

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

**AGENDA FOR THE MEETING OF THE COUNCIL**  
**TO BE HELD IN THE COUNCIL OFFICES, STAFFORD STREET, BREWOOD**  
**ON THURSDAY 26 MAY 2016 AT 7.30PM**

**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.

**MINUTES:**

To approve for accuracy, the Minutes of the meeting held on 12 May 2016 and the Minutes of the Finance Committee meeting held 18 May 2016.

**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.

**38. 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.

**39. POLICE REPORT:**

To receive the report of the Police, subject to availability.

**MATTERS ARISING:**

254. **Bishops Wood Village Hall.** Mr B Cooper has advised that the Village Hall Management Committee had agreed to purchase the ice making machine from its own funds.

**Matter of report.**

293. **Tree at Bishops Wood Playing Field.** The tree has been pruned in accordance with Mr S. Does' recommendations. Further letter received from Mr Kelly requesting that the remainder of the tree be removed. Copy enclosed.

**Members' views.**

302. **Coven Heath Allotment Gate.** Letter received from Mr H. Hilton of Dallow and Dallow advising that he cannot find any record of permission being sought to install a gate in the boundary hedge. In these circumstances there is no objection to the gate being removed and the hedge being reinstated.

**Members' views.**

31. **The Bront Working Party.** Deferred from last meeting; Mr G. Sibley had made some recommendations at the last meeting for managing the Bront, copy enclosed. There is already a Friends of the Bront Group in existence which is quite active, Mr Sibley may wish to join that group. The names of members of the Working Party may then be forwarded to the Parish Council in due course.

**Members' views.**

### **MATTERS ONGOING**

To receive the Matters Ongoing report, copy enclosed. The Chair will invite Members to raise any matters ongoing as they deem necessary.

### **CORRESPONDENCE RECEIVED:**

40. Email received from Mr P. Element inviting the Chair to attend the Sunday performances of the Music Festival to be held on 17 July and to say a few words about the music festival and the support given by the Parish Council. If Mrs Tomkins is not available, another Parish Councillor has been asked to attend.

**Members' views.**

41. Request received from Brewwood Civic Society for the Parish Council to consider presenting Mr J. Redshaw with a scroll to recognise 23 years of service to the Civic Society.

**Members' views.**

42. Letter received from Helen Astley of South Staffordshire Council inviting the Chair to its Armed Forces Day to be held on Monday 20 June at 10.30am.

**Matter of report.**

43. Email from Staffordshire Smart Alert advising of doorstep pedlars in Codsall and Brewwood. They are attempting to sell household items which are of poor quality and overpriced. They claim to be ex-offenders on a rehabilitation scheme which is not the case. Suspicious callers should be reported to the Police.

**Recommended resolution: details to be posted on the Council's Facebook page and in the next newsletter.**

44. Letter received from Helen Skidmore regarding Brewwood Bowling Club. The club has been turned down by Sport England for funding and is looking at scaling down its original plan to build a club house. Miss Skidmore has requested an urgent meeting with Parish Council representatives. Clerk's Report will refer regarding available dates of club members.

**Members' views.**

45. Letter received from Mr S. Winterflood regarding parish election costs. Many parish councils had been surprised by the high cost of the recent elections and had not budgeted in advance. In future parish councils will be made aware by South Staffordshire Council of the potential costs involved to enable them to set aside additional funds in the years preceding an election.

**Matter of report.**

46. Letter from Fields in Trust regarding its Centenary Fields Programme. A nationwide programme to secure recreational spaces in perpetuity in honour of the memory of millions of people who lost their lives in the Great War. The Parish Council is asked to nominate a suitable playing field in the first instance.

**Members' views.**

**47. CORRESPONDENCE CIRCULATED:**

Brewood Civic Society: Minutes of the AGM and meeting held 16 May, copy letters regarding various planning applications.

Office of the Police and Crime Commissioner: advising of additional training for Police to spot modern day slavery and advertising a big dog jog event at Chasewater on 25 June in aid of the Retired Staffs Police Dog Fund.

Fields in Trust: Notice of its AGM to be held on 17 June, 2015, its Impact Report and spring/summer bulletin.

SPCA Bulletin 12 May and 19 May.

South Staffordshire Review.

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

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

**49. CHAIRMAN'S REPORT:**

To receive the report of the Chairman, Mrs L. Tomkins.

**50. FINANCE REPORT:**

To receive the Finance Report from the Head of Finance, Mrs J. Carr and resolve the following matters:

- 50.1 To approve section 1 of the Annual Governance Statement for the financial year ending 31 March 2016. The Chair and RFO are required to sign the declaration confirming that there is a sound system of internal control including the preparation of the accounting statements.
- 50.2 To approve the 2015/2016 end of year accounts: Income and Expenditure Account Sheet and Consolidated Balance Sheet, copies enclosed. Subject to the accounts being approved by the Council, the Chairman and Responsible Financial Officer are required to sign the Consolidated Balance Sheet as having been approved by the Parish Council.
- 50.3 To receive the Annual Return and the Explanation of Significant Variances, copies enclosed. Members are required to approve Section 2 of the Annual Return and the Chair is required to sign section 2 at the meeting. The Internal Auditor Mr A.Toplis has completed the Internal Audit including a full audit of the salaries procedure. He has completed section 4 – Annual Internal Audit Report of the Annual Return. The Annual Return and supporting papers must be returned to the External Auditor by 17 June.
- 50.4 To approve the Financial Summary Cashbook Reconciliation for the year ending 31 March 2016, copy enclosed.
- 50.5 To approve the Income and Expenditure list for accounts payable as at 26 May, including salary payments.

- 50.6 To consider the appropriate rate for Legal Services provided by South Staffordshire Council for the forthcoming year. Copy enclosed.
- 50.7 Request received from Mr M. Smith gardener/handyman to join the Council's Pension Scheme this year, (with effect from 1 April 2016). Mr Smith will automatically be opted-in to the scheme from 1 April 2017 under the new pension regulations. The cost to the Parish Council would be approximately £2,060 for this year.
- 50.8 To consider the recommendations of the Finance Committee, meeting held on 18 May.

**51. PLANNING REPORT:**

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

Letter received from Mrs J. Monckton enquiring about the status of the planning application of Rosehill, Stretton. Allegedly, a building which does appear to be a farm building has been constructed.

**Recommended resolution: a copy of the letter to be forwarded to South Staffordshire Council's Planning Department.**

**52. PLAYING FIELDS REPORTS**

To receive the written Playing Fields Reports:

- Bishops Wood playing field from Mrs M. Sambrook
- Brewood playing field and skateboard park from Mr D. Evans
- Coven playing field and skateboard park from Mr R. Dakin
- The Bront from Mr R. Dakin

**53. CLERK'S REPORT:**

To receive the written report of the Clerk.

**ANY OTHER MATTERS OF REPORT (for inclusion on the agenda for the next meeting if appropriate).**

**PLANNING APPLICATIONS TO BE CONSIDERED AT THE MEETING  
TO BE HELD ON 26 MAY 2016**

<b>Application Number</b>	<b>Applicant's Name</b>	<b>Proposal</b>	<b>Comment</b>
16/00403/FUL	Mr R. Quintyne	Alterations to existing field access. Chattel Lodge, Shaw Hall Lane, Coven Heath, WV10 7HE	
16/00426/FUL	Mr L. Pearson	2 storey rear extension and side extension. Rose Cottage, Kiddemore Green Road, Brewood, ST19 9BH	
16/00427/FUL	Mr J. Ritson	First floor side extension. Weston House, Old Weston Road, Bishop's Wood, ST19 9AG	

