

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

MINUTES OF MEETING OF THE COUNCIL HELD IN THE COUNCIL OFFICES,
STAFFORD STREET, BREWOOD
ON THURSDAY, 12 JULY 2012 AT 7.30PM

PRESENT:

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

APOLOGIES:

Mrs L. Tomkins (holiday), Mr M. Webb MBE (illness).

MINUTES:

The minutes of the meeting of the Council held 28 June 2012 were approved as being an accurate record and duly signed.

DECLARATION OF INTEREST:

Cllr Mrs D.M. Holmes declared an interest in planning applications 12/00400/FUL and 12/00544/FUL. Mr G.E. Martin declared a personal interest in item 105. Dr R.C.H. Taylor declared an interest in planning applications 12/00533/FUL and 12/00433/FUL as well as any item arising concerning the Drs Surgery.

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 is not considered that the resolutions moved herein would have any adverse impact for the purposes of the Crime and Disorder Act.

102. **PUBLIC PARTICIPATION:**

The Chairman move 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.

A number of residents raised concerns regarding the proposed development of land off Horsebrook Lane and land off Kiddemore Green Road, Brewood. Mr P. Mullard, Horsebrook Lane reported that residents from Horsebrook Lane had formed an action group to oppose the development and sought clarification as to the Council's position. Local residents raised further concerns with regard to the proposal. Mr J. Cooper provided the Council with evidence of research which had been carried out to support the economy of local villages in order to make the point that the proposed development in Horsebrook Lane, would take footfall away from Brewood village to the detriment of local business and the community. A resident of Kiddemore Green Road also raised concern that the proposal for the Drs Surgery off Kiddemore Green Road was unsuitable.

MATTERS ARISING:

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

The Council resolved to bring the following matter forward due to the number of members of the public present to hear item 84 discussed.

84. **Horsebrook Lane Proposal** Letter received from Mr A. Monkton providing his comments on: the Horsebrook Lane proposal; the possible location of the G.P surgery and chemist; giving alternative sites. Copy circulated prior to the meeting. The Council considered the previous resolution to meet with MTC Planning and Design Ltd at some time in the future, noting the community interest at the last meeting of the Council for a further meeting at a larger venue.

The following matters were resolved that:

- **the Clerk write to Mr Monckton acknowledging his letter and that his comments had been noted**
- **the Clerk write to MTC Planning advising that it was not considered to be necessary at this stage to arrange a meeting; this was in-line with the request of residents of Horsebrook Lane present at the meeting who advised they may write to MTC in due course.**
- **a meeting be arranged with Kelly Harris of South Staffordshire Council on 20 September 2012 at 7pm, subject to Ms Harris' availability, in order to understand how the community can best input to a plan for the Parish. Representatives from Brewood Civic Society, BIG and Brewood Traders to be invited to attend. (Clarified under item 351*/79b below).**

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

41** **Brewood Playing Field Equipment.** Letter received from Mr M. Laurie apologising for not having been able to attend the Jubilee Park opening event on 5 June. Copy circulated prior to the meeting. The independent Play Inspection report had been forwarded to Playdale and their response was awaited. Work in progress to complete the remaining minor details of the project: benches, wildlife planting and outstanding issues with Playdale.

Matter of report.

408** **Croft House, Coven.** Verbal update received from Mr D. Pattison, Director of Legal and Licensing Services, South Staffordshire Council. Clerk's Report referred. A written update from Mr Pattison was tabled at the meeting.

It was resolved that the Clerk write to Mr Pattison requesting clarification of the 9 conditions and requesting that any variations of the conditions be reported to the Parish Council before they were approved by South Staffordshire Council, under delegated powers or by the Regulatory Committee.

79* **Veolia – Four Ashes** The minutes of the consultative meeting held 22 March and the report of Mr Sanders with regard the meeting of 20 June had been received.

Matter of report.

183a*/165* **Coven Heath Allotments Association.** Report of the Working Party received, copy circulated prior to the meeting. Supporting photos from M. Alden-Court were tabled at the meeting. Clerk's Report referred.

The following matters were resolved that:

- **letters be sent to tenants of numbers 13b, 39, 45, 48 and 51 regarding their untended allotments**

- the Council's caretaker, Mr A. Lawrence with assistance from Mr M. Smith, measure and mark out the size of plot number 5, including the land previously agreed by the Council for a shed and water storage tank(s), the tenant having agreed to pay rent for a full plot
- no further action be taken with regard to the two and a half plots reported
- further information be gathered by M. Alden-Court and other members of the Council's Allotments Working Party regarding the volume of water stored by other tenants
- no further action required with regard the path between allotment no. 7 and 5 / 6 – joint access having previously been agreed as the basis of retaining the tenancy to allotment 5.
- the tenant of allotment 5 be requested to remove the water tank left near the turning point and the 300 gallon tank still adjacent to allotment no. 5.

279* **Council Offices.** The Council considered the recommendation made by the Working Party for the redecoration of the Council offices and the supply and fitting of new carpet tiles. Clerk's Report referred. **It was resolved that Members approve the quote of £1425 from Mr A. Vaughan for redecorating the Council office, subject to the contractor being able to commence within a reasonable time frame (reference the availability of the other shortlisted contractor) and that the handyman and janitor be asked to move the furniture and be paid accordingly. It was further resolved that the quote for carpet tiles of £1769.50 from Premier Carpets be approved subject to the Clerk requesting that the price be held until the decorating had taken place (see Finance).**

282* **Council and Community Web Site.** Mr S. Smith was scheduled to make a 10-15 minute presentation on 27 July explaining the benefits of Facebook – Clerk's Report referred. Consideration to be given to the proposal for Councillor photos and brief biography to be included on the Council website – to be considered subject to the number of Members attending the Council meeting. Email received from M. Alden-Court proposing consideration be given to Councillor contact phone numbers and email addresses being included on the website.

It was resolved that Mr S. Smith be invited to attend at 7.00pm on 9 August instead of 27 July, that the Council's signatories provide the Clerk with the personal details requested and the matter of a Councillor biography and contact numbers on the web site be deferred to a future meeting of the Council.

351*/79b **Brewood Civic Society – Localism Act.** Ms K. Harris of South Staffordshire Council to be invited to a special meeting of the Council. Representatives of Brewood Civic Society, Brewood Traders Association and the Brewood Ideas Group to also be invited.

See item 84. It was further resolved that once the meeting with Ms K. Harris had taken place a meeting would be scheduled to share the information obtained with interested members of the wider community.

470* **South Staffordshire Council Planning Seminar.** Email received from Ms S. Poxon, Development Management Manager, South Staffordshire Council forwarding Power Point presentations of the recent training attended by some Members on General Permitted Development Orders and National Planning Policy Framework Overview.

It was resolved that the Clerk include copies in the planning packs being compiled for Members.

38. **Visit to HMP Oakwood.** Email received providing details of the visit and timing on 1 October. Copy circulated prior to the meeting. Twelve Members were available to attend plus one guest of the Council who had been notified of the arrangements separately. Those Members who would be attending were asked to retain this information for future reference.

Matter of report.

56. **Code of Conduct for Parish Councils.** The Council received the written report of the Working Party, copy circulated prior to the meeting, including copies of the recommended draft template, notification form and extract from LTN 80 – paras. 30, 31 and 32. Reference was also made during the meeting to an email received prior to the meeting from Ms L. Robinson of South Staffordshire Council advising against the inclusion of the NALC ‘acting as’ text in the Code.

It was resolved that the Council adopt the South Staffordshire Council draft Code of Conduct template subject to the following:

- **The text from the NALC Code of Conduct introduction stating ‘or when they claim to act or give the impression of acting as a representative of the Council.’ be included in the Council’s Standing Orders as a matter of etiquette, in due course. Mr A. Ball voted against this resolution.**
- **The Clerk request SSC forward the ‘Parish Council version of the Code’, still to be produced, to the Council for final consideration and approval**
- **The SSC Code of Conduct be approved in principle, subject to the above. The Clerk to recommend to SSC text be included with regard to ‘Dispensations’ to the effect of paras. 30, 31 and 32 of the NALC Legal Topic Note 80 – Clerk to advise L. Robinson accordingly. The Parish Council would continue to use the current Code and Register, until such time as the new Code and Register were approved.**
- **once the new Code of Conduct had been adopted the ‘Declaration of Interests’ section of the Council’s agenda be amended to ‘Declaration of Interests and Requests for Dispensation’ and that under this item the Council to consider written requests for dispensation submitted in writing to the Proper Officer (the Clerk) prior to the meeting.**
- **Adoption of a new Code of Conduct and the change to declarations of interest as required under provisions of the Localism Act 2011 be deferred until:**
 - **after 17 July when SSC was scheduled to adopt the draft Code of Conduct previously circulated**
 - **the SSC Code had been redrafted and issued to Parish Councils**
 - **the Code had been modified to include the amendments identified as required for this Council**
- **Once the revised Register of Interests form had been received from SSC, the Chairman and the Clerk draft guidance for the completion of the forms for Members.**

63b. **Caravan and Fairground Ride Site.** Verbal report received from Ms L. Macdonald, Principal Planning Enforcement Officer, South Staffordshire Council confirming they were already aware of the site and were endeavouring to deal with it. Clerk’s Report referred.

Matter of report.

84. **Horsebrook Lane Proposal** This matter was dealt with earlier in the evening following Public Participation.

MATTERS ONGOING:

337* **Best Kept Village.** Clerk’s Report referred. Mr R. Dakin, Dr R.C.H. Taylor and Mrs J Carr reported that they had also received invitations. Mr J. Pegg reported that there were weeds growing from the guttering around Bishops Wood.

It was resolved invitations be forwarded to Mr Sloane of Bishops Wood and Mrs Y. Millward of Coven and the Clerk confirm Mr Barrett had received an invitation for Coven Heath. The Clerk to ascertain the South Staffordshire Council’s policy with regard to spraying weeds in the gutters and request action.

It was resolved that items 63b, 38 and 452* be removed from Matters Ongoing. M. Alden-Court reported that the Boot Camps were no longer running.

M. Alden-Court left the meeting.

CORRESPONDENCE RECEIVED:

103. South Staffordshire Council inviting this Council to attend a meeting to discuss this year's V Festival arrangements, to be held at the Council Offices in Codsall on Monday 30 July from 10.00 am to 11.30 am.

It was resolved that Mrs J. Jeffries and Mr J. Pegg attend the meeting; Clerk to advise South Staffordshire Council.

104. South Staffordshire Council Core Strategy Public Examination – Schedule of National Planning Policy Framework and Post Consultation proposed modifications. Copy of the cover letter circulated prior to the meeting. The documents concerned were available in the Council office and on CD. The consultation ran from 27 June to 8 August. The letter advised that responses should only relate to those changes contained in the Schedule (excluding those 'greyed out') and not to other matters. The Council was invited to make representations where appropriate. Dr R.C.H. Taylor advised that he had consulted the document and confirmed that there were no changes relating to the Parish.

Matter of report.

105. Licensing Officer, South Staffordshire Council with regard to an application for a new premises licence for Brewood Cricket Club, Deansfield, Four Ashes Road, Brewood. The club already had a club premises certificate but wanted to use the facilities for commercial functions to generate extra revenue. Copy circulated prior to the meeting. The guidance referred to was tabled at the meeting. Mr G. Martin did not speak or vote on this matter.

It was resolved that the Council support the proposal. Dr R.C.H. Taylor voted against the resolution.

106. Copy correspondence from Mr S. Dores, Senior Arboricultural Officer, South Staffordshire Council to Ms Payne confirming the outcome of their meeting that it was acceptable to remove a Lawson Cypress, a Prunus spp and multi-stemmed Laurel to the rear of 22 Bargate Street, Brewood due to their proximity (touching) the building and their declining condition.

Matter of report.

107. Staffordshire County Council – notice of Temporary Road Traffic Regulation Order at Horsebrook Hall Lane, Brewood for the diversion of vehicular traffic to prohibit any vehicle from proceeding along Horsebrook Hall Lane between its junction with Horsebrook Lane and The Homestead except for works access. Pedestrian access would be maintained to the properties affected. From 21 August at 8:00 to 23 August at 17:00.

Matter of report.

108. SPCA forwarding an invitation to attend a free half day event on 17 July in Penkridge concerning Water Security & Risk. Further details were available from the Clerk.

Matter of report.

109. Ms S. Buckle inviting Members to attend The Walled Garden Project Volunteers Open Day. Copy circulated prior to the meeting.

Matter of report.

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

110. Community Safety Co-ordinator, South Staffordshire Council forwarding the latest Crime and Anti Social Behaviour Reports for Locality 2. Copy circulated prior to the meeting.

Matter of report.

111. Staffordshire County Council Pensions enclosing details of the proposed changes to the Local Government Pensions Scheme and seeking the Council's response to their Employer Consultation on the changes as to whether the Council supports or does not support the proposed overall package. Form to be returned by 27 July. A copy of the LGPS Employer Overview supplied by Pensions was circulated prior to the meeting.

It was resolved that the Chairman advise the Clerk of the Council's response.

111b. Clerk's report referred. Copy correspondence from Mr R. Latham to Brewwood Civic Society.

It was resolved the Clerk reply advising that the Parish Council makes a recommendation based on the local knowledge of its Members but the decision sits with the officers of South Staffordshire Council and the Regulatory Committee who have the necessary experience in considering planning matters. It was further resolved that no comment be made with regard to Mr Latham's reply to Brewwood Civic Society.

112. **CORRESPONDENCE CIRCULATED:**

South Staffordshire Council: Agenda for Cabinet meeting 10 July, Regulatory Committee meeting 3 July,

What's On at South Staffordshire libraries.

Planning application decisions 18-22 June and 25-29 June.

Letter from Gavin Williamson MP requesting display of posters advertising forthcoming MP surgeries.

Brewwood Civic Society Copy of letter to Staffordshire County Council regarding Street Clutter.

Community Council of Staffordshire Members' Newsletter, Clerks and Councils Direct magazine, Wolgarston SNU, Bishops Wood Bugle.

113. **CHAIRMAN'S REPORT:**

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

Mrs Jeffries and Cllr Mrs D.M. Holmes had attended a Prize Giving ceremony at St Dominic's High School where they heard some remarkable singing and met the new Head Teacher. Details were also provided of the collaboration between the First Schools in Brewood, Coven and Bishops Wood, Penkridge Middle School and Wolgarston High School to make the community aware of the more holistic approach and the benefits of the pyramid of schools communicating and working together through the whole school life of pupils. Mr Evans reported that governors of Brewood Middle and the federated St Mary's at Wheaton Aston were scheduled to meet in September.

114. **FINANCE REPORT:**

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

- The Income and Expenditure approvals list as of 12 July, Income £321 Expenditure £918.64, **be approved.**
- The Financial Summary - Cash Book Reconciliation for June 2012, **be approved.**
- The Quarter 1 budget comparison report 2012/2013, copies circulated prior to the meeting, **be approved.**
- See 279* - resolution to **approve** the redecorating of the Council office and the provision of carpet tiles, subject to condition noted above.
- Grounds maintenance, Clerk's Report referred. **The decision taken last year to place the contract with South Staffordshire Council for year two (12/13) as the costs were being phased in over 3 years by South Staffordshire Council and were thus lower than any other quotes at the time, be ratified.**
- 13/14 Grounds maintenance. Clerk's Report referred. **It was resolved that the Clerk ascertain whether this Council would be committed to accept whatever deal was negotiated; if the Council was not committed then the Clerk to request the sites be included in the re-tender; either way the Clerk to seek alternative quotes between September and October for 2013/2014 from other contractors.**
- Allotment, taster plots. Clerk's Report referred. **It was resolved that the charge for taster plots and access for the disabled plots would be £10.50 each, as per half plots in recognition of the basic cost of administration.**
- Brewood Playing Field. Clerk's Report referred. **It was resolved that the invoice be paid on this occasion and the Clerk advise the Club that should they wish to continue using the contractors for future work then the Council would recommend they seek three quotes – the contractors being related to members of the Tennis Club Committee – and that this would need to be a definite course of action if the Council was required to consider paying such an invoice in the future.**
- Public Conveniences. Clerk's Report referred. **It was resolved that the additional cover to be provided by Mr M. Smith and Mr M. Orgill be paid at standard rate as per the Clerk's Report and that Dr R.C.H. Taylor consider providing cover with Mr M. Webb, both subject to availability, for the other days reported; again, reimbursement at standard rate.**
- Cover for Annual Leave of the office staff. Clerk's Report referred and the Clerk provided a verbal report of the annual leave dates of the office staff. **It was resolved that up to 10 additional hours per week of annual leave of the Clerk during July and August, be approved for the Assistant Clerk to cover urgent and statutory duties. Additional work required to cover the annual leave of the Assistant Clerk in July and August would be absorbed within the contracted hours of the Clerk.**

115. **PLANNING REPORT:**

The Council received the Planning Report from the Head of Planning, Dr R.C.H. Taylor and considered the planning applications received. Dr Taylor left the meeting while planning application 12/00533/FUL was considered.

Brewood Ideas Group Members considered the request made by the Brewood Ideas Group, during the presentation earlier in the evening, namely to ask that the Parish Council confirm its support for progressing the ideas proposed and that the Council support the BIG presenting the concept to Staffordshire County Council.

It was resolved that the matter be deferred until the Council and interested parties had met with Ms Harris in September.

Notice received from Mr S. Dore concerning tree works proposed within the conservation area 12/005569/TREE, The Beeches, Bargate Street, Brewood.

It was resolved that a request be submitted for the tree to be replaced with two new trees.

116. **PLAYING FIELDS REPORT:**

The Council received the reports for:

- Bishops Wood playing field and skateboard park, as supplied by Mrs S. Hughes. The Clerk reported that the cable ties had been fixed and appeared to be working, the mats required cleaning. It was noted that the skate park had been closed over the weekend of the Beer Festival.
- Brewood playing field and skateboard park, Mr D. Evans had nothing to report.
- Coven playing field and skateboard park, Mr R. Dakin reported that 3 down pipe brackets were broken, there was graffiti on the skate park, wood was lifting also on the skate park ramp and the grass looked untidy after the contractors scheduled cut.
- The Bront, three more steps needed replacing on the clatter bridge, there were burn marks on the picnic bench and slabs underneath were broken. The litter bin near the play area was loose in the ground. There were also problems with dog fouling.

117. **CLERK'S REPORT:**

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

- Chambley Green bus shelter. Mrs J. Carr advised that there was an open bus shelter opposite which had never been vandalised and no reports of anti-social behaviour had ever been reported.
- Coven Football Season 2012/13. Alternative contact details for Coven Colts were required.
It was resolved: the Clerk contact Mr T. Fellows to establish whether he knows a contact for Coven Colts; that no meeting of the Football Management Working Party was required; Featherstone Red, White and Blue to be advised that the BPSA may have an available pitch; the request from Pendeford Santos FC to use the pitch for four friendly matches be refused, non-compliance with the standard terms and conditions of hire.
- Co-option for the ward of Coven.
It was resolved that Mr G. Sibley be invited to attend the meeting when his letter applying for co-option would be considered.

ANY OTHER MATTERS OF REPORT:

118. Mr J. Pegg reported an accident at the cross roads in Bishops Wood and requested that the matter be placed on the next agenda.

Clerk to action.

119. Mr A. Ball raised the matter of the tree removal at 9 The Orchard, Brewood and requested that the Clerk contact South Staffordshire Housing Association to enquire when it would be removed.

Clerk to action.

120. Mr P. Smith raised the matter of the state of disrepair of 11 Church Lane, Brewood.

121. It was noted that the exterior of Rainbow Inn was in a poor state. **Clerk to ask the Brewery for a meeting with Mrs J. Jeffries and Mrs J. Carr to remind them of their previous commitment. Clerk to write to South Staffordshire Licensing Committee reporting that the environs of The Rainbow are not in conformance with the law.**

There being no further business the meeting closed at 10.25 pm.

..... Chairman.

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

MATTERS ARISING

408** **Croft House, Coven** A Section 215 has not been issued but Mr D. Pattison, Director of Legal and Public Health Protection, South Staffordshire Council confirmed on 11 July that SSC is now satisfied that a material operation was carried out to implement the 2007 permission which means the original plans do not need to be resubmitted. Mr Pattison has been advised that work will commence as soon as the planning conditions have been discharged and that it is currently predicted the work will take approximately 40 weeks to complete. Copy of the email tabled. Mr P. Smith has forwarded an email from Mr M.J. Barrow, Shires Automotive Ltd confirming the above.

Matter of report.

183a*/165* Coven Heath Allotments Association

Mr Nicholls has renewed his tenancy; letters to the tenants of allotments 13b, 39, 45, 48 and 51 are appropriate.

With reference to the recommendations concerning allotment no. 5:

- Members should consider Mr A. Lawrence, the Council's Caretaker, being asked to mark out the allotment rather than Mr A. Higgins.
- Clarification is required with regard to the 2.5 plots being used – does this include no. 6, previous tenant Mr Salt?
- Members are reminded that this Council gave permission for a shed and cold frames to be located to the rear of allotment no. 5 and the Council has subsequently endorsed the use of the land for water butt(s) although the tenant has been requested to remove the two 300 gallon water tanks.
- With reference to the Clerk's meeting with (and Council's letter to) the tenant of no. 5 – further information was requested of the site visit as to whether other tenants were storing more than 200ltrs of water. Details sought.
- The Council has I believe already approved the path between allotment no. 7 and 5 / 6 on the understanding that the tenant of no. 7 has dual access – reference this Council's letter of 27 April 2012 as one of the conditions of the tenant of no. 5 retaining their tenancy.
- The water tank removed from allotment 5 now near the turning point does need removing; action with regard to the other water tank is also still outstanding.

279* Council Offices

Decorating The Working Party reduced the decorating to a shortlist of two. Further clarification was required of both contractors with regard to painting of radiators, staining doors and moving furniture. Of the two shortlisted, one has replied to say his business partner is unwell and he will not be able to take on more work until he returns – October / November. The other has confirmed radiators were included but he would need help to move furniture – I am still waiting for details as to this contractor's availability to start work. The Council's handyman / janitor Mr M. Smith and/or janitor Mr M. Orgill could be paid to assist with moving furniture subject to their availability (such work is not part of either of their job descriptions). Quotes shortlisted were £1,480 and £1,425 respectively, both excluding VAT.

Members' views.

Carpet Tiles The Working Party recommends the quote for replacing the carpet tiles at a cost of £1,769.50 exclu. VAT from Premier Carpets and Flooring – Clerk to confirm availability and willingness to hold the quote for longer subject to Members approving the recommendation.

Members' views.

282* **Council and Community Web Site.** Members' are asked to consider deferring the presentation by Mr S. Smith – **Clerk to report further.**

Debit Card – Personal details of signatories required in order to complete the application for an account and debit card with the Co-op: Full name, date of birth, nationality, personal bank details (bank and account), home address (if less than 3 yrs then previous address required as well) and phone number.

Recommended resolution: the four signatories forward details to the Clerk.

63b. **Caravan and Fairground Ride Site** Verbal report received from Ms L. Macdonald, Principal Planning Enforcement Officer, South Staffordshire Council confirming they are already aware of the site and are endeavouring to deal with it. Banks' Brewery has leased the land for the fairground which is licensed for 3 years but planning consent is required for the use of the land as a home and the car wash container needs removing. **Matter of report.**

MATTERS ONGOING

337* **Best Kept Village** Community Council of Staffordshire forwarding three invitations to the announcement of results to be held 6 August 2012, 7.00pm for 7.30pm in Weston Village Hall.

Recommended resolution: the invitations be forwarded to representatives of the Working Parties: Mr T. Sloane – Bishops Wood; Mrs Y. Millward – Coven; Members to confirm the representative for Brewood. Clerk to confirm Coven Heath has already received an invitation.

CORRESPONDENCE RECEIVED

111b. Mr R. Latham enclosing copy correspondence to Brewood Civic Society with regard to their objections raised to planning application 12/000257/FUL 72 Oak Road, Brewood – proposed annex and store. Mr Latham's letter responds to the issues raised by the Civic Society and seeks further information about the Society itself. Mr Latham seeks any comments from this Council. This Council recommended refusal of the application at the meeting held 14 June on the grounds 'Inappropriate development due to limited access'. The pack of papers received will be tabled at the meeting but not copied to Members.

Recommended resolution: the Clerk reply advising that the Parish Council makes a recommendation based on the local knowledge of its Members but the decision sits with the officers of South Staffordshire Council and the Regulatory Committee who have the necessary experience in considering planning matters. It is also recommended that no comment is made with regard to Mr Latham's reply to Brewood Civic Society.

FINANCE

Grounds Maintenance South Staffordshire Council has written to advise that the appointed contractor for the 3yr contract for Grounds Maintenance from 2011/12 to 2013/14 has rescinded the contract in the belief that the level of work provided under the contract was substantially less than they had expected. A temporary arrangement is now in place for grounds maintenance to be carried out until the end of October 2012 but SSC assure the Council that the 2012/13 grounds maintenance charges quoted (also in the letter) will be honoured (whatever new contract is agreed) to the end of the year unless the new contract costs are lower in which case the quotes will be revised down.

2012/13 Charges are as forecast plus rpi uplift of 3.75% as previously notified to this Council giving charges of:

Bishops Wood playing field £803.04

Brewood playing field £1,128.56

Coven playing field £1,747.10

Allotments hedge, Coven £77.14

Mr T. Wynne-Jones has been forwarded the quote of £1,882.49 for the BPSA ground.

No details are provided with regard to the Bront, confirmation awaited that is £2,463.87. Continued...

Recommended resolution: Members to ratify the decision of last year to place the contract with SSC for year two (12/13) as the costs were being phased in over 3 years by SSC and were thus lower than any other quotes at the time.

13/14 Grounds Maintenance The letter then goes on to ask whether the Parish Council requires its sites to be included in the re-tendering process SSC are to undertake for 13/14.

Recommended resolution: the Clerk ascertain whether this Council will be committed to accept whatever deal is negotiated; if the Council is not committed then the Clerk to request the sites be included in the re-tender; either way the Clerk to seek alternative quotes between September and October for 2013/2014 from other contractors.

Allotments Charges for taster plots and access for disabled plots to be approved. Mr A. Higgins suggested £5 per plot, approximately 6 plots will be generated from each full sized allotment. In considering the charges it should be noted that the office administration costs on one of these smaller plots will be the same as a full or half size plot. We already have several names on the waiting list for taster plots. **Members' views.**

Brewood Playing Field Invoice received from Brewood Tennis Club for the replacement of the vandalised window at the Changing Rooms at a cost of £144 inc. VAT.

Members to consider paying the invoice on this occasion and advising the Club that should they wish to continue using the contractors for future work then the Council would recommend they seek three quotes – the contractors being related to Members of the Tennis Club Committee – and that this would need to be a definite course of action if the Council was required to consider paying such an invoice in the future.

Public Conveniences Council to consider paying the cost (at standard rate for the post) of cover for annual leave of the Council's Janitors:

- **5 days when neither janitor is available – offers to cover these days from any Members of the Council are sought**
- **5 days from Mr M. Orgill to cover for Mr M. Smith**
- **2 days for Mr M. Smith to cover for Mr M. Orgill**

Cover for Annual Leave of the Office Staff Members are asked to consider approving the provision of additional hours, if required, for the Assistant Clerk to cover the urgent duties while the Clerk is on annual leave. This is normally based on 10hrs per week although with only one meeting in August this should not be required in full. Additional hrs to cover the work of the Assistant Clerk whilst on annual leave are not sought, Clerk to absorb in contracted hours.

Members are asked to approve the recommendation.

Members to receive the verbal report of the Clerk concerning forthcoming annual leave of the office staff.

OTHER MATTERS FOR THE CLERK'S REPORT

Disturbance – Canal Boats Email received concerning a problem on 29 June when narrow-boats moored in Brewood were disturbed by youths running over boat roofs and shouting. I have sought further details from the complainant, who reported having a lovely time in Brewood otherwise, and will forward the details to PCSO Price.

Matter of report.

Chambley Green Bus Shelter Email received from Mrs C. Hurd concerned at the late time that the bus shelter was now being locked up and that, although not an issue yet, youths may start to congregate in the shelter again. The shelter used to be locked at around 5pm as Mr Barker returned home from work. Mr Neylan who is currently covering these duties locks the shelter at dusk when he also goes out to lock the playing fields. Mrs Hurd has agreed that she is happy to leave the current arrangement in place on the understanding that if a problem starts to arise she will notify the Council and will we lock the shelter earlier again.

Coven Football, Season 2012/13 The Assistant Clerk is in the process of writing to the Clubs to advise them of the increase in charges, the requirement to adhere to the terms and conditions of hire and that M. Alden-Court has kindly agreed to continue to take the bookings. **A contact for Coven Colts is required – Members advice sought.** A request to hire the facilities for the season was received from Featherstone Red, White and Blue but being in a different league meant the matches would clash with Coven Colts. **Members' advice is also sought as to whether the Football Management Working Party wish to meet before the season commences.**

SPCA Training Day Once again this proved a useful event, particularly the presentation from Peter Lacey advisor to NALC with regard to:

- the consultation that finished 12 July on the funding arrangements for Council Tax and the possible implications on Councils and their precepts - I will report on this at a later date.
- The longer term implications of the Local Audit Bill and transparency
- Internet Banking

Co-option for Council Verbal interest received in co-opting for the vacancy in the ward of Coven. If the letter of application is received to go out with the 26 July agenda would Members like me to invite the applicant to the meeting with a view to joining the meeting if Members approve the co-option?

Members' views.