

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

AGENDA FOR THE ANNUAL MEETING OF THE COUNCIL
TO BE HELD IN THE COUNCIL OFFICES, STAFFORD STREET, BREWOOD
ON THURSDAY 12 MAY 2016 AT 7.30PM

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 any apologies for absence.

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

To receive any declarations of interest from Members and to consider 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. **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 issues appertaining to proper Parish Council business.

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.

7. **MINUTES:**

To approve for accuracy, the Minutes of the meeting of the Council held on 28 April 2016 and the Minutes of the Finance Committee meeting held on 4 May 2016.

8. **STANDING ORDERS**

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

9. **FINANCIAL REGULATIONS**

To approve and adopt the Financial Regulations for Brewood and Coven Parish Council. Copy circulated prior to the meeting.

10. **INTERNAL AUDITOR**

To appoint an Internal Auditor for the forthcoming year. Mr A. Toplis has verbally agreed to audit the Council's accounts for the forthcoming year.

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

	Currently
- Responsible Financial Officer	Clerk, Mrs M. O'Brien
- Finance	Mrs J Carr
- Planning	Dr R. Taylor
- Playing Fields & Skateboard Parks:	
Bishop's Wood	Mrs M. Sambrook
Brewood	Mr D. Evans
Coven	Mr R. Dakin and Mrs J. Carr
- The Bront	Mr R. Dakin
- Barnfield Sandbeds	Mr D. Evans

12. **APPOINTMENT OF STAFFING COMMITTEE**

To appoint or reaffirm the appointment of the members, including the Chairman of the Staffing Committee. The Committee previously comprised of: *M. Alden-Court, Mrs J. Carr, Cllr Mrs D.M. Holmes, Mrs J.C. Jeffries (ex-officio), Dr R. Taylor and Mrs L. Tomkins.*

13. **APPOINTMENT OF FINANCE COMMITTEE**

To appoint or reaffirm the appointment of the members, including the Chairman of the Finance Committee. The Committee previously comprised of: *M. Alden-Court, Mrs J. Carr, Mrs J Jeffries (ex officio).*

14. **APPOINTMENT OF COVEN FOOTBALL MANAGEMENT TEAM**

To appoint or reaffirm the appointment of the members of the Coven Football Management Team. The Management Team previously comprised of: *M. Alden-Court, Mr R. Dakin, and Mr M. Webb MBE.*

To appoint or reaffirm the person with responsibility for managing bookings at Coven Changing Rooms and Football Facilities for 2014/2015. Currently Mr M. Orgill.

15. **APPOINTMENT OF BREWOOD TRAFFIC MANAGEMENT WORKING PARTY**

To appoint or reaffirm the appointment of the members of the Traffic Management Working Party. The Working Party previously comprised of: *Mr R. Dakin, Mr D. Evans, Cllr Mrs D.M. Holmes, Mrs J. Jeffries (ex officio), Mr K. Kearney, Cllr Mrs W. Sutton, Dr R. Taylor and Mr M. Webb MBE.*

16. **APPOINTMENT OF COVEN / COVEN HEATH TRAFFIC MANAGEMENT WORKING PARTY**

To appoint the members of the Traffic Management Working Party. The Working Party previously comprised of: *M. Alden-Court, Mrs J. Bradshaw, Mrs J. Carr, Mr R. Dakin, Mrs J. Jeffries (ex officio), Mr G. Sibley and Mrs L Tomkins.*

17. **APPOINTMENT OF ALLOTMENTS WORKING PARTY**

To appoint or reaffirm the appointment of the members of the Allotments Committee. The Committee previously comprised of: *Mrs J. Bradshaw, Cllr Mrs D.M. Holmes, Mrs J. Jeffries (ex officio), Dr R. Taylor. Mrs L. Tomkins.*

18. **APPOINTMENT OF THE BRONT WORKING PARTY**

To consider appointing members to a Working Party for the Bront.
Members' views.

19. **APPOINTMENT OF BREWOOD DOLE TRUSTEES**

The existing Trustees were appointed in 2011 and currently comprise of: Mr A. S. Bourne, Mrs M. Coulter (appointed April 2015), Mrs J. Gibbins, Mrs L. E. Jones, Mr A. F. Prendergast, Dr R.C.H. Taylor and Mr I. F. Westwood. The 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 2015.

20. **APPOINTMENT OF SCHOOL GOVERNORS**

The Council from time to time may be called upon to make nominations for Local Authority Governors (LA) for the following Schools:

Brewood C.E. (C) Middle School	Mr R. Taylor – appointed April 2015
St John's C.E. (VC) First School, Bishop's Wood	Mr J. Machin – appointed April 2011 Mr A. Shepherd – appointed Nov 2011
St Mary's R.C. School	Mr P Woodward – appointed Nov 2011
St Mary & St Chad C.E. School, Brewood	Mrs K Youlden - appointed Dec 2014
St Paul's C.E. School, Coven	Mrs J Picken – appointed Sept 2014

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

To appoint, or reaffirm the appointment of, the Council's representatives on the following:

Brewood Village Community Council	Cllr Mrs D. M. Holmes
Bishop's Wood Village Hall Management	VACANCY
Coven Memorial Hall Management Committee	Mr R. Dakin
Brewood Parish Sports Association	Mr R. Dakin, Mr K. Kearney, Cllr Mrs W. Sutton and Mr M. Webb MBE

22. **REVIEW THE ASSET REGISTER**

To review the Council's Asset Register. Removal of assets: Bus shelter A449 northbound. Demolished by RTA; Council resolved not to replace. Bishops Wood Skate board park and fencing, removed by BWVHMC. Coven aerial runway, removed as dangerous. New assets: swings at Bishops Wood playing field, noticeboards at four villages (not previously listed).

Recommended resolution: Members to approve the Asset Register to include the above amendments.

23. **REVIEW THE INSURANCE POLICY**

To review the Council's insurance policy cover, currently provided by Zurich Insurance and renewable in June 2016, as recommended by the Head of Finance, Mrs J. Carr.

24. **REVIEW THE POLICIES:**

To review the following policies, copies enclosed:

- Complaints/compliments procedure
- Freedom of Information
- Press and Media policy
- Pensions- Employer's Discretions

25. **DATES OF ORDINARY MEETINGS OF THE COUNCIL**

To agree the dates and times of ordinary meetings of the Council for the ensuing year, copy enclosed.

26. **MATTERS ARISING:**

303. **Telephone Kiosk Shutt Green Lane.** To consider whether or not to support the proposal to reinstate the telephone kiosk at the junction of Shutt Green Lane and Kiddemore Green Road. For information, the cost of purchase would be £2,750 plus delivery and installation. **Members' views.**

263** **Land at Middle Lane**

391**. **School Lane Playing Field.** Copies of correspondence from Mr Monckton forwarded to Ms Dhillon for advice. Mr Maddox has been copied in and asked to clarify his position. Ms Dhillon has forwarded a copy of the letter sent to Mr Monckton in August 2015 which was never copied to this Parish Council. Copy enclosed, the contents of which are confidential. Members to consider whether or not it is appropriate to make Mr Maddox aware of the Council's position. **Members' views.**

27. **MATTERS ONGOING:**

To receive the Matters Ongoing report, copy enclosed. The Chairman will invite Members to raise any Matters Ongoing as they deem necessary during the meeting.

273**. **Renaming Bishops Wood Park (Now footpath).** Working party to investigate having a footpath from Bishops Wood to Boscobel and somehow marking the start in memory of Sue Groom. Mrs J. Jeffries awaiting contact from land owners. M. Alden-Court may wish to speak to this item. **Members' views.**

305* **Councillor ID Badges.** South Staffordshire Council has advised that ID badges can be made available at a cost of £5 each. A photograph and an electronic version of the Council's crest will need to be forwarded. See Finance.

Members' views.

CORRESPONDENCE RECEIVED:

28. Bishops Wood residents are exploring the idea to mark the entrance to Bishops Wood by erecting a sculpture using Roseclaim funding. The junction of Ivestey Bank Road and Old Coach Road has been suggested. There is an unkempt fir tree which could be removed at a cost of £100-£140. Mrs J. Jeffries may wish to speak to this item.

Members' views.

29. Proformas received (Coven surgery) advising that the pharmacy in Coven may be closing.

Matter of report.

30. Proforma received (Coven surgery) from Mrs Y. Millward advising that there is dog fouling at Coven playing field and recommending a bigger sign on the gate.

Members' views.

31. The matter of management of Himalayan balsam on the Bront was raised at the last meeting. Mr G. Sibley may wish to speak to this item.

Members' views.

32. Email from Mrs M. Sambrook regarding foliage being cut back on the bridle path at Bishops Wood. Clerk's Report will refer.

Members' views.

33. Invitation from Brandon Walker, head of delegations at the Public Sector Show inviting the Parish Council to the show in London on 28 June. Copy circulated by M. Alden-Court on 29 April via email.

Members' views.

34. Telephone call received from Mrs M. Wood of Coven Heath regarding a rat infestation from one of the Parish Council's allotments where rubbish is piled up against her wall. There is also overgrown foliage from the site and a tree has fallen onto the wall at the bottom.

Recommended resolution: a site visit to the allotments to be arranged.

35. **CORRESPONDENCE CIRCULATED:**

What's On at Libraries in June

Rt. Hon. Gavin Williamson MP Newsletter 3 May

SPCA Bulletin 28 April

Civic Society- Minutes of the meeting held 25 April and associated letters regarding planning matters.

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

To receive the report of the County/District Council.

37. **CHAIRMAN'S REPORT:**

To receive the report of the Chairman.

38. **FINANCE REPORT:**

To receive the Finance and resolve the following matters:

- To approve the accounts payable as at 12 May 2016.
- To consider the recommendations as per the Finance Committee meeting minutes for the meeting held on 4 May.
- To consider approval of expenditure of £75 on ID badges for Parish Councillors.
- Email received from Mr G. Jones of Coven Heath Allotments Association regarding how best to spend the £500 allocated in the Precept. Copy enclosed.
Members' views.

39. **PLANNING REPORT:**

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

Land Opposite Shaw Hall Farm, Shaw Hall Lane. Public Inquiry scheduled for 10.00am on 7 June at South Staffordshire Council.

40. **CLERK'S REPORT:**

To receive the written report of the Clerk.

ANY OTHER MATTERS OF REPORT (for inclusion on the next Agenda if appropriate)

BREWOOD & COVEN PARISH COUNCIL

PLANNING APPLICATIONS TO BE CONSIDERED AT THE MEETING TO BE HELD ON 12 MAY 2016

Application Number	Applicant's Name	Proposal	Comment
16/00141/FUL	Mr J. Proud	Extension and alterations to dwelling including two-storey side and rear bedroom extension and single storey rear living room extension. 4 Cresswell Lane, Brewood, ST19 9BE	Amended plans.
16/00380/HAZ	SI Group UK	Hazardous consent. SI Group UK Ltd, Gravelly Way, Four Ashes WV10 7BT	