

**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, 9 FEBRUARY 2012 AT 7.30PM**

**PRESENT:**

M. Alden-Court, Mrs J. Carr, Mr R. Dakin, Mrs J. Jeffries, Mr G.E. Martin, Mr J. Pegg, Mr P. Smith, Dr R.C.H. Taylor, Mrs L. Tomkins, Mr M. Webb MBE.

**APOLOGIES:**

Mr D. Evans (work), Mr T. Fellows (work), Cllr D.M. Holmes (unwell).

**MINUTES:**

The minutes of the meeting of the Council held 26 January 2012 were approved as an accurate record and duly signed.

**DECLARATION OF INTEREST:**

Mrs L. Tomkins declared a personal interest in item number 183a. Mr J. Pegg declared a personal interest in item number 366.

**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.

364. **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. There were no members of the public in attendance at the meeting.

365. **POLICE REPORT:**

There was no Police Report due for this meeting.

**MATTERS ARISING:**

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

41\*\* **Brewood Playing Field Equipment.** Report of the Clerk circulated prior to the meeting. Clerk's Report referred. The following matters were resolved:

- that the reduced 2m gap, between equipment and the hedge line in Engleton Lane, be approved in order to optimise the use of the Leylandii as a screen
- that a grant application be made to Awards for All for £10,000
- that an application be made to the Local Health Board if funding available, be approved noting that it will still probably be necessary to call off some of the 12/13 budget
- that if either or both applications are unsuccessful then the Clerk refer back to the Council to review the options available with regard to the extent of the project 2 equipment and the availability of the 12/13 budget.
- That the budget allocated from the Brewood Park project budget, for managing the installation of project 1, be worked as additional hours above contracted hours.

70\*\* **Fencing for Playing Fields.** Work scheduled to be completed by 3 February after which the contractor was due to tidy the site, spray paint any railings damaged during delivery / installation and reinstate any significant damage to the grass verges.

**Matter of report.**

245\*\* **Brewood Bowling Club.** Clerk's Report referred. Mr J. Pegg suggested that the bowling club be asked to consider opening the green up to the Rotary Club and other such groups on a regular basis.

**Matter of report.**

256\* **Traffic Management, Brewood.** The report of Ms Minshall, Village Agent concerning the parking needs of traders and their employees in Brewood had been received and would be circulated prior to the next meeting of the Brewood Traffic Management Working Party.

**It was resolved that a date for the next meeting of the Working Party be deferred to the meeting of the Council on 23 February and the Clerk seek an update from Mr D. Wright, Highways in preparation for the forthcoming meeting. The Clerk to contact the Corser Trust, if not already actioned.**

301\*/339 **Queen's Diamond Jubilee.** Further to the previous resolution to replace the Silver Birch tree taken down in Engleton Lane, Members were advised that Royal Oak saplings of 20-40cm could be purchased from the Woodland Trust at a cost of £30 each. There was also an opportunity to register any trees planted in commemoration of the Jubilee in a new 'Royal Record' of which two copies would be published, for Buckingham Palace and the British Library – the Royal Record commemorating planting for King George VI's Coronation could be seen at:

<http://www.woodlandtrust.org.uk/PublicFiles/index.html#/6/>

**It was resolved that:**

- **At least one commemorative tree be planted in each village, Members to suggest appropriate sites, subject to Mr S. Dores being consulted regarding avoiding damage to properties from roots**
- **A number of Royal Oak saplings be purchased from the Woodland Trust**
- **Any trees planted to commemorate the Jubilee be submitted for inclusion in the Royal Record**
- **Parish Council planters and hanging baskets to have a red, white and blue theme this year**

352\* **Bishops Wood Play Equipment.** Letter received from the Staffordshire Environmental Fund enclosing a satisfaction survey for completion.

**It was resolved that the Clerk complete and return the survey form as appropriate.**

356. **SPCA Planning Seminar.** Places had been booked as requested plus a further place for a representative of Brewood Civic Society. Seminar to be held on Wednesday 7 March 7.00 to 9.00pm. The venue was changed to: the Council Chamber, County Buildings, Stafford. **Matter of report.**

183a. **Coven Heath Allotments.** Letter received from Dallow and Dallow in reply to this Council's request, on behalf of the Allotments Association, for support to provide a commitment for renewal of the lease for the next 10 years in order that the Association may apply for grant funding. Copy circulated prior to the meeting. Letter also received from Mrs S. Meddings, Chairman of Coven Heath Allotments Association concerning two minor accidents on the path. Report of the Clerk circulated prior to the meeting.

**It was resolved that Members wishing to do so inspect the site within one week and raise any objections with the Clerk. If no objections raised, then the Clerk to place an order with Mr P. Dunbar, being the cheapest quote, subject to the more detailed quote being provided. Consideration to be given to using residue filings that may be available from Amey as a result of resurfacing of the A449.**

282. **Council and Community Web Site.** Report of the Clerk circulated prior to the meeting. Email received from Mr S. Smith supporting the proposed product for developing the site and offering technical support in the future if required. Reply sent accepting the offer of support.

**The following items were approved:**

- **that the Clerk pay for the website licence using her personal credit card and be reimbursed by the Parish Council.**
- **that an application be made to the Co-Op Bank for a Debit Card once the Terms & Conditions had been circulated to account signatories and approved.**
- **that the editor of the Village Times website be advised that the Parish Council felt it inappropriate to provide a link to their website, it being a commercial website.**

325a **Dirty Lane, Brewood.** Reply received from Mr B. Taylor, South Staffordshire Council. Copy circulated prior to the meeting. Letter received from Mr D. Wright of County Highways too late for the agenda.

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

344. **Rock Bank.** Letter received from Mr G. Williamson MP reporting that he had received the report of South Staffordshire Council in relation to the planning application and confirmed that he had 'raised his concerns about the proposal to agree to an application to variance from touring caravans to static ones, and also over the build of 3 utility blocks.' Mr Williamson hoped what he had registered would be taken on board although he had no statutory authority on these matters. This matter was dealt with under item 378 (Planning).

**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.

281\* **Grit Box, Sunset Close, Coven.** Clerk's Report referred.

**It was resolved that the Clerk follow the matter up with Mr B. Wilding.**

325b. **A449 Amey Works Schedule M54 J2 Coven, Resurfacing.** Clerk's Report referred. Mrs L. Tomkins reported some discrepancies on the presentation document received from Amey, which she had reported to them; including inaccurately dated photographs and incorrect tonnage given for the canal

bridge. Mrs Tomkins also reported on the absence of a weight restriction sign at the entrance to Shaw Hall Lane and her concern that local heavy traffic would use this route instead of the diversion.

**It was resolved that Mrs Tomkins contact Highways with regard to the requirement for a weight limit sign at the entrance to Shaw Hall Lane. Clerk to also write in support.**

#### **CORRESPONDENCE RECEIVED:**

366. Letter from Mr T. Webber, Chairman of Bishops Wood Village Hall Committee, copy circulated prior to the meeting. The reference to the South Staffordshire Capital Grant Scheme was thought to actually mean the Village Hall Capital Grant and Loan Scheme which Mr Webber had been discussing with the Community Council of Staffordshire. Clerk's Report referred.

**It was resolved that the Parish Council give its support to the Village Hall Committee if it decided to submit an application to the South Staffordshire Council Capital Grant and Loan Scheme in due course and act as guarantor if necessary. Mrs J. Carr offered to help, via Mr J. Pegg, regarding completing the application. It was further resolved that the Village Hall Committee be allowed to receive the 2012/13 Village Hall grant in this financial year 2011/2012, should this be necessary.**

367. Digley Associates Annual Play Inspection Reports for the Council's play areas and skate-board parks. Of the points reported all were deemed low or very low risk with the exception of the cable-way at Coven playing field which required the terminus stop to be adjusted to prevent the Traveller from terminating in the free space of the frame, which represented a medium risk. The Clerk reported that the handyman had repaired and tested the cableway.

**Matter of report.**

368. Ms C. Fulford providing details of the new Brewood Tennis Club Committee. Mrs Fulford also reported that there were some roots from the adjacent conifers lifting the surface of the courts and asked that this be looked at and the club advised of the outcome.

**It was resolved that the Clerk seek the advice of Mr S. Dores and notify the Club and Council of the outcome.**

369. Cllr Brian Edwards, Leader of South Staffordshire Council, cover letter and report of the 2011 Parish Summit, circulated prior to the meeting.

**Matter of report.**

370. South Staffordshire Council, Assistant Housing Strategy and Regeneration Officer advising the Council of the Work Clubs that had been set-up in South Staffordshire. Copy circulated prior to the meeting. A link had been included on the Council's web site and details would be circulated to Parish notice-boards.

**It was resolved that details be placed in the next Parish Council Newsletter.**

371. Staffordshire County Council with regard to a vacancy for a Local Authority Governor at St John's First School, Bishops Wood. Nominations required by 14 March.

**It was resolved that Members advise the Clerk of any possible nominees and a notice be put on the Council notice-board and in the next Parish Council Newsletter (if the timing was appropriate).**

372. SPCA training on how to complete the Annual Return from the Audit Commission on Thursday 8 March 2.00 to 4.00pm at a cost of £10 per delegate. Venue, in Stafford, to be confirmed. Also available: VAT training course Thursday 15 March 7.00 to 9.00pm, County Buildings, Stafford £20 first delegate, £15 second and £10 thereafter.

**No Members wished to attend.**

373. Amey with regard to a Speed Limit Traffic Regulation Order Application, A449 Trunk Road – M54 Junction 2 to Gailey Island, proposed 40, 50 and 60 mph speed limits. Copy circulated prior to the meeting. Larger print map was tabled at the meeting. Replies required by 2 March.

**It was resolved that the Clerk write to Amey advising that the Parish Council was not in support of the changes.**

374. South Staffordshire Council seeking volunteer Stewards and Senior Stewards for Saturday 30 June when Great Wyrley and Newtown in Essington would welcome the 2012 Olympic Torch Relay. Further details and application forms were available from the Clerk.

**It was resolved that an article be included in the forthcoming Parish Newsletter.**

375. **CORRESPONDENCE CIRCULATED:**

South Staffordshire Council notice of the meeting of: the Cabinet held on 31 January; Regulatory Committee held on 31 January.

SPCA/NALC updates: Community owned shop – SOS advice line; Business Rate plans; town centre management; Rural Social Enterprise; mobile broadband plan extended; metal thieves – Neighbourhood Watch & Home Watch join forces; shaping rural policies; neighbourhood planning – 126 front runner pilots; national flood forum.

Coven Heath Community Association Newsletter.

Brewood Civic Society copy correspondence to Ms S. Poxon, planning application 12/00004/FUL.

Carers Association Southern Staffordshire – new advice line for carers 01785 606675.

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

Bishops Wood Bugle; Wolgarston Newsletters.

Western Power Distribution, stakeholder workshop response form; Acme Tree Services; Courtney's mobile petting farm.

376. **CHAIRMAN'S REPORT:**

The Chairman, Mr M. Webb reported that he was in the process of organising the Civic Sunday Service, scheduled to take place on 11 March. Invitations to Members had been tabled, other invitations to be sent out/delivered shortly.

377. **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 Lists as of 9 February, **be approved**. Income £3,088.69 Expenditure £2,732.01. It was noted that the original quote from Edge Designs for the renewal of the accounts package was £330, however the invoice received was for £300.
- The Q3 2011/2012 Financial Budget Comparison Income and Expenditure report. Copy circulated prior to the meeting together with the reissue of the corresponding December bank reconciliation, for information, **be approved**.

- The Council considered the payment of a telephone allowance to Mrs L. Tomkins and Mr P. Smith. Phone allowances of £20 each were paid out to Members in December. Mrs Tomkins and Mr Smith were co-opted on to the Council in January.  
**It was resolved that the annual phone allowance was paid retrospectively and therefore no payment was due at this time.**
- The Council considered a request from the Stafford Branch of The Samaritans for a grant towards their running costs for the year ahead. Historically a grant of £25 had been made.  
**It was resolved that a grant of £25 be made to The Samaritans.**
- The decision of the Clerk to authorise Mr M. Smith to provide additional cover if necessary between 3 and 6 February inclusive (Friday to Monday, the days he was not employed by the Council) whilst the public conveniences were at risk of freezing up. Clerk's Report referred, **be ratified.**  
**It was further resolved that Mr Smith be asked to provide additional cover in the event of freezing conditions being forecast overnight, for which payment would be made allowing for weekend working and including associated mileage incurred on the basis that Mr Smith was not contracted to work for the Council on the days concerned.**
- Council office roof leak, Clerk's Report referred. The roof leak was deemed insignificant at this stage.  
**It was resolved that no action be taken but the problem be monitored.**
- **Coven Changing Room.** Clerk's Report referred.  
**It was resolved that the decisions of the Clerk be ratified: Mr Collins be paid £40 for work undertaken on 4 February to stop the leak and £20 to provide a temporary repair to ensure that the changing rooms could be re opened in time for any weekend games. It was further resolved that Mr Neylan be thanked for his prompt action.**
- **Accounts Package.** Clerk's Report referred.  
**It was resolved that the additional charge of £85 for moving to the higher I&E banding by Edge Designs be approved if such action proves to be necessary.**
- **Civic Sunday.** Clerk's Report referred.  
**It was resolved that the Chairman would not be expected to refund the balance should the cost of the Civic Sunday exceed the budget. Mr Webb was thanked for his offer to do so.**
- **SLCC Conference.** The Clerk reminded Members that she would be attending the conference on Friday 17 March.  
**It was resolved that the Clerk purchase an updated 'The Clerks' Manual' at a cost of £40 if appropriate.**

378. **PLANNING REPORT:**

The Council received the Planning Report from the Head of Planning Dr R.C.H. Taylor and considered the planning applications received.

Planning application 12/00021/FUL, deferred from the previous meeting of the Council was included on the planning list.

Automated planning tracking system – notification received that the application 11/00631/OUT had been withdrawn: ex Royal Ordnance site, Cat and Kittens Lane, application for storage and distribution uses plus provision of a new access onto Cat and Kittens Lane and associated landscaping.

379. **PLAYING FIELDS REPORT:**

The Council received the following reports:

- Bishops Wood playing field and skate board park, as supplied by Mrs S. Hughes. The handyman had dealt with the two minor matters reported.
- Brewood playing field and skate board park, Mr M. Webb commented on the new fencing which was a great improvement. The Clerk reported that some small remedial works were still to be completed by the contractor and the caretaker had been concerned that the left hand gate could no longer be padlocked down. The Clerk had advised the Caretaker to leave it unlocked during the day and had asked the Caretaker to monitor the situation and report back to the Clerk.
- Coven playing field and skate board park, Mrs J. Carr reported that the aerial runway had been repaired. The Clerk advised that 7 pieces had been replaced on the clatter bridge, invoice awaited.

Playground Inspections to be circulated to the Heads of Playing Fields in time for the next meeting of the Council.

380. **CLERK'S REPORT:**

The Council considered the Urgent Correspondence listed on the Clerk's Report and resolved the following matters:

- South Staffordshire Council Partners and Communities together community safety meeting at Wheaton Aston on 28 February.  
**It was resolved that Mrs J. Carr, Mr R. Dakin, Mrs J. Jeffries, Mr J. Pegg (subject to availability) and Mr M. Webb attend. Clerk to advise South Staffordshire Council.**
- SSC Equalities Scheme. The Clerk advised that the web link listed in the Clerk's Report could be emailed to Members for ease of access if requested. **Interested Members to advise the Clerk.**
- Forest of Mercia Tree Planting Scheme. No Members were aware of any appropriate sites.

Mr M. Webb reported that. A tour of the Watling Street Police Headquarters had been offered by PC A. Smith. **Members wishing to attend to advise the Clerk.**

**ANY OTHER MATTERS OF REPORT:**

381. **Commemorative Photographs.** M. Alden-court suggested that a commemorative photograph of the Parish Council be taken.

**It was resolved that a photograph of the Council be taken and held as a historical record but the matter be deferred until the remaining vacancy on the Council had been filled.**

382. **Fly Posting.** Mr Dakin advised that there were a lot of fly posters around the villages advertising a mobile fish bar, which were unsightly.

There being no further business the meeting closed at 9.15 pm.

..... Chairman.

**REPORT OF THE CLERK FOR THE MEETING OF THE COUNCIL  
TO BE HELD 9 FEBRUARY 2012**

**MATTERS ARISING**

41\*\* **Brewood Playing Field Equipment** Further to the report circulated prior to the meeting please find tabled an updated report and a statement of the forecast income and expenditure for projects 1 and 2 – these are still subject to confirmation from Playdale.

70\*\* **Fencing for Playing Fields** The new gates do not have a facility to padlock one side closed during the day – a practise undertaken to date I am advised to stop cars driving on to the site from Coneybere Gardens. I have advised the caretaker to leave the one side of the double gate closed as usual and to monitor the situation. If problems arise in due course a modification to the gate could be considered. Some work, once the ground has thawed, may be necessary at the Engleton Lane entrance to level the ground. A call was received from Mrs Angela Jones while the contractors were on site concerned that vehicles were parked on the grass verges and the verges had been churned up. The contractors will review the condition of the verges once the ground has softened again.

**Matter of report.**

245\*\* **Brewood Bowling Club** The licence application to Staffordshire County Council is being progressed by the appropriate officer. Members are asked to note that the application to connect to the highway drain that was drawn-up by Osprey Water Management and submitted by the Council provided details of the connection of the Council's new drainage channel across the playing field to the highway drain. Mr Wright of Staffordshire County Council has confirmed in a phone call last week that he is aware that: at some time in the future the Bowling Club will seek to connect in to the Council's drainage channel /inspection chamber in the playing field; that this need not be included in the licence application submitted by this Council; that such a connection does not need to be the subject of a future licence application.

**Matter of report.**

**MATTERS ONGOING**

281\* **Grit Box – Sunset Close** Mrs Y. Millward reiterating her request for a grit box in Sunset Close, Coven. In 2010/11 Mr B. Wilding, Staffordshire County Council stated he would assess the site but could not guarantee the resources were available to locate a bin at Sunset Close in 2010/11.

**Recommended resolution: the Clerk follow-up the matter with Mr Wilding.**

308. **Village Buzz Service** New timetables have been forwarded to the council from Mr M. Jenkinson of South Staffordshire Council with outline details of a proposal to replace the service with a dial a ride service from the end of April. I will forward copies to Mr Spencer.

**Matter of report.**

**CORRESPONDENCE RECEIVED**

325b. **A449 Amey Works Schedule M54 J2 Coven Resurfacing** Letter received confirming the details of the works to be undertaken. As the work is due to commence on 13 February I have tabled a copy of the letter to Members. **Matter of report.**

366. **Bishops Wood Village Hall** I have spent some time this week trying to ascertain the current position with funding and Bishops Wood Village Hall. Although I did manage to check some details with the Village Agent Liz Minshall both Tim Webber and I have struggled to make any further contact with her by email or phone. Having discussed the matter with Tim Webber I have suggested they may consider



using some of the funds they have been accruing for future projects, to replace the heating system instead with a view to applying to the South Staffordshire Capital Grant and Loan Scheme in due course for the extension they are planning to develop. I have spoken briefly to South Staffs Council about the proposal but the scheme has only recently been picked up from John Goodall. I have warned Tim Webber that a number of criteria have to be met in applying, that only a percentage of the total project cost can be applied for and the view of the Parish Council will be sought by South Staffs Council with regard to such an application. **Members may wish to consider approving in principal such an application, based on the information available to date and subject to funding still be available to the scheme and advising the Bishops Wood Village Hall Management committee to this effect.**

### **URGENT CORRESPONDENCE RECEIVED POST AGENDA**

South Staffordshire Council Partners and Communities Together where members of the general public are invited to learn more about the local community safety and police teams in South Staffordshire. The Locality 2 meeting will be held at Wheaton Aston Village Hall on Tuesday 28 Feb at 7.00pm. Parish Councillors wishing to attend are to confirm their intention to do so in advance.

**Recommended resolution: Members wishing to attend to advise the Clerk at the meeting.**

South Staffordshire Council seeking Members views with regard to the consultation on its Single Equality Scheme which includes a corporate action plan and sets out their equality objectives. The draft Scheme can be accessed at:

[http://www.sstaffs.gov.uk/your\\_services/human\\_resources/equality\\_and\\_diversity/single\\_equality\\_scheme.aspx](http://www.sstaffs.gov.uk/your_services/human_resources/equality_and_diversity/single_equality_scheme.aspx)

and the online consultation form at: <http://www.sstaffs.gov.uk/Default.aspx?page=20134>

A copy of the Executive Summary has been tabled to Members. Comments to be submitted by 29 February. One hard copy of the Scheme has also been tabled but as it is available on-line I have not printed off further copies.

**Members may wish to consider replying individually.**

SPCA forwarding details of the Forest of Mercia Big Tree Plant application and seeking details of any public sites where small scale planting could take place (0.5ha = 5,000m<sup>2</sup>). Recommendations by parishes in the Forest of Mercia or just outside are required by 24 February – questionnaire to be completed.

**Members' views.**

### **FINANCE REPORT**

**Sandy Lane, Public Conveniences** Members are asked to ratify the decision of the Clerk to authorise Mr M. Smith to provide extra cover to provide overnight heating from the Council's two paraffin heaters at the public conveniences in Sandy Lane on **the days when Mr Smith is not contracted to work** for the Council. This involved Mr Smith travelling to and from home morning and evening to 'manage' the paraffin heaters; these are turned off and locked away when the toilets are open to the public. Based on it taking one hour/day including travelling time and accounting for weekend working this would cost iro £37 for a four day period.

**Members are also asked to consider approving the same arrangements when freezing conditions are forecast over night. Members may also consider paying mileage on these days as this is also an additional cost in the days concerned.**

**Council Office Roof** At the end of a previous meeting of the Council it was noted that a small amount of water was dripping from the ceiling at the north end of the Council Chamber. This continues to be a small amount and irregular but to ascertain the size of the problem I asked Weathertight for their views. They

can see no evidence of a damaged roof tile although say a cracked tile could cause such a problem. They have recommended stripping off roof slates above the affected area of the building, cut and remove laths, lay breathable under slate felt, re-fix laths and re-slate with original slates.

**Recommended resolution: Members to approve the Clerk seek two more quotes.**

**Coven Changing Rooms** Last weekend the caretaker found water coming through the ceiling of the changing rooms. Unable to contact either my-self or the Assistant Clerk Mr Neylan contact the plumber who was already scheduled to carry out repairs to the boiler. Mr Paul Collins visited the site and found a significant amount of water and ice in the roof space. Mr Collins took action to stop the leak and made several small holes in the ceiling to drain off the water. I have thanked Mr Neylan and Mr Collins for their prompt action. I have also asked Mr Collins to carry out an interim repair to ensure the changing rooms can be re-opened at a cost of £20 exclu VAT. A further £40 exclu VAT will be charged for the work undertaken on Saturday 4 February. The Council's handy-man is making arrangements to provide insulation around the valve that stands proud of the existing loft insulation and will undertake whatever decorating is required in due course. Mr Collins reports that he believes the leak was due to a failed filter on the showers mixing valve in the loft space; the valve stands above the existing insulation so when it froze it then failed at the weakest point, the filter. Mr Collins will provide a quote for replacing the filter in the roof. **Members are asked to ratify the actions taken to date.**

**Accounts Package** The Edge Accounts package now used by the Council is charged on price bands based on a Council's annual income or expenditure, whichever is the highest. This Council comes in the band of up to £250,000 and we have been warned this limit may be exceeded before the year end; this is as a result of the Council's precept, grant funding already received this year and VAT reimbursed (higher than usual when larger projects are undertaken). Whilst I will endeavour to get any additional charges waived if the limit is only slightly exceeded Members are asked to consider the additional cost for moving in to the next band if necessary. It should also be noted that the limit may be exceeded again in 2012/13 in view of the Brewood Park grant funding and project related VAT; again the higher band would probably only be charged towards the end of the year.

**Recommended resolution: the additional charge of £85 for moving in to the higher I&E charging band by Edge for the Council's accounts package be approved if necessary.**

**Civic Sunday** Plans are underway for the Civic Sunday on 11 March 2012 with invitations being sent out by the end of this week. In reviewing the budget with the Assistant Clerk and the guest list with Mrs Postles the Chair Mr M. Webb has indicated that should the Civic Sunday exceed the allocated budget then he will refund the balance. **Matter of report.**

#### **OTHER MATTERS FOR THE CLERK'S REPORT**

None.