

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

MINUTES OF THE MEETING OF THE COUNCIL HELD IN THE COUNCIL
OFFICES, STAFFORD STREET, BREWOOD
ON THURSDAY, 12 JANUARY 2012 AT 7.30PM

PRESENT:

M. Alden-Court, Mr A. Ball, Mrs J. Carr, Mr R. Dakin, Cllr D.M. Holmes, Mrs J. Jeffries, Mr G.E. Martin, Dr R.C.H. Taylor, Mr M. Webb M.B.E.

APOLOGIES:

Mr D. Evans (work), Mr T. Fellows (work), Cllr M. Hampson (unwell), Mr J. Pegg (prior engagement).

IN ATTENDANCE:

Cllr I. Clay.

MINUTES:

The minutes of the meeting of the Council held 8 December 2011, the minutes of the special meeting of the Council held 15 December 2011 and the minutes of the Staffing Committee meeting held 10 January 2012 were approved as an accurate record and were duly signed.

DECLARATION OF INTEREST:

Mr M. Webb declared an interest in planning application 11/00816/LBC.

The Parish Council took the opportunity to congratulate Mr M. Webb on being awarded the title of M.B.E. in the New Year's Honours List. Congratulations were also received from Cllr R. Roberts O.B.E, via Cllr I. Clay. Mr Webb thanked the Council for all the cards, telephone calls and good wishes that he had received.

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 was not considered that the resolutions moved herein would have any adverse impact for the purposes of the Crime and Disorder Act.

326. APPLICATION FOR CO-OPTION TO THE COUNCIL – COVEN WARD:

Members considered the application to be co-opted to the Council from Mr P. Smith of Coven for the vacancy in the ward of Coven. **It was resolved that Mr P. Smith be co-opted onto the Parish Council as Member for Coven. Mr Smith signed his declaration of acceptance of office and joined the meeting.**

327. **PRESENTATION:**

The Chairman welcomed Mrs C. Cumming and made a presentation of gardening vouchers and a Council scroll in recognition of her service to the Council as Car Scheme Co-ordinator and Receptionist.

328. **PUBLIC PARTICIPATION:**

The Chairman moved 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.

Ms H Skidmore, secretary of Brewood Bowling Club, clarified the situation with regard to the siting of the green and club house following consultation with South Staffordshire Council planning officers. Consideration had been given to the fall of the land, the visual impact of the building, proximity to services, the boundary and gate, independence from the park opening and closing times; play would be restricted to daylight hours i.e. no floodlights would be installed, removal of the northern hedge, the installation of a walkway around the club house for ease of maintenance which would be replanted, the installation of a roller-shutter door for security purposes. The club house would be simple construction with space for storage and a veranda. There would be an away team shelter on the east side of the clubhouse. A further planning application was to be submitted to gain permission for an above ground water storage tank. Ms Skidmore requested that the lease be drawn up as a matter of urgency.

329. **POLICE REPORT:**

The Council received the written Police Report for the period 27 October to 14 December 2011, copy circulated prior to the meeting. Members raised a number of incidents which were not included on the report. It was acknowledged that report was for the period up to 14 December. Members advised that there was a surgery held in Penkridge on a monthly basis.

It was resolved that the Clerk write suggesting that the Police may wish to consider holding a similar surgery on a regular basis in Brewood Library.

MATTERS ARISING:

* items appertain to matters arising during 2010/2011, ** to matters prior to May 2010.

41** **Brewood Playing Field Equipment.** Clerk's Report referred. Email received from Mr I. Gough of Brewood, copy circulated prior to the meeting. Mr Gough had been invited to attend the Council offices to see what was proposed for the site, but had not made contact. The Clerk had met with Mrs N. Parsons of the Phoenix Youth Group to provide an update as to progress, the proposed timing of the installation and possible fundraising.

Matter of report.

185** **Church House.** Reply received from Mr G. Bailey, copy circulated prior to the meeting. **It was resolved that Dr R.C.H. Taylor and Mr G.E. Martin (subject to availability) be appointed to the Church House Working Party. Cllr I. Clay, Mr A. Ball and Mr D. Evans to remain as members. Mr G. Bailey to be advised accordingly.**

245** **Brewood Bowling Club.** The drainage works on the playing field had been completed. License application for connection to the Highway drain was awaited from Osprey, which this Council was required to sign as the applicant prior to it being submitted to Staffordshire County Council. Reply received from Ms H. Skidmore, Secretary, Brewood Bowling Club providing details of the reasons behind the plans submitted in 2009 (subsequently refused) and the adjustments for the revised plans submitted in 2010 (approved) – copy circulated prior to the meeting. Also circulated for information was a copy of the original plans submitted in 2009. Ms Skidmore had clarified the plans earlier in the evening during Public Participation. The Clerk advised that the Bowling Club refer back to the Council in due course with regard to the design of the roller-shutter to be installed.

It was resolved that the Parish Council support Brewood Bowling Club and approved the outlined plans having been given a satisfactory explanation by the secretary Ms Skidmore. It was further resolved that the Clerk expedite the lease as soon as possible with the Council's solicitor.

42* **Engleton Lane Development, S106.** Letter, referred to at the meeting of 8 December, received from Mr D. Pattison, South Staffordshire Council copy circulated prior to the meeting. Letter received from Mr S. Winterflood, South Staffordshire Council advising that Mr Pattison would reply to the Council. As reported on 8 December Mr Pattison has since explained in a phone call to the Council the terms under which S106 monies are distributed. Correspondence also received from Mr G. Williamson MP further to this Council's request for assistance in securing S106 funding for the Brewood park project. The reply received by Mr Williamson from Mr N. Bell, Chief Executive, Staffordshire County Council explained the statutory duty of the County Council in this regard and that the S106 funding had been allocated, copy circulated prior to the meeting.

It was resolved that the Clerk write to Mr Williamson thanking him for his support in this matter. Mrs J. Jeffries to make further enquiries regarding the additional places at Wolgarston High School and report back to the Council; Members felt that provision of extra school places would be more beneficial at Brewood Middle School.

112* **Jackanory Cottage** Reply received from Ms A. Williams, Human Resources Manager, Motivations, with regard to members of the community and the Parish Council visiting Jackanory Cottage. Copy circulated prior to the meeting.

It was resolved that the letter be passed to the Bishops Wood Neighbourhood Watch for them to arrange a visit; Mrs J. Jeffries to forward. Clerk to advise the manager of Motivations accordingly.

256* **Traffic Management, Brewood.**

- **Parking Scheme High Green** Deferred from the meeting of 8 December. Reply received from Mr J. Hibbs with regard to the proposed residents parking scheme at High Green, Brewood, copy circulated prior to the 8 December meeting. The related map was available to view in the Council office and was be tabled at the meeting. No evidence had been found of this Council previously supporting this proposal, only chasing whether the County Council was following up the request received from some residents for such a scheme.

It was resolved that the Parish Council reply stating the Council would make no comment but individual Members may reply. Individual Members to respond if they wish, giving their personal view. Forms were made available for Members to complete.

- **Damaged Verge, Deansfield Road** Reply received from Mr D. Wright confirming they had inspected the site and agree with this Council's proposed solution. A job had been placed on their list of works to be carried out but as a low priority.
Matter of report.
- **Vicarage Road / Sandy Lane** Reply received to this Council's request to extend the double yellow lines along one side of Vicarage Road. Copy circulated prior to the meeting.
It was resolved that the Clerk reply to Mr Wright requesting the matter be included on the list.
- **Parking in Brewood** Reply received from Mr S. Winterflood, South Staffordshire Council to this Council's letter which sought to clarify what was then the Council's recommended waiting time in Market Place (subsequently changed in support of local traders). Copy circulated prior to the meeting.
Matter of report.
- **Heavy Traffic, Bargate Lane** (previously item 146) Further to the recommendation of the Council at the meeting of 8 December to remove this item from Matters Ongoing Cllr D.M. Holmes had requested that the item be retained and referred to the Brewood Traffic Management Working Party as Mr D. Wright had still to respond to Ms Macdonald's email.
It was resolved that the matter be referred to the Brewood Traffic Management Working Party under item 256*. Meeting of the Traffic management meeting to be arranged; date to be considered at the next meeting of the Full Council.

49 **A449 Road Traffic Order.** Letter received from the Highways Agency confirming the Secretary of State for Transport had made the Order (reference the A449 Trunk Road Coven Heath to Gailey derestriction order 2011) and enclosing a copy of the plan illustrating the proposal, a statement explaining the Secretary of State's reasons for making the order and a copy of the notice that appeared in The London Gazette and Staffordshire Newsletter on 22 December 2011. The papers were tabled at the meeting.

Matter of report.

79. **Veolia – Four Ashes.** Further details received from Mr P. Sanders: Veolia Environmental Trust Annual Report 2010; Minutes of the Community Liaison meeting held 22 September; report of Consultative meeting held 1 December; press reports with regard to proposals for an energy plant Greenpower 54 near the M54 and A449 Stafford Road.

Matter of report.

218. **i54.** Newsletter of Coven Heath Community Association received from Mr F. Barrett providing a report concerning the i54, copy circulated prior to the meeting. Press article from Mr P. Sanders with reference to the JLR development was tabled at the meeting. M. Alden-Court asked that the excellent and informative nature of the newsletter be minuted.

Matter of report.

238. **Speeding Traffic School Lane, Coven.** Reply received from PC Andy Smith, copy circulated prior to the meeting.

Matter of report.

301. **Temporary Vacancy** Members were required to consider the recommendations of the Staffing Committee.

It was resolved that due to the confidential nature of the matter to be discussed, this item would be taken at the end of the meeting when members of the press and public would be asked to leave.

325b. **A449 Amey Works Schedule M54 J2 Coven Resurfacing.** Meeting took place at 7.00pm on 12 January 2012. Letter received from Mr D. Stevenson, Highways Agency, copy circulated prior to the meeting.

Matter of report.

MATTERS ONGOING:

The Council received the Matters Ongoing report circulated prior to the meeting. The Chairman invited Members to raise any Matters Ongoing as they deemed necessary during the meeting.

408** **Croft House, Coven.** Clerk's Report referred.

It was resolved that the meeting be arranged for 4.30 pm on 25 January 2012. Assistant Clerk to advise Ms Colabella and confirm the venue.

391* **Coven Heath Off Road Motorcycling.** Clerk's Report referred.

96. **On the Go Bins.** Meeting with Mr B. Taylor still to be arranged with regard to the possible provision of recycling bins at the junction of Stafford Street and Shop Lane.

288. **Winter Conditions.** No reply had been received with regard to the request for a grit box.

309. **Roseclaim (V Festival 2011).** Clerk's Report referred.

CORRESPONDENCE RECEIVED:

330. South Staffordshire Council revised Register of Electors.

Matter of report.

331. Staffordshire County Council (via SPCA) public consultation to run from 13 December 2011 to 1 February 2012 with regard to proposed changes to post 16 home to school and college transport. Copy circulated prior to the meeting.

It was resolved that the matter be placed on the agenda for the next meeting of the Council.

332. CPRE in partnership with NALC enclosing a copy of their new Guide 'Planning Explained' and providing details of the e-learning course. A copy of the cover letter was circulated prior to the meeting. Further copies of the booklet were available on request.

It was resolved that six copies be ordered.

333. Mrs M. Wootton, Coven with regard to the 'terrible state of the road surface in Greenacres, Coven. As well as the holes, the overall surface of the road is breaking up.' Mrs Wotton further stated that the road was used by local residents and parents / carers picking up and dropping off children at St Paul's First School.

It was resolved that the Clerk forward the matter to Staffordshire County Council and reply to Mrs Wotton with regard the action taken.

334. South Staffordshire Council forwarding a copy of the Council's 'Who's Who Directory' replacing the full list of phone numbers normally circulated to Councils. Members of the public were asked to use the contact centre rather than direct numbers.

Matter of report.

335. Department of Communities and Local Government with regard the proposed revocation of retirement gratuities in the Local Government (discretionary payments) regulations 1996.

Matter of report.

336. SPCA December Newsletter. Copies were tabled for Members at the meeting.

Matter of report.

337. Community Council of Staffordshire enclosing application forms and details for the 2012 Best Kept Village Competition. Confirmation that villages would be entering was required by 24 February with full entry details and documentation being submitted by 30 March. Clerk to ascertain if Coven Heath Community Association had received a pack. Application pack given to Dr Taylor.

It was resolved that the Clerk forward the packs to the Bishops Wood and Coven BKV Groups. It was further resolved that Dr R.C.H. Taylor would contact Mr M. Webb and Mr R. Dakin with regard to forming a BKV committee.

338. Community Council of Staffordshire seeking entries for the Staffordshire Diary of Village Festivals and Events 2012 which publicised major festivals and events that would attract visitors to a village. Replies required by 15 March for events taking place from 6 April onwards.

It was resolved that Members provide the Clerk with details of any events to be included and the Clerk to put a request for details on the Council web site. Clerk to check village hall committees had already received the request for information.

339. NALC with regard to the project for lighting Beacons on 4 June to celebrate the Queen's Diamond Jubilee. Councils planning to take part were asked to register their Beacon on-line and those unable to take part were also asked to let the Chairman of NALC know as soon as possible. Clerk's Report referred. Brewood Junior football event scheduled for 24 June to be renamed.

It was resolved that Mr M. Webb contact a representative of the Scouts with regard to the possibility of organising a Beacon and the Clerk to ascertain what ideas were being considered within the community, for inclusion in the next Parish Newsletter.

340. National Housing Federation providing details of the Rural Housing Week to be held 12 – 18 March 2012. The week would set out to highlight the important role that affordable housing plays in keeping rural communities vibrant.

Matter of report.

South Staffordshire Business Forum Clerk's Report referred. It was resolved places be booked for Cllr D.M. Holmes, Dr R.C.H. Taylor (to confirm) and the Clerk.

341. **CORRESPONDENCE CIRCULATED:**

South Staffordshire Council notice of the meeting of: Partnership and Strategic Services Scrutiny Panel, 20 December; Regulatory committee 20 December; the Council 13 December.

Staffordshire County Council Briefing – November 2011 providing details of: the Transformation Programme; Multi-Agency Safeguarding Hub (MASH); Public Health Teams; 2012 Volunteer Staffordshire Award; Changes to the non-emergency contact number for Staffordshire Police; Shadow Staffordshire Health and Wellbeing Boards. Copy available from the Clerk on request.

Engaging Communities Staffordshire – Partner Newsletter November 2011 – Health and Social Care consultation. Copy available from the Clerk on request.

SPCA/NALC updates: extension of the Health and Social Care consultation to 16 January; call for rural pilot projects (Vodafone mobile signals); green space and social housing sector; community shops; cuts to rural services; rural broadband; DEFRA community broadband fund, National Planning Policy Framework; Disciplinary hearings; Staffordshire broadband update; 2011 model contract for new clerks / deputy clerks/ assistant clerks.

Coven Heath Allotments Association minutes of the meeting held 25 November.

Brewood Civic Society Minutes of the meeting held 12 December and copy correspondence to S. Poxon, South Staffordshire Council with regard to: planning applications 11/00790/CAC Brook House; 11/00965/FUL 32 Engleton Lane.

Watchdog Reports: PC 'Fine' Scam; mobility Sales Cold Caller Warning; Dangerous Energy Saving Plug; Counterfeit Alcohol Warning; Postal Delivery Hoax Email. 2012 schedule of forum updates.

Staffordshire Fire and Rescue Service news release – Festive Fire Safety.

Staffordshire Link – seeking feedback of experiences as a result of the temporary closure of the out of hours A&E Dept. at Stafford Hospital.

Staffordshire Libraries What's On in January (Brewood and Codsall tabled).

Clerks and Councils Direct; Coven Heath Community Association Newsletters; Wolgarston Newsletters.

342. **CHAIRMAN'S REPORT:**

The Chairman, Mr M. Webb thanked Members again for all their good wishes on the award of his M.B.E. He also gave details of the Civic Sunday which would take place on 11 March 2012, invitations to follow in due course.

343. **FINANCE REPORT:**

The Council received the Finance Report from the Head of Finance, Mrs J. Carr and resolved the following matters:

- The Expenditure Approval List for payments made since the last meeting of the Council, up to 31 December 2011 **be approved**, including salary payments covering standard hours up to 31 December 2011 plus
 - Clerk 7.75 hrs attending 4 evening meetings plus 12.50 hrs approved at the meeting held 24 November 2011 (up to & inclu. 13 December)
 - Assistant Clerk 5.00 hrs attending 2 evening meetings plus 5.00 hrs approved at the meeting held 24 November 2011 (up to & inclu. 9 December)
- The Income and Expenditure Approvals Lists as of 12 January **be approved**. Income £512.72, Expenditure £8,717.08
- The Financial Summary – Cash Book Reconciliation for December and the Direct Debit/Standing Orders arising from the December reconciliation, **be approved**.
- The budget expenditure of £279,460 and precept of £185,159 for 2012/2013, as recommended at the Special Meeting of the Council held 15 December 2011 with the adjustment, **be approved**. Copy circulated prior to the meeting including the small reduction, as instructed, to support the same precept as in 2011/2012. Letter received from South Staffordshire Council confirming the Council Taxbase Calculation 2012/13 for Brewood and Coven Parish Council as 3107.20 (reported at the meeting of 15 December) and requesting notification of the precept requirement as soon as possible with supporting financial information if the precept requirement would be in excess of £140,000.
- The urgent action of the Clerk to make safe and repair the Council's timber bus shelter on the A449 near Crateford Lane at a cost of £80 by Mr P. Dunbar, **be ratified**. The Police and Staffordshire County Council reported that a Heavy Goods Vehicle had hit the shelter on 18 December. The side wall had been completely knocked out with several slats and the remaining timber uprights damaged as well as having been shifted slightly off its base. Three other contractors were approached although none could make the shelter safe or remove it before Christmas. Quotes ranging from £359 to £700 were received. The repairs were completed by 22 December.
- The Clerk to attend the SPCA Seminar 'Demystifying Geographic Information Systems' to be held 22 February 7.00pm to 9.00pm, Peel Building, St Chad's Place, Stafford at a cost of £20 **be approved**.
- Tree works at The Bront, as previously approved (including to the rear of Mr Munslow's property in Moors Drive). Three quotes sought and two received by the closing date for £650 and £785 excluding VAT. Both contractors had been used by the Council in the past. Further details were made available at the meeting. An order to be placed for the necessary works at a cost of £650 exclu VAT from Codsall Tree Services and Mr Munslow be notified accordingly, **be approved**.
- The renewal of the Council's membership to Staffordshire Wildlife Trust at a cost of £39, **be approved**.
- Temporary Cover. Clerk's Report referred. **It was resolved that a payment of one additional hour be paid to the caretaker of Brewood playing field in the January salary.**
- Coven Changing Rooms. Clerk's Report referred. **It was resolved that the Clerk ascertain whether the re-circulating pump was still under guarantee. If not, approval be given to place the order for repairs at a cost of £182 to £214 exclu VAT from PC Plumb. Clerk to pursue as appropriate.**

- Society of Local Council Clerks. Clerk's Report referred. **It was resolved that the Clerk attend both days of the conference with accommodation and meals included at a cost of £199 plus mileage if applicable.**
- Appointment of Internal Auditor. Clerk's Report referred. **It was resolved that Mr Derek Walker be approached to ascertain his charges and availability.**

344. PLANNING REPORT:

The Council received the Planning Report from the Head of Planning Dr R.C.H. Taylor and considered the planning applications received. Copy correspondence received from Mr G. Williamson MP to Mr A. Johnson, South Staffordshire Council in relation to his concerns for the proposed development at Rock Bank, Brewood Road, Coven application 11/00957/VAR. Copy circulated prior to the meeting.

Planning Inspectorate appeal decisions:

- 11/00241/COU land to the rear of Horden Park, Ball Lane, Coven Heath – change of use to residential caravan site for 4 gypsy families, each with 2 caravans, including construction of access road and laying of hard-standing, appeal dismissed.
Mr P. Sanders had also forwarded a related article from the press which was tabled at the meeting.
- 11/00531/FUL Long Birch Farm, Port Lane – development of a conservatory, appeal dismissed.

Notification of proposal for tree works in Brewood Conservation Area by Mr R. Jowett, Brook House, Coven Road – to fell a Sycamore adjacent to Coven Road and bridge over brook. No objections were raised following the notification received in 2007. This represented a re-application, the work not having been carried out in the statutory 2 years. The condition of the tree had continued to decline due to fungal infection.

South Staffordshire Council forwarding validated planning applications for 5 – 9 December and planning decisions lists 28 November to 9 December.

Concern was expressed that the planning application for the demolition of buildings at Brook House, Coven Road, Brewood had never been sent to the Parish Council. **It was resolved that the Clerk make enquiries of South Staffordshire Council's planning department and report back to the Council.**

M. Alden-Court and Cllr I. Clay left the meeting.

345. PLAYING FIELDS REPORT:

The Council received the following reports:

- Bishops Wood playing field and skate-board park, no report was supplied by Mrs J. Edwards. Clerk's Report referred. **It was resolved that the Clerk write to Mrs Edwards thanking her for undertaking the inspections to date and endeavour to find a volunteer from the local community to undertake monthly inspections.**
- Brewood playing field and skate-board park, Mr M. Webb had nothing to report.
- Coven playing field and skate-board park, Mrs J. Carr had nothing to report. The Clerk reported that repairs to the clatter bridge at the Bront had not been carried out as reported by South Staffordshire Council, instead the contractors had mistakenly

replaced two stepping logs although clear instructions and photos had been provided. The Clerk had arranged to meet Mr A. Cousins on site, Monday 16 January.

346. **CLERK'S REPORT:**

The Council received the written report of the Clerk and noted the following:

- Bus Stop Bishops Wood.
It was resolved that the matter be reported to Staffordshire Highways.
- Playing Fields Report, Bishops Wood – considered under Playing Fields.
- Light Cover, Council Offices. The Clerk reported verbally that a light cover had been blown off the side of the Council offices and exposed the light fitting/wiring. **It was resolved that the Clerk arrange for an electrician to inspect and make safe or replace the light. Quote to be discussed with the Chair of Council and Head of Finance prior to proceeding.**
- Additional Hours. The Clerk verbally reported that she intended to take Friday 13 January off as time owed in lieu of additional hours worked during week commencing 2nd January 2012 (27 hours worked plus 5 hrs Bank Holiday). **It was resolved that the Clerk take Friday 13 January as time off in lieu.**

ANY OTHER MATTERS OF REPORT:

None received.

The Chairman moved that the public and press be asked to leave the meeting whilst the following matter was considered, in view of the confidential nature of the business to be discussed, in accordance with Standing Order 65.

The Chairman moved the suspension of Standing Order 44 to allow the meeting to continue beyond 9.30 p.m.

301. **Temporary Vacancy**

Members considered the recommendations of the minutes of the Staffing Committee held on 10 January 2012 and resolved the following matters:

- **Mr M. Neylan undertake to lock and unlock Chambley Green bus shelter seven days per week from 2 January 2012 until the return of the substantive post holder and be paid an additional one hour per week in recompense.**
- **Mr M. Smith be appointed to the post of Handyman/Gardener on a temporary basis with effect from 23 October 2012, working 16 hours per week over 3 days, October to May inclusive on a monthly renewable contract, to be paid at Spinal Column Point 7, subject to satisfactory references being received. Mileage to be reimbursed at Essential User rate. Council to provide high visibility jacket and heavy duty gloves. Eye protection already available.**
- **Mr M. Smith be appointed to the post of Janitor for Sandy Lane Public Conveniences on a temporary basis covering Monday to Friday 5 hours per week on Spinal Column Point 7, with effect from 23 October 2012 on a monthly renewable contract, subject to satisfactory references being received.**

There being no further business the meeting closed at 9.32 pm.

..... Chairman

**REPORT OF THE CLERK FOR THE MEETING OF THE COUNCIL
TO BE HELD 12 JANUARY 2012**

MINUTES

Members of the Staffing Committee who attended the meeting held 10 January are asked to consider and approve the minutes tabled.

MATTERS ARISING

41** **Brewood Playing Field Equipment - Project Update** The Financial Agreement has now been signed off by Veolia and the Parish Council – the issued agreement still referred to the whole project which Veolia assured us was normal but to safe-guard the Council both copies of the Agreement were annotated to reference the reduced size of the project. New terms and conditions have been agreed with the Playdale sales representative to provide for the Council paying 50% of the order value on delivery and 50% on satisfactory completion and payment within 21 working days of receipt of invoice. An order for the redefined project will be submitted this week with a provisional request for Playdale to be on site at the beginning of May, subject to weather prior to this to enable the new turf to establish, with a view to the new equipment being available before the end of May. The outline schedule has been discussed with Mr Dunbar but all dates are dependent on satisfactory growing conditions. Mr Dunbar has been instructed to remove the existing equipment at his convenience. Some extra work may be required of Mr Dunbar in relation to two other benches that may need moving and re-siting. I have sent a message to Mrs Nicky Parsons inviting her to the office in order that I may update her as to progress. The Assistant Clerk has started to complete a grant application for the balance of the project.

Matter of report.

70** **Fencing for Playing Fields** Work is scheduled to commence on 23 January for 7 to 8 working days. The site will be accessible overnight for 3 to 4 nights although the site will be secure over the weekend. The Caretaker has been updated to this effect.

Matter of report.

256* **Traffic Management, Brewood** The copy correspondence relating to Vicarage Road/Sandy Lane and Parking in Brewood which was omitted from the agenda packs have been tabled to Members.

MATTERS ONGOING

408** **Croft House, Coven** Suggested dates awaited from Mr S. Winterflood for the meeting proposed in his letter considered by Members on 8 December. Clerk to report if dates are available in time for the meeting.

391* **Coven Heath, Off Road Motorcycling** Letter received from South Staffordshire Council confirming the application for the change of use from agricultural land to a motor cross practice track at the junction of Ball Lane and Shaw Hall Lane in Coven Heath.

Matter of report.

309 **Roseclaim (VFestival 2011)** Two further requests have been received from the Brewood and District First Responders and St John's Nursery and Out of School Club.
Matter of report.

CORRESPONDENCE RECEIVED

339 **Jubilee Beacons** Email received from Mr D. Evans, as he is not available to attend the meeting. With reference to the Queen's Silver Jubilee Mr Evans states 'The Committee culminated a very successful day by having a procession to a bonfire organised by the scouts at the traditional place in the village, a mound just off Port Lane behind Dean's Hall Farm. The place where Coronations and Jubilees have been celebrated for years.' Mr Evans suggests the Council approaches the scouts to see whether they would be willing to organise such an event.
Members' views are sought on this and the correspondence from NALC.

South Staffordshire Business Forum – South Staffordshire Council and its key partners have been working with local residents, community groups and elected members through a variety of forums to find out what the key issues are in the area and what should be a priority for future service delivery. They would now like to extend this conversation to also include the business community and invite representatives to attend the next business forum to be held at South Staffordshire Council offices on 18 January from 4.00pm to 6.00pm. The forum will explain the current data and information they have about the district as well as some of the existing partnership structures that affect life and work in South Staffordshire. I was not available to attend the Locality 2 Forum where I assume such data was discussed and would like to attend this forum with Council's approval.

Recommended resolution: Members to consider the Clerk's request. The Assistant Clerk is not available to attend on this occasion. Any Member wishing to attend to advise the Clerk at the meeting.

FINANCE REPORT

Temporary Cover In the absence of the Council's handy-man Mrs Gleed (the caretaker for Engleton Lane playing field) has cleaned off some graffiti at the site and Mr Gleed has carried out two repairs to the changing rooms roofing felt that had torn with my agreement. Members to consider approving the payment of one additional hour to the caretaker in the January salaries.
Members' views.

Coven Changing Rooms Further to the report that the Away showers at the changing rooms were not running hot a plumber has visited the site and reports that the temperature in the hot water cylinder appears to be fine but the re-circulating pump that controls the hot water for this side of the building appears to have failed causing the intermittent hot water problems experienced. He has quoted a cost to repair of between £182 excluding VAT up to £214 exclu. VAT if it proves necessary to drain down the system and supply and fit two replacement isolation valves for the pump. He hopes this will not be necessary as the system is relatively new.

Members' views.

Society of Local Council Clerks Practitioners Conference This year the Conference has been moved to Daventry from Stoke on Trent and will be held on Friday 17 and Saturday 18 February. The conference comprises of a series of workshops (6 from 12 options) and 3 all delegate sessions over the two days and will include neighbourhood planning, community engagement, asset transfer, data transparency, finding funding faster, asset management and

the Localism Act – all current topics. The cost to attend both days with overnight accommodation at the conference venue including meals is £199 exclu. VAT. Further costs will be incurred by the Council in the mileage incurred to and from the conference (unless I can get a lift down) and my additional hours incurred on the Saturday. Staying overnight works out cheaper than driving to and from the conference on both days even accounting for the day delegate rate, as previously undertaken for the conference at Stoke. I have discussed the Conference with the Assistant Clerk who is happy to receive feedback from me after the event.
Members are asked to consider the Clerk's request to attend both days of the conference with accommodation and meals.

Appointment of Internal Auditor Members are asked to consider the appointment of the Internal Auditor for the financial year 2011/2012. **Would Members like me to approach Mr Derek Walker who undertook last year's internal audit to ascertain his charges and availability?**

OTHER MATTERS FOR THE CLERK'S REPORT

Bus Stop Bishops Wood Mr J. Pegg has received a number of requests for the side of the road to be improved at the top of Old Coach Road, on the opposite side of the road to the bus shelter where the buses stop. The existing surface is muddy and uneven causing some buses to pull up on the bend of the junction when the surface is better even though the location is not appropriate.

Recommended resolution: the Clerk bring the matter to the attention of County Highways requesting action be taken to improve matters.

Playing Fields Report Mrs J. Edwards has indicated that she will be confirming in writing that she no longer feels she can undertake the monthly playing field and skate-board park inspections at Bishops Wood.

Recommended resolution: subject to confirmation being received, Members to approve the Clerk write to Mrs Edwards thanking her for her assistance in undertaking the inspections and the Clerk endeavour to find a community volunteer to undertake the monthly inspections. If this is unsuccessful then consideration could be given to asking the caretaker to undertake the inspection or the handy-man / gardener appointed to provide temporary cover - at all three of the Council's sites if Members so wished. The Clerk will refer back to the Council if this is necessary.