

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

**AGENDA FOR THE MEETING OF THE COUNCIL TO BE HELD ONLINE**  
**ON THURSDAY 26<sup>TH</sup> NOVEMBER 2020 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.

**APOLOGIES:**

To receive apologies and to approve reasons for absence.

**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. Parish Cllr D. M. Holmes represents Locality 2 at South Staffordshire Council's Planning Committee meetings, she will therefore not vote on any planning matters brought before the Parish Council. She may remain at the meeting and any views she may express are based on the information before her at the time. These views may change in the light of further information or debate at a future South Staffordshire Council's Planning Committee meeting.

**MINUTES:**

To approve for accuracy, the Minutes of the meeting of the Parish Council held on 12<sup>th</sup> November 2020.

**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.

121. **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 issue appertaining to proper Parish Council business.

122. **POLICE REPORT:**

To receive the Police Report subject to availability.

**MATTERS ARISING:**

112. **Requests for Recordings of Meeting.** To review the Recording of Meetings Protocol following a request for a recording of a Parish Council meeting at the previous meeting. Copy of existing policy enclosed. **Recommended resolution: A working party to be agreed to review the policy and report back to the Parish Council with recommendations.**

## **MATTERS ONGOING:**

To receive the Matters Ongoing report, copy enclosed. The Chairman will invite Members to raise any matters ongoing as they deem necessary (for information only).

291\*\*\* **Safer Roads Funding –SID Installation.** The posts and SID have been installed and the first site selected is Poplars Farm Way in Coven. The Parish Council may wish to draw up a rota and time scale for moving the device on a cyclical basis. Copy of locations of posts enclosed.

**Members' views.**

## **CORRESPONDENCE RECEIVED:**

123. Email received from an allotment holder at Coven Heath allotment garden requesting permission to erect a shed measuring 8x6 which is accordance with the Garden Rules.

**Recommended resolution: permission be given for the shed.**

124. Email received from a user of the public toilets in Sandy Lane, Brewood thanking the person responsible for opening the public conveniences each morning and keeping them clean. He said it was so nice to have hot water, soap and paper towels and that they are an asset to the village. The comments have been passed on to the janitor and Parish Cllr P. Knight.

**Matter of report.**

125. To consider whether or not to pursue drawing up an emergency plan for the Parish Council. Parish Cllr D. M. Holmes may wish to speak to this item.

**Members' views.**

126. The following temporary traffic orders have been received and will be placed on the Parish Council's noticeboards and Facebook page:

- Pendeford Hall Lane, Coven closed on 7<sup>th</sup> December for carriageway repairs
- Horsebrook Lane, Brewood closed on 9<sup>th</sup> December for carriageway repairs
- Whitehouse Lane, Gunstone closed on 9<sup>th</sup> December for drainage works
- Kiddemore Green Road, Bishop's Wood closed on 19<sup>th</sup> December for overhead network works

**Matter of report.**

## 127. **CORRESPONDENCE CIRCULATED**

Village News November.

## 128. **DISTRICT/COUNTY COUNCIL'S REPORT:**

To receive the reports of the District and/or County Council.

## 129. **CHAIRMAN'S AND OTHER COUNCILLORS' REPORTS (courses/workshops/seminars attended):**

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

## 130. **FINANCE REPORT:**

To receive the Finance Report from Parish Cllr C. Smythe, and resolve the following matters:

1. To approve the income and expenditure list as at 26<sup>th</sup> November, including salary payments and the approvals list generated as a result of the bank reconciliation.

2. To receive the Financial Summary - Cash Book Reconciliation for October 2020, copy enclosed.
3. To approve submission of the form to CCLA transferring £50,000.

38.3. **Annual Governance and Accountability Return.** The AGAR has been received from the external auditor and it has been declared that it is in accordance with Proper Practices, with no matters giving cause for concern that relevant legislation and regulatory requirements have not been met. The Clerk will now take the necessary action to publish the statement on the website and notice boards:

- That the audit has been concluded and that the statement of accounts has been published.
- That the local electorate has the rights of inspection conferred on them by section 25 of the Local Audit and Accountability Act 2014.
- The address at which and the hours during which, those rights may be exercised.

253\* **Chairman's Civic Service Funds.** At the meeting held on 29<sup>th</sup> October the following was resolved: The Parish Council resolved that the idea to donate hampers to people in need be pursued. The Clerk sought advice from the SLCC and was given the attached policy document which states that it is not a function of local councils to provide assistance to individuals in need involving council money and councils may not be best placed to assess need; it may be preferable to make a donation to a local charity. With regard to receiving money into the Parish Council bank account via donations, it is not permissible for the council to 'act as banker' as it is probably unlawful and risks mingling funds from various sources. Copy enclosed.

**Members' views.**

131. **PLANNING REPORT:**

To receive the Planning Report from Parish Cllr R. Taylor and consider the planning applications received.

20/010006/TREE Tree works at 21 and 24 Darelyn Park, Coven- to remove deadwood and thin out lower branches to reduce shading on two oak trees with a TPO attached

132. **PLAYING FIELDS REPORT:**

To receive the written Playing Fields Reports:

- Bishop's Wood playing field, Parish Cllr R. Glover.
- Brewood playing field and skateboard park, Parish Cllr J. Jeffries.
- Coven playing field and skateboard park, Parish Cllr G. Sibley.
- The Bront, Parish Cllr G. Sibley.

133. **CLERK'S REPORT:**

To receive the written report of the Clerk.

**ANY OTHER MATTERS OF REPORT:**

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

**PLANNING APPLICATIONS TO BE CONSIDERED**

**AT THE MEETING HELD ON 26<sup>th</sup> NOVEMBER 2020**

<b>Application No</b>	<b>Proposal</b>
20/00920/FUL	Single storey rear extensions at 63 Kiddemore Green Road Brewood.
20/00925/FUL	Two storey side and single storey rear extension at 1 Oak Apple Close Bishops Wood.
20/00960/FUL	Replacement of 64m run of existing rear boundary fence to provide greater protection to nearby apartment development at Three Hammers Golf Complex Old Stafford Road Cross Green.
20/00961/FUL	Increasing the height of the existing 20m high protection fencing to 25m high and providing additional leg of fencing on the driving range site at Three Hammers Golf Complex Old Stafford Road Cross Green.
20/00973/FUL	Retrospective replacement balcony at Wayside Cottage Old Stafford Road Slade Heath.