

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

**MINUTES OF THE MEETING OF THE COUNCIL TO BE HELD IN THE COUNCIL**  
**OFFICES, STAFFORD STREET, BREWOOD**  
**ON THURSDAY, 26 APRIL 2012 AT 7.30PM**

**PRESENT:**

M. Alden-Court, Mr A. Ball, Mrs J. Carr, Mr R. Dakin, Mr T. Fellows, Cllr Mrs D.M. Holmes (later), Mrs J. Jeffries, Mr J. Pegg, Mr P. Smith, Dr R.C.H. Taylor, Mrs L. Tomkins, Mr M. Webb MBE.

**APOLOGIES:**

Cllr B. Cox (prior meeting), Mr D. Evans (prior engagement), Cllr M. Hampson (prior meeting), Cllr Mrs D.M. Holmes (prior meeting, would attend late), Mr G.E. Martin (unwell).

**MINUTES:**

The minutes of the meeting of the Council held 12 April 2012 with the exception of item 41\*\* where the word 'Clerk' be replaced with the word 'park'.

**DECLARATION OF INTEREST:**

Mrs J. Jeffries declared a personal interest in planning item 12/00262/VAR Mr M. Webb MBE declared a personal interest in item number 482.

**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.

467. **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.

**POLICE REPORT:**

Dr R.C.H. Taylor and Mrs J. Jeffries reported on the Police Consultative Committee meeting which they had both attended. Clerk's Report referred, see item 450.

**It was resolved that the Clerk write to Inspector D. Gibbs confirming that the Council was looking forward to her attending a future meeting of the Council in due course.**

**MATTERS ARISING:**

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

41\*\* **Brewood Playing Field Equipment.** Playdale were scheduled to commence on site week commencing 30 April. Clerk's Report referred. Veolia had drafted a press release prior to the installation works getting under-way.

**It was resolved that the Clerk make arrangements for some of the heras fencing to be left on site by Playdale for a further 2-3 weeks if necessary for the most recently laid turf and to arrange for the goal mouths to be re-turfed subject to the Chair Mr M. Webb and Head of Finance Mrs J. Carr approving the cost and the work being undertaken while the heras fencing remains on site.**

185\*\* **Church House.** Dr R.C.H. Taylor outlined ideas put forward by the Brewood Ideas Group and recommended that Mr G. Bailey and Mr B Jones made a short presentation at a future meeting of the Council.

**It was resolved that Mr Bailey and Mr Jones be invited to make a presentation to the Parish Council prior to a scheduled Full meeting of the Council.**

347\*\* **Wall – Rear of Amenity Area, Sandy Lane, Brewood.** Dr R.C.H. Taylor reported that the access which had been created from Sandy Lane to the newly registered land above was too wide for a footpath and interfered with an ancient footpath shown on the definitive map. South Staffordshire Council had taken enforcement action with regard to the work commencing in a Conservation Area and the Clerk had notified the enforcement officer Ms L. Macdonald of the Council's concern with regard to the boundary.

**Matter of report.**

408\*\* **Croft House.** Mr P. Smith reported that he had spoken to Lucy McDonald of South Staffordshire Council who confirmed the Council would consider serving a Section 215 notice and a meeting was scheduled to discuss the matter.

**It was resolved that, if either the Clerk or Mr Smith had not received confirmation of a planning application by 1 May 2012, then the Clerk write to Steve Winterflood Chief Executive of South Staffordshire Council requesting that a Section 215 notice be served as previously agreed.**

423\*\* **Parking, Coven.** Email received from M. Alden-Court advising that Mr D. Wright had not received the Parish Council's letter posted 1 November 2011 requesting that the option 2 recommendations, to mark out parking outside the shops off Brewood Road, be carried out. Copy letter emailed to Mr Wright 16 April.

**Matter of report.**

256\* **Brewood Traffic Management:**

Email received from Mr S. Winterflood, South Staffordshire Council confirming that the Traffic Order amendment had gone through all stages of consultation and the implementation date for the new Order was set for 8 May 2012. The new arrangements would be to extend the existing 30 minutes limited waiting restriction to a 2 hour restriction. Confirmation received that 8 May implementation date would not include the Stafford Street Traffic Order. Clerk's Report referred.

**Matter of report.**

Email received from Ms L. Minshall Village Agent forwarding a draft survey for residents concerning local parking needs, as requested by the Traffic Management Working Party. A copy had been forwarded to Mr D. Wright for his feedback.

**It was resolved that copies of the survey be forwarded to the Members of the Brewood Traffic Working Party.**

Copy email from Cllr R. Roberts to Mr D. Wright concerning traffic management matters previously raised by this Council – referenced at the last meeting of the Council. Copy circulated prior to the meeting; the original (in colour) was available at the meeting.

**Matter of report.**

301\*/339 **Queen's Diamond Jubilee.** Letter from Ms R. Taylor, South Staffordshire Council with regard to the availability of £50 to the Parish Council towards the cost of printing specific Jubilee promotional material and offering the services of the Council's print room at a charge. Copy circulated prior to the meeting. Mrs L. Tomkins reported that Coven Heath had been awarded a grant from Live and Local and wished to have the community's gratitude recorded. Dr R.C.H. Taylor reported that 12 oak trees had been planted behind the hedge along Port Lane. Addresses of land owners to be forwarded to the Clerk in order to write letters of thanks.

**It was resolved that the offer of £50 from South Staffordshire Council be declined and the Clerk write to the two landowners thanking them for allowing the oak trees to be planted in Port Lane.**

183a/165 **Coven Heath Allotments Association.** Proposal for two allotments to be developed by the CHCA to provide access for the disabled and taster plots were considered by the Parish Council. The Clerk reported with regard to vacant plots confirmed to date and the waiting list for allotments at Coven Heath. A meeting was to be scheduled with one tenant to consider their possible breach of garden rules, Clerk's Report referred.

**It was resolved that the proposals to develop plots for people with disabilities be deferred to the meeting of 10 May. It was further resolved that no meeting was necessary with the tenant perceived to be in breach of the Garden Rules and the Council was not concerned that the tenants partner worked the allotment rather than the tenant. However the Clerk to write to the tenant requesting the following:**

- **the water tanks be removed, permission having been granted for cold frames**
- **the plot to be charged as a full size allotment**
- **no parking on plot 7 or anywhere else on the allotments**

**Cllr Mrs D.M. Holmes joined the meeting.**

238. **Speeding Traffic, School Lane, Coven.** Email received from Cllr R. Roberts forwarding details of the SIDs installed on School Lane, Coven from Staffordshire County Council and referred to the School SIDs Programme and the times that the SIDs would be operational. Copy circulated prior to the meeting. Clerk's Report referred.

**It was resolved that the Parish Council request a site visit with Mr D. Wright to discuss the location of the SID proposed in the longer term; M. Alden-Court, Mrs J. Carr, Mr R. Dakin and Mr P. Smith (subject to availability) to attend.**

282. **Council and Community Web Site.** The Council received the demonstration of the new web site currently under development from Mr T. Fellows. Clerk's Report referred. Ideas were put forward by Mr Fellows with regard to running a photographic competition, which could be judged by members of Tettenhall Wood Photographic Club. Members were pleased with the work undertaken by Mr A. Dutton in developing the site.

**It was resolved the Clerk to ascertain whether the Council's existing band width was sufficient to receive photo entries. Mr Fellows to pursue further the photographic competition.**

307. **Rainbow Inn, Coven.** Report received from Mr P. Sanders on behalf of Mr P. Whitehouse – as at 17 April the front seating area had been pressure washed, grouting between the slabs would be done as weather allowed during the week if possible and hanging baskets had been ordered and would be

prepared once frost free conditions prevailed. Mr Whitehouse also asked that his thanks be passed on to the BKV team for their help around the outside of the pub.

**Matter of report.**

350. **Sandy Lane Planning Enforcement.** Email received from Ms L. Macdonald, South Staffordshire Council confirming that in the light of personal circumstances relating to this matter no formal action would be taken at this time and the matter may be resolved by other means. The original complainant had been informed.

**Matter of report.**

426. **Parish Summit.** Those Members who were not at the 29 March meeting were reminded that South Staffordshire Council were hosting a Parish Summit 9.30am to 3.30pm on 4 May at the Council Offices in Codsall. The focus would remain on the Localism Act and the emerging details of the Welfare Reform Bill.

**It was resolved that the Clerk advise that Mrs J. Jeffries wished to attend, subject to availability.**

429. **Parking, Bishops Wood.** Further email received from Ms. Pursglove confirming the police had already been approached and that builders undertaking work at her property were still experiencing difficulty accessing her property.

**Matter of report.**

442. **Planning, Admiral Rodney.** The Planning Officer concerned had advised by telephone that amended drawings would be requested, this had been confirmed by the architects. No meeting had therefore been arranged as previously resolved.

**Matter of report.**

450. **Police Reports.** Ms H. Marshall, South Staffordshire Council had confirmed that the process was still being considered. Clerk's Report referred with regard to details provided concerning the new process.

**Matter of report.**

453. **Village Torch Bearer.** Email received from Ms B. Jones-Reading concerning the reference at the last meeting of the Council to a local resident who had been selected as a Torch Bearer. Two articles and her testimonial in applying to be a Torch Bearer were available from the Clerk; one of the articles was circulated prior to the meeting.

**It was resolved that a Parish Council Scroll be presented to Mrs Jones-Reading after the event had taken place.**

462a. **Audit Dates.** Conflict of publication schedule and external audit dates in relation to scheduled meetings of the Council Clerk's Report referred.

**Matter of report.**

462c. **STW – Cricket Club, Coven.** Further correspondence received with regard to court action even though this account was not a Parish Council account. Clerk's Report referred. The matter was now closed.

**Matter of report.**

**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 deemed necessary during the meeting.

Dr Taylor reported on the new process and the implication of changes to the Code of Conduct.

245\*\* **Brewood Bowling Club.** Clerk's Report referred. No Brewood Members would be available due to their attendance at the Parish Summit.

**It was resolved the Clerk ascertain whether there was an opportunity to reschedule the meeting to 4.30 pm and contact Members as appropriate.**

301\*/339.**Queen's Diamond Jubilee.** Clerk's Report referred with regard to the Council's request to South Staffordshire Housing Association to plant an oak tree on Deansfield Road

**It was resolved that M. Alden-Court, Mr R. Dakin, Mr D. Evans (to be notified) and Dr R.C.H. Taylor attend a site visit with Mr H. Medicott and SSHA.**

352. **Boot Camp, Coven.** Clerk's Report referred.

**It was resolved that approval be given for Mr Turner start a Boot Camp from June (and therefore advertised through May) on the understanding that the Clerk draft the Terms and Conditions to be available before the end of May; to include sessions to be for up to 3 hours at £5.00 per session, all attendees must leave before dusk; annual review of fees and Terms and Conditions to be reviewed after 6 months – see Clerk's report for full scope.**

#### **CORRESPONDENCE RECEIVED:**

468. Mr A. Monckton enclosing a plan on which he had marked the brick wall on the east side of Horsebrook Hall Lane where the lane crosses the brook. Mr Monckton reported that the brick work had 2 serious cracks and he felt an accident would ensue in time.

**It was resolved that the matter be forwarded to Highways.**

469. South Staffordshire Council inviting Members to attend the next Locality Forum to be held 23 May at Great Wyrley Community Centre, commencing at 6.15pm with refreshments. Discussion on Locality Commissioning Partnership – introducing a new strategic approach to address partnership priorities, police restructure and village agents.

**It was resolved that Mr R. Dakin, Cllr Mrs D.M. Holmes, Mrs J. Jeffries and Dr R.C.H. Taylor would attend. Clerk to obtain postcode and directions for Members.**

470. Ms S. Poxon, South Staffordshire Council inviting 2 or 3 Councillors to attend further planning training on Permitted Development changes and a planning update following on from the publication of the National Planning Policy Framework in relation to Development Management. To be held on Wednesday 13 June and Thursday 21 June 18.30 to 20.30, a light buffet would be available from 18.00. Ms Poxon also asked whether there were any other issues Councillors would like covered. Clerks were also invited to attend subject to spaces being available.

**It was resolved that M. Alden-Court, Mrs J. Jeffries and Cllr Mrs D.M. Holmes would attend and subject to available places, Dr R.C.H. Taylor and the Clerk would also attend.**

471. South Staffordshire Council with regard to their Local Government (Misc Provisions) Act 1982 Draft Street Trading Consent Policy Consultation which ran from 16 April to 18 May. Copy of the cover letter circulated prior to the meeting, including a web link. A copy of the draft policy was available from the Clerk.

**It was resolved that that the matter be deferred to the next meeting of the Council.**

472. South Staffordshire Council copy email giving notification of the proposed enforcement action regarding 11 Vicarage Road, Brewwood and an unauthorised trellis structure (4.1m high) in the rear garden of the property.

**Matter of report.**

473. Ms H. Marshall, Community Safety Co-ordinator, South Staffordshire Council with regard to bogus caller crimes. Copy circulated prior to the meeting.

**It was resolved that the Clerk pass details onto Neighbourhood Watch Co-ordinators.**

474. Cllr R. Roberts forwarding details of the delegated decision on grants to village halls.

**Matter of report.**

475. Brewwood Christmas Lights Receipts and Payments accounts as forwarded by Mr G.E. Martin, having attended a meeting of the Lights Committee. The accounts were made available at the meeting.

**Matter of report.**

476. Ms T. Hackett, Rural Outreach Worker, South Staffordshire Network for Mental Health providing details of what this charity, based in Lichfield, could provide. Details had been circulated to Parish noticeboards. Details were available from the Clerk at the meeting.

**Matter of report.**

477. Staffordshire and Stoke on Trent Joint Waste Core Strategy Public Examination – final representations are required by 25 May.

**Matter of report.**

478. SPCA on behalf of Staffordshire County Council seeking support for “President’s” journey through Staffordshire and asking for as many people as possible to go to the canal-side stops and cheer on the President and her crew on their 300 mile journey to London where they would join the 1,000 boat flotilla on the river Thames on 3 June.

**Matter of report.**

479. **CORRESPONDENCE CIRCULATED:**

South Staffordshire Council notice of the following meetings: Audit Committee 24 April

SPCA / NALC Updates: edited update Code of Conduct and registration and disclosure of interests;

Campaign to Protect Rural England - Staffordshire Branch Annual Report 2012.

Brewwood Civic Society minutes of the meeting held 16 April.

Coven Heath Community Association Newsletter

Mant Leisure – funding for outdoor table tennis tables; Vaughtons/Darby – availability of brochure.

480. **COUNTY COUNCIL REPORT:**

There was no report received from County Councillor R. Roberts OBE.

481. **CHAIRMAN'S REPORT:**

The Chairman Mr M. Webb MBE reported that he had been invited to an event at Brewood Middle School relating to the Comenius Project, Dr Taylor reported further.

482. **FINANCE REPORT:**

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

- The Income and Expenditure approvals list as of 26 April, Income £34,368.54 Expenditure £1,394.22 including salary payments covering standard hours, **be approved** plus:
  - Clerk 9.75 hours (3 evening meetings and 1.5 hrs Brewood Park Mgt)
  - Assistant Clerk - 1 hour while the Clerk was on annual leave prior to Easter (up to 10 hrs had been approved)
  - Members' attention was also drawn to the increased employer pension contribution from 1 April 2012 of 17% from 16%. The banding for employee contributions had also been recalculated, applying cpi as at September 2011. Information received from Staffordshire County Council Pensions Notice.
- The paying of staff for the additional hours worked as follows:
  - Clerk 9.5 hrs to update the Minutes of 29 March, prepare the agenda and supporting papers, photocopying and packing up the agendas and hand delivering to Brewood, Coven and Bishops Wood over the Easter period for the meeting of the Council held 12 April **be approved**. Members were notified that this would be necessary at the meeting of the Council held 29 March.
  - Assistant Clerk up to 5hrs to complete the PAYE end of year while undertaking other time critical duties from 16 to 20 April **be approved**.
- The action of the Clerk to approve an accounts band upgrade of the Edge accounts system at a cost of £90 **be ratified**. The annual fee for the package was charged at different rates subject to what band the Council's annual Income and Expenditure was expected to fall into. Clerk's Report referred.
- The request of the Clerk to attend the SLCC VAT training course to be held in Burton-upon-Trent on 14 May at a cost of £95 **be approved**. This would be held during the day and would be worked as standard contracted hours.

Internal Audit – in the expectation of the 2011/12 accounts being available for audit by early May and subject to the External Auditor agreeing the revised audit schedule the Clerk to arrange for the Council's appointed Internal Auditor, Mr D. Walker to undertake the internal audit, **be approved**.

483. **PLANNING REPORT:**

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

The Council considered the notification to carry out tree works within the conservation area, reference 12/00296/TREE at 31 Stafford Street, Brewood:

- three ash trees along the boundary between 31 and 25 Stafford Street plus bungalow to rear of 25 Stafford Street, thin the crown of the three trees by 20% to lessen density of shade impacting on garden

vegetation and amenity value to residents. Also remove low hanging secondary / tertiary branches reaching towards the roof of 31.

- removal of leylandii tree next to front left corner of no. 31, risk of increased cracks to building.

**It was resolved that Cllr Mrs D.M. Holmes and Dr R. Taylor to review the application and respond if appropriate.**

484. **CLERK'S REPORT:**

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

- 2011/2012 Carry forward of grants into the next financial year for Bishops Wood Village Hall, Bishops Wood and Coven Heath Christmas Lights and Brewood Parish Sports Association.
- Postage Stamps, emailing of letters where appropriate.
- Staffing, increase in weekly hours for the Handyman during summer season; 4 hours from 1 May plus a further 3 hours if appropriate in due course.
- Jubilee Celebrations, Mrs Machin's request for a grant to support a tea party in the Jubilee Hall.  
**It was resolved that Mrs Machin be referred to South Staffordshire Council as there was no funding available from the Parish Council.**

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

Dr R. C.H. Taylor reported with regard to an email from Mrs M. Holland concerning objections to Planning Application: 12-00217-COU –Development of Weston Hideaway, Lodge Park, White Sytch, Blymhill Common. Copy tabled at the meeting but not discussed as the Parish Council was not a consultee. It was noted that it may be a concern to Bishops wood residents due to increased traffic.

**Matter of report.**

485. **DISTRICT COUNCIL REPORT:**

Cllr Mrs D.M. Holmes reported that the livery for the Connect buses would be gold and that the plans for the Standards committee would be reviewed in 12 months time.

**ANY OTHER MATTERS OF REPORT:**

None

There being no further business the meeting closed at 9.35 pm.

..... Chairman.

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

**MATTERS ARISING**

**41\*\* Brewood Playing Field Equipment**

Playdale have confirmed they will start on site on Monday 30 April. Detailed notices and image sheets are on display at the two entrances to the playing field and I intend to take a copy up to representatives of the Phoenix Youth Group on Friday morning. The new turf in the under 8s play area appears to have established based on a check around the perimeter and Playdale are aware that the two smaller areas turfed in the last week will need extra care. Playdale have warned that it can take up to 5 days for the heras fencing to be removed from site after they have finished and have agreed to leave some heras fencing on site for 2 – 3 weeks if we feel it is necessary (for the newest turf to establish) free of any hire charge but at a cost of £60 for collection. This decision can be deferred to nearer project completion, **Members are asked to approve the Clerk arranges for the fencing to be left as appropriate.** Mr Dunbar has still to advise of the extra costs incurred for the additional work and materials we have requested – see previous Clerk's Reports.

The SSC grounds maintenance crew, who had been notified of the new turf, came to site this week and fortunately did not damage the new turf but did take the mower over the hose breaking the connector which Mr Dunbar had leant to the Council with his hose. We have replaced this and advised Mr A. Cousins of SSC of the incident. **Matter of report.**

We have taken the opportunity of the park being closed to re-seed the goal mouths which were badly worn. With the approval of Nikki Parsons, Chair of Brewood Phoenix Youth Group we used grass seed that had been donated to the group when it was originally intended to seed the new play areas. The local wood pigeons are now looking well fed and what seed remains has not germinated.

**Members to consider whether arrangements are to be made to turf up to three goal areas that require attention with a view to retaining the heras fencing on site if Playdale are willing to do so for other than the play area specifically – cost to be ascertained and the Clerk to seek approval by Head of Finance and Chair of Council, to be funded from the maintenance budget and subject to be carried out while the weather is appropriate.**

**245\*\* Brewood Bowling Club** Ms H. Skidmore has visited the Council office and Mrs S. Pearce has phoned and visited the Council office. I am advised a meeting is scheduled to take place on 4 May at 2.30pm, starting from Mr and Mrs Pearce's home next to the playing field to discuss the concerns raised. Representative(s) from South Staffordshire Council will also be present. Mrs Pearce called in to the Council office to suggest a Member of Brewood and Coven Parish Council should also attend. May I remind Members that the South Staffordshire Parish Summit is scheduled to take place on 4 May, finishing at 3.30pm. Mrs O'Brien has said she can attend in my absence but this has to be subject to her availability at the time. **Members' views.**

**347\*\* Wall – Rear of Amenity Area, Sandy Lane**

No further information has been received. Dr Taylor may wish to speak on this matter.

**256\* Traffic Management Brewood**

With reference to the email from Mr Winterflood I can confirm that the new traffic order does not cover the no loading / unloading restrictions in Stafford Street. Mr Winterflood understands that an objection was received and the 'Parking Board / County Council decided to separate it from the other changes.' Mr Winterflood has no further information with regard to the timing of this part of the proposed traffic order.

### 183a/165 Coven Heath Allotments Association

Meeting to be scheduled with the tenant of plot 5 with regard to possible encroachment and question of named tenant. In view of these outstanding matters a tenancy agreement for 2012/13 has not yet been issued. **Would Members confirm whether all Members of the Allotments committee intend to meet with the tenant or just agreed representatives, that the meeting is to take place at the allotments, Members availability and to clarify the points of concern given the recommendations for action after the previous site meeting:**

- The shed has been sited outside the 'half plot' of the tenancy – this was agreed in writing (27 May 2011) by the Council, the matter having been discussed with the caretaker beforehand
- Two water tanks have also been sited outside the half plot – permission was given for cold frames to be sited to the rear of this plot at the same time as the shed
- Consideration was given to charging for a full size plot, ref. the above, but no action was taken
- Council has been advised that the path that has been laid to plot 5 encroaches on plot 7 – the committee previously recommended that this be pointed out to the tenant and that in view of the encroachment the tenant of plot 7 must be allowed to also use the path
- The tenant/tenant's partner of plot 5 was parking on plot 7 while working on the site – the committee previously recommended the tenant be advised that: this was not permissible; that vehicles must not be taken on to plot 7; vehicles should only be kept on site for a short period of time while they are unloaded/loaded
- Concern was raised at the last meeting that the plot was maintained by the tenant's partner and whether the plot should be in the partner's name. Presumably this is a serious cause for concern to be pursued with the tenant?

Proposal of Mr A. Higgins – plots providing access for the disabled and taster plots. Further to Mr Higgins' proposal I can confirm that to date there are 5 in the Parish on the waiting list although one of these is likely to be a tenant for his son who lives outside the Parish. 2.5 plots have been vacated plus a further 2.5 plots where the Council has advised tenancy renewal will not be accepted. Confirmation of a further ten tenancy renewals awaited. I have no information as to whether those on the waiting list require full or half size plots or even taster plots if they are available. Mr Higgins has contacted the Council this week enquiring whether a decision has been made. **Members may wish to defer a decision until the 10 May meeting when more information will be available.**

238. **Speeding Traffic, School Lane, Coven.** Mr D. Wright has confirmed that the school SIDS have been installed as part of the twenty is plenty scheme to protect the school children. School times were identified as one of the worst parts of the day for speeding. However the school SIDS will only stay for one term County will then look to placing a road safety SID site on School Lane as part of the camera cycle. **Mr Wright seeks Members' views as to where this should be sited.**

282. **Council and Community Web Site** I have forwarded Scott Smith the technical info. I believe he requires in order that he may assist in launching the new web site – ensuring the new site is accessed rather the old site – and replied to some queries raised by Al Dutton. It is still hoped to transfer to the new site shortly.

462a. **Audit Dates** I have contacted the Limited Audit Regime – the office was closed for the week but an answer-phone message confirmed that audit dates were being automatically extended by 7 days if necessary. I subsequently emailed the LAR seeking written confirmation that the accounts could be published as being available for inspection even though they were still being worked on – this would be necessary based on the dates we had been given by the external auditor. Written confirmation that this is acceptable has now been received from the external auditor Dina Pejcinovic and will be retained on file.

The 7 day extension would still require the Council to receive the audited accounts at the 10 May meeting. In view of this I have sought and obtained an extension so they can be received 31 May and posted out on 1 June, thus avoiding an extra meeting of the Council – the auditor has accepted ‘as close to 1 June as possible’. **Matter of report.**

462c. **STW – Cricket Club, Coven** Letter received 20 April from STW Customer Relations in reply to this Council’s letter of 11 April demanding evidence of when this Council vacated the site - on closer inspection the letter referred to the Council’s playing field in Coven. Email received 24 April from STW Customer services also in reply to the same letter of 11 April (resent 19 April by email) apologising for the distress and inconvenience caused and confirming their records have been updated, that the invoice is no longer relevant and we should receive no further correspondence. On querying the letter of 20 April I was advised they had simply used the wrong account number and the matter was definitely closed. **Matter of report.**

450. **Police Reports** Email received 26 April confirming the following:

*The Community Safety Partnership will be producing a monthly “Locality Crime and Anti Social Behaviour Report”. The data will be broken down to parish level and will provide parishes with an overview of Crime and ASB that is taking place. This report has been successfully piloted in Locality 3 and the parishes have provided positive feedback.*

*At the recent PACT meetings (Partners And Communities Together) Inspector Donna Gibbs explained that these reports, created by the community safety partnership, will help to support the police spend more time out and about in their local communities.*

*This report will look retrospectively over the previous month, therefore the first report will outline crime and anti social behaviour during April 2012 and will be circulated to parish clerks during the first week of May. A sample of the first report will also be available to take away from the Parish Summit being held at South Staffordshire Council on Friday 4<sup>th</sup> May.*

## **MATTERS ONGOING**

301\*/339 **Queen’s Diamond Jubilee** Phone call received from Mrs H. Wallett South Staffs Housing Association raising some concern about the Council’s request to plant an oak tree and requesting a site visit with Mr H. Medicott to discuss the concerns of residents.

### **Members’ views.**

452. **Boot Camp, Coven** Call received from Mr Turner advising that he would like to hold a Boot Camp in early June and promote it during May. I have found two other Parish Councils that have hired out their playing fields for a commercial enterprise, one being for a Boot Camp. This Council had their solicitor draw up a lease which includes the points previously discussed. I suggest, in summary, the terms and conditions to be covered should include: responsibility for any damage caused; negating the Council of responsibility for injuries / theft and therefore requiring the hirer has his own public liability cover; charges due and payment schedule; priority for use of the playing field to be given to users of the park and its facilities; no access to the changing rooms; terms that would cause the agreement to be withdrawn by the Council and notice period; notice period to be given by hirer to terminate agreement. The other Council’s Boot Camp is scheduled to start 30 April.

**Members may wish to consider agreeing to Mr Turner hiring the facilities from June subject to the Terms and Conditions being made available by the Council before the end of May for agreement by 1 June. If this is acceptable Members are asked to recommend a charge for the hire of the facilities and whether this is by the hour or for up to a set number of hrs. Per session – no charging information is currently available from the other Council.**

## FINANCE

**Edge** The final Vat claim for 2011/12 caused the Council's income to exceed the £250k income band of our contract. The upgrade for the 2011/12 tax year provides an accounts band of up to £500k. For 2012/13 we have been charged at the original I&E band which still provides for up to £250k but this may be exceeded again towards the end of 2012/2013. The Council is allowed only two such upgrades before being required to take up the higher band contract. **Matter of report.**

**Grounds Maintenance** I have emailed Mr H. Medicott, South Staffordshire Council querying the 2011/2012 charges. At the end of the Q3 charges we had been overcharged against the Bront, been charged the full years charges at Brewood playing field and undercharged at Coven playing field. We are now in receipt of the Q4 charges where further charges have been allocated to the Bront. Mr Medicott has been advised that this invoice has been withheld awaiting further details.

**Matter of report.**

**2011/2012 Grants** Members are asked to approve that the following grants are carried forward to 2012/2013 – Bishops Wood Village Hall, Bishops Wood and Coven Heath Christmas Lights, Brewood Parish Sports Association.

**Postage Stamps** Unfortunately we were too late to make a bulk purchase of stamps, retailers having sold out, although we did stock up from petty cash. I already send a reasonable number of emails rather than letters these days. **Members are asked to formally approve that replies may be emailed, of a formal format and even as an attached letter where circumstances dictate this to be appropriate, where in the judgement of the Clerk it is reasonable to do so.**

## OTHER MATTERS FOR THE CLERK'S REPORT

**Staffing** Members are asked to consider the hours worked by the Council's Handyman. The Clerk will report at the meeting.

**Jubilee Celebrations** I have been trying to contact Mr J. Payne since last week with regard to his proposal to organise a mini It's a Knock-out but as yet I have not had a reply – Ms H. Skidmore having followed this matter up believes he may no longer be planning to organise anything.

Ms C. Machin called in to the office this morning enquiring as to whether any events were being planned in Brewood. Ms Machin would like to organise a tea party for older residents in the village although this is subject to the Jubilee Hall being available and at no cost. Ms Machin enquired as to whether a grant would be available from the Parish Council. I advised it was for the Council to consider but no such grants have been made available to the community. I have suggested that she approach local traders to sponsor such an event through donations of refreshments, recommended some funds be raised through a raffle and agreed to ask the Council whether it would consider underwriting the event up to an agreed amount if donations and sufficient funding could not be raised elsewhere. Due to the unavailability of Ms Machin later in May I did not suggest on this occasion that she write in to the Council with her request.

Members are also asked to note that a request will be tabled at the next meeting from Brewood Junior Football Club requesting a grant to fund 5 trophies at an approximate cost of £20 each.

**Members' views are sought with regard to the request from Ms Machin.**