

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, 14 MARCH 2013 AT 7.30PM

PRESENT:

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

APOLOGIES:

Mr D. Evans (personal), Cllr Mrs D.M. Holmes (personal), Mr G.E. Martin (personal), Cllr B. Cox (meeting), Cllr M. Hampson (personal).

MINUTES:

The minutes of the meeting of the Council held 28 February 2013 were approved as being an accurate record and duly signed.

DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION:

There were no declarations of interest from Members and no requests for dispensation had been submitted in writing to the Clerk prior to the meeting.

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. To be considered and minuted against each item as appropriate.

430. **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.

Ms S. Tunnicliffe of Kiddemore Green Road on behalf of the Kiddemore Green Road Action Group spoke about the group's concern as to the basis of the information on which the proposed primary care centre application had been granted and sought confirmation as to whether the letter concerning funding had been sent, on whose behalf it had been sent and what was the reply. Ms Tunnicliffe also made reference to comments made by District Councillors, that Gavin Williamson MP supported the Action Group and that the elected Parish Councillors had let the community and village down. She also stated that traffic congestion was already a problem in the village and handed out a statement from Dr Holder. The Chairman advised that the statement, having just been circulated, could not be considered at the meeting and the matter of the primary care centre would be discussed under item 142b.

MATTERS ARISING:

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

245** **Brewood Bowling Club.** Letter received from the Bowling Club inviting Members to attend the Club's AGM on 18 March at 8.15pm for an 8.30pm start, in the British Legion, Shop Lane, Brewood; agenda and previous minutes were available from the Clerk. Further letter received from the Bowling Club requesting a meeting with the Council in order to discuss the re-drafted lease. Ms Skidmore advised that having reviewed the re-drafted lease the committee had raised a number of concerns / questions which were made available to the Council on 14 March; the same letter also supported the 10m recommendation for wildflower planting. Clerk's Report referred.

It was resolved that the Clerk advise Ms Malkin that wild flowers may be planted on the land from the north east end of the playing field (after allowing clearance for the area that pools), for a distance of up to 10 meters heading west from the east boundary of the site, to a distance to the south to be agreed on site. It was further resolved that a meeting be scheduled with representatives of the Bowling Club once the work specified in the Clerk's Report had been completed.

79* **Veolia.** Community Liaison Meeting papers received from Mr P. Sanders covering the minutes and Mr Sanders own report of the meeting held 5 December, agenda of 6 March and information concerning 'Contributing to the UK's funding landscape' from Veolia Environmental Trust. Copies were available from the Clerk. Mr Sanders' own report of 6 March would follow in due course.

Matter of report.

351*/79b/84/298 **Localism / Core Strategy.** Letter received from Mr S. Winterflood thanking this Council for its comments concerning the funding of the Community Council of Staffordshire and expressing his satisfaction that the decision to provide specific funding had proved to be of value. Copy letter from South Staffordshire Council, sent to all Brewood ward Members, made available by Mr G. Martin concerning the nomination of a local asset (the 2nd Brewood Scout Hut) for inclusion on the list of assets of community value. South Staffordshire Council was required to maintain such a list under the Community Right to Bid element of the Localism Act. Clerk's Report referred.

It was resolved that other such nominations would be considered with the community, in respect of the whole Parish, as part of the Council's Positive Planning work.

142b (410) **GP Surgery Proposals.** Reply received from South Staffordshire Council, as referenced at the meeting of 28 February, and follow-up reply received to this Council's request for any further information that may answer the Council's original query (ref. the resolution of 14 February) – no further information was available. Copies circulated prior to the meeting. Email received from Mr C. Bish querying the letter sent to South Staffordshire Council and referring to his personal view as to the reason for the letter being sent, copy circulated prior to the meeting. Clerk's Report referred. Members were asked to: clarify whether in resolving to write to South Staffordshire Council, the Parish Council was doing so on behalf of the Action Group or in response to Members own concerns; whether any further action was required with regard to the letter sent to South Staffordshire Council

It was resolved that the Parish Council had asked the question on behalf of the Action Group. It was further resolved that no further action be taken by the Parish Council in regard to the letter written to South Staffordshire Council.

Dr R.C.H. Taylor abstained from voting because he was not at the meeting of the Council when the matter was discussed.

343. **Barnfield Sandbeds.** Letter received from Mr S. Winterflood advising that the Director of Environmental Services, Jackie Smith had reassessed the availability of funds for the completion of the

Barnfield Sandbeds project and as a result work had been programmed for completion during April 2013. Ms M. Goodrich, chairman of the Friends of Barnfield Sandbeds, to be advised to this effect.

Matter of report.

383. **New Councillor Training.** New Councillor Training scheduled to take place on Tuesday 19 March at 7.00pm in the Parish Council offices in Stafford Street. Mr P. Webster had previously given his apologies to the Clerk.

It was resolved that M. Alden-Court, Mr R. Dakin, Mr T. Fellows, Mrs J. Jeffries, Mr P Smith, Dr R.C.H. Taylor and Mrs L. Tomkins would attend. The Clerk to also attend and be paid as additional evening hours. Mr J. Pegg advised that he may not be available to attend but would endeavour to do so.

389/218* **i54/JLR** Email received from Ms M. Fitzpatrick, i54 Project Liaison Officer forwarding an invitation to attend a meeting to discuss the extension works of the M54 junction 2. Meeting to be held on 18 March, commencing at 7pm in the i54 site offices on Innovation Drive, off Wobaston Road. Details circulated to Members prior to the meeting and numbers attending confirmed on 11 March. Members also considered the nature of the i54/JLR site visit previously requested. Clerk's Report referred.

It was resolved that a meeting with Interserve and JLR be sought along with further information concerning the site generally. M. Alden-Court, Mrs J. Carr, Mr R. Dakin, Mr T. Fellows, Mrs J. Jeffries, Mr P. Smith, Mrs L. Tomkins, Dr R.C.H. Taylor, Mr M. Webb and Mr P. Webster expressed an interest in attending, subject to availability.

415. **Planning Applications.** Members considered the Council's options for handling electronic / digital planning applications received from South Staffordshire Council from 1 April. The Supplementary Report of the Clerk tabled at the meeting of 28 February referred.

It was resolved that the Council trial a system whereby the Clerk would email web links to Members, for them to access planning applications from home. A3 size copies of planning applications to be made available at meetings of the Council with effect from 1 April. It was further resolved that the Clerk investigate the cost of sourcing and installing a projector and screen in the Council Chamber.

MATTERS ONGOING:

347** **Wall-Rear of Amenity Area, Sandy Lane.** Clerk's Report referred.

It was resolved that the Clerk write to Mr Fletcher, recorded delivery, instructing him to restore the land to its original state within 28 days of the date of the letter and advise him that legal action would be taken if his response was unsatisfactory.

159. **Waste Bins, Canal.** Dr R.C.H. Taylor reported that he had collected a considerable amount of rubbish left by fishermen along the canal in the Conservation Area and would take the matter up with the Canal and River Trust. Mrs L. Tomkins reported a similar problem along the Shropshire & Worcester canal at Coven Heath; she had arranged to be supplied with high visibility vests and litter pickers for volunteers to use and hopefully some new bins.

Matter of Report.

290**/ 56 **New Model Standing Orders.** M. Alden-Court asked when the New Standing Orders would be completed. The Clerk advised that Mrs J. Carr had reviewed the documents to identify the changes required and that the current Standing Orders were not unlawful, noting the changes required for Declarations of Interest. In view of this more substantial matters were being given higher priority, such as the Bowling Club lease and tree hazard risk assessments, unless the Council instructed otherwise.

Matter of report.

465b* **Coven Heath Village Stone / Post.** Mrs L. Tomkins advised that a local sculpture had been identified to carve the sign. An application was being progressed with the help of SSCVA in order to secure grant funding. Artwork to be approved at a future meeting of the Council.

Matter of report.

256.15** **Resurfacing Coneybere Gardens.** The Clerk reported that, in the light of recent marking out on the road, work was to be carried out by SSHA to improve the poor road surface.

Matter of report.

It was resolved that the following matters be removed from Matters Ongoing: 306*, 142b, 288.

CORRESPONDENCE RECEIVED:

431. Copy email from C. Hammersley, Planning Enforcement Officer, South Staffordshire Council to Cllr I. Clay with regard to the recommended enforcement action at Cosy Nook, Coven Road, Brewwood and seeking comments from Cllr Clay. Further details were available from the Clerk.

Matter of report.

432. Staffordshire Environmental Fund advising that the Fund intended to cease operations by the end of 2013 and advising that the ongoing contract relating to the Bishops Wood Play Area would be managed by Biffa Award's with any queries relating to compliance to the terms of the contract after 29 December 2013 to be directed to ENTRUST.

It was resolved that the Clerk sign the acknowledgement letters supplied, returning one to the SEF and enclosing a separate letter thanking the SEF Chief Executive for the organisations past support.

433. Mr D. Thorpe asking the Council to confirm if there were any plans for controlling the traffic using Lawn Lane in Coven as it was being used as a short cut to Wobaston Road and the amount of traffic passing through the village was excessive, with the prospect of it increasing further as the i54 developed. Mrs J. Carr reported that the matter had been raised as part of the Positive Planning survey which had indicated that there was an increase in traffic at peak times only. It was noted the increase may be as a result of road works at the Vine Island on the A449 at Fordhouses and may be a temporary situation.

It was resolved that the Clerk write to Mr Thorpe advising him that the Parish Council had no plans or powers to act on this matter but that the matter would be raised with representatives at the i54/JLR site visit and also brought to the attention of the Highways department.

434. Mr W.T. Buckless, Coven seeking permission to erect a 7' x 5' shed on plot 12A at the Coven Heath Allotments. Clerk Report referred.

It was resolved that Mr Buckless be allowed to erect a shed on his allotment to the rear of the plot along the hedgerow.

435. Dr Paul Collins, Conservation & Design Officer, South Staffordshire Council with regard to proposals to include a number of items on their 'Local List' of structures of architectural or historical interest for South Staffordshire, copy circulated prior to the meeting. As the Parish Council was the owner and / or an organisation with an interest in the items identified the views of the Council were sought to assist South Staffordshire Council in its decision on whether to confirm the items should be included. Comments required by 19 March. Also available, a leaflet explaining the purpose of the Local List, details of which could be accessed via

http://www.sstaffs.gov.uk/your_services/development_management/conservation.aspx and following the link to Buildings of Special Local Interest at the bottom of the page.

Copy correspondence also received from Brewwood Civic Society to Dr Collins with regard to recommendations previously made by the Society.

It was resolved that the Clerk write to Dr Collins agreeing that the items be placed on the list. Members to advise the Council of further suggestions from around the Parish for inclusion and the other items noted at the meeting (Council Office oak tree, Market Place trough, Church Lane amenity area and names engraved in Newport Street) to be placed on the list at a later date.

436. NALC forwarding a brief survey seeking views for an article in the forthcoming issue of the Local Council Review. The survey related to the Community Infrastructure Levy and Neighbourhood Plans. The Clerk had replied. Details available on request.

Matter of report.

437. Ms H. Marshall, Partnership Development Officer, South Staffordshire Council forwarding a set of Locality Information sheets and a questionnaire for Members, to be completed after reading the Locality 2 Sheet (copy of the sheet circulated prior to the meeting). Replies to be returned to communitysafety@sstaffs.gov.uk by 18 March. In view of the deadline copies were emailed to Members prior to the meeting of the full Council with hard copies forwarded to Members not using email yet.

Matter of report.

438. South Staffordshire Council monthly Crime and Anti Social Behaviour Reports for Locality 2 in February, copy circulated prior to the meeting. Other locality data available at: www.sstaffs.gov.uk/your_services/community_safety/latest_crime_data.aspx. Dr R.C.H. Taylor commented that the crime figures were increasing and that he would take the matter up at a future meeting.

Matter of report.

439. South Staffordshire Council forwarding the latest update on the South Staffordshire Partnership, copy circulated prior to the meeting. As the document also included a number of links, a copy was also emailed to Members.

Matter of report.

440. Urban Vision Enterprise with regard to its forthcoming free introduction to Neighbourhood Planning Event at the Mitchell Arts Centre in Hanley, Stoke on Trent on 19 March, commencing at 9.00am until 12 noon. It was noted that this was received at short notice.

No Members wished to attend.

441. SPCA with regard to their policy on the HS2 Phase 2. A draft statement was forwarded to Councils in order they may express their views for consideration by the SPCA's Executive prior to a conclusive public statement being issued by the SPCA. Comments required by 3 May. Copy circulated prior to the meeting.

It was resolved that the matter be deferred to the next meeting of the Council.

442. Ordnance Survey introducing the Postcode Address File Public Sector Licence to PSMA Members. This Council was licensed to use Ordnance Survey maps through the mapping agreement and could if required make use of the Licence.

Matter of report.

443. Staffordshire County Council Pension Fund inviting the Council to vote in the forthcoming election for an 'employer co-opted member' to the Pensions Committee. Pension Fund also forwarding a link to an online survey seeking a better understanding of customer experiences, perceptions and expectations. Clerk to complete as time allowed before 22 March.

Matter of report.

444. SPCA advising that Mr Andrew McRae had been appointed as the new Chief Executive with effect from 4 March.

Matter of report.

445. Staffordshire PFI Highway Lighting forwarding the latest schedule for E.ONs Staffordshire Street Lighting Renewal Programme. Work scheduled in this Parish in 2023/2024.

Matter of report.

446. Community Council of Staffordshire forwarding details of the Community Parish Recycling scheme as run by European Textile Recycling through which parish councils could raise additional funds. Members had previously considered this scheme and declined to take it further at the time. It was noted that this matter had been considered within the last six months and could not, under Standing Orders, be debated again at this stage.

Matter of report.

447. Governors at Blessed William Howard Catholic High School advising that they had been shortlisted for the Outstanding Governance Award from the National Governors Association, following significant improvements at the school. Copy circulated prior to the meeting.

Matter of report.

448. SPCA forwarding details of a consultation commissioned by Defra and BIS with regard to Community Learning in Rural Areas. In order to inform NALC's response to the consultation, replies required by 28 March.

Matter of report.

449. Bishops Wood Village Hall committee forwarding a copy of its 2012 Accounts. **Matter of report.**

450. Staffordshire Link forwarding details of how residents and community groups could feedback to the Stafford and Surrounds Clinical Commissioning Group and Cannock Chase CCG through its 'Conversation Staffordshire' initiative, set-up to find out which health services were seen as priorities. A range of approaches were being made available including Facebook, Twitter, email, an online survey at: <http://www.engagingcommunitiesstaffordshire.co.uk/take-part-in-conversation-staffordshire-survey/> Two events were also listed on 5 and 12 March.

Matter of report.

450a. **Potholes in Crateford Lane.** Clerk's Report referred.

It was resolved that the Clerk reply to Mr Picken informing him of the reports made to date and advising him to write to Mr Keeling of Staffordshire County Highways, enclosing photographs.

450b. **Evening with Friends Event at the Jubilee Hall.** Clerk's Report referred.

It was resolved that Mr A. Ball receive the tickets.

451. **CORRESPONDENCE CIRCULATED:**

South Staffordshire Council – Digital Marketing seminar aimed at companies, with little or no knowledge, who want to get a better understanding of the key digital marketing tools and techniques available. 13 March at South Staffordshire Council offices 11am to 12.30pm and 2pm to 3.30pm.

Staffordshire County Council Watchdog alerts: Charity Clothing Collection; Rogue Traders; Telephone Scams. General invitation to attend the quarterly Watchdog Forums in South Staffordshire. Further details available by phoning 01785 276296 or emailing community.development@staffordshire.gov.uk.

Rural Services Network – Rural Opportunities Bulletin highlighting funding, consultation and other opportunities.

Newsletters and Publications: South Staffordshire Review; Bishops Wood Bugle.

452. **CHAIRMAN'S REPORT:**

The Council received the report of the Chairman Mrs J. Jeffries. Mrs Jeffries thanked Members for analysing the positive planning feedback and for taking the task on. She reported that she had studied the Housing Market Assessment as previously supplied by South Staffordshire Council and the results supported the Parish Council's recommendation for smaller housing developments in the parish rather than 4 to 5 bedroom developments.

453. **FINANCE REPORT:**

The Council received the Finance Report and resolved the following matters:

- The Income and Expenditure Approvals Lists as at 14 March, **be approved**. Income £2196.68 Expenditure £234.44.
- The Financial Summary – Cash Book Reconciliation for February be deferred to a future meeting of the Council, Clerk's Report referred. The Direct Debit/Standing Orders arising from the February reconciliation, **be approved**.
- The budgeted increase in the rent charged for allotments from £21 to £22 for the financial year 2013/14, **be approved**.
- The purchase of an appropriate digital thermometer and probes to support the legionnaires testing requirements at the Council's changing rooms in Coven, as identified by the third-party risk assessment in 2012, **be approved**. A legionnaires' monitoring kit including a calibrated thermometer had been identified at a cost of £120.50.
- The Internal Audit Plan, Terms of Reference and Schedule of Internal Controls for the Internal Audit of the Council's internal controls for the financial year 2012/2013, **be approved**. Copies circulated prior to the meeting.
- The annual spinal column point (salary) increments of the Assistant Clerk and Car Scheme Co-ordinator / Receptionist, awarded subject to satisfactory performance and payable from 1 April each year up to the maximum of the relevant scale. Due to the confidential nature of the business to be discussed this matter was taken at the end of the meeting when the press and the public were asked to leave the meeting.
- Further to the agreement whereby the Assistant Clerk worked an additional 5hrs per week up until the end of March 2013, Members considered whether this arrangement be made permanent or be ceased. Due to the confidential nature of the business discussed, this item was taken at the end of the meeting when the press and the public were asked to leave the meeting.
- Members were advised that the S137 expenditure limit for 2013/14 would be £6.98.
Matter of report.

The Clerk reported that she was currently undertaking the Council's Risk Assessments which would be reviewed by the Chairman and Head of Finance in due course.

Matter of report.

454. **PLANNING REPORT:**

No planning applications had been received.

455. **PLAYING FIELDS REPORT:**

Annual Play Inspections – Clerk’s Report referred.

To receive the reports for:

- Bishops Wood playing field and skateboard park. The Clerk advised that she would carry out the play inspections at Bishops Wood until Mrs Hughes was once again available.
- Brewood playing field and skateboard park. No report had been received from Mr D. Evans.
- Coven playing field and skateboard park, Mr R. Dakin reported that the tennis court net needed replacing. Mr Dakin confirmed that the slabs under the picnic bench at The Bront had not been replaced.

456. **CLERK’S REPORT:**

The Council received the written report of the Clerk.

ANY OTHER MATTERS OF REPORT:

457. **Deansfield House Resident** M. Alden-Court reported that a resident at Deansfield House would reach her 102nd birthday on 23 March.

It was resolved that M. Alden-Court, Mr R. Dakin, Mrs J. Carr and Mrs T. Postles present a scroll, basket of fruit and card to the resident. Basket of fruit to be donated.

458. **Notice-board at the Parade, Coven.** Mr P. Webster reported that notices were out of date.
Clerk to arrange for the notices to be removed.

459. **Jackanory Cottage.** Mr J. Pegg reported that the ownership of Jackanory Cottage had recently changed. Mr Pegg to arrange for details to be forwarded to the Clerk and Chairman.

460. **Manhole Cover, Old Weston Rd.** Mr J. Pegg reported that a manhole cover in Old Weston Road was in danger of collapse as a result of water flooding down from the near-by blocked gully previously reported.

Clerk to report.

460. **Allotments, Coven.** M. Alden-Court reported that she had received a report that allotment number 3 had been using an incinerator on an adjacent allotment and requested that a letter be sent to the tenant advising that this contravened the tenancy agreement. M. Alden-Court requested a list of the Coven allotment holders.

Clerk to follow-up.

The Chairman moved that the public and press be asked to leave the meeting whilst the following matters were considered, in view of the confidential nature of the business to be discussed, in accordance with Standing Order 65.

The annual spinal column point (salary) increments of the Assistant Clerk and Car Scheme Co-ordinator / Receptionist, awarded subject to satisfactory performance and payable from 1 April each year up to the maximum of the relevant scale.

It was resolved the increments be approved.

Further to the agreement whereby the Assistant Clerk worked an additional 5hrs / week up until the end of March 2013, Members considered whether this arrangement be made permanent or be ceased.

It was resolved that the arrangement for the Assistant Clerk to work an additional 5 hours per week be made permanent.

There being no further business, the meeting closed at 9.15pm.

.....Chairman

**REPORT OF THE CLERK FOR THE MEETING OF THE COUNCIL
TO BE HELD 14 MARCH 2013**

MATTERS ARISING

245** **Brewood Bowling Club** Ms H. Skidmore has confirmed that an area up to 10m west of the east boundary of the playing field will not cause the club a problem so **with Council's approval I will advise Ms Malkin that she may proceed with the wildflower planting from the north east of the site, allowing some clearance from the corner where the water pools, for a distance heading south of up to 10m – to be confirmed on site.**

Review of draft lease – a list of queries raised by the Bowling Club have been received today which largely seek an explanation where concerns previously raised have not been addressed by the revised lease. I will review these along with the changes this Council also requested in the lease and refer back to Council in due course. In so doing I will also document explanations as requested by the Club – this will relate to where the Council's working party accepted the advice previously given by Mr Smillie in response to the Club's review of the first version of the lease. **Recommended resolution: a meeting be scheduled with the Club once the Clerk has completed the above work.**

351*/79b/84/298 **Localism / Core Strategy:**

Community Right to Bid All Brewood ward Members should have received and replied to the letter made available by Mr G. Martin concerning the Scout Hut. **Members are asked to consider that the possibility of such nominations, under the Community Right to Bid, be investigated further in respect of the whole Parish, with the community as part of this Council's Positive Planning work.**

Positive Planning Several of the Positive Planning reviews have been completed; a few are waiting for Councillors to be available. Once all have been received it will be necessary to consider whether further support is sought from the Community Council or a working party of the Council consider the points raised and report back to the Council. **Matter of report.**

Neighbourhood Planning Residents in the Upper Eden area of Cumbria have voted in favour of the Neighbourhood Plan developed to enable the local community to have more say in deciding local planning applications. The plan which covers 17 parishes in East Cumbria was supported by 1,310 residents, with 138 voting against; a 33.67% turnout. **Matter of report.**

142b (410) **GP Surgery Proposal** Further to the correspondence circulated prior to the meeting, two more emails have been received from Mr C. Bish and Mr J. Biddle, both relating to the matter raised by Mr Bish and as referenced on the agenda. Copies of the emails have been tabled as the matter is to be considered at the meeting. **Members' views are sought on:**

- the two replies received from South Staffordshire Council in reply to the resolution of this Council passed at the meeting of 14 February. Members are asked to consider whether in view of the replies received the Council should further pursue this matter with South Staffordshire Council. In doing so Members are reminded that:
 - at the meeting of 28 February Cllr B. Cox offered to set-up a meeting with representatives of the Action Group and South Staffordshire Council.
 - the matter of funding and its availability is not I understand something that is taken in to account when considering a planning application
- the emails received from Mr Bish and Mr Biddle which seek clarification as to whether in resolving to write to South Staffordshire Council, the Parish Council:
 - was doing so on behalf of the Action Group as a result of the concerns raised by Mr Shaw in public participation

or

- was doing so in response to Members own concerns which would mean that they themselves had felt rushed into supporting the amended application in the belief that funding would be lost if the application was not approved by 31 March.

389/218* **i54 / JLR** Further to the meeting on 18 March concerning the M54 junction 2 extension works, Mr A. Mason of Staffordshire County Council has replied with regard to this Council's request for a site visit. Mr Mason has offered to arrange a meeting with Interserve and JLR so Members can get more of a feel for that specific development along with what is happening to the site in general. **Members are asked to confirm that this is what they are looking for and, subject to availability, who would be interested in attending.**

MATTERS ONGOING:

347**. **Wall – Rear of Amenity Area, Sandy Lane** The survey has been completed and the surveyor advises that they have 'established control on site' so can re-set the marker pegs easily and quickly' if necessary. Supporting prints of the site are to be forwarded to the Council. The surveyor advises that the 'other boundary markings on the site' were off by around 7meters. **Members' views are sought as to how they now wish to progress this matter. Members may wish to visit the site to determine the full scale of the encroachment to the site.**

CORRESPONDENCE RECEIVED:

434. **Allotment – 12A** Mr A. Lawrence, Caretaker to Coven Heath Allotments, has confirmed a shed could be erected on the allotment but it should be to the rear of the site alongside the hedgerow. **Recommended resolution: the Clerk to reply to Mr buckles to this effect.**

URGENT CORRESPONDENCE:

450a. Letter received from Mr A. Picken, copy tabled to Members, concerning the potentially dangerous road conditions on Crateford Lane due to pot-holes. Although I believe this is the first written correspondence this Council has received on this matter, verbal reports have been passed on to the Clerk from Mrs J. Carr, who has been approached directly about these issues on a number of occasions. Highways were notified of the problem in May 2012 after which some filling of pot-holes did take place. The Highway Fault Report Line was also notified of the need for an urgent repair on 18 December 2012 – confirmation is awaited as to what action was undertaken. The latest report sent to Mr Brian Wilding of County Highways was on 26 February when an update was requested as to when repairs/maintenance would be carried out in Crateford Lane.

Recommended resolution: The Clerk reply to Mr Picken informing him of the reports made to date and advising him to write to Mr M. Keeling of Staffordshire County Council Highways.

450b. Letter received from Mr A. Parker, Chairman of the Jubilee Hall, Brewwood enclosing 2 tickets for their 'Evening with Friends' to be held on 19 April, an evening of celebration and entertainment. The event is to celebrate the support of the Friends of the Jubilee Hall over the years and the Hall's new partnership with Marston's Brewery. Replies required before 31 March. Entry by ticket only.

Members' views.

Notice is also given with regard to South Staffordshire Council's Locality Member Forum – North – Supporting Communities, covering localities 1,2 and 3. The Forum is to be held on Tuesday 16 April 6.00pm to 8.15pm at Calf Heath Village Hall, buffet available from 5.30pm. The agenda will be circulated with the papers for the 28 March meeting when confirmation of attendees will be sought.

FINANCE REPORT:

Bank Reconciliation This has not been tabled for approval as there is a discrepancy in the February closing balances. We are in contact with AdvantEdge, who support and maintain the accounts package, as it currently appears this is an error in their system. In the absence of a fix during the last week the matter has now been escalated as there is a risk to the Council's year end procedures.

Matter of report.

ANNUAL PLAY INSPECTIONS:

In previous years this Council has called on the services of South Staffordshire Council to source annual play inspection services, using the strength of bulk purchasing (for other Parish Councils as well) to achieve better value. This approach has been taken again but as yet the inspections have not been undertaken. This was chased last autumn when we were advised they would be scheduled to take place before Christmas. I have again been assured that they are now being booked and I am awaiting confirmation of a date by when the inspector will visit the sites. **As the annual inspections are now nearly four months overdue Members approval is sought to authorise the Clerk to seek an alternative approach for the service if the matter is not resolved shortly.**

OTHER MATTERS FOR THE CLERK'S REPORT

None.