

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, 29 MARCH 2012 AT 7.30PM

PRESENT:

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

APOLOGIES:

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

MINUTES:

The minutes of the meeting of the Council held 8 March 2012 were approved as accurate and duly signed.

DECLARATION OF INTEREST:

Mr D. Evans declared a personal interest in planning application 12/00210/REN.

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.

424. **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 P. Whitehouse of the Rainbow Inn, Coven gave an update on the efforts being made to improve the exterior of the pub and to become involved in the local community. M. Alden-Court congratulated Mr Whitehouse on behalf of Coven residents. Mr R. Dakin remarked that there were still cigarette ends littering the front of the premises. Mr Whitehouse advised that once the gaps in the paving had been filled the area would be easier to maintain.

Mr Hemmingway of St Chad's Close, Brewood was concerned about the proposed trees to be planted as part of the development of the land at the Admiral Rodney Public House. Previous planting had been a problem to Mr Hemmingway. He would like to have the plans amended to remove the existing trees and plant the area with shrubs on the pub side of the boundary and had requested in writing that South Staffordshire Council consider this proposal.

MATTERS ARISING:

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

41** **Brewood Playing Field Equipment** The Clerk had met Mr P. Dunbar 22 March with regard to a start date on site and the outstanding queries regarding additional works identified (noted at an earlier meeting of the Council). Arrangements had been made to close the park for 1 to 2 weeks while new turf established. Clerk's Report referred.

Members ratified the actions of the Clerk with regard to the cost to remove the concrete in the under 9s play area; additional charges (to be confirmed) to be included with those for the tree works and two further benches to be relocated (previously reported). Additional costs to be covered by the balance of funding held in the budget for the project or the budgeted contingency. Members approved the additional payment to Mrs E. Gleed at her current rate, for half an hour per day for up to two weeks, as conditions required, and the purchase of a connector to extend the hose if necessary.

The Clerk read out an email received from Mr K. Twigger sent at 17.18 on 29 March 2012, Mr M. Webb MBE reported on calls he had received at home on 28 March concerned that the park was closed and a separate call that youths were at the BPSA ground, which was not covered by insurance for such purposes. Clerk's Report also referred.

It was resolved that the park remained closed and that the Clerk reply accordingly to Mr Twigger, copy to Gavin Williamson MP.

70** **Fencing for Playing Fields** After several visits to site and emails, the contractor had repaired the various instances of damaged paintwork and had apologised for the inconvenience caused. The outstanding invoice had been paid.

Matter of report.

245** **Brewood Bowling Club** Council Working Party met 21 March to discuss the report of the Clerk which summarised the queries of the Bowling Club and the response of the Council's solicitor to these queries and where appropriate, included recommendations to amend the draft lease prepared in August 2009. Recommendations from the meeting to be forwarded to the Council's solicitor for action. Email received from Osprey Water Management confirming the permit to dig fee had been paid and a date to dig of 2 to 6 April had been applied for. Dr R.C.H. Taylor reported back on the Bowling Club AGM which he had recently attended. Clerk's Report referred with regard to a meeting requested by Mrs S. Pearce of Engleton Lane, Brewood.

Matter of report.

347** **Wall – Rear of Amenity Area, Sandy Lane, Brewood** Email received from South Staffordshire Council forwarding information from Mr K. Twigger that land was to be cleared off Sandy Lane for the provision of a garden for the barn conversion in Sandy Lane. Clerk's Report referred. Members noted that part of the wall to the rear of the amenity area had fallen down further and land to the rear had broken through. Email received from Mr K. Twigger (in reply to an enquiry from the Clerk concerning building waste dumped on Council land) stating No. 2 Sandy Lane was owned by Mr N. Fletcher and that the intention was to 'remove builder debris and clear out'.

It was resolved that Dr R.C.H. Taylor investigate any papers available to clarify ownership and refer back to the Council. It was further resolved that the Clerk pursue the matter of the broken wall with the Council's solicitor to establish ownership and responsibility for any repairs.

256* **Brewood Traffic Management** Email received from Reverend Host representing the Corser Trust, copy circulated prior to the meeting. **Matter of report.**

301*/339 **Queen's Diamond Jubilee** Further to the actions under Matters Ongoing, Members recommendations for locations to plant commemorative oak trees were sought. Clerk's Report referred with regard to:

- advice received from Mr S. Dores - avoiding damage to trees
- discussions with Mr J. Payne (local Interparish Games Co-ordinator), Mr P. Element (Rotary), Mr I. Morris (Scouts) and Mrs P. Bywater - resident of Brewood offering the use of her garden for a Jubilee event (details with regard to the last point forwarded to Mrs V. Rushton by the Clerk).
- Information concerning Jubilee Beacons / bonfires
- Feedback received concerning the possible distribution of commemorative gifts

Letter received from Vaughton's concerning a Queen's Jubilee Medal available for £5 plus postage and packing; samples were tabled at the meeting. Dr R.C.H. Taylor reported on the availability of oak trees approx. 6' in height at a cost of £18 each and recommended twelve be planted to fill the gaps along Port Lane (between silver trees). Mr D. Evans reported that for previous celebrations there had been a procession to the bonfire at Deans Hall Farm.

It was resolved that as information became available, the Clerk to pass it on to the relevant organisations. It was further resolved that the Scouts and Ian Morris be asked to liaise with Dr Taylor and Mr D. Evans regarding the possibility of a bonfire.

71/390* **The Bront** Stepping stones had been installed following a site visit by Mrs J. Carr and Mr B. Wilding of Highways. Mrs J. Carr reported that there were also plans to paint the wooden rails black.
Matter of Report.

161. **Bilbrook Parish Council, Jubilee Walk** Mr D. Evans reported that he was still investigating the possibility of this Council developing a local Jubilee Walk.
Matter of report.

183a/165 **Coven Heath Allotments Association** Site visit had taken place on 28 March. The Clerk reported that letters would be sent to tenants regarding poorly maintained and uncultivated plots as discussed at the site visit and inappropriate parking by two tenants.

It was resolved that Mrs Tomkins approach the Allotment Association regarding a proposal to plant Jubilee fruit trees at the north end of the allotment site.

282. **Council and Community Web Sites Clerk's** Report referred. The Clerk reported on the meeting that had taken place with Mr A. Dutton earlier in the evening and plans to contact Mr S. Smith with regard to re launching the Parish Council's website.

Matter of report.

307. **Rainbow Inn, Coven.** Report received under Public Participation. **Matter of report.**

351. **Brewood Civic Society – Localism** The request from the Civic Society that they be appraised as to the implications and opportunities presented by the Localism Act and Neighbourhood Planning was still outstanding, the matter having been reviewed at the end of February. Clerk's Report referred.

It was resolved that the matter be deferred until after the Parish Summit scheduled to take place on 4 May. Clerk to advise the Civic Society accordingly.

368. **Brewood Tennis Club – Court** Advice received from Mr S. Dores with regard to the problem reported by the Tennis Club of tree roots breaking through the court perimeter. Mr Dores suggested that a trench 1m deep could be dug the length of the tree line and filled with concrete to block further roots intruding. In addition to the damage reported another area was showing signs of roots damaging the surface. The tennis club originally asked that the Council seek advice and let them know the

recommendation received. Mr G. Bailey had also reported some of the flood lights were incorrectly directed upwards and asked that the Council brought this to the attention of the Club.

It was resolved that the Clerk notify the Tennis Club of Mr Dores' advice. It was further resolved that the letter include a request that the Tennis Club realign the floodlights to address the matter of light pollution, the Council having received a verbal complaint.

423 **Annual Parish Reports** Members who present reports at the Annual Parish Meeting were asked to confirm whether they wished to write their own reports this year or whether the Clerk was required to do so. Those Members were also asked to confirm their availability for the meeting and to consider if one Member should present all three playing field reports. Deferred from 8 March meeting.

It was resolved that Mr M. Webb MBE write the Chairman's Report, Mrs J. Jeffries liaise with Sarah Hughes to write the Bishops Wood Playing Field Report, Mr R. Dakin to read out the Playing Field Reports, Clerk to write the Coven and Brewood Playing Field Reports, Finance Report and the Clerk's Report. Dr R.C.H. Taylor write the Planning 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 deem necessary during the meeting.

238. Clerk's Report referred. The Clerk reported further that a request had been sent to Staffordshire County Council, which had been chased.

It was resolved that the Clerk reply to Mr Prendergast advising him that:

- **The Parish Council had already requested SID units from Staffordshire County Council**
- **The representatives were doing their job**
- **There had been improvements in other parts of the parish, not just in Brewood**

CORRESPONDENCE RECEIVED:

425. Mr D. Taylor, Chief Executive, Staffordshire Police Authority providing details of forthcoming changes to the governance of policing and enclosing a newsletter setting out some of the key facts. Copy circulated prior to the meeting.

Matter of report.

426. Mr D. Heywood, Deputy Chief Executive, South Staffordshire Council with regard to the next Parish Summit to be held on 4 May 9.30am to 3.30pm. The focus would remain on the Localism Act and the emerging details of the Welfare Reform Bill.

It was resolved that Mr R. Dakin, Mr D. Evans, Dr R.C.H. Taylor, Mrs L. Tomkins, Mr M. Webb MBE and the Clerk attend.

427. Mr J. Roobottom, Brewood Tennis Club requesting the Council give consideration to Brewood Tennis Club being mentioned on any new signage that may be sanctioned (reference the renaming of Brewood Park) prior to the redevelopment of the park.

It was resolved that the Tennis Club be mentioned in any new signage, wording to be confirmed.

428. Copy letter from Mr K. Twigger to Stafford Borough Council raising his concerns about the litter in the lanes around Brewood: Port Lane; Coven Road; Engleton Lane; Four Ashes Road; Kiddemore Green Road. Copy letter also received from Mr G. Williamson MP to Mr S. Winterflood of South Staffordshire Council seeking his comments. Reply received from South Staffordshire Council, copy circulated prior to the meeting.

Matter of report.

429. Ms M. Pursglove with regard to possible illegal parking outside Kingsacre, Old Weston Road, Bishops Wood which hindered access for carers, doctors and ambulances, as well as vans and other delivery vehicles, to her property. Ms Pursglove felt the vehicles concerned caused an obstruction and a hazard and sought the Council's advice as to what she could do about the problem.

It was resolved that the Clerk write again to Mrs Pursglove reminding her to contact the Police as per previous correspondence from the Parish Council.

430. Staffordshire County Council Pensions – notice of information session concerning the duty on employers to automatic enrol new and existing employees into a pension arrangement from October 2012 onwards – Clerk's Report referred. The session was scheduled for 4 May 1.00 for 1.30pm to 3.30pm at the Kingston Centre, Fairway, Stafford.

Also forwarded: Pensions Services Employer Update providing details of the 2012 LGPS contribution bandings which have increased by the September 2011 CPI of 5.2%; notice of Pension Forum 13 March; details from Hymans Robertson with regard to insuring against ill-health retirements.

It was resolved that the Clerk or Assistant Clerk attend if appropriate. Members noted the clash with the Parish Summit.

431. South Staffordshire Council Call for Sites - enclosing the South Staffordshire Local Plan Strategic Housing Land Availability Assessment and Site Allocations Development Plan Document. Copies of the Locality 2 maps and appendix 6 were tabled at the meeting and are available on-line. Copy of a separate related email and FAQs sheet were circulated prior to the meeting.

Matter of report.

432. Physical Activity Co-ordinator forwarding details of a new exercise class starting in the Jubilee Hall, Brewood on 16 April and requesting details be included in the next Parish Newsletter. Reply sent explaining details could be included in the next issue due in May / June and details would be included on the new Parish Council web site.

Matter of report.

433. Shropshire Council informing the Council about the consultation into the Site Allocations and Management of Development Preferred Options Plan which would run until 8 June 2012.

Matter of report.

434. Mr C. Cunningham, Football Foundation forwarding a link to the Foundations first Monitoring and Evaluation report which demonstrated the impact the Foundation funding had made. This Council fed in to the report with regard to the use of the Coven facilities and would be required to do so again later in 2012. **Matter of report.**

435. Ms L. Sanderson, Community Council of Staffordshire seeking the Council's support to complete an on-line survey to provide information about issues such as community involvement and engagement in Transport, Rural Services, Planning and Affordable Housing. No closing date had been advised.

It was resolved that the Clerk reply subject to time being available.

436. Community and Arts Development Programme – South Staffordshire. Staffordshire County Council's Community Arts Fund helping to support Staffordshire's communities in their access to a wide range of cultural activities. The fund was open to applications of £2,500 to run an arts project. Email also forwarded by Cllr R. Roberts concerning this matter and also providing details of the Community Arts Fund for applications up to £800. Further details were available from the Clerk.

Matter of report.

437. Staffordshire Fire and Rescue Service announcing the winners of their internal staff MORE awards. **Matter of report.**

438. **CORRESPONDENCE CIRCULATED:**

South Staffordshire Council notice of the following meetings: Cabinet Meeting 20 March; Regulatory Committee 20 March. Taking Care of Business 28 March 5pm to 7pm Wombourne Civic Centre.

Staffordshire County Council – Improving the way we work with Local Communities. A guide for community leaders.

SPCA Newsletter – copies will be tabled at the meeting.

SPCA / NALC Updates: Supporting Communities and Neighbourhoods in Planning 20 March 9.30 to 16.30; People in Action Conference; Managing Environmental Change at the rural urban fringe; case law – village greens; general power of competence; lottery grant; rates of maternity pay and minimum wage payments; Communities together; Community Composting network; Town planning bid; Community budget questions; Rural growth network pilots; Rural community broadband fund; Rural economy grant; Farming and forestry improvement scheme; Local enterprise partnership capacity fund; Inspired facilities fund; Regional growth fund; Heritage grants; 2012 changes to building regs.; supporting weekly household collections; New home bonus scheme; Housing and Local Gov't Housing update; European regional development fund; Fire and rescue national network; Business fairness criteria; soc. For the protection of ancient buildings web site survey; Environment Agency – neighbourhood planning; OS open data classes; rural bank closures; Paths for communities scheme; Buy better together; Community budgets to be scrutinised; Heritage counts; Rural cyclists; Planning Portal; Rural networks; Community and business – high speed broadband; Register of Interests; Jubilee Insurance guidance; Planning for the environment at the neighbourhood level; Unfair dismissal changes – eff. 6/4/2012.

Brewood Civic Society minutes of the meeting held 19 March and copy correspondence to: Brewood Fire Station; Mr Swift, Brewood Middle School; Ms S. Poxon, South Staffordshire Council – application nos. 11/00371/COND, 12/00210/REN, 12/00197/FUL and 12/00159/CAC & 12/00164/OUT

Coven Heath Community Association - report of meeting held 7 March with ANCER SPA, Staffordshire County Council, Highways Agency and Potterton Landscape Architects with reference to the i54 works. **Copy was enclosed for information.**

Wolgarston Newsletters.

439. **COUNTY COUNCIL REPORT:**

No report was available from County Councillor R. Roberts OBE.

440. **CHAIRMAN'S REPORT:**

The Chairman Mr M. Webb thanked all those concerned for their assistance at the Civic Sunday. Mr Webb reported that he would be attending Buckingham Palace on 31 May 2012 to officially receive his MBE.

441. **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 29 March Income £70.15, Expenditure £13,829.41, **be approved** including salary payments covering standard hours, plus:
 - Clerk 9 hours (2 evening meetings and 1 SPCA seminar up to 19 March)
 - Assistant Clerk 5.5 hours (2 evening meetings up to 19 March)
- **Grounds Maintenance** 8 March query - Q3 invoices and credit notes, Clerk's Report referred. Payment included for approval at the meeting. **Matter of report.**
- The Financial Summary – Cash Book Reconciliation for February, **be approved**
- The Internal Audit Plan, Terms of Reference and Schedule of Internal Controls for the Internal Audit of the Council's internal controls for the financial year 2011/2012 **be approved**. Copies circulated prior to the meeting.
- The renewal of the Council's Broadband contract with BT for two years at the same cost of £15/mth **be approved**; the existing contract expired on 19 March and would be charged at £16.80/mth until a new contract was placed.
- The renewal of the Council's subscription to the Staffordshire Parish Councils' Association for 2012/2013 at a cost of £677.37 **be approved** – this was the Council's advisory route through to NALC.
- The adoption of a BT contract for unlimited calls at a cost of £22.50/mth **be approved**. This would be a rolling monthly renewable contract so could be cancelled at any time, would provide 5,000 minutes for local / national / international calls, including 0845 and 0870 numbers and 500 minutes to UK mobiles per month. This combined with the line rental costs would give quarterly costs of £114 net of VAT. For the previous year the Council's net quarterly costs had been £198, £159, £228 and £146,
- The renewal of the Council's membership of the Community Council of Staffordshire at a cost of £22, **be approved**.
- South Staffordshire Council had still to confirm the 2012/2013 Grounds Maintenance charges although Mr Medicott had stated they would only increase by inflation. As the costs at all but the Bront were being phased in over three years (2012/2013 being year two) this should still be the cheaper option so comparative quotes had not been sought. **It was resolved that the Parish Council commit to the contract with South Staffordshire Council, and not seek alternative quotes.**
- The Council received the Bishops Wood Village Hall Management Committee end of year accounts for 2011, which were tabled at the meeting of the Council. **Matter of report.**
- CPI 2011/2012 – the order had been placed for the materials to fit the two kissing gates that were the subject of last year's 2011/2012 CPI grant application in March 2011; grant confirmed October 2011. The cost of materials had increased by £23.25 for each gate, partly due to the requirement to change the timber ordered for the v-posts, which gave a £46.50 shortfall against the £636 grant received. **It was resolved that the shortfall be funded from the budget sub-heading (1100/12) under Projects, using the unallocated budget forecast for Q3/Q4 2011/2012.**

- The Council considered the final accounts for the Council's Civic Sunday, Clerk's Report referred. With reference to the Council's previous resolution to fund costs in excess of the Chairman's Allowance and the Civic Sunday budget Members were asked to consider the recommendation that the balance be vired from Contingency 1700/9. **It was resolved that £294.27 be vired from Contingency along with the Chairman's Allowance to the Civic Sunday budget heading to cover the additional cost of the Chairman's Civic Sunday 2011-12.**
- The virements between budget headings:
 - £110 from the Newsletter budget heading (300/1) to the Coven Newsletter Delivery Fund budget heading (1400/5) in lieu of the March newsletter, **be approved.**
 - £1,239 from Handyman's Essential User Payment budget heading (400/1) to Salaries budget heading (100/1), the payment being taxable and recorded against the 100/1 with the rest of the salary payment, **be approved.**

Status of orders previously approved (matters of report):

- erect a sign at Bishops Wood playing field in response to Mr Kelly's concerns, summer 2011 – ordered and erected.
- Replenish bark levels at the Bishops Wood and Coven playing fields - delivered and spread with voluntary support at Bishops Wood.
- Tree works at the Bront, agreed in September 2011, commenced 23 March by Codsall Tree Services and completed.
- CPI grant 2011/12 (referenced above) – orders placed for supply and installation. Awaiting availability of Mr Dunbar.

Letters received thanking this Council for grants awarded as follows:

- Stafford Branch of the Samaritans
- Brewood Tennis Club - £100 VFestival
- Bishops Wood Diamond Jubilee Committee - £1,100 VFestival
- Brewood and District Community First Responders - £700 VFestival (towards a Terrafix machine)

SPCA – notice received that the Council would not be charged for the recent Planning Seminar in view of the difficulties experienced at the time. Civic Society to be notified to this effect.

Brewood Playing Field Equipment - Payments (E Gleed, P Dunbar) – see item 41**.

The Chairman moved the suspension of Standing Order 1(c) to allow gentlemen to remove their jackets.

442. PLANNING REPORT:

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

i54. (item 218) Clerk's Report referred. Mrs L. Tomkins reported that the notices were posted in Coven Heath. Variation 1 should not cause a problem to residents. However, variation 2 would affect the community. Mrs Tomkins to keep a log of traffic and disruption, particularly as there were no pavements in Coven Heath. Mrs Tomkins to report back to Council by 12 April.

443. CLERK'S REPORT:

The Council received the written report of the Clerk and noted the matters therein.

444. **DISTRICT COUNCIL REPORT:**

There was no report received from the District Council.

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

ANY OTHER MATTERS OF REPORT:

445. **Commemorative Village Stones – Coven Heath** Mrs L. Tomkins reported that she would approach members of the Rotary Club with regard to a village stone for Coven Heath.

446. **New G.P. Surgery.** M. Alden-Court reported that she had recently attended a meeting to discuss proposed plans for a new surgery.

447. Increase in the cost of postage. Dr R.C.H. Taylor recommended that the Parish Council purchase a surplus of stamps prior to the price increase taking effect. **Matter of report.**

448. **Traffic Orders.** Mr A. Ball enquired as to when the new Traffic Orders were due to take effect.

This item was taken at the end of the meeting when the press and public were asked to leave the meeting due to the confidential nature of the business to be discussed.

Staffing. Clerk's Report referred.

It was resolved that:

- **if the Clerk was unavailable for the meeting of 12 April then the meeting would be cancelled and the payments due to be approved at the meeting would be considered and approved by the Head of Finance and the Chair of Council then ratified by Council at the meeting to be held 26 April. Clerk to contact the Chair if the meeting was to be cancelled.**
- **if the meeting of 12 April was to go ahead then the Clerk would work additional hours over the Easter break if necessary to complete the agenda packs for circulation and the publication of the notice of meeting.**

There being no further business to discuss, the meeting closed at 9.45 pm.

..... Chairman

**REPORT OF THE CLERK FOR THE MEETING OF THE COUNCIL
TO BE HELD 29 MARCH 2012**

MATTERS ARISING

41** **Brewood Playing Field Equipment** Mr Dunbar has commenced work to clear the site and lay new turf. In doing so he discovered that half of the under 9's play area was covered with a concrete slab presumably from a much earlier play area. With my agreement under emergency powers I agreed that the concrete should be removed and have asked Mr Dunbar to confirm any additional charges to be incurred along with those for the additional tree works and two further benches to be relocated (previously reported). These additional costs will either be covered by the balance of funding held in the budget for the project or the budgeted contingency. As yet no commitment has been made for phase two of the project from either of these budgets. **Members are asked to ratify the actions of the Clerk.**

With regard to the new turf it will be necessary to ensure this is watered in the first few weeks if there is not adequate rainfall. I have spoken to Mr Alan Gleed, the caretaker's husband, who confirms they have an external water tap, hose-pipe and are not on a water meter. I also believe Mr P. Dunbar is willing to loan the Council the use of a hose to attach to that of Mr Gleed although the Council may need to purchase a connector. **Council to approve the purchase of a connector if necessary and to consider paying the caretaker additional hours of half an hour per day at the caretaker's current rate, for up to two weeks, to be paid on days when, in the judgement of the caretaker, the turf needs watering – to be undertaken towards the end of each day.** This will be possible subject to there being no hose-pipe ban. The caretaker will be required to maintain a timesheet of such hours worked. Notices have been erected at the two entrances to the site warning the public that the site will be closed for approximately two weeks while the turf starts to establish. The Grounds Maintenance contractors (via Andy Cousins) and Osprey Water Management have been notified of the restricted access.

Mr M. Webb has received a number of complaints that the park is closed and will be closed for part or all of the Easter holidays – this is while the turf gets established. Whilst the timing is unfortunate the schedule was dictated by the hope for suitable growing weather and the availability of contractors amongst other factors. The Council could have paid substantially more money for the main contractor Playdale to clear the site and turf earlier in the year but suitable growing conditions in January and February were not expected. The Council could pay for heras fencing but this would have increased the project costs, was not included in the budget and would have to be monitored daily to check it was still safe and as erected. Mr Webb has further reported that local children are now playing on the BPSA ground and that he will be erecting a notice to the effect that 'private land, trespass at your own risk'.

Members to consider whether arrangements for the park are to stand or whether alternative arrangements are to be made.

245** **Brewood Bowling Club** Mr and Mrs Pearce of Engleton Lane, Brewood came to the office earlier this week following Mrs Pearce's request to discuss a number of concerns they have with regard to the plan to develop a bowling green and facilities including one or more water tank(s). Mrs Pearce had previously spoken to South Staffordshire Council and this Council had received a phone call from Mr S. Does regarding a complaint he had received concerning trees to be removed as part of the development. I explained to Mr and Mrs Pearce that as planning approval had been obtained in 2010 certain aspects of the project could not be changed, that if they required specific details with regard to the height of the club house, exact location of the gate and drawn plans for water tank(s) it would be necessary to talk directly to the Bowling Club but they should write to the Parish Council regarding any concerns which this Council may wish to consider when agreeing a lease with the Club (along the lines already discussed by the Council's working party). During the discussion Mrs Pearce reported that they had not been made aware of the second application and had not realised approval had been given. Having called in to the office the

Club's secretary has confirmed that an amended application relating to the provision of one or more water tanks has not been submitted (yet) but the Club's architect has been making enquiries as to whether such an application will be necessary. **Matter of report.**

347** **Wall – Rear of Amenity Area, Sandy Lane** Members are asked to note that the email from Mr Twigger actually referred to 'Land adjacent to 2 Sandy Lane'. Having purchased the Title Plan and Register for this land the site concerned (to be cleared) is that above the lower end of the Council's amenity area and adjacent to Ms Simpson's land - a fence has recently been erected higher up Sandy Lane and well above land than this Council had previously been led to understand was Ms Simpson's. This land is one of two squares between the Council's amenity area and Jacob's Ladder that it was understood had been transferred from Mr P. Giffard to the Council. As the Council has a duty to protect and assets it owns as a Public Body I have asked Mr D. Pattison of South Staffordshire for any information he may hold and he has agreed to look out the deed packets concerned.

I have spoken to Mr A. Smillie, the Council's solicitor, who was to pursue the registration of this land for the Council but he was unable to comment once I explained that the land had been registered with Absolute Title following the sale to Mr Fletcher from Mr Swales and Ms Dancer, Mr Swales being his client. Mr Smillie did acknowledge that although he had previously forwarded a copy of some papers to the Council relating to this matter he had not looked through the papers he held and was not aware of what was available.

Mr S. Does has emailed confirming advice given to Mr Twigger that as the land is in the conservation area a formal 6 weeks notification is required to be given to SSC for any works to trees that have a diameter of 75mm or above measured at 1.5m above ground level, this includes any works to the land that may detrimentally affect the health and stability of the trees such as raising or lowering ground levels. Mr Twigger called in to the office this morning to, I believe, confirm the Council now had the information it had been seeking. I took the opportunity to explain the Council's concerns with regard to land ownership, what appeared to be a possible shift of the advised boundary to Ms Simpson's property and the need for the boundary wall to the land above Sandy Lane to be made secure.

Members are asked to approve that Dr R. Taylor be allowed to review any papers held by Mr Smillie, South Staffordshire Council and Mr Giffard (who has himself given approval) in order to investigate the matter further and report back to Council, in the absence of the Clerk being available.

Members to consider what action is to be taken with regard to the wall that is retaining the higher ground in Sandy Lane and has broken down causing the ground beyond to slip down on to the Council's amenity area. From the information available the land concerned either belongs to Ms Simpson, although the new fencing is higher up Sandy Lane from the point in question, or Mr Fletcher. Members are reminded that in 2010/11 work was undertaken on a section of this wall to the south of this point, by resolution of the Council, following a meeting between Dr Taylor and Ms A. Simpson to discuss the problem and that written confirmation of the works to Ms Simpson included the statement 'On this occasion the Council has resolved to fund the cost of the necessary work but without prejudice to any future work which may be required on the boundary wall that borders the garden on 4 Market Place.'

301*/339 **Queen's Diamond Jubilee** For information:

Trees - When I met S. Does at the tennis courts I also discussed the potential problem of the Council planting commemorative trees and the risk that they may not last the year before they were accidentally lost (mowers / lack of water) or vandalised. Mr Does recommended planting out of sight such as amongst other trees on the Bront or in hedges, planting with matting surround to kill off and avoid competition with weeds and planting more substantial trees and erecting posts / fencing around them. Source of trees – Dr Taylor may wish to report on this,

Brewood – having approached Mr J. Payne (Interparish games organiser for the Parish) with regard to the email from the Torch 2012 Steering Group, Mr Payne has since suggested he would be willing to

organise a Mini Olympics / It's a Knock-out for families similar to the plans for Bishops Wood in article he read in the Parish Newsletter. I have put him in contact with Peter Element representing Rotary who had already suggested that with the involvement of Rotary insurance cover for such Jubilee celebrations would be covered. Mr Payne also has contact details for Ian Morris, Scout leader.

Beacon / bonfire - the practicality of this needs further consideration timing, what other event(s) would be combined, location, public access. Dr Taylor may wish to report with regard access to land. Mr S. Whale of Cross Green Gates and Fencing could quote to make a fire-basket / beacon if required but would require a design. LPG beacons are available at a cost iro £300.

Commemorative gifts – I have received news that the Bishops Wood Jubilee committee are planning to distribute commemorative gifts to children in the village subject to sufficient funding and the PTA at St Marys and St Chad's First School also have plans.

Old Vicarage – Mr and Mrs Bywater have offered the use of their garden for a Brewood Jubilee event if someone wished to organise an event. I have spoken and written to Mrs Val Rushton about this opportunity in view of her involvement with the WI, Inner Wheel and a number of other local organisations.

Council planting – as yet we have not identified the Councils requirements to support the summer planting in red, white and blue although M. Alden-court has kindly supplied details of plugs that can be purchased from a plant catalogue, these would need planting-on which this Council is not in a position to do. I hope to pursue this week commencing 16 April.

Matter of report.

282. **Council and Community Web Site** I will be meeting with Mr Al Dutton prior to the Council meeting to discuss what else is required before the site can be launched. Mr T. Fellows has unfortunately had to give his apologies. **Matter of report.**

351. **Brewood Civic Society – Localism** A representative of the Civic Society attended the SPCA seminar with two members of this Council and myself which provided a briefing on Neighbourhood Planning. Unfortunately on this occasion I believe the seminar may not have been of much assistance although I have given a copy of the papers supplied on disc to Mr J. Redshaw. I cannot see that I have the time in the forthcoming weeks to take this matter forward, Clerk to report further at the end of the meeting.

MATTERS ONGOING

238. **Speeding Traffic School Lane, Coven** Email received from Mr T. Prendergast concerning the speed of traffic in School Lane. Copy enclosed. Clerk to report further.

PLANNING

218. **i54** Email South Staffordshire Council providing information in respect of two i54 applications to vary conditions. Although the development is in Bilbrook Ms Marshall of South Staffordshire Council is aware that representatives of Coven may wish to comment.

The first variation is for information – variation of condition 4 timing of junction works, 5 equestrian activity survey, 8 maximum trip rates and 24-28 restrictions and limits of 05/01312/FUL to ensure compatibility with main outline permission for i54 site. Ms Marshall advises that this variation is unlikely to have any significant impact on the residents of Coven Heath and was likely to be approved under delegated powers week commencing 26 March.

The second application – variation of condition 6 of planning permission 05/01313/FUL, temporary extension of working hours. Ms Marshall advises this may be of more interest to residents of Ball Lane and Lawn Lane in Coven. County Council have recommended the wording relating to the routing agreement required through an existing condition be strengthened by stating that, during the construction

works, vehicles should not exit the site through Bilbrook or Coven. **Comments are sought in writing by 13 April.**

FINANCE

Accounts for approval:

- The query against the Grounds Maintenance contract has been explained by South Staffordshire Council's accounts dept. in that they believe Mr Medicott's department had possibly raised two invoices for the wrong amount on their system but not posted them out to the Parish Council. The accounts dept. would have then automatically sent out corresponding credit notes. The amount to be paid corresponding to the invoices received and the amount for payment has been confirmed with South Staffordshire Council. **Matter of report.**
- The request for a grant from the SSCVA, Stafford Street, Brewood has been included for payment in the list tabled although it was not received earlier enough to be included on the agenda. This is an annual grant which the Council had included in the 2011/2012 budget. **As grants are not usually carried forward Members are asked to approve the payment from the 2011/2012 budget.**

Civic Sunday As previously reported the cost of the Civic Sunday held 11 March 2011 was over the combined budget available (Chair's Allowance plus Civic Sunday, £1,000) to the sum of £294.27 It was resolved at a previous meeting of the Council that any over-spend would be funded from Council funds. **As stated on the agenda Members are asked to consider the recommendation that the balance be vired from Contingency 1700/9. Members are also asked to approve that the budget for the Chair's Allowance (400/8) be vired to the Civic Sunday budget heading (300/9) to manage the spend against one budget heading.**

OTHER MATTERS FOR THE CLERK'S REPORT

Bishops Wood Playing Field Report received that a (substantial) screw was missing from the Tree House where a metal upright should be screwed to one of the main timber posts of the frame. This is one of several such screws. The matter has been reported to Wicksteed as I believe it should not be possible for children of any age to remove such a screw. I have since found out that Mrs S. Hughes (volunteer undertaking monthly inspections) has the screw concerned and believes it may have snapped off. A Wicksteed engineer is due on site within the next two weeks. Wicksteed are also to supply a dozen plastic caps that cover the screws / bolts on the tree house that are more easily knocked off. **Matter of report.**

Staffing Clerk to report reference work load and staff availability weeks commencing 2 April and 9 April. To be taken in confidence at the end of the meeting when members of the press and public have been asked to leave the meeting.