

BREWOOD AND COVEN PARISH COUNCIL

WITH BISHOP'S WOOD AND COVEN HEATH

AGENDA FOR THE MEETING OF THE COUNCIL TO BE HELD AT BREWOOD MIDDLE ACADEMY, SCHOOL ROAD, BREWOOD ON THURSDAY 24th JUNE 2021 AT 7.00PM

This meeting will be recorded by the Parish Council. The quality of the recording cannot be guaranteed due to the acoustics of the venue. 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.

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 held on 6th May 2021.

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.

38. 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.

39. POLICE REPORT:

To receive the Police Report, copy circulated prior to the meeting.

MATTERS ARISING:

22. Appointment of Representatives on Outside Bodies. **See enclosed report.**

28. **Dates of Ordinary Meetings.** To approve the dates of ordinary meetings up until 28th April 2022. **Copy enclosed.**

In accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, by reason of the confidential nature of the business, the following matter will be taken at the end of the meeting, when the public and press will be excluded:

245.2 **Parish Council Documents.** Reply received from solicitor, circulated prior to the meeting.

208. **Allotments Inspection.** The allotments working party met on 17th June to consider Rule 6 of the Garden Rules. They also carried out inspections of both sites. **Copy of report enclosed.**

Recommended resolution: to approve the recommendations of the working party.

221. **Awarding Scrolls for Local People.** To consider recognising local people for recent outstanding achievements.

Members' views.

26.2 **Locality Two Funding.** Information received regarding the availability of £5,000 for Locality 2 to be spent on community safety. County Cllr M. Sutton has decided that the money would be allocated to a locality wide community safety/Crime Police operation that centred on the A449 and A5.

Matter of report.

MATTERS ONGOING:

The Chairman will invite Members to raise any matters ongoing as they deem necessary (for information only).

300* **Drainage System at BPSA.** At the meeting held on 12th March 2020 it was resolved that the Parish Council invite members of Brewood Cricket Club to present proposals regarding future development of the pavilion. Due to Covid-19 restrictions the invitation was not sent. **Copy of working party report and minutes enclosed.**

Recommended resolution: that representatives of Brewood Cricket Club be invited to attend a future meeting of the Parish Council to present up to date plans for future development of the pavilion.

CORRESPONDENCE RECEIVED:

40. To receive information re licence applications for events at Weston Park. Parish Cllr W. Sutton to report.

41. To ratify the decision to approve Staffordshire County Council's plan to paint double yellow lines along Dean Street, Brewood as far as number 21.

42. Brewood Junior Football Club and several other teams have been reported by the caretaker as using Coven playing field regularly in the evenings to train on the pitch; these are teams which do not pay any hire fees. As these visits are unregulated the caretaker is concerned that there could be large gatherings of people which he would be unaware of in advance, or an incident requiring an ambulance which would not be able to access the field due to the height barrier. He has asked the Parish Council for guidance on how to manage the situation. He has suggested that we obtain contact details and proof of public liability insurance for each team at the very least.

Members' views.

43. Correspondence received from Wolgarston High School regarding its Community Day on 16th July. Projects earmarked by the Parish Council are spreading bark chippings and litter picking at Coven playing field. Parish Cllr M. Alden-Court may wish to report further.

Matter of report.

44. Correspondence received from Brewood Royal British Legion advising that it will no longer be organising a Remembrance Day parade and asking if the Parish Council would consider taking over responsibility.

The letter from LBL head office states that a parade is not an essential element of a successful Remembrance and many branches do not have them. **Copy of correspondence enclosed.**

Members' views.

45. Several district/parish councillors and the Clerk attended a community briefing on 17th June by the Local Government Boundary Commission for England (LGBCE) explaining why they are conducting a review and how stakeholders can engage with the process and make representations in response to the consultations. The matter will be placed on the agenda for the next meeting. Anyone is allowed to comment, the deadline for responses is 2nd August therefore the link to LGBCE will be put on the Parish Council website and Facebook page.

Matter of report.

46. **CORRESPONDENCE CIRCULATED**

Annual Report of the Trustees of Brewood Parochial Charities

Annual Report of the Trustees of Brewood and District Voluntary Car Scheme

Letter from Mrs P. Clay of Coven commenting on how splendid Coven Play Park and thanking the Parish Council for supplying such wonderful equipment for all ages.

Open Spaces Society magazines – spring and summer editions

Minutes of Brewood Civic Society Meeting held 17th May

Coven Heath Community Association Newsletter May

SPCA Bulletin 10th June, 17th June

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

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

48. **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.

49. **FINANCE REPORT:**

To receive the Finance Report from Parish Cllr M. Sambrook 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 2021 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 2021. 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 24 June 2021. **Copies to be circulated prior to the meeting.**
6. To receive the Financial Monthly Overview for April and May (as recommended by the internal auditor). **Copy enclosed.**

7. To receive the financial summary – cashbook as a result of the bank reconciliation for April and May 2021. **Copy enclosed.**
8. To consider the request for payment of the Jubilee Hall grant of £2,880 as included in the Precept, details of concessions for Brewood residents included. **Copy circulated prior to the meeting.**
9. To consider the grant applications from Bishop’s Wood village hall and Brewood Jubilee Hall for PPE, deferred from a previous meeting. **Copy circulated prior to the meeting.**
10. To consider the grant application received from the newly formed Brewood Christmas Lights Committee. **Copy circulated prior to the meeting.**
11. To consider the request from the Canal and River Trust for financial support from the Parish Council. The Canal & River Trust will be applying to Veolia Environmental Trust for a grant of £55,000 to improve the towpath through Brewood from Bridge 10 to the Bridge pub car park. The total amount of the project is iro £75,000 with £20,000 being awarded by the Canal and River Trust. The Parish Council has been asked to fund 10% of the grant amount as a third party under Landfill Tax Funding regulations and as a result £5,500 would be the amount required as a grant from the Parish Council.
12. To ratify the purchase of replacement play bark for Coven playing field aerial runway at a cost of £404.17 excluding VAT.
13. To consider whether to recommence opening the toilets at Coven changing rooms every day which would incur a cost of cleaning for two hours per week (£18.54 plus on-costs). See point 14.
14. To consider the suggestion from the caretaker of Coven playing field to erect temporary heras fencing at the boundary to a property in Sunset Close. Visitors to the playing field have been urinating against the fence and verbally abusing the resident. The Police have been informed and have increased patrols.

26.1 To ratify the action of the Clerk to replace the Grasslok under five pieces of equipment at Jubilee Park, Brewood at a cost of £5,650 excluding VAT. Copy circulated prior to the meeting. There is a six to eight week lead time so this may have to be postponed until after the summer holidays to avoid having to close the playing field when it would be at its busiest.

200.2 **Asbestos Survey of Parish Council Buildings.** To ratify the action of the Clerk to arrange two additional asbestos surveys at Brewood Tennis Club and the BPSA changing rooms at a cost of £200 each excluding VAT.

50. **PLANNING REPORT:**

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

51. **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 TO BE HELD ON 24th JUNE 2021

Application No	Proposal	Comments
21/00624/VAR	Substitute amended floor plans and elevations to allow for the provision of storage in the roof spaces [application 19/00863/FUL] Land Adjacent Brinsford Bridge Stafford Road Coven Heath.	
20/01143/FUL	The description has changed for the following application: Extension of existing car parking provision and re-purposing (change of use) of rear part of site to provide facilities for caravans and motorhomes with portable refreshment booth at The Bell Inn, Stretton.	
21/00651/FUL	Extension to existing detached garage to form conservatory at 41 Horsebrook Lane Brewood Staffordshire.	
21/00656/VAR	Variation of condition 2 (approved drawings) and condition 9 (surface water drainage design) of application Number: 19/00002/VAR (18/00168/FUL) Four Ashes Enterprise Centre Latherford Close Four Ashes.	