

**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, 11 OCTOBER 2012 AT 7.30PM**

**PRESENT:**

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

**APOLOGIES:**

Mr T. Fellows (work commitments), Cllr B. Cox, Cllr M. Hampson (personal commitment).

**MINUTES:**

The minutes of the meeting of the Council held 27 September 2012 were approved as being an accurate record and duly signed.

The Chairman announced that two people previously associated with the Parish Council had recently died; Claire Haynes, a former Brewood Councillor and Tom Howard a former Parish Council handyman. The Council held a one minute silence as a mark of respect.

**DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION:**

Dr R.C.H. Taylor declared a personal interest in the G.P. Surgery. There were no requests for dispensation as required under the Code of Conduct adopted in compliance with the Localism Act 2011.

**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.

226. **PUBLIC PARTICIPATION:**

The Chairman moved that the meeting be adjourned for a period of no more than fifteen minutes to allow any elector of the parish or his/her representative to raise or question any issues appertaining to proper Parish Council business.

Mrs J Wright, Village Agent for Locality 2 introduced herself to the Council, gave details of a number of projects she had already been involved with and advised that she was available to assist clubs, community groups and the Council in any other projects that may arise. She was contracted to work 15 hours per week.

Mr P. Mullard of Horsebrook Lane, Brewood regarding the following matters:

- Seeking a date for the public meeting previously promised by the Council and details as to the format of such a meeting. The Clerk advised that a series of drop-in events had already been scheduled for October and November but dates for public meetings relating specifically to the Site Allocation consultation could not be scheduled until South Staffordshire Council had released details of its consultation process. The Clerk also provided some details as to how the meetings may take place to support a constructive debate on the Site Allocation options.
- Obtaining a portable speed indicator device. Mr Mullard was advised by the Council that this was organised under the Community Speed Watch scheme and was not funded by the Parish Council. It was also suggested that the Village Agent may be able to assist with seeking funding.
- A defective manhole cover at The Orchard, Brewood. The Clerk advised that the matter would be reported immediately.
- Damaged traffic sign in Bargate Lane, Brewood. Cllr Mrs D.M. Holmes advised that she had already reported this matter.

Mr C. Hamblett of Kiddemore Green Road, Brewood reported that he had circulated some leaflets to residents regarding the plans to build a new Drs Surgery as he felt that the community was not aware of it.

Mr T Fellows arrived.

#### **MATTERS ARISING:**

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

41\*\* **Brewood Playing Field Equipment.** A cause for concern had been identified with the aerial runway; this had temporarily been immobilised for safety reasons until the contractor had been to site. Clerk's Report referred.

**It was resolved that the matter of the second project be deferred until the next meeting of the Council.**

79\* **Veolia.** Report of Consultative Meeting held 19 September, Minutes of 20 June and site photographs received from Mr P. Sanders. The papers were tabled at the meeting. Dr R.C.H. Taylor expressed his surprise at the height of the chimney at the site.

**Matter of report.**

237a\* **Poor's Land.** The Draft Tenancy Agreement, circulated prior to the meeting, was considered by Members and a number of amendments were highlighted by the Clerk as being necessary. Members' advice was sought with regard to the history behind the supply of water to this site. Clerk's Report referred.

**It was resolved that the Tenancy Agreement be amended and approved by the Chairman Mrs J. Jeffries and Mrs J. Carr prior to being issued. It was further resolved that the Parish Council would undertake to pay water rates at the Poor's Land with the option, in the Tenancy Agreement, to review this arrangement each year and to contact Severn Trent Water with regard to future billing.**

279\* **Council Offices.** Members were asked to consider by what means the colour of carpet tiles was to be decided. Schedule for works. Clerk's Report referred.

**It was resolved that the staff would decide upon the colour of carpet tiles.**

282\* **Council and Community Web Site.** The Council considered the terms and conditions, from Mr T. Fellows, for the proposed photography competition, copies were tabled to Members at the last meeting

of the Council. Mr Fellows to amend the terms and conditions as agreed and send them by email to the Clerk in order for her to pass them on to schools and put posters on the Parish Council notice boards. Mr Fellows to laminate and distribute any other posters as required. Consideration was also given to the funding of the prizes.

**It was resolved that the Competition be open to all entrants as stated in the terms and conditions. It was further resolved that the prizes be funded from the 2012 telephone allowances paid to Mr T. Fellows and Dr R.C.H. Taylor.**

351\*/79b **Localism / Core Strategy.** Drop-in events had been arranged as follows: Coven Memorial Hall (John Williams Room) 27 October 10am to 12 noon (for Coven and Coven Heath); Jubilee Hall, Brewood 3 November 10am to 12 noon; Bishops Wood Village Hall 6 November 6pm to 8pm. Clerk's Report referred. South Staffordshire Council's Local Plan Engage Newsletter, copy circulated prior to the meeting and forms seeking confirmation that this Council wished to be retained on their Consultation database with future contact being made by email. Members to advise the Clerk of their attendance at the drop-in events in due course.

**It was resolved that the Clerk invite Mr P. Monckton to meet with the Full Council, without prejudice, to impart any information he may wish to on Thursday 25 Oct at 6.45pm and that he also be advised of the forthcoming Drop-in sessions.** The matter relating to staff hours was taken under the Finance Report.

41. **Energy Conservation Initiative.** Details of the Lighting Survey circulated in the Council's summer newsletter were provided in the Clerk's Report.

**It was resolved that the matter be pursued further through the Council's drop-in events and if it was decided, in due course, to update the Council's Parish Plan.**

68. **Summer Sussed.** Ms S. Osbourne, South Staffordshire Council providing an evaluation report of this Council's Summer Sussed activities for completion and two reports relating to the take-up of the activities, one of which was circulated prior to the meeting. The Clerk to reply to the evaluation report in due course.

**Matter of report.**

84. **Horsebrook Lane Proposal.** Further to Mr A. Monckton's letter of 28 August which was considered at the meeting held 13 September, referencing EU Law and his previous letter dated 22 August, Mr Monckton enclosed another copy of the letter of 22 August for Members' attention. For completeness all three letters were circulated prior to the meeting. Clerk's Report referred.

**It was resolved that the Clerk reply apologising if the letter concerned was mislaid; advising that this Council could only make recommendations for planning applications; that any consideration as to possible flooding would be for another authority to comment on; recommend that he submit his views in response to the forthcoming South Staffordshire Council Site Allocation consultation.**

98a. **Staffing Committee.**

**Due to the confidential nature of the matter to be discussed, it was resolved that this item be taken at the end of the meeting when members of the press and public would be asked to leave.**

118. **Cross-roads, Bishops Wood.** Site visit held 3 October. Mr D. Wright, Mr M. Keeling (both of County Highways), Mrs J. Jeffries, Mr J. Pegg and Mrs and Mrs G. Edwards were in attendance. Mr J. Pegg reported that Mr Wright had recommended reinstating 'shark's teeth' on the roads at the village entrances but that no funding was available during this financial year for other ideas under consideration. Mr Wright to check the new guidelines for imposing a 30 mile per hour restriction and report back.

**It was resolved that the matter be deferred until the report from Highways had been received.**

142b **GP Surgery Proposal.** Flier received encouraging recipients to write to South Staffordshire Council to 'Help Keep the Doctor's Surgery in the Village Centre', source unknown. Email received from Mr C. Bish concerning the Registered Title to the land in Sandy Lane. Clerk's Report referred. Copy correspondence from Mr K. Biddle to Development Control, South Staffordshire Council strongly objecting to the application 12/00733/FUL and listing his points of concern. A copy was available from the Clerk on request.

**Matter of report.**

153b. **Housing Market Assessment.** Reply received from Mr G. Mitchell, South Staffordshire Council, copy circulated prior to the meeting.

**Matter of report.**

**Mr D. Evans left the meeting.**

192. **Locality 2 Member Forum 'Taking Action Locally'.** Confirmation had been received that the meeting scheduled for 1 October had been cancelled. Clerk's Report referred. New date and venue to be confirmed by South Staffordshire Council in due course; Clerk to advise Members as appropriate.

**It was resolved that the Clerk attend the event, subject to availability.**

208. **Roseclaim – VFestival 2012.** Friends of St John's CE First School, Bishops Wood seeking a grant from any monies that may be received from Roseclaim in lieu of the 2012 VFestival. Clerk's Report referred with regard to letters also received from Bishops Wood WI and Bishops Wood Neighbourhood Watch & Community Speed Watch.

**It was resolved that the letters be held on file until details of any such donation from Roseclaim were received.**

#### **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.

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

**Matter of report.**

183a\*/165\* **Coven Heath Allotments.** Clerk's Report referred.

**It was resolved that Members concerned with the allotments review the request to cut back the tree overhanging plot 6 and report back to the Council.**

56. **Code of Conduct.** Clerk's Report referred.

**Matter of report.**

158a. **Health & Safety, Coven Changing Rooms.** Clerk's Report referred. Mr M. Webb MBE had also sourced a quote for testing at the BPSA changing rooms. Mr Wynn-Jones to liaise with the contractor; the Clerk advised Mr Webb that Mr Wynne-Jones could contact her if she could be of any help.

**It was resolved that the Council continue to use Kingfisher at a total cost of £367 exclu VAT (unit prices had previously been considered) on the basis that the prices between the two quotes were similar when accounting for the recommendation by the other contractor that at least two samples would be required per year. Further to this, Kingfisher had presented itself as a helpful and professional organisation throughout.**

165. **Planning Training** Clerk's Report referred. **Matter of report.**

**CORRESPONDENCE RECEIVED:**

227. Mrs D. Norrie and Mrs S. Dunn of Telford Gardens, Brewood with regard to the absence of road signs in Horsebrook, copy circulated prior to the meeting.

**It was resolved that the Clerk refer the matter to South Staffordshire Council.**

228. South Staffordshire Council inviting Members to the V Festival debrief scheduled for 1 November 2.00pm to 3.00pm in CR2 at the Council Offices in Codsall. Those Members wishing to attend were asked to advise the Clerk at the meeting and to confirm whether a representative from 'V' should be asked to attend. In the event that a representative was not available, Members were asked to advise of any issues they wished to raise in order that they may be raised with the organisers ahead of the debrief meeting.

**It was resolved that Mrs J. Jeffries and Mr J Pegg attend and that the Clerk request a V Festival representative also be asked to attend. Clerk to be advised of any questions to be put to the V Festival representative by 19 October; to be forwarded to South Staffordshire Council.**

229. Mr M. Jenkinson, South Staffordshire Council enclosing the month 3 update for South Staffordshire Connect. A copy of the covering email was enclosed and the link referred to in the email could be accessed at: <http://southstaffordshire.thegoodlife.uk.net/support-services/the-connect-bus.html>. Copies of the update were available from the Clerk on request and the report was tabled at the meeting.

**It was resolved that Members wishing to provide feedback to Mr Jenkinson to do so directly or through the Clerk.**

230. Ms. J. Cox, South Staffordshire Council stating the aims behind South Staffordshire Council's principles that it proposed to apply when exercising its functions under the Gambling Act 2005, copy circulated prior to the meeting. Also provided was a draft copy of the revised proposal – available from the Clerk on request. Consultation ended midnight on 31 October.

**No Members wished to respond to the consultation.**

231. Ms J. Cox, South Staffordshire Council advising that an application had been received for a new premises licence for Standeford Farm cafe, Stafford Road, Standeford. The application was for the supply of alcohol Monday to Friday during the hours of 1200 to 2100. Consultation ended midnight 18 October.

**It was resolved that the Clerk respond stating that it was unacceptable for a transport cafe to sell alcohol and thus promote drink driving.**

232. County Pensions Service providing details of roadshows to be held as part of the consultation process prior to the new Pension Regulations becoming law. Email also received advising that the Employer Procedures Guide would be updated to take account of amendments to the provisions of the LG Pension Scheme 2008, a summary of the amendments was circulated prior to the meeting.

**It was resolved that the Clerk or Assistant Clerk attend, subject to availability, at Staffordshire Place No 1 on Wednesday 12 December 11:00 to 15:30.**

233. Staffordshire Fire and Rescue Service providing details of their forthcoming Push the Button Day on 19 October to encourage people to check their smoke alarms on a weekly basis. Details had been forwarded for inclusion on the Council's web site. Copy circulated prior to the meeting.

**Matter of report.**

234. Staffordshire County Council seeking nominations for the 2013 Volunteer Staffordshire Awards. Details enclosed and had been forwarded for inclusion on the Council's web site.

**It was resolved that Members 'spread the word' where possible, as requested in the letter, and details to be included in the next Council newsletter, subject to confirming the closing date for**

**nominations. Any Member wishing to recommend a nomination to refer back to Council in due course.**

235. South Staffordshire Tourism Association seeking details of events to be held in November and December for press releases to go out to 'hundreds of press contacts' including radio and television. Members were also asked to consider renewing the Council's membership at a cost of £40 – Members previously resolved not to renew this year.

**It was resolved that the membership would not be renewed.**

236. SPCA providing details of the implementation of Real Time Information (RTI) whereby employers and pension providers would tell HM Revenue & Customs about tax, National Insurance contributions and other deductions when or before the payments were made, instead of waiting until after the end of the tax year; thus removing the need for the end of year return (forms P35 and P14) amongst other things.

**Matter of report.**

237. Staffordshire County Council with regard to the Staffordshire and Stoke-on-Trent joint waste core strategy 2010-2026 development plan document – notice of consultation on proposed additional modifications following examination. Further details were available from the Clerk on request.

**Matter of report.**

238. Ms M. Quinn, South Staffordshire Council advising that the Police and Crime Commissioner Masterclass scheduled for 28 September was postponed until after the election. It was South Staffordshire Council's intention to invite the newly elected Police and Crime Commissioner to answer questions about their proposed way forward in relation to Community Safety and local policing, as well as explaining how they intend to commission services. The Clerk had replied requesting that this Council be advised of any new date that was scheduled.

**Matter of report.**

### **URGENT CORRESPONDENCE RECEIVED – See Clerk's Report**

238a. Grass Cutting at Chambley Green. Clerk's Report referred. Mrs J. Carr reported further.

**It was resolved that the Clerk write to Ms D. Elliot, Chief Executive of South Staffordshire Housing Association, expressing the Parish Council's disappointment at its response to Mr Jones as it was against all that the Big Society and Localism stood for. Ms Elliot to be asked to reconsider the decision. Copy to be forwarded to Mr Jones.**

238b. South Staffordshire Council monthly Crime and Anti Social Behaviour Report for Locality 2 during September. Copies tabled for Members.

**Matter of report.**

238c. South Staffordshire Council providing early notice of the Winter Parish Summit on Friday 23 November 9.30am to 1.30pm. The theme of the day will around Welfare Reforms and the agenda will be circulated nearer the time.

**It was resolved that Members wishing to attend would advise the Clerk either at the meeting or in due course.**

The Clerk circulated extra copies of the Council Tax Benefit reforms for information.

239. **CORRESPONDENCE CIRCULATED:**

South Staffordshire Council: meeting of the Cabinet held 2 October.

SPCA Weekly updates: Localising Support for Council Tax – briefing from NALC; Ministers to review wind farm community benefits; PAYE changes; Update on changes to the Quality Parish Scheme; Code of Conduct Dispensations; English Heritage Local Plan Guidance; Cash boost for communities supporting neighbourhood planning; Code of Conduct pointers to best practice and recommendations for updating Standing Orders.

Brewood Civic Society Minutes of the meeting held 24 September. Copy letters to South Staffordshire Council Development Management Manager, planning applications: 12/00703/FUL 2 Eastgate; 12/00539/ADV 13 Church Road; 12/00724/FUL 36a Engleton Lane; 12/00745/FUL & 12/00746/LBC Locksmith's Cottage, Newport Street.

Community Watchdog Scheme – Agenda for District Forums; Forum queries; schedule of meetings.

What's On at South Staffordshire Libraries – October.

Newsletters and Publications: Wolgarston SNU; Bishops Wood Bugle; Village News.

#### 240. CHAIRMAN'S REPORT:

The Chairman Mrs J. Jeffries reported that she and Dr R.C.H. Taylor had attended the last ever meeting of the Police Consultative Committee which had covered further procedures for the Police and Crime Commissioners. Mrs Jeffries also reported that she had made further enquiries at Wolgarston High school with regard to item 42\*\* (Engleton Lane Development S106) and had been advised that the £48,000 had actually been used by Staffordshire County Council towards funding a replacement volumetric building for two existing classrooms as opposed to new classrooms for increasing pupil numbers..

**It was resolved that this matter would not be pursued further as it would not be good use of the Clerk's time.**

#### 241. 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 11 October, **be approved**. Income £100, Expenditure £1,355.25.
- The Financial Summary – Cash Book Reconciliations for September, **be approved**.
- The Council considered the quotes received for servicing the Council's combination boiler. **It was resolved that the quote for £65 exclu VAT from Mr D. Painter be approved and that an order also be placed to repair the two leaks.**
- The action of the Clerk, having consulted with the Head of Finance beforehand, to increase the expenditure on winter planting to £135 from £100 excluding VAT be ratified. Clerk's Report referred.
- Safety Mats, Brewood Playing Field. Clerk's Report referred. The purchase of up to two replacement mats at £32 each exclu VAT, **be approved**.
- Tree Survey at The Bront. Clerk's Report referred. The number of trees to be established by the Clerk. The cost of a survey would be in the region of £20 per tree. **Matter of report**.
- Christmas Lights Insurance Cover. Clerk's Report referred. Insurance cover of £174 each for Bishops Wood and Coven Heath Christmas Lights (and their committees), **be approved**.

- 351\*/79b/84(Localism / Core Strategy) - Clerk's Report referred. Additional hours for the Clerk to attend all three drop-in events and the Assistant Clerk to attend the Brewood drop-in event, to set up, attend and clear the events, **be approved**.
- Replacement Tree Engleton Lane, Brewood. The Clerk reported verbally. The cost of purchasing one Himalayan birch tree at £45, **be approved**. This represented an increase on the previous budget approved. Dr Taylor to source and be refunded.
- Newsletter delivery (Autumn). Clerk's Report referred with regard to the approved payments being withheld until after deliveries had been completed. **Matter of report**.

242. **PLANNING REPORT:**

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

243. **PLAYING FIELDS REPORT:**

The Council received the reports for:

- Bishops Wood playing field and skateboard park. Mrs S. Hughes reported that a cap was missing from the slide and the tiles behind the slide were slippery again.
- Brewood playing field and skateboard park. No report received as Mr D. Evans had left the meeting. Report received earlier concerning aerial runway.
- Coven playing field and skateboard park. Mr R. Dakin reported that one of the handles was loose at the top of the slide.

244. **CLERK'S REPORT:**

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

- Code of Conduct Training. Mrs L. Robinson to be advised of Mr P. Webster's co-option.  
**It was resolved that the Clerk also attends one of the seminars.**
- Road Safety. Mr P. Webster reported that the island in Brewood Rd, Coven was too close to the exits.  
**It was resolved that the Clerk obtain statistics of accidents at the location concerned from Highways and report back to the Council.**
- Parking outside the Spar in Brewood. Dr R.C.H. Taylor had witnessed four cars parked outside the Spar at approximately 5.30pm and requested that the Clerk write to South Staffordshire Council recommending that they send a traffic warden between 6pm and 7pm in order to issue parking tickets which would be self funding.
- Speeding Traffic School Lane, Coven. M. Alden-Court reported that she had received a telephone call from an irate School Crossing Patrol Warden who was nearly knocked down while assisting children across the road. M. Alden-Court advised that she would be taking the matter up with Highways, Gavin Williamson MP and the press as an individual, if she was not given permission by the Parish Council to act on its behalf. The community wished to raise funding in order to pay for portable speed indicator devices. The Clerk advised M. Alden-Court that it may be more effective if she supported the community in following-up the actions proposed particularly as it was difficult for a Member to act as an individual in such matters. The Clerk also suggested that the Village Agent may be able to assist.

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

**ANY OTHER MATTERS OF REPORT:**

Cllr Mrs D.M Holmes reported that she had spoken to the complainant regarding motocross at Middle Lane, Coven Heath and was aware that anyone may use the field for up to fourteen days in one year. Mrs L. Tomkins advised that the area had been used at least 25 times in six months. The police and PCSO had been involved.

Mr T. Fellows reported that there had been coverage of the recent Coven cancer report on Central News, which had provided a balanced report.

**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.**

Staffing. The Clerk gave a further verbal report.

**It was resolved that the Clerk contact Staffordshire County Pension Fund to ascertain whether another Independent Registered Medical Practitioner could act earlier if required and the Clerk to continue to maintain contact with the employee concerned.**

There being no further business the meeting closed at 9.40pm.

..... Chairman.

**REPORT OF THE CLERK FOR THE MEETING OF THE COUNCIL  
TO BE HELD 11 OCTOBER 2012**

**MATTERS ARISING**

41\*\* **Brewood Playing Field Equipment** The zip wire was immobilised last week as a result of concern being raised at the apparent movement of the frame when the zip wire was used by older youths or two using the equipment at a time. The earliest Playdale can come out to the site is 15 October. A request to approve a quote to replace up to two of the safety mats that recently 'went missing' will be taken under Finance. **Matter of report.**

We have been advised by two different professional sources that adult exercise equipment, as proposed for Brewood Playing field, is now required to be installed at least 30m from a children's play area to discourage children from using it; this is due to the risk of finger entrapment. This makes siting such equipment at Brewood Playing field something of a problem.

**Members are asked to consider how the second phase of the project should now proceed:**

- **Funding could continue to be sought for the adult exercise equipment but it would need to be located at least 30m away from the children's play areas**
- **The adult exercise equipment element of the project could be put on hold and the remaining project funds held by the Council (£8,156 based on forecast phase 1 c/f and using the balance of pwl monies as per the 12/13 budget) could be used to supply and install elements of the children's play area up to the value stated including staff hrs. Without the exercise equipment the project will be deemed to be simply adding to the existing equipment and not therefore appropriate for grant funding.**
- **The Council budgeted for a further £10,000 towards the 2<sup>nd</sup> project in the eventuality external funding was not available – this could be carried forward to a different 2013/14 capital project or used in part for a safety barrier at the Engleton Lane gate.**

Mr B. Wilding is to visit the site this week with regard to a safety barrier at the gate. Inspection Report required from Playdale to forward to Veolia as part of the final draw-down of the grant. Arrangements now need to be made to reinstall the three benches removed from the site prior to project 1 commencing as Mr Dunbar requires the storage space; it had been hoped to defer this until any outstanding equipment had been installed. **Matters of report.**

237a\* **Poor's Land** Members' views are sought as to any knowledge regarding the historical arrangement for the supply of water to the Poor's Land. This matter needs to be accounted for in the draft lease that is under consideration. **Members' views.**

279\* **Council Offices** Email received confirming the work is expected to commence from Monday 15 October. Members are asked to note that the working environment will be disrupted while the decorating takes place and new carpet tiles are laid although every effort will be made to minimise the impact. The work may be protracted as the contractor will need to leave the decorating between painting the Council Chamber and the offices while the floor tiles are laid in the Council Chamber; the contractor also has a week's holiday booked in October. **Matter of report.**

282\* **Council and Community Web Site Posters** previously drafted by Mr A. Dutton and forwarded by Mr T. Fellows to be updated; Mr Fellows also previously offered to print, laminate and distribute the posters. **Further to the Members' views sought on the agenda Members are also asked to consider circulating: copies of the Terms and Conditions for all children at the First, Primary and Middle Schools in the Parish and at the library; posters to go to all parish notice-boards, library and village halls.**

351\*/79b/84 **Localism / Core Strategy** Further correspondence received from Mr P. Monckton, copy tabled to Members. I am meeting with Andy Halden and Graham Wright of the Community Council on 17 October and Kelly Harris, subject to availability, to discuss what this Council wishes to achieve from the drop-in events and how this may be done; to now be held at the SSCVA office at no charge. At this stage it seems most appropriate to work on the basis of the headings previously used for the Parish Plan.

**Further to the Members' views sought on the agenda, Members' views are also sought with regard to:**

- **Mr P. Monckton's letter**
- **Approving the payment of additional hours for the Clerk to set-up and attend the three drop-in events scheduled**
- **Whether the Council also wishes to fund the attendance of the Assistant Clerk at the Brewood Drop-in event (unavailable for the other events)**

41. **Energy Conservation Initiative** This Council's survey to ascertain the level of interest saw 99 forms returned, from individuals and couples. These broke-down to 41 replies supporting whole streets of lights being switched off, 20 for individual lights being switched off and 38 against both options. Those interested in some or all lights in a street being switched off did not always provide contact details or the name of the street concerned.

**Recommended resolution: this matter be pursued further through the Council's drop-in events and if it is decided to update the Council's Parish Plan.**

84. **Horsebrook Lane Proposal** With reference to the letter that Mr A. Monckton 'handed to' the Clerk, the staff in the office at the time have no recollection of any such letter having been received and I myself was on holiday from 18 August to 2 September.

**Recommended resolution: the Clerk reply apologising if the letter concerned was mislaid; advising that this Council can only make recommendations for planning applications; that any consideration as to possible flooding would be for another authority to comment on; recommend he submit his views in response to the forthcoming South Staffordshire Council Site Allocation consultation.**

142b **GP Surgery Proposals** Email received from Mr C. Bish seeking clarification with regard to a query raised by Mr Biddle concerning the Registered Title of the surgery land in Sandy Lane. With the support of Dr Taylor this query has now been addressed. **Matter of report.**

192. **Locality 2 Member Forum 'Taking Action Locally'** Although yet to be confirmed it has been suggested that, subject to a suitable venue being available, the Forum will be scheduled for 29 or 31 October. I will confirm this with Members as soon as possible in the hope attendance by Councillors will be high particularly as this event was rescheduled to accommodate this Council.

**With Members' approval I would also like to attend this event, subject to availability.**

208. **Roseclaim – VFestival 2012** The Chairman has received two further requests for funding, to be passed on to the Council, from Bishops Wood WI and Bishops Wood Neighbourhood Watch. **Matter of report.**

## **MATTERS ONGOING**

347\*\*. **Wall – Rear of Amenity Area, Sandy Lane** The Council's request for its two plots of land in Sandy Lane to be registered with Land Registry have been received by the Council's solicitor. I have also reviewed the papers (iro 15 files) covering the deeds and leases relating to this Council and have made key notes for future reference. Several other plots of land belonging to the Council have already been registered. I will make a full recommendation to Council for further action in due course. The review

proved to be a useful exercise in providing more detail as to various covenants and specific requirements of some of the Council's older leases. **Matter of report.**

183a\*/165\* **Coven Heath Allotments** Prior to placing the order for a path to be laid through the allotments I have written to Dallow and Dallow requesting the permission of the Trustees to do so. I have requested their earliest response in order that the work may be completed before winter and understand that the matter is already with the Chairman of the Trustees. A request has been received from the new tenant to allotment no. 6 requesting that the over-hanging tree be lopped to avoid it shading the allotment in the summer.

**Recommended resolution: local Members concerned with the allotments to review and report back to Council.**

56. **Code of Conduct** All Declaration of Interest forms have now been submitted to South Staffordshire Council along with the other information required. The notice of the Council's adoption of the Code is on the Parish Council notice-board with copies being circulated to the other villages. Notice of the adoption and a copy of the Code is on the Council's web site. **Matter of report.**

158a **Health and Safety, Coven Changing Rooms** Further to the quote approved at the meeting held 27 September it has come to light that some incorrect details were supplied in seeking the quotes. This has also provided an opportunity to clarify the outcome of the Risk Assessment and the likely need for future testing. The preferred contractor believes it is unlikely that the site will be deemed to be at risk of Legionella although this will be confirmed by the Risk Assessment (RA) which we have requested. The RA will ascertain whether the RA controls we have in place will be sufficient to monitor any future risk – as we currently have no such controls (water temperature checks etc) it will be necessary to put these controls in place with the assistance of the Caretaker and / or Handyman. Two Legionella samples are recommended for this site (corresponding to the two water heaters) but, unless the RA indicates otherwise, a need for ongoing samples to be taken should not be necessary unless our controls suggest otherwise in time. As we are not requesting an ongoing service from the contractor the total cost will be £367 exclu VAT; previous only unit prices had been provided and considered. **Recommended resolution: the order still to be placed with the preferred contractor Kingfisher. The prices between the two quotes are similar when accounting for the recommendation by the other contractor that at least two samples would be required per year. Further to this, Kingfisher had presented itself as a helpful and professional organisation throughout.**

165. **Planning Training** With reference to South Staffordshire Council's planning training sessions on enforcement and an update on the Local Development Framework, the following bookings have been confirmed: Mrs J. Jeffries, Mr D. Evans and Mr P. Smith 26 November; M. Alden-Court 21 November. The sessions run from 18.30 to 20.30 in the Council Chamber in Codsall. **Matter of report.**

### **URGENT CORRESPONDENCE RECEIVED**

Mr G. Jones, Coven with regard to his efforts to cut areas of grass in Coven at the request of the Coven Best Kept Village Working Group and a letter he has now received from Housing Plus as owners of some of the land concerned asking him not to cut the grass. Copies tabled to Members. Mrs J. Carr asked that this matter be included on the Clerk's Report in order that the matter may be addressed promptly. Mrs J. Carr may wish to speak on this matter. **Members' views.**

South Staffordshire Council monthly Crime and Anti Social Behaviour Report for Locality 2 during September. Copies tabled for Members. **Matter of report.**

South Staffordshire Council providing early notice of the Winter Parish Summit on Friday 23 November 9.30am to 1.30pm. The theme of the day will be around Welfare Reforms and the agenda will be circulated nearer the time. **Recommended resolution: Members to advise the Clerk if they wish to attend either at the meeting or in due course.**

## **FINANCE**

### **September Payments listed:**

- **Winter Planting** Members are asked to note that the actual cost was £134.50 including the compost ordered at the same time. £125 plus £10 to £20 had been approved with the Head of Finance prior to the purchase being made. **Matter of report.**
- **Newsletter delivery payments** These will be with-held until the deliveries have taken place. I have yet to be able to confirm the Ms B. Cumming is available to deliver the Bishops Wood newsletters. The £110 that will be paid for the delivery of the Coven Newsletters will be vired from the Newsletter budget to the Coven Newsletter Delivery budget with Members' approval.

**Boiler Service** Quotes received for £73.99 plus parts and £65 plus parts, both excluding VAT. We also have two minor leaks from one radiator in the Council chamber and a joint in the ladies toilets which will cost extra to repair. **Members' views.**

**Safety Mats** To approve the quote to supply up to two safety mats at a cost of £32 each at the Council's playing field in Brewood, exclu. VAT; removed from the site by vandals. Playdale will fit the mats for free if the order is placed in time for their site visit next week. **Members' views.**

**Tree Survey** Quotes received are coming in around £20 per tree. Approximate total number of trees to be surveyed to be determined. Mr S. Dores has confirmed that trees that could fall across a path or near a boundary on to an adjacent property should be inspected. The total cost of the survey should not be a deciding factor as to how many trees are surveyed. Clerk to report back to the Council. **Matter of report.**

**Christmas Lights** In 2011/2012 Members approved covering the costs of insurance for the Coven Heath and Bishops Wood Christmas Lights at a cost of £174 each; required because volunteers erect the Christmas Lights in these two cases – Brewood and Coven pay for a contractor who has Public Liability insurance. **Members are asked to consider funding the same again for this year's Christmas Lights in Coven Heath and Bishops Wood, allowance was included in the 2012/13 budget.**

## **OTHER MATTERS FOR THE CLERK'S REPORT**

**Code of Conduct** All Members should have now received a letter from South Staffordshire Council inviting them to attend one of three seminars on the new Code of Conduct. Members are encouraged to attend as I am advised there appears to be some confusion amongst Members about the requirements of the new Code and the differences between the current Code and previous Codes of Conduct. Members will need to complete the booking form sent with their invitation to reserve a place at one of the seminars. **With Members approval I would also like to attend one of the seminars.**

**Road Safety, Coven** Mr P. Webster has indicated that he wishes to speak on this matter.

**Speeding Traffic, School Lane** M. Alden-Court has indicated that she wishes to speak on this matter.

**Staffing** To receive the report of the Clerk once Members of the press and public have been asked to leave.