

**BREWOOD 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, 8 AUGUST 2013 AT 7.30PM**

The Chairman said a few words in respect of Cllr I. Clay and although the Chairman had not been available to attend his funeral he thanked the many Parish Councillors who attended for doing so. Members discussed ways in which to honour Cllr Clay's memory. It was agreed that consideration be given to whether a donation be made from the Parish Council as a whole or as individual members and whether to donate to Penkridge Riding Club, of which Cllr Clay was a founder member or to an organisation within the parish. It was agreed that the matter would be placed on the agenda for the next meeting of the Council.

**PRESENT:**

Mr A. Ball, Mrs J. Carr, Mr R. Dakin, Mr D. Evans, Mr T. Fellows, 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.

**APOLOGIES:**

M. Alden-Court (personal), Cllr Mrs D.M. Holmes (personal), Cllr M. Sutton.

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

There were no declarations of interest and no requests for dispensation as required under the Code of Conduct adopted in compliance with the Localism Act 2011.

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

**MINUTES:**

The minutes of the meeting of 25 July 2013 were approved as being an accurate record and duly signed. The Clerk noted that the resolution re item 347\*\* was previously passed on 11 July and would still stand.

**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.

144. **PUBLIC PARTICIPATION**

Cllr M. Hampson congratulated Brewood on achieving first place in the Best Kept Village Competition.

**MATTERS ARISING:**

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

225\* **Composting Site, Lawn Lane.** Mrs L. Tomkins reported that she believed that alterations were being considered to permanently solve the current problems with regard to the smell emanating from the site. The Parish Council agreed that it would continue to support the actions of Gavin Williamson MP, residents of Coven Heath and Fordhouses Action Group in finding a solution.

**Matter of report.**

244b\*/272\* **Coven/Coven Heath Traffic Management.** Mrs L. Tomkins reported concerns relating to the infrequency and poor quality of grass cutting on the A449 heading both north and south.

**It was resolved that the Clerk write to Gavin Williamson MP seeking his continued support.**

289\* **Bus Stop, Old Coach Road, Bishops Wood.** Email sent to Mr M. Keeling drawing his attention to previous correspondence from Mr Wilding he had received and querying the reference to the Divisional Highway Programme to what was previously understood to be a safety issue. Clerk's Report referred.

**Matter of report.**

294\*/74 **Crime and Anti-social Behaviour Report.** Members considered the proposal to include 'Police Feedback' as a standing item on future agendas. Dr R. C. H. Taylor had withdrawn the proposal. Members agreed to email the office with concerns which would be forwarded to the PCSOs, or alternatively call 101 directly. It was noted that the Police station in Brewood had been vacated.

**It was resolved that the Clerk email PCSO Adrian Price to request the return of the blue lamp which was donated by the Parish Council, to ascertain what had happened to the wall plaque given by local traders and what arrangements had been made for storage of the bicycle, also donated by the Parish Council.**

369\* **Brewood Tennis Courts.** Meeting held 30 July with representatives of Brewood Tennis Club, Mr M. Webb MBE and Mrs J. Jeffries. Email sent to South Staffordshire Council seeking advice with regard to the feasibility of stepping stones or a path from the changing rooms to the right hand side of the facing fencing where a new gate could be installed. A further solution offered was to install a gate in the level area opposite the children's play area.

**It was resolved that the Clerk contact Mr B. Swift at the tennis club for his opinion on the latter proposal.**

387\* **Flooding, Ball Lane, Coven Heath.** Email received from Severn Trent Water advising that the point of contact in case of any problems was Ross Stokes (until such time Ms Morris' position had been filled) and also suggesting that representatives of STW attend a future meeting of the Council in September or October to provide an update on any progress and answer any questions. STW recommend 30 minutes be allowed for.

**It was resolved that a meeting of the same group that had previously met be convened, including Environmental Health and the Environment Agency. Clerk to ascertain suitable dates.**

483\* **Coven Heath Allotments Inspection.** Report of the inspection held on 8 July circulated prior to the meeting. Two areas to be discussed were highlighted; the use of hosepipes and the Council's position with regard to the definition of poly tunnels / erection of greenhouses.

**It was resolved that a meeting of the Allotments Working Party be scheduled for 6.30pm on 22 August. Mrs J. Jeffries would not be in attendance. Clerk to advise Cllr Mrs D.M. Holmes of the meeting.**

84. **Health Master Class (held 19 July).** Staffordshire Joint Health and Well Being Strategy and Summary documents forwarded from South Staffordshire Council for any Members who were unable to attend the Health Master Class and wished to be involved in the Staffordshire Wide Joint Health Strategy and consultation. Feedback form, Summary and Strategy Documents were available from the Clerk on

request. Letter from the joint Chairmen of the Staffordshire Health and Wellbeing Board were circulated prior to the meeting. Clerk's Report referred.

**Matter of report.**

99. **Coven Football.** Email received from Emerald Athletic FC seeking details of the Coven football facilities. Meeting held 5 August with M. Alden-Court, Mr M. Orgill, the Assistant Clerk and the Clerk to review and amend the booking procedures for the 2013/14 season. Clerk's Report referred.

**Matter of report.**

115b. **Change to Work Pattern.** To consider the recommendations of the Staffing Committee from the meeting held earlier in the evening. This matter was taken at the end of the meeting when the public and press were asked to leave due to the confidential nature of the business to be discussed.

121. **Photographic Competition.** Mr T. Fellows proposed that the Council ran another competition with a closing date of end October, with a theme 'village life'. Mr Fellows to simplify the terms and conditions. Mr D. Evans suggested an Ivor Clay memorial cup for the winning photograph. Prizes to be confirmed.

**It was resolved the competition would be run again as proposed.**

128. **Safer Fairer United Communities.** Further to previous correspondence, email also received from PCC Matthew Ellis encouraging Members to have their say. Members had been asked to feedback to the meeting for a response to be formulated prior to the 31 August deadline.

**It was resolved that Members feedback individually.**

143. **Parish Council Newsletter.** Deferred from the previous meeting. Members considered changing the format. Clerk to forward a Word version of the newsletter to Mr P. Smith.

**It was resolved that Mr P. Smith and Mr T. Fellows investigate options for a new format and refer back to the Council in due course.**

**MATTERS ONGOING:**

256\*\* **Brewood Traffic Management (Oakley Farm Weighbridge).** Clerk's Report referred.

**It was resolved that no further action be taken.**

72. **Mid Staffs NHS Foundation Trust Consultation.** Clerk's Report referred.

**It was resolved that the matter be place on the agenda for the next meeting of the Council.**

97. **Annual Return / External Audit.** Clerk's Report referred.

**It was resolved that the Clerk review the Financial Regulations with Mrs J. Carr, Mr P. Webster and Dr R.C.H. Taylor (subject to availability), and Standing Orders with Mrs J. Carr, week commencing 19 August 2013. Standing Orders and Financial Regulations to be typed-up, maintained and printed in-house in due course.**

**CORRESPONDENCE RECEIVED:**

145. South Staffordshire Council forwarding details of the Sussed Voucher Scheme that could be made available for use during all school holidays through Parish Councils. This Scheme was previously one of the options offered to Parish Councils for the Summer Sussed. Copy circulated prior to the meeting.

**It was resolved that this matter be placed on the agenda for the meeting of the Parish Council scheduled for 26 September. Councillors involved as School Governors to ask for feedback from their respective schools with regard to the type of activities required. It was further resolved that**

**the Clerk write to South Staffordshire Council advising that the vouchers would not be required on this occasion.**

146. NALC forwarding details of their new publication 'Local Council's EXPLAINED', available from 4 October. Cost £49.99 for NALC members.

**It was resolved that the Council would not purchase the guide.**

147. Zurich Insurance forwarding details of their Zurich Risk Management, Local Council Advisory Service providing risk management helpline, discount on Zurich risk management services, rm toolkit and examples at a cost of £95 per year.

**It was resolved that no action be taken at this time.**

148. Canal & River Trust inviting the Council to attend the North Wales and Borders Waterway Partnership Annual Meeting to be held in Crewe on Wednesday 25 September, 6.45pm for 7.00pm. Replies required by 17 August.

**It was resolved that any Member wishing to attend to seek further details from the Clerk.**

149. Staffordshire County Council Pensions Services advising of changes to their Ill Health Forms.

**Matter of report.**

150. Community Council of Staffordshire forwarding details of their competition open to individuals to celebrate 60 years of supporting rural Staffordshire and seeking peoples memories of the organisation. Copy circulated prior to the meeting.

**Matter of report.**

150a. **V Festival 2013.** Clerk's Report referred.

**Matter of report.**

150b. **Tourism Strategy.** Clerk's Report referred.

**It was resolved that any Member wishing to attend to contact the Clerk at the end of the meeting.**

151. **CORRESPONDENCE CIRCULATED:**

South Staffordshire Council: Business Newsletter.

Staffordshire County Council: Doorstep selling alert, ID Theft – protect yourself this summer, Red Star Vodka warning, SKY Card scam; What's on in August at Libraries in South Staffordshire.

Staffordshire Police: Staffordshire Showcase Project – Multi-Agency Safeguarding Hub, Summer Drink Driving Campaign Results, Behind the Badge with the Road Policing Team, Behind the Badge with Forensics, Drugs Dealer to pay back £31k, Pedal Power for Staffordshire Police fundraising challenge. Avon and Somerset Police re the ongoing search for dangerous absconder Adam Mark. Greater Manchester Police Press Release- Appeal for respect during Muslim festivities

Office of the Police and Crime Commissioner- Staffordshire Cars Behind Bars, Meet Raj, PCC Calls for Mental Health Response.

SPCA Bulletins: NALC National Salary Awards. 26 July: Pay Settlement 2013-14, Watchdog Alerts, Flood Risk Insurance, Larger Councils Conference News. 19 July: Managed Motorways - development of M6 through Staffordshire, Clerk vacancies x 2, Fund for rural energy projects, New CPRE Campaign Initiative, Our Digital Community.

Rural Services Network Weekly News; Staffordshire Wildlife Trust summer publication; E-on Circular re street lighting; Vernon Lodge School & Kindergarten flyer.

Newsletters: VAST – Voluntary And Community News, Action magazine; Wolverhampton Magazine.

#### 152. CHAIRMAN'S REPORT:

The Chairman, Dr R.C.H. Taylor reported the following:

- Brewood had won first place in the Best Kept Village competition. Dr Taylor congratulated all the villages that entered the competition on achieving good results.
- Cllr Rex Roberts OBE had recently retired. Dr Taylor wished to recognise his long service to the community and suggested that a Parish Council plaque be awarded to him. It was agreed that this should be presented to him at the forthcoming Civic Sunday event. Cllr B. Cox had agreed to collect Cllr Roberts and take him to the Civic Sunday service. Other forms of recognition to be considered to thank him for his contribution to the Parish. It was also agreed that a bouquet of flowers be sent to Mrs Roberts, as she had accompanied Cllr Roberts to many meetings of the Parish Council.

#### 153. FINANCE REPORT:

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

- The accounts payable as at 8 August 2013, **be approved**. Income £133.00, Expenditure £132.70.
- The Financial Summary - Cash Book Reconciliation for July 2013, tabled at the meeting, **be approved**. Clerk's Report referred.
- The payment of employee salaries at the end of August **be approved** for ratification at the first meeting in September, there being no second meeting in August.
- Council Building (279\*). The Council was unable to consider the additional information sought from Parton's with regard to the work to be undertaken to the boundary wall as further information was awaited. Clerk's Report referred.
- The Budget Review recommendations arising from the 2012/13 year end accounts, **be approved**. . Budget Review report and spreadsheets circulated prior to the meeting.
- The new pay scales effective from 1 April 2013/2014 as confirmed by the National Joint Council for Local Government Services, forwarded by NALC, **be approved**. The pay increase of 1% required back-dated payments to be made to employees for the period April to July inclusive, to be included in the August salaries.
- An order for 6 Poppy Wreaths and a donation of £120 be made to the Brewood and District Branch of the Royal British Legion in lieu of the wreaths, **be approved**.
- Council Offices- Flooring (118). Clerk's Report referred.  
**It was resolved that the quote of less than £30 to repair the leaking pipe be accepted.**

#### 154. PLANNING REPORT:

The Council received the Planning Report from the Head of Planning, Mrs J. Jeffries and considered the planning applications received. Planning application 13/00566/FUL was considered at the end of the meeting for Members to fully view the plans received.

Email received from Mr M Desorgher on behalf of Lark Energy requesting a pre-application meeting with the Council to make a brief presentation on plans to be submitted for the development of a solar farm on a potential site at Barr Farm in the Parish (off the A449, north east of The Harrows Public House). Mr Desorgher had suggested a meeting on 12 September.

**It was resolved that representatives from Lark Energy be invited to deliver a presentation to the Council on Thursday 12 September 2013 at 7.00pm.**

Email received from Mr S. Does, South Staffordshire Council with regard to the consultation on a notification of intent to carry out works to a tree within the conservation area: 13/00625/TREE Mr P. Curtis, 20 The Pavement – large Ash tree in the adjoining front gardens of 18 and 20 The Pavement. To reduce the canopy by 50%, remove suckers and ivy at ground level.

**Matter of report.**

155. **PLAYING FIELDS REPORT:**

- Bishops Wood playing field and skateboard park. No report received from Mrs S. Hughes
- Brewood playing field and skateboard park. Mr D. Evans had nothing to report.
- Coven playing field and skateboard park. Mr R. Dakin reported that there were no problems with the equipment. However, he had been approached by three youths enquiring about new skate park provision and had advised them that there was no funding available. The Clerk advised that consultation had been approved by the Parish Council regarding upgrading the skate park and / or play equipment. Mrs J. Carr advised that she had spoken to several parents and would establish a working party. Mr Fellows suggested that details be posted on the Parish Council's Facebook page. The Clerk verbally reported vandalism of the changing rooms and a branch overhanging the playing field driveway from a tree outside the boundary, which had been reported to County Highways.
- The Bront. Mr Dakin reported deterioration of the rope bridge and log bridge. The Clerk reported that the Council had already approved work to replace several pieces of equipment at the site which probably included these items, Clerk to check. Mr P. Webster asked if there had been complaints of dog fouling at The Bront as it was a problem. Dog fouling at the playing field in Coven was also highlighted. The Clerk agreed to bring it to the attention of South Staffordshire Council.

156. **CLERK'S REPORT:**

The Council received the written report of the Clerk and noted its content.

- Best Kept Village Competition.

**It was resolved that a letter of thanks and congratulations be sent to the organisers of the Best Kept Village competition.**

Cllr M. Hampson left the meeting.

**ANY OTHER MATTERS OF REPORT:**

None received.

**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.**

115b. **Change to Work Pattern** The Chairman of the Staffing Committee, Mrs Jeffries and the Clerk reported on the meeting held at 7pm when the written request of the Assistant Clerk to adjust her working pattern was considered. Members were made aware of the potential impact of their being less cover in the office during contracted working hours (answering phone / reception) and of the possible implications with regard to office cover during holiday periods and in particular school holidays. Consideration was also given to the risk of lone working

**It was resolved that the Assistant Clerk be allowed to work Monday morning hours on Monday afternoons (and other afternoons as necessary) up to a maximum of two Monday mornings in every four consecutive weeks. The Assistant Clerk to not work beyond 4.30pm and to be aware of the Council's Lone Working Risk Assessment and the instructions therein. Clerk to reply to the Assistant Clerk to this effect with a copy to be filed with her contract.**

There being no further business, the meeting closed at 9.17pm.

..... Chairman

**REPORT OF THE CLERK FOR THE MEETING OF THE COUNCIL  
TO BE HELD 8 AUGUST 2013**

**MATTERS ARISING**

289\* **Bus Stop, Old Coach Road, Bishops Wood** Call received from Simon Griffiths, County Highways advising he was in Bishops Wood to look at the site. Calls made to Mrs J. Jeffries and Mr J. Pegg to attend if available; Mrs Jeffries was attended. Mr Griffiths raised a concern with regard to how close buses were stopping to the Ivetsey Bank Road / Old Coach Road junction and encouraging such action by providing hard standing. After some discussion Mr Griffiths proposed an area of tarmac be provided in the vicinity where pot holes, previously caused by buses, had been filled. This has been marked out and arrangements will also be made to cut the grass verge back further and erect a bus stop sign if possible to encourage buses to stop at the correct location.

**Matter of report.**

294\*/74 **Crime and Anti-social Behaviour Report** It is understood that the Police base in Church Road has now been vacated and another local base is being sought, possibly the library. PCSO Karen Willis has again been reminded that the police notice-board is out of date. PCSO Willis believes the notice-board is to be removed rather than updated.

**Matter of report.**

99. **Coven Football** Emerald FC has confirmed they will hire the facilities for the 13/14 season, playing on Saturday afternoons. The Club representative Mark Heaney contacted Mr M. Webb in the first instance. As Mr Webb vouched for the club they have been given a contract. The meeting to review booking procedures was held and procedures / responsibilities agreed to support the need for an audit trail of bookings and verifying that bookings and white lining orders have been processed accurately. This removes any need for a meeting of the Management Working Party. All three clubs have advised they will arrange electronic payments of hire fees – this will be monitored. Report of the meeting available on request. **Matter of report.**

**MATTERS ONGOING**

256\*\* **Brewood Traffic Management** With reference to the recommendation of the Brewood Traffic Management Working Party (to recommend Sands be requested to take more traffic from Oakley Farm rather than Horsebrook Lane) details of the retrospective application for an agricultural weighbridge at Oakley Farm, Kiddemore Green (12/00749/FUL) have been sought. The application was approved with the conditions:

- The development shall be carried out in accordance with the approved drawings
- The weighbridge hereby approved shall be used only for purposes in association the Oakley Farm

Further information is also provided by the Agent in the Officers report and repeated in the Design and Access Statement submitted with the application to the effect the Oakley Farm weighbridge has been installed to reduce the amount of farm traffic travelling through Brewood between the two farm complexes of the farming business (Oakley Farm and Ivydene).

**Members may wish to consider this matter or defer t it to the next meeting of the Council.**

347\*\* **Amenity Area, Sandy Lane** Contractors have been identified and requests for quotes will hopefully be posted out next week for the land to be reinstated. **Members' views are sought with regard to the contractors and any other suggestions.**



389\* **i54** Copy letter received from Ms M. Fitzpatrick, Project Liaison Manager as sent to Coven Heath residents to update them on the progress of works with reference to the removal of the fencing near to The Homelands and 'plans for replacement with a new and improved fence'.

**Matter of report.**

426\* **Summer Sussed** Unfortunately the sports provider did not turn up for the first sussed session scheduled for 2 August at Brewood. Ms S. Osbourne has apologised and advised that she will phone the parents / carers concerned to apologise and invite them to attend a free session to be made available at Codsall Leisure Centre on 23 August. The Council will not be charged for either session.

**Matter of report.**

72. **Mid Staffs NHS Foundation Trust Consultation** Copies of the consultation document have now arrived at the Council office. The consultation on the Trust Special Administrators' draft recommendations on the future of services for local people using Stafford and Cannock Chase hospitals runs from 6 August to 1 October. Copies have been tabled for Members and posters will be displayed in the Parish advising of the consultation and the availability of the documentation from the Council office. The cover letter also invites the Council to respond to the consultation.

**Recommended resolution: the matter be deferred until the September meeting of the Council to allow Members to read the documentation.**

97. **Annual Return / External Audit** Phone call received from the External Auditor, later confirmed by email, requesting further details of the Council's three loans, a breakdown of the Annual Return Box 7 and Box 8 variance (year end debtors and creditors) and the most recent Minutes where the Council reviewed its Financial Regulations. The last Minuted review of these Regulations was September 2008 although annual reviews are undertaken by the Clerk as part of the Business Risk Assessment Process. The required details have been returned and their receipt acknowledged.

**With a view to spreading the workload from March each year, when Risk Assessments and Internal Controls are reviewed, and to directly involve Members of the Council Members are asked to approve the recommendation that Financial Regulations be reviewed for conformity and relevance in the last two weeks of August by a small Working Party working with the Clerk, reporting back to Council in due course.**

Subject to the availability of Mrs Carr, this may also be a good opportunity to work through her review of Standing Orders with the Clerk, again with a view to reporting back to Council in due course and noting NALC are due to further update Standing Orders shortly. Clerk to discuss this further with Mrs Carr.

**URGENT CORRESPONDENCE** (Received post agenda)

150a Mr G. Colling, South Staffordshire Council forwarding details of the arrangements made for the VFestival. To be made available on the Council's website. Email also received from Staffordshire Police with regard to their arrangements. Copies tabled for Members.

**Matter of report.**

150b South Staffordshire Council inviting Members to attend a workshop to discuss its new tourism strategy and how the number of visitors to the area can be increased. Workshops to be held at Himley House Hotel 26 September 3.15pm to 6.30pm and Rodbaston Hall, Penkridge 2 October 12.45pm to 4pm. Replies required by 30 August. Further details available from the Clerk.

**Recommended resolution: any Member wishing to attend to contact the Clerk after the meeting.**

## **FINANCE REPORT**

**Financial Summary – Cash Book Reconciliation** In carrying out the reconciliation it has come to our attention that in paying the July salaries an additional charge of £5 was made (Lloyds TSB Bacs

processing). The Assistant Clerk has ascertained that this was wrongly charged when LTSB recorded the wrong Bacs processing date. They have acknowledged the error and will reimburse the Council in due course although it is not their policy to provide such acknowledgement in writing.

**Matter of report.**

**Council Building, boundary wall** – clarification sought from the Council's preferred contractor whether it would be possible to take the first approach (use the existing inner wall, as per the first quote) but switching to the second approach (rebuild inner wall as well, reference second quote) if necessary and at no greater cost than the second quote. Reply awaited.

**New Pay Scales** For information the total back dated salary payments that will be due, in lieu of the increase advised by the NJC, totals just over £200 for the Council's eight employees (10 part-time posts) for the 4 months April to July inclusive.

**Matter of report.**

**Council Flooring** (118) Following the repair to the leak in a waste pipe in the gents toilets and the resolution to lay a damp proof membrane, arrangements were to be made to complete the work to relay the remaining flooring. It appears the occasional leak from a central heating pipe in the ladies is still leaking very slightly. As a result PC Plumb has looked at the problem and has advised he can either repair the pipe which will require the whole system to be drained at an approximate cost of £100 or carry out a repair using a bung and clips which will cost no more than £30. **Recommended resolution: the verbal quote for £30 be approved.**

**OTHER MATTERS FOR THE CLERK'S REPORT**

**Best Kept Village Competition** Although official notification has yet to be received of all the results, as previously emailed to Members I can confirm: Best Kept Large Village in South Staffs category – Brewood first, Coven third; Best Kept Small Village in South Staffs category – Lapley first, Bishops Wood Highly Commended. **Members to consider sending a letter of thanks and congratulations to the organisers of the Best Kept Village Community Groups.** Dr Taylor may wish to report with regard to any plans to celebrate Brewood's success.

**SPCA** Some weeks ago I noticed we had not been receiving emails from SPCA. On reporting this test emails were sent which arrived successfully. I recently noticed again that emails were still not coming through. SPCA have now confirmed at some point the Council's email address was changed on their system. This has now been corrected and emails are once again being received.

**Matter of report.**

**Council Scroll** Just prior to going on annual leave in July St John's First School in Bishops Wood phoned advising that they had a pupil who had achieved 100% attendance from reception through to the end of year 4 and was there anything the Parish Council could do to celebrate this tremendous achievement. As any action needed to be taken the following week, before the end of term, the agreement of the Chairman was sought to present a Parish Council scroll at the School's Leavers Service. Local Members Mrs Jeffries and Mr Pegg attended the Service with the presentation being made by Mrs Jeffries. **Matter of report.**

**Annual Leave** Clerk to report on forthcoming annual leave of various staff and the cover that has been arranged where necessary. With GCSE results scheduled to be available on 22 August Members are also asked to approve the office be covered by Mrs Postles for approx. an hour while the Clerk and Assistant Clerk make themselves available to provide emotional support to their respective children in collecting the results.