

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, 25 OCTOBER 2012 AT 7.30PM

PRESENT:

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

APOLOGIES:

Cllr B. Cox (personal), Cllr M. Hampson (personal).

MINUTES:

The minutes of the meeting of the Council held 27 September 2012 were approved as being an accurate record and duly signed, subject to the following: Mr D. Evans had left the meeting after item 208.

DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION:

Mr J. Pegg declared an interest in planning application 12/00804/FUL and indicated that he wished to speak during Public Participation. Dr R.C.H. Taylor declared a personal interest in item 142b. There were no requests for dispensation.

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.

245. **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 F. Barratt, Chairman of Coven Heath Community Association spoke with regard to planning application 12/00806/TEM for a motocross track in Coven Heath. The Design Statement gave the impression that there had been consultation with six different agencies, with no local opposition. No local residents had been consulted. Mr Barrett reminded the Parish Council that a petition of 138 names, together with 50 letters, opposing the development had previously been submitted to South Staffordshire Council. Mr Barrett sought the support of the Parish Council and District Councillors to object to the application.

Mrs L. Goldby, of Shaw Hall Lane, also spoke on the matter advising that although a previous planning application had been withdrawn last year, the site had continued to be used as a motocross track on evenings and weekends. Mrs Goldby expressed concern that if approved it would increase the numbers attending and increase local concerns with regard to the safety of horse-riders and walkers and the impact on the narrow lanes amongst other things.

Cllr Mrs D.M. Holmes advised that it was possible for residents to speak when the matter was considered in committee at South Staffordshire Council and that anyone wishing to do so should contact the planning dept. to make appropriate arrangements.

Mr P. Westwood of Horsebrook Lane reported that he had compiled a dossier regarding traffic hazards in the village. The matter began as opposition to the Horsebrook Lane development but had gained greater community support. It was more than just a weight issue; vehicles were now much longer, heavier and more frequent. Mr Westwood requested that when the dossier was discussed on the agenda Members consider requesting a formal risk assessment of the traffic issues.

Mr P. Mullard of Horsebrook Lane was concerned that access in an emergency would be an issue if the road was blocked. There had been no response from the Police with regard to trailers with no number plates but Mr Mullard had advised PC Smith of legislation requiring a trailer to have a plate, even if it was different to the tractor, so long as the plate and the tractor had the same owner. Mr Mullard also reported that Brewood was now on Superfast Broadband (reference the Express and Star) and that the hole near a man-hole cover in The Orchard, as previously reported by himself and the Council, was still an issue.

Ms E. Brant of Horsebrook Lane noted that the drop-in events would be held during half term week and wanted more events to be scheduled. The Clerk advised that there was a drop-in session at Bishops Wood for a Tuesday night and that arrangements would be made to include the topics on the Council's web site to aid further feedback.

MATTERS ARISING:

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

41** **Brewood Playing Field Equipment.** Playdale had visited the site, laid more concrete to the base of the aerial runway and replaced the safety matting that was 'removed'. The Clerk reported that the letter received from Playdale concerning the matter of the swings, copy circulated prior to the meeting, was a duplicate of the September letter. Clerk's Report referred. Customer satisfaction survey also received from Playdale.

It was resolved that:

- **the Council use the remaining phase 1 funding carried forward from the budget plus the balance of the Public Works Loan Board monies totalling £8,156 to purchase up to two pieces of equipment, as defined in the Clerk's Report, in order to complete the park. The Clerk to place an order once the required quoted had been received.**
- **the Clerk reply to the survey as appropriate.**

347** **Wall – Rear of Amenity Area, Sandy Lane.** Further correspondence received from Mr Smillie concerning the land to be registered on behalf of this Council and contradicting the conclusion reached at the meeting held 21 September. This matter had since been resolved; Clerk's Report referred. Also received: a Client Care Statement; the firm's Terms & Conditions of Business to be signed and returned; Schedule of Work re Voluntary Registration; Client Contact Details to be completed and returned; Letter of Instruction for Voluntary Registration; request for proof of ID of the Clerk (ref. Money Laundering Regulations). See also the Finance Report.

It was resolved that the Clerk complete and return the papers along with the Land Registry fees and proceed with the land registration at a cost of £285. Clerk to also arrange for the pre-registration documents to be returned to the Council for filing with Staffordshire County Archives once the registrations had been completed.

183a*/165* **Coven Heath Allotments Association.** Request to cut back a tree overhanging plot 6, deferred from previous meeting. Email also received from the tenant of plot 6 requesting permission to erect a shed 7'x 5'x 6'6", in line with the garden rules. Reply received from Dallow and Dallow confirming the Trustees had approved the request of the Council to be allowed to lay a path through the allotments; an order for the works had been raised by the Clerk. Tenants to be given notice before the contractor commences work on site and to be advised not to enter the site while the work was being carried out.

It was resolved that permission be granted to lop the overhanging tree; Clerk to assess whether the Council's handyman can undertake the work. Members also approved the request for a shed; Clerk to request that the Council's caretaker liaise with the tenant regarding the site of the shed.

218* **i54** Update received from South Staffordshire Council. Copy circulated prior to the meeting.
Matter of report.

286* **Bus Shelter, School Lane, Coven.** Mr and Mrs A. Foxall, School Lane, Coven, copy circulated prior to the meeting.

It was resolved that M. Alden-Court visit Mr & Mrs Foxall to explain the current situation.

351*/79b/84 **Localism / Core Strategy.** Mr P. Westwood, Horsebrook Lane, Brewood forwarding a file of photographs that showed vehicles which had or were about to negotiate the 'Bargate Triangle (Horsebrook/ /Bargate / Shop Lanes). The cover note from Mr Westwood was circulated prior to the meeting and the file was tabled at the meeting. Mr P. Mullard concerning the 'Brewood Action Group, Horsebrook Lane'. Copy circulated prior to the meeting.

It was resolved that the Clerk write a strong letter to Mr M. Keeling of Staffordshire County Council advising that the Parish Council had received further complaints about traffic in Brewood and enclosing Mr Westwood's evidence.

465b* **Coven Heath Village Stone.** Mrs L. Tomkins reported that consideration was to be given to other forms of marking the entrance to Coven Heath and that she would approach businesses on the i54 with regard to possible funding.

Matter of report.

41. **Energy Conservation Initiative** Letter forwarded by Mr S. Bradbury on behalf of Cllr M. Maryon seeking feedback from Parish Council's to gauge the level of interest for the 'Part Night' street lighting initiative. Copy circulated prior to the meeting.

It was resolved that the Clerk write advising 'possibly but not at this time'.

142b **GP Surgery Proposals.** Copy correspondence received from Mr G. Jones, Deansfield Road, Brewood to South Staffordshire Council, copy circulated prior to the meeting. Mr D. Evans read out copy correspondence he had received of a letter from Mr A. Johnson of South Staffordshire Council to Mr G. Williamson MP which referred to the need for the applicant to justify very special circumstances with regard to developing on the land concerned.

It was resolved that a copy of the letter be forwarded to the Council and a copy be circulated to Members for the next meeting of the Council.

192. **Locality 2 Member Forum 'Taking Action Locally'** Date still to be confirmed.
Matter of report.

202. **Fly-tipping A449** Email received confirming that as the person concerned failed to pay the littering fixed penalty fine of £75, the matter would be progressed by South Staffordshire Council's enforcement and legal teams.

Matter of report.

206. **SHLAA** The Council met with Mr P. Monckton prior to the meeting following his request to do so in order to share his thoughts with regard to the forthcoming Site Allocation consultation.

Matter of report.

MATTERS ONGOING:

The Clerk's Report referred to items: 279*, 286*, 158a, 171, 225, 228, 238a – Matters of report.

128. **Drainage, Engleton Lane** Mr D. Evans reported that a drain had been installed in Engleton Lane by County Highways which was taking water away from the north east side of Engleton Lane beyond the end of the playing field.

It was resolved the item now be closed.

231. **Standeford Farm Cafe Alcohol License.** Clerk's Report referred. Members considered the information made available from Mr D. Pattison of South Staffordshire Council. The Clerk advised Members that if they maintained their objection to the application it was important that Members committed to attending the hearing that Mr Pattison would then be likely to arrange.

It was resolved that the Council would stand-by its original recommendation to recommend refusal of the application and that the Council would be represented by one or more Members at any meeting or hearing as required.

CORRESPONDENCE RECEIVED:

246. Community Council of Staffordshire enclosing the judges' comments from the 2012 Best Kept Village competition for Coven and Bishops Wood. Mr R. Dakin advised that he had received Brewood's copy and would forward it to the Clerk.

It was resolved that copies, as appropriate, be forwarded to Mrs Y. Millward, Mr T. Sloane and Mr J. Pegg.

247. Staffordshire County Council seeking the Council's support in filling the School Crossing Patrol vacancy at the Market Place / Bargate Street junction in Brewood. The post had been covered by a relief patrol but the cost of funding a 50 mile round trip each day was not sustainable. Details were circulated to Members and posted on Parish notice-boards.

Matter of report.

248. South Staffordshire Citizens Advice Bureau inviting Members to attend its Annual General Meeting to be held on Thursday 8 November at Wombourne Civic Centre at 7.00pm.

No Members advised that they wished to attend.

249. Mrs L. Robinson, South Staffordshire Council forwarding a model form for Members to register receipt of gifts and or hospitality. Copies were available from the Clerk as Members required.

Matter of report.

250. Mr T. Friend forwarding details of correspondence he had forwarded to South Staffordshire Council's Licensing team with regard to the noise from the Stirrups after 11pm on the evening of 5

October and seeking details as to the 'extent of the licence for music / entertainment'. Mr Friend also queried possible plans to 'open some sort of fast food outlet from the front room of the pub'. The email was initially delivered to the Council's junk email box and not discovered until a few days later. Reply sent to Mr Friend acknowledging his email and explaining the delay.

It was resolved that the Clerk reply thanking Mr Friend for bringing the matter to the Council's attention and confirming that South Staffordshire Council's Licensing team was the appropriate contact.

251. Mr A. Monckton enclosing a copy of a letter sent to Dr R. Taylor dated 7 August 2009 and raising further queries with regard to what may be a 'caravan site' at Rose Hill Farm, Watling Street. Copies circulated prior to the meeting.

It was resolved that a copy of the letter be forwarded to South Staffordshire District Council's enforcement team. The Clerk to advise Mr Monckton accordingly. Dr R.C.H. Taylor to investigate further and report back to the Council.

252. Concerned relative with reference to a property in The Orchard, Brewood. This was forwarded to South Staffordshire Housing Association. Clerk's Report referred.

Matter of report.

253. Mr A. Halden, Community Council of Staffordshire seeking any information for Defra with regard to how communities were coping in the face of the 'Post Office Network Transformation'.

It was resolved that any views that Members may be able to provide from the community be forwarded to the Clerk.

254. South Staffordshire Council Notice of election posters for Parish notice-boards. These were distributed as requested.

Matter of report.

255. South Staffordshire Council forwarding details of the Community Wellbeing Fund, closing date for applications 30 November. Copy circulated prior to the meeting.

Matter of report.

256. South Staffordshire Community & Voluntary Action enclosing a copy of its Annual Report and Accounts and providing details of their next South Staffordshire Community Voice Forums including Bishops Wood Village Hall 12 November 10am to 1pm. Posters to be circulated to Parish notice-boards.

Matter of report.

257. BT advising that a brief interruption would take place to broadband and phone services at the Council offices on 6 November while the Council's BT Business Total Broadband service was updated.

Matter of report.

258. Western Power Distribution inviting Members to attend one of a series of Stakeholder Workshops to have a say in its future investment priorities for 2015 and beyond.

No Members wished to attend.

259. Royal British Legion inviting Members to attend the Remembrance Day Parade and Service at St Mary's & St Chad's Church on Sunday 11 November. The parade would assemble on the car park at the Branch H.Q. Shop Lane at 10.00am, marching off at 10.15am. The service would commence at 10.40am. A rehearsal would be held in church on Tuesday 6 November at 6.00pm for Standard Bearers and Wreath Layers who were not familiar with the format and procedures at the beginning and end of the service. The rehearsal would take about 30 minutes.

It was resolved that the following Members would lay wreaths from the Parish Council: St Mary and St Chad's Church Mrs J. Jeffries, St Marys RC Cllr Mrs D.M. Holmes, St Paul's in Coven Mr P. Smith and St John's in Bishops Wood Mr J. Pegg subject to availability otherwise Mrs J. Edwards would be approached. Arrangements had been made for the Methodist Church wreath to be collected from the Council office. It was further resolved that the Clerk source a wreath for Mrs L. Tomkins to lay a wreath at Coven on behalf of Coven Heath.

260. Royal British Legion giving notice of:

- the Poppy Appeal Whist Drive to be held at the Jubilee Hall on Wednesday 31 October, commencing at 7.30pm, entrance fee £1.50.
- an evening with Jean Martyn A Tribute to the Services on Friday 9 November. Concert to start 7.30pm at Brewood Jubilee Hall. Tickets £7 with proceeds to the National Poppy Appeal.

Details published on the Council's web site.

Matter of report.

261. Brewood Tennis Club with regard to some incidents of vandalism and nuisance behaviour that had occurred at the facility during the season. Copy circulated prior to the meeting.

It was resolved that the Clerk reply to the Tennis Club advising that such incidents should always be reported as soon as possible to the Police in order to ensure that all cases of anti-social behaviour and vandalism were recorded and the true scale of any problems in the parish acknowledged.

262. **CORRESPONDENCE CIRCULATED:**

South Staffordshire Council: Agenda for meeting of the Regulatory Committee 16 October; Planning Decisions 17 Sept to 12 Oct.

Brewood Civic Society: Minutes of meeting 15 October. Copy correspondence to: South Staffordshire Council with regard to 12/00594/LUE Cosynook, 12/00533/COND 12 Dean Street and Phone Box High Green; Staffordshire County Council with regard to reducing street clutter and road lining in Stafford Street June 2012.

Watchdog Alerts: Suspicious Emails; Alpha Corporate Consultants.

SPCA: free CRB checks from the charity Staffordshire Council of Voluntary Youth Services including further details of the charity; Staffordshire Cares – access to Purple Pages.

NALC: Technical Reforms of Council Tax, What next for Localism

Rural Services Networkonline: Communities take shares in services

Wolgarston High School SNU

Wolverhampton County Council: Renewable and Low Carbon Energy Supplementary Planning Document.

Wolverhampton West Magazine October/November.

263. **COUNTY COUNCIL REPORT:**

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

264. **CHAIRMAN'S REPORT:**

The Chairman Mrs J. Jeffries reported that Members had been advised of the date for the Civic Sunday some time ago and apologised for not being available to attend the Brewood Christmas Lights Switch-on. Mrs Jeffries reminded Members of the resolution passed to hold the Civic Sunday in July or as soon as possible thereafter but that it was not practical to do so this year, there already having been one Civic Sunday in 2012. After having liaised with the Church, Village Hall etc the chosen date was the earliest possible date when balanced against the other considerations. Mrs Jeffries apologised to Brewood if the Civic Sunday in anyway interfered with the lights event. Finally, details were provided with regard the formal presentation of the donated picnic bench by Brewood Fire Crew to the Parish Council.

265. **FINANCE REPORT:**

To receive the Finance Report and consider the following matters:

- The Income and Expenditure Approvals Lists as of 25 October including salary payments covering standard hours plus:
 - Clerk 13.50 hours (3 Council evening meetings inc. K. Harris Council meeting; 1 South Staffordshire Council evening meeting and 1 SPCA evening training event)
 - Assistant Clerk 5.75 hours (2 Council evening meetings)

be approved. Income £21. Expenditure £8,050.72.
- The Q2 2012/2013 Budget Report, circulated prior to the meeting, **be received.** The end of September bank reconciliation which supported the budget report was tabled and received at the previous meeting of the Council.
- The purchase of 2 small Christmas Trees and lights for outside the Council office from the Rotary Club of Brewood and District at a cost of £20 each, totalling £40 **be approved.**
- The quote received from Playquest to replace the rotting balance beam and two clutter bridge hand-rails on the trim trail at The Bront at a total cost of £900 exclu. VAT **be approved.**
- The action of the Clerk to raise a cheque for the sum of £90 to pay the Land Registry fees for the registration of the three plots of land in Sandy Lane **be ratified.** This accounted for the reduction in fees applicable from 22 October and the discount for voluntary first registrations. The Chairman Mrs J. Jeffries and Head of Finance Mrs J. Carr were consulted beforehand. Members had previously been advised of the likely need for such action between meetings.
- The purchase of resources in support of the Parish Council's Community Drop-in events **be approved.** Clerk's Report referred. The ratification originally sought was not required. The Chairman drew Members attention to the fact the drop-in events were costing both time and money but that this was money well spent. Attendees were confirmed as: Coven – M. Alden-Court, Mr D. Evans, Mr T. Fellows, Mrs J. Jeffries, Mr P. Smith, Dr R. Taylor and Mr P. Webster; Brewood – Cllr Mrs D. M. Holmes, Mrs J. Jeffries, Mr G. Martin, Mr P. Smith and Mr M. Webb; Bishops Wood – Mr D. Evans, Mrs J. Jeffries, Mr J. Pegg and Dr R. Taylor.

Members were advised that the Clerk would be working on recommendations for the 2013/2014 budget and requests for funding to be considered by the Council should be submitted to the Clerk as soon as possible and no later than 12 November – details of any proposals and outline costs to be forwarded in writing.

It was resolved that a date for the precept meeting be considered at the November meeting when a finish date for the decorating should be known.

Reply received from Mrs J. Gibbins, Treasurer, Coven Memorial Hall thanking this Council for its grant of £2,380.

Matter of report.

266. **PLANNING REPORT:**

The Council received the Planning Report from the Head of Planning, Dr R.C.H. Taylor and considered the planning applications received. Mr J. Pegg advised Members that the application in Weston Close was retrospective.

Staffordshire County Council giving notice of the permission granted for the extension to the Four Ashes Material Recovery Facility storage and processing building and associated layout changes at Veolia Environmental Services, Four Ashes. Details available from the Clerk on request.

Matter of report.

267. **CLERK'S REPORT:**

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

- Trough, Market Place, Brewood. **It was resolved that the Clerk contact Mr A. Monckton again with regard to him arranging for maintenance work to be undertaken.**
- Bus Shelter, The Parade, Coven. **It was resolved that Local Members would canvas the opinion of users of the shelter over the next few weeks and report back to Council.**

268. **DISTRICT COUNCIL REPORT:**

The Council received the report of the District Council from Cllr Mrs D. M. Holmes who reported that South Staffordshire Council's Core Strategy had been approved and she congratulated the officers concerned.

ANY OTHER MATTERS OF REPORT:

269. **Superfast Broadband** Mr P. Smith queried whether there was any feedback from Staffordshire County Council's Superfast Broadband Survey, particularly in the light of the news concerning Brewood. **It was resolved the Clerk ascertain whether any feedback is available from Staffordshire County Council.**

270. **BPSA, Maintenance Costs** Mr M. Webb requested that this item be included on the next agenda of the Council.

It was resolved the matter be included for the meeting of 8 November.

The Clerk provided details of the forthcoming annual leave of the Assistant Clerk.

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.

271. **Staffing Hours** The Clerk reported on the possible need to be able to offer Mr M. Smith more flexible hours under his temporary contract as Handyman and Gardener – starting later in the mornings, spreading his hours over four days and standing down from Janitor duties for example.

It was resolved that the Chairman Mrs J. Jeffries, the Chairman of the Staffing Committee M. Alden-Court and the Clerk be given delegated powers to agree workable, flexible hours as necessary and report back to Council.

The Clerk reported to Members the latest news concerning Mr D. Barker.

There being no further business the meeting closed at 9.10pm.

..... Chairman

**REPORT OF THE CLERK FOR THE MEETING OF THE COUNCIL
TO BE HELD 25 OCTOBER 2012**

MATTERS ARISING

41** **Brewood Playing Field Equipment** The correspondence referred to on the agenda was actually a repeat of the 4 September letter but dated 15 October. I can only assume this was reissued by Playdale following a request from the Assistant Clerk for a copy of the inspection report to forward to Veolia. Following the resolution of the Council on 13 September I have:

- replied to Mr P. Mallinson of Playdale explaining the basis by which the Council has resolved not to install swing barriers and expressing the Council's concern that his letter did not acknowledge the error made by Playdale which meant the fencing, as originally required by the Council, could not be installed
- written to the Council's insurer's Zurich forwarding a copy of Playdale's explanation of 4 September 2012 and detailing this Council's justification for not installing swing barriers.

Matter of report.

With reference to the possible completion of the phase 1 development of the children's play area – the original equipment specified for phase 1 was reduced when there was a shortfall in external funding and as such some of the equipment was deferred subject to new funding. In an attempt to secure external funding this equipment was combined with the plan to install adult exercise equipment to create a new project that may have been of interest to funders but this proved to be unsuccessful. In the light of new information from two sources the location of any adult exercise equipment at the playing field needs further consideration and I would suggest further discussion with interested parties as to where they would be happy using such equipment. **With a view to completing the installation of the play area Members are asked to consider using the carried forward balances from phase 1 and the balance of the remaining PWLB monies (as noted in the 12/13 budget) which total £8,156 to fund a multi-activity unit and zig-zag twister, as identified in the original consultation, from Wicksteed subject to the quote being within the budget available including safety matting and installation, excl. VAT.** A quote has been received for the multi-play unit and an updated quote is awaited to include the zig-zag at the same time. This will not leave funding for a picnic bench in the under 8s play area although Brewood Fire Station Crew did say they would be able to make a further donation in the future. It would also help to complete the play area in this regard in order that we can ascertain the space available for the three benches to be re-instated and which need to be removed from Mr Dunbar's store.

347**. **Wall – Rear of Amenity Area, Sandy Matter of report** Following several formal emails between Mr Smillie and this Council I can now confirm that Mr Smillie has verbally agreed that the land concerned is owned by the Council – this relates to the land between Jacob's Ladder and the Council's amenity area, that runs from Jacob's Ladder, includes the narrow strip of land marked on some plans, up to the boundary of Mr Fletcher's land. Mr Smillie has not confirmed this conversation in writing as asked. In view of the doubt raised by Mr Smillie I withheld the Land Registry Fees (referenced under the Finance Report) requested by Mr Smillie until the matter was resolved. With Council's permission I will complete the papers instructing him to act for the Council which also included a statement of the solicitor's costs of £285 exclu VAT. Members had previously approved a cost of £150 plus Land Registry fees to register each site. **Recommended resolution in addition to that stated on the agenda: the expenditure be approved.**

351*/79b/84 **Localism / Core Strategy** Plans are in hand for the drop-in events on 27 October and 3 and 6 November. Briefing notes are available from the Clerk for Members. An email received from Mr P. Mullard after the agenda was published will be included on the next agenda – amongst other matters raised Mr Mullard wished to notify Members that the Horsebrook Lane Action Group had been renamed the Brewood Development Action Group.

Matter of report.

142b **GP Surgery Proposals** Members are advised that the Council has received a Freedom of Information request from Mr K. Biddle, Kiddemore Green Road although this was not necessary in view of the nature of the information requested. The minutes of the two council meetings and the 2008 letter of support for a GP Surgery as requested will be forwarded in due course and, in response to Mr Biddle's other requests, he will be advised that:

- this Council does not retain copies of the minutes of meetings received from Brewood Civic Society for any length of time and that he should approach Mr J. Redshaw of Brewood Civic Society
- the Brewood Ideas Group is an independent community led group and as such this Council does not hold any constitutive documents or details of membership, voting rights, stated aims and powers
- The Register of Interests for each Member of the Parish Council is available for inspection at the Parish Council Office with prior notice
- Online access to the Registers is currently dependent on South Staffordshire Council. Once the information has been made available on the South Staffs Council web site we will provide a link. This has been done to avoid the duplication of effort in loading and maintaining the information concerned and to thus also save time.

Matter of report.**MATTERS ONGOING**

279* **Council Offices** Work on the second phase is unlikely to commence until mid November due to the availability of the contractor and the 8 November Council meeting. After this we will then have 3 weeks between meetings.

Matter of report.

286* **Bus Shelter, School Lane, Coven** A draft survey has been compiled but we are awaiting confirmation from Mr B. Wilding as to whether there is realistically more than one site that may be considered by Highways.

Matter of report.

158a **Health and Safety, Coven Changing Rooms** The Risk assessment and sampling will have taken place on 24 October and the RA report will be awaited.

Matter of report.

171. **Parish Guide** With the support of the Assistant Clerk and Receptionist the updates are progressing and a number of photographs have been received from Mr T. Fellows and Mr A. Dutton. Updates to be completed and submitted by 2 November.

Matter of report.

225 **Composting Site, Lawn Lane, Coven** Phone call received from South Staffordshire Council advising that they had no authority in this matter and forwarding appropriate contact details at the Environment Agency.

Matter of report.

228. **VFestival Debrief** Those Members who are to attend the VFestival debrief, on 1 November 2 – 3pm, are reminded that South Staffordshire Council requested details on any questions to be put to the VFestival representative in case they could not attend in person. I have enquired as to whether SSC can confirm whether a representative will be present but have not as yet received a reply.

Matter of report.

231 **Standeford Farm Cafe** Phone call received from Mr D. Pattison, South Staffordshire Council with regard to this Council's recommendation to refuse the premises licence application. Mr Pattison advises that the Police have supported the application subject to some amendments being included and other similar establishments have already been licensed so any attempt to refuse the application would be turned over in the courts. Mr Pattison has offered to host a meeting with Members of the Council and the police to discuss this matter further or alternatively hold a hearing but believes this may not ultimately be to any useful effect.

Members' views.

238a **Grass Cutting at Chambley Green** I am advised by Mrs J. Carr that South Staffordshire Housing Association have reviewed their position and are to draw up a contract for Mr Jones to sign, allowing him to cut the grass concerned. Mrs J. Carr may wish to report.

Matter of report.**FINANCE**

Resources, Drop-in Events Members are advised that some costs will be incurred in hosting these events although the Community Council of Staffordshire is supplying some materials. The urgency to source such resources was somewhat reduced with the assistance of the CCS but the Council will need to purchase pens, marker pens, post-it notes etc and refreshments on Friday.

Recommended resolution: Members to approve the purchase of necessary resources.

OTHER MATTERS FOR THE CLERK'S REPORT

Trough, Market Place Phone call received from a member of the public concerned that the inscription on the trough in Market Place, Brewood is no longer legible. This Council wrote to Mr A. Monckton on 19 November 2010 but did not receive a reply. At the time the Council resolved not to pursue the matter further on the understanding that the inscription could still be read.

Members' views.

Bus Shelter, The Parade, Coven Enquiry received as to when the seat in the bus shelter at The Parade would be replaced. This was broken some weeks ago and the Council resolved to remove the seat and not replace it. I was advised that a number of the elderly users of the bus shelter wanted to have the seat replaced. A cost to replace the seat, assuming an order is not placed with the same supplier for any new shelter in School Lane, will be £200 exclu. VAT. **Recommended resolution: Local Members to canvas the opinion of users of the shelter over the next few weeks and report back to Council.**

Annual Leave The Clerk will report.

Staffing The Clerk will report.