

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, 9 AUGUST 2012 AT 7.30PM

PRESENT:

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

APOLOGIES:

Mrs L. Tomkins (holiday).

IN ATTENDANCE:

Cllr B. Cox and Cllr M. Hampson.

MINUTES:

The minutes of the meeting of the Council held 29 July 2012 were approved as being an accurate record and duly signed subject to the following being noted:

- Item 126 - M. Alden-Court had not visited Ms Russell at the time of the meeting.
- Item 118 - for clarification, a previous Village Hall committee had refused to move the fence line.
- Item 140 - consideration as to whether a further resolution was passed with the ratification relating to the new Councillor Training be included on the agenda of the next meeting of the Full Council.
- Item 128 - the resolution was to review the matter in 12 months time.

DECLARATION OF INTEREST:

Dr R.C.H. Taylor declared an interest in any matters relating the Brewood Doctors Surgery. Mr D. Evans declared an interest in any matters relating to Brewood Bowling Club.

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

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 could 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.

123. **APPLICATION FOR CO-OPTION TO THE COUNCIL – COVEN WARD:**

Further letter received from Mr P. Webster and an email also received from Ms H. Rowley both with regard to the vacancy in the ward of Coven. Members considered the correspondence received from Mr G. Sibley, Mr P. Webster and Ms H. Rowley; circulated prior to the meeting.

It was resolved that Mr P. Webster be co-opted to the Council following two rounds of voting to achieve an absolute majority. The Chairman thanked Ms Rowley and Mr Sibley for their interest in standing for co-option for the ward of Coven. Mr P. Webster then signed his Declaration of Acceptance of Office and joined the meeting.

144. **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.

Mr W. Gallon, Kiddemore Green Road spoke on the proposal for a Drs Surgery off Kiddemore Green Road, Brewood and advised that an action group had been set-up that had commissioned a professional planning consultant. Mr Gallon provided the Council with a hard copy of the report he gave of the Action Groups concerns.

Mr D. Griffithes, Horsebrook Lane reported that the Horsebrook Lane action group were meeting during the evening and wished to know more about Localism and the Core Strategy. At the invitation of the Chairman, Mrs J. Jeffries, Cllr B. Cox spoke on this matter further.

Mr P. Edkins, representing Brewood Bowling Club, explained that the club intended to submit new plans to take in to account their intention to change the layout of the site to address the concerns raised by Mr and Mrs Pearce. Mr Edkins repeated the questions raised by Ms H. Skidmore in the letter circulated to Members prior to the meeting, confirmed the planning application was also required with regard to the water tank(s), that approximately two more metres were required in to the playing field to the South, requested the Council progress the lease and reply to the Club's letter without delay.

Mr I. Gillespie, Kiddemore Green Road also spoke with regard to the proposal for a Surgery off Kiddemore Green Road. The Chairman confirmed that once the Council had met with Ms Harris it was the Parish Council's intention to share the information with the wider community.

MATTERS ARISING:

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

41** **Brewood Playing Field Equipment** Details of PCT grant application process received. Project 2 – Clerk's report referred. With reference to the letter from Brewood Civic Society (see minutes of 26 July) Members were asked to consider the nature of the reply to be sent.

It was resolved that a barrier to the north of the swings would not be required if:

- **Playdale provided a letter, as previously advised, with regard to the safety of the swings and the safety inspections carried out to support their statement**
- **The Council's insurers confirmed this was satisfactory.**

It was further resolved that, subject to it representing best value and fulfilling the requirement for equipment at Brewood Park, the proposal to pursue an alternative solution from Wicksteed be approved and the Assistant Clerk, in the absence of the Clerk, be authorised to submit a grant

application to the PCT for up to £5,000 in support of the project if time and the information available allowed. An application to the other funder would then follow.

42** **Engleton Lane Development, S106** Reply received from Mr N. Bell, Chief Executive Staffordshire County Council, copy circulated prior to the meeting. Emails received from Ms M. Goodrich on various matters including a reference to the S106 monies allocated for the Barnfield Sandbeds – a copy of the last email received from Ms Goodrich circulated prior to the meeting.

It was resolved the Chairman, Mrs J. Jeffries, follow up the reply from Mr Bell with Wolgarston High School and report back to the Council in due course. It was further resolved the Clerk request a breakdown of the S106 monies relating to the Barnfield Sandbeds and pursue as necessary. Clerk to reply to Ms Goodrich to this effect.

245** **Brewood Bowling Club** Letter received from Ms H. Skidmore, Secretary, Brewood Bowling Club and email received from Mrs S. Pearce, Engleton Lane, Brewood. Copies enclosed. The proposed revisions to the draft lease and related queries previously discussed were returned to Mr Smillie on 30 July. An offer had previously been made to Ms Skidmore by the Clerk to talk her through the recommendations and concerns sent to the Council's solicitor – this had been declined. Clerk's report referred. The Clerk also reported that an inspection of the drain had confirmed it was removing water from the playing field.

Members noted the content of Mrs Pearce's letter and resolved that the Clerk contact Ms H. Skidmore to arrange a meeting of the Council's Bowling Club Working Party (Brewood Members and Mr R. Dakin), representatives of Brewood Bowling Club Committee and Mr and Mrs Pearce to consider the land to be made available in support of the revised layout of the scheme proposed by the Club. The concerns of the Club with reference to the blinding drain to also be received at the meeting.

256** **Traffic Management, Brewood** Clerk's report referred.

It was resolved the Clerk phone Mr D. Wright to hasten a reply.

408** **Croft House, Coven** Email received from Ms N. Wise-Ford, Case Worker, South Staffordshire Council confirming that most of the conditions had been discharged on the two applications 06/01335/COND and 06/01241/COND which included window details, door details, material details and render details. Condition 9 (Landscaping Scheme) of 06/01241/FUL had yet to be discharged – full details were awaited by South Staffordshire Council.

Matter of report.

79* **Veolia – Four Ashes** Mr P. Sanders forwarded a report of his visit to the Veolia Materials Recovery Facility, Station Road, Four Ashes on 21 July 2012. The report was tabled at the meeting.

The Chairman asked the Clerk to thank Mr Sanders for his report.

183a*/165* **Coven Heath Allotments Association** M. Alden-Court had visited the site and confirmed that several of the tenants had water butts but not excessive numbers. Clerk's report referred.

It was resolved M. Alden-Court would arrange a site visit of the interested parties between 10 and 13 September. Mr P. Smith said he would be available to attend in the absence of Dr Taylor.

282* **Council and Community Web Site** Members received, prior to the meeting, the presentation from Mr S. Smith with regard to the use of Facebook as a means of engaging with the community.

It was resolved that:

- **Mr S. Smith be asked to develop a trial Facebook page for Members to assess and comment on; page to be set-up as 'Brewood and Coven Parish'.**

- **Mr T. Fellows to redraft and finalise the Terms and Conditions of the proposed photo competition to take account of previous recommendations and create a final draft for circulation to Members prior to the next meeting of the Full Council.**
- **Councillor's photographs and brief biographies to be included on the Council's web site; to be optional, at the discretion of individual Members.**

351*/79b **Localism / Core Strategy** Members' considered the Council's objectives in meeting with Ms K. Harris of South Staffordshire Council and other interested stakeholders on 20 September. Clerk's report referred.

It was resolved the Clerk write to Ms Harris confirming the Council's objectives of the meeting as:

- **For Members to gain a better understanding of Neighbourhood Planning**
- **To discuss what mechanisms were available to bring together the ideas of the community and stakeholders and to what level South Staffordshire Council could support such mechanisms (reference Ms Harris' Neighbourhood Planning workshop at the Parish Summit)**
- **How such ideas could be given sufficient importance that they would feed in to the activities of South Staffordshire Council and have a bearing on future developments in the Parish**
- **Receive any report Ms Harris may wish to provide with regard to the forthcoming SHLAA Consultation and how the potential flood of development plans for any land approved in due course would be managed.**

56. **Code of Conduct for Parish Councils** The Parish Council versions of the Code of Conduct and the form for the Notification Disclosable Pecuniary and Other Interests, as issued by South Staffordshire Council in compliance with the Localism Act 2011, were circulated to Members prior to the meeting. The published papers were in-line with the draft papers previously considered by the Council's Working Party and recommended for adoption subject to receiving the final versions. Members attention was drawn to the requirement for Registry entries to be published on the Parish and South Staffordshire Council web sites – the Parish site would simply link to SSC to reduce maintenance. Clerk's Report referred – copies of the DCLG publication 'Openness and transparency on personal interests – a guide for councillors' were tabled for each Member at the meeting and would be forwarded to any Member having given apologies. This replaced the need for any guidance notes from the Chairman and Clerk.

It was resolved that:

- **the Code of Conduct and the form for the Notification of Disclosable Pecuniary and Other Interests, as enclosed, be adopted with effect from 13 September**
- **the recommendation to publicise this Council's adoption of the Code of Conduct by publishing a notice on the Council's notice-boards and a copy of the notice and Code on the Council's web site be approved.**
- **That details with regard to the adoption and publication arrangements be forwarded by the Clerk to Ms L. Robinson, Head of Governance and Scrutiny Services, South Staffordshire Council.**
- **An addendum be produced for inclusion in the Council's Standing Orders to refer to 'acting as a Councillor' and managing 'requests for dispensation' once supporting advice had been received from Ms L. Robinson on the latter point. The Council's Standing Orders would also require reviewing as a whole – Clerk and Mrs J. Carr to action as part of item 290**.**

98a **Staffing Committee** A meeting of the Staffing Committee was held on 8 August 2012. Although the Minutes of the meeting were not available for the meeting of the Full Council the Clerk's Report referred. The Minutes would be circulated as usual prior to the next meeting of the Full Council.

It was resolved that this matter be taken at the end of the meeting when Members of the press and public would be asked to leave due to the confidential nature of the matter to be discussed.

121. **The Rainbow, Coven** M. Alden-Court reported that there was a new landlord at The Rainbow and recommended that the original resolution, for a meeting to be scheduled with the brewery, should stand with a view to advising the brewery they needed to ensure landlords maintained the site.

Matter of report.

142b **GP Surgery Proposal** Copies of the relevant minutes of 10 and 31 July 2008 and the letter of support from this Council of 14 August 2008 were circulated to Members prior to the meeting. Email also received from Ms K. Craddock of PJPlanning forwarding images of the display boards used at the Public Consultation held 14 June 2012. Members' views were sought with regard to the request from the Practice Manager of Brewood Medical Practice for this Council's support of the proposed planning application off Kiddemore Green Road, Brewood. Deferred from the previous meeting of the Council

It was resolved that the Council take no action until it had been consulted on the planning application. The Practice Manager to be advised to this effect.

Cllr M. Hampson left the meeting.

MATTERS ONGOING:

Members received the Matters Ongoing report circulated prior to the meeting. The Chairman invited Members to raise any Matters Ongoing as they deemed necessary.

347** **Wall – Rear of Amenity Area, Sandy Lane** Clerk's Report referred to site visit and emails received from Dr P. Collins and Ms L. Macdonald of South Staffordshire Council and Mr J. Derry of Staffordshire County Council.

It was resolved that, subject to Ms L. Macdonald supporting the proposal, the Clerk arrange a meeting with Mr Fletcher, two representatives of the Council and the Clerk in order that the Council may gain a better understanding of the work being undertaken and a mutual agreement be sought as to the joint boundary between Mr Fletcher's and the Council's land. Clerk to also advise Ms L. Macdonald that the land at the rear of the site was previously a garden but the land facing on to Sandy Lane was uncultivated scrub land.

337* **Best Kept Village** Clerk's report referred.

It was resolved that letter's of thanks be sent to the representatives of the four BKV Community Groups thanking them for their hard work and their contribution to improving the appearance of the Parish.

117a. **2012/2013 Football Season** Clerk's report referred.

It was resolved that the Clerk reply to Mr Rhoades' solicitor that the Council currently had no interest in renting further land to the east of the playing field in Coven.

126. **Ball Games** Clerk's Report referred.

Matter of report.

CORRESPONDENCE RECEIVED:

145. Staffordshire County Council asking Members to confirm what information they give permission to be included on the County Council web site for this Parish Council. Members may wish to consider

approving the publication of the Clerk's name and Council contact details, email and web site address along with Councillor's names or names and addresses or names, addresses and phone numbers.

It was resolved the Clerk reply confirming the Clerk's name and the Council's contact details be listed with a link to the Council's web site where Members names were available.

146. Ms H. Marshall, Community Safety Co-ordinator, South Staffordshire Council enclosing a paper detailing how Community Safety deals with reports of anti-social behaviour; copy circulated prior to the meeting and available at

www.sstaffs.gov.uk/your_services/community_safety/anti_social_behaviour.aspx.

Ms Marshall advised that anti-social behaviour should be reported by using the form provided and returning it to communitysafety@sstaffs.gov.uk.

Matter of report.

147. Mr M. Jenkinson, Partnership Locality Officer, South Staffordshire Council forwarding an update on the first six weeks of the new Connect Bus Service, copy circulated prior to the meeting - more detailed data was available on request. Mr Jenkinson requested any feedback Members may have received about the service.

None received.

148. Mr S. Foster, Bishops Wood seeking voluntary office work at the Council for one day per week, copy circulated prior to the meeting.

It was resolved the Clerk reply thanking Mr Foster for his letter and advising that although there was not an opportunity at this time his letter would be kept on file in case circumstances changed.

149. Staffordshire Parish Council's Association forwarding a letter from Cllr Ellis, Cabinet Member for Adults Wellbeing with regard to the launch of the Quality Green Paper Consultation, copy circulated prior to the meeting.

Matter of report.

150. Lloyds TSB providing details of this Council's new relationship manager.

Matter of report.

151. Zurich Insurance advising of their service to provide cover for small local charities and community groups. Cover would be provided through Tennyson Insurance Ltd, working exclusively for Zurich Municipal. A discount of 5% would be available on entry of the supplied discount code.

It was resolved the details be kept on file for future reference, Village Hall representatives to feedback to the respective management committees and any Member requiring further details to contact the Clerk.

152. SPCA seeking feedback as to the level of interest for VAT, Internal Audit and Precept training, provisionally scheduled to be held in September in Stafford, subject to demand. Dates and times subsequently received; Clerk's report referred.

It was resolved a place be booked for the Chairman, Mrs J. Jeffries to attend the Precept training session. Any other Members wishing to attend a course to advise the Clerk.

153a. Crime and Anti Social Behaviour Report – Clerk's Report referred.

Matter of report.

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

153b. Housing Market Assessment – Clerk's Report referred.

It was resolved the Clerk write to Mr G. Mitchell requesting that he confirm this Council's own housing survey, undertaken with South Staffordshire Housing Association, would also be taken in to account and that the HMA would not override the evidence of this Council's own survey.

153. **CORRESPONDENCE CIRCULATED:**

SPCA/NALC weekly updates: DCLG step-by-step guide and a plain English guide to Business Rates Retention; details of the consultation concerning cheques and other payments to be signed by two Councillors; Staffordshire Volunteering Strategy Consultation; brief statements with regard to the Community Right to Challenge, Community Shops, Compulsory Purchase Orders, CIB checks, Sustainable Communities Act 2007 consultation – removal of bureaucratic barriers to be open to Parish Councils. People in Action Conference 20 September in Sheffield.

Staffordshire County Council Watchdog Reports: Zam Zam Water Warning; Dangerous Travel Adaptor; UKASH Vouchers; Fake Car Buying Websites.

Rural Opportunities Bulletin: Inclusive Sport – Sport England; Farming and Forestry Improvement Scheme; Paths for Communities; Renewable Heat Premium Payment; Communitybuilders; Inspired Facilities Fund; Architectural Heritage Fund; Traveller Pitch Funding; Village SOS; Youth Contract; Big Lottery Fund guidance; 'All Our Stories'; Enhancing Communities Programme; Rural Growth Network Pilots; Sustainable Communities Act 2007; High Income Social Tenants – pay to stay; Abolition of the Disabled Persons Transport Committee.

What's On at South Staffordshire libraries in August and the Summer Reading Challenge.

154. **CHAIRMAN'S REPORT:**

The Council received the report of the Chairman Mrs J. Jeffries who informed Members that she had attended a meeting with Mr J. Pegg and other affected parties, hosted by South Staffordshire Council, to discuss the arrangements for the forthcoming VFestival. Mrs Jeffries provided details of local arrangements for the traffic which would be made available on the Parish Council web site and commended Cllr Cox for all his efforts to ease the impact of traffic and road closures during the Festival. Cllr Cox also provided details of road works scheduled for the A5.

The Chairman expressed disappointment at the implication of the earlier discussion concerning the ratification under item 140; the inference that could be drawn from this was that there could be a criticism of the Clerk's and Chairman's action when in effect the action was taken in the best interest of the Council.

Reported after the Finance Report: the Chairman advised Members that the Civic Sunday was provisionally planned for 18th or 25th November.

155. **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 9 August **be approved** with nil income and expenditure of £710.44

- The Completed Annual Audit from the external auditor **be received**. A copy of the unqualified external auditor's certificate and opinion was circulated prior to the meeting. **The Clerk to take the necessary action to publish and display this Council's Annual Return.**
- **The request from Brewood Village Community Council to draw down the annual grant budgeted by the Council of £2,380 be approved subject to the Clerk writing to request a copy of their accounts for the last financial year, which were required before the grant could be released.** Members were reminded of the previous resolution to release the village hall grants in April each year, subject to receiving a copy of the latest audited accounts, unless specifically asked by a committee to retain a grant until further notice. **It was further resolved the grant of £2,389 be released to Coven Memorial Hall; accounts previously received.**
- **The renewal of the Clerk's subscription to the Society of Local Council Clerks at a cost of £175 be approved.**
- **Coven Playing Field Cover** Clerk's Report referred. **It was resolved the Clerk ask Mr Orgill to lock, unlock and litter pick Coven playing field on 18 and 19 August, subject to availability and paid at standard rate. If necessary the public conveniences in Brewood to be locked later on the Saturday to tie in with the playing fields.** M. Alden-Court confirmed she would lock / unlock Chambley Green bus shelter.
- **The Clerk to purchase a new wages book online, to be charged to her credit card and reimbursed by the Council.** Clerk's Report referred.

See also Any Other Matters.

156. PLANNING REPORT:

The Council received the Planning Report from the Head of Planning, Dr R.C.H. Taylor which only comprised of planning decisions; no applications had been received.

Dr Taylor reported that an application was awaited in relation to Cosy Nook, Dean Street, Brewood which would require a response by 28 August, before the next meeting of the Council.

It was resolved the Clerk write to Ms S. Poxon, South Staffordshire Council seeking an extension. Should this request not be successful then the Clerk to contact Members when the application had been received in order that the Council may submit a response.

157. PLAYING FIELDS REPORT:

The Council received the playing field reports as follows:

- Bishops Wood playing field and skateboard park, as supplied by Mrs S. Hughes. The Clerk reported that Mrs Hughes had thanked the Council for the bird scarers. An email had been received from Mrs F. Huckin which the Clerk had taken action on and replied to Mrs Huckin; Clerk's Report referred.
- Brewood playing field and skateboard park - Mr D. Evans reported the site was being well used although the grass was wearing.
- Coven playing field and skateboard park - Mr R. Dakin reported that another bracket had been broken on a down pipe and he had received requests for better skateboard park equipment, more benches and public toilets at the playing field; another litter bin near the play equipment at the Bront.

158. **CLERK'S REPORT:**

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

- The matter of further parking in Sunset Close, Coven be brought back on to Matters Ongoing and the Clerk write again to South Staffordshire Housing Association.
- The Clerk to seek quotes for the regular (to be defined) testing of the Council's changing rooms for Legionnaires. Clerk to contact Staffordshire County Council and Dr Taylor to provide the Clerk with supplier details as well.
- The leaning fence to the east of Coven playing field to be monitored and considered further at a later date.
- The Clerk to advise Secure-a-Field that as the Kissing Gate at Coven playing field must have been faulty on delivery then the contractor was expected take action to rectify the matter.

Brewood Music Festival – access to public conveniences. The Clerk referred Members to the extract of the Minutes that had been circulated in relation to the Drs Surgery proposal which also noted that in previous years a request was received from the Brewood Music Festival organisers to keep the toilets open later during the Festival.

ANY OTHER MATTERS OF REPORT:

159. **Waste Bins, Canal** Dr R. Taylor reported that due to the quantity of litter cleared from between School Bridge and Deansfield Bridge a dual purpose waste bin should be installed.

It was resolved that the Clerk contact the Canal and River Trust (having replaced British Waterways) and should this be unsuccessful then Staffordshire County Council. Consideration to be given to asking the Council's handyman to empty the bin.

160. **Local Council Administration, Charles Arnold-Baker** Item withdrawn by M. Alden-Court.

161. **Phone Lines, Council Office** Item withdrawn by M. Alden-Court.

162. **Access for the Disabled** Mrs J. Carr expressed concern that the Council could still not provide reasonable access for the disabled. **Matter of report.**

163. **August Salaries.** Members noted that the August salaries would be paid as usual and in the absence of a meeting of the Council at the end of August the payments would be ratified at the meeting to be held in September.

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 left the meeting

98a **Staffing Committee** Deferred from earlier in the meeting. Clerk's Report referred. Members received the recommendations of the Staffing Committee from the Chairman of the Staffing Committee, M. Alden-Court.

It was resolved that:

- **prior to passing the following resolution Members confirmed that they understood that in doing so it would mean the Council would now be paying the Assistant Clerk for the hours it had received free of charge to date from the Clerk; as such there would be very few**

'extra' hours worked; the hours would hopefully be more focused and therefore more productive; the status quo would at best be maintained but there was a risk that Matters Ongoing may not be progressed at any greater rate; this should address the concerns of the Internal Auditor (unpaid hours worked by the Clerk).

- **the Assistant Clerk be asked to work an additional five hours per week from 1 September 2012 to 31 March 2013 thus taking up the additional previously unpaid hours worked by the Clerk most weeks. Towards the end of this period the effectiveness of the additional hours to be reviewed to ascertain whether they should be included as a permanent arrangement or the arrangement be ceased as being no longer necessary.**
- **the Clerk investigate the ill health retirement process to ascertain the Council's duty and the process to be followed should the need arise – to consult with South Staffordshire Council and Staffordshire County Council.**
- **the contracts of the staff be updated to include a statement to the effect that additional contracted hours were deemed pensionable salary. This recommendation had arisen from a phone call from Staffordshire County Pensions. This affected the Clerk and the Assistant Clerk. All staff paid hours (evening meetings, projects hours etc) were already included in the pensionable pay calculation and as such this resolution would incur no new costs to the Council.**

There being no further business the meeting closed at 10.10pm.

.....Chairman

**REPORT OF THE CLERK FOR THE MEETING OF THE COUNCIL
TO BE HELD 9 AUGUST 2012**

MATTERS ARISING

41** **Brewood Playing Field Equipment** Written confirmation still awaited from Playdale with regard to the swings – Clerk to chase. The zip wire has been raised by Playdale to a useable height and the panels have been placed on the under 8's 'Jupiter'. Final payment still with-held. We also have some work to do to complete the installation although it is probably better to defer reinstalling the 3 benches until the design of the second project has been agreed. **Members are asked to confirm the Council's position with regard to whether a barrier is required to the north of the swings.** I have asked Mrs N. Parsons to seek the views of park users with regard to how the children are coping with the swings now the equipment has been in a while.

Email received from Secure-a-Field advising that a self-closure could be welded to the gate but effective self-closures of this kind tend to be too fierce to be child friendly. In view of this I will continue to pursue the barrier in front of the gate as proposed at the meeting held 26 July.

Phase 2 / project 2 – grant applications required to the PCT by 31 August with successful applicants being notified by mid-September. The Assistant Clerk and I have discussed a number of options to try and secure two funding pots available although this is complicated by the nature of the equipment required. We believe it may be better value to seek the remaining equipment from Wicksteed by replacing the previously proposed poles and ropes climbing unit and adventure trail (from Playdale) with a Wicksteed multi-activity unit (ladders / monkey bars / rings style). This may be a cheaper solution and will provide better discount when combined with the adult exercise equipment (up to 3 pieces) we were already to source from Wicksteed. I am pursuing the quotes required to support the grant application(s) so they are available for the Assistant Clerk to consider and hopefully submit the PCT application on her return.

Members are reminded that the funding to complete this 2nd phase comprises of the under-spend on phase one which is forecast to be just over £1,800 (phase 1 contingency is currently unused and could be carried forward) and the balance of the unused PWLB loan of £6,356. This does not use the £10,000 in the budget in case grant funding is not available and any other costs (including time to manage the project) would need to be covered by the £8,156 referenced above and grant funding.

Members are asked to approve, subject to it representing best value and fulfilling the requirement for equipment at Brewood Park, the proposal to pursue an alternative solution from Wicksteed and that the Assistant Clerk, in the absence of the Clerk, be authorised to submit a grant application to the PCT for up to £5,000 in support of the project if time and the information available allows. An application to the other funder would then follow. I have agreed with the Assistant Clerk that if in pursuing this application she has any concerns she wishes to discuss further while I am not available in the office she may in this instance contact me in order that the opportunity is not missed.

245** **Brewood Bowling Club** Email received from Mr B. Wilding enquiring, on behalf of Mr D. Wright, as to whether the blinding drain installed by the Council has been connected to the Highway. I believe Mr Wright is following up the concerns raised by Mr and Mrs Pearce with regard to the water running down Engleton Lane. **Matter of report.**

256** **Brewood Traffic Management** I have emailed Mr D. Wright this week seeking an update to the matters previously raised with him. **Matter of report.**

183a*/165* **Coven Heath Allotments Association** Letters to the five tenants concerning the condition of their allotments were posted out on 7 March and Mr Alan Lawrence, Caretaker, advised to this effect. One of the tenants has since called in to the office to discuss the matter. The letter asks that action be taken by 9 September. This will allow interested Members to visit the site prior to the scheduled meeting of the Council on 13 September.

Matter of report.

351*/79b **Localism / Core Strategy** Members are asked to consider the recommendation that the objective of the meeting with Ms K. Harris of South Staffordshire Council is to:

- For Members to gain a better understanding of Neighbourhood Planning
- Discuss what mechanisms are available to bring together the ideas of the community and stakeholders and to what level South Staffordshire Council could support such mechanisms – at the Parish Summit Ms Harris actively discouraged moving towards Neighbourhood Planning when other means were available
- How such ideas can be given sufficient importance that they feed in to the activities of South Staffordshire Council and have a bearing on future developments in the Parish
- Receive any report Ms Harris wishes to provide with regard to the forthcoming SHLAA Consultation and how the potential flood of development plans for any land approved in due course will be managed.
- Any other suggestions.

56. **Code of Conduct for Parish Councils** Further to the resolution that the Chairman and Clerk will compile guidance notes to complete the Members Register of Interests I have found the publication 'Openness and transparency on personal interests – a guide for councillors' issued by the Department for Communities and Local Government which should address the need. Copies have been tabled for Members and will be forwarded to any Member not in attendance.

Matter of report.

98a **Staffing Meeting**

Members are asked to consider the recommendations of the Staffing Committee:

- **That the Assistant Clerk be asked to work an additional five hours per week from 1 September 2012 to 31 March 2013 thus taking up the additional previously unpaid hours worked by the Clerk most weeks. Towards the end of this period the effectiveness of the additional hours to be reviewed to ascertain whether they should be included as a permanent arrangement or the arrangement be ceased as being no longer necessary.** In considering this recommendation the Clerk asks Members to note that the recommendation will mean the Council is now simply paying for the hours it has received free of charge to date from the Clerk. As such there will be very few, if any, 'extra' hours worked, the status quo will at best be maintained but there is no reason to think that Matters Ongoing will be progressed at any greater rate. This should though address the concerns of the Internal Auditor with regard the unpaid hours worked by the Clerk.
- **That the Clerk investigate the ill health retirement process to ascertain the Council's duty and the process to be followed should the need arise – to consult with South Staffordshire Council and Staffordshire County Council.**
- **That the contracts of the staff be updated to include a statement to the effect that additional contracted hours are deemed pensionable salary. This recommendation has arisen from a phone call from Staffordshire County Pensions. This affects the Clerk and the Assistant Clerk. All staff hours are currently included in the pensionable pay calculation and as such this resolution will incur no new costs to the Council.**

MATTERS ONGOING

347**. **Wall – Rear of Amenity Area, Sandy Lane** I was called to the ground works in Sandy Lane on two occasions recently by Mr A. Ball and Dr R. Taylor concerned at the work being carried out. At Dr Taylor's request Dr Paul Collins, Conservation & Design Officer, South Staffordshire Council was asked to and managed to join us on site. Although possibly too late with regard to any concerns with regard to archaeological interest Dr Collins has asked Highways (Jake Derry) their view as to a possible breach of access. There continues to be a possibility that the boundary of the site has been exceeded. I have emailed Ms Macdonald at South Staffordshire Council. Clerk to report further.

Members are asked to consider the recommendation that the Clerk contact Mr Fletcher with a view to him meeting with two representatives of the Council and the Clerk to explain his plans and agree all parties concerned have the same understanding with regard to the boundary of the site.

337* **Best Kept Village** A copy of the results have been received from Mr R. Dakin. Coven were placed second in the Best Kept Large Village competition behind Kinver with Brewood Highly Commended; Coven Heath came third in the Best Kept Small Village competition behind Brinsford (Trophy winner) and Lapley with Bishops Wood Highly Commended.

Recommended resolution: Letters be sent to the four working party representatives thanking them for their hard work and their contribution to improving the appearance of the Parish.

117a **2012/2013 Football Season** I have spoken to Mr John Rogers of Coven Colts who put me in contact with the Secretary of the Beacon League. This gentleman has confirmed that Coven Colts have renamed themselves and will be playing in Wednesbury this season. As this will leave the Coven facility unused on Sunday afternoons I have contacted John Poade of Brewood Old Boys who had previously enquired as to the availability of the facility. Mr Poade has offered to try and find a team for the forthcoming season. **Matter of report.**

I have completed the Football Foundation survey with regard to the use of the facility for the 2011/12 season and take this opportunity to draw Members attention to the fact the Council currently only has two teams booked to use the facility in 2012/2013, both on Sunday mornings. Mr Poade may be able to source another team but the facility is not being well used. A phone call was received this weeks from Mr Rhoades' solicitor seeking a copy of a letter concerning this Council's interest a few years ago in renting more land off Mr Rhoades to the east of the existing playing field – Mr Rhoades had mislaid his copy. The solicitor no longer requires this letter but has asked the Council to confirm whether it still does not wish to pursue renting more land off Mr Rhoades. **Members' views.**

126. **Ball Games, Coven** Verbal complaint also received from Mrs Holmes of Woodland Drive. Coven. I have asked PCSO Price to follow the matter up. **Matter of report.**

CORRESPONDENCE RECEIVED (listed here as the next meeting is not until 13 September)

152. Confirmation received from SPCA that three training sessions have been scheduled on Wednesdays from 7 to 9pm in Stafford as follows: 12 September VAT; 24 September Precepts and Annual Returns; 21 November Internal Audit and The Parish Council.

Members wishing to attend to raise the matter at the meeting.

153a. The Crime and Anti Social Behaviour Report for July has been received from South Staffordshire Council. Copies are tabled for Members and will be forwarded to those not in attendance as there is no meeting at the end of August.

Matter of report.

153b. Email received from Mr A. Lindop, Assistant Housing Strategy and Regeneration Officer, South Staffordshire Council with regard to the Housing Market Assessment to be undertaken by independent consultants to obtain 'much needed information about current housing circumstances and the present and future housing needs of people living in the District' (commissioned by South Staffordshire Council). The research will take four months to complete and will be based on a postal survey of approximately 9,500 randomly selected households. 'The survey will help the Council to decide the type and quantity of housing required and to help demonstrate the need for funding to Government and housing providers. The Council has been asked to support this survey by displaying posters – arrangements are being made to display these in the four villages.

Matter of report.

FINANCE

Coven Playing Field Cover Further to the previous resolution that M. Alden-Court cover the duties of the Coven Caretaker on 18 and 19 August it is now necessary to find someone else to undertake the duties at the playing field. Mr Neylan will unlock on the Saturday morning and lock up on the Sunday evening leaving a requirement for Saturday evening and Sunday morning, to include a litter pick of the site. **Recommended resolution: the Clerk to ask Mr M. Orgill to undertake these duties, subject to his availability, paid at standard rate. To avoid incurring extra costs Members are asked to consider approving that Mr Orgill be allowed to close the public conveniences later on the Saturday evening in order that the two jobs can be undertaken around the same time – around 8.30pm.**

I have assumed M. Alden-Court will still undertake the duty to lock and unlock the Chambley Green bus shelter.

Wages Book Members to consider approving the Clerk purchase a new wages book on-line using her personal credit card (Council card still awaiting application) at a cost of around £12.

Recommended resolution: the purchase be approved.

OTHER MATTERS FOR THE CLERK'S REPORT

Sunset Close Parking Can Members confirm whether there is a requirement to take up this matter again with SSHA. There is nothing in the Minutes of 26 July but the Assistant Clerk has left me a note to this effect. **Members' views.**

Mr G. Williamson MP Surgeries It has come to my attention that the latest posters for the August surgeries of Mr G. Williamson MP were not circulated to the Council's notice-boards; Mr Williamson raised this matter with Mrs J. Carr at the 8 August surgery in Coven. I have written today to Mr Williamson apologising for not managing to distribute them on this occasion.

Matter of report.

Coven A complaint has been received from Mr F. Jones concerning: the debris encroaching the path along Rainbow Alley which makes it slippery when wet and the overhanging trees; the delay in reinstating white lines following recent resurfacing works; low branches on trees along Churchfield Close; the lack of local services received in lieu of Council tax paid. All of the issues have been directed to the appropriate authorities and this has been explained to Mr Jones. Mr B. Wilding has replied with regard to the white lining and the trees. Mr P. Rochfort has left a message stating he needs to discuss the Rainbow Alley matter. **Matter of report**

Coven Changing Rooms

Some time ago the possible need to have a regular system for undertaking tests for legionnaires was discussed. Was this something Mr R. Dakin felt he could undertake or would the Council like me to look in to other means of progressing this. **Members' views.**

The Council's Caretaker at Coven Playing Field has reported a loose roof tile on the roof of the changing rooms and that he has been advised the shower head in the referees shower room needs adjusting. These matters will be addresses in due course. **Matter of report.**

Coven Playing Field

On visiting the site some weeks ago I had some concern that the fencing along the east of the site may be leaning again. Secure-a-Field, when installing the new perimeter fencing, were asked to re-fix the fencing which I understood had started to lean soon after the original contractor installed it around 2000/2001. Secure-a-Field agreed to do what they could but would not guarantee the work because of the original problem. Whilst it is not yet leaning as bad as before there has been a noticeable movement and at my request Secure-a-Field have visited the site. They maintain that:

the original posts are too short and that it seems the fence actually runs along an old ditch that has been filled at some point and the soil is too soft, causing the posts to shift. For an effective long term fix {they recommend that} the fence needs taking down and rebuilding with new posts that are 300mm longer than standard. As a rough guide this is likely to cost around £4k but if the Council wants to pursue a solution it should consider replacing the fence with a mesh system that is lighter, less susceptible to post movement and would have a similar cost particularly bearing in mind the scrap value that could be reclaimed from the old fencing.

Recommended resolution: this matter be considered and investigated further at a later date.

I also noted the powder coating paint was peeling off the kissing gate in vast quantities and asked Secure-a-Field to comment on this. Their reply is:

What has happened to the kissing gate at Coven is unfortunately quite typical of some powder coating these days. Not too sure why it happens, but the coating has reacted with the metal and peeled off. As you rightly point out it isn't through heavy usage. The only real option is to remove the flaking/loose parts and re-paint. This wouldn't be a particularly difficult task and I am willing to supply you 2 aerosol tins of the paint FOC for your handy man to do this.

Recommended resolution: I refer the matter back to Secure-a-Field on the basis that the powder coated Kissing Gate was clearly a problem at the point of delivery and should either be replaced or the works to make good be undertaken by the contractor.

Bishops Wood Playing Field A complaint has been received from Mrs F. Huckin with regard to the need for the bird scaring solution to now be applied to the nest swing, weeds breaking through the footpath that leads to the playing field and the grass that has been left lying on the playing field is now rotting and making the playing of football difficult when combined with mole hills. The Council's handyman has fitted cable ties to the nest swing and the problem with weeds on the footpath has been forward to Mr P. Rochfort who has left a message stating he needs to discuss the problem. Having visited the site there are four mole hills behind the goal posts but as the playing field has to be closed to deal with them I intend to leave the matter until after the school holidays but will seek a quote in the mean time. Mrs Huckin has been updated as to the latest position and advised that rotting grass is proving to be a problem across the District.