

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, 13 SEPTEMBER 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, Mrs L. Tomkins, Mr M. Webb MBE, Mr P. Webster.

APOLOGIES:

Mr J. Pegg (holiday), Mr P. Smith (holiday), Dr R.C.H. Taylor (holiday).

IN ATTENDANCE:

Cllr B. Cox.

The Chairman welcomed Mr J. Blount, mentor to Parish Clerks and Ms A. Jones, Clerk to Colwich Parish Council, to the meeting.

MINUTES:

The minutes of the meeting of the Council's Staffing Committee held 8 August 2012 and the minutes of the meeting of the Council held 9 August 2012 were approved as being an accurate records and duly signed, subject to the following: Item 140 Mr D. Evans had requested that his name be added to those who had not ratified the payment. Item 183a*/165* should have read 7th August and not 7th March.

DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION:

No declarations of interest from Members were received and no requests for dispensation were submitted in writing to the Clerk prior to the meeting. The Chairman reminded Members of the requirement to complete the Notifications of Interest forms and return them to the Clerk within 28 days of 13 September.

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.

164. **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 P. Mullard of Horsebrook Lane spoke on the following items:

- A request for a SID unit to be placed in Horsebrook Lane to assess the speed of vehicles. Mrs J. Jeffries advised of a Neighbourhood Watch scheme whereby the community may be trained in the use of a speed gun to record traffic speed, where there were 10 or more interested parties. Alternatively the Police could be approached to undertake speed checks using a speed gun.
- trailers on agricultural vehicles were not displaying licence plates. It was agreed that matter be reported to the Police. The Chairman advised Mr Mullard to also report the matter to the Police as previously recommended by Inspector Gibbs.
- a representative from the Horsebrook Lane Action Group which had 100 members, be invited to attend the meeting scheduled for 20th September with Ms K. Harris of South Staffordshire Planning Department. This matter was discussed under item number 351*/79b.

Ms Y. Curtiss of Sandy Lane, Brewwood, reported that she had further information regarding the ownership of land in Sandy Lane. The Clerk agreed to meet with Ms Curtiss at 10.00am on Friday 14 September at the Council office.

MATTERS ARISING:

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

41** **Brewood Playing Field Equipment.** Reply received from Playdale with regard to the location of the swings, copy circulated prior to the meeting. Clerk's Report referred. Grant application submitted to the PCT for Project 2. The outcome of this was awaited prior to submitting any further grant application. The Clerk reported verbally that further information had now been received from Digley Associates explaining where they recommended a barrier to be installed: to the east of the swings, parallel to the north and south facing 'legs' of the swing, half a meter from the legs and 1.75metres from the centre bar of the swings, running to the north and the south (3.5metres long in total). A barrier was not required at the other end of the swings, near the tennis courts. Members considered the information provided by Playdale, Digley Associates and the Council's insurers Zurich who had explained their preference was for safety measures to be implemented but the letter from Playdale was very specific with regard to their endorsement of the installation which would support the Council's justification for its action if required.

It was resolved that no barrier be installed adjacent to the swings, based on the assurance that the equipment installed by Playdale met the required safety standards. It was further resolved that the Clerk write to the Council's insurers (Zurich) confirming the justification for having taken this decision.

245** **Brewood Bowling Club.** Meeting of the Council's Working Party with representatives of Brewood Bowling Club and Mr and Mrs Pearce was held 5 September. The report of the meeting from the Clerk was tabled at the meeting. Clerk's Report referred.

It was resolved that:

- **the Club be allowed to lease land to the full width of the playing field if they wished and as far as the blinding drain to the south, less any clearance required to avoid disturbing the drain. Clerk to advise Club of clearance required to the east if the full extent was not leased**
- **the northerly most goal post to be removed as and when the project went ahead**
- **in agreeing the above Members attention was drawn to the fact the field was used for casual football and although this arrangement would still leave the goal posts that run east to west, any fencing erected would be close to this play area**
- **the Council to be consulted on the type of any hedge proposed and its siting in respect of the blinding drain, should a hedge be the Club's preferred choice**
- **fencing similar to that erected along the east boundary (12' high mesh style) was deemed acceptable.**

256** **Traffic Management, Brewood.** Reply received from Mr D. Wright, copy circulated prior to the meeting. A suggestion that the Horsebrook Lane SID be added to Bargate Lane item on the existing list was advised against as all requests for action must be authorised by Cllr R. Roberts and the three items listed were deemed to be the highest priority. Cllr Mrs Holmes had been in contact with Mr Wright regarding the complaint from Mr and Mrs Venebles; Mr Wright had advised that Highways had applied for a zonal weight restriction for the whole of Brewood. The restriction would apply to lorries, but not to tractors. Mr D. Evans requested that a meeting of the Traffic Management Committee be arranged.

It was resolved that a meeting of the Traffic Management Committee be arranged through the Clerk at the end of the meeting.

347**. **Wall – Rear of Amenity Area, Sandy Lane.** Mr Fletcher had declined to meet with representatives of the Council in order that Members may gain a better understanding of Mr Fletcher's plans for the land in Sandy Lane and to agree the boundary. Email received from Mr K. Twigger stating that KRT had been instructed by Mr Fletcher to survey the land in Sandy Lane owned by Mr Fletcher and set out the boundary to the title information they have. Mr Twigger would confirm when the work had been completed. Clerk's Report referred.

It was resolved that the Clerk visit the solicitor's office to ascertain what papers were held for the Parish Council's land throughout the parish. It was further resolved that the matter be brought to the attention of South Staffordshire Council's Enforcement team if prior to the next meeting of the Council there was a cause for concern with regard to the land marked out on behalf of Mr Fletcher.

183a*/165* **Coven Heath Allotments Association.** The Council received the report of the Coven Heath Allotments Working Party from M. Alden-Court. Clerk's Report referred.

It was resolved that:

- **further copies of the original letters be sent to the allotment holders concerned (13b, 48 and 51), by registered post, giving two weeks to respond or take action**
- **the Council's handyman/gardener be asked to trim the vacant half of plot number 8**
- **the Assistant Clerk to advise the Clerk of how many plots were vacant.**

186* **Slade Heath, Severn Trent.** Emails received from Mrs Woodman advising that she had previously been given incorrect information; Severn Trent Water had apologised and confirmed that they were in communication with the Highways Authority to agree the site for the pumping station. At this stage the assistance of the Parish Council was not required. **Matter of report.**

218* **i54.** Copy correspondence received from Mr G. Williamson MP in reply to a request for support from Mr A. Johnson, Director of Planning and Strategic Services, South Staffordshire Council, to minimise the impact on residents of Coven Heath. Mr Williamson had offered to make representations to the Highways Agency making particular reference to acoustic panelling and lighting relating to the M54. Copies were also sent to District Councillors and Mr F. Barrett. **Matter of report.**

279* **Council Offices.** The preferred contractor for the carpet tiles had stated that the price could not be held and had submitted a new quote increasing the cost by 25%. Clerk to contact the other supplier. Clerk's Report referred. See Finance.

It was resolved that an order be placed with Hamp Flooring at a total cost of £1,485 excluding VAT, price to be held until the end of December 2012.

282* **Council and Community Web Site.** Mr T. Fellows apologised for not having redrafted the terms and conditions for the proposed photographic competition and asked that the matter be deferred to the next meeting. Mr S. Smith had set up a trial Facebook page.

It was resolved that Mr S. Smith be asked to make the Facebook page available through the Council's website and to maintain it on a regular basis from now on.

286* **Bus Shelter, School Lane, Coven.** Quotes had been received for appropriate bus shelters without seats for local Members to consider style and colour. Specification based on size previously recommended by Mr B. Wilding - 8 March Minutes. Ms R. Gallimore, Staffordshire County Council had advised the grant system had changed and requests must go through the Divisional Highways Programme, to be decided by the local County Councillor. Staffordshire County Council had also previously offered to provide the concrete base. Clerk's Report referred.

It was resolved that Coven Members consider the quotes and styles sourced for a bus shelter in order that a recommendation may be made to Full Council and a request for financial assistance be submitted to Staffordshire County Council once the details of the bus shelter had been agreed. It was further resolved that a site meeting be arranged with Mr B. Wilding to clarify the actual site of the proposed shelter; no letter to be sent to Mrs Brotherton until this matter had been resolved.

333* **Greenacres, Coven.** Email received from Mr B. Wilding confirming he had visited the site and although there were no dangerous defects, the top course had come off and needed resurfacing. Mr Wilding had asked for it to be included in the next surfacing programme and would update the Council further, once he had heard from the paving manager. **Matter of report.**

351*/79b **Localism / Core Strategy.** Members were asked to consider the arrangements for the meeting to be held 20 September 2012 following a number of requests for other interested parties to attend. Letter received from Mr G. Williamson MP concerning a request he had received from Mr P. Mullard for two representatives of the Horsebrook Lane Action Group to attend, copy circulated prior to the meeting. Telephone call and visit also received from Mr P. Plowright representing the Scouts (and associated groups) requesting that he be allowed to attend; a recommendation was also received that Mr G. Wetton be allowed to attend. Ms K. Harris of South Staffordshire Council had received similar requests. The Clerk advised that:

- Members had previously resolved (12 July) that the meeting would specifically be for Members and Brewood Civic Society, Brewood Traders and Brewood Ideas Group representing stakeholders who had been consulting with the Council in recent years.
- at the same meeting it had also been resolved that a further meeting open to the local community would be convened at a later date in a larger venue when information acquired from the 20 September meeting, regarding planning and opportunities for the community to influence, would be disseminated. The Clerk suggested Members may now decide to hold such a meeting in each ward.
- the subsequent requests received were from members of the community with specific concerns similar to those any other member of the community may have once the SHLAA had been published (with the possible exception of the Scouts)

It was resolved that in addition to those previously invited, two representatives each from Kiddemore Green Road Action Group, Horsebrook Lane Action Group and the Scouts/Deansfield Road site be invited. Mr Mullard confirmed that he and Mr P. Westwood would be representing the Horsebrook Lane Action Group.

464* **Playing Fields.** Answering machine message left from Master K. Turley (no phone number provided) of Coven seeking an update following his verbal request for the skateboard park equipment to be increased at Coven playing field. Received as a report at the last meeting but no resolution was passed. Mr R. Dakin advised that he had spoken to some youths at Coven skate park about the matter but had not made any promises.

It was resolved that the Council consider making funding available to extend Coven skate park, together with Bishops Wood and Brewood skate parks, at the next precept meeting.

465b* **Coven Heath Village Stone.** Mrs L. Tomkins advised that she had spoken to the Chairman of Brewood Rotary Club. The matter was to be referred to Coven Heath Community Association and Mrs Tomkins would report back to the Council in due course. **Matter of report.**

41. **Energy Conservation Initiative.** Letter received enclosing a briefing note clarifying the details behind Staffordshire County Council's Energy Conservation Initiative. Copy circulated prior to the meeting. The Briefing Note would be made available on this Council's web site.

It was resolved that the Clerk report to a future meeting of the Council with regard to the replies received to this Council's survey previously circulated to the community.

46. **Appointment of External Auditor from 2012/2013.** Audit Commission confirmed the appointment of Grant Thornton UK LLP as external auditor to audit the annual return of Brewood and Coven Parish Council for five years from 2012/2013. The scale of audit fees for 2012/13 to 2016/17 would be generally in-line with the current fees. **Matter of report.**

56. **Code of Conduct for Parish Councils.** Members' completed Registry entries to be submitted to the Clerk, to be forwarded to Ms L. Robinson of South Staffordshire Council within 28 days of 13 September. The Chairman reminded Members that the completed forms must be returned as soon as possible. **Matter of report.**

84. **Horsebrook Lane Proposal.** Copy correspondence from Mr S. Winterflood, South Staffordshire Council replying to the letter from Mr R. Plimmer of Horsebrook Lane, Brewood concerning the proposal to develop land to the rear of Horsebrook Lane. Mr Winterflood provided details concerning the Local Plan, Core Strategy and the Site Allocations document and advised Mr Plimmer to contact the Local Plans Officer in order that South Staffordshire Council could contact him directly when the Site Allocation consultation commenced. Copy circulated prior to the meeting. Mr A. Monckton had also provided information concerning EU law on flooding, copy circulated prior to the meeting.

It was resolved that the Clerk reply to Mr Monckton acknowledging receipt of his letter.

98a. **Staffing Committee.** Due to the confidential nature of the matter to be discussed this item was taken at the end of the meeting when members of the press and public were asked to leave the meeting.

104. **Core Strategy Public Examination Copy.** Correspondence from Brewood Civic Society to South Staffordshire Council responding to the consultation. Details available from the Clerk on request. **Matter of report.**

126. **Ball Games, Coven.** Further letter received from Ms Russell acknowledging receipt of this Council's original reply and detailing some personal history and her frustration with regard to the problems she was experiencing. **Matter of report.**

140. **New Councillor Training.** Deferred from the previous meeting. Members considered whether item 140 of the Minutes of 26 July concerning the ratification of the Clerk's action in consultation with the Chairman and Head of Finance accurately recorded the resolution passed at the meeting. M. Alden-Court made a statement withdrawing her original objection to the minutes and explaining that her concern related to the debate and not the resolution. **Matter of report.**

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

141. **36a Engleton Lane Development.** Confirmation received from Ms L. Macdonald, South Staffordshire Council, Planning Enforcement, that she had visited the site and confirmed there was a breach of planning control as the planning consent differed from that approved. Ms Macdonald had not been able to confirm the details of the breach to the owner due to other demands but the Highways Engineer had no objection from their perspective so an opportunity would be given for a further planning application to be submitted to regularise the works undertaken. **Matter of report.**

142b **GP Surgery Proposal.** Fliers received from PJPlanning for circulation to the Council's notice-boards. The fliers provided details of the changes made to the original proposal following the public consultation. Copy circulated prior to the meeting. The fliers had also been made available on the Parish Council's web site. **Matter of report.**

153b. **Housing Market Assessment.** Mr A. Lindop, South Staffordshire Council providing further details of the South Staffs Housing Market Assessment, enclosing a sample survey form and again seeking support to promote the survey – these had been received previously. Households were required to complete the survey by 5 September. **Matter of report.**

306. **Parking, Sunset Close, Coven.** The Council had been advised that SSHA were to visit the site to pursue this matter. Letter sent from this Council supporting the local need for parking.
Matter of report.

MATTERS ONGOING:

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

117a. **2012/13 Football Season.** Clerk's Report referred.
It was resolved that Cannock Ladies FC be offered a contract to hire the facilities for the season.

238*. **SID School Lane, Coven.** Clerk's Report referred.
It was resolved that a site visit be arranged for 25 September at 10.30am. M. Alden-Court, Mr R. Dakin, Mr P. Webster, Mrs J. Carr to attend. Mr P. Smith to also be advised of the meeting by the Clerk.

42** **Engleton Lane Development, S106.** Mrs J. Jeffries confirmed that this matter was being progressed.

173** **Footpath – Hillcrest, Brewood.** Mr D. Evans requested this matter to continue to be progressed.

301** **Queen's Diamond Jubilee.** The Clerk asked Members to advise the Clerk if they had a preference for the type of silver birch to be planted. Clerk to discuss with Mr S. Does. A sapling was expected to cost in the region of £20.
It was resolved the cost be approved.

453* **Schools Torch Relay.** Presentation of Council scrolls in recognition of achievement / service.
It was resolved that Mrs Jones-Reading, Mr A. Dutton and Mr R. Ellis be invited to the Chairman's Civic Sunday.

408** **Croft House, Coven.** Mrs J. Carr advised that some work had been started, footings had been dug to the rear of the property. Original plans were available at South Staffordshire Council if required.

Jeremy Lefroy MP joined the meeting.

183a*/165* **Coven Heath Allotments Association.** M. Aden-Court was concerned that work to the path had still to be carried out. The Clerk advised that she had been unable to contact the contractor in the last two weeks. It was noted in reverting to the other contractors who quoted may require new quotes to be sought. Clerk to continue to progress with the original contractor at this stage.

237a* **Poor's Land Tenancy Agreement.** Mrs J. Carr asked if this had been addressed yet and whether it may be addressed to tie in with the new tenancy year.

CORRESPONDENCE RECEIVED:

165. S. Poxon, South Staffordshire Council with regard to training sessions on enforcement and an update on the Local Development Framework, to be made available on Wednesday 21 November and Monday 26 November 18.30 to 20.30 in the Council Chamber in Codsall. Two to three Councillors were invited to attend. Mr P. Smith had expressed an interest in attending. Mr D. Evans also expressed an interest. Clerk to ascertain if any further places were available.

It was resolved that the Clerk to reply: Mrs J. Jeffries to attend on 26 November; M. Alden-Court to attend on 21 November; Mr P. Smith to advise of his preferred date; further places if available to be sought for Mr D. Evans and the Clerk.

166. H. Marshall, South Staffordshire Council enclosing details of the My Place My Say meeting (formally Pact meeting) to be held in the John Williams Room, Coven Memorial Hall, Coven on 25 September at 7.00pm. South Staffordshire Council to be advised of those planning to attend.

It was resolved that the Clerk to reply that M. Alden-Court, Mr R. Dakin, Mrs J. Jeffries and Mrs L. Tomkins would attend.

167. P. Rochfort, Staffordshire County Council providing contact details for: general rights of way queries rightsofway@staffordshire.gov.uk; for enforcement, large maintenance works, public path orders and community improvement schemes contact Jackie Atkin (South) jacqueline.atkin@staffordshire.gov.uk. Officers were also available to meet with parish, community and user groups. **Matter of report.**

168. Constituency Secretary Mrs J. Sharman, in the absence of Mr G. Williamson MP, with regard to correspondence received from Mrs Roberts of Brewwood raising her concerns about tree roots affecting the right of way rear access off Timber Grove. Copy circulated prior to the meeting. Clerk's Report referred – SSHA were pursuing the matter.

It was resolved the Clerk reply to Mrs Sharman to this effect.

169. Community Council of Staffordshire providing details of their new Community Bulk Oil Buying Scheme to help local purchasers of central heating oil to make savings by buying in bulk. The scheme already ran in over 20 counties enabling members of the scheme to save a minimum of 4p per litre. Copy circulated prior to the meeting.

It was resolved that details of the scheme be made available on this Council's web site, the next Parish newsletter and Parish notice-boards.

170. PCSO Price inviting Members, on behalf of PC Peter Clarke, to a Rural Roadshow to be held on 24 October from 10:00am until 2.00pm at the mobile Police Station in Frog Lane, Wheaton Aston. The intention was to provide details of what preventative services the Police could offer. Confirmation of those wishing to attend to be forwarded to PCSO Price.

No members wished to attend.

171. Plus Publishing advising that the next edition of the Council's Parish Guide was to be produced in November and enclosed a draft advertisement sales letter for PP to circulate to potential advertisers. New editorial and photographs were required by 2 November for publication by the end of November; amendments to the map were required as soon as possible. Mr P. Webster advised that Darelyn Mobile Home Park did not appear on the map and Poplars Farm Way and Moors Drive were in the wrong place. Mr D. Evans advised that Deacons Field, Brewwood should also be included.

It was resolved that the Clerk amend and approve the sales letter as necessary and review for accuracy the existing editorial, providing any required updates to Plus Publishing in due course. The Clerk to advise Plus Publishing of the updates required to the map including the accuracy of the middle of Coven, inclusion of Darelyn Park in Coven and Deacons Field. Photographs for possible inclusion to be forwarded to the Clerk as soon as possible.

172. Mr M. Woolridge of Coven seeking any information concerning the previous use of the i54 site, the waste disposal site on Lawn Lane and the SI Group Chemical Plant at Four Ashes. Copy circulated prior to the meeting. Mr T. Fellows table a copy of a short survey that had been circulated in Coven.

It was resolved that Mrs L. Tomkins contact Mr Woolridge.

173. Mr G. Farnell with regard to the alleged poor condition of 11 Church Lane, Coven. Copy circulated prior to the meeting. M. Alden-Court tabled photographs of the property. She advised that South Staffordshire Council was considering taking different action as previous action taken had been unsuccessful. **Matter of report.**

174. Ms H. Rowley seeking advice as to how she could get involved with the local community. Ms Rowley, who recently stood for co-option to the Council, enquired as to whether there were any advice surgeries running in Coven and Brewood and if not she would be interested in starting some up if the Council felt there was a demand.

It was resolved that the Clerk advise Ms Rowley to contact the Village Agent.

175. Mr K Bannerman, Airfields of Britain Conservation Trust seeking any information relating to the World War Two decoy airfield at Coven, copy circulated prior to the meeting. Mr P. Webster had already replied with regard to the decoy factory. **Matter of report.**

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

The Chairman welcomed Mrs Lefroy to the meeting.

176. Mr R. Beddows, Brewood and District Royal British Legion seeking permission to replace the boundary hedge with a fence as a section of the hedge had been killed off by the ivy. Mr Beddows suggested that if the Council wished to retain the hedge then the RBL could place a fence on its side of the hedge.

It was resolved that Brewood & District Royal British Legion be allowed to erect a fence and that the Council's handyman take action to remove the ivy.

177. South Staffordshire Council inviting the Chairman and partner / guests to the Chairman's Charity Concert on Thursday 8 November at Wombourne Civic Centre commencing at 7.30pm. Tickets were £10 each, replies required by 26 October.

The Chairman advised that she was unable to attend as there was a meeting of the Council the same evening; Clerk to formally reply.

178. SPCA forwarding an email from NALC seeking the support of Councils to urgently respond to the Draft Audit Bill consultation and the Cheques Legislative Reform Order (reference removing the need for two Councillors to sign payment orders). No responses were submitted on this occasion as the Clerk was on leave until after the advised deadline and the Council had not considered the consultations in order to approve a response. **Matter of report.**

179. The Lord Lieutenant of Staffordshire advising that nominations for the Queen's Award for Voluntary Service may be submitted all year round but nominations for the 2013 awards must be submitted by 28 September 2012. Copy circulated prior to the meeting.

It was resolved that the details be received by Members and kept on file should a nomination be proposed in the future.

180. Ms H. Diffey, Coven advising the Council that she had to stand down from the role of co-ordinator for the Coven Christmas Lights due to work commitments. All paperwork had been passed to M. Aston who would hopefully advise the Council of a new committee in due course.

It was resolved that the Clerk reply to Ms Diffey thanking her for her contribution to the Coven Christmas Lights.

181. SPCA seeking nominations for membership of the SPCA Executive. Closing date 26 October 2012. **Matter of report.**

182. Wolverhampton City Council, Planning Policy Team with regard to applications received to designate Neighbourhood Forums and Neighbourhood Areas in order to prepare Neighbourhood Plans for Heathfield Park and Tettenhall. Comments were sought on the applications. **Matter of report.**

183. Staffordshire County Council's Animal Health Team providing details of their project to deliver advice and guidance, in partnership with District and Borough Councils, to members of the community interested in keeping livestock in residential areas. In support of this, a seminar was to be held on 24 September at 7.00pm, at the Council offices in Codsall. Posters supplied for distribution to Council noticeboards. **Matter of report.**

184. Ms T. Hackett, Outreach Worker, South Staffordshire Network for Mental Health forwarding a 2012 Rural Mental Health Survey prior to her project finishing. Closing date 31 August 2012. **Matter of report.**

185. Community Council of Staffordshire enclosing its 2011/12 Annual Report and inviting Members to attend its Annual General Meeting to be held 24 September at Abbots Bromley Village Hall with light refreshments from 7.00pm for a 7.30pm start. Confirmation of attendance required by 9 September. **Matter of report.**

186. Staffordshire Playing Fields Association enclosing its 2011/12 Annual Report and Accounts and inviting Members to attend its Annual General Meeting to be held 17 October at Stafford Football Club commencing at 2.00pm.

No Members wished to attend.

187. Staffordshire Police Authority Transition Update, copy circulated prior to the meeting. **Matter of report.**

188. SPCA Health and Safety Issues Seminar to be held at Staffordshire Place 1 on 10 October, 7.00pm to 9.00pm. Cost £20 for the first delegate, £15 second and £10 each thereafter. Covering: the Legislative Base, Risk Assessments, in the Office, in the Wider Parish, Control of Contractors, Specimen Contracts, Policies and Risk Assessment Models. See Finance.

No Members wished to attend. It was resolved that the Clerk be allowed to attend at a cost of £20.

189. Mr D. Evans recommending that the Council invite Brewood Civic Society to give a presentation to the Parish Council on their role in the village, particularly as the Council now has a number of new Members. **It was resolved that the Civic Society not be invited to address the Council.**

190. Mr S. Does, South Staffordshire Council forwarding details of the Big Tree Plant campaign as promoted by a tree specialist company. **Matter of report.**

191. Staffordshire Pension Fund Newsletter advising that the Pensions Regulator would write to employers to notify them of their 'staging date' at 12 months and 3 months in advance of this date by which employers would be required to comply with new pension duties being introduced from October 2012. Being a small employer this Council would not be affected at this stage and currently those employees potentially affected were already in the Local Government Pension Scheme. **Matter of report.**

192. South Staffordshire Council inviting Members to attend the Locality 2 Member Forum 'Taking Action Locally' to be held on Monday 1 October 6.00pm to 8.30pm at Blymhill Village Hall with a buffet available from 5.30pm. Copy circulated prior to the meeting. Replies required by 21 September.

It was resolved that the Clerk reply advising that unfortunately Members were already scheduled to attend a visit to HM Prison Oakwood.

193. Kings Security advising that the Council's routine inspection was due. Clerk to arrange for the inspection to be carried out. **Matter of report.**

194. SPCA Newsletter, copy circulated prior to the meeting, and its 2011/2012 Annual Report and Accounts. **Matter of report.**

195. **CORRESPONDENCE CIRCULATED:**

South Staffordshire Council: Regulatory Committee meeting 14 August and 4 September, Cabinet 4 September; Planning decisions 26 July to 31 August; Validated Planning Applications 6 to 31 August; Enforcement cases (confidential) received 1 July to 24 August.

SPCA Weekly updates: Guidance on Fidelity Guarantee Insurance, Code of Conduct, List of available Legal Topic Notes, Rural Proofing Resources, Paths for Communities, Consultation on removing the restrictions on parish councils to make payments by cheques, Neighbourhood Planning, Safeguarding Public Money Framework, Neighbourhood Planning, Secretary of State to speak at NALC Larger Council's Conference, Christmas Lights offer, AON offer, New Shaw's offer, Gritting using Red Diesel, Localising support for Council Tax, Council Tax Benefit fraud, Business Rates Retention, Challenge Prize Fund, Code of Conduct template, CV from ex Town Planner supporting Neighbourhood Planning.

Rural Opportunities Bulletin: Improvement Fund – Sport England; Traveller Pitch Funding; Neighbourhood Planning – grants for Local Authorities; Talent match – Big Lottery Fund, Iconic Facilities Fund – Sport England; Inspired Facilities Fund – Sport England; Social Incubator Fund – Big Lottery; Community Right to Build seed corn Funding; Community Right to Challenge Funding; Paths for Communities Funding – Natural England; List and details of current Consultations. Historic Towns Forum- VAT changes for listed buildings.

SLCC: Regional Conference Nottingham, Notice of AGM. General Power of Competence update.

What's On at South Staffordshire Libraries

Brewood Civic Society Minutes 20 August. Copy letters re planning matters: proposed new primary care centre; brick boundary wall St Dominic's; Cosynook, Coven Road 12/00594/LUE; 1 Sandy Lane 11/00545/FUL; Land off Sandy Lane; Silver Birch rear of 8 Hyde Mill Croft; Trees at Highfields, Horsebrook Lane. Copy letter to North Wales and Borders Waterways - Shropshire Union Canal.

CACH Hate Crime report form.

Fields in Trust – Fit Fields tool kit, help with funding applications.

Newsletters and Publications: Coven Heath Newsletter 16 August, Bishops Wood Bugle September, SSCVA Buzz, Staffordshire Link, Staffordshire Wildlife What's On and summer magazine, Wolverhampton Magazine August.

Staffordshire Wildlife Trusts – Help save Hazelbarrow.

196. **CHAIRMAN'S REPORT:**

The Council received the report of the Chairman Mrs J. Jeffries who advised that the Chairman's Civic Sunday was scheduled to take place on 25 November 2012.

197. **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 Lists as at 13 September; Income £472.66, Expenditure £8638.73, **be approved**. The payment of salaries for the month of August, there having been no second meeting in August, including salary payments covering standard hours plus:
 - Clerk 4.75 hours (3 meetings)
 - Assistant Clerk 2.5 hours (1 meeting) and 6.5 hours (additional hours incurred covering annual leave of the Clerk in July and the beginning of August), **be ratified**.
- The Financial Summary – Cash Book Reconciliations for August and September, **be approved**.
- The Council's subscription to the Staffordshire Playing Fields Association at a cost of £15, **be approved**.
- The hours worked by the Assistant Clerk in submitting the Brewood Park Project 2 grant applications be paid as additional project hours funded from the project budget as previously resolved for project work, **be approved**. The hours in submitting the PCT application plus the hours required to complete the remaining grant application forecast to total 10hrs.
- The ordering of 5 Poppy Wreaths (a sixth was already available) and a donation of £120 be made to the Brewood branch of the Royal British Legion in lieu of the wreaths, **be approved**.
- A budget of £100 for winter planting of the Council's troughs and planters, **be approved**. A budget of £100 was approved in 2011/2012.
- The rent for the Poor's Land for the 12 months from 1 October 2012 to 30 September 2013, currently £263, be increased by the current rate of rpi, **be approved**.
- **Brewood Village Community Council**. Clerk's Report referred. Payment, **be approved**.
- **Utilities Contracts**. Report of the Assistant Clerk tabled to Members. Clerk's Report also referred. **New contracts be approved with npower at the Council's four sites requiring electricity and one requiring gas; further reduction in the charges to Coven changing rooms to be sought if possible.**
- **Training**. Clerk's Report referred. **A place to be booked on the SPCA precept training seminar for the Clerk at a cost of £15, be approved.**
- 188. SPCA Health and Safety Issues Seminar.
It was resolved that the Clerk be allowed to attend at a cost of £20, see above.

- 279* Council Offices.
It was resolved that an order be placed with Hamp Flooring at a total cost of £1,485 excluding VAT, price to be held until the end of December 2012.

URGENT CORRESPONDENCE: Clerk's Report referred.

194a. August issue of the Crime and Anti Social Behaviour Report received, copies tabled to Members.
Matter of report.

194b. Mr P. Corner, Volunteer Co-ordinator, Canals & River Trust seeking support for a 'volunteer task' to clear the vegetation from Chillington Bridge.
It was resolved the Clerk reply suggesting he contact Brewood Civic Society, Brewood Youth Club and Brewood Scouts.

194c. Invitation to the Patient and Public Stakeholder event on Wednesday 19 September.
No Members wished to attend.

198. **PLANNING REPORT:**

The Council received the Planning Report from Mrs J. Jeffries in the absence of Dr R.C.H. Taylor and considered the planning applications received.

Veolia Environmental Services. Staffordshire County Council consultation in connection with planning application SS.12/09/620 W; Veolia Environmental Services, Four Ashes; Extension to the Four Ashes Material Recovery Facility storage and processing building and associated layout changes. Comments required within 21 days date of receipt of the email of 14 August – SSC have since agreed to extend the date to 14 September. In view of Mr P. Sanders' role of representing this Council on the Community Liaison Group he has provided, at the Clerk's request, a report on the plans which were displayed with the plans.

It was resolved that the Planning Application be approved.

12/00594/LUE Cosynook, Brewood. The action of the Clerk in contacting Members to approve a response to the planning application reference 12/00594/LUE Cosynook, Brewood which had a closing date of 24 August. Ms S. Poxon had been approached to extend the date but this was not possible on this occasion. The Planning Report having stated the response that was submitted.

It was resolved that the action of the Clerk be ratified.

On the same matter, correspondence received from Mr and Mrs Gray of Hyde Mill Croft enclosing details of their objection to the application, photographs and copies of previous correspondence concerning this site. Mr Gray requested that the Parish Council study the files and visit the web site link to study Mr Twigger's evidence and awaited the response of the Council. The letter was dated 30 August. Members agreed that there was no necessity for the Parish Council to act, as Mr Gray had already circulated papers to the appropriate bodies. **It was resolved that the Clerk reply acknowledging receipt of their report and noting the relevant parties had all been copied into the paperwork.**

199. **PLAYING FIELDS REPORT:**

The Council received the reports for:

- Bishops Wood playing field and skateboard park. Mrs S. Hughes had reported that some bolt caps on the tree house were missing – replacements to be ordered, the bark required raking and the mats were slippery.

- Brewood playing field and skateboard park, Mr D. Evans reported that he had spoken to parents who were satisfied with the equipment. There was graffiti on the table top, a protective surface to be considered if possible and the grass on the football pitch required cutting.
- Coven playing field and skateboard park. Mr R. Dakin reported (including the written report) graffiti on the skateboard ramp, weeds growing through the mats under the swings, slight damage to the wooden panel on the activity unit, damaged net fencing on two of the corners of the tennis court and grass growing on the tennis court surface and around the court.
- The Bront. Mrs J. Carr reported that a substantial tree had fallen from the middle of the dell stopping short of the footpath, she was concerned that other trees may be rotten and in danger of falling, creating a health and safety risk to pedestrians.
It was resolved that the Clerk contact Mr S. Dores in order that an inspection of the condition of the trees in the vicinity be carried out as a matter of urgency.

200. CLERK'S REPORT:

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

Request received from Mr J. Cook that the Dole Charity be allowed to state this Council's email address as a point of contact for the Charity. This was already the case for postal correspondence.

It was resolved that this be approved.

Verbal request for a SID on Horsebrook Lane received from Mr P. Mullard due to the speed of tractors.

This matter had been dealt with earlier in the evening.

38. **Visit to HMP Oakwood.** Mr M. Webb gave his apologies that he would no longer be attending the prison visit and raised his concern that the prison would be partially open which was also a concern to Featherstone and Brinsford Parish Council whose Members were opposed to this.

It was resolved that the Clerk write to Featherstone and Brinsford Parish Council advising that Brewood and Coven Parish Council was in support of Featherstone's opposition to the prison being partially open.

ANY OTHER MATTERS OF REPORT:

201. **Brewood Christmas Lights Committee.** Members were asked to consider whether Mr G. Martin, subject to him also being available, should continue to be the Council's representative on the Brewood Christmas Light's Committee.

It was resolved that Mr Martin continue to represent the Parish Council on the Brewood Christmas Lights Committee.

202. **Fly-tipping A449.** Mrs L. Tomkins reported that there had recently been an incident on the A449 at Coven Heath with regard to fly tipping which had been acted on immediately by South Staffordshire Council. The action would result in a fine and possible Court proceedings. **Matter of report.**

203. **Report of Jeremy Lefroy MP.** The Chairman invited Mr Lefroy to address the meeting. Mr Lefroy reported the following matters:

- he had recently attended a meeting of Bishops Wood Youth Group and wished to congratulate the youth of Bishops Wood and the wider community.
- Stafford Hospital A&E Department was endeavouring to return to 24 hour opening and encourage patients to use the services of the hospital. Mr Lefroy expressed his gratitude to New Cross

Hospital for taking patients during the period of closure. Stafford Hospital currently saw approximately 51,000 patients per year with 4,000 going elsewhere. However, it was £20m in debt and a working party was being established, which anyone could be a member of, in order to monitor improvements. Mr Lefroy was spending a lot of time in support of Stafford Hospital and putting a strong case for the Trust which included both Stafford and Cannock hospitals.

- Mr G Williamson had been promoted to Parliamentary Under Secretary for Transport.

The Chairman thanked Mr Lefroy and Cllr Brian Cox for attending the meeting.

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.

Mr and Mrs Lefroy and Cllr B. Cox left the meeting.

98a. **Staffing.** The Clerk provided a verbal report based on verbal information received from South Staffordshire Council and Staffordshire County Council. The content of the report had been approved as accurate by the SLCC advisor although they were not in a position to comment on pension related information or provide further advice on the matter to the Council as employer.

It was resolved that:

- **The action be ratified to appoint Dr Elizabeth Albright, from Staffordshire County Pensions approved list, as the Parish Council's Independent Registered Medical Practitioner (IRMP).**
- **A meeting be scheduled for week commencing 24 September for the Clerk and the Head of Staffing to meet with the Council's Handyman.**

There being no further business the meeting closed at 10.20 pm.

..... Chairman.

**REPORT OF THE CLERK FOR THE MEETING OF THE COUNCIL
TO BE HELD 13 SEPTEMBER 2012**

MATTERS ARISING

41** **Brewood Playing Field Equipment** The letter from Playdale has been forwarded to the Council's Insurers, Zurich, with an explanation of the background to date and the extract from the Digley Associates report concerning the swings and slide. A reply has now been received which states the Council has two options to:

- a) *'install the safety barriers as advised by Digley Associates'* – I have left a message for their General Manager to contact me to explain how their recommendation could be implemented safely, reply due before the meeting.
- b) *'leave it as it is, as advised by Playdale who installed the equipment, and if there is a claim you would need to justify why you chose this option to prove the council wasn't negligent in their actions. (i.e. keeping a copy of their letter advising you that you don't need the barriers)'*

I have a concern that Playdale's letter doesn't formally acknowledged their error in drawing the site plan up wrong in the first instance – reference para. 'With the final installation the fencing was not installed' but the Council does have an email from the sales representative stating: *'the measurements must have been out when I {Celia Webb} originally measured – so I can only apologise.'*; *'The current position of the swings has to stay in order to meet the safety regulations'*; and that there were three options available a) *erect boundary fencing based on the new foot print* (not possible due to access required for mowers), b) *fence top and bottom of the site* (again gave access problems), c) *have no fencing in the area at all.*

Members' views are sought with regard to the letter from Playdale and whether it provides adequate assurance that the equipment, as installed by Playdale, meets the required safety standards; also noting the email on file from Celia Webb.

The balance of the final payment continues to be withheld and the final draw down from the Veolia Environmental Trust grant remains outstanding.

245** **Brewood Bowling Club** The report of the meeting has been tabled for Member's information. Emails have been sent to Osprey Water Management and South Staffordshire Grounds Maintenance following up on the actions of the meeting – reply and clarification of reply awaited.

Members are asked to approve the general principals supported at the meeting that:

- **the Club be allowed to lease land to the full width of the playing field if they wish and as far as the blinding drain to the south less any clearance required to avoid disturbing the drain – Clerk to advise Club of clearance required to the east if full extent not leased**
- **the northerly most goal post to be removed as and when the project goes ahead**
- **in agreeing the above Members attention is drawn to the fact the field is used for casual football and although this arrangement would still leave the goal posts that run east to west, any fencing erected would be close to this play area**
- **the Council to be consulted on the type of any hedge proposed and its siting in respect of the blinding drain, should a hedge be the Club's preferred choice**
- **fencing similar to that erected along the east boundary – 12' high mesh style – be deemed acceptable.**

347** **Wall – Rear of Sandy Lane Amenity Area** Meeting requested with Mr Fletcher as per Council's instruction but Mr Fletcher reported that he had been advised not to talk to the Council by both his solicitor and architect. I explained the Council's objective in requesting such a meeting but Mr Fletcher would only state that initially it was his intention to landscape the land concerned to the rear in order to provide a garden for his family. When advised that the Council also wanted to agree the boundary line

with him Mr Fletcher advised that this may prove difficult and requested a copy of the Council's deeds and even questioned whether the Council had any deeds. I advised him this was not necessary as his title plan would provide the information required in the first instance. I can only assume Mr Fletcher's concern relates to what appears to be an old path between two walls that is not included on his title plan. I am in contact with the Council's solicitor to register the Council's two plots in Sandy Lane as soon as possible and **seek Council's permission to visit the Solicitor's office in the near future to ascertain what papers are held for the Council's land across the Parish to create a register for future reference.** I intend to visit the site (if access can be gained to the Council's land) with the handyman to assess the boundary which should by now have been marked out by KRT and **recommend the matter be brought to the attention of South Staffordshire Council's Enforcement team if there is a cause for concern with regard to the land marked out on behalf of Mr Fletcher.**

183a*/165* **Coven Heath Allotments** Email received from M. Alden-Court following the site visit on 10 September. Of the five tenants contacted requesting they take action to tidy their allotments, four have not taken action (13b, 45, 48, 51). The tenant of no 45 contacted the Council on 11 September claiming extenuating circumstances (his wife had been unwell) and that he had only received the letter on 6 September (living on a canal boat he picks up his post fortnightly); he has advised that weather permitting he intended to start work this week.

Recommended resolution: A further check be undertaken by the Council's caretaker next week as to whether work has now started on plot 45. Members' views are sought as to what action should now be taken with regard to the other three tenants – the Council's previous letter advised that if work had not commenced then the Council 'reserve the right to terminate your tenancy and release the plot to a new tenant'. Members may wish to consider whether the tenants concerned definitely received the original notices sent out in August.

Five other plots have been identified as needing to be followed-up with tenants.

Recommended resolution: the Clerk follow-up as appropriate referring back to Council in due course if necessary.

279* **Council Offices** The alternative supplier, Hamp Flooring, has confirmed they will hold their previous quote of November 2011 until the end of December 2012; total cost excluding VAT £1,485. Confirmation also awaited from Mr A. Vaughan that he has received the order for painting the Council offices. **Recommended resolution: an order be placed with Hamp Flooring.**

286* **Bus Shelter, School Lane, Coven** Two quotes received, third awaited.

Recommended resolution: a letter be sent to Mrs Brotherton explaining the Council's reasons for proceeding with the provision of a bus shelter.

MATTERS ONGOING

117a **2012/2013 Football Season** The Council has been approached by Cannock Ladies FC of the West Midlands Women's Regional Football League to hire the pitch for the 2012/2013 season. They would hire the facility on Sunday afternoons which are currently available.

Members are asked to approve the Club be offered a contract to hire the facilities for the season.

SID, School Lane, Coven Mr D. Wright has replied and has offered three dates for a meeting on site to discuss the possible location for SIDs in School Lane on rotation.

Members are asked to confirm who wishes to attend the site visit, the preferred date from 25, 26 or 28 September and at what time.

CORRESPONDENCE RECEIVED:

168. **Tree Roots, Timber Grove.** SSHA, owners of the path concerned, have agreed to investigate the matter and come back to the Council. **Matter of report.**

173. **11 Church Lane, Coven** Email forwarded from L. Macdonald, Enforcement, Clerk to report. M. Alden-Court may wish to speak on this matter. **Matter of report.**

URGENT CORRESPONDENCE RECEIVED

194a. August issue of the Crime and Anti Social Behaviour Report received, copies tabled to Members. **Matter of report.**

194b. Mr P. Corner, Volunteer Co-ordinator, Canals & River Trust advising that he is planning to set-up a 'volunteer task' to clear the vegetation from Chillington Bridge and was hoping to use volunteers from the local area. Mr Corner enquires as to whether we can assist with identifying / contacting any volunteers. They expect to undertake the work in October with a view to possibly setting up an annual event to clear back the vegetation. **Members' views.**

194c. Invitation to the Patient and Public Stakeholder event on Wednesday 19 September at Oak Farm Hotel, Watling Street, Hatherton, Cannock commencing with lunch at 12 noon and ending approximately at 4.00pm. Further details available from the Clerk on request.

Recommended resolution: any Member wishing to attend to advise the Clerk.

FINANCE

Brewood Village Community Council Request to draw down 2012/23 grant, copy of accounts tabled.

Utility Contracts To receive the written report of the Assistant Clerk, tabled to Members. An alternative quote was sourced from British Gas but as stated in the Assistant Clerk's report Npower represented the better value. E-on could not quote at this stage for the two sites due for renewal in March. In view of the staff time and phone costs incurred in transferring from British Gas to Npower last year for two of the Council's sites caution is recommended if Members wish to consider the contracts being transferred to British Gas.

Recommended resolution: as Npower is willing to hold the current charges on three of the council's four sites Members should consider approving 12 month contracts be placed with Npower and that an attempt be made to negotiate a lower price for Coven changing rooms but the success or otherwise of this should not affect the placing of the four contracts. Assistant Clerk to confirm that the prices quoted for Sandy Lane and School Lane will stand for the contract renewal date in March 2013 prior to renewing any of the contracts.

Training Members to consider the request from the Clerk to attend the Precept seminar in Stafford on 24 October, cost £15 (9 August meeting). **Recommended resolution: the request be approved.**

The opportunity to attend some of the seminars has been discussed with the Assistant Clerk but logistically it is not viable for her to attend evening meetings at this time.

OTHER MATTERS FOR THE CLERK'S REPORT

Enforcement Lists The lists received from South Staffordshire Council and referenced under Correspondence Circulated are available from the Clerk on request but are CONFIDENTIAL.

34 Engleton Lane Complaint received from Mr R. Taylor concerning the manner in which Mr D. Evans challenged tree works being undertaken at the property over the August Bank Holiday weekend. Mr Evans has written to Mr Taylor apologising unreservedly for his approach. Mr Taylor had received permission from Mr S. Does for the work to be carried out.

Matter of report.

Reminder Members are reminded of the meeting to be held 20 September in the Council offices from 7.00pm and the prison visit to Oakwood on 1 October the arrangements for which I will confirm with the administrator in time for the meeting of the Council to be held 27 September.