

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

**MINUTES OF THE MEETING OF THE COUNCIL HELD IN THE COUNCIL OFFICES,**  
**STAFFORD STREET, BREWOOD**  
**ON THURSDAY, 31 MAY 2012 AT 7.30PM**

**PRESENT:**

M. Alden-Court, Mrs J. Carr, Mr R. Dakin, Cllr Mrs D.M. Holmes, Mrs J. Jeffries, Mr G.E. Martin, Mr P. Smith, Dr R.C.H. Taylor, Mrs L. Tomkins.

**IN ATTENDANCE:**

Cllr B. Cox.

**APOLOGIES:**

Mr D. Evans (personal), Mr T. Fellows (work), Cllr M. Hampson (personal commitment) Mr J. Pegg (holiday), Mr M. Webb MBE (personal commitment).

**MINUTES:**

The minutes of the meeting of the Council held 10 May 2012, the Brewood Traffic Management Working Party held 17 May 2012 and the Brewood Park Working Party held 28 May were approved as being an accurate record and were duly signed.

**DECLARATION OF INTEREST:**

Dr R.C.H Taylor declared a personal interest in the letter tabled at the meeting under item 62, the Clerk's Report.

**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.

35. **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 Pearce of Engleton Lane, Brewood reported that she was pleased with the response from the Police with regard to a recent incident near her property. She agreed to ask the Police to formally report the matter to the Parish Council as it involved the playing field. The Chairman thanked Mrs Pearce for her report.

**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. Formal opening event organised for 5 June at 3.00 pm. Members approved the actions of the Clerk in managing the risk with regard to the swings until such time the independent play inspection was received and Playdale, the supplier, had responded. Members were not happy with the initial response from Playdale. Members consider the minutes and ratified the recommendations of the Working Party. The Clerk provided details with regard to the concerns expressed by the caretaker at the possibility of a self-close gate off Engleton Lane.

**It was resolved that:**

- **The resolutions of the Working Party of 28 May be ratified.**
- **Light refreshments be provided from the budget if necessary; Dr Taylor had offered to provide juice, lemonade and plastic cups. Clerk to advise Mrs N. Parsons that biscuits and a gazebo were still required from BPYG.**
- **The Clerk contact the Tennis Club regarding access to the changing rooms for water.**
- **The Caretaker be reimbursed for an additional 8 hours spent watering the new turf in the goal mouths.**
- **The offer to transfer the Church House Jubilee event to join the formal opening be accepted.**

245\*\* **Brewood Bowling Club.** With reference to the email received from Mrs S. Pearce, Brewood – advice provided by the police that the existing perimeter fence be extended to the far end of the field if a building (club house) was to be erected at the north end of the playing field. Advice received from Mr S. Does concerning the ivy covered tree(s) near the north boundary of the playing field (reference site visit of 4 May). Mr Does recommended the ivy be cut at the base and left to die off although he advised that this could have the following implications:

- The ivy was dense and added significantly to the screening effect of the trees/hedge, particularly in the winter. Its removal/killing could open up views of the pavilion from the garden.
- When trees had been covered in dense ivy for a long period its removal could have an adverse impact on the tree by opening it up to 'suncorch' which may lead to a decline in health.

**It was resolved that a site visit be arranged with Mr Does. Mr R Dakin, Cllr Mrs D.M. Holmes, Mrs J. Jeffries, Mr G.E. Martin and Dr R.C.H. Taylor to attend. Clerk to also invite Mrs Pearce.**

408\*\* **Croft House.** Confidential reply received from Mr S. Winterflood. Copies were tabled at the meeting. Due to its confidential nature this matter was taken at the end of the meeting when the Public and Press were asked to leave.

256\* **Brewood Traffic Management.** The Chairman of the Brewood Traffic Management Working Party, Cllr Mrs D.M. Holmes requested that Members approve the recommendations of the Working Party.

**It was resolved the resolutions of the Working Party be ratified.**

282\* **Council and Community Website.** Email received from Mr S. Smith offering to assist the Council to set up and maintain a Facebook presence for the Council, to be asked to brief Members. Email received from Mr T. Fellows suggesting the Council considered including individual Councillor photographs on the website with a brief biography prepared by each Councillor, copy circulated prior to the meeting. Mr Fellows had offered to take the photographs. Also received from Mr Fellows the Terms and Conditions he had drafted in support of the photographic competition, copy circulated prior to the meeting. The Clerk provided details with regard bandwidth limits which would require the Terms and Conditions to limit digital photographs to 3MB jpegs.

It was resolved that the matters regarding Facebook and individual Councillor photographs be deferred until more Members were in attendance. Clerk to contact South Staffordshire Council to establish a protocol regarding the use of Facebook and Mr S. Smith to be invited to a future meeting of the Council to provide more details. It was further resolved that the matter of the photographic competition be deferred until Mr Fellows was in attendance at the meeting to consider further points raised by Members.

388\* **Cuttlestone Bridge, nr Penkridge.** Email received from Staffordshire County Council confirming that the works had been completed on the bridge ahead of schedule.

**Matter of report.**

452\* **Boot Camp, Coven.** Clerk's Report referred.

**It was resolved that an upper limit of 20 attending each session be included in the Terms and Conditions.**

465b\* **Coven Heath Village Stone.** Mrs L. Tomkins reported that the cost of supply and delivery of a stone was in the region of £800.

**It was resolved that the Community Association approach the Rotary Club again.**

469\* **Locality Member Forum.** Email received on 10 May from Ms L. Minshall, Village Agent briefly explaining that the funding for Village Agents had been reduced and Locality 2 would be reduced to 15 hours per week in total to be provided by Ms J. Wright, Village Agent for Wheaton Aston. Ms Minshall also forwarded a summary of the work she had undertaken in the parish since being appointed 12 months ago, copy circulated prior to the meeting. Cllr Mrs D.M. Holmes reported that concern had been raised regarding the availability of the Village Agent as the available hours had been reduced.

**Matter of report.**

33. **Maintenance, Tree House Bishops Wood.** Confirmation received that the repair to the Tree House had been carried out with the bolt having been replaced. The contractor to return to site to replace the inappropriately coloured cap. Email received from Ms Sheila Rockingham, Commercial Director, Wicksteed confirming that no accidents had been reported to Wicksteed on the Tree House designs. They had been independently tested to the current European Safety Standard EN1176. A copy of the relevant test certificate was supplied for our records. Mrs Griffin had been notified to this effect.

**Matter of report.**

#### **MATTERS ONGOING:**

**Police Report of 26 April.** Police Inspector D. Gibbs had indicated she would be available to meet with Members of the Council on 28 June at 7 pm.

**It was resolved the arrangement be approved.**

185\*\* **Church House.** Members considered the proposal received from Mr G. Bailey that a BIG presentation be made on 14 June. Clerk's Report referred.

**It was resolved that the Janitor interviews be scheduled for 7.00pm on 14 June; M. Alden-Court, Cllr Mrs D.M. Holmes, Mrs J. Jeffries, Dr R.C.H. Taylor to attend. Mr G. Bailey and Mr B. Jones be invited to attend one of the two scheduled Council meetings in July.**

301\*\* **Queen's Diamond Jubilee tree planting at Deansfield Rd, Brewood.** A meeting with Mr H. Medlicott, M. Alden-Court, Mr R. Dakin, Cllr Mrs D.M. Holmes, Dr R.C.H Taylor was scheduled for Friday 1 June at 11 am.

**Matter of report – see 41\*\*, Jubilee Bank Holiday formal park opening.**

347\*\* Wall – Rear of Amenity Area, Sandy Lane. Clerk's Report referred.  
**Matter of report.**

**CORRESPONDENCE RECEIVED:**

36. Mr and Mrs H. Grew raised their concern at the condition of the post box at High Green, Brewood. Copy circulated prior to the meeting. Dr R.C.H. Taylor reported that the Civic Society and some individuals were pursuing this with a view to possibly taking over ownership of the post box.

**Matter of report.**

37. Staffordshire County Council with regard to the proposed alteration to existing speed limit on Old Stafford Road and Brewood Road, Cross Green. Copy circulated prior to the meeting.

**Matter of report.**

38. Ms M. Bennett, Administrator, HMP Oakwood confirming the Mr Leroy Bonnick, Head of Community Engagement and Residence invited Members of the Council to visit the prison. Mrs J. Carr reported that Mrs L.E. Jones had enquired as to whether it would be possible for her to also join the visit.

**It was resolved that M. Alden-Court, Mrs J. Carr, Mr R. Dakin, Cllr Mrs D.M. Holmes, Mrs J. Jeffries, Mr G.E. Martin, Mr P. Smith, Dr R. Taylor and Mrs L. Tomkins attend on either Monday 3<sup>rd</sup>, 10<sup>th</sup> or 17<sup>th</sup> June – date to be confirmed by Ms Bennett. Clerk to establish whether any Members not present at the meeting wished to attend. Clerk to also enquire whether or not it was acceptable for Mrs L.E. Jones attend as a member of the public.**

39. Emails received from a 'Brewood Resident' to nine of the Council's Members followed by a subsequent related email. Copies circulated prior to the meeting.

**It was resolved that the matter be disregarded as the correspondence was anonymous.**

40. Mr D. Kitchen, Municipal Business Development, Veolia Environmental Services with regard to their company half-day volunteering allowance which on this occasion, they would like to offer to this Parish Council to undertake some work either at Brewood Park or elsewhere in the parish if necessary. Ideally they would like to volunteer during June, subject to availability.

**It was resolved that the volunteers be asked to work at Coven Heath allotments on the taster plots and plots for people with disabilities.**

41. Staffordshire County Council with regard to their Volunteering Strategy consultation. The closing date for the brief on-line survey was 8 August. An executive Summary was circulated prior to the meeting. A full report and the survey available at [www.staffordshirepartnership.org.uk/thirdsector/volunteering/](http://www.staffordshirepartnership.org.uk/thirdsector/volunteering/).

**It was resolved that Members respond individually if they wished. Members without internet access could respond from a PC in the Council office.**

42. Mr S. Bradbury, Lighting and ITS Manager, Staffordshire County Council with regard to their Energy Conservation Initiative and the option for the parish to opt for 'part night street lights'.

**It was resolved that the matter be included in the next Parish Newsletter as a separate enclosure for a community consultation.**

43. Mr P. Hardy, Electoral and Emergency Planning Manager, South Staffordshire Council drawing Members' attention to the elections for the Police and Crime Commissioner scheduled for November which required the annual electoral canvass to be moved forward to commence 14 June. The PCC elections would take place on 15 November and it would be necessary to have a portacabin at the Council's allotments car park in Ball Lane, Coven Heath. South Staffordshire Council proposed to provide

temporary lighting as staff will arrive at 6.00am and it would be dark by 5.00pm. The Council's caretaker had been informed. **Matter of report.**

44. South Staffordshire Council attaching a questionnaire regarding parish responsibility of Section 17 of the Crime and Disorder Act 1998. Copy circulated prior to the meeting.

**It was resolved that completed forms be returned to the Clerk at the meeting to submit a consolidated response.**

45. Staffordshire County Council with regard to a series of Broadband Champions events and seeking volunteers to support their efforts in ensuring the sub-standard broadband services were improved and promoting the 'demand survey'. Copy circulated prior to the meeting.

**It was resolved that the Clerk post details of the 20 June event on the Parish Council's notice boards and the need to complete the broadband demand register be included in the next Parish Newsletter.**

46. Audit Commission – Consultation on the appointment of Grant Thornton UK LLP to audit the annual return of Brewood and Coven Parish Council for five years from 2012/2013, commencing 1 September 2012. Responses required by 29 June. Copy circulated prior to the meeting, including scale of fees. **It was resolved that the proposal be accepted.**

47. Mr R. Jinks, Fundraising Manager, The Royal Wolverhampton Hospitals NHS Trust seeking a donation towards equipment on their dementia ward. Copy circulated prior to the meeting.

**It was resolved that the Clerk respond advising that the Parish Council would not be making a donation.**

48. Mr D. Coghill, Training Officer, South Staffordshire Council forwarding details of their current in-house training programme and associated costs. Copy of the cover sheet circulated prior to the meeting. Full details were made available at the meeting.

**It was resolved that Members wishing to attend any of the listed training to advise the Council in due course for Council to approve.**

49. South Staffordshire Council forwarding details of an opportunity to meet Interserve, the preferred design and build contractor for the pre-construction phase of JLR's advanced engine facility at i54. The breakfast meeting was scheduled for 25 May with registration at 7am, at the Molineux Stadium, Wolverhampton. Limited to one representative per organisation. **Matter of report.**

50. Mrs J. Carr forwarding a copy of the year end accounts for Coven Memorial Hall. A copy was tabled at the meeting. **Matter of report.**

51. Fields in Trust notice of AGM to be held 22 June. FiT also sought members' approval to accept AGM papers electronically in future years.

**It was resolved that the Clerk reply accepting the proposal.**

52. South Staffordshire Council seeking up to date contact details for the Chairman. Reply sent.

**Matter of report.**

53. Mr G. Williamson MP requesting posters advertising his forthcoming surgeries be displayed on Parish notice-boards. Circulated as appropriate.

**Matter of report.**

54. South Staffordshire Council forwarding promotional material regarding the new South Staffordshire Connects bus service.

**Matter of report.**

55. SPCA forwarding details of the new funding scheme launched by Natural England to develop and enhance the rights of way network to benefit rural areas. Further details available from the Clerk or by visiting [www.naturalengland.org.uk/ourwork/access/rightsofway/p4c.aspx](http://www.naturalengland.org.uk/ourwork/access/rightsofway/p4c.aspx). Mrs J. Jeffries reported that a Working Party in Bishops Wood was being formed.

**It was resolved that Members to consider opportunities and report back to a future meeting of the Council.**

56. SPCA forwarding NALC's template code of conduct for parish councils. Copy circulated prior to the meeting. Also available the NALC Legal Topic Note "Members' conduct and the registration and disclosure of their interests" – available from the Clerk on request. Concern was raised that the document contained inaccuracies.

**It was resolved that the matter be deferred to special meeting of the Council, when all the information was available.**

57. **CORRESPONDENCE CIRCULATED:**

South Staffordshire Council notice of the following meetings: Overview and Scrutiny Committee 29 May; Regulatory Committee 22 May; Annual Meeting of the Council 15 May.

SPCA / NALC Updates: Rural Insight Survey; Community Infrastructure Levy and S106; Towns excluded from broadband fund; Electoral Commission – confusion over neighbourhood plan questions; national Planning Policy Framework; Rural Community Broadband Fund; English Heritage Angel Awards; Case for Mayors; Local Elections turnout; 15% discount on new Council insurance from AON; Residential Street Parking Space Audit; Stolen Streets – Stolen Childhood'; Community Shops fortnight; Notts Bus service; 34% community support for neighbourhood plan in their area; Second Round for Rural Community Broadband Fund; Events; a Quick Guide to Neighbourhood Planning.

Election of Chairmen; PAYE annual return; Political and Constitutional reform; Protection of Freedoms; Shaw's products offer; Big Jubilee Lunch; ivo social network; Local Government Ombudsman to champion residents' cause; Rural networks 'bringing benefits', Localism plans – accountability; Inspectors must respect 'localist' National Planning Policy Framework; National Audit Office – local government work; Small food production; Events; MPs call for fairer rural deal.

Audit of Small Bodies - Fees; Council Tax Summary; Employers and Employees guides – Bullying and harassment at work.

NALC/CPRE Planning Offer – Support for a) groups taking their first steps towards developing a Neighbourhood Plan and b) helping those who may be stuck. Applications for support are invited.

Brewood Civic Society minutes of the meeting held 21 May.

Staffordshire County Council Watchdog Notices: Pension Bonus Scam; Bogus Caller Warning.

Staffordshire Link – invitation 11 June, presentations by LINK Co-ordinating Group

Village Buzz; Bishops Wood Bugle; Wolgarston High School Newsletter.

58. **COUNTY COUNCIL REPORT:**

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

59. **CHAIRMAN'S REPORT:**

The Council received the report of the Chairman Mrs J. Jeffries and noted the following correspondence had been received:

- A letter from Bishops Wood Neighbourhood Watch seeking the Council's endorsement to apply for grant funding from Staffordshire County Council's Community Well Being Fund.  
**It was resolved that the Parish Council would endorse the application.**
- An invitation to St Dominic's prize giving event – the Chairman would be attending.
- A letter from Mr D. Evans which would be circulated with the next Agenda papers.
- A Recorded Delivery letter from the Highways Agency regarding M54 Junction 2.  
**It was resolved that the Clerk pass a copy to Mrs L. Tomkins.**

**Mrs J. Jeffries was pleased to adjourn the meeting in order to toast the Queen's Diamond Jubilee.**

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

60. **FINANCE REPORT:**

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

- Brewood Music Festival (item 405b\*) copy of previous accounts circulated prior to the meeting. Members considered approving the release of the £1,000 grant towards a free event to be held on the Sunday of the festival as budgeted. It was noted that there appeared to be a £6,000 profit held and no evidence of how the Parish Council grant was being used. **It was resolved that the grant be approved but the Council to request that future accounts are independently audited.**
- The Income and Expenditure Approvals list as of 31 May, **be approved** including salary payments covering standard hours plus:
  - Clerk 9.5 hours (additional work to cover staff leave, approved 26 April 2012); 9.25 hours (attending 3 meetings plus 1 external meeting on Participatory Budgeting); 7 hrs (Brewood Park Project Management)
  - Assistant Clerk 4 hours (additional work to complete PAYE year end, approved 26 April 2012)
- The Financial Summary – Cash Book Reconciliations for April, **be approved.**
- The quotes received for the renewal of the Council's Insurance were considered, all quotes were based on the current schedule. Clerk's Report referred. **It was resolved the quote from Zurich be approved at a cost of £2,425.**
- The action of the Clerk to place an order with Playquest to re-tension the aerial runway at the Council's playing field in School Lane, Coven, previously reported, at a cost of £146 exclu. VAT (item 464\*) **be ratified.** The Council could not seek quotes from other suppliers as they would only maintain their own equipment. The order provided for a standard tensioning mechanism which should enable the Council to re-tension the cable in the future. The order had been approved by the Chairman and the Head of Finance.

- The action of the Clerk to call out an electrician to resolve the problem of the activated smoke alarms at Coven changing rooms **be ratified**. Clerk's Report referred.
- The recommendation for up to 10 additional hours for the Assistant Clerk if required, to cover the annual leave of the Clerk **be approved**. Clerk's Report referred.
- The request of the Clerk to attend the SPCA Clerk's Training Day at a cost of £40 on 11 July, during the day in Stone, **be approved**.
- Essential User Car Allowance. Clerk's Report referred. **Matter of report**.
- Goal Mouths, Coven Playing Field. Clerk's Report referred. An order be placed with B.G. Grounds Maintenance to regrade the goal mouths at Coven and transport the top rails to store at a cost of £540 exclu. VAT **be approved**.
- Voluntary Car Scheme. Clerk's Report referred. Members congratulated Mrs Postles on the high quality of the report. The recommendation of Mrs Postles, that the drivers be offered an increased rate of reimbursement, **be approved**.

See also item 41\*\*, at a cost of £52, and item 62.

#### URGENT CORRESPONDENCE:

**Armed Forces Day.** Clerk's Report referred.

**It was resolved Mr P. Smith would advise the Clerk with regard to his availability to attend.**

**Brewood Surgery Plans.** Clerk's Report referred. Dr Taylor reported that local residents, District Councillors and some local organisations had been invited to the Consultation event; a leaflet drop would be impractical across the whole parish and Wheaton Aston. Mrs L. Tomkins advised she would ask Mr F. Barrett to include the event in the next Coven Heath Community Association Newsletter.

**It was resolved that Members would advise the Clerk or Dr Taylor of any further suggestions and that the Clerk reply to PJPlanning that the parish notice boards could be used to publicise the event but that approval had not been given for a copy of the plans to be held at the Council office.**

#### 61. PLANNING REPORT:

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

#### 62. CLERK'S REPORT:

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

- Voluntary Car Scheme – see item 60.
- Public Conveniences, vacancy – see item 185\*\*.
- Dog Fouling. South Staffordshire Council to focus on hot spots. Members to monitor whether new signs were erected.
- Finger Posts. Members to advise the Clerk of any other finger posts in need of repair.
- Complaints regarding sandwich boards blocking the view down Engleton Lane from Shop Lane, Brewood.  
**It was resolved that the Clerk discuss the matter with the landlord of the Three Stirrups.**
- Watering of plants. The recommendation of the Clerk to pay additional mileage to the handyman above that incurred on Mondays and Fridays, **be ratified**.

- The Clerk to write to Mrs D. Foster and Mr I. Newbold thanking them for watering the Council's planters in Bishops Wood.

63. **DISTRICT COUNCIL REPORT:**

There was no report received from the District Council.

**ANY OTHER MATTERS OF REPORT:**

A report was received that there was a caravan and fairground rides at the rear of the Four Ashes Public House, approaching from Crateford Lane, charging for rides.

**It was resolved that the Clerk contact South Staffordshire Planning Department to make them aware.**

**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.**

408\*\* **Croft House. Coven.** A copy of the confidential letter received from Mr S. Winterflood, South Staffordshire Council was tabled to Members at the meeting.

**Matter of report.**

There being no further business the meeting closed at 10.15pm.

..... Chairman

**REPORT OF THE CLERK FOR THE MEETING OF THE COUNCIL  
TO BE HELD 31 MAY 2012**

**MATTERS ARISING**

41\*\* **Brewood Playing Field Equipment** The installation of the equipment has been completed but some work remains outstanding before the project will be deemed to be completed – signage, planting, resiting of bins and seats, formal opening. Written confirmation has been requested from Playdale with regard to their statement that there was no requirement for fencing / a barrier on any side of the swings from a safety perspective – reply received, copy tabled. Highways are to provide traffic cones or highway barriers to stand to the north of the swings to draw attention to the risk. I have also emailed Playdale advising that I expected the Council to consider their recommendation unacceptable and querying what their position would be if there was a serious accident in the mean time. Reply awaited. The Council's independent play inspection is scheduled to take place on Friday and I have asked them to phone me if they have any concerns regarding the swings.

**Members' views.**

Playdale agreed to the terms stated by the Council as recompense for their error in measuring the under 8s play area – phase 2 costs held until end October 2012, removal of bin and slabs, reinstatement of same ground, stepping stones to be supplied and installed from the mound and heras fencing to be left on site while turf to goal mouths establishes (latter agreed separately). The issue of a number of heras fencing panels being left on site for over 24 hrs when the contractor had committed to removing them was addressed by laminated safety notices being erected on the stacked up fencing – the park had been opened as the contractors were on site removing the panels. The park is being well used with excellent feedback received from young people and families who I met on site the first evening the park opened.

**Matter of report.**

To receive and if possible approve the Minutes of the Brewood Park Working Party meeting held 28 May, copy tabled.

**Members' views.**

A formal opening is now scheduled for Tuesday 5 June at 3.00pm and Mr Gavin Williamson MP has accepted the invitation of the Working Party to open the park and briefing notes have been sent to Mrs June Sharman. Invitations have also been sent to Veolia, Cllr Hampson and SSCVA and the schools in Brewood. Invitations have not been sent out to Members although Brewood Members, Mr R. Dakin and those not present this evening have been notified by phone / email. I have asked local Members to meet and greet Mr Williamson and have made arrangements for temporary bins to be available on the site on Tuesday, the heras fencing to be cleared, the Veolia sign to be (temporarily) erected and the traffic cones / barrier to be erected on Tuesday. Mrs Nicky Parsons and the Brewood Phoenix Youth Group will be organising the event on the day – I am not available to attend. A budget of £30 was approved by the Working Party for the event. **At the meeting it was decided refreshments were not required, Members may wish to reconsider this if guests, without picnics are expected to attend.** I believe Dr Taylor has offered to loan bunting and may be available to assist in it being erected with the BPYG on Tuesday. I have this afternoon been approached by Penny Hunter asking if the Church may transfer their Queen's Jubilee Celebration, scheduled for 2 till 4pm on 5 June, from Church House and garden to the playing field. They would be able to offer 'fairly traded refreshments, a Traidcraft Stall as well as Fun and Games for all'. I believe this would add favourably to the informal Picnic in the Park.

**Members' views.**

I have complained to the contractors who laid the new turf in the goal mouths at the park. Whilst the turf supplied in the first instance has taken, the second delivery required to finish the job was struggling to

take and did not appear to have been laid so well. Mr B. Grantham of B.G. Grounds Maintenance has been back to the site and has taken photographs and confirmed that the second delivery of turf, which he has since confirmed was sourced from a different location by his supplier, was inferior. He believes it is now establishing but has said if it fails to do so the supplier will replace the turf. I have since found the minority of the turf which has refused to establish had plastic netting underneath it which should have been biodegradable. I have spoken to BG Grounds Maintenance with regard to the serious risk this represented to users of the park and as such I recommend we hold back the payment which has been included on the payment schedule for the meeting. The heras fencing around this turf has been removed for the opening and the contractor will fertilise the area to improve growth in due course.

**Members are asked to ratify the action of the Clerk to pay the Council's caretaker for an additional 8hrs to water the problem turf, 1 hr per day between 21 and 30 May.**

452\* **Boot Camp, Coven** Draft terms and conditions have been forwarded to the Chairman and Vice Chairman and feedback received. **Members' views are sought as to what limit should be included as to the maximum number who may attend each session – 20 or 30?**

## **MATTERS ONGOING**

**Police report 26 April 2012** Inspector D. Gibbs has suggested she could attend the meeting of the Council to be held 28 June if that is convenient.

**Members' views.**

185\*\* **Church House** Mr G. Bailey has advised that he and Mr B. Jones could meet with the Council on 14 June at 7.00pm with regard to making the BIG presentation, as invited to do so by the Council. In considering this matter Members are asked to consider when interviews for the post of janitor will be carried out. Clerk to report. They are unavailable to do the presentation on 28 June.

**Members' views.**

301\*\* **Queens' Diamond Jubilee** Mr H. Medicott has advised he is available to meet with **M. Alden-Court, Mr R. Dakin, Mr D. Evans and Dr R. Taylor on Friday 1 at 11.00am, on the open green space off Deansfield Road** to consider the planting of a commemorative oak tree at Deansfield Road. Ms H. Wallett of South Staffordshire Housing Assoc. has now indicated she does not intend to attend the meeting. Bishops Wood Jubilee Committee – further to their request some months ago the committee have confirmed that they still wish to borrow one pair of mini-soccer goal posts from the Council; I have made the necessary arrangements. Brewood 'Picnic in the Park': last week I received some enquires at the office as to whether a Picnic in the Park was planned for the Jubilee Bank Holiday – Park Committee to meet 28 May.

**Members' views.**

Mrs P. Hunter has also asked me to let Members know that a special service is to be held at St Mary and St Chad's Church on Sunday 3 June at 10.00am to celebrate the Queen's Diamond Jubilee. I am endeavouring to put details of all events the Council receive notice of on the Council's web site. I would also like to thank Mrs R. Taylor for donating red, white and blue bunting for the Council offices.

**Matter of report.**

347\*\* **Wall – Rear of Amenity Area, Sandy Lane** Report received from Dr R. Taylor that work was continuing on the land to the south of Sandy Lane, owned by Mr N. Fletcher. Email sent to Ms L. Macdonald and Mr S. Does of South Staffordshire Council seeking an update as to the status of this Council's previous correspondence concerning Mr Fletcher's boundary, unauthorised work being undertaken in the conservation area and the creation of an entrance on to the highway. Reply awaited.

## URGENT CORRESPONDENCE RECEIVED

**Armed Forces Day** South Staffordshire Council inviting the Chairman to attend the Armed Forces Day ceremony to be held by the flag at the South Staffordshire Council offices, Wolverhampton road, Codsall at 10.15am on Monday 25 June – to meet at reception at 10.00am. Following the ceremony there will be light refreshment available in the Members' Room. **The Chairman may wish to report.**

**Brewood Surgery Plans** PJPlanning with regard to a public consultation event concerning proposals for Brewood Doctors Surgery. The event will be held at Brewood Methodist Church hall, School Road between 3pm and 8pm on Thursday 14 June 2012 and will 'provide an opportunity for the community to view the proposals and ask questions of the design team'. Copy tabled – the letter seeks the Council's advice as to what community groups they should also contact and seeks any suggestions as to the best way to contact the community. Email also received seeking a venue for a copy of the plans and information to be on display where community members would be able to view them and suggesting the Parish Council offices.

**Members' views.**

## FINANCE

**Bank Reconciliation** Members are asked to approve the Financial Summary – Cash Book Reconciliation for April, copy tabled.

**Insurance** Three quotes have been received two of which are more detailed than the other; these two have been pursued to obtain the best price available. The two quotes are comparative in what they offer and both companies have given further discounts. The Council's existing insurer has now discounted from £3,531 to £2,512.37, the other insurer has discounted further (their original quote having been matched) to £2,425. The Assistant Clerk has compared the schedules and advises that the second insurer provides slightly better cover.

**Member' views.**

**Coven Changing Rooms** A call was received last week from Lilliput Day Nursery advising that an alarm could be heard from the Council's changing rooms at Coven. On visiting the site the Council's caretaker confirmed that the smoke alarms were all sounding although there was no sign of any smoke. As there appeared to be no other means to stop the alarms I contacted Chambers Electrical who undertook the original installation. The electrician advised there were cobwebs over the sensors so he took down the fittings and cleaned them all out and the problem appeared to be resolved. Later in the day I received a call from Mrs J. Carr who had been contacted because the Brewood Fire Fighters had responded to a call out for Coven Changing Rooms as the smoke alarms had once again gone off. The caretaker was contacted to provide entry to the facility and a faulty smoke alarm was removed. Chambers Electrical went back to site the following morning, at my request, and replaced the faulty alarm and the back-up batteries in the 3 smoke alarms. My thanks to Mrs J. Carr for going to the site to meet the Fire Fighters. There have been no further problems reported since. Cost to be confirmed.

**Matter of report.**

**Additional Hours to cover Annual Leave** Clerk to report further. **Members are asked to approve up to an additional 10 hours for the Assistant Clerk to cover urgent duties and those required to be covered by statute.**

**Essential User Payments** Members are advised that the lump sum essential user payment of £1,239 is due to Mr D. Barker and as previously resolved by Council is being paid quarterly in arrears. Members are

also advised that the same payment will be due to the handyman providing temporary cover and likewise will be paid quarterly in arrears.

**Matter of report.**

**Goal Mouths, Coven** Quote received from B.G. Grounds to earthquake the compacted main goal area, top up goal areas, penalty spots and centre circle with top soil and re-seed and dismantle goal posts and deliver top rails to Mr barker for storage at a cost of £540 excluding VAT. A verbal correction to the work to be provided as noted on the quote has been received from BG Grounds maintenance and will cover the regrading of the 5aside goal mouths as well. This will be confirmed in writing if an order is approved.

**Members' views.**

## OTHER MATTERS FOR THE CLERK'S REPORT

**Brewood and District Voluntary Car Scheme** Circulated with the agenda papers were the end of year accounts and Financial Report of the Voluntary Car Scheme as produced by Mrs T. Postles. Members' attention is drawn to the recommendation made by Mrs Postles' to increase the drivers' rate of reimbursement for mileage incurred. **Members' views.**

**Public Conveniences, Sandy Lane, Brewood** Closing date for applications 28 May. Clerk to report.

**Land Adjacent Jacksons Bridge and Penkside Coven** I have received a number of phone calls concerned at the amount of dog mess being left on the land concerned and dogs being allowed off their leads; the area is used by locals as public open space. Although I have asked them all to write to the Council with regard to their concerns no-one has and some said they were reluctant to do so. I have raised the matter with Mr J. Littleton of South Staffordshire Council who advises nothing can be done to force dogs to be kept on leads unless there is livestock in the field. He further reports that he is trialling some new plastic signs in the parish relating to dog waste, many of the old metal ones having been stolen, and subject to the new signs proving to be successful will order further signs for distribution in due course. No date is available and it is likely to be some time. South Staffordshire Council have confirmed this land is their responsibility. **Matter of report.**

**Highways** Following a number of reports received concerning the poor condition of a number of roads in the Parish I have emailed Highways requesting they confirm the recent marking-up of potholes has been done prior to plans to carryout repairs and asking they advise as to when repairs would commence. Particular attention was drawn to potholes in Crateford Lane, Stafford Street and The Pavement as well as the poor surface of Greenacres which was the subject of a separate report in February. Work commenced on 30 May. **Matter of report.**

**Finger Posts** On noticing the poor condition of the Finger Post on the corner of Stafford Street and Shop Lane I have contact Mr B. Wilding advising that the three finger posts in Brewood are in need of attention. **If Members have concerns about any other finger posts can they please let me know.**

**Council Planters, Watering** Further to the resolution of the Council to increase the Handyman's contracted hours during the summer months I can confirm a further 4 hours per week have been included to address the additional summer workload (providing for 20 hrs/week) from 1 May and a further 3 hrs to be worked evenly over Monday and Friday per week to water the Council's planters in Brewood and Coven from 25 May – these being days when the handyman does not normally work for the Council. **As the handyman does not work for the Council on Mondays and Fridays, except for when providing temporary cover as Janitor, I have confirmed that the additional mileage to Coven will be covered**

**in so far as it exceeds the mileage already being paid for Mondays and Fridays. Members are asked to ratify the action of the Clerk.** Mrs Deb Foster and Mr Ian Newbold have volunteered to water the four Council planters in Bishops Wood. **Members may wish to consider instructing the Clerk to send letters thanking them.**

**Golden Wedding Anniversary** Email received providing details of the Golden Wedding Anniversary of Diane and Bob Drury of Bishops Wood on 8 September in reply to this Council's request for such notifications to be forwarded to Mr G. Williamson MP. Unfortunately Bishops Wood is not in Mr Williamsons constituency but the details have been forwarded for the attention of Mr J. Lefroy MP – receipt acknowledged by his PA.