

**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 CHAMBER, STAFFORD STREET, BREWOOD**  
**ON THURSDAY 14 DECEMBER 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 30 November 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.

228. **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.

229. **POLICE REPORT:**

To receive the report of the PCSO.

**MATTERS ARISING:**

256\*\* **Traffic Management.** To approve the minutes and recommendations of the Traffic Management Working Party following the meeting held on 21 November (see minutes of last meeting), copy enclosed.  
**Members' views.**

30. **Benches Review/ Memorials.** To consider and approve the revised Memorials Policy. Copy enclosed.  
**Members' views.**

167. **Coven Heath Allotments.**

- To consider the amendments to the Garden Rules, copy enclosed.
- To consider distributing correspondence regarding control of the spread of ulluco viruses to all allotment holders, copy enclosed.

- To arrange a date in early January to undertake an allotment inspection, prior to renewals being sent.

**Members' views.**

202. **Cancellation of Remembrance Service.** (From 9 November minutes). Reply received from Helen Astley advising that there would be no Remembrance Service until 2019 because 11 November falls on a weekend for 2017 and 2018 as per the wishes of the Leader of the Council. The service is only held at the council offices if 11 November falls on a week day.

**Matter of report.**

**MATTERS ONGOING:**

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

**CORRESPONDENCE RECEIVED:**

230. To consider recording meetings. Parish Cllr M. Sambrook may wish to speak to this item.

**Members' views.**

231. Email received from Vanessa Partridge of South Staffordshire Council advising of a free training session providing an introduction to South Staffordshire Community Lottery on Monday 18 Dec 9.00am – 1.20pm at the Council offices in Codsall. Copy of agenda available.

**Recommended resolution: interested Members to advise the Clerk.**

232. Email received from Mr D. Pattison of South Staffordshire Council advising of South Staffordshire Council's revised Code of Conduct and advising that Parish Councils are welcome to adopt the new code.

**Recommended resolution: Members to arrange a meeting to consider adopting the revised Codes.**

233. Email received from Jennifer Lawton of South Staffordshire Council regarding consultation on South Staffordshire Council's Housing and Homelessness Strategy 2018-2022 and asking for feedback; consultation closes at 12 noon on 12 January. Details of the strategy are on South Staffordshire Council's website. To consider placing a link to the document on the Parish Council's website and Facebook page.

**Members' views.**

234. Email received from Heidi Edwards of Brewood Post Office requesting permission to erect a brass plaque at Coven playing field on the fence behind the gym equipment, approx 381mm x 244mm, acknowledging the Co-op's contribution to the project. Wording to be agreed by the Parish Council and the Playing Field Rejuvenation committee.

**Members' views.**

235. Letter received from Mrs Joanna Monckton expressing her concern about the road from the A5 which leads to Engleton Lane and eventually Stafford Street. She feels that the road is unsuitable for HGVs and should be encouraged to use Claygates Road to enter the village from the A5.

**Recommended resolution: the matter to be placed on the agenda for the next traffic management meeting.**

236. **CORRESPONDENCE CIRCULATED:**

Brewood Civic Society minutes for the meeting held 20 November  
What's-on at Your Library in January  
Staffordshire Parish Council's Association bulletin 7 December

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

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

238. **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.

239. **FINANCE REPORT:**

To receive the Finance Report and resolve the following matters:

1. To approve the income and expenditure approvals list as at 14 December.
2. To approve payment of staff salaries, there being no second meeting of the Parish Council in December.
3. To approve the Financial Summary – Cash Book Reconciliations for November, copy enclosed.
4. The Consumer Price Index (CPI) was 2.8% in October, Members are asked to consider whether or not to apply this increase to rental charges for the financial year 2018-19.

**Members' views.**

5. To agree a date week commencing 8 January in order to consider the amount of precept required for the financial year 2018-19.
6. To consider approval of expenditure of £400 for a service offered by South Staffordshire Council's legal team to support the Parish Council in preparing for the new General Data Protection Regulation (GDPR) which come into force in May 2018. Support would include a visit to the Parish Council to review the information held, assistance with a data audit, drafting of privacy notices and review of the data protection policies. This would ensure that the Parish Council is fully compliant with the new legislation. There is sufficient funding in the budget.

**Members' views.**

7. Application received from the Open Spaces Society for a donation towards its Lost Commons Appeal. Copy of letter enclosed. Members are requested to consider whether or not to include an amount in the Precept Demand.

**Members' views.**

11. **Appointment of the Internal Auditor.** The internal auditor will be carrying out his interim inspection on Friday 15 December.

98.3 **Ramp for Disabled Access Brewood Scout Hut** To consider the grant application of £250 from 2<sup>nd</sup> Brewood Scouts Group for the provision of a ramp at the Scout headquarters in Deansfield Road, Brewood. Copy of the quotes provided and covering letter enclosed.

**Members' views.**

72. **Boundary Fence, Engleton Lane Playing Field.** (From the previous meeting). A quote of £5,764.98 has been received to provide 180m of 1800mm high mesh security fencing.

**Recommended resolution: Members to approve the inclusion of this as a capital item in the forthcoming budget for 2018-19 at the Precept meeting.**

221. **Cover, Sandy Lane WC.** Caretaker/Janitor annual leave from 24 December to 2 January inclusive. As resolved at the meeting held 30 November, Mr J. Cooper has advised that charges are £15 per hour. The cost would be £150 @ one hour per day for 10 days. Parish Cllr R. Taylor has offered to cover from 24 – 29 Dec (am).

**Members' views.**

224. Email received from Mr N. Harvey of Brewood Satellite Rotary Club who organised the Christmas lights event thanking the Parish Council for the grant and acknowledging that the event could not have been put on without it.

240. **PLANNING REPORT:**

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

241. **PLAYING FIELDS REPORT:**

To receive the written Playing Fields Reports:

- Bishop's Wood playing field from Parish Cllr Mrs M. Sambrook
- Brewood playing field and skateboard park from Parish Cllr Mr D. Evans.
- Coven playing field and skateboard park from Parish Cllr Mr R. Dakin
- The Bront from Parish Cllr Mr G. Sibley.

242. **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.

**PLANNING APPLICATIONS TO BE CONSIDERED AT THE MEETING  
TO BE HELD ON 14 DECEMBER 2017**

<b>Application No</b>	<b>Applicant's Name</b>	<b>Proposal</b>
17/00716/FUL	Mr P. Brar	Replacement dwelling. Sunnydale Dark Lane, Cross Green.
17/01015/FUL	Mrs S. Young	Conservatory to side elevation of domestic property (retrospective). 10b Shop Lane, Brewood.
17/01035/FUL	Ms S. Garbett	Two storey extension to side and rear. 43 Kiddemore Green Road, Brewood.
17/01040/FUL	Mr S. Bates	Steel portal-framed, open-fronted canopy building. Air Liquid Homecare Limited, Charles House, Enterprise Drive, Four Ashes.
17/01060/AGRRES	Mr W. Toon	Building is located on the north of the area of land owned, nothing is being proposed other than interior changes to make a habitable dwelling with two bedrooms. No external modifications of extensions will be made other than to repair and restore where necessary. The planning application document, specifically the 'planning statement' has more information on what we propose. Rose Hill, Watling Street, Stretton.