

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, 27 SEPTEMBER 2012 AT 7.30PM

PRESENT:

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

APOLOGIES:

Mr D. Evans (holiday), Mr J. Pegg (holiday), Cllr B. Cox (prior engagement), Cllr M. Hampson (meeting).

MINUTES:

The minutes of the meeting of the Council held 13 September 2012 were approved as being an accurate record and duly signed, subject to the following: Cllr M. Hampson had given his apologies for the previous meeting. Item 465b* Mrs L. Tomkins had not yet spoken to the Chairman of Rotary. Item 38 Mr M. Webb MBE clarified that part of Featherstone prison would be open, not HMP Oakwood.

DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION:

The following declarations of interest from Members were received: Cllr Mrs D.M. Holmes declared a non pecuniary interest in planning application numbers 12/00748, 12/00749 and 12/00753 appertaining to Oakley Farm and 12/00733 Primary Care Centre, Kiddemore Green Road. Mr T Fellows declared an interest in Item 173, 11 Church Road, Coven. Mr G.E. Martin declared an interest in planning application 12/00703/FUL. A request for dispensation had been submitted in writing to the Clerk prior to the meeting as required under the Code of Conduct from Dr R.C.H. Taylor. Clerk's Report referred. Dr Taylor spoke further on the request and reported that he had spoken to Ms L. Robinson, Head of Governance and Scrutiny Services, South Staffordshire Council prior to the meeting.

It was resolved that dispensation be given to Dr Taylor for this meeting only, in order for him to speak on planning application 12/00733/FUL.

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.

204. **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. It was subsequently resolved during the debate that the period be extended, in view of the number of members of the public wishing to speak.

Mr C. Bish and Mr W. Gallan read out statements outlining their reasons for objecting to the planning application 12/00733/FUL (the development of a new Primary Care centre at Kiddemore Green Road, Brewood) including the following: the development would break the boundary for the village i.e. the canal, the roof height was level with the church spire, the roof line would be 10m higher than Canal Cottage, the building would be in the Green Belt buffer zone which would be of detriment to the village. Access was poor, visibility would be hampered by the church wall, visibility would be hampered by the bridge parapet, car access would be difficult, increased traffic would add to the existing problem experienced from agricultural vehicles, an existing problem with drainage and sewage would render the land unsuitable for development. Photographs of skid marks on Kiddemore Green Road and flooding experienced in June 2012 at Canal Cottage were circulated to Members.

Mrs Batham of 8 Sunset Place, Coven expressed her concern regarding the possible site of the bus shelter in Coven and requested that the Council considered erecting the shelter on the east side of School Road.

Mr Mullard of Horsebrook Lane enquired as to when a meeting would be scheduled following the meeting of 20 September with Kelly Harris of South Staffordshire Council. This matter was discussed under item 351* below. Mr Mullard circulated a press cutting from the Express & Star dated 27 September 2012.

Mr K. Biddle of Kiddemore Green Road outlined his objections to planning application 12/00733/FUL including traffic noise, additional cars (he estimated 300 per day) at the site of two schools, a church, a pub and a garage, which would compromise road safety.

Mr F. Barrett spoke on behalf of Coven Heath Community Association and stated that Ball Lane and Shaw Hall Lane were being eroded due to works to extend the sewage plant. Mr Barrett sought the Parish Council's support in endeavours to reinstate the road surface after the building work was completed. Mr Barrett also reported that motorbike activity had started again in Middle Lane and asked that the Council support the Community Association's attempts to oppose it.

MATTERS ARISING:

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

173** **Footpath – Hillcrest, Brewood.** Reply received from Mr M. Murphy Legal Officer, Staffordshire County Council advising that the application for a modification order (Hillcrest) was currently number 216 on the list of applications. He further stated that the reduction in dedicated resources would mean that it was likely to be many years before the application was determined but it would remain on the list until determined a local land charge. For information the application was number 223 on the list in August 2007. **Matter of report.**

183a*/165* **Coven Heath Allotments Association.** Email received from the tenant of allotment 48 confirming a change in his circumstances which would enable him to tend the allotment and advised that he wished to retain the tenancy. Confirmation received from Mrs L. Tomkins that the site had improved. The allotment holder had been advised that the concerns of the Council had been addressed. Clerk's Report referred. M. Alden-Court requested a copy of the email from the Clerk. Members discussed the quotes received previously with regard to the path.

It was resolved that the second quote received for £2,760 exclu. VAT be accepted and the budget be increased by £570 from contingency.

238* **Speeding Traffic, School Lane, Coven.** Site visit had taken place on 25 September. Coven Members reported that the position of the SIDs had been agreed but Mr Wilding had been unable to provide at date for installation. **Matter of report.**

42** **Engleton Lane Development, S106.** Clerk's Report referred. Information regarding the breakdown of costs was tabled at the meeting.

It was resolved that the matter no longer be pursued.

286* **Bus Shelter, School Lane, Coven.** Coven Members reported on the meeting that had taken place with Mr B. Wilding, Mr D. Wright and Mr M. Keeling and advised of the location recommended by the Highways Authority as being on the west side of School Lane. Mrs J. Carr confirmed that no further repairs were required at the Parade bus shelter following the removal of the seat.

It was resolved that the Parish Council carry out a survey of residents in the surrounding area in order to establish whether or not there was a need for a bus shelter in School Lane.

351*/79b/84 **Localism / Core Strategy.** The Council and local representatives had met with Ms Harris on 20th September. Clerk's Report referred. The Clerk reported verbally that she and the Chairman had subsequently met with Mr A. Halden and Mr G. Wright of the Community Council of Staffordshire who had offered to assist with organising community engagement events.

It was resolved that the Clerk arrange drop-in sessions at Brewood and Coven on 27 October and 3 November, Bishops Wood to be confirmed. Details to be included in the next issue of the Parish Council newsletter.

98a/325a* **Staffing.** Staffordshire County Council Pensions confirming its approval of this Council using Dr Albright's services as an Independent Registered Medical Practitioner if she had not acted as Occupational Health Physician in this instance. The Clerk wished to report further. Due to the confidential nature of the matter to be discussed, a recommendation was made to take this item at the end of the meeting when members of the press and public would be asked to leave.

Matter of report.

38. **Visit to HMP Oakwood.** All Members attending the visit and Mrs L. Jones had received details concerning the visit that they were required to adhere to.

Matter of report.

118. **Cross-roads, Bishops Wood.** Site visit with Mr D. Wright to be held on 3 October at 9.30am. Clerk's Report referred.

Matter of report.

121. **The Rainbow, Coven.** Mrs J. Carr reported that the condition of the pub exterior had improved. **It was resolved that the matter be closed and a new item raised should problems arise in the future.**

142b **GP Surgery Proposals.** Letter received from Mr C. Hamblett forwarding a copy of the letter he had sent to South Staffordshire Council and requesting that Members consider the letter prior to discussing the application at the meeting to be held 27 September. Copies were tabled at the meeting Clerk's Report referred. This matter was taken under Planning.

Matter of report.

158a **Health and Safety, Coven Changing Rooms.** The Council considered the quotes received. This matter was taken under Finance.

Matter of report.

169. **Bulk Oil Buying Scheme.** Community Council of Staffordshire Advising that the first deadline for subscribing to the scheme and ordering oil was midday on Wednesday 10 October. The Council's web site had been updated accordingly.

Matter of report.

173. **11 Church Lane, Coven.** Email forwarded by M. Alden-Court, it having been directed to an incorrect address for this Council by South Staffordshire Council. The Clerk provided a verbal report.

Matter of report.

192. **Locality 2 Member Forum 'Taking Action Locally'.** Members considered the request from the Clerk that she and the Assistant Clerk attend this evening meeting on 1st October, as Members were unable to attend due to a prior engagement. The Clerk advised that South Staffordshire Council were considering postponing the event until Members of this Council were available to attend

It was resolved that the Clerk and Assistant Clerk attend the meeting if it was not postponed.

199. **Tree Inspection, The Bront.** Site visit held with Mr S. Does, Mrs J. Carr, Mr R. Dakin and a representative of the Friends of the Bront on 18 September; the Clerk was also in attendance. Mrs J. Carr reported that the tree had been inspected by Mr Does who had found that it was not rotten as initially thought.

It was resolved that the Council appoint an independent consultant to report on the safety of trees at the Bront and to consider whether this should be limited to trees within falling distance of any path on the Bront or to take in trees near neighbouring properties. It was further resolved that the Clerk to obtain quotes and refer back to Council before proceeding.

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. The Clerk's Report referred to other Matters Ongoing that were Matters of Report.

41** **Brewood Playing Field Equipment.** Clerk's Report referred.

It was resolved that the quote for £195.50 exclu VAT from Signs Now be approved.

347** **Wall – Rear of Sandy Lane Amenity Area.** Clerk's Report referred. Members noted that a cheque for the Land Registry fees may need to be raised and signed prior to the next meeting.

It was resolved that the expenditure to support the registration of the Council's land in Sandy lane be approved at a cost of £40 per registration plus solicitor's fees of £150 per registration.

282* **Photographic Competition.** Terms and Conditions document from Mr T. Fellows was tabled at the meeting. Mr Fellows confirmed that he would not be entering; he would be managing the competition and there would be an independent panel of judges. Entries would be fully credited and held in a central gallery on the website.

It was resolved that Members consider the Terms and Conditions and advise the Clerk of any concerns in order that the matter may be considered for approval at the next meeting. It was further resolved that the competition be publicised in the next Parish Council newsletter before the next meeting of the Council and other locations as appropriate in due course; closing date for entries was 30 November 2012.

CORRESPONDENCE RECEIVED:

205. Email forwarded by M. Alden-Court from Mr G. Sibley, copy circulated prior to the meeting. It was confirmed that the land belong to one person with three possible addresses.

Matter of report.

206. Mr P. Monckton with regard to land highlighted through the SHLAA that was owned directly or indirectly by his family. Mr Monckton advised that he had a few thoughts on this and asked that, if it was appropriate, he meet with Members to have a general discussion relating to the SHLAA but also encompassing other aspects of Brewood life.

It was resolved that the Clerk write to Mr Monckton inviting him to attend the proposed drop-in and workshop events and future Parish Council meetings at which he may wish to speak during Public Participation.

207. SPCA forwarding a request for volunteers to become Independent Monitoring Board members for HMP Oakwood. Copy circulated prior to the meeting.

It was resolved that details be included in the Council's next newsletter and the Council's web site.

208. Mr J. Roobottom, Vice Chairman of Brewood Tennis Club requesting the Council, or its Committee, considered funding towards Brewood Tennis Club from any donation received from Roseclaim and the 2012 V Festival.

It was resolved that the letter be held on file with other such requests for consideration when the Council received details from Roseclaim regarding a donation for the 2012 V Festival.

209. Wolverhampton City Council enclosing the Stafford Road Corridor Area Action Plan - Options Report Consultation and the Wolverhampton Locks Conservation Area Appraisal. A copy of the cover letter and black and white summary leaflet were circulated prior to the meeting. A colour summary leaflet and the report were available from the Clerk on request and could be accessed online. Links available from the letter. Response to the consultation was required by 19 October.

It was resolved that if Members wished to make representations they should advise the Clerk who would forward the responses to the consultation.

210. M. Bradbury, Staffordshire County Council (via SPCA) forwarding copy correspondence from the Boundary Commission for England concerning its intention to publish, on 16 October 2012, revised proposals for new Parliamentary constituencies in England. The consultation ran until 10 December 2012. Copy circulated prior to the meeting.

It was resolved that details be included in the Council's next newsletter and web site.

211. SSCVA inviting Members to attend the SSCVA AGM on 4 October at 7pm in the Community Room, Wombourne Library. The guest speaker was Mr Gavin Williamson MP.

No Members indicated that they wished to attend.

212. SSCVA forwarding a poster for parish notice-boards concerning the South Staffordshire Community Voice Forums for charities, clubs and volunteers. Locality 2 forum to be held at Bishops Wood Village Hall on Monday 12 November 10am to 1pm. Posters had been circulated to notice-boards.

Matter of report.

213. SPCA inviting Members to attend its AGM to be held on Saturday 3 November at Staffordshire County Council's County Building. Copy circulated prior to the meeting. Cost £10 each.

No members wished to attend.

214. Mr J. Blount with regard to his attendance, with the new Clerk to Colwich Parish Council, at the meeting of the Council held 13 September 2012. Copy circulated prior to the meeting.

Matter of report.

215. Osprey Water Management advising of new bank details and advising of their preferred method of payment as being by BACS.

Matter of report.

216. Mr B. Swift, club secretary, Brewood Tennis Club seeking advice as to whether the changing rooms had contents insurance and enquiring as to who monitored the use of the play equipment at night 6.00pm to 8.30pm. Clerk's Report referred.

Matter of report.

217. Mr J. Cook forwarding a copy of the Annual Report of the Trustees of Brewood Parochial Charities (also known as Brewood Dole Charity); 1 January 2011 to 31 December 2011.

Matter of report.

218. **CORRESPONDENCE CIRCULATED:**

South Staffordshire Council Meeting of the: Overview Scrutiny Committee 18 October; Audit Committee 25 September; Regulatory Committee 25 September; the Council 25 September. Enforcement Cases Received – confidential. Newsletter 'Linking up locally' – copy enclosed.

SPCA: English Heritage Local Plan Guidance; Community and Business Enterprise Collaboration; Cumbria Neighbourhood Plan approved.

Staffordshire County Council Watchdog Reports: Boiler Room Scams; Door to Door Sales and Collections; Council Tax Reclaim Caution.

SSCVA Buzz Newsletter; Clerk's and Councils Direct Newsletter. Wolgarston Newsletter. Donna Louise Children's Hospice Trust - funding.

219. **COUNTY COUNCIL REPORT:**

There was no report received from County Councillor R. Roberts O.B.E.

220. **CHAIRMAN'S REPORT:**

The Chairman reported that she had met with representatives from Staffordshire Community Council and that she had sent her apologies for the My Place My Say meeting and the Clerk had attended in her place.

221. **FINANCE REPORT:**

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

- The Income and Expenditure Approvals list as of 27 September **be approved**, including salary payments covering standard hours plus:
 - Clerk 5.00 hours (2 meetings)
 - Assistant Clerk 3.5 hours (1 meeting), 2.5 hours Brewood Park Project 1 and 5 hours Brewood Park Project 2 grant application.

- The 2012/2013 Budget Revisions Review, copy circulated prior to the meeting and Clerk's Report referred, be approved as follows:
 - **the adjustments be made against the 2012/13 budgeted expenditure, as circulated prior to the meeting, to account for costs / projects brought forward from 2011/12 and incurred in 2011/12 (Village Hall grant)**
 - **the balance of unallocated reserves £28,137, once the above adjustments have been accounted for, be allocated to Contingency under the budget heading 'Unallocated Reserves' subject to £570 being allocated towards the Coven Heath Allotments path (reference item 183a*/165*) which would leave £27,567**
 - **the administrative adjustments arising during 2012/13, as circulated prior to the meeting, be made.**

- (286) **Bus Shelter, School Lane, Coven.** Clerk's Report referred.
It was resolved that the matter be deferred until the results of the survey had been received.

- (158a) **Health and Safety, Coven Changing Rooms.** The Council considered the quotes received for undertaking the testing for Legionella at the site. Two quotes had been received of the three requested. Contractor A: £200 Risk Assessment and (shower head) sampling £44.54 per location taken from 2 to 4 locations, served South Staffordshire Council Leisure Services amongst other customers; Contractor B: £220 Risk Assessment and (shower head) sampling £35 frequency as above, served a care home amongst other customers. All excluding VAT. Sampling was recommended two to three times per year.
It was resolved that the Council accept the quote from Contractor A, Kingfisher and the Clerk to ascertain what action is required with regard to testing the water temperature.

- The annual cost, by monthly Direct Debit, of the alarm system service and maintenance contract at a total cost of £94 excluding VAT as provided by Kings Security; this represented an increase of £2, **be approved.**

Reply received from Ms C. Heath, Treasurer, Brewood Village Community Council thanking this Council for its grant of £2,380.

See also items: 183a*/165* Coven Heath Allotments Association; 41** Brewood Playing Field Equipment; 347** Wall – Rear of Sandy Lane Amenity Area.

Newsletter, September/October. Clerk's Report referred.

It was resolved that the printing of the Parish Council's newsletter at a cost of £240, £70 (as before) for pre-folding to A5 and £250 for double-sided printing of A5 fliers to enclose with the newsletters for the Drop-in and Workshop events, all excluding VAT from Sorted be approved. It was further resolved that the cost of delivery by Coven Members, Brewood Civic Society, Coven Heath Community Association and Ms B. Cumming at a cost of £110, £110, £30 and £30 respectively, be approved. It was also resolved that due to the tight schedule to publish the Drop-in events, Mrs J. Jeffries and Dr R. Taylor would proof-read and approve the newsletter on this occasion.

222. PLANNING REPORT:

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

The Chairman Mrs J. Jeffries took the Planning Report for application 12/00733/FUL Development of new Primary Care centre at land opposite St Mary's Catholic Church, Brewood and drew Members attention to correspondence received under item 142b GP Surgery Proposals and further correspondence received

from Mr S. Donnelly, Mr D. Evans and Brewood Civic Society. As agreed Dr Taylor spoke on the application. Members discussed the Planning Application 12/00733/FUL and voted for recommending the refusal of the application. Votes for recommending refusing seven, votes against recommending refusal: nil. M. Alden-Court, Mr T. Fellows and Dr R.C.H. Taylor all abstained from voting. Cllr Mrs D.M. Holmes also abstained from voting as District Councillor. The reasons for recommending refusal to be minuted on the Planning Report as usual.

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

223. **CLERK'S REPORT:**

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

- Brewood Cricket Club, promotion to the First Division of the Birmingham League.
It was resolved that the Clerk write on behalf of the parish Council, congratulating them on their promotion.
- Public Conveniences, Sandy Lane, Brewood.
It was resolved that the Clerk erect a laminated sign at the Public Conveniences advising that the Police had been informed.
- County Archives.
It was resolved that arrangements be made for all of the Council's Minutes books, currently held in the office, be filed with County Archives, retaining Minutes for the last six years subject to it being confirmed there were no 'active' items beyond this point.

224. **DISTRICT COUNCIL REPORT:**

Mrs J. Jeffries had received a written report from Cllr B. Cox which she would lodge with the Clerk.

ANY OTHER MATTERS OF REPORT:

225. **Composting Site, Lawn Lane.** Mrs L. Tomkins reported that the residents at Coven Heath had experienced smells from the waste composting site for at least six years and asked for the Parish Council's support in bringing the matter to the attention of South Staffordshire Council's Environmental Services. Mrs Tomkins advised that she would also make JLR aware of the ongoing problem.
It was resolved that the Clerk write to South Staffordshire Council Environmental Services in support of local concerns.

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.

98a/325* **Staffing.** The Clerk gave a verbal report, following the meeting with the Council's handyman held on 26 September 2012.

It was resolved that the Clerk write to the Council's handyman outlining the details of the meeting and that the Clerk to wait to hear from Mr Barker before referring back to the Council to consider progressing further.

There being no further business the meeting closed at 9.55 pm.

..... Chairman.

**REPORT OF THE CLERK FOR THE MEETING OF THE COUNCIL
TO BE HELD 27 SEPTEMBER 2012**

REQUESTS FOR DISPENSATION:

To receive and consider the written request received from Dr R. Taylor for dispensation to make a statement, answer questions and if possible join the discussion and debate concerning Planning Application 12/00733/FUL. Copy tabled for Members at the meeting.

Members' views.

MATTERS ARISING

42** **Engleton Lane Development, S106** The information already held by the Friends of Barnfield Sandbeds concerning the expenditure to date has been obtained from the Friends. This is a list of transactions (copy to be tabled at the meeting) and shows that the expenditure actually slightly exceeded the funding available. This unfortunately means that the remaining work to be carried out by South Staffordshire Council relating to the pond cannot now take place until further funding can be sourced. **Members may wish to consider the information received before deciding whether the matter can be pursued any further on behalf of the Friends of the Barnfield Sandbeds.**

183a*/165* **Coven Heath Allotments** In the absence of being able to contact Mr P. Dunbar to clarify the detail of the quote prior to placing an order **Members are asked to consider approving the next cheapest contractor who quoted at the same time at a cost of £2,760 exclu VAT. The contractor has confirmed they will stand-by their original quote which is £570 more than Mr Dunbar's quote.** The third quote received was for £4,300.

351*/79b/84 **Localism / Core Strategy** Members' views are sought as to how the Council wishes to progress following the meeting held with Kelly Harris and Ed Fox of South Staffordshire Council and Andy Holden and Graham Wright of the Community Council of Staffordshire on 20 September. Clerk to report. **Members' views.**

118. **Cross-roads, Bishops Wood** Meeting confirmed for 9.30am on 3 October, meeting at the cross-roads by the Village Hall. Mr Edwards has also been invited to the meeting. Member's attention is drawn to the fact the Bishops Wood end of the Offoxey Road will be closed to traffic for four days from 1 October. **Matter of report.**

142b. **GP Surgery Proposals** Email received from Mr D. Evans and copy correspondence sent to S. Poxon of South Staffordshire Council received from Mr S. Donnelly of Kiddemore Green Road and Brewood Civic Society. Copies tabled to Members at the meeting. To be considered under the Planning Report. **Matter of report.**

173. **11 Church Lane, Coven** To receive the verbal report of the Clerk. **Matter of report.**

MATTERS ONGOING

41** **Brewood Playing Field Equipment** Final claim to draw down the grant from Veolia pending – safety inspection report to be submitted to Veolia, copy requested from Playdale. New signage defined as 'Sorry No Dogs Allowed' on the Engleton Lane and Coneybere Gardens' gates, 'Please Close the Gate' for both sides of the Engleton Lane gate (to be combined with the former), 'Welcome to Jubilee Park.....' signs as previously agreed for the Engleton Lane entrance and the Coneybere Gardens entrance. Quote

received from Signs Now – corrected quote awaited, Clerk to report; to be funded from the maintenance budget. **Members are asked to consider approving this expenditure as the signage had previously been agreed.** Advice of Mr B. Wilding being sought with regard to a safety barrier. Commemorative plaque for the picnic bench from the Fire Crew awaiting collection – photo opportunity to be scheduled with Paul Danby. Grant application to the PCT for project 2 unsuccessful on the grounds that the benefits would be difficult to measure. Further funding to be sought.

Matter of report.

245** **Brewood Bowling Club** Letter received from Mr Smillie dated 21 September advising that the letter from this Council dated (and posted) 31 July was not received until 5 September and that he would now progress the lease. **Matter of report.**

256** **Traffic Management, Brewood** Mr D. Evans has been asked to advise the Clerk as to what he required to be included on an agenda. Following Mr Evans' initial reply by email he has now stated he will call in to the office to discuss the matter further. The Assistant Clerk met with two representatives of South Staffordshire Housing Association at short notice at Coneybere Gardens. The SSHA reps. agreed the surface was in a poor state of repair and that they would produce a specification of the work required to obtain quotes. The Council will be kept informed although no time-scale was provided.

Matter of report.

347** **Wall – Rear of Sandy Lane Amenity Area** I met with Mr Smillie on 21 September to review the papers held by Underhill Langley and Wright on behalf of this Council for Sandy Lane. I can confirm that it was mutually agreed that there was sufficient evidence to prove the Council's ownership of the amenity area and the land adjacent and to the west of Jacobs Ladder. I have also advised Mr Smillie that I will arrange to review all of the files held in due course. As previously resolved I will now instruct Mr Smillie to progress the registrations with Land Registry without further delay – the fee payable to Land Registry will be £40 for each registration (reduced for a voluntary first registration) – the amenity area may be classified as two registrations. Mr Smillie has advised his charges should be £150 per registration if they are straight forward.

Recommended resolution: Members are asked to approve this expenditure, to confirm whether they require the documents submitted to Land Registry to be returned (colour copies will need to also be submitted) and the Clerk instruct Mr Smillie to register the sites concerned.

218* **i54 Fliers** received from South Staffordshire Council concerning the works to be undertaken around the Vine Island etc. Copies tabled. Details included in the Council's web site. Fliers to be distributed to locations around the Parish including parish notice-boards.

Matter of report.

237a* **Poor's Land** Tenancy agreement drafted and discussed with Mr F. Barrett. Copies to be circulated prior to Members for approval or to receive recommendations to change at the next meeting of the Council. **Matter of report.**

282* **Council and Community Web Site** Terms and conditions received from Mr T. Fellows (pink sheet tabled for Members at the meeting) with regard to the photography competition. Mr T. Fellows may wish to report.

Recommended resolution: Members to consider the document and advise the Clerk of any concerns in order that the matter may be considered for approval at the meeting to be held 11 October for a possible launch date of 16 October.

153b. **Housing Market Assessment** Letter sent to Mr G. Mitchell with regard to this Council's Housing Needs Survey. Reply received confirming this Council's survey will also be considered – copies to be circulated with the next agenda for information.

Matter of report.

CORRESPONDENCE RECEIVED

216. **Brewood Tennis Club.** No further report is required the matter having been answered to Mr Swift's satisfaction. **Matter of report.**

FINANCE

Budget Revisions Review Members are asked to approve:

- the adjustments to be made against the 2012/13 budgeted expenditure, as circulated prior to the meeting, to account for costs / projects brought forward from 2011/12 and incurred in 2011/12 (Village Hall grant)
- the balance of unallocated reserves £28,137, once the above adjustments have been accounted for, be allocated to Contingency under the budget heading 'Unallocated Reserves' subject to £570 being allocated towards the Coven Heath Allotments path (reference item 183a*/165*) which would leave £27,567.
- the administrative adjustments arising during 2012/13, as circulated prior to the meeting, be approved.

286* **Bus Shelter, School Lane, Coven** Coven Members to confirm the recommended location as advised by Highways. Phone call received from Mrs Brotherton of Sunset Close, Coven concerned at the possibility of a bus shelter being positioned on the verge of School Lane adjacent to her property, querying the number of people who would make use of a bus shelter in School Lane and suggesting the few who used the bus stop now use the Connect Bus Service.

Members are also asked to confirm whether the seat in the bus shelter at The Parade is to be repaired – one of the quotes to be considered will include this repair for free or will charge £200 if they are not the preferred supplier in this instance. It is understood from Mrs Y. Millward that it may be preferable to not replace the 'seat', assuming the shelter can be made safe.

Newsletter The next Newsletter of the Council is due in September/October. **Members are asked to consider approving the printing of the Parish Council's newsletter at a cost of £240 exclu VAT plus £70 (as before) for pre-folding to A5 from Sorted and delivery by Coven Members, Brewood Civic Society, Coven Heath Community Association and Ms B. Cumming at a cost of £110, £110, £30 and £30 respectively.**

OTHER MATTERS FOR THE CLERK'S REPORT

Brewood Cricket Club Email received from Mr D. Evans asking that the Council consider congratulating Brewood Cricket Club on their promotion to the First Division of the Birmingham League; the fourth consecutive season that the Club have gained promotion.

Members' views.

Rainbow Alley Some weeks ago Mr F. Jones of Coven reported a number of issues that he felt required attention in Coven. As appropriate, these matter were reported to South Staffordshire Council and Staffordshire County Council; Mr Jones has been kept informed. The report concerning the dangerous surface of 'Rainbow Alley' (Footpath 28) due to debris along the path and the problem of overhanging trees were deemed to not be issue to County footpaths. The Council's handyman has swept Rainbow

Alley and the footpaths officer has written to residents requesting that hedges are cut to ensure that they do not encroach on the right of way.

Matter of report.

Public Conveniences, Sandy Lane The Council's Janitor has reported that over the last two weekends the gents toilets have been left in a truly disgusting state. He has cleaned the site as necessary although this sounds as if it was beyond the call of duty and I have instructed him to record the extra time required to clean on the two occasions concerned in order that he can be paid. The incidents occurred during the day on Sunday and this weekend during the day on Saturday. Having discussed the matter with Mr Orgill we could erect a notice apologising to anyone who may find the PCs unclean, asking they notify the Council advising of the time they visited the PCs and stating that the Police had been advised this was a regular occurrence and efforts would be taken to identify the culprit.

Members' views.

PACT Meeting 25 September Although not previously approved I attended the PACT meeting held in Coven earlier this week – Mrs Jan Jeffries had given her apologies due to a personal commitment. I have requested further copies of the Council Tax Benefit consultation document circulated at the meeting for Members.

Village Agent Jan Wright was scheduled to attend this evening's meeting and speak under public participation but has decided to reschedule to another meeting of the Council in order that the public participation time may be used for matters that are of concern to the public. Jan has offered to speak to Members of the Council individually if required. **Matter of report**

Council Offices Prior to the Council offices being decorated we are reviewing what documents / files should be sent to the County Archives. **Members are asked to consider approving that all of the Minute Books held by the Council are filed with County Archives, retaining Minutes for the last six years subject to it being confirmed there are no 'active' items beyond this period.**

Staffing To receive the report of the Clerk once Members of the press and public have been asked to leave and to consider any recommendations made.