

# **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 28 OCTOBER 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.

### **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 14<sup>th</sup> October 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.

### 126. **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.

### 127. **POLICE REPORT:**

To receive the Police Report subject to availability.

### **MATTERS ARISING:**

73. **Recruitment and Selection.** To ratify the recommendation by the Staffing Committee to appoint Mrs N. Lovell to the post of Clerk to the Council with effect from 1 November 2021.

117. **Assistant Clerk Recruitment.** To arrange a Staffing Committee meeting to make arrangements to advertise the post of Assistant Clerk on a permanent basis, internally in the first instance.

**MATTERS ONGOING:**

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

97\*\*/141.9\*\***Wild Flower Planting/Tree Planting Parish Wide.** Email received from a local resident asking the Parish Council to consider approaching local farmers requesting that they plant fruit trees and/or wild flowers in corners of fields where their machinery cannot reach. This would help provide foraging corridors for bees and other pollinators, hedgehogs and also provide a harvest of fruit for use within the parish.

**Members' views.**

**CORRESPONDENCE RECEIVED:**

128. To decide which Parish Councillors would lay wreaths on Remembrance Day for Coven, Coven Heath, Bishop's Wood and Brewood. The Chairman may wish to lay a wreath at South Staffordshire Council's service should there be one this year.

129. Email received from one of the Enablers at South Staffordshire Council regarding a climate change festival planned for 2022. They have requested the name of the best person to speak to about local events in order to collate ideas and gather information about the work the people of the parish are involved in regarding climate change. The aim is to showcase good work that is going on across the District.

130. Letter received from the National Association of Retired Police Officers requesting that the Police blue lamp and plaque currently in the Council Chamber be returned to Staffordshire Police for display at a museum in the Police headquarters in Stafford.

131. **CORRESPONDENCE CIRCULATED**

SPCA Bulletin 21 October  
Brewood Civic Society Minutes of meeting held on 18 October 2021  
Open Spaces Magazine Autumn  
Staffordshire Wildlife Trust Magazine Autumn/Winter

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

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

133. **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.

134. **FINANCE REPORT:**

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

1. To approve the accounts payable as at 28<sup>th</sup> October, including salary payments. **Copies to be circulated prior to the meeting.**
2. To receive the half yearly Financial Budget Comparison report, copy enclosed.
3. To receive the monthly overview.
4. To receive the Cashbook Summary arising from the Bank Reconciliation for September, copy enclosed.

5. To consider the payment of mileage/ transport expenses to parish councillors. Parish Cllr M. Alden-Court to speak to this item.
6. To consider the grant application of £500 received from Bishop's Wood Village Hall to replace the Christmas decorations at the hall. **Copy enclosed.**
7. To consider the grant application of £250 received from Bishop's Wood Village Hall to replace the Halloween decorations at the hall. **Copy enclosed.**
8. To consider the grant application of £520 received from Brewood Junior Football Club half of the cost of trophies for a five a side football tournament as part of the Queen's Platinum Jubilee celebrations in 2022. **Copy enclosed.**
9. To consider the request from Coven Christmas Lights Committee to access the grant for Christmas 2021. Terms of the grant application policy recommend that the Parish Council pays invoices up to the level of the grant of £2,250.
10. To consider funding the training for the new Clerk for CiLCA. The cost is £410 for the course plus either £250 for 6 webinars or £340 for 4 face to face days, (excluding VAT).
11. To consider the provision of a cricket square at Brewood Parish Sports Association. Parish Cllr M. Webb MBE to speak to this item.
12. To arrange a meeting of the Finance Committee to consider the recommendations of the internal auditors including salaries outsourcing and the current level of reserves, the allocation of the Community Benefit Payment and other matters arising.
13. To consider the requirements outlined in the Parish Council Business Plan regarding the condition of the Parish Council building.

111.5 **Coven WC for People with Disabilities.** To consider the written report from Parish Cllr P. Knight CBE. **Copy enclosed.**

135. **PLANNING REPORT:**

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

136. **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 28<sup>th</sup> OCTOBER 2021**

<b>Application No</b>	<b>Proposal</b>
21/00357/FUL	Single storey extension to the front of the property to provide a new entrance hall and study at 23 Old Weston Road Bishops Wood ST19 9AG
21/01044/FUL	Proposed single storey rear extension and raising of existing flat roof at 8 Eastgate, Brewood, ST19 9HY
21/01068/FUL	Proposed double storey rear extension, new first floor side-facing bathroom window and alterations to existing garage including replacement of front dormer windows and new external staircase at The Rickyard, Whitehouse Lane, Gunstone WV8 1QQ
21/01074/FUL	Proposed two storey side extension at 3 Hillcrest, Brewood ST19 9JQ
21/01076/FUL	Proposed agricultural animal shelter at Bishop' Wood House, Kiddemore Green Road, Bishop's Wood ST19 9AA