

**BREWOOD AND COVEN PARISH COUNCIL**  
WITH BISHOP'S WOOD AND COVEN HEATH

**MINUTES OF THE MEETING OF THE COUNCIL HELD IN THE COUNCIL OFFICES,**  
**STAFFORD STREET, BREWOOD**  
**ON THURSDAY, 12 APRIL 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 J. Pegg, Mr P. Smith, Dr R.C.H. Taylor, Mrs L. Tomkins, Mr M. Webb MBE.

**APOLOGIES:**

Mr G.E. Martin (personal), Cllr M. Hampson (prior meeting).

**IN ATTENDANCE:**

Cllr B. Cox.

**MINUTES:**

The minutes of the meeting of the Council held 29 March 2012 were approved as being an accurate record and duly signed. The Assistant Clerk was congratulated on the minutes.

**DECLARATION OF INTEREST:**

Mrs L. Tomkins declared an interest in any matters arising regarding Coven Heath Allotments.

**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.

449. **PUBLIC PARTICIPATION:**

The Chairman moved that the meeting be adjourned for a period of no more than fifteen minutes to allow any elector of the parish or his/her representative to raise or question any issues appertaining to proper Parish Council business.

Mrs S. Pearce of Engleton Lane, Brewood was concerned that local residents had not been notified of the second planning application for the Bowling Green on Engleton Lane playing field. She had written to the planning office at South Staffordshire Council and had received a partial reply from Ms Marshall but still awaited a reply from Ms S. Poxon. Mrs Pearce was concerned that the plans did not show the existence of trees and there was no information regarding the height of the buildings or distances. Cllr B. Cox agreed to take the matter up with the planning department and asked Mrs Pearce to contact him on Friday morning. She agreed to also contact Ms H. Skidmore, the secretary of the bowling club.

Mr A. Higgins, Chairman of Coven Heath Allotments Committee, reported on the association's plans for the allotments, previously tabled to the Parish Council. Mr Higgins raised concerns about a problem concerning an allotment at the far end of the site. The tenancy was tended by the tenant's husband - Mr Higgins felt the tenancy should be in the name of the person tending the allotment. It was also felt that the size of the plot had been doubled beyond its boundary by a shed and water tanks and Mr Higgins would like the plot boundary to be restricted.

It was agreed that the person concerned be asked to meet with members of the Council's Allotment Committee to discuss what were understood to be transgressions of the Garden Rules.

Mr G. Turner of Gregory's Green, Coven, spoke with regard to his proposal for establishing a 'boot camp' at Coven playing field, holding two sessions per week in summer and possibly winter. The availability of multiple surfaces made the playing field a preferred site. The matter was on the agenda for discussion.

#### 450. POLICE REPORT:

No Police report had been received. Clerk to ascertain whether the online reporting system, set up in partnership with Community Safety Partnership, South Staffordshire Council had been implemented.

#### MATTERS ARISING:

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

41\*\* **Brewood Playing Field Equipment.** Email received from Mrs K. Machin concerned that Brewood park was closed even though no work was being carried out. Letter received from Mr G. Williamson MP seeking a copy of this Council's reply sent to Mr Twigger – a copy had already been forwarded to Mr Williamson, Clerk confirmed the copy had since been received. Clerk's Report referred.

**It was resolved the action of the Clerk to direct Mr Dunbar to provide details of the cost of the additional turf which had to be laid be ratified and that the Clerk remain closed for another week with the condition of the new turf to be reviewed in a week's time.**

245\*\* **Brewood Bowling Club.** Copy correspondence received from Mrs S. Pearce of Engleton Lane, Brewood to South Staffordshire Council concerning the plans for Brewood Bowling Club. Copy circulated prior to the meeting. Clerk's Report referred.

**Matter of report.**

347\*\* **Amenity Area, Sandy Lane, Brewood.** Email received from Mr K. Crow of South Staffordshire Council (locum lawyer) with regard to deeds packets concerning land in Sandy Lane and seeking a plan showing the land concerned. The Clerk had replied providing details of all plots of land concerned in order that all such records may be reviewed. Dr R.C.H. Taylor reported that he had inspected two documents held by the Council's solicitor; copies of which were tabled at the meeting.

**It was resolved that the decision regarding ownership of the land be deferred until the next meeting of the Council.**

106\* **Veolia.** Report of Mr. Sanders of the Consultative meeting held 22 March with agenda, presentation slides and site photographs on disc. Minutes of the meeting held 1 December were also enclosed. Email received from Ms H. Hampton with regard to Clean Sweep for Britain, copy circulated prior to the meeting.

**Matter of report.**

256\* **Traffic Management, Brewood.** Reply received from Mr D. Wright of County Highways confirming that all the matters raised in this Council's letter of 26 January had been placed on the

Divisional Highways Plan for County Councillor Rex Roberts' division for further consideration and investigation, Clerk's Report referred. Matters included in the Council's original letter:

- Extension of double yellow lines in Vicarage Road
- Revisit the proposal for a 2hr parking restriction in Sandy Lane with the G.P's surgery
- Two parking bays for people with disabilities outside the G.P's surgery in Sandy Lane
- Continued consideration of the parking problems in Dean Street and the impact on through traffic
- Further consideration of double yellow lines in Newport Street
- Further consideration of the problem of heavy traffic using Bargate Street / Bargate Lane
- Crestwood Park resurfacing
- Traffic congestion at school times, particularly in Newport Street and School Road.

**Matter of report.**

301\*/339 **Queen's Diamond Jubilee.** The Council considered requests received to date for commemorative Oak trees. A budget of £1,000 was available for the parish), Clerk's Report referred:.

**It was resolved that:**

- **Dr R.C.H. Taylor to be reimbursed for twelve 6' oak saplings at a cost of £192, plus stakes and ties at a cost of £25, for Port Lane**
- **The Parish Council's handyman to assist in the planting trees on Wed 18 April. Clerk to advise Mr B. Wilding of the proposed planting. Mr M. Webb to also assist.**
- **Further oak trees to be purchased and Dr Taylor reimbursed: 1 for Kiddemore Green - Cllr Mrs D.M. Holmes to identify a site; 3 for Coven, 3 for Bishops Wood, 1 for Coven Heath, 1-2 for Deansfield Close/Road, Brewood (subject to approval from South Staffordshire Housing Association).**
- **The silver birch tree at Engleton Lane be replaced with another silver birch as previously approved, Clerk to obtain approval from Highways**
- **Expenditure for all of the above be approved from the Jubilee budget.**
- **The red, white and blue theme was required for all 4 villages at a cost of up to £200 from the amenity area budget – petunias, geraniums and lobelia were the most likely options.**

218. **i54.** Planning application (05/01313/FUL) received. Further to a request received from Ms M. Marshall of South Staffordshire Council to receive this Council's comments earlier than initially reported, copy email received from Mrs L. Tomkins to Ms Marshall. The email confirmed that, having spoken to Andy Mason, who had explained that the application would not have any effect on Coven Heath, no comments would be submitted in relation to the application on this occasion.

**Matter of report.**

238. **Speeding Traffic, School Lane, Coven.** Email received from Mr T. Prendergast confirming a Speed Indicator Device had been installed in School Lane, Coven. Copy circulated prior to the meeting. Clerk's Report referred.

**It was resolved that the Clerk write to Mr T. Prendergast advising that there was nowhere else to site the SID, located at the Brewood Road end of School Lane; the other SID was felt to be in the correct location.**

286. **Bus Shelter, School Lane, Coven.** Letter received from Mrs B. Batham noting that her original letter had been acknowledged by the Council and seeking an update.

**It was resolved that the Clerk reply confirming that the Council had now received approval from Highways to locate a bus shelter in School Lane opposite Sunset Close, that advice had been received from South Staffordshire Community Safety Partnership that anti-social behaviour was not a recognised problem in the area and the Council would consider the matter further towards the end of May, as workload permitted and contact Mrs Batham again.**

413. **Local Development Framework, Core Strategy.** Copy correspondence received from Brewood Civic Society to South Staffordshire Council responding to the consultation on the changes contained in the schedule.

**Matter of report.**

442. **Planning – Admiral Rodney.** Email received from MTC Planning and Design with regard to the Parish Council's recommendation that the scheme be refused on the basis of a lack of information and providing further drawings and reports as well as offering to meet and discuss the proposals. The documents forwarded include a Design and Access Statement and Heritage Statement with related drawings – these were available in the first instance.

**It was resolved that the Clerk arrange a meeting with MTC Planning and Design for Wednesday 18 April at 4.30 pm. The following Members to attend: Mr A. Ball, Mr D. Evans, Cllr Mrs D. M. Holmes, Mr G.E. Martin (to be informed), Mrs J. Jeffries, Dr R.C.H. Taylor and Mr M. Webb.**

#### **MATTERS ONGOING:**

The Parish 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.

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

**It was resolved that the person concerned be asked to meet with members of the Council's Allotment Committee to discuss what were understood to be transgressions of the Garden Rules.**

279. **Council Offices.** Clerk's Report referred.

**It was resolved that M. Alden-Court, Mrs J. Carr, Cllr Mrs D.M. Holmes, Mr P. Smith and Mrs L. Tomkins form a working party to consider the quotes received and discuss requirements. With a view to making a recommendation to Council in due course.**

42\* **Engleton Lane Development, S106.** Mrs J. Jeffries reported that enquiries at Wolgarston High School showed no evidence could be found as to where the money had been allocated.

**It was resolved that Mrs Jeffries draft a letter for the Clerk to send to Staffordshire County Council requesting proof that the money had been allocated.**

290\*\*. **New Model Standing Orders.** Awaiting review and recommendations to update the Council's Standing Orders.

**It was resolved that Members accept the offer of Mrs J. Carr to review and compare the current and new model Standing Orders and feedback to the Parish Council in due course.**

282. **Council and Community Web Site.** Mr T. Fellows suggested that the Parish Council may wish to run a photographic competition in order to source photographs for the website. The Clerk reported that it was hoped that the site would be launched by the end of April.

**It was resolved that Mr Fellows investigate the feasibility of running a photographic competition further and report back to Members.**

346a. **Bus Stop, Bishops Wood.** Mr D. Wright, Highways, had advised that a job had been raised to make an area of hard standing at the Old Coach Road bus stop off Ivetsey Bank Road for passengers. Mr J. Pegg reported that hard core had been laid but this was rutted and unsafe.

**It was resolved that the Clerk report the matter to Mr B. Wilding at Staffordshire County Council.**

**CORRESPONDENCE RECEIVED:**

451. Department for Communities and Local Government giving notice that the Government had published the new planning policy for traveller sites – hard copy was available from the Clerk, or at: [www.communities.gov.uk/publications/planningandbuilding/planningpolicytravellers](http://www.communities.gov.uk/publications/planningandbuilding/planningpolicytravellers)

The Impact Assessment and the Equality Impact Assessment for the new policy would be published shortly.

**Matter of report.**

452. Mr G. Turner with regard to the possibility of running an outdoor boot camp for local residents at the Council's playing field in School Lane, Coven. Copy circulated prior to the meeting.

**It was resolved that the Clerk ascertain whether any other Parish Councils had allowed the use of a public playing field for a commercial enterprise and the Clerk draft simple Terms and Conditions to include a nominal charge; Mr Turner to provide own insurance; access to tennis court hard standing only if not in use – to be tabled to Council in due course.**

453. SPCA forwarding details on behalf of Staffordshire County Council concerning the Schools Torch Relay. Copy circulated prior to the meeting.

**It was resolved that details be forwarded to the First and Primary Schools in the Parish, Brewood Middle School, St Dominic's and Wolgarston High School.**

454. SPCA on behalf of the Big Lottery Fund with regard to 'SOS' funding to be made available to Rural Enterprises in the West Midlands. Copy circulated prior to the meeting.

**Matter of report.**

455. SPCA seminar on the General Power of Competence and Code of Conduct to be held on Wednesday 25 April 7pm to 9pm Peel Building, St Chads Place, Stafford at a cost of £10 / place.

**It was resolved a place be booked for the Clerk to attend the seminar. No Members wished to attend.**

456. NALC People in Action Conference 20 September in Sheffield. Localism and the Big Society with the aim to show how parish and town councils could work with communities and people on how the delivery of real action that would improve lives: four 40 minute workshops including community right to challenge; communications and community engagement; neighbourhood planning; community right to save; community and neighbourhood budgets. Cost £97.50 exclu. VAT per person for Member Councils. The Clerk reported some of the subject matter had been covered by the Practitioners Conference in February.

**No Members wished to attend.**

457. Edge Designs with regard to the availability of two Webinars at a cost of £45 each to assist in preparing for the year end procedures. **Matter of report.**

458. Staffordshire and Stoke on Trent Joint Waste Core Strategy Public Examination – Examination Hearing sessions to be held at No 1 Staffordshire Place from 24 April to 27 April with a round-up session on 16 May. **Matter of report.**

459. SPCA seeking confirmation of the Chairman's details following the Annual Meeting of the Council in May and the Clerk's details.

**It was resolved that the Clerk reply as appropriate after the May meeting.**

460. **CORRESPONDENCE CIRCULATED:**

South Staffordshire Council notification of Meeting: Council meeting 3<sup>rd</sup> April, Regulatory meeting 10 April.

SCIO E-Bulletin; Community Watchdog Scheme District Forum agenda;

What's on in April at libraries in South Staffordshire;

SPCA updates:- More communities test local powers, revamp of Post Office networks, Parish Council audit contracts announced, district audit-sense of an ending, new domain name for Plunkett Community Shops Network, Community Generation Fund seeks applications, BBC3 search for business ideas in need of funding, receptionist vacancy at NALC central London, vacancy for clerk at Wall Parish Council.

Brewood Civic Society; reducing Street Clutter.

Wolgarston High School Newsletter, Bishops Wood Bugle April edition, Wolverhampton Magazine, Staffordshire Wildlife Trust Magazine Spring 2012, Arbor Age Magazine.

Children with Cancer charity, seeking donations.

461. **CHAIRMAN'S REPORT:**

The Chairman Mr M. Webb MBE reported that he had accepted an invitation to celebrate the refurbishment of the church organ on 19 May.

462. **FINANCE REPORT:**

The Council received the Finance Report and resolved the following matters:

- The Income and Expenditure approvals list as of 12 April, Income £321.16 Expenditure £7963.57, **be approved**
- The Financial Summary – Cash Book Reconciliation for March (copy circulated prior to the meeting) and the Direct Debit/Standing Orders arising from the March reconciliation **be approved.**
- The 2011/2012 Q4 Budget Comparison Report, updated version tabled at the meeting, **be approved.** Clerk's Report referred.
- The Council received and considered the Business Risk Assessment, Risk Assessment Report (copies circulated prior to the meeting) and the Internal Controls Checklist (circulated at the meeting). The Risk Assessment reports were reviewed by the Head of Finance with the Clerk prior to the meeting and the Internal Control Checklist completed and reviewed. Also circulated prior to the meeting, for information, was the Risk Assessment Process and Risk Assessment Schedule.  
**It was resolved that the Risk Assessments be approved subject to the Risk Assessment Report being amended to include that all Parish Council land to be registered in due course and that land was leased from the Parish Council by Brewood Parish Sports Association. The Business Risk Assessment to be updated to record that M. Alden-Court was also a key holder for Coven playing field and changing rooms. The Internal Control Checklist be received.**

- Audit Commission – notice received of date of External Audit, 24 May 2011. Clerk's Report referred.

**It was resolved that the Clerk contact the external auditor to explain the issue concerning the publication date and seek an extension if it was no longer acceptable to publish the availability of the accounts before they have been signed off. If it was acceptable then the Clerk to continue to work towards the date of 24 May and review the position again at the beginning of May as to whether the 24 May could be achieved.**

- Severn Trent Water invoicing the Council for charges for the water supply service to Coven Cricket Club, School Lane, Coven to the value of £150.50. This matter had been ongoing for some time even though several conversations had taken place confirming that the Council did not own such a site. Letter of 29 March threatened that STW would obtain a County Court Judgement if the matter was not resolved. Clerk's Report referred. **Matter of report.**

**The Clerk and Cllr B. Cox left the meeting while the following matter was discussed; there were no members of the press or public in attendance.**

- The annual spinal column point (salary) increments of the Clerk, Assistant Clerk and Car Scheme Co-ordinator / Receptionist, awarded subject to satisfactory performance and payable from 1 April each year up to the maximum of the relevant scale, **be approved.**
- St John's Nursery and Out of School Care thanking the Council for the donation from the 2011 V Festival grant. **Matter of report.**
- Commemorative Oak Trees, for the Queen's Diamond Jubilee. See item 301\*/339 above.
- Additional hours of the Clerk. The Clerk reported that she had worked additional hours over the Easter holiday, as discussed at the meeting of 29 February, to produce and circulate the agenda and supporting papers for the meeting of 12 April. This had been necessary as the Assistant Clerk was unavailable on this occasion to provide cover for the Clerk's annual leave.  
**It was resolved that the Clerk provide details of the additional hours worked and cost to the Council at the next meeting of the Council for consideration of payment.**

#### 463. PLANNING REPORT:

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

#### 464. PLAYING FIELDS REPORT:

The Council received the following reports:

- Bishops Wood playing field and skate board park, as supplied by Mrs S. Hughes. Wicksteed had been notified that a bolt on the tree house had sheared off and a technician would be visiting to carry out the necessary repair. A solution had been requested to stop birds perching above the swings. Mr J. Pegg reported that young people had requested that the end fencing be removed from the skateboard park. Clerk to refer to the Inspection Report and report back to the Council.
- Brewood playing field and skate board park, Mr R. Dakin reported that the new turf may require rolling. Clerk to seek further advice and source a roller if appropriate.
- Coven playing field and skateboard park, Mrs J. Carr reported that a cradle swing and chain were missing. Clerk reported it was likely the handyman had removed it for repair and would seek further details. Young people at the skate park had requested a longer run and more skateboard equipment. Quote to re-tension the zip wire was required.

465. **CLERK'S REPORT:**

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

- Coven Changing Rooms Bookings.  
**It was resolved that Coven F.C. be charged £20 for the cost of providing the white lines for the match cancelled at short notice as there was no match scheduled in the near future.**

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

- Mrs L. Tomkins reported that she had spoken to Brewood and District Rotary Club regarding a commemorative stone for Coven Heath. Stones had been provided to mark the 100<sup>th</sup> anniversary of the Rotary Club but at the time the Rotary Club did not have a representative from Coven Heath.  
**It was resolved that the Parish Council would give the matter further consideration when the budget was reviewed in the light of the actual carried forward balances. Mr L. Tomkins to seek some quotes.**

466. **DISTRICT COUNCIL REPORT:**

The Council received the report of the District Council. Cllr B. Cox reported that National Planning Policy Framework was in place with immediate effect and drew Members attention to the fact that now no category for 'open countryside' existed. Cllr Cox also provided details of the new South Staffordshire Connect bus service to commence 21 May where 4 buses would be in service, 2 in the north of the district and 2 in the south, available to any resident of South Staffordshire where a scheduled regular service was not available or if it was required because of disability.

**ANY OTHER MATTERS OF REPORT:**

None.

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

..... Chairman

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

**MATTERS ARISING**

41\*\* **Brewood Playing Field Equipment** I have replied to Ms Machin's email and explained the reason for the park being closed to a local resident who lives adjacent to the park who seemed satisfied with the reasoning. On returning from annual leave I have found that the contractor has not completed clearing the site (specifically the Engleton Lane side) or prepared the square near the pedestrian gate. I've spoken to Mr Dunbar who had assumed he could undertake this work when he returned to erect the under 9s play area fencing (after Playdale had installed the equipment). Mr Dunbar understands this was incorrect assumption and is aware that the site must be cleared before the end of April. The condition of the square that will need to be turfed and the implications on equipment being installed on this site will need to be reviewed at the end of the month. It also appears that the area of turf in the under 9s play area was understated in this Council's specification requiring more turf to be ordered than quoted for. **Member's are asked to ratify the action of the Clerk to direct Mr Dunbar to advise the Clerk of the additional turf costs.** Project funding will be available from either phase 1, contingency or ear-marked for phase 2 if necessary.

The Council's handyman has checked the new turf this week and advises that it needs further time to establish so I recommend the park remains locked, closure signs be updated and the site be reviewed again next week. **Members' views.**

The gates have been left open on more than one occasion but this has been noted and promptly locked by the caretaker – thought to be the tennis club and the South Staffs Council waste collection.

**Matter of report.**

245\*\* **Brewood Bowling Club** Notification received confirming the drainage works, including connection to the Highways drain, have now been completed. Osprey will visit the site again before the end of April to check whether the refilled trench has sunk at all.

**Matter of report.**

256\* **Traffic Management Brewood** Copy correspondence (emails) received from Mr D. Wright and Cllr R. Roberts detailing Mr Wright's reply to Cllr Roberts in relation to a number of actions previously raised by this Council. Copy to be circulated prior to the next meeting of the Council.

**Matter of report.**

301\*/339 **Queen's Diamond Jubilee** Concerned that the ideal planting season may be missed, Dr Taylor has purchased 12 potted oak saplings at approx. 6' high as per the previous discussion with regard to planting in the hedgerow of Port Lane, subject to landowners approving. Dr Taylor reports these have cost £192 but will require stakes and ties to be purchased – I will still contact Mr Wilding out of courtesy and Dr Taylor will also contact landowners as per the recommended resolution on the agenda. Letter also received from Mr G. Williamson MP, too late for the agenda, concerning the availability of oak saplings from the Woodland Trust who are giving away 400 to schools and local community groups. Mr Williamson would also like to be involved in any tree planting for the Jubilee (subject to availability).

**Members are asked to approve the cost of the trees and the purchase of stakes and ties. Members are also asked to confirm any further oak saplings that need to be ordered. Volunteers are also sought to assist Dr Taylor in planting the trees.**

I am currently investigating options for red, white and blue planting. I have also asked for Dr Taylor's input with regard to planting up the new bed in Sandy Lane with shrubs.

**Members are asked to confirm that all four villages require red, white and blue planting and to approve a budget for the summer planting of troughs / planters / window baskets, compost and shrubs for the Sandy Lane bed.**

238. **Speeding Traffic, School Lane, Coven.** I understand that a local resident complained about the first position selected for the SID nearest to Brewood Road in School Lane and Mr Wright subsequently arranged for it to be moved to the other side of the road although the resident concerned is still not happy. A second SID has been erected for traffic approaching from Four Ashes. I believe these still need to be commissioned and I will chase progress next week if necessary.

**Matter of report.**

## **MATTERS ONGOING**

183a **Coven Heath Allotments Association** Further to the site visit on 28 March the Assistant Clerk received a phone call from Mr A. Higgins, Chair Coven Heath Allotments Association, concerned that the Council's proposed actions with regard to allotment no. 6 may not be strong enough and I understand Mr Higgins was going to write in to the Council. As yet no letter has been received.

**Would Members who attended the site visit confirm whether there was to be any action with regard to allotment 6 and reports of encroachment – the Council had previously approved a shed and cold frame could be erected to the rear of the site; water tanks also to the rear and plastic sheeting to the side.**

279 **Council Offices** Having discussed the matter again with the Council's handyman I can confirm that he would rather not take on more hours in order to decorate the Council offices. Would Members consider setting up a small working party to review and compare the quotes for decorating and carpeting the Council offices and make a recommendation for contractors and colour schemes.

**Members' views.**

## **FINANCE**

**Q4 Budget Comparison Sheet** Having entered the unpaid expenditure to the year end members are asked to note that there has been a slight change in the actual end of year budget figures, circulated prior to the meeting. Expenditure increased from £219,092.67 to £222,228.66. I can provide a more detailed budget report for any Members who would like more information at a lower level.

**Matter of report.**

**Audit Commission – External Audit** The advised external audit date of 24 May will require the accounts to be completed by 24 April and approved by Council. As last year this creates a problem in that the Council do not meet until 26 April and the accounts may still not be ready. Members may recall this was a problem last year and is a problem for many Councils. Last year we did not seek an extension to the date but the external auditor did advise that although the availability of the accounts would need to be advertised before they had been completed this would be acceptable. A different external auditor has been appointed this year.

**Recommended resolution: the Clerk contact the external auditor to explain the issue around the publication date and seek an extension if it is no longer acceptable to publish the availability of the accounts before they have been signed off. If it is acceptable then the Clerk to continue to work towards the date of 24 May and review the position again at the beginning of May as to whether the 24 May can be achieved.** Members are reminded that by statute the Council is required to submit accounts for audit by 30 June.

**Severn Trent Water – Coven Cricket Club** In view of the tone of the letter concerned I have replied to STW explaining again that this Council has no involvement with the land in School Lane, opposite the Council's playing field which previously hosted a cricket club. Mrs Carr has provided me with contact details regarding Coven Cricket Club and should the matter come up again I will endeavour to find out more details. **Matter of report.**

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

**Coven Changing Rooms** M. Alden-Court has reported that even though a letter was recently sent to the three hirers Coven FC still continue to cause problems with bookings. Over the Bank Holiday they tried to change their Wednesday evening booking to Tuesday, even though 5 days notice is required for bookings. This was refused and on the Tuesday evening an email was sent to M. Alden-Court, received Wednesday morning, cancelling the booking. The Council incurred white lining costs and also the time of M. Alden-Court.

**Recommended resolution:** as there are no bookings this weekend and the white lining is unlikely to last under the current weather conditions Coven FC to be charged the £20 cost of white lining (net of VAT). Further action to be considered with regard to next season in order to secure Coven FCs co-operation with regard to the terms and conditions of hire.