

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

MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL
HELD ONLINE
ON THURSDAY 6 MAY 2021 AT 7.00PM

This meeting was recorded by the Parish Council. The Parish Council was not responsible for any recordings that have been made by members of the public.

PRESENT:

Parish Cllrs M. Alden-Court, J. Bradshaw, R. Glover, D. Holmes, J. Jeffries, P. Knight CBE, A. Pupino, M. Sambrook, D. Short, G. Sibley, C. Smythe, W. Sutton, R. Taylor, M. Webb MBE.

1. **ELECTION OF THE CHAIRMAN**

Parish Cllr A. Pupino was elected unanimously in favour as Chairman and duly signed his declaration of acceptance of office.

2. **ELECTION OF THE VICE CHAIRMAN**

Parish Cllr M. Sambrook was elected unanimously in favour as Vice Chairman.

3. **APOLOGIES**

District Cllrs J. Bolton, B. Cox, V. Jackson.
County Cllr M. Sutton.

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

There were no declarations of interest from Members, nor 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 therefore did not vote on any planning matters brought before the Parish Council. She remained at the meeting and any views she may have expressed were 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.

Parish Cllr R. Taylor declared a pecuniary interest in item 34.2 (Finance) and advised that he would leave the meeting.

5. **MINUTES:**

The Minutes of the meeting of the Council held on 29th April 2021 were approved 12 in favour and two abstentions, as an accurate record and duly signed.

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 was not considered that the resolutions moved herein would have any adverse impact for the purposes of the Crime and Disorder Act 1998.

7. PUBLIC PARTICIPATION

Parish Cllr R. Taylor reported that the Parish Council had originally precepted £50 for a tree and plaque to commemorate the life of HRH The Duke of Edinburgh. £30 had already been paid to Parish Cllr R. Taylor who would make a donation in lieu of payment for the tree. He asked the Parish Council to consider how much, if any, of the £89.99 spent on the plaque he could be reimbursed for.

8. POLICE REPORT:

No report received.

9. STANDING ORDERS

Members reviewed the Parish Council's Standing Orders. Copy circulated prior to the meeting.

The Parish Council resolved unanimous in favour that the Standing Orders for 2021 be adopted.

10. FINANCIAL REGULATIONS

Members reviewed the Parish Council's Financial Regulations. Copy circulated prior to the meeting.

The Parish Council resolved unanimous in favour that the Financial Regulations for Brewood and Coven Parish Council be adopted.

11. INTERNAL AUDITOR

Members considered the appointment of an Internal Auditor. Toplis Associates had verbally agreed to audit the Council's accounts for the forthcoming year.

The Council resolved, unanimous in favour, that Toplis Associates be appointed as the Parish Council's Internal Auditor for the forthcoming year.

12. APPOINTMENT OF PERSONS WITH SPECIAL RESPONSIBILITY FOR:

	Currently
- Responsible Financial Officer and Proper Officer	Mrs M. Birtles (Clerk)
- Finance	Parish Cllr C. Smythe
- 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

The Council considered the appointment of the members of the Staffing Committee.

The Council resolved unanimous in favour that Parish Cllrs M. Alden-Court, J. Bradshaw, D.M. Holmes, J. Jeffries, A. Pupino (ex officio), M. Sambrook, M. Webb MBE be appointed.

14. APPOINTMENT OF FINANCE COMMITTEE

The Council considered the appointment of the members of Finance Committee.

The Committee resolved unanimous in favour that Parish Cllrs J. Bradshaw, D. M. Holmes, A. Pupino (ex officio), M. Sambrook, C. Smythe, W. Sutton and R. Taylor be appointed.

15. APPOINTMENT OF COVEN FOOTBALL MANAGEMENT TEAM

The Council considered the appointment of the members of the Coven Football Management Team.

The Council resolved, unanimous in favour, that Parish Cllr M. Webb MBE and the Assistant Clerk be appointed.

The Council considered the appointment of the person with responsibility for managing bookings at Coven Changing Rooms and Football Facilities for 2021/22.

The Council resolved, unanimous in favour, that the Assistant Clerk be appointed.

16. APPOINTMENT OF BREWOOD TRAFFIC MANAGEMENT WORKING PARTY

The Council considered the appointment of the members of Brewood Traffic Management Working Party.

The Council resolved unanimous in favour that Parish Cllrs D.M. Holmes, J. Jeffries, A. Pupino (ex officio), P. Knight, M. Sambrook, W. Sutton, R. Taylor and M. Webb MBE be appointed.

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

The Parish Council considered the appointment of the members of the Traffic Management Working Party.

The Parish Council resolved unanimous in favour that Parish Cllrs M. Alden-Court, J. Bradshaw, A. Pupino (ex officio), D. Short, G. Sibley and C. Smythe be appointed.

18. APPOINTMENT OF ALLOTMENTS WORKING PARTY

The Parish Council considered the appointment of the members of the Allotments Working Party.

The Parish Council resolved unanimous in favour that Parish Cllrs M. Alden-Court, D.M. Holmes, A. Pupino (ex officio), M. Sambrook, D. Short, and R. Taylor.

19. APPOINTMENT OF BPSA WORKING PARTY

The Parish Council considered the appointment of the members of the BPSA Working Party.

The Parish Council resolved unanimous in favour that Parish Cllrs J Bradshaw, J. Jeffries, P. Knight, A. Pupino (ex officio), M Sambrook, G Sibley, W. Sutton, M. Webb MBE, Mr Tony Wynne Jones and representatives of all affiliated groups be appointed.

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

The Parish Council considered the appointment of the members of the Wild Flower/Tree Planting Working Party.

The Parish Council resolved unanimous in favour that Parish R. Glover, D. Holmes, A. Pupino (ex officio), D. Short, G. Sibley, R. Taylor, M. Webb MBE and Mr S. Boyce be appointed.

21. APPOINTMENT OF BREWOOD DOLE TRUSTEES

The existing Trustees were appointed in 2020 and comprised 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 was Mr A. F. Prendergast.

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

22. APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES

The Parish Council considered the appointment of 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

The Parish Council resolved unanimous in favour that the matter be deferred in order to seek clarification regarding Parish Council representatives on the BPSA Committee.

23. REVIEW THE ASSET REGISTER

The Parish Council reviewed the Council's Asset Register, copy circulated prior to the meeting.

The Parish Council unanimous in favour that the Asset Register be accepted as an accurate record.

24. REVIEW THE INSURANCE POLICY

Members reviewed the Parish Council's insurance policy cover, currently provided by Zurich Insurance. Policy circulated prior to the meeting.

The Parish Council resolved unanimous in favour that the insurance policy cover provided by Zurich Insurance be accepted.

25. TO REVIEW THE COUNCIL RISK ASSESSMENT DOCUMENTS

The Parish Council considered the Risk Assessment Report, Business Risk Assessment and associated documents, reviewed 29 April 2021.

The Parish Council resolved unanimous in favour that Risk Assessment Report, Business Risk Assessment and associated documents be adopted.

26. TO ADOPT THE NEW MODEL CODE OF CONDUCT

The Parish Council considered the new model Code of Conduct. The Parish Council resolved at the meeting held on 29th April 2021 that the matter be deferred until a final version of the Code for South Staffordshire Council was available later in the year.

The Parish Council resolved unanimous in favour that members would continue to abide by the existing version.

27. ADOPT THE FOLLOWING POLICIES:

The Parish Council considered the following policies, reviewed at the meeting held 29th April 2021.

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

The Parish Council resolved unanimous in favour that the policies be adopted.

28. DATES OF ORDINARY MEETINGS OF THE COUNCIL

The Parish Council considered 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. Clerk's Report referred. It was clarified that Brewood Middle Academy was the venue which had been found for Parish Council meetings.

The Parish Council resolved seven in favour, six against and one abstention that meetings be deferred (subject to changes to the roadmap dates) until after 21st June 2021 when all members would have had their second dose of vaccine or at least their first dose and three weeks had lapsed. It was noted that this resolution was made to "take care of and account of our staff and volunteer employees; the people who sat round the table".

The Parish Council further resolved unanimous in favour that delegated authority be granted to the Chairman, Head of Finance and the Clerk/RFO and Assistant Clerk for financial decisions and resolved 13 in favour and one abstention that Parish Cllr R. Taylor be responsible for formulating comments from Members for submission to the Planning Authority.

The Clerk to check with SLCC/NALC on the legal position regarding committee and working party meetings as to whether they could be held either face to face or virtually.

29. MATTERS ARISING:

245.2 Parish Council Documents.

The Parish Council resolved unanimous in favour that, 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 was exempt therefore the item was taken at the end of the meeting when the public and press were excluded.

208. **Allotment Inspections.** Clerk's Report referred.

The Parish Council resolved 13 in favour and one abstention that an Allotments Working Party meeting be held week commencing 10th May, either virtually or face-to-face outdoors and socially distanced, to agree on the changes needed to the Garden Rules and Tenancy Agreement.

30. **MATTERS ONGOING:**

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.

The Parish Council agreed to arrange a meeting to move this forward and explore options.

164** **Bowling Club Lease.** Clerk's Report referred.

Matter of report.

214.5** **Tree in Bishop's Wood Playing Field.** Parish Cllr M. Sambrook to email the resident and visit the site. The matter would be placed on the agenda for the next meeting.

200.2* **BWVHMC Grant for PPE.** Brewood Jubilee Hall Committee to make an application. Coven Memorial Hall had confirmed that they had had a grant of £20,000 based on rateable value, and as they had been supported during closure with grants and did not require a further grant for Personal Protection Equipment (PPE).

CORRESPONDENCE RECEIVED:

None received.

31. **CORRESPONDENCE CIRCULATED:**

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

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

No report given.

33. **CHAIRMAN'S REPORT:**

No report given.

34. **FINANCE REPORT:**

The Parish Council received the Finance Report and resolved the following matters:

1. The income and expenditure list as at 6th May 2021 **be approved. Expenditure: £3186.22 (net). Income: £0.**

Parish Cllr R. Taylor left the meeting.

2. The Parish Council considered the request to reimburse Cllr Taylor the cost of a plaque to commemorate HRH The Duke of Edinburgh at a cost of £89.99.

The Parish Council resolved unanimous that Parish Cllr R. Taylor be reimbursed the full amount of £89.99.

Parish Cllr R. Taylor returned to the meeting.

Parish Cllrs R. Taylor and J. Jeffries were nominated to approve the online payments. Clerk's Report referred.

35. PLANNING REPORT

The Parish Council received the Planning Report and considered the planning applications received.

36. CLERK'S REPORT:

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

37. PLAYING FIELD REPORTS:

The Parish Council received the written Playing Fields Reports:

- Bishop's Wood playing field, Parish Cllr R. Glover reported that everything was in good order.
- Brewood playing field and skateboard park. Parish Cllr J. Jeffries reported that damage had been caused to the Grasslok matting and bird deterrent spikes. The wooden log had been completely broken up and the goal posts could do with a coat of paint. Everywhere was clean and tidy.
- Coven playing field and skateboard park, Parish Cllr G. Sibley reported that the bark needed topping up.
- The Bront. Parish Cllr G. Sibley reported that The Bront was in good condition.

Parish Cllr R. Glover left the meeting.

ANY OTHER MATTERS OF REPORT:

Request for the precepted goalposts at Bishop's Wood to be progressed under delegated powers.

Speedwatch volunteers would require a location for training. It was agreed that the Parish Council Chamber could be used again once restrictions were lifted by the government from 21st June 2021.

The Parish Council was advised that grants for welcoming visitors back to the high street were on a rolling deadline but it was better to apply as soon as possible.

There being no other business to discuss, the meeting ended at 8.47pm.

.....Chairman

**REPORT OF THE CLERK FOR THE MEETING OF THE COUNCIL
TO BE HELD 6th MAY 2021**

MATTERS ARISING

206. **Future Meetings.** The academy has agreed that the Parish Council may use the main hall for meetings free of charge. The caretaker will put out tables and chairs in the format required and will remove them after the meeting. The Parish Council will be responsible for wiping down the tables and chairs at the end of each meeting. Councillors must bring their own hand sanitiser and drinking water.

208. **Allotment Inspections.** A meeting of the Allotments working party was not arranged as another request has been received from outside the Parish. The applicant resides in Ackleton, Shropshire and would like a plot on either site. Members to consider whether or not this request can be approved; there are currently three vacancies. If members of the allotment working party are in agreement, the meeting to make the relevant changes to the Garden Rules can be arranged tomorrow or early next week.

MATTERS ONGOING

164** **Bowling Club Lease.** The solicitor has requested the contact details of the Bowling Club secretary and will be making contact shortly to redraft the lease.

PLANNING

Two additional planning applications have been circulated with a date of 27th May for comments just in case Members decide not to hold the second meeting in May.

FINANCE:

Members to nominate two Parish Councillors to approve the online payments.

26.1 **Jubilee Park, Brewood.** The Grasslok underneath the swings has been lifted so it was removed by the caretaker, quotes will be sought for replacement. The new bird spikes did not last long as the swings have been wrapped around the top post and snapped them off. It may be necessary to go back to cable ties.

26.2 **Locality Two Funding.** Email received from County Cllr M. Sutton regarding the Community Safety Fund. As this was received too late for the agenda, it will be circulated and placed on the agenda for the next meeting.

PLANNING APPLICATIONS CONSIDERED AT THE MEETING HELD ON 6th MAY 2021

<u>Application No</u>	<u>Proposal</u>	<u>Comments</u>
21/00406/FUL	Single storey rear extension following demolition of existing Conservatory at 1 Johnsgate Brewood Staffordshire ST19 9HZ	No comment
21/00412/FUL	Proposed single storey rear extension 4 Coneybere Gardens Brewood Staffordshire ST19 9EJ	No comment