

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, 11 JULY 2013 AT 7.30PM

The Chairman moved the suspension of Standing Order 1(c) to allow gentlemen to remove their jackets.

PRESENT:

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

APOLOGIES:

Mr D. Evans (personal), Mr T. Fellows (work), Cllr M. Hampson (personal) Mr P. Smith (work), Mrs L. Tomkins (personal), Cllr M. Sutton.

DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION:

Mr M. Webb declared a personal interest in item 119 planning appertaining to Cosy Nook, Coven Rd, Brewood. Dr R.C.H. Taylor declared a personal interest in planning application 13/00490/AGR. There were no requests for dispensation as required under the Code of Conduct adopted in compliance with the Localism Act 2011.

MINUTES:

The Minutes of the meeting of the Council held on 27 June 2013 were approved as being an accurate record and duly signed.

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.

PRESENTATION

The Chairman Dr R.C.H. Taylor welcomed Mr B. Wilding and presented him with a Parish Council Scroll in appreciation of his commitment to the Parish of Brewood and Coven with Bishops Wood and Coven Heath during his time at Staffordshire County Council.

103. **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 referred to the minutes of 9 May 2013 regarding levels of policing in the Parish and to his meeting with Inspector Donna Gibbs. Mr Mullard advised that he would write to the Parish Council and the Police and Crime Commissioner outlining his plans to get more police officers in the area. Mr Mullard also referred to the fact that it had been minuted on the 9 May that the newly appointed Police Constable would deal with agricultural matters (statement made by Insp. Gibbs). As the appointed PC had experience of dealing with wildlife and not agriculture, the Clerk was asked to write to the Police and Crime Commissioner to ascertain to whom questions with regard to speeding tractors and farm vehicles on the highway without number plates should be addressed.

Mr S. Reynolds of Brewood enquired as to what solutions were proposed to stop speeding in Brewood, specifically the Engleton Lane and Stafford Street area, and suggested a number of ideas for discussion. Dr Taylor advised that Traffic Management was an agenda item to be discussed later in the evening.

MATTERS ARISING:

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

245** **Brewood Bowling Club.** Three queries arose during the Clerk's review of the latest draft lease, details forwarded to the Working Party for views. Latest draft lease and supporting report forwarded to Brewood Bowling Club. In the light of the information from Mr Does concerning ivy covered trees, Mrs Pearce had confirmed in writing that she was happy for the ivy to remain on the trees. Mrs Pearce also advised the Council may wish to consider removing the dead tree and requested whether in so doing the Council may also reduce the height of the remaining trees. Clerk's Report referred. The Clerk confirmed that she had spoken to the solicitor concerning the reference in the lease to the insurance being in the names of the tenant and the landlord and that he advised this was so that the insurance company was aware there were two interested parties.

It was resolved that the recommendations regarding the three queries previously circulated be approved. It was further resolved that no action be taken with regard to the trees; that the matter be monitored.

256**/118*/244b*/272* **Traffic Management.** Meeting of representatives of the Traffic Management Working Parties and Cllr M. Sutton had taken place on 10 July. Members of Brewood Traffic Management Working Party had met prior to the meeting with Cllr Sutton. Members discussed the need for improved signage at the junction of Coven Road and Port Lane, Brewood.

It was resolved that the relocation of the 'Give Way' sign at Port Lane was not deemed to be a current priority, Clerk to advise Cllr Sutton accordingly.

347**. **Wall – Rear of Amenity Area, Sandy Lane.** Further to the letters of 5 and 18 June previously sent, the Council's solicitor had written again to Mr Fletcher's solicitor advising that in the absence of any substantive response within the next 7 days [from 2 July] he would be taking instructions from the Council as to progressing this matter without further recourse to their client. No correspondence had been received by the deadline.

It was resolved that the Clerk seek estimates to replace the wall, take away rubbish and reinstate the soil; to refer back to Council in due course.

351** **Localism / Core Strategy.** South Staffordshire Council providing details to explain what the role of the SHLAA was and how it linked into the site allocations work being undertaken at South Staffordshire Council. Copy circulated prior to the meeting. **Matter of report.**

225* **Composting Site, Lawn Lane.** Copy correspondence from Mrs L. Tomkins to G. Williamson MP advising him again of the problems arising from the compost recycling plant. Copy circulated prior to the meeting.

Matter of report.

294*/74 **Crime and Anti-social Behaviour Report.** Meeting with Inspector Donna Gibbs, Mr P. Mullard and Dr R. Taylor. Dr Taylor reported on the changes that had taken place. There would be two officer groups based at Gailey and Wombourne: patrol cars and local officers, who would do what beat officers did. Those responsible for the 101 service would attend a South Staffordshire Forum meeting in September; My Place My Say meetings were poorly attended and needed more publicity. Patrol officers were being encouraged to get out of their cars and walk. The main point of contact would be the PCSO. PCSO A. Price was now based at Wheaton Aston and the new PCSO was Karen Willis, her details were still to be placed on the Police notice board. Helen Marshall of South Staffordshire Council was the contact with regard to crime data queries. Dr Taylor suggested that 'Police Feedback' be a standing item on the agenda to allow matters to be reported and then monitored and chased for a reply by the Clerk. However, it was noted that this would have an impact on the office staff.

It was resolved that the matter be placed on the next agenda for Members to consider whether 'Police Feedback' should be a standing item on the agenda.

369* **Brewood Tennis Courts.** Two provisional dates suggested for a meeting with Club representatives to discuss the recommendations for a path, (report previously circulated to Members). 30 July and 31 July. Reply awaited from Mr B. Swift (Tennis Club Secretary). Mr A. Ball, Mr R. Dakin and Mr M. Webb confirmed their availability on 30th July; Dr Taylor not available. Clerk to contact Mr D. Evans. Members to consider options outlined in the report prior to the meeting.

It was resolved that the matter be placed on the next agenda and a meeting be scheduled for 10am on 30 July.

426* **Summer Sussed.** Emails received from Ms S. Osbourne, South Staffordshire Council forwarding updates of the bookings made to date. Details were available from the Clerk.

Matter of report.

72. **Mid Staffordshire NHS Foundation Trust.** Deferred from the previous two meetings. Consultation on the draft recommendations on the future of services for local people using Stafford and Cannock Chase hospitals. Consultation from 25 June to 5 August. Documents available at www.tsa-msft.org.uk. Dr Taylor reported that the consultation had been delayed.

It was resolved that the matter be kept on the agenda awaiting the commencement of the consultation.

78a. **School Transport Consultation.** Email received from Cllr Sutton forwarding copies of the County Council letter to parents and a press release with regard to the withdrawal of School Transport proposal. Email also received from Mrs J. Jeffries forwarding a copy of the County Council letter to Headteachers. Copies of all emails circulated prior to the meeting. Mrs J. Jeffries reported that the proposal had been withdrawn before the end of consultation period and thanked the Parish Council for its support.

Matter of report.

99. **Coven Football.** Email received from Wolverhampton Adult Sunday Morning League Club Milestone AFC seeking details of the Coven facilities. Clerk's Report referred.

It was resolved that that a meeting of the Management Team be scheduled for early August in order to agree the booking procedures for the forthcoming season and that with two

teams confirming they intended to book the facilities there was no immediate urgency for a meeting in this regard.

MATTERS ONGOING:

286** **Bus Shelter, School Lane, Coven.** Photographs of the installed bus shelter were tabled at the meeting.

Matter of report.

488* **Coven Defibrillator.** Mrs J Carr confirmed that the £110 had been donated from the Coven Newsletter Delivery Fund as authorised by those responsible for the fund.

Matter of report.

CORRESPONDENCE RECEIVED:

104. Staffordshire County Council requesting details of any work to be undertaken by the Neighbourhood Highway Team when they visited the Parish during week commencing 19 July. Details previously circulated to Members requesting written requirements to be returned to the Clerk by mid-day on 12 May. The Clerk advised that the list would be submitted on 12 July 2013.

Matter of report.

105. Ms J. Wright, Village Agent advising that her post had been confirmed for another year and that she was seeking feedback from the community as to the need for a small bus on Saturdays to Telford. Anyone who felt they or their children could make use of the bus was asked to phone 01785 242525 and leave their postcode, age group and which village they would catch the bus to and from. Details could also be emailed to communityva@hotmail.co.uk. The request arrived after the Council's newsletter had gone to print. A recommendation had been made to send the request out through the schools and an offer had been made to display any posters that may be available.

It was resolved that details of the role of the Village Agent be included in the next Newsletter.

106. URS Infrastructure & Environment UK Ltd forwarding details of plans of the Highways Agency to make major improvements to the M6 between junctions 10a and 13 by implementing a managed motorway scheme. URS had been appointed to develop the scheme and produce the detailed design for the proposed improvements. Further details would be issued in the coming months. Summary document circulated prior to the meeting.

Matter of report.

107. Football Foundation forwarding the 2012/13 Monitoring and Evaluation Survey to be completed with regard to the use of the football facilities at Coven playing field. This had to be returned as part of the agreement from when the Council was awarded a grant of £103,704 to develop the changing rooms. Clerk to complete the survey by the deadline of 22 July.

Matter of report.

108. Staffordshire Police forwarding details of their 'Behind the Badge' online chat on 26 June – details received on 26 June. Email was forwarded to Members on the day of receipt.

Matter of report.

109. Mrs S. Brammall, Brewood with regard to problems experienced when entering / exiting Cresswell Lane because of cars parked too close to the entrance. Concerned that emergency vehicles and residents would and do have difficulty accessing Cresswell Lane. Mrs Brammall sought

the advice of PCSO Price who advised her to request a white line across the entrance to Creswell Lane.

It was resolved that the matter be forwarded to Highways and Mrs Brammall be updated to this effect.

110. Newsletter 'Communities, Councils and Clerks', from the SPCA, Community Council and SLCC collaboration. Copies were tabled at the meeting.

Matter of report.

111. Mr B. Caffrey, Brewwood advising that the problem of dog fouling around the village centre and along the canal towpath had much improved. Mr Caffrey had been thanked for his feedback.

Matter of report.

112. Mr B. Ware advising that Jean Martyn had again been invited to appear at Buckingham Palace on 2 July to host members of the Not Forgotten Association, would be performing on 6 July at the 'Party in the Park' at RAF Cosford and had bookings for concerts in Amsterdam and Zurich; thus ensuring 'the name of Brewwood was well travelled'. Ms Martyn would also be having her own show on 12 December at the Prince of Wales Theatre, Cannock.

Matter of report.

113. Dianne Freeth providing details of her 250 mile cycle challenge to raise funds for Odyssey, a charity which provided residential adventures and challenges for cancer patients. Further details available from the Clerk on request. M. Alden-Court circulated a leaflet giving more details of the charity and asked that the matter be placed on the next agenda.

Matter of report.

114. Community Council of Staffordshire forwarding invitations for Bishops Wood and Coven BKV community groups to attend the Announcement of Winners evening; these were forwarded to Mr T. Sloane and Mrs Y. Millward. Invitation for Brewwood sent directly to Mr I. Tipper. Clerks Report referred.

It was resolved that £25 BKV children's poster competition prize money be allocated for St Dominic's High School for Girls; this had been budgeted for but not previously approved. See Finance.

115. NALC forwarding a complimentary copy of DIS Extra, NALC's Direct Information Service. A copy was tabled at the meeting. Subscription costs were in the region of (only 11/12 prices had been identified so far) £150 for 26 Issues of DIS and £135 (exclu VAT) for 26 issues of DIS Extra.

It was resolved that the matter be placed on the next agenda.

115a. **Free Energy Audit.** Clerk's Report referred.

It was resolved that the offer of a free energy audit would be declined.

115b. **Change to Work Pattern.** Clerk's Report referred.

It was resolved that the Council allow the Assistant Clerk to adjust her hours as requested through August during which time the Staffing Committee would meet to consider the request and make a recommendation to Council. Staffing Committee confirmed Members were available to meet at 7pm on 8 August, prior to the scheduled meeting of the Council.

115c. **Crime and Anti-social Behaviour – June.** Clerk's Report referred. It was noted that the report was more comprehensive but still left out details of crimes such as domestic abuse.

It was resolved the matter to be placed on the next agenda to consider what other data the Council may wish to see included.

116. CORRESPONDENCE CIRCULATED:

SPCA Bulletin: Neighbourhood Community Budgets, Public Sector Mapping; Free Trees for UK Community Groups and Youth Groups; Local Government Administration 9th edition Arnold Baker; Innovation in Training – Community & Voluntary Sector Support.

Staffordshire County Council – Innovation in Training.

Watchdog Forums – South Staffordshire 4 July 2-4pm Codsall Village Hall.

Police and Crime Commissioner: Car Insurance Dodgers Initiative; Putting Victims and Witnesses First; Volunteers Champion; PCC in south Staffordshire; Young Police Cadets on Duty; PCC on Collaboration.

Mrs J. Jeffries reported that a public consultation would be forthcoming regarding Victim Support and she would circulate details to ensure that the wider public were consulted.

Staffordshire Police: Horse watch; Bike safe 2013; Staffordshire Libraries What's On in July; Coven Heath Community Association Newsletter.

Rural Services Network, Rural Opportunities Bulletin June 2013 providing details of grant funding sources including: Community Assets and Service capital / pre-feasibility / feasibility grants; Rural Community Energy Fund; Sport England; Active Communities; Supporting Communities in Neighbourhood Planning; Community Right to Build. See also DIS Extra for funding opportunities.

Newsletters: Veolia Environmental Trust, Bishops Wood Bugle; Wolgarston High School. Wolverhampton Magazine. Stroke Association – Resolution Run 2013.

117. CHAIRMAN'S REPORT:

Council received the report of The Chairman and noted the following: Dr Taylor had attended the prize giving ceremony at St Dominic's School on 10 July and had met the Head Teacher and his new Deputy. A rose garden had been planted in memory of Sister Helen Jones who had taught at the School.

118. FINANCE REPORT:

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

- The accounts payable as at 11 July 2013, Income £1876.70 Expenditure £8797.03, **be approved.**
- The Financial Summary - Cash Book Reconciliation for June 2013, tabled at the meeting, **be approved.**
- Flooring (279*). The application of a damp proof membrane in the kitchen and toilets at the Council offices prior to the new floor covering being laid at a cost of £85 excluding VAT **be approved.** Clerk's Report referred.
- Council Building (279*) Members considered the quotes received to address the breached damp proof course to the rear and side of the building, re-point the rear of the building as necessary, recommend and undertake repairs / replacement of boundary wall. Copies circulated prior to the meeting.

It was resolved that the quotes (exclu VAT) for £1011.50 and £466 be accepted to address the rear and side of the building (breach of dpc and re-pointing) and the quote for £4420 be accepted for rebuilding the boundary wall.

- The Council received details of an initial quote for a Vice Chairman's medallion on a ribbon. **It was resolved that the Council purchase a medallion for the Vice Chairman to wear whilst representing the Parish Council at official functions, when the Chairman was not in attendance. Two further quotes to be obtained in-line with the quote received.**
- The availability of extra hours for the Assistant Clerk to cover any additional workload arising while the Clerk was on annual leave in July and August, **be approved**. Such hours would cover the work that could not be deferred. The Council normally approved up to 10 additional hrs per week of the Clerk's annual leave although less were usually required.
- The Clerk reported that a quote was being sought for the replacement and repair of the small gate, gate posts and adjacent fencing at the Poplars Farm Way entrance to The Bront.
- Quote received for replacement parts for the wooden adventure trails at The Bront and Coven playing field: two horizontal logs and a horizontal top beam had failed at The Bront; D-shackles and eye bolts to be replaced, balance beam split for the full length and two stepping logs had rotted with one loose in the ground and the other broken off. Clerk's Report referred. **It was resolved the quote be accepted for £1,573 exclu VAT from Playquest and a project to be undertaken to redevelop the play equipment at Coven playing field.**
- Installation of 3 round picnic benches and two benches at Bishop's Wood playing field as purchased by the Bishops Wood Park Committee, **be approved at a cost of 3 x £100 and 2 x £50 respectively by Mr P. Dunbar**. This was one of the actions on the Park Committee from the original project. Clerk's Report referred.
- Options for a replacement net for the tennis court at Coven playing field - quotes to be made available at the next meeting of the Council.

BKV Children's Poster Competition Prize Money Clerks Report referred.
Item 114 referred.

119. PLANNING REPORT:

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

South Staffordshire Council giving notice of an appeal made to the Secretary of State against the decision of South Staffordshire Council to refuse to grant a certificate of lawful use for the application made by Mr K. Twigger, for use of land as garden at Cosy Nook, Coven Road, Brewood. All former representations had been forwarded to the Planning Inspectorate. Any further representations were required by 29 July.

Matter of report.

Removal of Conifer Tree 19 Newport Street, Brewood. Clerk's Report referred.

It was resolved that the Clerk establish whether the tree would only be removed if it was in a dangerous state, rather than just too large.

120. PLAYING FIELDS REPORT:

The Council received the reports for:

- Bishops Wood playing field and skateboard park as forwarded by Mrs S. Hughes – some plastic bolt caps were again missing off the tube slide. The Clerk reported that the bark would shortly require topping up.
- 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 a down pipe bracket was broken on the changing rooms guttering and the grass outside the boundary fencing was overgrown, which impaired visibility onto the road. The Clerk reported that this had already been reported to Clarence. Clerk to also verify the condition of the stepping logs (referenced under the Finance Report).

121. **CLERK'S REPORT:**

The Council received the written report of the Clerk and noted its content. Members confirmed that the bench in memory of Mr D. Barker should be located on the land adjacent to Jacksons Bridge and the Kingsbridge development – Clerk to seek permission from South Staffordshire Council. The Clerk advised the Council that she would not be available for the next meeting.

Photographic Competition. The Clerk reported that she had received an email from Mr T. Fellows requesting that the possibility of a summer photographic competition, to commence from 12 August, be included on the 8 August agenda and be put to the Council as a matter of urgency in order to circulate details to local schools before they broke up for the summer. Members deemed it was inappropriate to attempt to arrange the competition before the end of term due to the short notice given.

It was resolved the matter should be considered at the 8 August meeting with a view to the competition being held to run through September or as an Autumn competition.

ANY OTHER MATTERS OF REPORT:

122. **Coven Newsletter Fund.** M. Alden-Court had indicated that she would like more information on this matter. Mrs J. Carr explained that the fund had been set up to hold money which was paid for delivery of the Parish Council Newsletter in Coven, until such time as there was enough to purchase a village sign for Coven.

123. **Councillor Name Plates.** M. Alden-Court had indicated that she wished to speak on this matter but had since decided that it was not appropriate for Members to have name plates around the table.

The Chairman moved the suspension of Standing Order 44 to allow the meeting to continue beyond 9.30 p.m.

125. **'Filming' of Parish Council Meeting.** Mrs J. Jeffries reported that Parish Councils did not come under the Government Directive regarding the 'filming' of Council meetings which applied to Councils with a Mayor or those with a cabinet style of government. Should a member of the public seek to 'film' a meeting this would be declined and Standing Orders referred to if necessary.

There being no further business, the meeting closed at 9.35 p.m.

..... Chairman

**REPORT OF THE CLERK FOR THE MEETING OF THE COUNCIL
TO BE HELD 11 JULY 2013**

MATTERS ARISING

245** **Brewood Bowling Club** Further details to be sought from the Council's solicitor as to why he has now included in the lease the requirement for insurance cover to be in the name of the landlord and the tenant. This is a new addition for which an explanation is required. Clerk to report. With reference to ivy covered trees Mrs Pearce has accepted that ivy will not itself kill a tree; that removal of ivy can lead to sun scorch which can kill a tree; ivy may hide problems with a tree; the Council may be required to remove the ivy at some time in the future to determine the health of the tree. **Members' views are sought with regard to the work requested by Mrs Pearce.**

99. **Coven Football** Following the enquiry from AFC Milestone I spoke to Mr Webb who made further enquiries and confirmed it would be reasonable to allow the Club to hire the facilities. The Club, which has confirmed it wishes to hire the facilities for the 13/14 season, plays for the same league as Brewood Old Boys so the League will take account of this when scheduling fixtures as in previous years. Brewood Old Boys have also confirmed they will play at Coven again; contracts have been sent out to both clubs for signing. **As two teams have committed I have not rushed through a meeting of the Management Team as was my intention after the last meeting of the Council. If Members feel this is acceptable I will schedule a meeting in early August to agree the booking procedures etc for the 13/14 season.**

Members' views.

MATTERS ONGOING

256** **Traffic Management, Brewood / 118* Cross-roads, Bishops Wood / 244b*/272* Coven/Coven Heath Traffic Management** Clerk to type up a report of the meetings held 10 July and circulate to all Members and Cllr Sutton.

Matter of report.

286** **Bus Shelter, School Lane, Coven** Although I was not called out to site, the contractor was expected to install the bus shelter in School Lane on Wednesday 9 July. Local Members may be able to report further.

483* **Coven Heath Allotments Inspection** The Assistant Clerk and I met the Chairman of the Coven Heath Allotments Association and two other representatives for almost 2 hours on site last Monday to discuss a number of issues and possible solutions. The Assistant Clerk is in the process of producing a report for the Coven Heath Allotments Working Party to consider and discuss in due course.

Matter of report.

488* **Coven Defibrillator** Following a query from Mr P. Webster with regard to formally acknowledging the donation from the Parish Council towards the Coven defib. fund Members are asked to clarify whether the £110, as originally allocated for the Coven Newsletter Delivery, was from the Parish Council or from those who are responsible for the Delivery Fund.

Members' views.

87. **Register of Disclosable Interests** Confirmation is urgently required from Members as to whether their current details are correct or require amending. Changes to be confirmed to the Clerk in writing. **Matter of report.**

CORRESPONDENCE RECEIVED:

114. The Council budgeted for 6 schools to receive £25 prize money each in the BKV children's poster competition with a further £25 available to Coven Heath if required. At the meeting of 31 January (item 383) the budget was accidentally only approved for 5 of the 6 schools in the Parish.

Members are asked to approve the £25 BKV children's poster competition prize money for St Dominic's.

DATE CRITICAL CORRESPONDENCE (received post agenda)

115a South Staffordshire Council with regard to an opportunity for a free energy audit to be undertaken of the Council Offices in Stafford Street, this was offered at the recent Rural Summit. Whilst the audit is free this Council would need to fund any recommendations it wished to take-up. Staffordshire County Council would fund the audit if the application was accepted. Details about the building and energy consumption would need to be provided in advance. Alternatively the Council may wish to suggest another community building is considered instead.

Members' views.

115b Mrs M. O'Brien, Assistant Clerk requesting a change to her working hours for one or two Mondays per month from the beginning of August with a view to working her hours in the afternoon rather than morning.

Recommended resolution: the Council allow to Mrs O'Brien to adjust her hours as requested through August during which time the Staffing Committee will meet to consider her request and make a recommendation to Council. Staffing Committee to confirm Members are available to meet at 7pm on 8 August, prior to the scheduled meeting of the Council. I can confirm that irrespective of which Mondays Mrs O'Brien needed to change her hours during August the office would be covered on Monday mornings on such an occasion by either myself or Mrs Postles.

115c South Staffordshire Council forwarding the June Crime and Anti-social Behaviour data. Circulated by email prior to the meeting to ensure the data was current (hard copy to Mr Webb).

Members may wish to discuss the report.

FINANCE REPORT (118)

Accounts for Payment The Brewood Village Community Council (Jubilee Hall) end of year accounts have been received and are tabled. In view of this a cheque has been raised for their annual grant. Accounts have been requested from Bishops Wood Village Hall Management Committee although they have asked the Council to continue to hold their grant. We hold the cheque raised for Coven Heath Community Association until the accounts are received.

Matter of report.

Flooring We have previously been advised that the flooring has now dried out following the water leak from the hand basin and the flooring contractor is awaiting further instruction Although greatly improved there is still a damp smell on entering the office after a period of rain. Members are asked to consider whether the Clerk should:

- instruct the contractor to go ahead and lay the new floor
- accept the quote for a damp proof membrane to be applied (before the new flooring) to avoid the risk of the new flooring lifting in the future if the existing concrete flooring got damp again

- continue to defer the new flooring until the maintenance work required on the Council building has been carried out, to see if this addresses any possible damp issues

Members' views.

Council Building Maintenance The outstanding item from the Parton's quote for re-pointing should be available for the meeting, Clerk to report.

Annual Leave Cover To receive the report of the Clerk.

Maintenance Coven Playing Field and the Bront The original supplier of the equipment concerned closed down some years ago and we are now limited as to who can maintain this equipment – suppliers will not maintain another suppliers equipment due to insurance implications if a part fails. The quote received is from Playquest who took up the customer base from our original supplier. A quote has been received for £1,573 exclu VAT. Members' may wish to defer any decision to the next meeting of the Council although in doing so Members should be aware that 3 pieces of equipment currently remain out of action at the Bront and two stepping logs are unusable at Coven playing field. Members are also asked to give serious consideration to now redeveloping the Coven playing field, and possibly the Bront, through a community consultation and grant funding as undertaken elsewhere in the Parish.

Members' views.

Bishops Wood, park Committee Benches A quote may be available for the meeting from Mr P. Dunbar to install the 5 benches. If this is equivalent to previous bench installation costs Members may wish to approve the quote rather than seek further quotes in this instance. This may also enable the benches to be installed in time for the school holidays. A budget of £2,283 remains from the original park refurbishment. Clerk to report.

Members' views.

PLANNING

Mr S. Dores, South Staffordshire Council forwarding details of a consultation on a notification of intent to carry out works to trees within a conservation area: Mr P. Stack, application 13/00550/TREE at 19 Newport Street, Brewood to remove a conifer that has 'become too large and dangerous'.

OTHER MATTERS FOR THE CLERK'S REPORT

Budget Review I have undertaken a review of the Council's budget taking account the year end actual balances and deferred work / projects. I will write a report of the findings and any recommendations which will hopefully be available for the Council to consider at the August meeting,

Matter of report.

Benches – Coven

- Clerk to report with regard to a request received for the Council to purchase a bench from monies to be donated by Cllr I Clay. The bench is, I understand, to be located on the front of Coven Court and installed, subject to agreement, by South Staffs Housing Association. Further information required with regard to ownership and responsibility for maintenance.
- A spare metal bench seat is now available from the Jubilee Park which if refurbished had been considered for a commemorative bench the Council budgeted to install in Coven in memory of David Barker. If Members are happy with this approach could local Members

suggest a suitable location so the permission of the relevant authority can be sought. Members can defer this matter to the next meeting in order that they may consider suitable locations.