

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 11 MAY 2017 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 and approve reasons 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. **POLICE REPORT:**

To receive the report of the Police, subject to availability. The PCSO visited the office on 28 April. He advised that he had been on leave for two and a half weeks and would follow up the outstanding items. Letter received from Staffordshire Police advising that Insp. Giles Parsons will move to another post on 15 May and will be replaced by Insp. Richard Meaden.

7. **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.

8. **MINUTES:**

To approve for accuracy, the Minutes of the meeting of the Council held on 27 April 2017.

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 for the forthcoming year.

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

	Currently
- Responsible Financial Officer	Clerk, Mrs M. Birtles
- Finance	Parish Cllr. Janet Carr
- Planning	Parish Cllr. Richard Taylor
- Playing Fields & Skateboard Parks:	
Bishop's Wood	Parish Cllr. Mary Sambrook
Brewood	Parish Cllr. David Evans
Coven	Parish Cllr. Richard Dakin
- The Bront	Parish Cllr. Richard Dakin
- Barnfield Sandbeds	Parish Cllr. Glen Sibley

13. **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: *Parish Cllr Moira Alden-Court, Parish Cllr. Janet Carr, Cllr Mrs D.M. Holmes, Parish Cllr. Jan Jeffries, Parish Cllr. Richard Taylor and Parish Cllr. Linda Tomkins (ex officio).*

14. **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: *Parish Cllr Janis Bradshaw, Parish Cllr. Janet Carr, Parish Cllr. David Evans, Parish Cllr. Mary Sambrook, Cllr Mrs W. Sutton, Parish Cllr. Richard Taylor, Parish Cllr. Linda Tomkins (ex officio).*

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

To appoint or reaffirm the appointment of the members. The Management Team previously comprised of: *Cllr. Richard Dakin, Cllr. Kevin Kearney, Cllr. Mac Webb MBE.*

To appoint or reaffirm the person with responsibility for managing bookings at Coven Changing Rooms and Football Facilities for 2017/2018. Currently Mr M. Orgill.

16. **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: *Parish Cllr. Richard Dakin, Parish Cllr David Evans, Cllr Mrs D.M. Holmes, Parish Cllr. Janice Jeffries, Parish Cllr Kevin Kearney, Cllr Mrs W. Sutton, Parish Cllr. Richard Taylor, Parish Cllr. Mac Webb MBE and Parish Cllr. Linda Tomkins (ex officio).*

17. **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: *Parish Cllr. Moira Alden-Court, Parish Cllr. Janis Bradshaw, Parish Cllr. Janet Carr, Parish Cllr. Richard Dakin, Parish Cllr. Glen Sibley and Parish Cllr. Linda Tomkins (ex officio).*

18. **APPOINTMENT OF ALLOTMENTS WORKING PARTY**

To appoint or reaffirm the appointment of the members of the Allotments Working Party. The Working Party previously comprised of: *Cllr Mrs D.M. Holmes, Parish Cllr. Jan Jeffries, Parish Cllr. Mary Sambrook, Parish Cllr. Richard Taylor. Parish Cllr. Linda Tomkins.*

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

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

20. **APPOINTMENT OF BREWOOD DOLE TRUSTEES**

The existing Trustees were appointed in 2016 and comprise of: *Mrs M. Coulter, Mrs J. Gibbins, Mrs L. E. Jones, Mr A. F. Prendergast, Parish Cllr. Richard Taylor and Mr I. F. Westwood. Rev Philip Moon (Vicar to St Mary & Chad) 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 2020.

21. **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 non-academy schools:

Brewood C.E. (C) Middle School	Mr R. Taylor – appointed April 2015
St John's C.E. (VC) First School, Bishop's Wood	Mrs J. Jeffries – appointed Jan 2017
St Mary & St Chad C.E. School, Brewood	Mrs K. Youlden - appointed Dec 2014
St Paul's C.E. School, Coven	Mrs L. Jones – appointed Sept 2015

22. 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	Parish Cllr. Kevin Kearney
Coven Memorial Hall Management Committee	Parish Cllr. Richard Dakin
Brewood Parish Sports Association	Parish Cllr. Richard Dakin, Parish Cllr Kevin Kearney, Cllr Mrs W. Sutton and Parish Cllr. Mac Webb MBE
South Staffordshire Tourism	Parish Cllr. David Evans
Brewood Bowling Club	Parish Cllr. David Evans

23. REVIEW THE ASSET REGISTER

To review the Council's Asset Register. Circulated prior to the meeting.

24. REVIEW THE INSURANCE POLICY

To review the Council's insurance policy cover, currently provided by Zurich Insurance. The Parish Council agreed a 3 year contract in June 2016 which will expire in June 2019.

25. REVIEW THE POLICIES:

To adopt the following policies, copies circulated prior to the meeting:

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

26. 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.

27. MATTERS ARISING:

257* **South Staffordshire Council Lottery.** Clodagh Peterson and Vanessa Partridge can no longer visit on 8 June due to the election. They have been invited to attend on 29 June.

Matter of report.

28. 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.

CORRESPONDENCE RECEIVED:

29. Letter received from Mr F. Barrett Chairman of Coven Heath Community Association asking that the Parish Council considers requesting that South Staffordshire Council reviews its decision to charge for disposal of some items of rubbish. Coven Heath suffers from fly tipping and the Association feels that the charges exacerbate the problem.

Members' views.

30. Letter received from Mr A. Warne of Eastgate, Brewood offering to finance or make a contribution to a bench outside the entrance to Jubilee Park in Engleton Lane to replace the existing bench. Copy enclosed.

Members' views.

31. Email received from Mr S. O'Brien of Total Sports Performance requesting permission to line a 200m running track at Brewood playing field. Copy enclosed.

Members' view.

32. Email from South Staffordshire Council advising of the South Staffordshire Volunteers Awards for 2017. Copy enclosed.

Recommended resolution: details to be posted on Parish Council notice boards, website and Facebook page.

33. Email received from Staffordshire County Council advising that Horsebrook Lane, Brewood will be closed to vehicular traffic from its junction with Horsebrook Hall Lane in a southerly direction from 3 July until 5 July from 9.30am until 3.30pm in connection with Open Reach work.

Recommended resolution: details to be posted on Parish Council notice boards, website and Facebook page.

34. The Council's caretaker/janitor will be on annual leave from 25 -31 May inclusive. Members are requested to provide cover to open, close and clean the WCs in Sandy Lane, Brewood. The Clerk will contact Mrs Y. Millward to open and close the gates at Coven playing field.

Members' views.

35. Email received from NALC advising of its Star Council awards 2017. There are six categories: Council of the year, councillor of the year, local council outstanding project of the year, clerk of the year and county association outstanding project of the year.

Members' views.

36. Email received from SPCA advising of an Allotments Management course to be held on Tuesday 11 July from 2.00pm until 4.00pm at Staffordshire Place One, Tipping Street, Stafford. Places have been reserved for the Clerk, Assistant Clerk and Mrs L. Tomkins.

Recommended resolution: Members wishing to attend to advise the Clerk.

37. **CORRESPONDENCE CIRCULATED:**

Village News May edition

Minutes of the AGM from Coven Heath Allotments Association

Letter from Coven Heath Community Association advising of its new committee following the AGM held on 19 April 2017.

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

To receive the report of the County/District Council.

39. **CHAIRMAN'S REPORT:**

To receive the report of the Chairman and any feedback from Councillors on courses etc attended.

40. **FINANCE REPORT:**

To receive the Finance report and resolve the following matters:

- 1 To approve the accounts payable as at 11 May 2017.
- 2 To consider providing activities for children at the three village halls during the summer at a cost of £75 per session for dance activities and £90 for sports activities up to a maximum of £500 a budget of £800 has been set aside in the Young People Fund for 2017-18.
- 3 To receive the accounts from Brewood Parochial Charities (Brewood Dole Charity).
- 4 To approve the invoice for grounds maintenance charges from South Staffordshire Council Q4 2014 which was not paid following the transfer of the contract to Entrust. Duplicate invoice received 24 April 2017.
- 5 Letter received from Helen Skidmore of Brewood Bowling Club requesting payment of the grant of £5,000 as included in the budget at the precept meeting held in January. The grant will be used to complete phase one, the initial cost of establishing open play and coaching sessions. Any remaining funds will be put towards phase two which includes provision of a club house. Miss Skidmore has also asked whether or not the Parish Council would like to officially hand over the cheque as with the previous grant.

Members' views.

- 6 Letter from Staffordshire Playing Fields Association advising that the annual subscription of £15 is due for 2017-18.
- 7 Letter received from SSCVA acknowledging receipt of the donation of £350 from the Parish Council.

41. **PLANNING REPORT**

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

42. **CLERK'S REPORT:**

To receive the written report of the Clerk.

43. **PLAYING FIELD REPORTS:**

To receive the written Playing Fields Reports:

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

ANY OTHER MATTERS OF REPORT:

To receive any matters of report for inclusion on the next agenda if deemed appropriate.

BREWOOD & COVEN PARISH COUNCIL

PLANNING APPLICATIONS TO BE CONSIDERED AT THE MEETING

TO BE HELD ON 11 MAY 2017

Application No	Applicant's Name	Proposal
17/00341/FUL	Mr D. Roseblade	Demolition of existing workshop, proposed new dwelling and external works. Lilac Cottage, School Lane, Coven.
17/00354/FUL	Mr M. Norrie	Ground floor extension to dining room to side of dwelling extension. 7 Micklegate, Brewood.
17/00389/FUL	Mr M. O'Connor	2 storey side extension over existing garage and a single storey rear extension in place of existing conservatory. 3 The Paddock, Coven.
17/00391/FUL	Mr P. Parker	New parking extension and additional landscaping / screen planting. Standeford Farm Cafe, Stafford Road, Standeford.