

BREWOOD 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 18 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.

5. MINUTES:

To approve for accuracy, the minutes of the meeting held on 13th April 2023

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 M. Sambrook (Clerk)
· Finance	Parish Cllr J. Bradshaw
· Planning	Parish Cllr R. Taylor
· Playing Fields and Open Spaces:	
Bishop's Wood	Mrs M. Sambrook
Brewood	
Coven	
· The Bront	

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, and P. Knight CBE.

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 (Chair), P. Knight CBE, 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 2023/2024, currently the Assistant Clerk.

16. APPOINTMENT OF BREWOOD / BISHOPS WOOD TRAFFIC MANAGEMENT WORKING PARTY

To appoint the members of the Traffic Management Working Party which previously comprised of: Parish Cllrs P. Knight CBE (ex officio), 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, D. Short, and M. Harding.

18. APPOINTMENT OF ALLOTMENTS WORKING PARTY

To appoint members of the Allotments Working Party which previously comprised of: Parish Cllrs M. Alden-Court, 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, P. Knight CBE (ex officio), 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 M. Aldeb-Court, J. Bradshaw, M. Webb MBE, M. Harding 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	Mrs M . Sambrook
Brewood Village Community Council	
Coven Memorial Hall Management Committee	Parish Cllr J. Bradshaw
Brewood Parish Sports Association	
Coven Heath Allotment Association	Parish Cllr D. Short

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. TO REVIEW THE COUNCIL RISK ASSESSMENT DOCUMENTS

To adopt the Risk Assessment Report, Business Risk Assessment and associated documents, reviewed 23rd February 2023, **copy circulated prior to the meeting.**

26. TO ADOPT THE NEW MODEL CODE OF CONDUCT

To consider 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. This was not reviewed in 2022, **copy circulated prior to the meeting.**

27. ADOPT THE FOLLOWING POLICIES:

To adopt 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.

28. GENERAL POWER OF COMPETENCE

To confirm that the Parish Council does not have a General Power of Competence as two thirds of the councillors have not been elected and the Clerk has not yet achieved the CiCLA qualification. The Council is recommended to receive for information a Note of the Powers of Parish Councils prepared by NALC.

29. 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:

30. The Parish Summit will take place on the 8th June 2023. All interested Councillors to advise Clerk if they wish to attend. **Matter of Report.**
31. Standards Committee representative.
The Parish Council to appoint a nominee for the Standards Committee at District Council.
32. To receive the Play Park Inspection Reports. Circulated via email prior to the meeting.
The Parish Council may wish to consider any actions recommended.
33. Summer Bedding Plants.
The Parish Council to consider whether to purchase similar plants as the previous year.
34. Casual Vacancies.
The Parish Council to consider applications circulated prior to the meeting.
35. Retiring Councillors.
The Parish Council to consider how to thank retiring Councillors for their years of voluntary service to the community.
36. Sandy Lane Public Toilets. There was an incident over the bank holiday weekend where the locks failed in the ladies toilets. A resident was locked in, and the Chair responded and assisted her release. The toilets are

useable but there has been damage to the door and the locks on all cubicles are now being reviewed to ensure this does not happen in the future.

Matter of Report.

MATTERS ONGOING:

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

22/23 283. Letter received from Coven Heath allotment holder with regards parking. The Parish Council asked that the Coven Heath Allotment Association were consulted, and a copy of their response has been circulated prior to the meeting.

The Parish Council to decide if the request for parking at the far end of the allotments is permitted and how this is to be governed.

22/23 202.4. Email received from Brewood First Responders with regards the grant awarded in the financial year 2022/2023.

The Parish Council to decide if this is covered by the remit of the original application or if a further grant application will be required.

CORRESPONDENCE RECEIVED:

37. Email received from Brewood Village Community Council thanking the Parish Council for the grant awarded for the financial year 2022/23.

Matter of Report

38. Email received from a resident with regards a planning matter. In addition to the email a further telephone call was taken raising similar concerns from another resident.

The Parish Council to consider whether to contact South Staffordshire District Council with regards the concerns of the resident.

39. Deepmore Solar Farm contacted the Parish Council with regards a consultation event which is being held on the 15th May 2023 at the Jubilee Hall, Brewood. The proposed site is within the parish.

The Parish Council may wish to discuss the consultation and decide on any appropriate action it may take.

40. Email received from Staffordshire Police History and Heritage Project in relation to the Police Blue Lamp and Plaque on loan.

The Parish Council to consider whether to gift the lamp or to ask that it be returned to the Parish Council Offices.

41. Facebook message received from resident with regards removal of hedgerow within the Parish. The Clerk has responded, and sign posted the resident towards the relevant authorities.

Matter of Report.

CORRESPONDENCE CIRCULATED

42. DISTRICT/COUNTY COUNCIL'S REPORT:

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

43. 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.

44. FINANCE REPORT:

To receive the Finance Report and resolve the following matters:

- 44.1 Two Parish Councillors to be nominated to approve the online banking.
- 44.2 To consider the quote received from Playdale Playgrounds for the replacement of carpet on the Zip wire runway including fitting.
- 44.3 To consider the payment of
- 44.4 To approve income and expenditure list as sent out on 19th April 2023
- 44.5 To approve income and expenditure list as of 18th May 2023. Copies to be circulate prior to the meeting.
- 44.6 To approve cash book for March 2023. Copies to be circulated prior to the meeting.
- 44.7 To approve cash book for April 2023. Copies to be circulated prior to the meeting.

45. PLANNING REPORT:

To receive the Planning Report and consider the planning applications received.

46. CLERK'S REPORT:

To receive the written report of the Clerk.

47. PLAYING FIELD REPORTS:

To receive the written Playing Fields Reports:

- Bishop's Wood playing.
- Brewood playing field and skateboard park.
- Coven playing field and skateboard park.
- The Bront.

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 THURSDAY 18TH MAY 2023**

Application No	Date Received and Expiry Date	Proposal	Comments
21/01338/FUL	24.04.2023 05.05.2023	AMENDED PLANS RECEIVED - Proposed extension and alterations. New boundary fence. 16 Hillcrest Brewood Staffordshire ST19 9JQ	

23/00347/TREE	01.05.2023	Brewood Conservation Area: T1, Prunus spp. (Cherry) - Crown reduction by up to 50%. T2, Juglans spp. (Walnut) - Crown reduction by up to 30% 24 Stafford Street Brewood STAFFORD ST19 9DX	
Email	03.05.2023 24.05.2023	New premises licence application from Three Hammers Bar and Bistro T/A Creekside Café and Bar for the grant of a new premises licence for Old Stafford Rd Coven Heath. The application is for permitted days/hours & activities being:- Provision of Plays; Provision of Films; Indoor Sporting Events; Live Music; Recorded Music; Monday to Sunday 06.00 to 01.00 hours the days following Sale of Alcohol Monday to Sunday 06.00 to 01.00 hours the days following (On and Off sales) Provision of Late Night Refreshment Monday to Sunday from 23.00 to 01.00 hours the days following Recorded Music Saturday 11.30am to 9pm Sale of Alcohol (On and Off Sales) Saturday 12noon to 9pm	
23/00211/FUL	03.05.2023 12.05.2023	AMENDED PLANS AND ADDITIONAL INFORMATION RECEIVED - Erection of a replacement agricultural building (grain store), with the removal of existing buildings. Oakley Farm Kiddemore Green Road Brewood Staffordshire ST19 9BH	
23/00362/FULHH	10.05.2023 03.06.2023	Proposed Hall/Bedroom extension and realignment of private drive to 33 Shop Lane. 33 Shop Lane Brewood STAFFORD ST19 9EB	