

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, 29 NOVEMBER 2012 AT 7.30PM**

PRESENT:

Mrs J. Carr, Mr R. Dakin, Mrs J. Jeffries, Mr G.E. Martin, Mr J. Pegg, Mr P. Smith, Dr R.C.H. Taylor, Mrs L. Tomkins, Mr P. Webster.

APOLOGIES:

M. Alden-Court (personal), Mr D. Evans (work), Mr T. Fellows (work), Cllr Mrs D.M. Holmes (unwell), Mr M. Webb MBE (personal) Cllr B. Cox (meeting), Cllr M. Hampson (meeting).

MINUTES:

The minutes of the meeting of the Council held 8 November were approved as being an accurate record and duly signed.

DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION:

Dr R.C.H. Taylor declared a personal interest in planning application 12/00909/FUL. Mrs J. Carr declared a personal interest in planning application 12/00915/FUL. There were no requests for dispensation submitted in writing to the Clerk prior to the meeting, as required under the Code of Conduct.

CRIME AND DISORDER ACT:

Mrs J. Jeffries advised that at a recent training seminar given by South Staffordshire Council, it was recommended that heed be paid to the Crime and Disorder Act not just at the beginning of each meeting, but also to minute that the Act had been taken into consideration as and when items required it. The Chairman asked Members for their support in implementing this recommendation.

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.

291. **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.

No members of the public wished to speak.

MATTERS ARISING:

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

245** **Brewood Bowling Club.** Email received from Ms H. Skidmore requesting a further clause be added to the lease, if not already included, whereby the landlord acknowledged that the liability of the trustees would not exceed and go beyond the property which they held on trust for the Club. The request had been forwarded to the Council's solicitor. Reply received from Mr Smillie to this Council's request for the lease to be amended, Clerk's Report referred.

It was resolved that the Clerk speak directly to Mr Smillie to explain further the reasons of the Council (as Landlord) for making the recommendations, with a view to agreeing appropriate wording for the lease but should this fail, the Clerk to refer back to Council to consider alternative action.

256** **Traffic Management, Brewood.** Mr D. Evans had indicated that he wished to speak on the matter of congestion. Mr Evans was delayed at work and did not attend the meeting.

Matter of report.

347** **Wall – Rear of Amenity Area, Sandy.** Ms L. Macdonald, South Staffordshire Council advising that a Planning Contravention Notice was issued on 9 November to Mr N. Fletcher seeking details as to what he was proposing with regard to the new access. Mr Fletcher had 21 days to respond, after which prosecution could be considered. A response was due by 30 November 2012.

Matter of report.

79* **Veolia.** Press cutting received from Mr P. Sanders with regard to the Open Doors Weekend. A copy was available from the Clerk at the meeting. **Matter of report.**

238* **Speeding Traffic, School Lane, Coven.** M. Alden-Court had advised the Clerk that the SIDs were scheduled to be installed week commencing 3 December. Mr P. Smith reported, on behalf of M. Alden-Court, that the SIDs would be operational on a three weekly cycle every 4 months. The information had been put on the Council's website.

Matter of report.

286* **Bus Shelter, School Lane, Coven.** Letter received from Mr and Mrs Foxall acknowledging this Council's previous response and the explanation provided by M. Alden-Court but reiterating that they personally still felt the shelter would be better sited on the playing field side of the road.

It was resolved that Coven Members would collate and summarise the surveys and report back to the Council. Members to liaise and agree a convenient date.

351*/79b/84 **Localism / Core Strategy.** Reply received from Mr M. Keeling of Staffordshire County Council acknowledging receipt of the photographic evidence and the request for a risk assessment forwarded by this Council from Mr P. Westwood. Mr Keeling advised he would reply as soon as possible.

Matter of report.

98a/325a* **Staffing Committee.** Clerk to report with reference to the power delegated to Mrs J. Jeffries, M. Alden-Court and the Clerk to negotiate new hours and working arrangements for the duties of the handyman/ gardener and the janitor. Due to the confidential nature of the matter to be discussed this item was taken at the end of the meeting when members of the public and press were asked to leave.

158a **Health and Safety, Coven Changing Rooms.** Legionella test certificate and Risk Assessment received from the contractor for the Council's changing rooms in Coven. The site had tested clear for Legionella on this occasion but a number of risks and recommendations had been made which needed to be acted upon. Similar reports were received for the changing rooms at the BPSA ground; these were forwarded to Mr M. Webb representing the BPSA. Letter also received from Mr Clive Smith, of South Staffordshire Council's Legal and Public Health Protection Services providing advice to determine whether Parish Council owned sites required Legionella testing and how basic checks may be recorded. It

was noted that Mr Smith may be willing to provide further advice if required; the contractor had also offered further support. Dr R.C.H. Taylor requested a copy of the report.

It was resolved that the Clerk review the Coven changing rooms risk assessment and report back to Council in due course as to what further action was required. It was further resolved that any further findings or procedures that may be implemented by the Council be shared with a representative of the BPSA. Clerk to also reply to Mr C. Smith thanking him for his letter, explaining the Council's measures so far and asking him to confirm whether he may be able to provide further advice if necessary.

208. **Roseclaim – VFestival 2012.** Bishops Wood WI seeking a grant from any funding that may be received from Roseclaim. The letter to be held on file with other such requests.

Matter of report.

231. **Standeford Farm Cafe Alcohol License.** Mr D. Pattison, Director of Legal and Public Health Protection, South Staffordshire Council advising that he had considered this council's statement of evidence and was firmly of the view that the reasons given were not sufficient legally to refuse the licence. If refusal was recommended on these grounds the Council would be susceptible to a legal challenge. Mr Pattison apologised for the brief response but he was on sick leave at the time. Dr R.C.H. Taylor expressed his concern that granting the license was in contravention of the Crime & Disorder Act.

It was resolved that it be minuted the Council affirmed its objection to the application and considered it to be in contravention of S17 of the Crime and Disorder Act 1998.

238c **Winter Parish Summit.** Details of the full agenda received confirming the topics to be covered as: the Welfare Reform Act, the proposed Local Council Tax Support Scheme and outcomes from the consultation, welfare reforms related workshops and kerbside Waste and Recycling Services April 2013 onwards.

Matter of report.

284. **Mr D. Barker.** Letter received from Compton Hospice thanking the Council for its donation of £25 in memory of Mr D. Barker.

Matter of report.

289. **Bus Stop, Old Coach Road, Bishops Wood.** Mr J. Pegg reported that although repairs had been carried out, the site had not been improved. Photographs were circulated at the meeting. Mr Pegg recommended a request be submitted to Highways for a raised area with a kerb and one row of six slabs to step onto when alighting the bus.

It was resolved that the Clerk contact County Highways to arrange a site visit, Bishops Wood Members to attend.

MATTERS ONGOING:

408** **Croft House.** Clerk's Report referred. Reply awaited with regard to the discharge of Condition 9 (Landscaping).

Matter of report.

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

Matter of report.

279* **Council Offices.** Clerk's Report referred. The Clerk also reported that the large wooden desk in the Council chamber was surplus to requirements and sought Members' permission to dispose of it.

It was resolved that quotes be sought for resurfacing the kitchen and toilet floors. It was further resolved that Members enquire with local organisations and the community for anyone who may make use of the desk.

351*/79b/84 **Localism / Core Strategy.** Clerk's Report referred. Members considered what format the Parish Council's workshops may take in order that they may tie in with the meetings proposed by South Staffordshire Council. Clerk to discuss the nature of the meetings further with Kelly Harris of South Staffordshire Council.

It was resolved that the Clerk recommend Brewood Methodist Church, St Paul's in Coven and possibly St Mary and St Chad's Church as further possible venues for South Staffordshire Council, having spoken to Church representatives first.

114. **Grounds Maintenance 13/14** Clerk's report referred.
Matter of report.

199. **Tree Inspection, The Bront.** Clerk's Report referred. Members considered the recommendation that the proposed survey would also include an inspection of all trees (above a certain size/girth) on Parish Council land that was accessible to the public (lawfully or otherwise) or that could fall on to a publically accessible area from Parish Council land.

It was resolved that all trees, above a size (to be advised), on Parish Council land that was accessible to the public or that were within falling distance of a publically accessible area should be included in the tree inspection. Clerk to progress and seek quotes.

225. **Composting Site, Lawn Lane.** Clerk's Report referred.
Matter of report.

269. **Superfast Broadband.** Clerk's report referred.
Matter of report.

CORRESPONDENCE RECEIVED:

292. Resident of Oak Rd, Brewood with regard to the poor state of fencing between the bungalows 39 to 41 which was rotten and falling down in places; barbed wire that was present had been removed. The resident advised that this matter had been reported several times to South Staffordshire Housing Association but no action had been taken due to lack of funds.

It was resolved that the letter be forwarded to South Staffordshire Housing Association requesting they give the matter their urgent attention.

293. South Staffordshire Council, Street Homelessness Survey. To be returned by 7 December 2012. Members who were aware of any rough sleepers advised the Clerk at the meeting.

It was resolved the Clerk include the details provided in the survey and return it in due course.

294. Mr Mark Rogers of South Staffordshire Council giving details of October's Crime and Anti-social Behaviour Reports for Locality 2. Copy circulated prior to the meeting. Members felt that the report may be misleading.

It was resolved that Dr R.C.H. Taylor monitor the figures over a period of months with a view to challenging the Police in due course should it be proven that certain crimes had increased this year, despite the report suggesting otherwise.

295. Mr Leigh Brooks of South Staffordshire Council with regard to the provision of IT support offered by its ICT Service team: Hardware, Networking, Training, Security, Websites, Printing. Support from £35/hr. Representatives would be available at the Parish Summit on 23 November to discuss the support offered.

It was resolved that the Clerk investigate whether or not support may be given to the Parish Council on an ad hoc basis.

296. Email received from Mr P. Webster regarding this council's responsibilities regarding the prevention of spread of Ash Die Back. The Clerk had contacted Mr S. Dores, arboricultural officer for South Staffordshire Council who advised that there had been no reported cases to date in Staffordshire and enclosing website links giving guidance and advice to recognise any occurrences.

Matter of report.

297. Email received from Ms Katy Malkin enquiring about the possibility of planting wild flowers at Jubilee Park, Brewood to encourage bees. Planting and maintenance would be co-ordinated by Ms Malkin and Friends of the Earth would supply the seeds and tools. The recent project at the site required that there be a conservation or wild-life area.

It was resolved that the Clerk accept the offer and request that consideration also be given to similar planting being provided at Bishops Wood park and, subject to the approval of the committee, the Village Hall. Advice to also be given with regard to grounds maintenance and the possible risk to planting.

298. Anonymous letter received asking the Parish Council to consider the purchase of the Three Stirrups and its conversion to Parish Council Offices incorporating the Royal British Legion; the demolition of the present Parish Council office and British Legion buildings and the erection of the GP surgery on the site. Copy circulated prior to the meeting. Attention was drawn to the fact that the letter was anonymous and would normally be disregarded. Members agreed that as it was not a letter of complaint, its content should be noted.

It was resolved that copies of the letter be passed to the Brewood Ideas Group and Mr J. Cooper, representing Brewood Traders, for information and possible consideration in the future.

299. Staffordshire County Pension Fund giving details of the need for information held by employers to be accurate in order for the Fund to assess the Local Government Pension Scheme Valuation in March 2013 and thus calculate the level of contributions made by employers.

Matter of report.

300. Email from Mr Mark Jenkinson of South Staffordshire Council enclosing the Month 5 report on the Connect Bus Service usage. A copy was available from the Clerk on request.

Matter of report.

301. Staffordshire County Pension Fund advising that a new panel of Independent Registered Medical Practitioners had been appointed. Further correspondence received concerning their consultation as to whether there was merit in amending the Investment Regulations to provide further flexibility in the area relating to partnerships.

Matter of report.

302. Mr D. Taylor, Staffordshire Police Authority advising that Mr M. Ellis would be taking up the role of Police and Crime Commissioner for Staffordshire from 22 November. Further details available from Mr Taylor or www.staffordshire-pcc.gov.uk. Dr R.C.H. Taylor pointed out that the Police and Crime Commissioner would not come under the jurisdiction of Police Authority's Code of Conduct.

Matter of report.

303. Mrs T. Postles with regard to the 1st Brewood Guides, formed in September 2012, and their first annual subscription. Copy circulated prior to the meeting. It was noted that Bishops Wood girls attended the group. Mr J. Pegg advised that there may be funding available from the Rotary Club. The Chairman advised that there may also be funding available from Roseclaim.

It was resolved that the Parish Council donate half of the requested sum, as a one off payment and that Mrs Postles be advised to write to Rotary and the Parish Council as caretakers of the Roseclaim grant. Finance Report refers.

304. SPCA with regard to a training course covering the forthcoming changes for the implementation of Real Time Information on Tuesday 15 January in Stafford at a cost of £20 for the first delegate, £15 and £10 for subsequent delegates.

It was resolved that either the Clerk or Assistant Clerk attend.

305. South Staffordshire Work Clubs. Further details available from www.southstaffsworkclubs.co.uk.

Matter of report.

306. Mr J. Roobottom advising that Ms C. Fulford had stood down as Chairman of Brewood Tennis Club at the AGM and Mr Roobottom had been elected.

Matter of report.

307. Featherstone and Brinsford Parish Council enquiring as to whether Members had noticed a reduction in the number of hours Police Officers were present in our parish each week.

It was resolved that the Clerk respond advising that the Council's perception of Police visibility was exceedingly poor and Members trusted they were working productively and effectively.

308. Mr G. Williamson inviting a representative of this Parish Council to attend a meeting organised by the Prison's Minister, Jeremy Wright MP at HMP Featherstone on 30 November at 12.45. The meeting had been called to discuss the implications and actions to be taken in relation to proposals to convert a third of Featherstone into an Open Prison. Clerk's Report referred.

Matter of report.

309. **CORRESPONDENCE CIRCULATED:**

South Staffordshire Council: Licensing Committee Agenda 21st November; Validated Planning Applications 22 October to 9 November; Planning Application Decisions 29 October to 16 November.

SPCA: Making it easier to form new Town and Parish Councils, Improving Local Government Transparency. Important information regarding gas and electricity bills, Hero Dogs Remembered on Armistice Day, Volunteer Staffordshire Awards, Technical review of planning appeal procedures: Consultation. New PAYE arrangements for RTI, Code of Conduct Update, Advertisements for Real Time Information., Code of Conduct Update, Advertisement for Private Payroll Services to Parish Councils, Clerk Vacancy Ellastone Parish Council.

SPCA AGM presentation: Action with Communities in Rural England (ACRE) Localism in Practice slides.

SPCA Staffordshire LINK – Stafford and Cannock Hospitals' Question Time.

Brewood Civic Society Minutes of the meeting held 19 November. Copy correspondence to: South Staffordshire Council with regard to planning application 12/00874/FUL; North Wales & Borders Waterways re Shropshire Union Canal.

Wolgarston SNU.; Staffordshire Review; Wolverhampton Magazine.

310. **COUNTY COUNCIL'S REPORT:**

There was no report received from the County Council.

311. **CHAIRMAN'S REPORT:**

The Chairman, Mrs J. Jeffries thanked all who attended the Civic Sunday. It had been a great pleasure to organise and good for the parish to be seen by the Deputy Lieutenant and other council representatives. It was also good to see so many voluntary groups represented. Mrs Jeffries had received several replies and read out Mr Giffard's letter. She also thanked all the others who had sent letters.

312. **FINANCE REPORT:**

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

- The Income and Expenditure Approvals list as of 29 November Income nil, Expenditure £20,780.95 **be approved**, including salary payments covering standard hours plus:
 - Clerk 25.25 hours (9 evening / weekend meetings: 3 drop-in sessions, 3 training events / seminars / Locality Forum, 3 meetings of the Council inc. Mr Monckton)
 - Assistant Clerk 5.00 hours (1 Council evening meeting and 1 drop-in session)
 - Payments due to Mr D. Barker in lieu of annual leave and his Essential User Car Allowance up to 8 November 2012. The basis of this payment was discussed and approved by the Head of Finance prior to the payment being made. Advice was also sought from and provided by South Staffordshire Council to ensure the payments made were lawful. The Clerk reported further at the end of the meeting.
 - Half year Essential User Car Allowance to Mr M. Smith.
 - Additional hours paid for moving office furniture on 3 occasions (1 still to pay): M. Smith 2.5 hrs (remainder worked as standard hrs); M. Orgill 8.5 hrs
- The date for the 2013/2014 Budget and Precept meeting of 20 December at 7.00pm, **be approved**.
- Members confirmed the arrangements for the Council's Christmas celebration as 20 December following the Precept meeting. Arrangements for a buffet in the Council Chamber to be finalised at the next meeting of the Council.
- The payment of telephone allowances for the financial year 2012/2013 to the sum of £20 each to Councillors and £50 to the Clerk **be approved**. Allowance was included in the 2012/2013 budget. Mr P. Smith and Mrs J. Carr had previously resolved to donate their telephone allowances to the photographic competition expenses.
- Resurfacing Parish Council Offices driveway. Clerk's Report referred. One quote was circulated prior to the meeting, no further quotes received to date.
It was resolved that delegated powers be approved for the Chairman Mrs J. Jeffries, Head of Finance Mrs J. Carr and the Clerk to compare any further quotes received by the end of the following week to enable a decision to be made before the next meeting of the Council.
- Rotary Storage Unit. Clerk's Report referred.
It was resolved that the Council's handyman replace the felt on the lid at a cost of up to £32.00/roll (requiring 1 to 2 rolls) at the Council's expense, subject to the Clerk obtaining the agreement of Rotary first.
- (Item 303.) 1st Brewood Guides.
It was resolved that a one off donation of £200 be awarded to 1st Brewood Guides.

313. **PLANNING REPORT:**

Mrs L. Tomkins reported that the planning application for a motocross track in Middle Lane, Coven Heath had been refused by South Staffordshire Council and thanked the Parish Council for its support.

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

Letter received from Mr W. Gallan with regard to the planning application received for the Admiral Rodney. Copies tabled to Members at the meeting and the content was noted.

Email received from Mrs S. Poxon, South Staffordshire Council with regard to planning training held in November, Clerk's Report referred.

It was resolved the Clerk reply that Members reported that the seminars were interesting, worthwhile, of great value and much appreciated.

314. **CLERK'S REPORT:**

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

- **Bishops Wood Christmas Lights** Letter received from Mr T. Sloane inviting Members to attend the 'switch-on'.
- **Rotary Storage Unit** See Finance Report.
- **Temporary Fencing at Bishops Wood Village Hall.** Mr J. Pegg reported that the fencing had been erected to prevent gatecrashers at a recent event and would be removed as soon as assistance was available. The Chairman recommended that signage be erected in future in order to avoid confusion.

315. **DISTRICT COUNCIL REPORT:**

No report was available (this item had been omitted from the published agenda).

ANY OTHER MATTERS OF REPORT:

Dr R.C.H Taylor reported that the Code of Conduct training had been good and a copy of the slides was available from him should Members be interested. Dr Taylor outlined the changes and recommended that the Parish Council's Standing Orders be reviewed in the New Year. The Clerk confirmed this matter was already on 'Matters Ongoing'.

Matter of 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.

98a/325a* **Staffing Committee.** The Clerk reported that, under the powers previously delegated to the Chairman Mrs J. Jeffries, the Chairman of the Staffing Committee M. Alden-Court and the Clerk, new hours and responsibilities had been discussed and provisionally agreed with the Council's gardener/handyman and the janitor. The Clerk reported that under this arrangement the janitor had requested he also be allowed to open the public conveniences as early as 8/8.30am and as late as 7.00pm while he undertook extra seasonal work elsewhere in December and January.

It was resolved that the gardener/handyman be asked to work his 16 winter hours between 11.00am and 3.30pm Monday to Thursday and the janitor be asked to open and close Sandy Lane public conveniences on seven days of the week. Members also supported the adjustment in hours for December and January.

312. **Finance Report.** The Clerk provided a verbal report to briefly explain the breakdown of outstanding payments made to Mr D. Barker.

There being no further business the meeting closed at 9.05 pm.

..... Chairman.

**REPORT OF THE CLERK FOR THE MEETING OF THE COUNCIL
TO BE HELD 29 NOVEMBER 2012**

MATTERS ARISING

245** **Brewood Bowling Club** With reference to this Council's correspondence posted 30 July 2012 a reply has been received, since the agenda was circulated, from the Council's solicitor. As requested Mr Smillie has advised as to which of the additional points raised by the Council's working party were appropriate to be covered in the Lease with a view to de-risking the Council's position as Landlord in the long-term. As such Mr Smillie has queried the need for any changes to be made to the Lease relating to the Council's recommendations (as Landlord) to:

- indemnify the Landlord with regard to a perceived or actual change in the local drainage conditions due to the additional ground works required / undertaken
- require reinstatement of the site under certain conditions (Trustees would be personally indemnified)
- require written agreement of the Landlord with reference to the materials, style, colour of fencing and the species of any planting
- indemnify the Landlord should Highways withdraw the connection to the mains drainage on the Highway at any time
- enforce conformance to the local site rules (bbqs, glass etc).

Recommended resolution: the Clerk speak directly to Mr Smillie to explain further the reasons of the Council (as Landlord) for making the recommendations with a view to agreeing appropriate wording for the lease but should this fail the Clerk refer back to Council to consider alternative action.

MATTERS ONGOING

408** **Croft House** Reply awaited with regard to the discharge of Condition 9 (Landscaping).
Matter of report

183a*/165* **Coven Heath Allotments** The Council's Caretaker Mr A. Lawrence and I met with the contractor last week to discuss the project and arrangements for using the car park for storage. The contractor will liaise with Mr Lawrence with regard to access when he is ready to start which should be shortly, weather permitting. Once a date is available signage will be erected advising tenants not to enter the site.

Matter of report.

279* **Council Offices** The agreed work has now been completed although comments have been received that the flooring in the kitchen and ladies / gents toilets now looks in need of replacement. I personally would like to thank the staff who worked so hard to make what was a serious upheaval to working conditions go as smoothly as we could hope for, namely Maggie and Tanya for their organisational skills to make sure business continued to run uninterrupted and the team of Martin and Matthew who not only did all the physical work built rebuilt furniture to fit the new layout.

Members' views are sought as to whether quotes should be sought for the flooring referred to.

351*/79b/84 **Localism / Core Strategy** Email received (post agenda) advising that South Staffordshire Council anticipate their Site Allocations Consultation commencing in January 2012 and that from February until April they will be looking to hold public consultation events in each of the localities for members of the public to make their views known to officers of Sth. Staffs. Council on which sites they prefer and why. Events to be held between 3pm and 8pm in each village where an allocation is to be made. There will also be five public meetings held in each of the localities between 6pm - 8pm on separate days. Having contacted the Brewood and Coven village halls availability is limited with Brewood only being able to offer the main hall for either event on Fridays and Coven being able to make the John

Williams room available 3-8pm on Tuesdays (but not the main hall) and the main hall for an evening only event on the 1st, 3rd and 4th Tuesday of each month with prior agreement. **Members' views are sought as to whether there are any other appropriate venues before I reply – Brewood Middle School for evenings for example.**

114. **Grounds Maintenance 13/14** Quote now received from South Staffordshire Council which will be considered with other quotes received in due course. Quote to also be sourced from Staffordshire County Council following the receipt of a flier offering their services.

Matter of report.

199. **Tree Inspection, The Bront** Information received from the SLCC forum has proved to be informative and useful. As a result it has made me reconsider the existing resolution of the Council and I would ask Members to consider including an inspection of all trees (above a certain size/girth) on Parish Council land that is accessible to the public (lawfully or otherwise) or that could fall on to a publically accessible area from Parish Council land.

Members' views.

225. **Composting Site, Lawn Lane** Reply received from the Environment Agency which, having been received after the agendas had been circulated and not of an urgent nature, will be tabled on the next agenda.

Matter of report.

269. **Superfast Broadband** Enquiry submitted to Staffordshire County Council requesting feedback and any information concerning progress to date or future plans. Reply awaited. Their web site states that the survey date has been extended again, now until 31 December.

Matter of report

CORRESPONDENCE RECEIVED:

308. **HMP Featherstone** Unfortunately Mrs Jeffries is no longer available to attend the meeting to be held on 30 November and an alternative arrangement was made for Cllr A. Holmes, who was attending as a District Councillor, to also represent the parish. Cllr Holmes having reported today that she is unwell I have asked Cllr M. Hampson, who was already scheduled to attend, to report back to the Council. **Matter of report.**

FINANCE

Staff Payments The Clerk will provide a verbal report of the total payment made to Mr D. Barker which will include the payments require by law in lieu of annual leave from 2011/2012 and 2012/2013. As such payments are of a confidential matter I recommend the Council take this matter at the end of the meeting, with the other staffing related matter, when members of the press and public will be asked as to leave the meeting.

Resurfacing of Council Driveway No further quotes have been received although one contractor is scheduled to visit the site tomorrow.

If Members are in agreement that the driveway needs to be resurfaced without unreasonable delay then the recommended resolution is that delegated powers be approved for the Chairman Mrs J. Jeffries, Head of Finance Mrs J. Carr and the Clerk to compare any further quotes received by the end of next week and make a decision before the next meeting. Members are reminded that if the quote circulated should be the preferred quote then the schedule for the works commencing is not in this Council's control.

PLANNING

Admiral Rodney Letter received (post agenda) from Mr W. Gallan with regard to the plans received and to be considered at this evening's meeting concerning the Admiral Rodney. Copies tabled to Members at the meeting.

Planning Training 21 and 26 November Email received from Ms S. Poxon concerning the recent planning training held for Members at South Staffordshire Council. Of the 45 who booked and were catered for only 28 attended the sessions. As a result such future events are likely to only be held on one night and will exclude catering. Feedback is sought as to whether those Members who attended found such sessions of value.

Members' views are sought with regard to the request for feedback.

OTHER MATTERS FOR THE CLERK'S REPORT

Bishops Wood Christmas Lights Letter and email received from Mr T. Sloane on behalf of the Bishops Wood Christmas Lights committee inviting Members to the official switch on of the Bishops Wood Christmas Lights on Friday 7 December at St John's Church, Bishops Wood, commencing 6.30pm. Mr Sloane also takes the opportunity to thank the Council for its continued financial support for the Christmas Lights which is greatly appreciated.

Matter of report.

Rotary Storage Unit The Council's handyman has advised that the Rotary storage unit for Christmas Lights cabling to the rear of the Council offices is in need of re-felting otherwise the wood will start to rot. It is believed this will take in excess of 5m of 'green mineral' felting which costs in the region of £28-£32/roll (length of roll to be confirmed).

Members' views are sought as to what further action should be taken by the Clerk.

Bishops Wood Village Hall An enquiry has been received this afternoon as to why there is heras fencing up at the village hall blocking access to the skate board park.

Members' views are sought.

DISTRICT COUNCIL REPORT:

To receive the report of the District Council. Apologies for omitting this from the agenda.

ANY OTHER MATTERS OF REPORT

None received.