

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, 30 MAY 2013 AT 7.30PM**

PRESENT:

M. Alden-Court, Mr A. Ball, Mrs J. Carr, Mr R. Dakin, Mr D. Evans (arrived late due to work), 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.

The Chairman welcomed Cllr M. Sutton, newly appointed County Councillor for Brewood, to the meeting.

APOLOGIES:

Mr T. Fellows (holiday), Cllr M. Hampson (another meeting), Cllr Mrs D.M. Holmes (holiday), Mrs J. Jeffries (another engagement).

MINUTES:

The minutes of the meeting of the Council held 9 May 2013 were approved as being an accurate record and duly signed.

DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION:

Mr P. Smith declared a non-pecuniary interest in item 483* Coven Heath Allotments. There were no requests for dispensation as required under the Code of Conduct adopted in compliance with the Localism Act 2011.

CRIME AND DISORDER ACT:

Section 17 of the Crime and Disorder Act, 1998 places a duty on local authorities to consider the crime and disorder implications when exercising its functions and to do all that it reasonably can to prevent crime and disorder in its area. Unless otherwise stated it was not considered that the resolutions moved herein would have any adverse impact for the purposes of the Crime and Disorder Act.

35. 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 2012/2013, ** to matters prior to May 2012.

41** **Brewood Playing Field Equipment.** New picnic bench had been delivered. Clerk's Report referred. **Matter of report.**

44**/149* **Parish Council Plaques / Name of Electoral Area.** Members considered the requirement to replenish the Council's stock of plaques (ref. December 2011) which had been deferred while consideration was given to the possibility of renaming the electoral area by Statute (item 149*) to include Bishops Wood and Coven Heath.

It was resolved that the name of the Council would remain unchanged and that 10 hand painted plaques be purchased from York Insignia Ltd. See Finance. It was further resolved to retain only one scroll at the bottom of the plaque rather than add a second scroll to include 'Bishops Wood and Coven Heath'.

245** **Brewood Bowling Club.** Reply received from this Council's solicitor which had raised further queries with regard to the draft lease. The Clerk had discussed the requirements with the solicitor to ensure the draft lease would now be updated as requested; copy expected shortly. At the request of Ms H. Skidmore, Clerk to meet with representatives of the Club to discuss some of their concerns.

Matter of report.

256** **Traffic Management, Brewood.** Mr B. Wilding of Highways had advised that the crescent off Kiddemore Green Road had been submitted for resurfacing and should be completed before the end of the year (Dan Vale to confirm).

Matter of report.

286** **Bus Shelter, School Lane, Coven.** Mr B. Wilding of Highways had confirmed that the shelter could be erected on the edge of the Highway without encroaching on the Housing Association verge. He had arranged for the highway verge to be edged prior to the bus shelter being installed.

Matter of report.

347** **Wall – Rear of Amenity Area, Sandy Lane.** Reply received from Mr Fletcher's solicitor, copy circulated prior to the meeting. The Clerk had met with a Landscape contractor to define specification of reinstatement required and a proposal for the works, as drafted by the Clerk, was tabled at the meeting.

It was resolved that the course of action to produce a proposal for satisfactory reinstatement of the land to be put to Mr Fletcher via his solicitor, be approved and the draft proposal as tabled also be approved and forwarded to the Council's solicitor. It was noted that permission was required from South Staffordshire Council with regard to any ground works to be undertaken and also access to the site.

142b* **GP Surgery.** Clerk's Report referred. **Matter of report.**

199* **Tree Inspection.** Details of the Council's sites across the Parish had been forwarded to South Staffordshire Council to seek quotes based on high volume provision.

Matter of report.

208* **Roseclaim – VFestival.** Thank you letters received from the Chairman of the Bishops Wood Neighbourhood Watch Scheme and The Friends of St John's First School.

Matter of report.

244b*/272* **Coven / Coven Heath Traffic Management.** Mr B. Wilding, Highways had advised that Greenacres in Coven had been measured and costed for footway and carriageway resurfacing. Approval was awaited with regard to the finance before work could commence.

Matter of report.

289* **Bus Stop, Old Coach Road, Bishops Wood.** Mr B. Wilding, Highways had submitted a job for a firmer hard standing and would confirm, before the end of May, a date for the work to be done.

Matter of report.

Mr D. Evans arrived for the meeting.

351*/79b/84/298 **Localism / Core Strategy Positive Planning.** Summarised feedback from 2012 community drop-in events circulated prior to the meeting. Clerk's Report referred.

It was resolved that the Clerk pursue the matter of provision of a NHS dentist in the area and report back to the Council in due course. It was further resolved that a small working party be formed in order to consider the feedback received from the drop-in events and make a recommendation to Full Council in due course: Mrs J. Carr, Mr D. Evans, Mr G.E. Martin, Mr J. Pegg, Mr P. Smith, Mrs L. Tomkins and Dr R.C.H. Taylor (ex-officio).

369* **Brewood Tennis Courts.** Recommendations of Mr A. Cousins of South Staffordshire Council circulated prior to the meeting with regard to the Club's request for a path and steps to the tennis courts from the changing rooms. Clerk's Report referred.

It was resolved that a meeting with Tennis Club representatives be arranged. The following Members to attend: Mr A. Ball, Mr R. Dakin, Mr D. Evans, Dr R.C.H. Taylor and Mr M. Webb MBE.

387* **Flooding, Ball Lane, Coven Heath.** Report received from Mrs L. Tomkins concerning the Severn Trent treatment works. Letter received from Mr G. Williamson MP. Copy correspondence from STW and Staffordshire County Council to Mr F. Barrett also forwarded to the Council for information. Copies circulated prior to the meeting. Mrs L. Tomkins gave a further update on developments. Cllr B. Cox agreed to liaise with South Staffordshire Council's planning department on 31 May and advised that the Community Association should contact the Environment Agency.

It was resolved that the Parish Council organise and facilitate a meeting with representatives of Coven Heath Community Association, Severn Trent Water, the Environment Agency and Gavin Williamson MP.

389* **i54 / Jaguar Land Rover.** May update received. Cllr B. Cox announced that another company, providing 50 jobs would be sited at the i54 site.

Matter of report.

467* **Staffordshire Extensive Urban Survey.** Email received advising that only one hard copy would be published per town to be accessioned with the William Salt Library in Stafford. The reports would be made available digitally on the County Council's website and this Council would be advised when it has been uploaded.

Matter of report.

483* **Coven Heath Allotments Inspection.** Email received from Mr P. Smith advising that further to the resolution of the Council to allow a 3' high poly-tunnel at the allotments in Coven Heath there already existed a L 12' x W 7' x H 9' poly-tunnel on the site. Clerk's Report referred. Mrs Bristow had sought permission to erect a poly-tunnel 10' x 15' x 6' 8" of normal poly-tunnel opaque plastic sheeting on the half allotment she had taken on this year (7a) in addition to her existing full allotment (5). Clerk's Report referred. Members were concerned that opaque plastic coverings would cause serious difficulty in watering plants and may lead to excessive use of hosepipes.

It was resolved that Mrs Bristow be advised of the following: a walk-in poly tunnel, (opaque plastic sheeting) would not be approved, however approval was given for a frame to the size requested, covered with open net/mesh material. Clerk to contact the Coven Heath Allotments Association in order to get a definition for such structures in the garden rules.

511* **Sports Facility and Playing Pitch Strategy (SSC) – Draft Consultation.** Resolution of 25 April to defer consideration of this document to 9 May was overlooked. In view of this and in time for the

closing date of 17 May, the Clerk reviewed the document and noting some inconsistencies relating to local facilities responded to the consultation. Details available from the Clerk on request.

Matter of report.

19. **Armed Forces Day.** The Chairman of South Staffordshire Council, Cllr Mrs Rita Heseltine inviting the Parish Chairman to attend their Armed Forces Day 'Fly the Flag' on Monday 24 June 2013 at 10.30am. Confirmation of attendance required by 10 June.

It was resolved that the Chairman Dr R.C.H. Taylor or the Vice Chairman, M. Alden-Court would attend; Dr Taylor to advise the Clerk.

31a. **Internal Audit.** Mr D. Walker advising the Council that he had carried out an examination of the Council's accounts and procedures in accordance with the requirements of the Accounts and Audit Regulations 2003 (amended) and stated that he had no major concerns to bring to the attention of Members. He also confirmed that he was totally independent of this Council and that he had no other contact, at any level, with any Member, employee or supplier. As such Mr Walker had signed off section 4 of the Annual Return 2012/2013. Copy of the Annual Return was circulated prior to the meeting and referenced under Finance.

Matter of report.

31b. **Brewood Defibrillator.** Further to the request from Brewood Fire Crew for the Council to fund the electrical installation of a defibrillator in Brewood, information was to be sought with regard to installation in the Conservation Area, cost of installation, arrangements for servicing / maintenance and ongoing responsibility for the equipment. A quote of £85 had been received to install the equipment, based on the technical information provided by WMAS. Clerk's Report referred.

It was resolved that the Parish Council pay for the electrical installation only at a cost of £105 (revised quote received) on the understanding that the Fire Service had sought prior permission from the landlord (as well as the owner of the bakery) for the installation. The Clerk to advise Brewood Fire Station representatives that they would be responsible for the installation and for managing the work of the electrician. No allowance was made to fund any other costs such as insurance, maintenance or damage by vandals. A cover letter to be sent to the electrician stating that the Fire Service would be responsible for the installation.

MATTERS ONGOING:

159* **Waste Bins, Canal.** Mrs L. Tomkins confirmed that she had passed the details regarding waste bins to Dr R.C.H. Taylor. **Matter of report.**

282**/381** **Council Community Website.** Clerk's Report referred.

It was resolved that photographs be placed on the Members' page if possible; biographies would not be provided.

CORRESPONDENCE RECEIVED:

36. Staffordshire County Council with regard to the proposal to make a Gating Order which would restrict access to the public highway at Shaw Hall Lane, Coven Heath, at all times by a gate or barrier. Any objections or representations to be made in writing to the Director of Law and Governance by 21 June. A copy of the notice and map circulated prior to the meeting. Mrs L. Tomkins reported further.

It was resolved that Cllr M. Sutton would make enquiries as to whom would be a key holder and make representations on behalf of Coven Heath residents; Members raised particular concern at the proposal that Mr Haynes should hold a key to the gate. Clerk to reply to the consultation supporting the Gating Order but not Mr Haynes as a key holder.

37. K. Williamson, Reparation Worker, Staffordshire Youth Offending Service, Staffordshire County Council providing details of the Service and seeking new Reparation Projects. Copy circulated prior to the meeting.

It was resolved that the Clerk invite Mr Williamson to address a future meeting of the Council to provide more details as to the type of work considered and supervision required.

38. South Staffordshire Council advising Parish Councils that questions may be submitted in advance for the Staffordshire Police and Crime Panel held on 20 May; confirmation was also obtained that Parish Council representatives could attend to observe only. In view of the short notice given, details were forwarded to the Chairman who in-turn recommended M. Alden-Court as Vice-Chairman and / or Mrs J. Jeffries may wish to attend; both attended the Panel in Stafford. The Clerk had raised concern with South Staffordshire Council with regard to the lack of notice.

Matter of report.

39. South Staffordshire Council forwarding the ward profile for Brewood and Coven Parish Council, as derived from the ONS Census 2011. Ward profiles could be accessed via the link http://www.sstaffs.gov.uk/your_services/support_services/census_2011/south_staffordshire_ward_profiling.aspx. Copies appropriate to ward Members were circulated prior to the meeting.

Matter of report.

40. South Staffordshire Council forwarding an invitation for the Chairman and guest to attend her Civic Sunday at The Church at Perton on Sunday 23 June at 1.00pm. Replies required by 7 June. The Chairman was not available on this occasion and invitations could not be passed on.

It was resolved the Clerk reply accordingly.

41. Cllr Mrs Megan Barrow, Chairman of Codsall Parish Council inviting the Chairman and guest to attend the Council's Annual Civic reception and Songs of Praise Service on 9 June commencing at 4.30pm in Codsall Village Hall where afternoon tea would be served. The Songs of Praise Service to be held at St Nicholas Church at 6.30pm.

It was resolved that the Chairman would attend, subject to availability. Clerk to reply in due course.

42. Cllr Mrs Sandra Chambers, Chairman of Penkridge Parish Council inviting the Chairman and guest to attend a Civic Service at St Michael and All Angels Church on Sunday 23 June at 4.45pm for 5.00pm and then on to the Haling Dene Centre for a Reception. Replies required by 3 June.

It was resolved that the Vice Chairman, M. Alden-Court would attend, subject to availability. Clerk to reply in due course.

43. South Staffordshire Council forwarding a new format monthly crime report detailing data recorded during April. In the future the report should be made available within the first full week of the month. Copies were emailed to Members prior to the meeting. Hard copy available from the Clerk.

Matter of report.

44. South Staffordshire Council seeking volunteers to help support work club leaders at the South Staffs Work Clubs. Travel and parking expenses would be paid, hours were flexible and all necessary training would be provided. Further details available at www.southstaffsworkclubs.co.uk. Posters had been displayed.

Matter of report.

45. South Staffordshire Council forwarding a consultation on Revised Guidance for the Validation of Planning Applications. A copy of the cover letter was circulated for information. The Draft Revised

Validation Guidance was available from the Clerk or online as stated in the letter. Members stated that the matter was not relevant to this council.

Matter of report.

46. South Staffordshire Council advising that can recycling containers on recycling centres controlled by South Staffordshire Council would be removed week commencing 3 June due to low usage of the facilities. Bishops Wood was the only centre listed for removal in the Parish. Mr J. Pegg stated that the facility at Bishops Wood was used regularly by the Village Hall.

It was resolved that Cllr B. Cox investigate the possibility of keeping the facility at Bishops Wood and report back to the Council.

47. West Midlands Employers and South Staffordshire Council introducing their latest training opportunities brochure. Details were available from the Clerk.

Matter of report.

48. Staffordshire County Pensions Services forwarding details of two consultations: Funding Strategy Statement and Admission and Bulk Transfer Policy. A link to three presentations from the 14 May Pension Forum was also provided.

Matter of report.

49. Office of the Police and Crime Commissioner press release: Staffordshire PCC Matthew Ellis comments on the HASC report on Police and Crime Commissioners. Copy circulated prior to the meeting.

Matter of report.

50. Staffordshire Police forwarding details of their car-key criminals targeted in three force operation. Copy circulated prior to the meeting.

Matter of report.

51. **CORRESPONDENCE CIRCULATED:**

South Staffordshire Council: agenda for the Annual Council Meeting 14 May 2013. Business e-Newsletter May 2013.

Stafford and Cannock Clinical Commissioning Groups and Macmillan Cancer Support invitation to share experiences of end of life care.

SPCA Bulletins 3 May and 9 May: Edition 9 Local Council Administration; Electronic / Internet Banking; Rural Hubs Partnership – Income Generating Energy Seminars; Staffordshire COMPACT; Audit Service – Check and Go; HS2, Clerk's Day 2 July; Interactive Tools – Fostering Fortnight. NALC Chairman's update on meeting with DCLG Minister.

Brewood Civic Society Minutes 8 May and 20 May, plus copy correspondence to: B. Wilding on his forthcoming retirement, South Staffordshire Council re planning applications: 13/00321/FUL, 13/00355/FUL, 13/00356/CAC.

SCIO outlining changes to health and social care.

Bishops Wood Bugle, Wolgarston SNU.

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

The Council received the County Council's Report from Cllr M. Sutton and noted the following:

- Due to the number of Council meetings, Cllr Sutton would be unable to attend every Parish Council meeting. However, he intended to attend the last meeting in each month if possible.
- The County Superfast Broadband contract had now been signed and Superfast Broadband would be rolled out to 97% of properties in Staffordshire.
- Interested parties were advised to apply for funding from the £10,000 Community Fund and should contact Cllr Sutton in the first instance in order to ascertain the likelihood of support and to avoid having to complete the lengthy form unnecessarily.
- Cllr Sutton had been given the portfolio for Public Health and Community Safety.

53. **CHAIRMAN'S REPORT:**

The Chairman had nothing to report. However, he wished Mr M. Webb MBE a happy birthday for his forthcoming 70th birthday.

54. **FINANCE REPORT:**

The Council received the Finance Report from the Head of Finance Mr P. Webster and resolved the following matters:

- The Income and Expenditure Approvals list as of 30 May, **be approved**, including salary payments covering standard hours plus:
 - Clerk 2.5 hours (1 evening meeting of the Council)
 - Assistant Clerk 5.75 hours (2 evening meeting of the Council)
- The Financial Summary - Cash Book Reconciliation for April 2013, tabled at the meeting, **be approved**.
- The Annual Return 31 March 2013, Breakdown and Explanation of Variances **be approved**, copy circulated prior to the meeting. Members completed Section 2 – Annual Governance Statement at the meeting and the Chairman and RFO signed Section 1 - Accounting Statements and Section 2 of the Annual Return. The Annual Return and supporting papers to be returned to the External Auditor by 24 June.
- Vacancy (34b) – Caretaker to Coven Playing Field and Changing Rooms. Members considered the recommendations from the meeting of the Staffing Committee held 29 May 2013. **Due to the confidential nature of the matter to be discussed the Council resolved to take this item at the end of the meeting when members of the press and public were asked to leave the meeting.**
- The Council considered the quotes received for the Council's Insurance due for renewal on 1 June. Three quotes received, two were comparable in cost and provision at £2,020.37 and £2,021.11, the third was not included in the comparison at £2,967.26. Both schedules had catered for a 3% increase on the sums insured.
It was resolved that the Council's insurance cover to continue to be provided by Zurich at a cost of £2,020.37.
- The quote of £60 exclu. VAT from Brettlec to supply and replace the extractor fan at the Council's public conveniences in Sandy Lane, Brewood, **be approved**. Clerk's report referred.
- The Council considered the request for it to again pay for the reinforced glass to be replaced in the Tennis Club changing rooms at Jubilee Park, Brewood at a cost of £110 (quote provided by Brewood Tennis Club). The glass was broken by a football one evening. **It was resolved that**

the Council would pay to replace the glass at a cost of £110 from Fulford and Mole. It was further resolved that the club be asked to consider fitting a grille over the window to avoid the glass being broken again.

- The quote to print and fold to A5 the Council's newsletter at a cost of £250 and £75 respectively for 3,500 copies, **be approved**. The number of copies had been increased to ensure that all areas of the Parish received a newsletter. Quote excludes VAT.
- The delivery costs of £110 to Brewood Civic Society, £110 held as Coven Newsletter Delivery fund, £30 Coven Heath Community Association and £30 Beth Cumming of Bishops Wood, **be approved**.

Members were asked to email the Clerk, by 7 June, with details of any specific matters that they would like to be included in the next Parish Council newsletter, subject to space being available.

The Council received the end of year accounts and Annual Report of the Brewood and District Voluntary Car Scheme as produced by Tanya Postles, Car Scheme Co-ordinator. Copies circulated prior to the meeting. The accounts had been audited by Mrs V. Turner.

It was resolved that a letter of thanks be sent to Mrs Postles for providing an excellent service throughout the year and such an informative report.

The purchase of 10 hand painted plaques at a cost of £372 exclu VAT from York Insignia Ltd, **be approved**. See Item 44**/149*.

55. **PLANNING REPORT:**

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

13/00410/AGR (Chillington) Cllr B. Cox advised that there was nothing of archaeological merit in the area concerned. **It was resolved no further action was required.**

56. **CLERK'S REPORT:**

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

- Tree Works, Moors Drive, Coven. The contractor to be asked to liaise with Mrs J. Carr, Friends of The Bront regarding the possibility of recycling bark chippings to improve muddy pathways at The Bront.
- Street Light – Stafford Street, Brewood. The Clerk to confirm that the street light be replaced with one suitable for a Conservation Area.

57. **DISTRICT COUNCIL REPORT:**

The Council received the report of the District Council and noted the following:

- As previously reported by Cllr Sutton, another company would be sited at the i54 development, creating 50 new jobs.
- The following were appointed to South Staffordshire Council Cabinet: Chairman Cllr Mrs R. Heseltine, Vice Chairman Janet Johnson.
- New Planning Regulations became effective from 1 June 2013.
- Each District Councillor had been allocated £500 to distribute to worthy causes.

ANY OTHER MATTERS OF REPORT:

Mr R. Dakin reported dog fouling and broken glass at Coven playing field.

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.

54. **Staffing Meeting.** Clerk's Report referred. Members considered the written report of the Clerk and resolved the following matters:

- The SCP to be awarded to the duties of Caretaker to the Playing Field in Coven (7); Caretaker / Janitor to the Changing Rooms in Coven (5); Locking / Unlocking the Chambley Green Bus Shelter (5), **be approved.**
- The Statements of Written Particulars for: Mr M. Smith, Gardener and Handyman; Mr M. Orgill, Janitor, **be approved.**
- The additional 34 hours of the Clerk worked over a 4 week period from mid April to mid May in meeting the needs of the Council to complete the Year End Accounts and Annual Return in time for the Internal Audit prior to the availability of the 2012-13 accounts for public inspection; responding to the further questions raised against the draft Bowling Club lease and responding to the pressing need to progress the Sandy Lane encroachment, **be approved. Two days to be taken as time off in lieu and the balance of 24 hrs to be paid at the standard rate.**

There being no further business the meeting closed at 9.06 pm.

..... Chairman

**REPORT OF THE CLERK FOR THE MEETING OF THE COUNCIL
TO BE HELD 30 MAY 2013**

MATTERS ARISING

41** **Brewood Playing Field Equipment** Members preferred choice of bench (steel) for by the youth shelter proved to be considerably more expensive when ground fixings were included (in excess of £700). Brewood Members subsequently approved an Enviropol picnic bench at a cost of £440.79 from Glasdon. This has been ordered and delivered although earlier than forecasted. As an interim measure it has been padlocked to the existing bench while the contractor schedules in a permanent fixing. This expenditure will be set against the budget held for a bench in Engleton Lane (which has been sourced from an existing seat from the playing field). The wooden picnic bench has been returned to the under 8's play area. Up to three benches are now waiting to be secured on site – cost of installation was included in the original project redevelopment quote (iro £100 each materials and labour) and funds have been carried over.

Matter of report.

The bench in Engleton Lane is still scheduled to be installed by Highways along with the installation of the safety barrier. Last week I visited the home owner immediately opposite the site proposed for the bench and spoke to the adjacent home owners with regard to plan for bench on opposite side of road. Residents all thought it was a good idea and had no concerns.

Matter of report.

347** **Wall – Rear of Amenity Area, Sandy Lane** Separate report referred.

142b* **GP Surgery** Further to the arrangements previously made, Mrs J. Sharman has now offered an alternative opportunity to meet Mr Gavin Williamson MP on 21 June at 9.15am at his constituency office in Codsall. Those Members who originally stated that they wished to attend a meeting with Mr Williamson have confirmed their availability and I am awaiting a return call from the constituency office. Members are reminded that the objective of the meeting was to discuss how the Council could engage with Mr Williamson in the future.

Matter of report.

351*/79b/84/298 **Localism / Core Strategy** Email received from Mrs J. Jeffries proposing that the Council considers pro-actively facilitating the services of an NHS dentist in the area. This had been noted as a requirement in the Positive Planning Feedback.

Recommended resolution: the Clerk pursues this matter further, making further enquiries and reporting back to Full Council.

369* **Brewood Tennis Courts** Members' views are sought with reference to the request of the Club and the recommendations of Mr A. Cousins, South Staffordshire Council.

483* **Coven Heath Allotments Inspection** Having visited the site I can find no evidence of a 9' high poly tunnel but there are several substantial fruit cages / tunnels in the region of 6' to 6' 6" high although, with one exception, these all have mesh / netting covering. The exception is an opaque plastic sheet cover with mesh incorporated and is approx. 12' in length. In considering the request of Mrs Bristow, in the light of the new information available, Members may wish to consider the implications of setting a precedent for walk-in poly tunnels made of opaque plastic sheeting around the site and whether crops in such poly tunnels may require watering from the mains supply. In defining workable criteria it may be possible to specify that whilst tunnels up to a walk-in height would be permitted these may only be covered in mesh / netting and would need approval of the Council in each instance – unless Members can specify a maximum length and width which would need to apply to all fruit cages etc. **Members' views are**

required with regard to the request received from Mrs Bristow and the Council's future policy with regard to such requests.

Further investigation required as to whether approval was sought and given for the opaque plastic and mesh tunnel. A number of other matters also came to light during the visit and I would like to recommend the Clerk meet with Members of the Allotments Working Party on site on a date and time to be agreed outside of the meeting. **Members' views.**

31b. **Brewood Defibrillator** Two quotes have been obtained although the quote referenced on the agenda has now be changed to £105 to account for fitting the box as well. I now understand that the second quote received today for £120 would require another electrician to check and certify the work (included in the quote). **Members may wish to consider approving the expenditure and authorising Paul Danby of Brewood Fire Station to arrange for the work to be done up to a cost to be agreed at the meeting VAT with the invoice to be made out to Brewood and Coven Parish Council. This would then keep the supply and installation under the control of Brewood Fire Station including ensuring written permission of the owner of the business and the building had also been obtained. A letter to this effect would be sent to Mr Danby.**

A representative of West Midlands Ambulance Service has provided details concerning maintenance and servicing of defibrillators which can be summarised as: an agreement would be made with a local 'guardian' such as the Community First Responders who would agree to be responsible for regularly checking that the equipment was working. An electricity supply is required to keep the equipment at a minimum temperature – in Brewood this would be covered by the Bakery. The battery life of the equipment is expected to be around 5 years and WMAS have a charity fund that could be used to replace the battery at a current cost of around £100-£120; whether this would be available in 5 years time is another matter and local fundraising may be required. **Matter of report.**

MATTERS ONGOING

282**/381** **Council and Community Web Site** The photographs taken at the last meeting of the Council were loaded on the web site but unfortunately the 'thumbnail' images cropped the top of the image of each Councillor. As a result I have asked that the page be taken down until Mr Fellows is available to sort out the images with Al Dutton. Al suggests that to present the photos to best effect they should on the Members page of the web site with a 2 or 3 sentence bio. against each one.

Members' views are sought as to whether they would support this.

408** **Croft House, Coven** Email received from the Senior Development Manager Officer, South Staffordshire Council confirming that a landscape scheme has now been received which has been passed on to the SSC Landscape officers for their views. If it is acceptable the remaining condition will be discharged.

Matter of report.

FINANCE REPORT

Caretaker Vacancy a number of recommendations have arisen from the meeting of the Staffing Committee held 29 May 2013. The proposal on the agenda stands.

Extractor Fan A further quote has been received for £50 although Members are asked to note the earlier reference under the Brewood Defibrillator.

OTHER MATTERS FROM THE CLERK'S REPORT

Tree Works, Moors Drive Mr W. Sissons of Brewood Tree Services has sought permission from the Council to undertake tree works at a property on Moors Drive, Coven from The Bront commencing 3 June for 3 to 4 days. In view of the time available I have supplied Mr Sissons with a key to access the site and affirmed he is aware that no work must be undertaken to any trees on the Council's land. **I believe he may be using a chipper on site – would the chippings (subject to them being available) be of any use to the Friends of The Bront for the muddy path to the Poplars Farm Way exit?**

Street Light, Stafford Street, Brewood Having received a number of enquiries I can confirm that the street light above the Council office in Stafford Street, that has been partially removed, will be replaced but E-on cannot confirm when, **Matter of report.**

Information Boards, The Bront Email received from Village Agent Jan Wright confirming that she is working on this project and has identified a possible source of grant funding although it may be more applicable for another project at the Bront rather than the signs / boards. **Matter of report.**

Football Main goal mouths take down with uprights stored in changing rooms and cross-bars kindly stored at Mr Carr's house. Ground works will now commence to repair the pitches. Details have been sought as to the contract for grounds maintenance as finally agreed by the BPSA in order that this Council may track invoices received against the grant held. It is also understood that the BPSA have written to one of its teams advising that there is capacity for them to play at the Coven facility – the Council has a vacancy following the withdrawal of Coven FC. **Matter of report.**

Public Conveniences, Brewood Following what appears a high water bill for the site STW have agreed to visit the site and, because of the location of the water meter, will undertake a water leak check free of charge. **Matter of report.**

MATTERS TO BE CONSIDERED AT THE END OF THE MEETING:

STAFFING MEETING 29 MAY 2013

To consider the recommendations of the meeting of the Staffing Committee held 29 May 2013 concerning:

- The SCP to be awarded to the duties of Caretaker to the Playing Field in Coven; Caretaker / Janitor to the Changing Rooms in Coven; Locking / Unlocking the Chambley Green Bus Shelter.
- The Statements of Written Particulars for: Mr M. Smith, Gardener and Handyman; Mr M. Orgill, Janitor.
- The additional hours of the Clerk worked over a 4 week period from mid April to mid May in meeting the needs of the Council to complete the Year End Accounts and Annual Return in time for the Internal Audit prior to the availability of the 2012-13 accounts for public inspection; responding to the further questions raised against the draft Bowling Club lease and responding to the pressing need to progress the Sandy Lane encroachment.