

**BREWOD AND COVEN PARISH COUNCIL**  
WITH BISHOP'S WOOD AND COVEN HEATH

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE COUNCIL**  
**HELD IN THE COUNCIL OFFICES, STAFFORD STREET, BREWOOD**  
**ON THURSDAY, 9 MAY, 2013 AT 7.30PM**

**PRESENT:**

M. Alden-Court, 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.

1. **APPOINTMENT OF CHAIRMAN**

Nominations were requested for the Office of Chairman for the following year. Dr R.C.H. Taylor was nominated, seconded and duly elected. Dr Taylor signed his Declaration of Acceptance of Office as Chairman. Dr Taylor called for a vote of thanks for Mrs J. Jeffries in recognition of the excellent job she had done as Chairman during the year.

2. **APOLOGIES**

Mr A. Ball (family commitment) Cllr B. Cox (prior engagement), Cllr M. Hampson (personal).

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

There were no declarations of interest from Members and no requests for dispensation were submitted in writing to the Clerk prior to the meeting, as required under the Code of Conduct.

4. **APPOINTMENT OF VICE CHAIRMAN**

The Chairman called for nominations for Vice Chairman for the ensuing year. M. Alden-Court was nominated, seconded and duly elected.

5. **APPOINTMENT OF PERSONS WITH SPECIAL RESPONSIBILITY FOR :**

	<b>Appointed:</b>
- <b>Responsible Financial Officer</b>	Clerk, Mrs S. Groom
- <b>Finance</b>	Mr P Webster
- <b>Planning</b>	Mrs J. Jeffries
- <b>Playing Fields &amp; Skateboard Parks</b>	
Bishop's Wood	Mrs S. Hughes (Mr J. Pegg - cover as required)
Brewood	Mr D. Evans
Coven	Mr R. Dakin and Mrs J. Carr
- <b>The Bront</b>	Mrs J. Carr
- <b>Barnfield Sandbeds</b>	Mr D. Evans

6. **APPOINTMENT OF STAFFING COMMITTEE**

The Council considered the appointment of the members of the Staffing Committee.

**It was resolved M. Alden-Court, Mrs J. Carr, Cllr Mrs D.M. Holmes, Mrs J.C. Jeffries, Mr P. Smith and Dr R.C.H. Taylor (ex-officio) be appointed. M. Alden-Court stood down as Chairman of the Staffing Committee.**

**7. APPOINTMENT OF COVEN FOOTBALL MANAGEMENT TEAM**

The Council considered the appointment of the members of the Coven Football Management Team.

**It was resolved that Mr J. Poade (Brewood Old Boys), M. Alden-Court, Mr R. Dakin, Mr T. Fellows and Mr M. Webb MBE be appointed. M. Alden-Court agreed to continue to undertake bookings for 2013/2014. It was further resolved that a representative from Cannock Ladies F.C. be invited to join the Management Team.**

**8. APPOINTMENT OF BREWOOD TRAFFIC MANAGEMENT WORKING PARTY**

The Council considered the appointment of the members of the Brewood Traffic Management Working Party.

**It was resolved Mr A. Ball, Mr R. Dakin, Mr D. Evans, Cllr Mrs D.M. Holmes, Mr G.E. Martin, Dr R.C.H. Taylor and Mr M. Webb MBE be appointed.**

**9. APPOINTMENT OF COVEN / COVEN HEATH TRAFFIC MANAGEMENT WORKING PARTY**

The Council considered the appointment of the members of the Coven / Coven Heath Traffic Management Working Party.

**It was resolved that M. Alden-Court, Mrs J. Carr, Mr R. Dakin, Mr T. Fellows, Mr P. Smith, Mr P. Webster and Mrs L. Tomkins be appointed.**

**10. APPOINTMENT OF BREWOOD PLAY PARK WORKING PARTY**

The Council considered the appointment of the members of the Brewood Play Park Working Party.

**It was resolved that the Working Party be disbanded until such time it is required again.**

**11. APPOINTMENT OF ALLOTMENTS WORKING PARTY**

The Council considered the appointment of the members of the Allotments Working Party.

**It was resolved that Cllr Mrs D.M. Holmes, Mrs J.C. Jeffries, Mr P. Smith and Dr R.C.H. Taylor be appointed. Mrs L. Tomkins was appointed as a community representative to provide advice and guidance.**

**12. APPOINTMENT OF YOUTH CHAMPIONS**

The Council considered the appointment of its Youth Champions.

**It was resolved that M. Alden-Court, Mr T. Fellows, Mr J. Pegg and Mr P. Smith be appointed.**

**13. APPOINTMENT OF BREWOOD DOLE TRUSTEES**

The existing Trustees were appointed in 2011 and comprised of: Mr A. S. Bourne, Mrs J. Gibbins, Mrs L. E. Jones, Mr A. F. Prendergast, Dr R.C.H. Taylor and Mr I. F. Westwood. The Vicar to St Mary & Chad church was an ex officio member of the Trustees.

The Council's representative on the Bushbury Charities was Mr A. F. Prendergast.

The Trustees were appointed for a four yearly term of office which would expire in 2015.

**14. APPOINTMENT OF SCHOOL GOVERNORS**

The Council from time to time may be called upon to make nominations for Local Authority Governors (LA) for the following Schools:

Brewood C.E. (C) Middle School	Mr R. Taylor – appointed April 2011
St John's C.E. (VC) First School, Bishop's Wood	Mr J. Machin – appointed April 2011 Mr A. Shepherd – appointed 2011
St Mary's R.C. School	Mr A. Ridyard – appointment ends 31 October 2013, nominations required by 10 May
St Mary & St Chad C.E. School, Brewood	Mr D. Evans - appointed August 2010
St Paul's C.E. School, Coven	Mrs J. Gibbins – appointed 2010

**15. APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES**

The Council considered and approved the appointment of the Council's representatives on the following outside bodies.

Brewood Village Community Council  
Bishop's Wood Village Hall Management  
Coven Memorial Hall Management Committee  
Brewood Parish Sports Association  
Youth & Community Stakeholders  
Staffordshire Parish Councils' Area  
Committee

**Existing Representatives**

Cllr Mrs D.M. Holmes  
Mrs J. Edwards (reappointed 2013)  
Mr P. Smith  
Mr A. Ball, Mr R. Dakin, Mr M. Webb MBE  
To be appointed if the need arose  
No Council representative

**16. MINUTES:**

The minutes of the meeting of the Council held on 25 April 2013 were approved as an accurate record and duly signed. M. Alden-Court wished it to be recorded that her apologies were personal and not illness, as had been reported.

**17. 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 to be moved herein would have any adverse impact for the purposes of the Crime and Disorder Act.

## 18. 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 P. Mullard of Horsebrook Lane, asked that members of the public be encouraged to report every incident to the Police, no matter how trivial. Mr Mullard reported again that tractor drivers were driving while on mobile phones and speeding. Dr R.C.H. Taylor had agreed to attend a meeting at Gailey Police Station with Mr Mullard and asked that the previous resolution to invite Inspector Gibbs to a meeting of the Parish Council be postponed until after the Gailey meeting had taken place. Members agreed to postpone the meeting.

### MATTERS ARISING:

\* items appertain to matters arising during 2012/2013, \*\* to matters prior to May 2012.

41\*\* **Brewood Playing Field Equipment.** Mr B. Wilding had advised that contractors were due on site to install the safety barrier and the bench at the Engleton Lane gate by 17 May. Clerk's Report referred.

**Matter of report.**

209\*\* **Parish Council Badge.** Members considered options for a badge for the Vice Chairman to wear when representing the Parish Council at official functions.

**It was resolved that the Clerk obtain quotes for an enamel badge and a medallion, and report back to the Council in due course.**

256\*\* **Traffic Management, Brewood.** Confirmation received from Mr M. Keeling, County Highways that he had received this Council's correspondence of 9 April concerning Brewood and Coven Traffic Management matters (244b\*) and would be replying to this letter and the item concerning the cross-roads in Bishops Wood (118\*) shortly. Email received from Clare and Adam Fulford thanking 'all concerned' for Coneybere Gardens having been resurfaced. Clerk's Report referred.

**It was resolved that a date for the next meeting of the Traffic Management Working Party be arranged at the next meeting of the Council.**

347\*\* **Wall – Rear of Amenity Area, Sandy Lane.** No reply had been received from Mr Fletcher's solicitor within the seven days previously advised. Letter sent by this Council's solicitor (Mr J. Ritson) to Mr Fletcher's solicitor seeking 'a speedy response'. Clerk's Report referred.

**Matter of report.**

164\* **Public Participation – Brewood Issues.** Mr M. Keeling, County Highways advising that he had registered the interest for a SID unit in Horsebrook Lane and that the request would go before the Local Member to prioritise against other requests received within the area. This would be considered at the next Divisional Highway Programme meeting after the County Council's elections.

**Matter of report.**

297\* **Wildflower Planting.** Ms. K. Malkin advised that work was scheduled to commence 6 May. Reply sent advising that an outline of the work intended was still awaited. Clerk's Report referred.

**Matter of report.**

351\*\* **Localism / Core Strategy.** The summary reports from Councillors were being consolidated into one format; one reply was still awaited. Clerk's Report referred.

**Matter of report.**

369\* **Brewood Tennis Club.** Report received of vandalism to the changing rooms, Clerk's Report referred. The Police and the Chairman of the Tennis Club had been informed. Mr D. Evans advised that the Caretaker had reported that the number of bottles being left on the playing field had decreased in recent months.

**Matter of report.**

463\* **Christmas Lights.** Mrs J. Edwards forwarding the audited accounts of the Bishops Wood Community Group from December 2007 to March 2013; a copy was tabled at the meeting. Mr J. Pegg reported that he was satisfied with the explanation that had been given to the queries he had raised. Clerk's Report referred.

**It was resolved that further data from the 07/08 and 08/09 accounts was not required.**

483\* **Coven Heath Allotments Inspection.** Mrs Bristow seeking permission to erect a poly-tunnel 10' x 15' x 6' 8 on the half allotment she had taken on this year (7a) in addition to her existing full allotment (5).

**It was resolved that permission be given for a poly-tunnel with a maximum height of 3 feet; it was assumed the poly-tunnel was to be constructed from normal poly-tunnel material (polythene).**

The Working Party Allotments Inspection report from 23 April advised that two allotments (28 and 51 – tenancy renewal notices and reminders had already been sent to the tenants) were in serious need of attention; vacant full size, taster and accessible plots existed; recommended the vacancies be advertised and that Mrs M. Jones had agreed to write an article. Email received from Mrs M. Jones forwarding a poster to advertise the accessible and taster plots along with details of an article for the Village News. Clerk's Report referred.

**It was resolved that:**

- **the tenant of allotment 51 be given notice to quit.**
- **a letter be sent to the tenant of plot 28 advising that the tenant was in breach of the Tenancy Agreement to 31 March 2013 due to the site not conforming to the Garden Rules. The letter to also state that renewal of the tenancy agreement would only be accepted subject to a commitment from the tenant that the plot would be cultivated (to the standard previously defined) within 14 days of the date of the letter and that failure to do so may result in any tenancy agreement made for 2013/2014 being terminated by the Council.**
- **Mrs Jones be thanked for designing the poster advertising the vacant allotments.**

488\* **Defibrillator.** Letter circulated to Members prior to the meeting from M. Alden-Court and Mr P. Webster concerning plans to purchase a defibrillator for Coven.

**It was resolved that if required all monies donated towards the purchase of a defibrillator for Coven would be held in the Parish Council bank account until sufficient funds had been raised.**

496\* **Telephone Kiosk, High Green.** The Council considered the recommendation from the meeting of 25 April regarding scheduled repairs to the kiosk.

**It was resolved that the Clerk write to British Telecom requesting a schedule of repairs to the kiosk at High Green, Brewood.**

501\* **Local Policing.** Further email received from Mr P. Mullard advising that he had received a call from a Senior Police Officer concerning his original complaint sent to the Police and Crime Commissioner. Copy circulated prior to the meeting. Dr Taylor had already confirmed he would be at the meeting at Gailey with Mr Mullard.

**Matter of report.**

515\* **GP Surgery.** (+142b\*) Members considered the correspondence sent to Mr G. Williamson MP by Mrs J. Jeffries as Chairman and Mr Williamson's replies, copy circulated prior to the meeting.

**It was resolved that M. Alden-Court, Mr D. Evans, Mrs J. Jeffries, Dr R.C.H. Taylor and Mr P. Webster attend a future MP surgery to discuss how the Council could engage with Mr Williamson in future.**

#### **MATTERS ONGOING:**

The Clerk's report referred on the following matters of report:

286\*\* **Bus Shelter, School Lane, Coven.**

408\*\* **Croft House, Coven.**

389\* **i54 / Jaguar Land Rover.**

484\* **Verges Tinkers Lane/ Coven Rd.**

502 \* **Rural Summit.** Clerk's Report referred.

**It was resolved that M. Alden-Court, Mr D. Evans, Mrs L. Tomkins, Dr R.C.H. Taylor (subject to availability) and the Clerk attend.**

#### **CORRESPONDENCE RECEIVED:**

19. South Staffordshire Council forwarding copy correspondence from the Ministry of Defence for information, copy circulated prior to the meeting. Further details would be forwarded from South Staffordshire Council concerning its plans to hold a short service at the Council Office's Flag on Monday 24 June at 10.30am; invitation to the Parish Chairman to follow.

**Matter of report.**

20. Mrs M. Kedwards, Brewood thanking the Council for the work it undertook to keep Jacob's Ladder clear of debris and asking that such waste be removed from the site as it occasionally blew onto the Dental Suite. Clerk's Report referred.

**Matter of report.**

21. Mr P. Mullard reporting the dirty pavements and kerbs in Brewood, in particular 'a considerable quantity of bird droppings on a pavement in Horsebrook Lane near its junction with Bargate Lane.' Mr Mullard had volunteered to assist any working party of local residents that the Council may be willing to organise. The matter had been forwarded to the Brewood BKV organiser Mr I. Tipper who had agreed to take the matter up with Mr Mullard.

**Matter of report.**

22. South Staffordshire Council forwarding the Connect Transport Service data for February, copy available from the Clerk on request, and the South Staffordshire Rural Transport Partnership update report for April, copy circulated prior to the meeting.

**Matter of report.**

23. Ms J. Wright, Village Agent forwarding details of the Staffordshire Compact which 'plays a crucial part in improving the partnership between voluntary and community organisations and public sector organisations'. Further details were available from the Clerk on request.

**Matter of report.**

24. Mr P. Danby forwarding details of Firefighter Recruitment for the Fire station in Brewood. Details were on the Parish Council website and on notice-boards in Brewood. An article was included in the last Parish Council newsletter.

**Matter of report.**

25. Staffordshire Pensions forwarding the agenda for the Pensions Forum to be held 14 May, 10am at the County Buildings, Stafford.

**Matter of report.**

26. NALC providing an update following the meeting of the All Parliamentary Group on local democracy. The session focused in part on local government finance and the impact of the localism of council tax on parish and town councils if billing authorities did not pass on grants and the possibility of capping parish and town council precepts which was still under review. NALC had sought the support of MPs to attend this meeting to support parish and town councils. Further details were available from the Clerk on request.

**Matter of report.**

27. NHS Staffordshire Commissioning Support Services, on behalf of local NHS Clinical Commissioning Groups in partnership with Macmillan Cancer Support, inviting people to take part in one of four focus groups being held across Staffordshire and Stoke-on-Trent in order to explore ways that End of Life care could be improved. The nearest focus group would be held 17 May 1 – 2.30pm in the Ball Room at Cannock Chase District Council, Beecroft Road, Cannock.

**Matter of report.**

28. Staffordshire Rural Hubs Partnership invitation to attend the Income Generating Energy Seminar 9 May 7.30pm at Stafford County Showground and 14 May 7.30pm The Rudyard Hotel, Leek.

**Matter of report.**

## 29. CORRESPONDENCE CIRCULATED:

South Staffordshire Council notice of meetings of the: Council on 30 April; Regulatory Committee 30 April.

SPCA / NALC updates: All Party Parliamentary Group on Local Democracy; New Borrowing Approval Guidance providing new criteria with immediate effect; notice of Annual Clerk's Day 2 July.

South Staffordshire Libraries What's On in May: Brewwood and Codsall.

Campaign to Protect Rural England Annual Report; Wildlife Trusts Staffordshire Help Save Our Badgers appeal.

Bishops Wood Bugle; Wolgarston High School newsletter; Clerks Councils Direct publication.

## 30. CHAIRMAN'S REPORT:

The Chairman thanked the Council for electing him for the forthcoming year and paid tribute to the excellent work that the previous Chairman, Mrs J. Jeffries had done during a challenging year. He also thanked those Members who had taken on additional work, in particular Mrs J. Carr for her work as head of Finance. He acknowledged the election of the new County Councillor, Mr M. Sutton and looked forward to him attending future Council meetings.

## 31. FINANCE REPORT:

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

- The accounts payable as at 9 May 2013 **be approved**. Income £110.32 Expenditure £375.40. Clerk's Report referred.  
**It was resolved that Coven FC would be asked to pay whatever funds they had managed to raise (£390-£400) towards the debt accrued for this season and, subject to the club being disbanded, the remaining debt be written off.**
- The Budget Report for Q4 2012/2013, copy circulated prior to the meeting, **be approved**. For clarity the 31 March 2013 Bank Reconciliation, previously approved, was also circulated prior to the meeting.
- The 2012/2013 end of year accounts: Income and Expenditure Account Sheet, Consolidated Balance Sheet and Supporting Notes 2012/2013 circulated prior to the meeting, **be approved**. The Chairman and Responsible Financial Officer duly signed the Consolidated Balance Sheet and Supporting Notes. The end of year accounts and Annual Return would be available for inspection from 24 May and the Notice of Appointment of Date for the Exercise of Electors' Rights would be displayed from 10 May.
- The Internal Auditor Mr D. Walker was scheduled to commence the Internal Audit on 10 May and on completion would submit his report to the Council and complete Section 4 – Annual Internal Audit Report of the Annual Return. Copies of these papers would be circulated with the other sections of the Annual Return, the Explanation of Significant Variances and the Breakdown of Variances to Members prior to the 30 May meeting when Members would be required to consider and complete Section 2 – Annual Governance Statement and the Chairman and RFO would be required to sign the Section 1 - Accounting Statements and Section 2 of the Annual Return. The Annual Return and supporting papers must be returned to the External Auditor by 24 June. **Matter of report.**
- The carry-forward, from 2012/13 to 2013/14, of the following unused grants held by the Council as at 31 March 2013: Bishops Wood Village Hall £1,058, Bishops Wood

Christmas Lights £310, Coven Heath Christmas Lights £347 and Brewood Parish Sports Association £519 **be approved**. No other 2012/13 grants were approved to be carried forward (reference para. 3.5 of Financial Regs).

- The Council considered the quotes received for the removal, storage and erection of the main goal posts and maintenance work to the main pitch and 5-aside pitch at Coven playing field. Two quotes had been received both in the region of £560 to £570 exclu. VAT. Clerk's Report referred. Alternative storage arrangements to be discussed with Coven Members and the Clerk.

**It was resolved that the quote for £560 from BG Grounds Maintenance be accepted.**

- The verbal estimate received from Mr P. Dunbar to remove, supply and install new slabs under the picnic bench adjacent to the trim trail at the Bront at a cost of £50 labour and materials of £30 to £50 exclu VAT, **be approved**.
- Mr P. Danby, Brewood Community Fire Station seeking the support of the Council towards their project to install a defibrillator on the bakery wall in Brewood which was being provided through a one-off donation from Brewood Fire Station. Copy circulated prior to the meeting and further clarification had been sought. Clerk's Report referred.  
**It was resolved that the Clerk investigate further the cost of electrical installation, whether the bakery / landlord had approved the location and payment of electricity and whether approval had been sought for the defibrillator to be sited in the Conservation Area. Clerk to refer back to the Council at its next meeting.**

- To consider quotes received for a further picnic bench to go by the existing (oak slats / metal framed) picnic bench on the west of the playing field (previously approved in order that the under 8's bench could be re-installed at its original location). Enviropol picnic bench, fixing kit and delivery £505, recycled plastic picnic bench (cost of fixing kit and delivery tbc) £375, heavy duty timber (slats) and steel picnic bench with delivery £418 (fixing kit tbc) all exclu VAT. Clerk's Report referred.

**It was resolved that the expenditure be approved up to a maximum of £625; Brewood Members to advise the Clerk of the preferred choice.**

- The purchase of a new office chair for the Clerk at a cost in the region of £100 inc VAT, **be approved**.
- The renewal of the Internet Security Licence for the Council's laptop at a cost of £29.99; the purchase be made online using the Council's debit card and the associated bank transfer to return the balance on the debit card account back to £500, **be approved**
- The Council's insurance, due for renewal from 1 June 2013. Three quotes had been sought and would be included on the agenda for consideration at the next meeting of the Full Council. **Matter of report.**

### 32. PLANNING REPORT:

The Council received the Planning Report from the Head of Planning, Mrs J. Jeffries and considered the planning applications received.

### 33. PLAYING FIELDS REPORT:

The Council received the report for:

- Bishops Wood playing field and skateboard park, no problems were reported. The Clerk advised that the Jubilee commemorative tree had been planted at the playing field.
- Brewood playing field and skateboard park. Mr D. Evans reported that the under 8s picnic table had been secured to the existing picnic table near to the youth shelter, a fence panel had blown down adjacent to one of the properties in Micklegate and works had begun to sow the wild flowers at the north east end of the field. The electric meter box door was broken.
- Coven playing field and skateboard park. Mr R. Dakin reported that the tennis net needed replacing, the grass needed cutting and the slats on the changing room air vent had been broken.

**It was resolved that the Clerk contact Rampmental in order to gain ideas/feedback to develop all 3 skate parks in the parish.**

#### 34. CLERK'S REPORT

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

- **Highways.** Mr B. Wilding would be retiring from Staffordshire County Council in May. **It was resolved that the Clerk write to Mr Wilding inviting him to attend a future meeting of the Parish Council in order for him to be presented with a scroll.**
- **Staffing.** The Clerk reported verbally that the Caretaker at Coven had given notice that he wished to leave the post at the end of May. However, he had offered to continue with his duties until a replacement had been found. The vacancy would be advertised as per the advert and job description used previously with a closing date of 14 June 2013. Staffing committee to meet to consider rate of pay.

#### ANY OTHER MATTERS OF REPORT:

159\* **Waste Bins, Canal.** Mrs L. Tomkins reported that there was a meeting with the Canal and River Trust. The Trust had supplied high visibility vests, gloves and bag supports and had given advice on health and safety. It was agreed that a dog litter bin be placed near to the highway, site to be decided by the Trust. Mrs Tomkins agreed to find out who was responsible for the Shropshire Union canal in order for similar action to be taken in Brewood.

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 9 MAY 2013**

**MATTERS ARISING**

41\*\* **Brewood Playing Field** I have asked the grounds maintenance contractor who re-turfed the goal areas last summer to re-visit the site to discuss the concern that the mesh backing, to some of the turf used, has not rotted down and although some effort was made at the time by the contractor to make sure it was well buried there are instances where it has now worked up to the surface. Reply awaited from the Council's solicitor with regard the return of the updated draft lease – last chased 8 May. **Matter of report.**

347\*\* **Wall – Rear of Amenity Area, Sandy Lane** Email received from the Council's solicitor advising that he has been in contact with Mr Fletcher's solicitors and has arranged to speak to the solicitor acting for Mr Fletcher on Monday 13 May.  
**Matter of report.**

297\* **Wildflower Planting** Work is underway and an email confirming the work to be carried out has been received to the effect: the site is confirmed as being at the bottom right corner of the field (NE), 10m across east to west and 12m north to south, measuring from the corner where the tree is and ending where the bushes start. The turf will be removed with a turf cutter (and re-laid around the edges of the site) as the wildflowers won't grow with existing grass. The ground will then be raked over and the top soil loosened, mixed wildflower seeds scattered and watered thoroughly. A variety of low shrubs will be used as a border including lavender, scabia and miniature ornamental conifer, and these will be planted after the turf cutter has been used.  
**Matter of report.**

351\*\* **Localism / Core Strategy** As a result of the Positive Planning Drop-in reports provided by Members the Assistant Clerk has managed to produce a summary of the key points of just 5 pages, although the last section which was received today has yet to be included. Members are reminded that when referring to this summary it is imperative that the full Positive Planning Report is also cross-referenced.  
**Recommended resolution: the completed summary be circulated prior to the next meeting for Members to consider and make recommendations as to how the Council should now progress the feedback received.**

369\* **Brewood Tennis Club** Clerk to provide a verbal report of the vandalism concerned. The matter was reported to the police on 30 April. Further vandalism occurred over the Bank Holiday weekend. This was reported to the police on 7 May and PCSOs Price and Willis visited the Council's caretaker to obtain any further information and later met with the Clerk. I have requested police/PCSO presence at the playing field evenings / weekends with a view to such behaviour being discouraged and to be kept informed as to what action the police / PCSOs take. They have also said they will speak to Brewood Fire crew who have a scheme of engaging with youths on such matters.  
**Matter of report.**

463\* **Christmas Lights** Further to the queries raised by Mr J. Pegg at the meeting held 25 April and circulated prior to this meeting, I can report the following:

- An annual grant is made available each year for Bishops Wood Christmas Lights and I understand this commenced in 2007/2008 when Bishops Wood undertook to make their own lighting arrangements. The value of this grant is £500 each year.

- The grant is held by the Parish Council until a request for payment against a receipt or invoice is received from the community group organising the lights in Bishops Wood. This same process is followed by all four villages.
- The Council's Financial Regs. state that grants will not be carried forward from year to year. In order to help a number of organisations the Council considers, each year, whether certain unused grants may be carried forward (these are usually the Christmas Lights, Village Hall and BPSA grants) and added to the new grant allocation. On this basis Bishops Wood Christmas Lights currently has £310 to carry forward. Where such carried forward grants accumulate to a level where by they are unlikely to be used for the purpose required then consideration is given to reducing the accumulated fund – this is simply good practice. Council are due to consider approving this carry forward later in the meeting.

The unused grant for Bishops Wood has been approved and carried forward from 09/10 and details of the payments made since 2009/2010 are available from the Clerk on request. This information was easily available from the Edge Accounts system but for data before 09/10 we will need to go through the old format of accounts and hard copies of the Minutes which will be a more time consuming exercise. **Members are asked to confirm whether further data is to be sought for 07/08 and 08/09.**

483\* **Coven Heath Allotments Inspection** The height of the proposed poly tunnel has been confirmed by the tenant as 6' 8". Posters advertising the availability of allotments, taster plots and accessible plots are in the process of being circulated to notice-boards and have been included on the Council's web site. An article provided by CHAA will also appear in the June Village News.

**Members' views are sought with regard to the request for a poly tunnel.**

### **MATTERS ONGOING**

286\*\* **Bus Shelter, School Lane, Coven** Mr Wilding of Highways has reported that he will check whether the shelter can safely be erected on the Highways land in School Lane rather than that of the Housing Association which is proving to be time consuming. He hopes that this will be resolved prior to his retiring in May, along with a number of other issues he is addressing for this Council.

**Matter of report.**

408\*\* **Croft House, Coven** The South Staffordshire Council enforcement officer concerned has confirmed that she has still not received the landscaping scheme required to discharge condition 9 and will follow the matter up.

**Matter of report.**

389\* **i54 / Jaguar Land Rover** Email received from Ms M. Fitzpatrick forwarding details of the latest programme of works for display on local notice-boards and the Council's web site – copies have already been mailed directly to residents of Coven Heath (copies tabled for Members). Ms Fitzpatrick also apologises for not responding with regard to this Council's request for a meeting at i54 and advises that JLR are happy to do a short presentation and update but that they will come back with a date as they are currently particularly busy. **Matter of report.**

Email also received (8 May) from South Staffordshire Council with regard to the 'large supply chain event' to be hosted by JLR on 13 May where over 300 second tier suppliers will be directed to search for local accommodation and leisure facilities to i54 South Staffordshire.

Local businesses are encouraged to register with 'Find it in Wolverhampton' by Friday 10 May to promote their business.

**Matter of report.**

484\* **Verges Tinkers Lane/ Coven Rd** Highways have confirmed that the builders concerned have been asked to reinstate the verge – some levelling has already taken place. Highways have also confirmed a community liaison highway officer will follow-up on the complaint concerning the grass verges churned up by contractors vehicles in Engleton Lane.

**Matter of report.**

502\* **Rural Summit** Further to the previous notification from South Staffordshire Council that the Rural Summit will be held on Friday 28 June, 9.30am to 1.30pm names of those wishing to attend are now being sought. Although the agenda has yet to be published I am advised the summit will be covering: isolated communities, environment, flooding and transport.

**Members' wishing to confirm they will be attending the Rural Summit to advise the Clerk at the meeting.**

**CORRESPONDENCE RECEIVED**

20. The letter from Mrs Kedwards arrived earlier in April but had been set aside to discuss with the Council's Handyman. In view of the delay in reporting it to Council I have already replied to Mrs Kedwards advising that her concern has been noted and that although it is the responsibility of the Local Authority to maintain Jacob's Ladder it has proved impractical for them to attend as frequently as the area requires at certain times of year. In view of this the Parish Council does what it can to keep the area safe and free from leaves as and when resources are available. In so doing the leaves will either be bagged up and removed from site or spread on the Council's land on the other side of Jacob's Ladder. **Matter of report.**

**FINANCE REPORT**

**End of Year Accounts** Members' attention is drawn to the debtor's figure of £810 on the Consolidated Balance Sheet. Of this £600 relates to the hire of the Council's football facilities at Coven by one club for the 2012/13 season to 31 March 2013. Clerk to report further.

**Annual Return** Those Members who were issued with a copy of the Notice of Appointment – Electors Rights for the Parish Council notice-boards are reminded that they need to be displayed from 10 May. Members assistance in this matter is appreciated. If, after receiving the Annual Return papers prior to the next meeting of the Council, any Members have queries concerning the Annual Return process and the role of the Council in completing the Return you are asked to contact the Clerk prior to the meeting to be held 30 May. **Matter of report.**

**Coven Playing Field Pitch Maintenance** The quote for £560 is to: dismantle the main goal posts and store; earthquake compacted areas of the pitches; top up worn areas with screen top soil and reseed worn areas. The contractor thought he may be able to store the cross-bar for the Council. The quote for £569.21 is to: lightly cultivate by forking goal mouth areas, penalty spots and centre spot; add screened top soil to contour level; prepare areas and seed with suitable grass; cost of one visit to aerate the main pitch by mechanical spike; goal posts removed and transported to a location in the Parish (location for cross-bar to be identified).

**Members' views.**

**Brewood Community Fire Station – Defibrillator** Mr Danby has now confirmed that they are requesting that the Council fund ‘an electrician to fit the box, the box requires fitting to a wall securely and a single cable running to a plug within the bakery front, this work would need to be certificated.’

**Members’ views.**

**Picnic Bench Adjacent Brewood Youth Shelter** Members may wish to consider the recent reports of anti-social behaviour when considering what type of bench should be installed. The options (all are slightly different sizes) and costs, including fixing kits, carriage/delivery but excluding VAT and installation by a local contractor, are confirmed as (images tabled):

- Recycled polystyrene ‘extremely strong’ picnic table, colour matched to existing bench £403.41
- Enviropol (as installed at The Bront in Coven) £504.62
- Zyples plastic Endurance picnic table black or brown £460 excluding fixing kit (advised not required too heavy to move, price awaited)
- Galvanised stainless steel, powder coated £624.51

**Brewood Members may wish to consider the options outside the meeting if the Council approve the level of expenditure.**

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

**Highways** Mr B. Wilding retires from Staffordshire County Council in May. Would Members like me to write thanking him for his support and wishing him well in his retirement? **Members’ views.**

**Staffing** Clerk to report.