

BREWOD 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 12 MAY 2022 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.

1. ELECTION OF THE CHAIRMAN

To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office.

2. ELECTION OF THE VICE CHAIRMAN

To elect the Vice Chairman.

3. APOLOGIES:

To receive apologies and to approve reasons for absence.

4. 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.

5. MINUTES:

To approve for accuracy, the minutes of the Staffing committee meetings held on 5th and 11th April 2022 and the minutes of the Finance Committee meetings held on 23rd March and 11^h April 2022 and the minutes of the meeting held on 14^h April 2022

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 1998.

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 issue appertaining to proper Parish Council business.

8. **POLICE REPORT:**

To receive the Police Report subject to availability.

9. **STANDING ORDERS**

To adopt the Standing Orders for Brewood and Coven Parish Council. **Copy circulated prior to the meeting.**

10. **FINANCIAL REGULATIONS**

To adopt the Financial Regulations for Brewood 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.

12. **APPOINTMENT OF PERSONS WITH SPECIAL RESPONSIBILITY FOR:**

	Currently
· Responsible Financial Officer and Proper Officer	Mrs N. Lovell (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**

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, A. Pupino (ex officio), M. Sambrook and M. Webb MBE.

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 (ex officio), M. Sambrook, C. Smythe, 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 2022/2023, 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, A. Pupino (ex officio), M. Sambrook, 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 (ex officio), D. Short, G. Sibley and C. Smythe.

18. **APPOINTMENT OF ALLOTMENTS WORKING PARTY**

To appoint members of the Allotments Working Party which previously comprised of: 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**

To appoint the members of the BPSA Working Party which previously comprised of 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.

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

To appoint members of the Wild Flower/Tree Planting Working Party which previously comprised of Parish Cllrs R. Glover, DM Holmes, A. Pupino (ex officio), D. Short, G. Sibley, R. Taylor, M. Webb MBE and Mr S. Boyce.

21. **APPOINTMENT OF BREWOOD DOLE TRUSTEES**

The existing Trustees were appointed in 2020 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 appointed for a four yearly term of office which expires in 2024.

22. **APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES**

To appoint 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

23. **REVIEW THE ASSET REGISTER**

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

24. **REVIEW THE INSURANCE POLICY**

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

25. GENERAL POWER OF COMPETENCE

To affirm the Parish Council's right to exercise the General Power of Competence; two thirds of Parish Councillors were (not co-opted) and a suitably qualified Clerk should be in post on or before the date of the next Parish Council elections.

26. DATES OF ORDINARY MEETINGS OF THE COUNCIL

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

MATTERS ARISING:

27. Brewood Medical Practice. To consider raising concerns regarding the length of time it takes to contact the practice by telephone and obtain an appointment. **Parish Cllr A. Pupino to speak to this item.**

MATTERS ONGOING:

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

193.3 Playground Reports. To consider the action plans for repair and maintenance of Parish parks and playing fields.

CORRESPONDENCE RECEIVED:

28.1 Allotment Plots 8a, 8b and 9b. To consider the request received from Allotment holder of plot 8a, 8b and 9b to keep chickens and install a 4m x 2m polytunnel and also to install a fence between plot numbers 9a and 9b. **Email circulated prior to meeting.**

28.2 Coven Heath Allotment Garden Rules. To consider amendment of Garden Rule 1n to reflect the fact that there are no longer any incinerators on the allotment site. **Email circulated prior to meeting.**

28.3 Wolgarston High School Community Day. To consider the request received from Wolgarston High School regarding a project suitable for the school Community Day. **Email circulated prior to meeting.**

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:

28.4 Quarterly Section 106 Report. To consider the quarterly report received from South Staffordshire District Council. **Email circulated prior to meeting.**

CORRESPONDENCE CIRCULATED

SPCA Bulletin 11th, 18th, 25th April and 2nd May 2022

NALC Newsletter 13th April and 4th May 2022

NALC Chief Executive's Bulletin 14th and 22nd April 2022

29. DISTRICT/COUNTY COUNCIL'S REPORT:

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

30. **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.

31. **FINANCE REPORT:**

To receive the Finance Report from Parish Cllr M. Sambrook and resolve the following matters:

1. To approve the income and expenditure approvals list as at 12th May. **Copies to be circulated prior to the meeting.**
2. To approve the income and expenditure transactions as a result of the bank reconciliation for March, **copy enclosed.**
2. To receive the fourth quarter Financial Budget Comparison report, **copy enclosed.**
4. To receive the monthly overview, **copy enclosed.**
5. To receive the Cashbook Summary arising from the Bank Reconciliation for March, **copy enclosed.**
6. To consider the grant application received from Bishop's Wood Village Hall for £2,880 for the annual grant. **Copy of the application and accounts enclosed, further supporting documents to be circulated prior to the meeting.**

202.1 **Tree Works, tree number 2763 and adjacent trees.** To consider the 3 quotes received from a Parish resident for tree works to trees on the Bront. **Copies enclosed.**

Two Parish Councillors to be nominated to approve the online banking.

32. **PLANNING REPORT:**

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

33. **CLERK'S REPORT:**

To receive the written report of the Clerk.

34. **PLAYING FIELD REPORTS:**

To receive the written Playing Fields Reports:

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

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 12TH MAY 2022**

Application No	Proposal
22/00411/FUL	2 storey extension to rear of property and first floor extension over existing single storey lean-to. White Cottage Watling Street Stretton Staffordshire ST19 9LN
22/00416/FUL	Creation of an outdoor arena for the recreational exercise and welfare of horses Streetway House Watling Street Stretton Staffordshire ST19 9LN
22/00253/FUL	Installation of mortar batching plant and associated car parking area Breedon Southern Limited Enterprise Drive Four Ashes Staffordshire WV10 7DF
22/00405/FUL	Proposed extensions to both sides and front porch at 3 Churchfield Close Coven Staffordshire WV9 5DG
22/00413/FUL	Demolition of derelict garages and the erection of 2 semi-detached bungalows with associated parking and amenity at Garage Site Sunset Close Coven