also item 28 below.

10. FINANCIAL REGULATIONS

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

11. INTERNAL AUDITOR

To appoint an Internal Auditor for the forthcoming year. Mr A. Toplis has verbally agreed to audit the Council's accounts again this year, he may have a trainee with him as he is planning to retire but there will be no additional charge. The Parish Council may wish to decide at this point whether or not it is in agreement with a trainee being in attendance during the audit inspection.

12. APPOINTMENT OF PERSONS WITH SPECIAL RESPONSIBILITY FOR:

	Currently
· Responsible Financial Officer and Proper Officer	Mrs M. Birtles (Clerk)
· Finance	Parish Cllr M Webb MBE
· Planning	Parish Cllr R. Taylor
· Playing Fields and Open Spaces:	
Bishop's Wood	Parish Cllr M Sambrook
Brewwood	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, including the Chairman. The Committee previously comprised of: Parish Cllrs M. Alden-Court, J. Bradshaw, D.M. Holmes, J. Jeffries and M. Sambrook.

14. APPOINTMENT OF FINANCE COMMITTEE

To appoint the members, including the Chairman of the Finance Committee. The Committee previously comprised of: Parish Cllrs J. Bradshaw, D. M. Holmes, A. Pupino, M. Sambrook, 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 2019/2020, 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, 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 and G. Sibley.

18. APPOINTMENT OF ALLOTMENTS WORKING PARTY

To appoint members of the Allotments Working Party which previously comprised of: Parish Cllrs D.M. Holmes, M. Sambrook, D. Short and R. Taylor.

19. APPOINTMENT OF BPSA WORKING PARTY

To appoint the members of the BPSA Working Party. Members appointed to negotiate the new lease were Parish Cllrs J. Jeffries, A. Pupino and R. Taylor.

20. APPOINTMENT OF BREWOOD DOLE TRUSTEES

The existing Trustees were appointed in 2016 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) would be 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.

21. APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES

To appoint the representatives on outside bodies which previously were:

Bishop's Wood Village Hall Management	Vacant
Brewood Village Community Council	Parish Cllr D. M. Holmes
Coven Memorial Hall Management Committee	Vacant
Brewood Parish Sports Association	Parish Cllrs , W. Sutton and M. Webb MBE
Brewood Bowling Club	Parish Cllr D. Evans

22. REVIEW THE ASSET REGISTER

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

23. REVIEW THE INSURANCE POLICY

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

24. REVIEW THE FOLLOWING POLICIES:

To adopt the following policies, **copies circulated prior to the meeting:**

- Complaints/compliments, reviewed 3 June 2020
- Freedom of Information 3 June 2020
- Data Protection, reviewed 3 June 2020
- Dealing with the Press and Media, reviewed 3 June 2020

25. DATES OF ORDINARY MEETINGS OF THE COUNCIL

To agree the dates of ordinary meetings of the Council for the ensuing year, reviewed 2 June 2020, **copy circulated prior to the meeting.**

26. MATTERS ARISING:

253. **Chairman's Civic Service.** Parish Cllr M. Sambrook was investigating ideas and would report back to the Parish Council at the next meeting.

332.4 **Closure of Playing Fields.** To ratify the decision to close the Parish Council's three playing fields and the subsequent agreement to allow Brewood Tennis Club access to its courts through Brewood playing field.

27. 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.

CORRESPONDENCE RECEIVED:

28. Proposal to adopt a Parish Council Seal for sealing of official documents received from Parish Cllr P. Knight. Standing Orders have been amended accordingly to include the use of a Seal.

Recommended resolution: that the Seal, tabled at the meeting, be approved as the Common Seal of The Parish Council of Brewood and Coven and that the Clerk to the Parish Council be responsible for the safe keeping of the Seal and for maintaining a record of its use.

29. To consider the report received from Parish Cllrs P. Knight and R. Taylor with regard to re-opening Sandy Lane toilets, including the impact on the janitor. **Copy enclosed.**

30. To appoint a working party to draw up a plan with regard to re-opening of the Parish Council office and three playing fields, including carrying out risk assessments and considering the impact on the caretakers.

31. To consider the request for a greenhouse on allotment 49 at Coven Heath.

32. To consider the request from a local resident to provide land to construct bicycle ramps for BMX enthusiasts. **Copy enclosed.**

33. Correspondence received advising that the Friends of The Bront group has been disbanded following the recent death of two members and the ill health of one or two others.

34. To arrange a Traffic Management Working Party meeting during July to consider the responses to the Dean Street survey regarding extending double yellow lines.

35. CORRESPONDENCE CIRCULATED:

Available on request: Open Spaces magazines – spring and summer 2020

The Wildlife Trust magazine – spring 2020

Wolverhampton West magazine – March/April 2020

Select magazine – March/April 2020

SPCA Bulletin 19 June 2020.

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

To receive the report of the County/District Council.

37. **CHAIRMAN'S REPORT:**

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

38. **FINANCE REPORT:**

To receive the Finance Report and resolve the following matters:

1. To receive the internal auditor's report, note that it has been signed without qualification and consider the points made. **Copy enclosed.**
2. To receive the completed Audit Plan for the year ending 31 March 2020 and note the observations made. **Copy enclosed.**
3. To approve section 1 (page 4) of the Annual Governance and Accountability Return for the financial year ending 31 March 2020. The Chairman and RFO are required to sign the declaration confirming that there is a sound system of internal control including the preparation of the accounting statements at the meeting. **Copies enclosed.**
4. To receive the Annual Governance and Accountability Return and the Explanation of Significant Variances. **Copies enclosed.** Members are required to approve section 2 (page 5) of the Annual Governance and Accountability Return and the Chairman is required to sign it at the meeting.
5. To approve the accounts payable as at 25 June 2020. **Copies to be circulated prior to the meeting.** Parish Cllrs A. Pupino and R. Taylor nominated to approve the online banking.
6. To receive the financial summary – cashbook as a result of the bank reconciliation for May 2020. **Copy enclosed.**
7. To consider investing the £50,000 capital received from the sale of the bell mouth in Engleton Lane with CCLA until an appropriate capital project is found. This will bring the total invested with CCLA to £150,000.
8. To consider the request to release the Tennis club grant of £1,000.
9. To consider the request to release the 2nd Brewood Scouts grant of £2,000.
10. To consider the request to release Bishop's Wood village hall grant of £2,880.
11. To consider the request to release Bishop's Wood village hall grant of up to £4,000 for its new extension.
12. To consider the request to release Friends of Barnfield Sandbeds grant of £250 for plants.
13. To consider the request from Stafford Samaritans, the donation made last year was £30.

259* **Tree Survey.** To ratify the decision to accept the quote received for a tree survey through South Staffordshire Council.

322** **New Website.** To ratify the decision to appoint 'Aubergine' as the new website providers at a cost of £1,398 excluding VAT.

328.1 **Coven Changing Rooms Electrical Installations.** To ratify the decision to undertake an electrical installation inspection at Coven changing rooms in view of exceptionally high electricity bills at a cost of £350.

332.9. **Approval of Salary Payment and Invoices.** To ratify the payment of salaries and invoices from 19th March 2020 following the suspension of parish council meetings due to regulations associated with the coronavirus pandemic. **Copies circulated prior to the meeting.**

39. **PLANNING REPORT**

To ratify the planning comments made to South Staffordshire Council since 16 March 2020 due to the cancellation of meetings as a result of the coronavirus pandemic, schedule forwarded via email.

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

Appeal notification: 19/00897/LUE - Former Munitions Depot Lawn Lane Coven WOLVERHAMPTON WV9 5BA. No further comments submitted.

Approval for an ash tree to be crown reduced at Hyde Mill House, The Pavement, Brewood.

40. **CLERK'S REPORT:**

To receive the written report of the Clerk.

41. **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.