

**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, 23 FEBRUARY 2012 AT 7.30PM**

**PRESENT:**

M. Alden-Court, Mr A. Ball, Mrs J. Carr, Mr R. Dakin, Mr D. Evans, Mr T. Fellows, Cllr Mrs D.M. Holmes, Mrs J. Jeffries, Mr G.E. Martin, Mr J. Pegg, Mr P. Smith, Mrs L. Tomkins, Mr M. Webb MBE.

**IN ATTENDANCE:**

Cllr B. Cox.

**APOLOGIES:**

Dr R.C.H. Taylor (holiday), Cllr M. Hampson (meeting).

**MINUTES:**

The minutes of the meeting of the Council held 9 February 2012 were approved as an accurate record and duly signed.

**DECLARATION OF INTEREST:**

There were no declarations of interest.

**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.

383. **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.

Mr R. Hancox of Brewood Bowling Club requested up to date information regarding the progress of the lease agreement and drainage licence in order to report the matter to the forthcoming AGM. Mr Hancox invited Members to attend the AGM to be held at the Royal British Legion.

Mr T. Fellows arrived for the meeting.

Mr B. Rogers of High Green, Brewood reported that there was no provision for disabled people to access the GP surgery in Sandy Lane, Brewood. Motorists were parking outside the surgery all day. Members

reported that a request had been made to Staffordshire Highways for 2 parking bays designated for disabled people, to be sited directly outside the surgery.

384. **POLICE REPORT:**

There was no report received from the Police.

**MATTERS ARISING:**

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

41\*\* **Brewood Playing Field Equipment Matter of report.** Clerk's Report referred.  
**Matter of report.**

70\*\* **Fencing for Playing Fields.** Clerk's Report referred. Members considered whether or not the contractor be asked to close the gap left at the north end of the fence.  
**It was resolved that no action be taken for the time being.**

245\*\* **Brewood Bowling Club.** Clerk's Report referred. A Working Party be set up to review the report being prepared by the Clerk concerning the lease, recommendations to be ratified by the Parish Council.  
**It was resolved that a Working Party consisting of Mr A. Ball, Mrs J. Carr, Mr D. Evans, Cllr Mrs D.M. Holmes, Mr R. Dakin and Mr M. Webb be established. Meeting to be arranged.**

347\*\* **Wall – Rear of Amenity Area, Sandy Lane** Reply received from the Council's solicitor. Copy of the letter circulated prior to the meeting. The plans and conveyance extracts referred to were tabled at the meeting. Email received from Ms A. Simpson requesting a copy of a letter from this Council confirming the works to be undertaken a couple of years ago to the rear wall – copy forwarded by email.  
**It was resolved that the Clerk contact Mrs D. Drury who was understood to have considerable knowledge of the matter and, if appropriate Dr Taylor and the Clerk to meet with Mr Smillie. It was further resolved that the Council approve that the matter be progressed based on the estimate of possible costs from Mr Smillie: £150 exclu VAT, Land Registry Fees £50 (subject to the value of the property) and the right of Mr Smillie to charge for additional time if necessary.**

256\* **Brewood Traffic Management.** Date of next meeting to be agreed.  
**It was resolved that the date of the next meeting of the Brewood Traffic Management Working Party be held on Friday 2 March 2012 at 10.00am in the Council Chamber. Mr D. Wright to be invited to attend.**

352\* **Bishops Wood Play Park.** Staffordshire Environmental Fund enclosing their Annual Report for 2010/11. The Bishops Wood Play Park was featured with other projects they had supported. Two copies received, one copy to be forwarded to the Chairman of the Bishops Wood Park Committee.  
**Matter of report.**

96. **Recycling on the Go Bins.** Members had met with Mr B. Taylor on 22 February 2012 at the Council office in Stafford Street. Clerk's Report referred. Sites for bins in Coven to be decided once Mr Taylor had met with local Members. **Matter of report.**

272. **Brewood Christmas Lights** Reply received from Mr P. Element, President of the Rotary Club of Brewood and District to this Council's letter forwarding the concerns of Mrs D. Bate. Copy circulated prior to the meeting.  
**It was resolved that a copy of the reply be forwarded to Mrs D. Bate.**

282. **Council and Community Web Site.** Council signatories considered the Terms and Conditions for the application for a Co-op debit card. Copies circulated prior to the meeting to signatories only. Clerk reported Dr Taylor had confirmed he approved the Terms and Conditions.

**It was resolved that the Terms and Conditions be approved.**

286. **Bus Shelter, School Lane, Coven.** Email received from Mr B. Wilding seeking details as to the size of the bus shelter being considered. Reply sent requesting Mr Wilding suggest what size of shelter would be approved at the preferred site in School Lane for the Council to then consider; alternatively the Council would advise. **Matter of report.**

325a **Dirty Lane, Brewood.** Reply received from Mr D. Wright of Staffordshire County Council, copy circulated prior to the meeting. The reply from Mr B. Taylor of South Staffordshire Council was circulated prior to the meeting of 9 February.

**It was resolved that the Clerk write to Mr Kearney advising him that he should take the matter up with residents but that he should be aware that Mr Bob Taylor had advised that if the refuse lorry did not access Dirty Lane, refuse bins would have to be emptied from Dean Street which had implications for residents.**

325b. **A449 Amey Works Schedule M54 J2 Coven, Resurfacing.** Weight restriction sign, Shaw Hall Lane, Coven Heath. Mrs L. Tomkins reported that having spoken to Mr Wright of Highways, it was deemed necessary for a sign to be erected.

**Matter of report.**

361. **The Admiral Rodney.** Reply received from Dr P. Collins, Conservation and Design Officer, South Staffordshire Council. Copy circulated prior to the meeting.

**It was resolved that the Clerk discuss the matter with Dr R.C.H. Taylor.**

#### **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.

353b. **Millennium Bench.** Clerk's Report referred.

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

218. **i54.** Mrs L. Tomkins was concerned that the Parish Council was not being kept informed of planning matters relating to the i54 development. Cllr B. Cox advised that he was a member of the Regulatory Committee and received the appropriate information, which he would pass on.

**Matter of report.**

183a. **Coven Heath Allotments Association.** Clerk's Report referred.

**Matter of report.**

307. **Rainbow Inn.** Clerk to write to the licensee reminding them that litter was deemed a public nuisance and regulated under the Licence Agreement.

**It was resolved the Clerk advise the licensee that if no improvement was seen within two weeks or if they default, the Council would take the matter up with the brewery.**

351. **Brewood Civic Society.** It was agreed that Mr Caffrey be the Civic Society representative on the Planning Seminar. Brewood Civic Society to pay for his place (£10).

301\*/339 **Queen's Diamond Jubilee.** Clerk's Report referred.

**It was resolved Members to suggest suitable sites for commemorative oaks in writing to the Clerk.**

309 **VFestival / Roseclaim 2011.** Clerk's Report referred.

**Matter of report.**

353. **Tour of Staffordshire Place.** Clerk's Report referred.

**Members to advise the Clerk if further action required.**

#### **CORRESPONDENCE RECEIVED:**

385. Cllr Mike Maryon, Staffordshire County Council providing further advice and guidance in relation to public liability cover when Parish Council's and organised local groups provide local de-icing services at key points in communities, copy circulated prior to the meeting. This Council had to date, chosen not to be involved in such opportunities either directly or by organising volunteers, although a number of individuals throughout the parish spread grit as necessary on their own initiative.

**It was resolved that no action be taken. Clerk to seek an update from Mr B. Wilding regarding the requests for grit bins at Sunset Close and near Forge Cottage.**

386. Cllr M. Maryon, Staffordshire County Council with regard to the efforts being made to tackle theft of grit for highway operations. Copy circulated prior to the meeting.

**Matter of report.**

387. Staffordshire County Council – notice of submission of the Staffordshire and Stoke-on-Trent Joint Waste Core Strategy 2010-2026 Development Plan Document.

**Matter of report.**

388. Staffordshire County Council with regard to works scheduled to be undertaken from 8 May for three weeks at Cuttlestone Bridge. Pinfold Lane would be closed to all vehicles at the bridge during the works and a signed diversion put in place. Pedestrian access at the bridge would be available at all times. Clerk's Report referred. Also enclosed was a copy of the letter to be sent to those likely to be affected, a location map showing the closure and diversion both were tabled at the meeting, together with answers to frequently asked questions, copy circulated prior to the meeting.

**Matter of report.**

389. Mr S. Poyser, South Staffordshire Council enquiring as to whether there was an opportunity to harmonise the work of the South Staffordshire Council litter crews with work carried out by any parish council operatives in some locations in the parish, with the aim of improving the overall service to the public.

**It was resolved that the Clerk discuss the matter further with Mr Poyser.**

390. Staffordshire County Council, 2012/2013 Community Paths Initiative inviting bids for projects to improve the local Rights of Way in the parish; closing date 1 April 2012. Priority was given to projects such as the surfacing of routes around local facilities, replacing stiles with kissing gates to assist people with mobility problems, projects which promote the local path network such as the creation of circular walking and riding routes, or the purchase of tools and equipment to help keep paths open throughout the year. Members discussed various sites including Hillcrest footpath Brewood and Sandy Lane, Bishops Wood. It was noted that the footpath sign near Villa Farm had again been removed.

**It was resolved that a bid be submitted for the following, subject to the bid criteria being met: the footpath from Hillcrest to the Scout Hut be resurfaced (either through the bid or under**

maintenance) and the sign near Villa Farm be improved to avoid further damage. Staffordshire County Council to be asked to address the poor surface from Church Farm to Jackanory Cottage (Bishops Wood) under maintenance. Clerk to ascertain whether 'circular walks' could include a walking route around the Parish Council's playing field.

391. SPCA forwarding details from Defra with regard the implementation of the new standards regime and reporting that the SPCA were awaiting confirmation of what Staffordshire County Council decided to implement. Copy circulated prior to the meeting.

**Matter of report.**

392. Mrs J. Edwards of Bishops Wood advising that she was standing down as the Best Kept Village Co-ordinator in Bishops Wood. Clerk's Report referred.

**It was resolved that the Clerk write to Mrs Edwards thanking her for her time spent on Bishops Wood BKV Working Group and write to the Bishops Wood Village Hall Management Committee confirming the Council's appointment of Mrs Edwards as the Council's representative on the Village Hall Management Committee.**

393. Live & Local offering advice and guidance to groups organising Jubilee or Olympic celebrations as well as an opportunity to apply for grant funding towards related events. Details had been forwarded to the Coven Christmas Lights Committee who were organising a Big Party, the Bishops Wood Jubilee Committee and Coven Heath Community Association.

**Matter of report.**

394. Staffordshire County Council seeking help to promote Staffordshire Cares and offering the Council, as community watchdogs, the opportunity to become ambassadors for Staffordshire Cares and help promote Staffordshire Cares at a local level.

**Clerk to forward details to M. Alden-Court.**

395. Staffordshire County Council, invitation to Your Voice 2012 Conference. 'What the implementation of Staffordshire Cares means for you and your family – get involved in helping us to provide the services you want'. To be held at Staffordshire County Showground on Tuesday 20 March, 9.30am to 3.30pm, refreshments and buffet lunch provided.

**No Members required further details or wished to attend.**

396. Staffordshire and Stoke on Trent Local Enterprise Partnership inviting voluntary sector organisations to attend 'The Business is Better Together Event' on the morning of 9 March at Uttoxeter Racecourse. Bookings required by 2 March. Programme available from the Clerk.

**Matter of report.**

397. Ms F. Lee, Heart of England in Bloom, part of RHS Britain in Bloom enclosing details of the Britain in Bloom competition for villages and neighbourhoods – a street or sheltered housing for example. Copy of cover letter circulated prior to the meeting.

**It was resolved that the Members who were representatives on village hall committees pass details to their respective groups noting the 'neighbourhood' opportunity. It was further resolved that an article be placed in the parish newsletter and on notice boards.**

398. Mr I. Carless, Appeal Treasurer, Brewood Pipe Organ Appeal providing an update of the appeal and requesting notices be displayed acknowledging grant funding received, copy circulated prior to the meeting.

**It was resolved that a copy of the notice be displayed on the Council office notice-board as space allowed.**

399. South Staffordshire Council following up on the recent Business Forum. Advice and guidance was offered with respect to health and safety / fire safety and giving notice of the availability of Business Workshops in the future.

**It was resolved that the Clerk make further enquiries with regard to Fire Safety with a view to validating the advice received in December concerning Fire Safety Inspections.**

400. SPCA weekly update from NALC – summit to be held on the challenges and opportunities arising from the Localism Act to be held in Birmingham. The Clerk reported that there were no spaces available at present. **Matter of report.**

401. SSCVA with South Staffordshire Council giving notice of the South Staffordshire Community Voice Forums – the Locality 2 Forum to take place at Blymhill Village Hall, Blymhill on Tuesday 6 March 10.00am to 1.00pm lunch included. The Forum represented an opportunity to ‘share your ideas on decisions affecting your community and find out more about new funding and other opportunities.’

**No Members wished to attend.**

402. **CORRESPONDENCE CIRCULATED:**

South Staffordshire Council: Get with Apprenticeships’ and notice of the following meetings: Audit Committee 21 February; Council 21 February; Regulatory Committee 21 February; Environmental Public Health 16 February.

SPCA / NALC Updates: Local Councils Play Area Survey – this Council is one of only 60 who have taken the time to reply; Open Public Services White Paper; Link to ACAS advisory handbook; Community Right to Build – NALC response; NALC seminars (London, Bristol, Sheffield); 10 year post office deal; Village SOS conference; VCS grants; community budget pilots; community food conference; community ownership; draft NPPF threatens half of England’s countryside; library closures; Portas Pilots; Planning Summer School; grants for English museums; unlock rural economy; National Market Day; events.

SPCA forwarding a copy of an audit report in the public interest concerning Somerton Town Council – copy enclosed for Members information.

Mr P. Sanders – Press cuttings re JLR and Wobaston Road incinerator plan.

Coven Heath Community Association Newsletter; Engaging Communities Newsletter.

Wolgarston Newsletter.

Public Sector Efficiency Expo.; Kings Security Data Storage

403. **COUNTY COUNCIL REPORT:**

No report received from County Councillor Mr R. Roberts OBE.

404. **CHAIRMAN’S REPORT:**

The Council received the report of the Chairman Mr M. Webb, who reminded Members of the Chairman’s Civic Sunday to take place on 11 March.

405. **FINANCE REPORT:**

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

- The Income and Expenditure approvals list as of 23 February, **be approved** Income £204.94 Expenditure £36,156.77 including salary payments covering standard hours plus:
  - Clerk 14.75 hours (2 evening meetings of the Council, 2 meetings at South Staffordshire Council and 6hrs Brewood Park management up to 14 February)
  - Assistant Clerk 12.25 hours (2 evening meetings of the Council + 7.25hrs Brewood Park grant application up to 14 February)
  - **It was resolved that the cheque for Secure-a-Field be withheld until such time the Clerk considered the work completed.** Clerk's Report referred under item 70\*\*.
- Coven changing rooms, item 389\*/79, (further to other works already approved) quote received to replace the combined pressure reducing valve and filter that leaked in the roof at the beginning of February at a cost of £59 exclu. VAT, to supply and fit. As the plumber, Mr P. Collins, was already scheduled to undertake other repairs he was instructed to proceed with this work as well rather than delay the decision to another meeting of the Council. **It was resolved that the decision of the Clerk be ratified.**
- Verbal quote of £45 received from Mr J. Fletcher, electrician, to supply and fit a new emergency light fitting in the 'away' changing rooms that could not be refitted following the recent leak. Mr M. Smith had reported that the fitting was corroded and no longer working. Clerk reported Mr Fletcher had been instructed to carry out the work – the facility being in use by the public. **It was resolved that the decision of the Clerk be ratified.**
- South Staffs Work Clubs (item 370) Further to the report at the meeting of 9 February letter received providing further details of the Work Clubs and seeking financial support from Parish Councils in the district to setup a transport fund for the Work Clubs by donating a minimum of £50 to the fund. Copy circulated prior to the meeting.  
**It was resolved that Mr P. Smith contact Andrew Lindop, Chairman of South Staffs Work Clubs, to gain further information and report back to Council.**
- The Council considered the request received from Brewood Music Festival to make available the grant of £1,000 towards the Sunday entertainment as approved at the meeting held 27 October 2011. Prior to the precept meeting Mr Element had indicated that the grant would not be required until the start of the 2012/13 financial year.  
**It was resolved that the Clerk request a copy of the most recent accounts, to be tabled to Council before releasing the grant which would be available from April.**
- The Council considered the sponsorship of the 2012 BKV entries, maximum of 4 entries, at a cost of £15 entry fee per entry (£60) plus the cost of posters for each village up to £10 per village (£40) giving a total of up to £100 to sponsor the entries. The Council also considered providing further assistance in the form of a photocopying/laminating budget of up to £30 per village and £25 prize money per school for the children's poster competition (up to 6 schools) giving a total of up to a further £270.  
**It was resolved that a budget of £370 be approved.**
- The Council considered that the Clerk renew the Norton 360 security software to provide 3 licenses for the 3 office PCs at a cost of up to £64.99 inclu. VAT and to renew the Norton Internet Security for the Council's laptop at a cost of up to £50. To be purchased against the Clerk's personal credit card and reimbursed unless the Council's debit card is available in time. Clerk to report further at the meeting.

**It was resolved that the Clerk purchase the Norton software using her personal credit card; to be reimbursed by the Council.**

- The recommended allotment rental charges proposed in the 2012/2013 budget of £21 per allotment for the financial year 2012/2013, **be approved.**

At the meeting of the Council held 26 January a cost to print the forthcoming Parish Newsletter was approved of 'iro £230' while a formal quote was awaited. A written quote had since been received for £240 exclu VAT which included an additional 100 copies to cover the extra newsletters now posted out to Slade Heath. **Matter of report.**

Notice received from SPCA confirming the 2012/13 S137 limit will be £6.80 per elector. **Matter of report.**

#### 406. PLANNING REPORT:

The Council received the Planning Report from Cllr Mrs D.M Holmes in the absence of the Head of Planning, Dr R.C.H. Taylor and considered the planning applications received. List of planning decisions for 9 January to 3 February also received which were tabled at the meeting.

#### 407. CLERK'S REPORT:

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

- Internal Auditor.  
**It was resolved that the statement in the Clerk's Report be confirmed as the Council's response to the Internal Auditor's 2010/11 report concerning hours worked, when taken in conjunction with the Council's previous resolution to fund project related hours from project related budgets (thus funding additional hours if necessary).**
- Coven Changing Rooms.  
**It was resolved that the Clerk write to all three clubs reminding them of the terms and conditions of hire to provide a minimum of 5 days notice.**
- Newsletter.  
**It was resolved that an article concerning Britain in Bloom be included and Members forward any corrections / changes / comments to the Clerk by Monday 27 February.**
- Decoration of Parish Council Offices.  
**It was resolved that the Clerk investigate the cost implications of the Council's handyman carrying out the necessary work as additional hours and the cost of sourcing necessary materials. Clerk to report back to Council.**

#### 408. DISTRICT COUNCIL REPORT:

The Council received the report of the District Council from Cllr Mrs D.M. Holmes and noted the following: Cllr Holmes had attended a meeting on 21 February where the leader of South Staffordshire Council reported that for the second year running there would be no increase in the District Council Tax.



South Staffordshire Council had agreed to purchase Codsall Police Station at a cost of £290,000. The CCTV system would continue to run from the premises and Police 'back office' functions would transfer to the Parish Council Offices in Codsall.

District Councillor Mr B. Cox reported on the following matters:

- Savings made to date by the South Staffordshire Council
- The Public Enquiry into wind turbines at Brineton was underway
- Income from the New Homes Bonus of £350 per property
- The Core Strategy to 2028 was subject to public examination by a senior inspector
- The Localism Act had received Royal Assent
- The Local Development Plan which would be available in 12 -18 months time
- Neighbourhood Planning

**ANY OTHER MATTERS OF REPORT:**

M. Alden-Court reported that there was building work taking place in Lawn Lane, Coven, and builders' vans were causing an obstruction. It was agreed that Mr P. Smith would speak to the owner of the site.

Cllr B. Cox reported that the Village Buzz was being well used. A Transport Hub was expected soon which would compensate for the withdrawal of tokens. This Ring and Ride scheme would run from / to peoples' homes and should be available by mid April.

There being no further business, the meeting closed at 9.25pm.

..... Chairman

**REPORT OF THE CLERK FOR THE MEETING OF THE COUNCIL  
TO BE HELD 23 FEBRUARY 2012**

**MATTERS ARISING**

41\*\* **Brewood Playing Field Equipment** The order acknowledgement has finally been received. The independent play equipment inspection report for Brewood highlighted the existing under 8s fencing as a risk because it represented a neck and head entrapment risk but recommended no action because of the level of risk – the metal fencing at Bishops Wood Skate Park was also noted on the same basis. As the under 8s fencing is scheduled to be replaced I am seeking further advice as to how such fencing should be erected to no longer be a risk. Playdale state '*Officially fencing doesn't fall under the scope of BS EN 1176 and therefore shouldn't be tested*' but, that said, they have changed their timber fencing spec. although they appear reluctant to provide more details. **Matter of report.**

70\*\* **Fencing for Playing Fields** When I last visited the site on 22 February there was still work required to tidy the site even though the issues raised last week should have been addressed when the contractor returned to site on 17 February. The contractor is due on site again on 23 February. I recommend, when the matter is taken under the Finance Report, that Members consider approving the payment but that the cheque be withheld subject to the site being cleared to the satisfaction of the Clerk. The slight gap at the far north west corner of the playing field could be closed off but it would not look tidy – the gap, which tapers and too small for anyone to get through, has arisen because the older fencing appears to be leaning. As the Bowling Club is likely to make changes to this fencing in due course Members may prefer to leave the gap as it is and review it again in due course should the need arise.

**Members' views.**

245\*\* **Brewood Bowling Club** I have emailed Osprey seeking an update with regard to the licence application to Staffordshire County Council. I have spent time this week reviewing the draft lease; the report of queries raised by the Bowling Club and its solicitor in 2009, this Council's recommendations to the Council's solicitor with regard the queries and the Solicitor's response to everyone's queries and recommendations. I am in the process of collating the information available and summarising the points that the Council needs to consider and resolve. The report will be available by the middle of next week. Members are asked to consider how they wish to now progress the lease: to consider the report at the next meeting of the Council to be held 8 March or to appoint a Working Party of interested Council Members to meet at a time to be agreed in which case the recommendations of the Working Party would need to be approved by Full Council at the next opportunity.

**Members' views.**

96 **Recycling on the Go Bins** Available Brewood Members and Mr R. Dakin met with Mr B. Taylor of South Staffordshire Council on 22 February and recommended three sites for the recycling bins, as and when became available:

- Near the junction of Shop Lane and Stafford Street but actually around the corner in Shop Lane to avoid obstructing visibility up Stafford Street from the junction. The waste bin on the Council's garden would be removed.
- Bargate Street near the junction with Newport Street, facing opposite St Dominic's School. The waste bin adjacent to the phone kiosk would be removed – the use of this by people off the canal boats was noted but Mr Taylor advised they should not be using these bins.
- Church Road amenity area, to the left of the central entrance on entering from Church Road. The waste bin nearest to the shops would be retained but the waste bin nearest to the School playground would be removed.

Mr Taylor agreed to attend a site visit with interested Members in Coven at a later date to identify any further locations that may benefit from a recycling on the go bin.

## MATTERS ONGOING

301\*/339 **Queen's Diamond Jubilee** Reply received from Mr S. Dores advising that '*a minimum of 20 metres from any property in order that the tree can fully mature unhindered. You should also be wary of overhead cables and underground services. You might look at field corners, with the landowner's permission, at entry points to the village or parish.*' A letter has also been received from the Civic Society, too late for the agenda, with regards their own plans to plant an oak tree and proposing some sites the Council may wish to consider. Full details will be included on the next agenda.

**Members are asked to consider the advice of Mr S. Dores when proposing sites for the Council's Royal Oaks. To avoid planting in the heat of summer Members may wish to make any such recommendations by the end of March.**

353b\* **Millennium Bench** The work has now been completed by Mr D. Pickrell. I have yet to be advised whether the Council will be invoiced for the wood from J.B. Sands but Mr Pickrell has asked that a donation be made to the St Mary and St Chad's Church Organ Fund in lieu of any payment for his services. As this is a financial matter I recommend it be deferred to the next meeting of the Council and that a letter of thanks also be deferred until the matter of a donation has been considered.

**Matter of report.**

183a **Coven Heath Allotments Association** Progressing the requirement for a path to an order has been delayed due to a query raised by Mrs S. Meddings who understood that the path was to be a bonded surface (steam rolled) although the quotes obtained by the SSCVA on behalf of the Allotments Association only referred to a rolled surface. I have discussed the matter with the new Chair of the Allotments Association who has confirmed the work quoted for is appropriate and will be easier to maintain than a bonded surface. On this understanding and as no objections were raised by any Members of the Council by 17 February I will progress the Council's resolution through to an order.

**Matter of report.**

309. **Roseclaim / VFestival Grant 2011** Details of the distribution of the £7,000 grant received from the 2011 VFestival in response to requests for funding received, as considered by Mrs J. Jeffries and Cllr Mrs D.M. Holmes:

◆ Bishops Wood Neighbourhood Watch	£300	◆ Bishops Wood Youth Club	£1,000
◆ Bishops Wood Community Fund	£400	◆ Brewood Tennis Club	£100
◆ Bishops Wood Jubilee Committee	£1,100	◆ Brewood and District First Responders	£700
◆ Bishops Wood Village Hall	£1,500	◆ St John's Nursery & Out of School Care	£900
◆ Bishops Wood Park Committee	£1,000		

The Council has been requested to make the cheque to the Bishops Wood Jubilee Committee payable to the Bishops Wood Park Committee. A separate account of the income and expenditure will be maintained with regard to the Jubilee committee.

The Council has also been requested to make the cheque to the Bishops Wood Youth Club payable to Wheaton Aston Youth Club. This is a County Council approved account as used by Youth Services. The Youth Worker Julie Jones will maintain a separate account of the income and expenditure appertaining to the Bishops Wood Youth Club. This measure is necessary as the County Council will not support numerous accounts being set-up and the youth club cannot do so independently without a management team and constitution etc. The grant has been allocated to the youth club by Mrs Jeffries and Cllr Mrs D. M. Holmes on the understanding that it is given as a start-up grant and that any equipment or supplies

purchased with the VFestival monies must revert to the community through the Parish Council should the Bishops Wood Youth Club fold at some time in the future. These points and the need to inform the Council as to how the VFestival grant has been spent will be included in the cover letter awarding the grant.

**Matter of report.**

353. **Tour of Staffordshire Place** Email received providing a number of dates when those members who have expressed an interest may join an existing tour or, if these arrangements are not appropriate, offering to make alternative arrangements directly with those Members concerned.

**Copies of the email to be made available to Cllr Mrs D.M. Holmes, Mr D. Evans and Mrs J. Jeffries. Those Members are asked to advise the Clerk of any further action required.**

## CORRESPONDENCE RECEIVED

388. **Cuttlestone Bridge, Near Penkridge** A further email has been received advising that following the initial public participation it was clear local residents and businesses would benefit if the bridge could be opened at weekends. Therefore each Friday at 15:30 it will be re-opened to all traffic and the diversion removed. The diversion will be put back on each Monday morning at 09:30. It is anticipated the work will still be completed by 1 June.

**Matter of report**

392. **Mrs J. Edwards** Mr Tony Sloane of Bishops Wood has volunteered to organise the Bishops Wood BKV entry for 2012. Mr Sloane has worked alongside Mrs Edwards for several years and prepared the map so has a wealth of experience. Mrs Edwards has since phoned that she would still like to represent the Parish Council on the Bishops Wood Village Hall Management Committee and asks that if this is acceptable a letter be sent to the committee before the AGM in March.

**Members' views.**

## OTHER MATTERS FOR THE CLERK'S REPORT

**Internal Audit** I will shortly be arranging a date for the internal audit to be carried out for the financial year 2011/2012. Members are reminded that in the 2010/11 internal audit the Internal Auditor drew to the Council's attention to his concern that *'the Clerk was regularly working hours in excess of her contracted hours and that other Councils of a similar size worked more hours than the 43.5hrs allocated to the Clerk and Assistant Clerk.'*

In the budget meeting Members approved a contingency budget of up to an additional 2hrs/week at the Assistant Clerk's rate for additional hours (excluding project hours funded by project budget) should it be deemed necessary to increase contracted hours in the future. **Members are asked to confirm that this action in conjunction with the resolution to fund project related hours from project related budget represent the Council's response to the Internal Auditor's report in relation to hours worked.**

**Coven Changing Rooms** There have now been several instances of teams giving short notice of matches – this is inconvenient to M. Alden-Court and the Council's caretaker Mr M. Neylan who, in the knowledge of there being no matches booked, may well make other arrangements for the weekend.

**Recommended resolution: Clerk to write to all three clubs reminding them of the terms and conditions of hire to provide a minimum of 5 days notice.**

**Newsletter** A draft of the Spring newsletter has been tabled to Members. If any recommendations to change or corrections can be confirmed to the Clerk by phone or email by the end of Monday 27 February I can then arrange for the newsletter to be printed. I have asked for a quote to print the newsletter in

colour for Members to consider – Clerk to report if received prior to the meeting otherwise the newsletter will be printed as normal.

**Decorating of Parish Council Offices** In November / December 2011 quotes to decorate through the interior of the Council offices were received of £2,500 (exclu. radiators), £1,685, £1,440 (exclu. radiators) and £990 (subject to colour chosen). Would Members like me to investigate the cost of the Council's handy-man (Mr M. Smith) undertaking the work, paid as additional salaried hours but up to a fixed number of hours – the advantage in this approach is that Mr Smith will be able to be more flexible with regard to fitting in around the work of the Council. **Members' views.**

**SLCC Practitioners Conference** Once again I can confirm the Conference held 17 and 18 February proved extremely useful for the workshops and speakers as well as the opportunity to network. I attended workshops concerning:

- 'Our Community Matters' – effective community engagement, of particular interest when considering the needs of Neighbourhood Planning, the Localism Act and the Community Right to Bid / Build / Challenge and Parish Plans.
- 'Asset Transfer' – again influenced by the Localism Act and the opportunity for communities to take on the management and ownership of community facilities and the role of Local Authorities in supporting this.
- 'Data Transparency' – although not mandatory through statute it is deemed good practice and will be enforced by statute of necessary. This matter is already under 'Matters Ongoing'.
- 'Finding Funding Faster' – identifying more creative ways of finding funding for projects and building on multiple funding sources
- 'PAYE Year End' – although this provided a useful refresher it was slightly disappointing, something I will take up with the SLCC
- 'Engaging with Young People and School and Beyond' – reaching one of the several different sections of the community, how one Council went about it, the pitfalls and the bonuses.
- 'Update on Neighbourhood Planning' – a briefing from Planning Aid about the progress to date of the 'front runners', the problems and concerns of the Planning Authorities and whether Neighbourhood Planning is what you really need.

More detail from the workshops will filter through and influence the advice given as matters arise in due course. If any Members wish to know any more details about any of the above topics please let me know.

#### **Reminder of Forthcoming Events:**

**South Staffordshire Council PACT (Partners and Communities together) meeting Locality 2 - Tuesday 28<sup>th</sup> Feb** Whereby members of the general public are invited to learn more about the local community safety and police teams in South Staffordshire.

Venue: **Wheaton Aston Village Hall** Starting 7.00pm Councillors attending: Mrs J. Carr, Mr R. Dakin, Mrs J. Jeffries, Mr J. Pegg (subject to availability), Mr M. Webb

#### **SPCA Planning Seminar - 7 March 2012**

Venue: **Council Chamber, County Buildings, Martin Street, Stafford ST16 2LR** Starting at 7.00pm and finishing at 9.00pm.

Councillors attending: Cllr D.M. Holmes, Mrs J. Jeffries; the Clerk and a representative of Brewood Civic Society, name to be confirmed.