

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, 26 JANUARY 2012 AT 7.30PM

PRESENT:

Mr A. Ball, Mrs J. Carr, Mr R. Dakin, Mr D. Evans, Mr T. Fellows, Cllr D.M. Holmes, Mrs J. Jeffries, Mr G.E. Martin, Mr J. Pegg, Mr P. Smith, Dr R.C.H. Taylor, Mr M. Webb M.B.E.

APOLOGIES:

M. Alden-Court (personal).

IN ATTENDANCE:

Cllr M. Hampson, PC A. Smith.

MINUTES:

The minutes of the meeting of the Council held 12 January 2012 were approved as an accurate record and were duly signed. Item No 391* should have stated that the planning application had been withdrawn.

DECLARATION OF INTEREST:

Mr M. Webb declared a personal interest in planning application 11/00692/FUL. Dr R.C.H. Taylor declared a personal interest in item 350.

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.

347. **APPLICATION FOR CO-OPTION TO THE COUNCIL – COVEN HEATH WARD:**

Members considered the application to be co-opted to the Council from Mrs L. Tomkins of Coven Heath for the vacancy in the ward of Coven Heath.

It was resolved that Mrs L. Tomkins be co-opted onto the Parish Council as Member for Coven Heath. Mrs Tomkins signed her declaration of acceptance of office and joined the meeting.

348. **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.

Mrs K. Broadhead of 28 Sandy Lane, Brewwood advised that she had written to South Staffordshire Council regarding the erection of cladding at her neighbours' property. PC A. Smith reported that the police had been contacted a number of times with regard to perceived burglaries at the dwelling. The matter would be discussed under item number 350 below.

349. **POLICE REPORT:**

The Council received the written report of the Police and noted that P.C Smith and PCSO Price had for some time been holding surgeries at the Co-op stores in Brewwood and Coven. Mrs J. Jeffries commended the Police for their initiative in taking policing into the community. PC Smith left the meeting.

MATTERS ARISING:

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

41** **Brewood Playing Field Equipment.** Members considered the request from Mr I. Gough for the Council to reduce the height of the trees planted by the Council to the side of his property. Mr Gough's letter was received at the meeting of the Council held 12 January. Clerk's Report referred.

It was resolved that a quote be sought from Mr Dunbar who was already scheduled to be on site; to undertake the tree and shrub work required for the under 8s play area and for reducing the height of the leylandii. The Clerk to liaise with the Head of Finance when the quote had been received. It was further resolved that Mr Gough be advised of the Council's intention to remove the holly tree, cutback the shrubs and reduce the height of the leylandii to a height of 3m.

408** **Croft House, Coven.** Meeting held 25 January at South Staffordshire Council. Members reported that the matter appeared to be approaching a satisfactory conclusion. Mr Winterflood Chief Executive of South Staffordshire Council had advised that the owner/developer would be required to have made reasonable progress by May 2012 including the submission of a planning application. If an application was not received then South Staffordshire Council would take action under Section 215 of the Town and Country Planning Act 1990. **Matter of report.**

256* **Brewood Traffic Management.** Letter received (too late for the previous agenda) from Highways enclosing a Notice providing details of the proposal for residents permit holders only parking at High Green copy circulated prior to the meeting. A plan which showed all current parking restrictions in Brewwood was tabled at the meeting. An advert would be placed in the local newspaper as part of the formal process.

Matter of report.

96. **Recycling on the Go Bins.** Meeting to be arranged with Mr B. Taylor to discuss the possibility of bins being located at the junction of Stafford Street and Shop Lane and Bargate Street and Newport Street. Mr Taylor had suggested that Mr J. Redshaw of Brewwood Civic Society also be invited.

It was resolved that the Clerk arrange a meeting. Mr A. Ball, Mr D. Evans, Cllr D.M. Holmes, Mr G.E. Martin, Dr R.C.H. Taylor and Mr M. Webb to attend.

186. **Slade Heath, Severn Trent Water.** Email received from Mrs S. Woodman confirming that Severn Trent Water would be providing a public sewer to the residents of Slade Heath and that, subject to unforeseen problems, they expected to complete the scheme by 31 March 2015. A reply had been sent thanking Mrs Woodman for the update. **Matter of report.**

282. **Council and Community Web Site.** Clerk's Report referred. Supplementary report was table at the meeting which outlined proposals for a new website and arrangements for its upkeep. Members also discussed the proposal for the Parish Council to hold a debit card in order to pay the annual charges for the site and similar on-line transactions which to date were covered by the Clerk's personal credit card. Mr P. Smith advised that his son, a web developer, may also be able to assist in the development of the new site.

It was resolved that the Clerk proceed with the proposal for the Council's web site to be developed using Squarespace at an annual cost of in the region of £160 (subject to exchange rates and including bank charges) and accept the offer of Mr A. Dutton to develop the new site free of charge on the understanding that maintenance would revert back to the Council. Mr P. Smith to liaise with Mr T. Fellows and Mr A. Dutton with regard to further support being available. It was further resolved that the Clerk apply to Lloyds TSB for a debit card which would be restricted to £500, either under the terms of the application if possible or under the Council's own controls if necessary. The Clerk to also define internal controls for the secure use of such a card; to be in line with controls for Council approving use of the Clerk's credit card to date. Mr A. Ball voted against the application for a debit card.

301. **Staffing.** Clerk's Report referred.

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.

329. **Police Surgeries.** PCSO Price had reported that Police surgeries were currently held each month in the Co-op Stores in Brewood and Coven. Forthcoming dates were 25 January, 24 February and 28 March at 13.30 to 14.30 in Brewood and 15.00 to 16.00 in Coven. It was felt by the Police that these locations provided a good opportunity to interact with the local community.

Matter of report.

331. **School and College Transport Review.** 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 of 12 January; deferred to this meeting.

It was resolved that the Clerk respond to the effect the Parish Council was in support of the proposal.

344. **Rock Bank Planning Application.** Mr G. Williamson MP enclosing a copy of correspondence received from Tom Cannon, South Staffordshire Council with regard to the application at Rock Bank, Brewood. Copy circulated prior to the meeting. Mr Williamson had asked Mr Cannon to keep him informed. Cllr M. Hampson outlined the planning regulations that local authorities must abide by. The Clerk advised that she would reply to Mr Williamson thanking him for forwarding the correspondence. **Matter of report.**

345. **Playing Fields.** Mrs S. Hughes of the Bishops Wood Park Committee had volunteered to undertake the monthly play inspections.

It was resolved that Mrs Hughes be given approval to undertake the play inspections on a monthly basis.

MATTERS ONGOING:

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

42* **Engleton Lane Development S106.** Mrs J.Jeffries reported that she had made enquiries with the bursar at Wolgarston High School who could not trace having received any monies from Staffordshire County Council. Mrs Jeffries reported that South Staffordshire Council had advised that the S106 related expenditure must be proven otherwise such monies would have to be returned to the developer.

It was resolved that Mrs Jeffries offer to continue to pursue this matter be accepted.

256* **Traffic Management Brewood.** A meeting of the working party to be arranged at the next meeting of the Council. The Clerk confirmed that all actions since Nov 2011 had been dealt with and that the matter regarding Bargate Lane had been added to the list.

Matter of report.

347** **Wall – Rear of Amenity Area, Sandy Lane.** A letter had been sent to the Council's solicitor regarding registering the land.

Matter of report.

301*/339 **The Queen's Diamond Jubilee.** The Clerk advised that the first project for new play equipment at Brewood Park was provisionally scheduled to be completed by the end of May 2012, subject to a number of factors, and representatives of Brewood Phoenix Youth Group had agreed to organise an opening event with the Brewood Park Working Party during June. The Clerk reported that if Members wished the park could be re-named, without needing permission, to commemorate the Queen's Diamond Jubilee in line with guidance from the royal.gov.uk web site. Dr R.C.H. Taylor recommended a site for a Beacon to be lit; Mr M. Webb to liaise with the local Scout group. The Clerk also reported that the forthcoming issue of the South Staffordshire Review was to include a pull-out supplement listing events being organised by Parish Council's and details had been requested from Brewood and Coven Parish Council. The Clerk had advised the officer concerned that the Council was planning to celebrate by providing a more permanent recognition of the Jubilee, by possibly planting commemorative trees / defining a Jubilee Walk, while local groups and residents organised events to celebrate.

It was resolved that Engleton Lane playing field be named the Jubilee Park to commemorate the Queen's Diamond Jubilee and that new signage to reflect this be funded from the Donation Fund still held by the Council. It was further resolved that details of the Brewood Park opening event be forwarded to South Staffordshire Council for the Review as an event the Council would be involved with.

353b **Millennium Bench.** Clerk's Report referred. The repairs had been requested but may take some time for them to be completed. The Clerk advised that should Brewood enter the 2012 BKV competition, the bench could be listed as exempt. The Clerk advised she would write to Mr Pickrell thanking him for agreeing to pursue the repairs to the bench.

Matter of report.

CORRESPONDENCE RECEIVED:

350. Mrs K Broadhead, Brewood, enclosing a copy of a letter sent by Mrs Broadhead to South Staffordshire Council's Planning Enforcement Officers. Copy circulated prior to the meeting. Photographs were tabled at the meeting.

It was resolved that the Clerk write to South Staffordshire Council in support of Mrs Broadhead's concerns, seeking their earliest attention to the matter and confirming the Council understood that the Police had also been involved in related problems that had arisen.

351. Brewood Civic Society - copy letter received 18 January, original dated 14 December not previously received – with regard to the Localism Bill and Neighbourhood Planning. Clerk's Report referred.

It was resolved that the Clerk would reply to the Civic Society advising that she was to attend a further related seminar in February and that the matter would be reviewed at the end of February 2012.

352. South Staffordshire Council with regard to Children's Activities 2012. Due to changes at South Staffordshire Council they would not be able to deliver the scheme in its current format. Copy circulated prior to the meeting. Clerk's Report referred. The Clerk further advised that the Sussed budget that had been proposed by Members for 2012/13 may enable the Council to make alternative provision in the villages.

It was resolved that the Clerk write expressing the Parish Council's disappointment with the proposed scheme and that problems with implementing the proposal are foreseen which may not be practical to overcome.

353. Staffordshire County Council inviting Members to a tour of the new Staffordshire Places offices.

It was resolved that Cllr D.M. Homes, Mr D. Evans and Mrs J. Jeffries, subject to availability would attend.

354. South Staffordshire Rural Transport Partnership January update. Copy circulated prior to the meeting. **Matter of report.**

355. The Chairman of South Staffordshire Council, Cllr S. Oatley M.B.E. inviting the Chairman of the Parish Council and his wife to attend her Civic Dinner to be held on 23 March at Chillington Hall, tickets £35 each. Mr M. Webb advised that he would be unable to attend.

It was resolved that Mr M. Webb advise Mrs Oatley that he and his wife were unable to attend.

356. SPCA with regard to a planning seminar to be held Wednesday 7 March 7.00 to 9.00pm at the Peel Building, St Chad's Place, Stafford. Cost £10 per delegate. The seminar would include an update on Planning Legislation, basics of planning and the Local Plan process.

It was resolved that Cllr D.M. Holmes, Mrs J. Jeffries, the Clerk and, subject to the agreement of the SPCA, a nominated person from Brewood Civic Society would attend at a total cost of £40.

357. **CORRESPONDENCE CIRCULATED:**

South Staffordshire Council notice of the following meetings: Audit Committee 17 January; Audit and Overview and Scrutiny Committee 17 January; Overview and Scrutiny Committee 17 January; Environmental and Public Health Protection Services Scrutiny Panel 18 January.

SPCA Updates: Families First Launch and Referral Routes.

NALC Updates: NALC Chairman receives OBE; NALC/LGA Localism event 22 March; NALC Conferences; Local Audit – DCLG to work with NALC and SLCC to identify the most proportionate and effective framework for the sector; Local Councils Play Area Survey.

Brewood Civic Society minutes of the meeting held 16 January and copy correspondence to Mr D. Swift, Brewood Middle School – security floodlighting.

Fields in Trust – Queen Elizabeth II Fields Challenge grants awarded.

Staffordshire Fire and Rescue Winter Warming Warning.

Wolgarston Newsletter; Pear Technology Land Management Support; Codsall Arts Festival: Diamond Jubilee mementoes and party products.

358. **COUNTY COUNCIL REPORT:**

No report from County Councillor R. Roberts O.B.E. was received.

359. **CHAIRMAN'S REPORT:**

The Chairman Mr M. Webb, had nothing to report.

360. **FINANCE REPORT:**

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

- The Income and Expenditure approvals list as of 26 January **be approved** Income –Nil Expenditure: £6,833.03, including salary payments covering standard hours plus:
 - Clerk 6.75 hours (4 evening meetings up to 17 January)
 - Assistant Clerk 4.5 hours (2 evening meeting up to 17 January)
- The action of the Clerk in purchasing, on her credit card for reimbursement, equipment to support backing up the Council's electronic data to an external hard disk as previously resolved but at an increased cost of £175.97 including VAT **be ratified**. A budget of £120 had previously been approved. The matter was discussed with the Head of Finance before the purchases were made. Increased costs were incurred due to a higher cost than originally anticipated for a network disk, the opportunity to double the capacity for an additional £20 and the need to increase the Ethernet connections requiring a switch box and cable.
- The provision of additional hours for the Assistant Clerk to complete a grant application towards the second project towards the Brewood Park development **be approved**. Clerk's Report referred. It was resolved that the additional hours be funded from the remaining project budget up to 20 hrs in this instance, at SCP 24.
- The renewal of the Council's membership of Fields in Trust at a cost of £35 **be approved**.

- Salary Payments for Temporary Cover. Clerk's Report referred.
It was resolved that the necessary budget be vired from the Contingency Salary budget (1700/5) to the Salary budget (100/1) and Clerk and the Head of Finance establish the budget required.
- Parish Council Newsletter. Clerk's Report referred.
It was resolved that the cost of printing the Parish Council newsletter in the region of £230 (still to be confirmed by the supplier) and delivery costs of £110 each for Brewood and Coven and £30 each for Bishops Wood and Coven Heath be approved.
- October 2011 Newsletter Delivery. Clerk's Report referred.
It was resolved that £110 for delivery of the Coven Newsletter in October 2011 be vired from the Newsletter budget (300/1) to the Coven Newsletter delivery budget (1400/5).
- Chairmen of Council Board. Clerk's Report referred.
It was resolved that the verbal quote to bring the board up to date (four entries and to complete one further entry) be approved up to a maximum of £100.
- Appointment of Internal Auditor. Clerk's Report referred.
It was resolved that Mr Derek Walker be formally appointed as the internal auditor of the Parish Council's accounts for financial year 2011/12 at a cost of up to £240.

Letter received from Mrs C. Cumming thanking Members for the certificate and garden vouchers.
Matter of report.

361. **PLANNING REPORT:**

The Council received the Planning Report from the Head of Planning, Dr R.C.H. Taylor and considered the planning applications received. List of planning decisions for 9 to 13 January was tabled at the meeting.

Members were made aware that the Admiral Rodney public house was up for sale, together with an adjacent barn.

It was resolved that the Clerk write to South Staffordshire Council requesting that both buildings but in particular the barn, be given listed building status.

362. **CLERK'S REPORT:**

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

245** Brewood Bowling Club. The Clerk stated that she would report back to the Council at the next meeting, once advice had been received from Mr D. Wright of Staffordshire County Council, regarding drainage for the bowling club.

The Clerk advised that the 2011/2012 Q3 Budget Report to be circulated at the next meeting of the Council.

363. **DISTRICT COUNCIL REPORT:**

The Council received the report of the District Council from Cllr D.M. Holmes. She advised that discussions would be taking place regarding the Core Strategy during the six week period of consultation on the proposed changes.

ANY OTHER MATTERS OF REPORT:

Dr R.C.H. Taylor requested that the Clerk write to David Kirk of Brewood Park Farm, thanking him for storing Brewood Christmas lights. Mr J. Pegg reported that the Rotary Club would also be sending a letter thanking Mr Kirk for storing the Christmas sleighs.

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.

301. Staffing. Members considered the recommendations of the Clerk as detailed in the confidential report tabled at the meeting and resolved that Mrs L. Whitehouse be appointed to the temporary post of janitor to cover the sickness absence of the substantive post holder on a monthly renewable contract covering Friday to Monday inclusive, 1 hr/day (paid at 5.5 hours per week to include weekends) at Spinal Column Point 7, commencing on 3 February 2012, subject to a probationary period of 8 weeks and satisfactory references being received.

There being no further business the meeting closed at 9.27 pm.

..... Chairman

**REPORT OF THE CLERK FOR THE MEETING OF THE COUNCIL
TO BE HELD 26 JANUARY 2012**

MATTERS ARISING

41** **Brewood Playing Field Equipment** Having visited the site this week with the Assistant Clerk and the Playdale rep. to confirm the location of equipment and the shrubs and trees in the under 8's play area it seems appropriate that the holly tree be removed from the under 8's play area, the shrubs be cut back to the existing grass verge and, in view of Mr Gough's letter, the Leylandii be reduced in height. The Playdale rep. has recommended the Leylandii be cut back from the play area a little to a height of 2m. None of these works have been included in the existing quote for the play area refurbishment and the cost of reducing the height of the Leylandii, which could probably be done at the same time as the other works, should be covered by the playing field maintenance budget. Two further benches have been identified to be removed and relocated – this will be taken up with the contractor for inclusion in any quote for the tree/shrub works.

Members to approve that a quote be sought to undertake the tree/shrub work required for the under 8's installation as well as for reducing the height of the Leylandii and that Mr Gough be advised of the Council's intention to remove the holly tree, cutback the shrubs and reduce the height of the Leylandii. Members are asked to recommend a height to which the Leylandii should be reduced – Mr Gough requests 'to just above the height of the play equipment', possibly 3m.

245** **Brewood Bowling Club** License to undertake drainage works along the Highway awaited from Staffordshire County Council. Clerk to report.

282. **Council and Community Web Site** A separate report has been tabled which Members may decide to consider at the meeting or defer to the next meeting of the Council.

301. **Staffing** A separate confidential report has been tabled.

MATTERS ONGOING

185** **Church House** Mr Bailey has been advised of the Council's representatives on the Church House Working Party.

42* **Engleton Lane Development, S106** Mrs J. Jeffries may wish to report.

256* **Brewood Traffic Management** All of the actions on the Clerk arising from previous meetings have now been completed, replies are awaited. Members previously indicated they would like to schedule a meeting of the Brewood Traffic Management Working Party.

Members to consider setting a date, possibly allowing a period of time for replies to be received.

301*/339 **Queen's Diamond Jubilee** A phone call has been received from South Staffordshire Council who are intending to include a Jubilee supplement to the forthcoming South Staffordshire Review listing events that Parish Council's are organising for the Jubilee although not necessarily on the Jubilee weekend. Replies are required as soon as possible. Clerk to report further.

353b* **Millennium Bench, Sandy Lane** Mr D. Pickrell has been in contact and will consider undertaking the repair to the bench subject to being able to source the require oak. He recommends replacing both arms to ensure a satisfactory match but advises that, once they have been made, the arms can only be fitted once the bench has dried out. Due to this and Mr Pickrell's other commitments the repairs may take some time to carry out. It is understood that the only cost should

be for materials. **Recommended resolution: the Clerk write to Mr Pickrell thanking him for agreeing to undertake the work as stated.**

165. **Draft Allotment Strategy** Mrs S. Meddings asked to meet with me this week as she was planning to stand down as Chair of the Coven Heath Allotments Association and wished to introduce Alan Higgins who was willing to be considered for the position of Chair at the forthcoming AGM. Mr Higgins had a number of suggestions concerning the Council's allotments which I believe tie in to the possible areas for improvement arising from the audit of allotments South Staffordshire Council undertook on the Council's allotments and other allotments in the District last year. I have asked Mr Higgins to provide further details in writing to the Council for further consideration. **Matter of report.**

CORRESPONDENCE RECEIVED

351. **Brewood Civic Society** Members need to consider whether the Council intends to be the driving force behind what must ultimately be a community neighbourhood plan. Whilst any neighbourhood plan will be the result of community involvement, consultation and ultimately a referendum, other stakeholders will be involved to provide advice and guidance and the Parish Council does seem best placed to take the lead in bringing together the various parties involved. Further consideration will be required in due course as to whether such a plan will encompass the whole parish or not.

It is my understanding that the regulations governing the process for establishing neighbourhood areas and forums, the requirements of Community Right to Build organisations, and the preparation of neighbourhood plans and neighbourhood development orders, and Community Right to Build Orders (the Localism Act) are still in the process of being established – the consultation closed 5 January 2012.

Whilst I am more than happy to appraise members of the Civic Society as requested Members of the Council may wish to consider deferring such a meeting until the end of February in view of the point above and until after I have attended the SLCC Practitioners Conference on 17 and 18 February, neighbourhood planning being an agenda item. I am also conscious that such a meeting would also be before I may have had the opportunity to appraise Members of the Council beyond the brief circulars that have been received over recent months from NALC.

Members' views.

352. **Children's Activities** (Summer Sussed) Further details have been obtained from South Staffordshire Council:

- The vouchers would be forwarded to the Parish Council to administer
- Posters and materials to promote the availability of vouchers would be provided by South Staffordshire Council
- Only 'a vague estimate of cost' is currently available but South Staffordshire Council were considering selling vouchers (to the Parish Council) as half day 2 hr sessions at a cost in the region of £4. Anyone wishing to stay for a whole day using vouchers would need 2 vouchers.
- If the Parish Council is left with any vouchers they can be carried over and used for remaining / future Sussed holidays ie October and Christmas Activities.
- This Council can choose to issue the vouchers free of charge or make a small charge so that children are gaining a discount to activities at the centres. I would need to look in to whether there are any VAT implications in this Council charging.

At this stage South Staffordshire Council are seeking the Council's views on the idea.

FINANCE REPORT

Salary Payments for Temporary Cover In view of the additional salary costs that will be incurred it is recommended that sufficient budget be vired from the salary contingency budget (1700/5) to cover

the additional costs to be incurred to the end of the current financial year; a similar virement will be required for 2012/2013. I recommend the required budget be discussed and agreed with the Head of Finance outside of the meeting in view of the confidential nature of the matter.

Brewood Park – Phase 2 Before work can proceed on what is now a second phase of the project (that is equipment originally proposed that is outside the funding available) a further grant application needs to be completed. Members are asked to consider approving additional hours for the Assistant Clerk to complete the grant application to be paid at the rate of SCP 24 (as before). The application will not be as time consuming as the previous application as the consultation data etc is already available. Of the original budget held by the Council a balance of £2,042 remains towards the additional works identified at the park for phase 1 (above) and the second phase.

Recommended resolution: up to 20hrs be approved at a cost of £252 including pension costs but excluding Employer NI.

Parish Council Newsletter To approve the cost of printing the Parish Council newsletter, cost to be advised, and delivery costs of £110 each for Brewood and Coven and £30 giving a total of £280.

October 2011 Newsletter Delivery To approve the virement of £110 from the Newsletter budget (300/1) to the Coven Newsletter delivery budget (1400/5) in lieu of the October 2011 newsletter.

Chairs of Council Board To consider the verbal quote from Cllr D.M. Holmes on behalf of her daughter to update the board for four further Chairs and to complete the last entry currently on the board at a cost of less than £100; the exact cost will be dependent on the time taken.

Away Changing Rooms, Coven The supplier has confirmed that the guarantee on the re-cycling pump has expired. As resolved at the previous meeting an order has been placed with PC Plumb.

Matter of report.

Appointment of Internal Auditor Mr Derek Walker has confirmed he would be available to undertake the Council Internal Audit and he would charge up to £240 as the Council's systems were no longer new to him. The Internal Audit of the Council's 2010/2011 accounts cost £320.

Members to consider whether Mr Walker be formally appointed to undertake the internal audit of the Council's 2011/2012 accounts

OTHER MATTERS FOR THE CLERK'S REPORT

Brewood Tennis Club An email has been received from Mr J. Roobottom on behalf of Brewood Tennis Club with regard to their non-domestic rates. With the agreement of Mr Roobottom last year this matter was not progressed as the club felt the existing signage relating to public access was sufficient. I have replied to Mr Roobottom explaining what I understood the concerns of the Valuer to be and will progress the matter further with Mr Roobottom and the club as necessary.

LocalView For information Member's may wish to know that the Staffordshire County Council LocalView web site is a useful tool when looking for information about a range of County Council services, related activities and specific information such as footpath numbers when reporting issues to County Council. The site can be found at: <http://www.staffordshire.gov.uk/localview/localview.aspx>

Newsletter I hope to start work on the next Parish Newsletter shortly. If any Members have anything they would like included could they please let me know by Monday 6 February.