

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

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE COUNCIL**  
**HELD IN THE COUNCIL OFFICES, STAFFORD STREET, BREWOOD**  
**ON THURSDAY, 10 MAY, 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. C. Jeffries, Mr J. Pegg, Mr P. Smith, Dr R.C.H. Taylor, Mrs L. Tomkins, Mr M. Webb MBE.

The Council held one minutes silence in memory of Mr P. O'Brien.

1. **APPOINTMENT OF CHAIRMAN**

Nominations were requested for the Office of Chairman for the following year. Mrs J. C. Jeffries was nominated, seconded and duly elected. Mrs J.C. Jeffries signed her Declaration of Acceptance of Office as Chairman. Mrs J.C. Jeffries called for a vote of thanks for Mr M. Webb in recognition of the excellent job he had done as Chairman during the year.

2. **APOLOGIES**

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

**IN ATTENDANCE:**

Cllr B. Cox.

3. **DECLARATIONS OF INTEREST**

Mr M. Webb declared a personal interest in the letter from Brewood Junior Football Club to be received under the Finance Report. Mr D. Evans declared personal interest in any matters raised by Mrs Pearce. Mr J. Pegg declared a personal interest in the planning application 12/00343/FUL, 5 Weston Close, Bishops Wood.

4. **APPOINTMENT OF VICE CHAIRMAN**

The Chairman called for nominations for Vice Chairman for the ensuing year. Two nominations were received and seconded for M. Alden-Court and Mr P. Smith. A secret ballot was then held with the vote going to Mr P. Smith. Mr Smith was duly appointed Vice Chairman.

5. **APPOINTMENT OF PERSONS WITH SPECIAL RESPONSIBILITY FOR :**

	<b>Appointed</b>
• <b>Responsible Financial Officer</b>	Clerk, Mrs S. Groom
• <b>Finance</b>	Mrs J. Carr
• <b>Planning</b>	Dr R.C.H. Taylor

- **Playing Fields & Skateboard Parks**
  - Bishop's Wood Mrs S. Hughes (Mr J. Pegg to cover as required)
  - Brewood Mr D. Evans
  - Coven Mrs J. Carr and Mr R. Dakin
- **The Bront** Mrs J. Carr
- **Barnfield Sandbeds** Mr D. Evans

#### 6. APPOINTMENT OF STAFFING COMMITTEE

The Council considered the appointment of the members of the Staffing Committee.

**It was resolved Ms M. Alden-Court, Mrs J. Carr, Cllr Mrs D. M. Holmes, Mrs J.C. Jeffries (ex-officio), Mr P. Smith and Dr R.C.H. Taylor be appointed.**

#### 7. APPOINTMENT OF COVEN FOOTBALL MANAGEMENT TEAM

The Council considered the appointment of the members of the Coven Football Management Team.

**It was resolved Mr J. Poade (Brewood Old Boys), Mr R. Parkes (Coven FC), Mr J. Rogers (Coven Colts), M. Alden-Court, Mr R. Dakin, Mr T. Fellows and Mr M. Webb be appointed. Mr T. Fellows to ascertain whether Coven FC will be hiring the facilities for 2012/2013 and report back to Council. M. Alden-Court to continue to undertake bookings for 2012/2013.**

#### 8. APPOINTMENT OF BREWOOD TRAFFIC MANAGEMENT WORKING PARTY

The Council considered the appointment of the members of the Brewood Traffic Management Working Party.

**It was resolved Mr A. Ball, Mr R. Dakin, Mr D. Evans, Cllr Mrs D.M. Holmes, Mr G. Martin, Dr R.C.H. Taylor and Mr M. Webb be appointed.**

#### 9. APPOINTMENT OF BREWOOD PLAY PARK WORKING PARTY

The Council considered the appointment of the members of the Brewood Play Park Working Party.

**It was resolved Mr A. Ball, Mr D. Evans, Cllr Mrs D.M. Holmes, Mr G. Martin, Dr R.C.H. Taylor and Mr M. Webb be appointed to represent the Council..**

#### 10. APPOINTMENT OF ALLOTMENTS WORKING PARTY

The Council considered the appointment of the members of the Allotments Working Party.

**It was resolved that M. Alden-Court, Cllr Mrs D.M. Holmes, Mrs J.C. Jeffries and Dr R.C.H. Taylor be appointed. Mrs L. Tomkins to be appointed as a community representative to provide advice and guidance.**

#### 11. APPOINTMENT OF YOUTH CHAMPIONS

The Council considered the appointment of the Council's Youth Champions.

**It was resolved M. Alden-Court and Mr J. Pegg for Bishops Wood be appointed.**

**12. APPOINTMENT OF BREWOOD DOLE TRUSTEES**

The existing Trustees were appointed in 2011 and currently comprised of: Mr A. S. Bourne, Mrs J. Gibbins, Mrs L. E. Jones, Mr A. F. Prendergast, Dr R.C.H. Taylor and Mr I. F. Westwood. The Vicar to St Mary & Chad is an ex officio member of the Trustees.

The Council's representative on the Bushbury Charities is Mr A. F. Prendergast.

The Trustees were appointed for a four yearly term of office which would expire in 2015.

**13. APPOINTMENT OF SCHOOL GOVERNORS**

The Council from time to time may be called upon to make nominations for Local Authority Governors (LA) for the following Schools:

Brewood C.E. (C) Middle School	Mr R. Taylor – appointed April 2011
St John's C.E. (VC) First School, Bishop's Wood	Mr J. Mackin – appointed April 2011 Mr A. Shepherd – appointed 2011
St Mary's R.C. School	Mr A. Ridyard – appointed November 2009
St Mary & St Chad C.E. School, Brewood	Mr D. Evans - appointed August 2010
St Paul's C.E. School, Coven	Mrs J. Gibbins – appointed 2010

**14. APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES**

The Council considered and approved the appointment of the Council's representatives on the following outside bodies.

	<b>Existing Representatives</b>
Brewood Village Community Council	Cllr Mrs D. M. Holmes
Bishop's Wood Village Hall Management	Mrs J. Edwards
Coven Memorial Hall Management Committee	Mr P. Smith
Brewood Parish Sports Association	Mr A. Ball, Mr D. Evans, Mr M. Webb
Youth & Community Stakeholders	Appoint if need arises
Police Consultative Committee	Dr R.C.H. Taylor, Mrs J. C. Jeffries
Standards Committee	No longer applicable
Staffordshire Parish Councils' Area Committee	No Council representative

**15. MINUTES:**

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

**16. 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.

## 17. 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, Engleton Lane, Brewwood reported on the meeting held on 4 May with representatives of Brewwood Bowling Club, South Staffordshire Council, Highways, Mr M. Webb and neighbour Mrs Pountney. Mrs Pearce provided the Clerk with a drawing of the site produced by Mr S. Dores. Mr D. Evans drew attention to the problem of plans not providing details of height and distance. Mr B. Rogers of Brewwood Bowling Club advised the Club had nothing to say until they had met to discuss the outcome of the meeting.

### MATTERS ARISING:

\* items appertain to matters arising during 2011/2012, \*\* to matters prior to May 2011.

41\*\* **Brewood Playing Field Equipment.** Clerk's Report referred. The Clerk provided details of the offer made by Playdale and advised that Playdale was forecasting to complete the installation by 16 May. The order to re-grade the goal mouths at a cost of £580 exclu VAT, Clerk's Report referred was noted by Members.

**It was resolved that the offer from Playdale to provide stepping stones from the mound to the play area and to remove the waste bin and slabs adjacent to the under 8s play area and reinstate the ground be accepted. The Clerk to request Playdale extend the offer to hold the phase 2 prices to the end of October, from the end of August.**

245\*\* **Brewood Bowling Club.** Clerk's Report referred. The matter had been discussed under Public Participation. Dr Taylor reported that threes to the east of the north boundary were covered in ivy and needed attention. Further details awaited from Brewood Bowling Club.

**Matter of report.**

301\*\* **Queen's Diamond Jubilee** Email received from Mr J. Watson of Coven seeking permission for residents of Moors Drive to hold a Jubilee celebration on the Bront. Mr Watson stated that there would be no barbeques, fires or glass bottles/glasses allowed although some flags / decorations may be put up. They would also clear up afterwards.

**It was resolved permission be given subject to the advised terms being adhered to.**

347\*\* **Wall – Rear of Amenity Area, Sandy Lane** Reply received from South Staffordshire Council's Planning Enforcement Team with regard to this Council's query as to the appropriate boundary of the works being undertaken on land adjacent to Sandy Lane. The letter confirmed that the matter would be investigated and an update provided in due course.

**Matter of report.**

183a\*/165\* **Coven Heath Allotments Association** Reply received from Mrs Bristow of allotment no. 5 enclosing payment for a full size allotment and enclosing a map to show the location of the water tank and explaining it was now filled by rainwater collected from the adjacent shed. It was assumed that this was by way of an application to site the water tank as proposed. The letter from the Council required the removal of the water tanks, explained that

permission would have been required to install water tanks with details as to how they would be filled and that permission had only been given to site a shed and cold frames to the rear of the allotment. Copy of correspondence from Mrs Bristow circulated prior to the meeting. Clerk's Report referred.

**It was resolved the Clerk reply that: approval had been refused to install the tanks as proposed, they not being in keeping with the site; permission had been given to install 1 or 2 traditional style water butts adjacent to the shed up to a total capacity of 200 ltrs in support of the tenant's efforts to collect rain water.**

Request received to transfer to another allotment and email received from Mr A. Higgins, Chairman of the Coven Heath Allotments Association on the same matter. Clerk's Report referred.

**It was resolved that M. Alden-Court, Mrs L. Tomkins and interested Members of the Allotments Working Party visit the site prior to the last Council meeting of the month, every two months and report to Council any allotments not conforming to the Garden Rules. The first visit to be at the end of June. It was further resolved that the Garden Rules to be reviewed and updated by the Working Party before the end of December 2012, to allow circulation prior to the notice of renewals.**

Members considered the proposal of Mr A. Higgins with regard to making one or more allotments available for access for the disabled and taster plots. The Clerk advised that such allotments (up to 2) may not generate income in the first year while they were prepared and tenants sought. Clerk's Report referred.

**It was resolved one full size allotment be made available in support of Mr Higgins' proposal; three full or half size allotments – as appropriate - to be made available to the three local residents on the waiting list; the next available full size allotment to be made available in support of Mr Higgins' proposal; any remaining allotments to be made available to the two residents on the waiting list outside the Parish.**

218\* **i54** Email and copy letter received from Mr K. Webster, ANCER SPA explaining the background to the current request by Staffordshire County Council to South Staffordshire Council to further extend the permitted hours of working at the i54 site for a temporary period. Copy circulated prior to the meeting. Mrs L. Tomkins reported to Members.

**It was resolved the Clerk write to South Staffordshire Council in support of the concerns of the residents of Coven Heath, without waiting to be approached by South Staffordshire Council.**

256\*\* **Traffic Management, Brewood** Copies of the draft survey referenced at the last meeting were enclosed for members of the Brewood Traffic Working Party; also previously copied to Mr D. Wright.

**It was resolved that a date for the next meeting of the Brewood Traffic Management Working Party be arranged at the end of the meeting – Thursday 17 May at 9.30am.**

368\* **Brewood Tennis Club** Reply received from Ms C. Fulford confirming that the Club would consider the advice provided by Mr S. Dores and that the concern raised with regard to the position of the flood lights had been noted and would be addressed in due course.

**Matter of report.**

452\* **Boot Camp, Coven** Confirmation received that the Town Council, that previously acknowledged it was in the process of allowing a Boot Camp to be run on its playing field, would charge much the same rate as this Council, having set an annual fee for an agreed number of sessions. Clerk's Report referred.

**It was resolved the draft Terms and Conditions be considered, for approval, by the Chairman and Vice Chairman.**

**MATTERS ONGOING:**

Dr R. Taylor reported to Members on the workshops covered at the South Staffordshire Council Parish Summit.

408\*\* **Croft House** Clerk's Report referred. Cllr Mrs D.M. Holmes reported she had spoken to Mr D. Pattison of South Staffordshire Council who had confirmed the owners of Croft House would be hearing from the Council shortly.

**It was resolved the Clerk write to Mr S. Winterflood as per the Council's previous resolution, seeking confirmation that a S215 would now be pursued.**

279\* **Council Offices** Mr P. Smith reported that he had offered to review the quotes received and would consolidate the information available and seek one or more quotes from recommended contractors.

**It was resolved Mr P. Smith pursue the matter with the Working Party in due course.**

351\* **Brewood Civic Society – Localism** The Clerk reported on Ms K. Harris' workshop at the Parish Summit on Neighbourhood Planning.

**It was resolved that Ms Harris be invited to a special meeting of the Council, to be held at 6.30pm before a scheduled meeting of the Council. Members of Brewood Civic Society to also be invited to attend.**

450\* **Police Reports** Clerk's Report referred.  
**Matter of report.**

469\* **Locality Member Forum** Clerk's Report referred.  
**Matter of report.**

471\* **Draft Street Trading Consent Policy Consultation** Clerk's Report referred.  
**It was resolved that Members would respond individually if they wished to do so.**

**CORRESPONDENCE RECEIVED:**

18. Mr M. Jenkinson, South Staffordshire Council with regard to the withdrawal of the Village Buzz service after 16 May, to be replaced with the South Staffordshire Connect service on 19 May. Residents wishing to use the new service would need to phone 0300 11 8003 or visit [www.staffordshire.gov.uk/buses](http://www.staffordshire.gov.uk/buses).

**Matter of report.**

19. Staffordshire County Council Pensions Service seeking details with regard to ill-health retirement.

**It was resolved the Clerk reply as appropriate.**

20. Engaging Communities Staffordshire – update of recent progress in relation to their strategic partners within the NHS and local government. Further details were available from the Clerk. **Matter of report.**

21. Cover letter and copy correspondence from Mr G. Kelly and local residents of Tong Close, Bishops Wood to South Staffordshire Council concerning land in Tong Close. Copy circulated prior to the meeting.

**It was resolved the Clerk reply to Mr Kelly that unfortunately the Parish Council had no powers to act on this matter.**

22. Mr G. Kelly thanking Mrs J. Jeffries, Mrs L. Shaw and the Clerk for meeting him last summer, for responding to his concerns and congratulating those concerned on the new park equipment which was being well used by families.

**Matter of report.**

23. SPCA forwarding copy correspondence from NALC to all Members of Parliament seeking support of the Early Day Motion (EDM) on Planning Appeals. Copy circulated prior to the meeting. NALC sought the support of Member Councils to write to their MPs before 17 May requesting they support the EDM.

**It was resolved that Members would respond individually as they felt appropriate and if they wished to do so.**

24. **CORRESPONDENCE CIRCULATED:**

South Staffordshire Council: notice of a meeting of the Health Scrutiny Panel 8 May; Cabinet 8 May; Regulatory Committee 1 May.

Brewood Civic Society copy correspondence to the Headteacher at St Dominic's High School concerning the condition of the brick boundary wall of the school fronting onto Bargate Street.

SPCA / NALC updates: Repeal of the Power of Well Being; Internet Safety from Staffordshire County Council; emergency outdoor first aid course; Staffs County Council Sustainable Environment Team – All you need to know about biomass, renewable heat 16 May; South Staffordshire Council – event 3 May to develop a country-wide climate change communications campaign; behavioural change project; Age UK Staffordshire – Active in Age classes and Walk and Talk Plus; Major Infrastructure Planning Regime.

Staffordshire County Council Watchdog Alerts: Unwanted Telephone Calls; Rogue Traders.

Rural opportunities Bulletin: Government Youth Contract; Rural Growth Network Pilots; Portas Review; Regional Growth Fund; Innovative Refurb, Traveller Pitch Funding; Inspired Facilities Fund; Rural Community Broadband Fund; Comic Relief; Village SOS; Changes to National Park Governance – Consultation; Rail Decentralisation; Planning Act 2008 – Consultations; European Development Fund; Live Work

Libraries – What's On in May, details printed for Brewood and Codsall.

Fields in Trust AGM and accounts to 31 December 2011.

Wolgarston High School newsletter; Clerks Councils Direct publication; Wolverhampton Magazine.

Vaughtons; Gridline – National Grid publication.

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

**25. CHAIRMAN'S REPORT:**

The Chairman thanked Mr M. Webb for all his efforts as Chairman during the last year. Mr M. Webb reported on his visit to Brewood Middle School to attend an event concerned with the Comenius Project.

**26. URGENT CORRESPONDENCE RECEIVED**

27. Staffordshire County Council forwarding details of the Olympic Torch Relay route on Wednesday 30 May through Gnosall, Haughton, Stafford town centre – road closures would also apply. Details of the 30 June relay will be supplied nearer the time.

**Matter of report.**

28. Mr D. Coghill, Training Officer, South Staffordshire Council with regard to places available on their 'Conducting Effective Personal Development Reviews'. The content would be largely generic although there would be some reference to their own policies and procedures. Places cost £75. To be held Monday 21 May 9.30 to 4.30.

**Matter of report.**

29. Ms L. Minshall, Village Agent forwarding a report on her recent activities on Locality 2. Copies to be circulated with the next agenda. Ms Minshall also reported that the Village Agent contracts have been under review and that it was expected that funding would be available for 15hrs/week for each locality. This would therefore reduce the hours available to this Parish and not necessarily proportionately.

**Matter of report.**

30. SSCVA free Funding Fair to be held Tuesday 29 May 10am to 4pm at Codsall Village Hall. Those interested could drop in, there being no need to attend the whole event.

**Matter of report.**

**31. FINANCE REPORT:**

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

- The accounts payable as at 10 May 2012 **be approved**; Income £126, Expenditure £1460.51.
- Members received the audited accounts for the year ending 31 March 2012, copy circulated prior to the meeting. Members also received the Internal Auditor's report which was tabled at the meeting and the Annual Return pages, circulated prior to the meeting: 2 – Accounting Statement; 3 – Annual Governance Statement; 5 - Annual Internal Audit Report (completed and signed copy tabled at the meeting).

**It was resolved the audited accounts for the year ending 31 March 2012 be approved. Members then completed the Annual Governance Statement and the Chairman and RFO signed the Consolidated Balance Sheet and notes as well as pages 2 and 3 of the Annual Return.**



- Letter received from Brewood Junior Football Club requesting a grant to purchase trophies to be presented at their Queen's Diamond Jubilee Football Tournament to be held 24 June. Copy circulated prior to the meeting. Mr M. Webb left the meeting while this matter was discussed.  
**It was resolved the request be refused, there being no grant funding available to community groups for Jubilee related activities. Mr D. Evans voted against the proposal to refuse the request.**
- Grounds maintenance – further to this Council's query to Mr H. Medicott of South Staffordshire Council concerning apparent over-charging/under charging against the Council's contracts, the Council had been notified of a number of corrections and Mr Medicott apologies for the mistake. Confirmation of the 2012/2013 charged had also been received – all contracts would increase by 3.75%, rpi as at March 2012, Clerk's Report referred. **It was resolved the Clerk would report back in due course.**
- (405b\*) **Brewood Music Festival** Details received with regard to the 2010 accounts in support of the request previously received for a grant towards the Music Festival in 2012. £1,000 was included in the budget. A copy was tabled at the meeting.  
**It was resolved a cheque be raised for signing at the next meeting of the Council subject to the payment being approved once a copy of the accounts had been circulated to Members to consider.**
- The request of the Clerk to attend the SLCC Regional Conference at a cost of £65 to be held 13 June in Dudley **be approved.**

**The Chairman moved that the public and press be asked to leave the meeting whilst the following matter was considered, in view of the confidential nature of the business to be discussed, in accordance with Standing Order 65.**

**Cllr B. Cox also left the meeting**

- Letter received from Ms L. Whitehouse resigning as the Council's Janitor with immediate effect – Clerk to report. To ratify the decision of the Clerk to arrange for Mr M. Smith to undertake the Janitor duties for two extra days per week (Fridays and Mondays) as a temporary measure and to close the public conveniences in Sandy Lane, Brewood on Saturdays and Sundays until further notice. Council to consider arrangements for advertising the post. Clerk's Report referred.  
**It was resolved the post be advertised and the normal recruitment process followed. Clerk to progress.**
- The decision of the Clerk to attend a meeting called by Penkridge Parish Council for the community to consider Participatory Budgeting on the evening of 3 May **be ratified.**
- Insurance – renewal due 1 June 2012. Two quotes had been received and a third was awaited. Clerk to report back to Council once the quotes had been compared. **Matter of report.**
- Workload, Clerk's Report referred. **It was resolved that additional hours, above contracted, be approved for the Clerk and Mrs Postles, as Receptionist for the Council, during May. The Clerk advised these would be in the region of 10 and 5 hours respectively.**

SSCVA thanking the Council for its grant of £350.

### 32. PLANNING REPORT:

The Council received the Planning Report from Dr R. C.H. Taylor, Head of Planning and considered the planning applications received. Mr J. Pegg left the meeting when application 12/00343/FUL was considered.

Clerk's Report referred with regard to an application for tree works in the conservation area.  
**Matter of report.**

### 33. PLAYING FIELDS REPORT:

The Council received the reports for:

- Bishops Wood playing field and skateboard park submitted by Mrs S. Hughes. The Clerk reported that the bark had been raked over as requested in the report and the bolt in the tree house appeared to have been repaired, confirmation to be sought from Wicksteed.
- Brewood playing field and skateboard park. Mr Webb had nothing to report although youths had been seen under the changing rooms canopy after the park had been locked up.
- Coven playing field and skateboard park. Mrs J. Carr reported that the zip wire still required attention and the cradle swing had still to be repaired and returned to the site – Clerk progressing with suppliers. The 5aside goal mouths required re-grading. **Clerk to seek a quote and to ascertain what work was required on the full size pitch.**

### 34. CLERK'S REPORT:

The Council received the written report of the Clerk.

Mrs J. Carr reported to Council with regard to the Participatory Budgeting event held at Penkridge Parish Council. **Matter of report.**

The Clerk provided further details of the report received concerning the incident at Bishops Wood park when an adult used the tube slide. The Clerk stated the matter would be brought to the attention of the supplier and confirmation would be sought as to whether any similar incidents had been reported. Confirmation to this effect would also be sent to the local resident concerned. No further action was to be taken at this stage.

**Matter of report.**

### ANY OTHER MATTERS OF REPORT:

Mrs J. Carr reported that she had visited Cllr I. Clay and that he was on very good form and in good spirits. **Matter of report.**

There being no other business, the meeting closed at 10.25 p.m.

.....Chairman

**REPORT OF THE CLERK FOR THE MEETING OF THE COUNCIL  
TO BE HELD 10 MAY 2012**

**MATTERS ARISING**

41\*\* **Brewood Playing Field Equipment** On visiting the site last week it was clear that the double-bay swings had been erected outside of the agreed under 8s footprint. Having spoken and met with various combinations of the on-site contractors, sales rep., contract manager and technical director Playdale have confirmed that they had understated the size of the under 8s play area which meant the equipment for this area would not fit in to the agreed space and so the on-site team proceeded with the installation to create the best fit without notifying the Council.

The implications and options for the project were:

- there was no longer sufficient room to re-instate the fencing around the under 8s play area; this was a requirement of the Working Party and Brewood Phoenix Youth Group
- the swings could be shifted 1m towards the boundary hedge which would still meet the minimal safe distance required from the main multi-function equipment. In discussing this with the Chair of the Brewood Phoenix Youth Group we both felt, irrespective of the 'min. safe distance' it presented a risk of children pitching off the bottom of the slide towards the swing frame
- shifting the swings 1m (as above) would still not provide sufficient space for the fencing to be re-instated and to provide adequate access for the grounds maintenance mowers
- reduce the equipment to be installed to a single-bay of just two swings, thus losing two swings to this part of the site
- the area could still be enclosed by only fencing east to west at the north and south ends of the play area, from the hedge to the tennis courts fencing, leaving the swings as erected but requiring two sets of double gates to be installed in the fencing for the mowers as well as the planned pedestrian gate. This could be a cause for concern for the tennis club offering a climbing opportunity against the courts fencing
- do not fence the area at all. This would allow the existing, popular, grass mound to be incorporated into the new play area whilst also providing an open aspect to the north of the playing field. It would also allow for some further equipment to be added to the area in the future, subject to funding, as the site was no longer constrained having to maintain safe fall distances from the fencing. The main boundary gate nearest to the under 8s play area leads on to the cul-de-sac in Coneybere Gardens, accessed via large metal gates which can be closed and bolted. The Coven play area similarly opens out on to School Lane.

I met with Mrs Nicky Parsons, Chair of the Brewood Phoenix Youth Group on site to consider the options and after lengthy consideration Mrs Parsons decided in favour of keeping the play area unfenced for the reasons stated. Mrs Parsons has since confirmed that the other Members of the Brewood Phoenix Youth Group have also agreed this is now their preferred option. Following this I also discussed the options with the Council Members on the Working Party who were also in agreement although some form of recompense should be sought from Playdale. To have to compromise on the design of the installation is far from ideal and the options to resolve the problem were limited. In proceeding, as agreed by the parties concerned, it should be noted that if in time it is felt to be necessary to fence the area after all then the east to west fencing proposal could be implemented. I am waiting to hear from Playdale what they are proposing to offer – Clerk to report at the meeting.

A quote of £580 exclu VAT was obtained from B.G. Ground Maintenance and approved by the Chair Mr M. Webb and the Head of Finance Mrs J. Carr, as resolved at the last meeting of the Council. The goal mouths were regarded and where necessary new turf laid on 4 May. As the caretaker's hosepipe will not reach this far down the playing field the Council's handyman will water as and when there is insufficient rain. Mr P. Dunbar was not available to quote for the work on this occasion. No other quotes were sought due to the time constraint of fitting in with the park development.

**245\*\* Brewood Bowling Club** Emails received from Mrs S. Pearce and Mrs S. Poxon summarising the outcome of the meeting held 4 May:

- To run the soil pipe from the mens toilet to the mains avoiding all trees
- To move the clubhouse away from the road and at least 4m from the boundary of 45 Engleton Lane. *S. Poxon clarified: this was a suggestion from S. Dores. If it is taken up by the club, it will necessitate either a new planning application or amended plans. The additional tank proposed will need consent, and it may be easier to make a further planning application for the revised siting and tank.*
- All trees adjacent to No 45, to be left untouched
- To confirm where water and electricity enter the site
- Floodlighting will not be permitted. *S. Poxon clarified: not strictly true. Condition 8 on the permission requires that any proposals for lighting on the site or building should be submitted to the LPA for consent prior to installation. This includes any floodlighting.*

H. Skidmore, in phoning the office, confirmed that if the suggestion of S. Dores is acted upon then the green may be a rectangle rather than square and may increase in size to the east; the existence of the new drain across the field prohibits any thought of seeking permission to extend to the south. I am advised that further details of the Club's response to this meeting will follow in due course.

#### **183a\*/165\* Coven Heath Allotments Association**

Members may wish to consider refusing the application for the water tanks, which are currently in situ but may be considered to be not in keeping, but agreeing to accept the application for the installation of one or two water butts up to a specific capacity. The request from the tenant does not provide any details of the size of the existing tanks although the caretaker previously advised they were 2 x 300ltrs. Typically water butts can be obtained as:

- 100 ltr ('mini rain saver') diam. 380mm, height with stand 1240mm
- 190 ltr ('rain saver') diam. 650mm, height with stand 1240mm

#### **Members' views.**

A request was received some time ago from Mrs Beech of allotment 7 to transfer to an allotment nearer the gate, as she had a mobility problem. To this end, once some vacant allotments had been identified, Mrs Beech chose one of two allotments offered to her. It has since come to light that Mr Higgins with the assistance of other tenants had already started to dig over this allotment in preparation for developing a raised allotment for those requiring access for the disabled although the Council had still to consider the waiting list against the vacated plots. Mr Higgins is frustrated at the apparent wasted effort and has concerns that the allotment will not be properly be maintained. In order to improve the overall maintenance of allotments and conformance to the Garden Rules.

**Members may wish to consider approving that two or three representatives of the Council visit the site every two months through the growing season to ensure no allotments are being neglected, with a view to the Council actively enforcing the Garden Rules.**

I can now confirm that there are 3 local residents on the waiting list (who are not waiting for a specific allotment) and 2 from Lapley and Wheaton Aston. Mr Al Higgins has requested 2

allotments be allocated – 1 for access for the disabled and the other to be split in to 6-8 taster plots. We have 4 whole allotments and 3 half allotments vacated to date. Of these 2½ were leased to Miss Moorehouse who has still to confirm receipt of the letter notifying her that the tenancy has been withdrawn. A further 4 tenants have still to pay / confirm their intention to renew even though reminder letters have been issued.

**Members to consider that at least 1 full size allotment be allocated for the proposal from Mr Higgins, the 3 local residents to be offered full or half size allotments subject to their preference, any balance of allotments to used to allocate a further allotment for Mr Higgins' proposal and the remainder to be offered to the residents in Lapley and Wheaton Aston.**

452\* **Boot Camp** Ideally and subject to time being available, the Terms and Conditions for the Boot Camp should be made available to Mr Turner before the end of May. The next meeting of the Council is 31 May. **Members are asked to consider whether they wish to delegate the need to approve the draft Terms and Conditions to agreed Members, prior to them being issued to Mr Turner.**

### **MATTERS ONGOING**

408\*\* **Croft House** Mr P. Smith has confirmed that although new netting has been erected at Croft House no planning application has been submitted. I had hoped to write to Mr Winterflood before tonight's meeting but will take this matter up as a priority on Friday.

**Matter of report.**

450\* **Police Reports** Email received forwarding a copy of the monthly Locality 2 Crime and Anti Social Behaviour Reports. The report is broken down to parish level and outlines crime and anti social behaviour during April 2012. Reports for other localities can be accessed via the South Staffordshire Council's web site, via Your Services – Community Safety – Latest Crime Data. Any questions can be directed to the Community Safety Team on [communitysafety@sstaffs.gov.uk](mailto:communitysafety@sstaffs.gov.uk).

**Matter of report.**

469\* **Locality Member Forum** Agenda received for the forum to be held 23 May at Great Wyrley Community Centre. Mr R. Dakin, Cllr Mrs D.M. Holmes, Mrs J. Jeffries and Dr R. Taylor have indicated they wish to attend - copies of the agenda have been tabled for these Members at the meeting.

471\* **Draft Street Trading Consent Policy Consultation** deferred from the previous meeting. Consultation, held by South Staffordshire Council, runs until 18 May. Members were previously advised a copy of the draft policy was available from the Clerk on request.

**Members' views.**

### **URGENT CORRESPONDENCE RECEIVED**

Staffordshire County Council forwarding details of the Olympic Torch Relay route on Wednesday 30 May through Gnosall, Houghton, Stafford town centre – road closures will also apply. Details of the 30 June relay will be supplied nearer the time.

**Matter of report.**

Mr D. Coghill, Training Officer, South Staffordshire Council with regard to places available on their 'Conducting Effective Personal Development Reviews'. The content will be largely generic although there will be some reference to their own policies and procedures. Places cost £75. To be held Monday 21 May 9.30 to 4.30.

**Members' views.**

Ms L. Minshall, Village Agent forwarding a report on her recent activities on Locality 2. Copies will be circulated with the next agenda. Ms Minshall also reports that the Village Agent contracts have been under review and that it is expected that funding will be available for 15hrs/week for each locality. This will therefore reduce the hours available to this Parish and not necessarily proportionately.

**Matter of report.**

SSCVA free Funding Fair to be held Tuesday 29 May 10am to 4pm at Codsall Village Hall. Those interested can drop in, there being no need to attend the whole event.

**Matter of report.**

**PLANNING**

Email received from Mr S. Dores – consultation on a notification of intent to carry out works to tree within the conservation area. Applicant: Mr Broom, 28 Stafford Street to: shape and reduce apple tree by 30%, taking off main leaders, reduce branches overhanging wall; re-pollard or remove completely Goat Willow.

**FINANCE**

**Internal Audit** The Internal Auditor Mr D. Walker undertook the internal audit of the Council's financial procedures on 4 May and has submitted his comments, copy tabled at the meeting.

**Grounds maintenance** I had hoped to confirm the 2012/13 charges as listed by Mr Medicott of South Staffordshire Council but I have as yet not been able to reconcile the figures he has provided.

**Recommended resolution: the Clerk to report back to a future meeting of the Council.**

**Workload** I am unlikely to be able to fulfil my minimum statutory duties, let alone progress the actions of the last meeting, while I am covering the statutory duties of the Assistant Clerk, having also undertaken the Parish Summit within contracted hours and will be attending the VAT training on 14 May at Burton on Trent also in contracted hours – both were / are full day events which take at least 6 hours out of my 25.5 hr contracted week in each case. Mrs Postles is kindly providing any administrative assistance she can but may also need to work additional hours in the short term. **Members are asked to consider providing additional hours for the Clerk and Mrs Postles, as Receptionist for the Council, during May.**

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

**Participatory Budgeting report** Mrs J. Carr will report. **Matter of report.**

**Report – Incident Bishops Wood** Phone call received 9 May from a resident of Brewood reporting that on 14 April she had been at Bishops Wood Park where she went down the tube slide. Unfortunately the lady shot out of the end of the slide, landed on the bark and banged the back of her head on the base of the plastic slide. Clerk to report further at the meeting.