

**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, 12 SEPTEMBER 2013 AT 7.30PM**

**PRESENT:**

M. Alden-Court, Mr A. Ball, Mrs J. Carr, Mr R. Dakin, Mr D. Evans, Mr T. Fellows, Cllr Mrs D.M. Holmes, Mrs J. Jeffries, Mr G.E. Martin, Mr P. Smith, Dr R.C.H. Taylor, Mrs L. Tomkins, Mr M. Webb MBE.

**IN ATTENDANCE:**

Cllr M. Sutton.

**APOLOGIES:**

Mr J. Pegg (personal), Mr P. Webster (personal), Cllr B Cox (personal), Cllr M. Hampson (personal).

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

Dr R.C.H. Taylor declared personal interest in Item 164. 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 meetings of the Staffing Committee and Council both held on 8 August 2013 and the meeting of the Council held 29 August 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.

157. **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 had contacted Inspector Knight, the new Police Inspector, and had explained his previous correspondence and visit with Inspector Gibbs. Inspector Knight had agreed to follow-up the points raised. PC Clarke had since contacted Mr Mullard and confirmed that the information given was correct regarding registration plates and trailers and the police would prosecute where necessary. PC Clarke had asked to be informed of any problems. Mr Mullard sought details from the Council as to what measures the Council intended to take to pursue issues raised to date. The Chairman advised that the matter was on the agenda for later in the evening when he would suggest Council invite Inspector Knight to speak to Members. Mr Mullard queried whether this would be a public meeting and was advised that such information gathering meetings were not formal meetings of the Full Council and were not publicised due in part to the difficulty of controlling numbers. It was agreed that the matter be placed on the agenda for the next meeting.

### **MATTERS ARISING:**

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

347\*\* **Amenity Area, Sandy Lane.** See Finance. Clerk's Report referred.

351\*\* **Localism / Core Strategy.** Site Allocations Document and Open Spaces Consultation documents received from South Staffordshire Council concerning the Local Plan – copies of cover letters circulated prior to the meeting. Copies of the public questionnaires were tabled for Members at the meeting and made available for members of the public from the Parish Council. Copies of the Council questionnaire were also tabled for Members. Maps identifying open spaces of community value had also been forwarded to the office; also available via [www.sstaffs.gov.uk/localplans](http://www.sstaffs.gov.uk/localplans). A response from the Parish Council required by 16 October. The Issues and Options Consultation was likely to commence, subject to other factors, in January or February 2014.

**It was resolved that Members would gather data for a meeting of the Council scheduled for 6.45pm on 26 September with a view to agreeing the information to be submitted in the Council's Questionnaire.**

158a\* **Health and Safety, Coven Changing Rooms.** Testing procedures were implemented at the Changing Rooms in Coven. Details of the process and form will be forwarded to the BPSA in due course.

**Matter of report.**

225\* **Composting Site, Lawn Lane.** Update received from Mrs L. Tomkins advising that the site had been reported to the Environment Agency and the site operators on 19 August. The local 'Action Group' was setting up meetings with Mr Williamson MP and Emma Reynolds.

**Matter of report.**

256\*\*/ 244b\* / 272\* / 118\* **Traffic Management.** Letter received from Mr G. Williamson advising that he hoped to meet with an official from the Highways Agency in September in order to discuss the problems with the grass cutting on the A449. Cllr Sutton reported that Mr Williamson would be advising him of any meeting arranged.

**Matter of report.**

294\*/74 **Crime and Anti-social Behaviour Report.** Reply received from Chief Inspector Gibbs advising that: PCSO Price would return the plaque and light to the Council in due course; the bike 'was returned' to the Parish Council several years ago when a fleet of bikes were acquired

and that the Parish Council 'collected the cycle direct'. Clerk's Report referred. July and August Crime and Anti-social Behaviour Report circulated to Members via email (hard copy Mr M. Webb). **Matter of report.**

361\* **Vehicle Access via Ivetsey Bank Road - Footpaths 76 / 59.** Feedback received from two previous complainants that this was no longer an issue.

**It was resolved that this matter be removed from Matters Ongoing.**

387\* **Flooding, Ball Lane, Coven Heath.** Clerk's Report referred.

**Matter of report.**

483\* **Coven Heath Allotments Inspection.** A meeting of the Council's Allotments Working Party to be scheduled.

**It was resolved that a meeting be arranged for Monday 7 October at 3.00pm. Mr Dunning, Mr Jones and the Parish Council's caretaker to be invited to attend.**

488\* **Defibrillator, Coven.** See Finance Report.

72. **Mid Staffs NHS Foundation Trust Consultation.** Copies of the consultation document available at the Council office and tabled for Members at the meeting of 8 August. The consultation on the Trust Special Administrators' draft recommendations on the future of services for local people using Stafford and Cannock Chase hospitals ran from 6 August to 1 October. The cover letter invited the Council to respond to the consultation. Deferred from the previous meeting to allow Members to read the documentation.

**It was resolved that the Clerk reply stating that the Parish Council did not feel as a body it could respond.**

78b. **The Bront – Boundary Tree.** Site visit held with Mr O'Connor, Mr S. Does, Mrs J. Carr and Mr R. Dakin. Mr Does advised the lowest 2 to 3 overhanging branches could be cut back to the prune point (the trunk). Higher overhanging branches could be cut back to a growth point or, with the Council's approval, to beyond the boundary line but nothing should be removed from the top to avoid disease being introduced. This advice had been confirmed in writing to Mr O'Connor by the Clerk.

**It was resolved that Mr O' Connor be allowed to cut the higher branches back beyond his boundary (still to a growth point) if he wished to do so, at his own cost, and that his contractors be allowed to access the tree from The Bront if necessary.**

97. **Annual Return / External Audit.** The Council's Financial Regulations were reviewed by Mrs J. Carr and Mr P. Webster with the Clerk on 23 August 2013. The Clerk would report to Full Council in due course.

**Matter of report.**

109. **Access – Cresswell Lane.** Confirmation received from Highways that access protection marking would be painted on the carriageway of High Green in front of Cresswell Lane. Highways to notify Mr & Mrs Brammall to this effect.

**Matter of report.**

121. **Photographic Competition.** Mounted 2012 winning photos had been made available by Mr T. Fellows; these had been displayed at the Library with fliers and poster to promote the 2013 competition.

**Matter of report.**

154. **Solar Energy Application Presentation.** Members received a presentation from representatives of Lark Energy, prior to the company submitting an application for a development at Barr Farm (between the A449 and the railway line NE of Standeford).

**Matter of report.**

#### **MATTERS ONGOING:**

118\* **Cross-roads, Bishops Wood.** It was reported that speed cameras had been in Bishops Wood at various times and therefore the matter was being progressed.

**Matter of report.**

#### **CORRESPONDENCE RECEIVED:**

158. Staffordshire County Council consultation on speed and parking restrictions relating to new slip and link roads off Junction 2 of M54. Copy circulated prior to the meeting and the plan referenced in the letter was tabled at the meeting. Cllr Sutton had advised that he had arranged an extension of the closing date in order that the Council may comment.

**It was resolved that the Council would reply advising that it had no comment to make.**

159. South Staffordshire Council forwarding notices for Parish notice-boards giving notice of the Casual Vacancy in the South Staffordshire Council District Ward of Brewood and Coven.

**Matter of report.**

160. Mrs M. Jones expressing an interest in taking on part of plot 9 at Coven Heath Allotments (adjacent to the plot 10a already let to Mr & Mrs Jones). Copy circulated prior to the meeting. Clerk's Report referred.

**It was resolved that the Council offer Mrs Jones half of plot 9, in line with the existing policy.**

161. Mr Ben Edmunds recommending a memorial bench be erected on the field near The Rainbow public house in Coven to commemorate Christine Wallace 'who was loved by the whole village and lived in the house opposite the entrance to the field.'

**It was resolved that the Clerk advise Mr Edmunds that this was not a matter for the Parish Council and that if he should wish to pursue it further he should approach the appropriate land owner and raise funding through the community.**

162. Planning training from South Staffordshire Council rescheduled to Tuesday 1 October 18.00 to 20.00 in the Council Chamber at Codsall; to cover recent changes to Permitted Development and an update on gypsy / traveller development in South Staffordshire. Places were initially limited to 2 to 3 per parish. Members who had not yet advised the Clerk they wished to attend notified the Clerk at the meeting.

**It was resolved that Cllr Mrs D.M. Holmes, Mrs J. Jeffries and Mr P. Smith would also attend in addition to M. Alden-Court, Mr R. Dakin, Mr T. Fellows and Dr R. Taylor. Clerk to confirm with Members in due course due to the restriction on numbers.**

163. South Staffordshire Council providing details on changes to waste and recycling collections. Copy circulated prior to the meeting.

**Matter of report.**

164. Mr R. Winters with regard to the congestion in Dean Street and attaching correspondence he had also had with Staffordshire County Council; copy circulated prior to the meeting. Mr A. Ball also reported with regard to the ground floor front windows which appeared to open out on to the narrow pavement that would represent a hazard.

**It was resolved that the matter be considered once the Admiral Rodney development had been completed. Mr Winters to be advised to this effect. Cllr Mrs D.M. Holmes to take the matter of the windows up with South Staffordshire Council's Development control.**

165. Staffordshire County Council giving notice of a Temporary Road Traffic Regulation Order at Dark Lane, Cross Green; coming into operation on 16 September with an anticipated completion date of 11 October. Preferred alternative routes were: Old Stafford Road, A449 Stafford Road and Brinsford Road; Old Stafford Road, New Road, Paradise Lane and Brinsford Lane. **Matter of report.**

166. South Staffordshire Council giving notice of the Winter Parish Summit to be held Friday 29 November 9.30am to 1.30pm at the Council offices, Codsall – information available to date with regard to the agenda was 'Police and Crime Commissioner'.

**It was resolved that the matter be deferred to a meeting of the Council nearer the date.**

167. SSCVA inviting Members to attend its forthcoming AGM on 25 September, 7pm at the Jubilee Hall, Brewood. Members were also invited to attend the Locality 2 Community Voice Forum to be held at the Jubilee Hall, Brewood on 23 October 10am to 1pm.

**Matter of report.**

168. E.ON Staffordshire Street Lighting Renewal Programme update – works scheduled in the Parish during 2023.

**Matter of report.**

169. Staffordshire Police – Chief Inspector Donna Gibbs and Chief Superintendent Jonathan Drake both introducing the LPT Commander Geoff Knight who took up the post from 24 August 2013.

**It was resolved that LPT Commander Geoff Knight be invited to meet Members of the Council to introduce himself and share information. Clerk to offer a meeting at 7pm on either 10 or 31 October.**

170. Brewood Civic Society Hanging Basket & Floral Container Competition 2013 Results – First Prize for the Commercial Section – Floral Containers was awarded to the Parish Council Offices.

**It was resolved that Mr Martin Smith, handyman and gardener, be congratulated on this achievement.**

171. South Staffordshire Council 'Innovation 1<sup>st</sup>' event, in partnership with Wolverhampton University – for local businesses, free introductory workshop on 25 September.

**Matter of report.**

172. SSCVA providing details of the Staffordshire Community Learning Trust – further details available from the Clerk. First South Staffordshire Locality Working Group meeting held 4 September. **Matter of report.**

173. Mr G. Williamson MP asking that his congratulations be passed on to the members of the Best Kept Village competition and to the winners of the Best Kept Large Village award. Clerk to add Mr Williamson's congratulations to this Council's own letters.

**Matter of report.**

174. South Staffordshire Council forwarding the 'year one report' on the South Staffordshire Connect bus service. Copies available from the Clerk on request.

**Matter of report.**

175. Community Council of Staffordshire inviting Members to attend their AGM on 7 October, from 6.30pm. Annual Report 2012 – 2013 also forwarded.

**Matter of report.**

176. NHS 111 Service in Staffordshire Stoke-on-Trent, copy circulated prior to the meeting.

**Matter of report.**

177. Tamworth Borough Council with regard to the Staffordshire Regimental Mascot, a tradition which ended with the Regiment's merger with the Mercian Regiment. Copy circulated prior to the meeting.

**Matter of report.**

178. Staffordshire Playing Field Association inviting Members to attend its AGM on 16 October, commencing at 2pm. Also forwarded the Annual Report and Accounts 2012/2013.

**Matter of report.**

178a. Invitation to Coven Methodist Church on 21<sup>st</sup> and 22<sup>nd</sup> September. Clerk's Report referred. **Matter of report.**

178b. Email from Mr T. Prendergast concerning the condition of pavements in Coven; Clerk's Report referred. Cllr Sutton reported that he had raised the issue of the need for repairs in School Lane, Coven during a tour of the Parish after being elected. Cllr Sutton advised that he would follow these issues up at his next meeting with Mr Keeling. The Clerk reported that prior to retiring from County Highways, Mr B. Wilding was waiting for a date when Greenacres would be addressed.

**Matter of report.**

179. **CORRESPONDENCE CIRCULATED:**

Brewood Civic Society Minutes of 19 August and copy correspondence to: SSC Mr S. Dores re 13.00625/TREE; SSC Ms S. Poxon re 13/00598/FUL New Park Cottage, Coven Road.

SPCA Bulletins: National Heatwave Plan (41 pages, available on request), The Good Councillor Guide, Rural councils unfairly financed, more effective use of CCTV revised legal topic notes, Fracking in Staffordshire, the De-Regulation Bill, Community Right to Build Fund, Mock Employment Tribunal ACAS training, HMRC survey into Real Time Reporting, Consultation on Community Film Exhibition.

NALC: Larger Councils Conference 2013 27 November, London; Putting Communities First 19 September, Bristol.

Staffordshire Police News Releases: 9 Aug, 13 Aug, 16 Aug, (V Festival updates) Behind the Badge: Tactical Planning and Tactical Support, Behind the Badge with Cadre (a team of chief inspectors working across five shifts), Behind the Badge with the Dog Support Team, Behind the Badge with Investigative Services.

West Mercia Police: appeal to find Ben Butler, Northumbria Police: appeal to find Stephen Waters, Warwickshire Police appeal to trace Frank Randle; last seen in Stafford, Greater Manchester Police appeal to trace a campervan in Manchester on 8 June 2013.

Office of the Police and Crime Commissioner Staffordshire: listening to Staffordshire's Voluntary and Community Sector, Modern Technology starting to boost frontline, Cadets join PCC at Saturday Surgeries, Staffordshire leading on reducing offending, Technology Boost for Volunteer Inspectors, Staffordshire PCC calls for help for those in need, Launches cadet scheme in Cannock, Scraps charges for community events, Welcomes way forward to help the vulnerable who turn to crime, Cars Behind Bars hits new milestone, Playing a Special role in communities.

North Wales Police: Be active be safe walking in Snowdonia. Southern Local Policing Commander's Certificate of Commendation awarded to PC Clarke.

Newsletters: Gavin Williamson MP Newsletters 2<sup>nd</sup> August and 23 August, Health Watch Staffordshire – e-newsletter No 7, Rural Services Network: Weekly News 5 August, The Veolia Environmental Trust Newsletter No 2.

NALC: Larger Council's Conference (previously reported).

SSCVA: The Moira Fund Autumn Ball- 28 September.

Bishops Wood Bugle September 13; Wolverhampton West Magazine Aug/September 13.

### **COUNTY COUNCIL'S REPORT:**

Cllr Sutton was invited to report by the Chairman and reported with regard to: whether the community was aware of the Wheels to Work Scheme; the NHS Foundation Trust Consultation document which had cost £7m; Learning Disability Day Care –further details of which could be found on the website. Cllr Sutton also reported that the Coven Heath gating order was progressing although there had been a delay for legal reasons. Mrs L Tomkins thanked Cllr Sutton and his wife for joining local residents and representatives of the Canal & River Trust to paint railings.

### **180. CHAIRMAN'S REPORT:**

The Chairman reminded Members that the Civic Sunday was scheduled for 22 September and advised that help to distribute drinks would be appreciated.

### **181. FINANCE REPORT:**

The Council received the Finance report from Dr R.C.H. Taylor in the absence of Mr P. Webster, and resolved the following matters:

- The accounts payable as at 12 September 2013 **be approved**. Income £1,719.64 Expenditure £12,517.86 gross including automated transfers. Income £1,022.00 and expenditure £7,927.12 cheque and cash transactions net.
- The Financial Summary - Cash Book Reconciliation for August 2013, tabled at the meeting **be approved**.
- The August salary payments (there being no second meeting scheduled in August), **be ratified**, including standards hours plus:
  - Clerk 24 hrs approved 30 May 2013 and 2.5 hrs (2 evening meetings of the Council)
  - Assistant Clerk 2 hrs (1 evening meeting of the Council)
- Annual Return / External Audit (item 97) – a completed and unqualified audited Annual Return had been received from Grant Thornton for the 31 March 2013 year end. Copy of ‘Section 3 – External Auditor Certificate and Opinion’ circulated prior to the meeting. This section also refers to ‘Other matters not affecting our opinion’ which the External Auditor brings to the Council’s attention, copy circulated prior to the meeting, referencing the need to record in the Minutes when Financial Regulations were reviewed. Members congratulated the Clerk and Assistant Clerk for the excellent outcome. **Matter of report.**
- Donation in Memory of Ivor Clay – deferred from the previous meeting. Members considered whether a donation be made from the Parish Council as a whole or as individual Members.  
**It was resolved that donations be made on an individual basis.**
- Amenity Area, Sandy Lane (item 347\*\*) – Members considered the quotes received which were circulated at the meeting. Clerk’s Report referred.  
**It was resolved that further quotes be sought. Members to recommend any landscaping companies who may wish to quote.**
- Council Building (279\*) - to consider the additional information sought from Parton’s with regard to the work to be undertaken to the boundary wall. Clerk’s Report referred.  
**It was resolved that the order be placed with Parton’s, subject to conditions being stated relating to the outstanding queries: commencing the work based on replacing the outer wall at a cost of £4,420 exclu VAT, with the option to replace the inner wall, should it prove necessary, at no greater cost than the quote for both walls of £7,390 excl. VAT; use of blue topping bricks.**
- Coven Defibrillator (item 488\*) – letter received from M. Alden-Court and Mr P. Webster, copy circulated prior to the meeting. M. Alden-Court withdrew the request, as the other organisations were not taking out insurance for the equipment and sufficient funds existed to cover insurance costs if required.  
**Matter of report.**
- Received from South Staffordshire Council: two project evaluation forms for the funding allocated to the Coven Defibrillator from Cllr Mrs Holmes and Cllr Hampson; one for the funding from the late Cllr Clay for the Coven Court bench. A fourth is also likely to arrive for the grant from the community budget. The Council has received these because it is holding the funds as requested.  
**It was resolved that the matter be deferred until the return of Mr P. Webster.**
- The Council considered the quotes received for a Vice Chairman’s badge (item 209\*\* - medallion and ribbon). Details previously circulated for a hand painted, rhodium plated badge on a neck ribbon at a cost of £585.57 exclu VAT plus £24.04 for a leatherette

storage case. Alternative quotes were sought, only one had responded with an equivalent specification of a base metal, vitreous enamel medallion at a cost of 'around £650' or £800 for a hand painted version.

**It was resolved that the quote from Vaughton's at a cost of £609.61 exclu. VAT be approved and the budget be increased from £500 to £610; budget to be virod from 1700/4 General Contingency.**

- The decision of the Clerk to arrange for the badly smashed window at Brewood changing rooms to be boarded up at a cost of £50 **be ratified**. The broken window had been further damaged and represented a risk on site. Members considered a quote to replace the glass again (reinforced with mesh as before) and to fit a grill – specification and inclusion of anti-vandal screws to be confirmed. Clerk's Report referred.  
**It was resolved that the quotes for £130 and £180 respectively exclu. VAT, from Fulford and Mole be accepted.**
- The Council considered the annual rent (1 Oct 2013 to 30 Sept 2014) for the Poor's Land at Coven Heath. At the Precept meeting Members again resolved to increase the rent by RPI. The basis of the increase in-line with RPI was no longer calculated by the Office of National Statistics and RPIJ was still being trialled. CPI as at July 2013 was 2.8%.  
**It was resolved that the Poor's Land rent increase be calculated using CPI and an increase of 2.8% be applied from 1 October 2013.**
- The Council considered the budget for the Council's winter planting in its troughs / planters and two memorial gardens. In 2012/13 the budget was £135.  
**It was resolved that a budget of up to £150 be approved.**
- The Council considered a letter from Mrs J. Edwards, Events Secretary for St John's Church Christmas Tree Festival to be held 13 to 15 December, seeking support for the Festival. Copy circulated prior to the meeting. Mrs J. Jeffries recommended any donation be paid from the balance of the VFestival 2012 funds that had been held-over for such requests.  
**It was resolved that Mrs J. Jeffries speak to Mrs Edwards and discuss the matter further with Mr J. Pegg before referring back to the Parish Council.**
- Play Equipment, The Bront – Clerk's Report referred.  
**It was resolved that the additional quote of £175 from Playquest to supply and fit one new stepping post and a new pole for the pole and chain traverse.**

## 182. PLANNING REPORT:

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

Notification of intent to carry out works to trees within a conservation area 13/00704/TREE, Mrs F. Lea, The Appleyard, Dean Street – yew tree and holly tree by back door of house and next to garage, bordering neighbours property need to be pruned / reduced in size by approx. 2m. **Matter of report.**

**Three Hammers Planning Application (8 August 13-00566-FUL)** Having read in the local press that the Council had not received all the information available, further details were received from Mr I. Bonser with regard to the application previously considered by the Council. The papers were tabled at the meeting. Consultation closing date 26 August. Determination target date 26 September. Previously the Council raised the objections: poor access and egress, no aerial site plan, change of use, removing a recreational facility for housing.

**It was resolved that the original objections would stand.**

### 183. PLAYING FIELDS REPORT:

The Council received the reports for:

- Bishops Wood playing field and skateboard park. The report forwarded by Mrs S. Hughes drew attention to wood slightly splitting near a screw on the skateboard ramp but that this did not currently represent a hazard.
- Brewood playing field and skateboard park. Mr D. Evans requested that the Clerk ask Brewood Fire Services as to whether they required the commemorative plaque to be replaced on the picnic bench noting that in trying to remove it, vandals had previously damaged the bench.
- Coven playing field and skateboard park. It was noted that the new tennis net had been erected. Mr Dakin confirmed that the log referred to earlier in the meeting (at The Bront) did need replacing. The grass was not being cut low enough and the bark chippings required topping up.
- M. Alden-Court reported she had received a complaint that there was dog fouling at The Bront and the grass was also too long. No further action agreed.

### 184. CLERK'S REPORT:

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

- Parish Council Newsletter. It was agreed that the Newsletter remain in the current format for the forthcoming issue. Cllr Mrs D.M. Holmes requested that an article regarding Staffordshire Community Learning Trust be included in the next newsletter – Clerk to refer to SSCVA.

### ANY OTHER MATTERS OF REPORT:

185. **St Mary and St Chad's Churchyard.** Dr Taylor reported that he had been approached by representatives of the church due to the serious problem of trees, shrubs and ivy overhanging the churchyard from the rear of the Council's land in Sandy Lane. The Clerk and Dr Taylor had already met on site to assess the problem.

**It was resolved that the Clerk and Chairman meet with the Church appointed contractors and report back to the Council in due course.**

186. **Brewood Junior Football Club/ Wolverhampton Casuals.** Mr M. Webb MBE thanked Cllr Sutton for helping the football team secure funding for fold-up goals for Brewood Junior Football Club and a new mower for Wolverhampton Casuals.

**Matter of report.**

187. **Coven Defibrillator.** M. Alden-Court thanked Cllr Sutton for his donation towards the Coven Defibrillator.

There being no further business, the meeting closed at 9.00 pm

Chairman .....

**REPORT OF THE CLERK FOR THE MEETING OF THE COUNCIL  
TO BE HELD 12 SEPTEMBER 2013**

**MATTERS ARISING**

347\*\* **Localism / Core Strategy** With regard to encouraging community involvement to increase the number of replies from the public, Members may wish to consider holding community workshops although the consultation period is only until mid-October. In understanding community views for the Council to complete the Parish Council questionnaire, Members may wish to look to the feedback from the 'Drop-in' sessions held in October / November last year and even refer the matter to the Drop-in Working Party, the members of which are already actioned to meet, with a view to them feeding-back to the next meeting of the Council.

**Members' views.**

**294\*/74 Crime and Anti-social** PCSO Price has emailed to advise that he will drop-off the lamp and plaque once he has found them / been given them and has access to a car but he will not be available to do so until October. I have replied requesting he ensure the items are safely secured by the Police until such time he, or anyone else he may make arrangements with, can return them.

August Crime and Anti-social Behaviour report also received and emailed to Members (hard copy M. Webb).

Repeated instances of anti-social behaviour and vandalism at the Brewood and Coven playing fields were reported to PCSOs Price and Willis during August, peaking with health and safety concerns being raised because of a car and motorised scooter causing problems in the afternoons at Coven. Having logged a call with the Police, PCSO Price responded promptly and although not available himself until a week later he did agree to arrange for the PCSO from Featherstone to visit the homes of the youths concerned and visit both sites. No further problems have occurred.

**Matter of report.**

387\* **Flooding, Ball Lane, Coven Heath** A meeting has been scheduled for 7 October at 2pm in the Council Office. Representatives of Environmental Health and the Environment Agency will again be invited but the meeting will go ahead if necessary in their absence in view of the difficulty in agreeing a date.

**Matter of report.**

121. **Photographic Competition** Fliers have also gone out to the six schools in the Parish. Clerk to discuss with the Chairman whether it would be appropriate for the Library display and 2013 promotion to be available at the Civic Sunday reception.

**Matter of report.**

**MATTERS ONGOING**

218\*\* **i54** Update received and tabled for Members information. Copy also forwarded for inclusion on the Council's website.

**Matter of report.**

**CORRESPONDENCE RECEIVED**

160. **Allotment Request** I believe Mrs Jones is seeking less than half a plot which we have only offered to date on the 'taster plots' section of the site. Mrs Jones is looking for a small plot adjacent to their existing plot and does suggest she could take the whole plot and give up half later if the Council agreed.

**Recommended resolution: the Council offer Mrs Jones half of plot 9, in line with existing policy.**

### **URGENT CORRESPONDENCE** (Received post agenda)

178a Letters received for some Members (others sent direct) and the Clerk enclosing an invitation to attend an open day to see their extensive renovation on 21 September at Coven Methodist Church, 10am to 4pm when teas and coffees will be served, and 22 September with a service of re-dedication at 3pm followed by refreshments. **Matter of report.**

178b Email received from Mr T. Prendergast listing the pavements at Greenacres (both sides), School Lane from Brewood Road to Light Ash Lane and Brewood Road from School Lane to the village centre (in particular 'Rainbow corner') as serious hazards due to the uneven surfaces and that these are only examples of the general poor condition of footways in Coven. The areas listed by Mr Prendergast have previously been reported by this Council to County Highways / Clarence and I understood from Highways earlier this year that a date was awaited for Greenacres.

**Recommended resolution: Clerk to follow-up the specific sites referred to with Highways and draw their attention to the other wider concerns raised. Clerk to also reply to Mr Prendergast to this affect and recommend he also report his concerns via Clarence.**

### **FINANCE REPORT**

**Amenity Area, Sandy Lane (347\*\*)** Of the three contractors approached, I met two on-site at their request but only one has submitted a quote by the deadline. I have asked the contractor who has quoted for more details concerning materials and quantities concerned.

**Recommended resolution: in view of the history of this site and the outstanding issues Members are asked to approve further quotes being sought and to recommend any landscaping companies they know of who may wish to quote.**

**Council Building (279\*)** No reply has been received from the Council's preferred contractor as to whether the Council can proceed on the basis of the first quote to replace just the outer wall, reverting to the second quote to replace both walls if necessary, at no greater cost than the second quote. As this contractor offers two options (the second sought at the Council's request) subject to findings as the wall is removed, the Council could choose to place an order on the condition stated above or alternatively resolve to accept one of the other quotes which both assumed the outer and inner walls would definitely need replacing.

#### **Members' views.**

For information the contractor appointed to carry out the damp-proof course work and re-pointing to the sides and rear of the building has advised he hopes to be available by the end of October / early November. I have asked that if at all possible he start earlier if he can and, if not, then avoid starting any later.

**Matter of report.**

**Brewood Changing Rooms Window** Quote received from Fulford and Mole to supply and fit the window with 28mm toughened wired glass at a cost of £130 inclu. VAT and a painted finish security grill made from 12mm 'bars' spaced approximately 60mm apart and welded into a frame at a cost of £180 inclu VAT. Means of fitting frame to changing rooms to be confirmed. Members may wish to defer this to the next meeting of the Council.

**Members' views.**

**Play Equipment – The Bront** Further to the quote approved to undertake repairs to adventure trails at the Bront and the School Lane playing field two further pieces of equipment require parts replacing at The Bront – one stepping log and a badly split (which is now rotting) horizontal traverse pole on the chain and pole traverse at an additional cost of £175.

**Recommended resolution: Council to approve the additional expenditure.** I have asked the contractor to assess the condition of the zip wire at the playing field and report back to me before incurring the cost quoted as this was supposed to have sufficient capacity for the Council's handyman to adjust when work was carried out in 2012.

**Matter of report.**

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

**Grounds Maintenance** Although the contracted grass cutting at the Council's playing fields has generally improved the cut of the Coven football pitch at the beginning of September was extremely poor having been left too long and channels of grass cuttings piled along the length of the pitch. In reporting the matter on two occasions, one while I was still on site, South Staffordshire Council and their contractors responded quickly and, on the second time of trying, effectively to resolve the matter.

**Matter of report.**

**Parish Council Newsletter** Members wishing to make any recommendations for matters to be included in the next Parish Newsletter are asked to advise the Clerk, by email, no later than 20 September. I will draft items to be included in a newsletter but will await Council's instruction with regard to format – feedback awaited from Mr Fellows and Mr Smith. A newsletter is due to be distributed by the end of September / early October. Once Council has confirmed the format and number of pages I will seek quotes for printing.

**Matter of report.**