

BREWOD 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 25 MAY 2017 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 of the Council held on 11 May 2017.

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.

44. **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.

45. **POLICE REPORT:**

To receive the Staffordshire Smart Alert and Police bulletins, subject to availability.

MATTERS ARISING:

258* **Litter on Vicarage Road, Calf Heath.** (Meeting held 26 January). Reply received from Hatherton Parish Council giving permission to write to Veolia regarding litter. Clerk to pursue.

Matter of report.

289* **Internet Banking.** Report of the Clerk enclosed.

Members' views.

323* **Brewood Defibrillator.** Report received; the defibrillator has been condemned. Temporary replacement has been provided by Community Heartbeat. Records show that the device is registered to West Midlands Ambulance Service. Brewood Rotary, Brewood Co-op and a community group led by Marie Franklyn Jones have formed to raise funds for a new defibrillator and its future maintenance. A copy of the report is available from the Clerk. **Matter of report.**

343*. **Brewood Voluntary Car Scheme.** Working Party; Parish Councillors Jan Carr, David Evans, Jan Jeffries, and Richard Taylor to agree a date to review the Good Practice Guide.

Recommended resolution: working party to agree a date to meet.

30. **Parish Council Benches.** Members to propose a policy for future installation of benches within the parish.

Members' views.

40.5 **Brewood Bowling Club Grant 2017.** The Bowling Club have suggested that they would like to publicise the presentation of the grant.

Recommended resolution: Members to agree a date to formally present the cheque to club members.

42. **Damaged Gate Post Coven Heath Allotments.** The company responsible for damaging the gatepost has agreed to repair it. There will be no cost to the Parish Council.

Matter of report.

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:

46. Legal briefing received from NALC advising of legislative changes to data protection law which will come into force in 2018. NALC has recommended that councils begin to prepare for the changes immediately.

Matter of report.

47. Letter received from Helen Astley of South Staffordshire Council advising of Armed Forces Day on Monday 19 June at 10.20am. The Chairman has advised that he is available to attend.

Matter of report.

48. Letter received from Helen Astley of South Staffordshire Council advising of the Chairman of the Council's Civic Sunday to be held on 25 June at St Nichols Church at 1.00pm followed by a sit down buffet at Bilbrook Village Hall.

Matter of report.

49. PAT testing has been carried out on all the electrical equipment at the Parish Council office. Everything meets with health and safety requirements and a certificate of compliance has been issued.

Matter of report.

50. CORRESPONDENCE CIRCULATED:

Brewood Civic Society Minutes of its AGM held on 10 May
Fields in Trust spring/summer newsletter
SPCA bulletin 18 May

51. DISTRICT/COUNTY COUNCIL'S REPORT:

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

52. **CHAIRMAN'S AND OTHER COUNCILLORS' REPORTS (courses/workshops/seminars attended):**

To receive the report of the Chairman, Parish Cllr Richard Dakin and any feedback from Councillors on courses etc attended.

53. **FINANCE REPORT:**

To receive the Finance Report from the Head of Finance, Parish Cllr Janet Carr and resolve the following matters:

1. To formally approve carry forward of earmarked reserves as outlined in the Budget Report approved at the meeting of full council held on 12 January 2017 and as included in the five-year business plan, copy enclosed.
2. To approve section 1 of the Annual Governance Statement for the financial year ending 31 March 2017. The Chairman 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, copy enclosed.
3. To approve the 2016/2017 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.
4. 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 Chairman is required to sign section 2 at the meeting. The Internal Auditor Mr A.Toplis has completed the Internal Audit. 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 Grant Thornton by 2 June.
5. To approve the income and expenditure report as at 25 May including salary payments; 6.75 additional hours of the Clerk completing year-end. A total of 12.5 hours have been used by the Clerk and Assistant Clerk from the 30 hours allowance.
6. To approve payment for summer planting £226.24.
7. Letter received from Mrs A. Jones on behalf of Brewood and District First Responders requesting payment of the £2,000 allocated to them in the meeting of the Precept held in January 2017.
Members' views.
8. To approve the payment of £190 for the removal of two asbestos sheets found at Coven Allotments. Mr A. Cousins of South Staffordshire Council has recommended that it be removed by a specialist company.

54. **PLANNING REPORT:**

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

55. **CLERK'S REPORT:**

To receive the written report of the Clerk.

ANY OTHER MATTERS OF REPORT:

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

BREWOOD & COVEN PARISH COUNCIL

PLANNING APPLICATIONS TO BE CONSIDERED AT THE MEETING TO BE HELD ON 25 MAY 2017

Application No	Applicant's Name	Proposal
17/00433/VAR	Mrs K. Hargrave	<p>Application Reference Number: 16/00395/FUL Date of Decision: 08/12/2016 Condition Number(s): 4, 6, 8, 9, 15, 18 Conditions(s) Removal: Condition 4 - Reason: This would allow us to accelerate the repair / remediation works to the Farmhouse without having to satisfy the condition for all of the barns 1 to 7. Condition 6 - Reason: This would allow us to accelerate the repair / remediation works to the Farmhouse without having to satisfy the condition for all of the barns 1 to 7. Condition 8 - Reason: This would allow us to accelerate the repair / remediation works to the Farmhouse without having to satisfy the condition for all of the barns 1 to 7. Condition 9 - Reason: To better consider the location of the bat and bird boxes once the phase 1 works have been completed. Condition 15 - Reason: This would allow us to limit the amount of tree protection fencing required to the area around the listed building and not the whole site for the Phase 1 works. Condition 18 - Reason: This would allow us to accelerate the repair / remediation works to the Farmhouse without having to satisfy the condition for all of the barns 1 to 7. Condition No.4 to be amended to say 'No above ground works hereby approved shall be commenced on the barns No. 1 to 7, until full details of the following have been submitted and approved in writing to the Local Authority. No above ground works hereby approved shall be commenced on the Farm House until the Phase 1 works have been agreed in writing by the Local Authority. Development shall ...' Condition No.6 to be amended to say 'No below ground development shall take place within the area indicated' Condition No.8 to be amended to remove reference to the Farmhouse Condition No.9 to be amended to allow the roof of the listed Farmhouse to be repaired (phase 1 works) without the need to agree the bird and bat box locations Condition No.15 to be amended to 'Before the Development commences the existing trees, shrubs and hedges w...</p>
17/00434/VAR	Mrs K. Hargrave	<p>Application Reference Number: 16/00396/LBC Date of Decision: 08/12/2016 Conversion of existing brick and steel frame farm buildings into seven residential units, demolition of a cow shed to enable to construction of garages and the renovation of a Grade II listed farmhouse. Associated hard and soft landscaping Condition Number(s): 6, 7 Conditions(s) Removal:</p>

		<p>Condition No 6 - Reason: This would allow us to accelerate the repair / remediation works to the Farmhouse without having to satisfy the condition for all of the barns 1 to 7.</p> <p>Condition No 7 - Reason: This would allow us to accelerate the repair / remediation works to the Farmhouse without having to satisfy the condition for all of the barns 1 to 7.</p> <p>Condition No.6 to be amended to say 'No below ground development shall take place within the area indicated'</p> <p>Condition No.7 to be amended to say 'No above ground works hereby approved shall be commenced on the barns No. 1 to 7, until full details of the following have been submitted and approved in writing to the Local Authority. No above ground works hereby approved shall be commenced on the Farm House until the Phase 1 works have been agreed in writing by the Local Authority. Development shall ...'</p> <p>Pearce Hay Farm Kiddemore Green Road Bishops Wood Stafford South Staffordshire ST19 9AA</p>
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