

MINUTES OF A MEETING OF THE PARISH COUNCIL OF LONGDON HELD
IN THE W. I. HALL, LONGDON, ON TUESDAY, DECEMBER 14TH, 2010

Present: Cllr. A. J. Juxon, who, in the absence of the Chairman, chaired the meeting;
Cllr. The Rev. J. R. Andrews; Cllr. N. J. Bird; Cllr. B. J. Butler;
Cllr. C. D. Cherry; Cllr. R. A. G. Clarke; Cllr. K. C. Taylor; Cllr. M. J. Nash;
and Cllr. S. K. Welch.

Also present were the Clerk and two parishioners – Mr. and Mrs. Ashley
Townshend, of St. James Close, Longdon.

1. APOLOGIES

Cllr. Mrs. G. D. Duckett; Cllr. Mrs. H. A. Meere; Cllr. N. J. Roberts,
of Lichfield District Council; County Councillor F. W. Lewis, MBE,
and PC Andy Brown.

*The Clerk was instructed to convey to Cllr. Mrs. Duckett the Council's best
wishes for a speedy recovery following her recent operation.*

2. REVIEW OF CURRENT PRACTICES AGAINST RISK ASSESSMENT
REGISTER

The current practices of the Parish Council were reviewed. All control actions were
found to be in place, and there was no need for any action to be taken.

3. MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meeting, held in the Cannock Wood and Gentleshaw
Village Hall, Buds Road, Cannock Wood, were, on a motion proposed
by Cllr. Taylor and seconded by Cllr. Butler, approved and signed.

4. PUBLIC PARTICIPATION

The Chairman welcomed Mr. and Mrs. Townshend to the meeting and asked them
if they wished to address the Council.

Mr. Townshend said that the residents of St. James Close had been disturbed by the
report in "The Lichfield Mercury" of a proposal to widen the footpath running
through Church Hollow in order to provide a separate space for a skate-board track.
He reminded the Council that the path was well used by pedestrians and that, about
eighteen years ago, the banks had had to be reinforced.

As it was, residents had to put up with foul language, particularly in the summer
months, as well as abuse from the youths using the path as a track for skate-boards
and mountains bikes when they were spoken to.

The Chairman explained that this had been a suggestion that had been made in Council and the advice of the Community Liaison Highway Manager's opinion sought, Church Hollow being in the ownership of the County Council, but he had strongly advised against it, and, consequently, the idea had been abandoned.

The Chairman also advised Mr. and Mrs. Townshend to raise the matter of the anti-social behaviour with PC Andy Brown at the police surgery in the Village Hall Car Park that Saturday lunch-time.

Mr. and Mrs. Townshend thanked the Chairman for this reassurance and took their leave of the meeting.

5. MATTERS ARISING FROM THE MINUTES

(i) The Beaudesert Trust

The Clerk reported that he had, as instructed, written to Bob March, the Chief Executive Officer of The Beaudesert Trust, asking for a site visit as soon as there was an improvement in the weather conditions.

(ii) Offer of Talk on Mental Illness

Cllr. Cherry said that he thought that there was a need for such a talk to be given in Longdon, since he believed that there were families living in the community who were having to cope with a relative suffering from dementia, and it was agreed that a talk should be arranged once the winter was over.

(iii) Street Cleaning in Upper Longdon

The Clerk reported that he had, as instructed, written to the District Council's Director of Operational Services, informing her of the Parish Council's dissatisfaction with the standard of street cleaning in Upper Longdon.

6. PLANNING

(i) Report of Working Group

10/00623/FUL: Mr. Andrew Moore: Siting of temporary (three years) mobile home for agricultural worker (Revised application following refusal of Application 09/00105/FUL in March 2009): Benbrook Farm, Stoneywell Lane, Longdon Green

The Parish Council had objected to this application, which had now been refused planning permission by Lichfield District Council.

10/01383/FUL: Mr. A Showell: Change of garage roof from flat to pitched: Hill Top Cottage, Hill; Top, Longdon Green

While the Parish Council was in principle in favour of a change from flat roof to pitched roof, it was also concerned that the design of this development and the materials used should be in keeping with the surrounding area and that the development should not adversely affect neighbouring properties.

10/01457/FUL: Mr. & Mrs. K. Phillips: Retention of 3 no. CCTV camera poles and timber garden shed: The Grand Lodge, Horsey Lane, Upper Longdon

The Parish Council noted that the timber garden shed was a temporary structure which would be removed upon completion of the carport/garage and storage building and therefore had no objection to its retention.

In addition, the Parish Council had no objection in principle to owner/occupiers protecting their property from intruders and therefore did not object to the position of two of the CCTV camera poles, but it had grave concerns about the positioning of CCTV Camera Pole 3 at the entrance to the driveway, which was directed towards the public highway and might record images of casual passers-by who had no business with the dwelling.

The Parish Council was also concerned about the possible retention of images and urged the District Council to ensure that the use of these cameras would not be infringing any privacy laws before granting planning consent.

10/01469/FUL: Mrs. J. Newton: First-floor extension over existing garage and utility to form bedroom: 72 Upper Way, Upper Longdon

The Parish Council saw no reason to object to this development since it would not be impinging on neighbours' light or visibility and it was not increasing the footprint.

(ii) Approved by Lichfield District Council

10/01258/FUL: Mr. K. Leedham: Installation of two new dormer windows: 6 Upper Way, Upper Longdon

(iii) Refused by Lichfield District Council

10/00623/FUL: Mr. Andrew Moore: Siting of temporary (three years) mobile home for agricultural worker (Revised application following refusal of Application 09/00105/FUL in March 2009): Benbrook Farm, Stoneywell Lane, Longdon Green

REASON FOR REFUSAL: The site lies within the Green Belt where permission is normally only granted for certain specified development, which includes development relating to agriculture. However, the Council is not satisfied that, in this instance, the justification put forward by the applicant for the mobile home meets the five tests set out in PPS7 in that it has not been demonstrated that the enterprise concerned has been planned on a sound financial basis. The development therefore constitutes inappropriate development in the Green Belt....

7. REPORTS OF MEETINGS

(i) SPCA Annual General Meeting and Conference

The Clerk presented a written report on the Annual General Meeting and Conference of the Staffordshire Parish Councils' Association, which had taken place in the Council Chamber, County Buildings, Martin Street, Stafford, on Saturday, November 13th.

The two principal speakers had been Jeffrey Lefroy, MP for Stafford, who had spoken on housing and transport, and Gavin Williamson, MP for South Staffordshire, who had spoken on "The Big Society".

Other speakers had been Andy Halden, Project Manager, The Community Council of Staffordshire, and Cllr. Ken Cleary, who represented larger councils on NALC.

(ii) Lichfield District Parish Forum

The Clerk reported that he had not, as intended, attended this meeting, which had taken place in the Council Chamber, District Council House, Frog Lane, Lichfield, on Tuesday, November 23rd, but would circulate copies of the minutes as soon as he had received them.

He understood that the theme of the meeting had been "Emergency Planning" and that there had been three speakers: Laura Palmer, Flood Management Technical Specialist, had spoken on the new flood warning codes; John Shenton, Project Co-ordinator, British Red Cross, had spoken on "Adult and Youth Leadership Reliance"; and Rita Wilson, Strategic Director, and Nigel Walker, Reliance Manager, had spoken on "Helping Hands – The Council's role in responding to an emergency".

There had also been a presentation by Chris Welch, Chief Executive of the Community Council of Staffordshire, on the work of the Community Council and how it could help Parish Councils.

(iii) Cannock Wood & Gentleshaw Village Hall Management Committee

Cllr, Nash reported on a meeting of the Cannock Wood and Gentleshaw Village Management Committee which had taken place in the Hall on Monday, November 29th and at which he had been present.

He had emailed the Clerk a copy of the latest approved minutes, which the Clerk had in turn copied and circulated to Councillors.

In answer to an earlier criticism that the Committee had held sufficient funds to meet the cost of repairing the roof not to need applying for grants, the Chairman of the Committee had said that, while the funds had at that time shown a balance of £8000, £5000 had already been committed to the payment of a number of building projects, while money still had to be found for the provision of new toilets and the re-laying of the car park.

(iv) Other Meetings

(a) St. James C. E. (V. C.) School, Longdon

Cllr. Taylor reported that he had recently attended two Governors' meetings at the school, the first a joint meeting with the Parents, Teachers and Friends Association on new teaching techniques, and the other a Governors' meeting, at which some internal re-organisation of the interior, including the removal of some dangerous steps leading into one of the classrooms, had been discussed.

Cllr. Taylor asked whether the Parish Council could contribute to the cost of this work, but Councillors thought that they would first need a reassurance that the proposed alterations were needed.

(b) Gentleshaw County Primary School

Cllr. Clarke reported that he had recently attended a training seminar for school governors at Stafford at which school finance and health & safety had been considered.

He had also attended two other meetings, one in Lichfield, the other in Hammerwich, at which an understanding of the intentions of The Big Society and how it would help disabled people had been explored.

8. NOTICE OF MEETINGS

The Clerk reported that, since the last meeting, he had received notice of the following meetings and events:

- (i) The Plunkett Foundation's Annual Rural Social Enterprise Conference: Saturday, November 25th, 2010, in the Telford International Centre, St. Quentin's Gate, Telford, from 10. 00 a.m. to 4. 00 p.m.
- (ii) Cannock Chase Area of Outstanding Natural Beauty Unit – Fixed Photography Annual Meeting: Thursday, December 9th, 2010, in the Community Room, The Poplars Landfill Site, Cannock, commencing at 10. 00 a.m.
- (iii) Cannock Wood & Gentleshaw Village Hall Management Committee: Monday, January 17th, 2010, in the Cannock Wood & Gentleshaw Village Hall, Buds Road, Cannock Wood, commencing at 7. 30 a.m.

9. HIGHWAYS AND FOOTPATHS

(i) Winter Operations

The Clerk reported that he had received from Cllr. Mike Maryon, Cabinet Member for Highways and Environment, Staffordshire County Council, a letter dated 29th November 2010, inviting parish councils who had decided to assist the community by treating footways to contact their local Community Highway Liaison Manager.

However, Councillors were still concerned about liability and instructed the Clerk to write to ask what would be involved in undertaking this responsibility.

(ii) Land between 12 Berkeley Way and Brook End Green

The Clerk reported that he had received two letters relating to the above site, the one from John Brown, Lichfield District Council's Land and Property Manager, dated 11th November 2010, stating that the land was not owned by the District Council, and the other from a parishioner, Mr. Antony Gee, of Beech Walk, Longdon, dated 20th November 2010, informing the Council that the branches of the tree were overhanging the public pathway and were, in his opinion, none too safe.

The Clerk added that he had replied to Mr Gee, informing him that the tree had been recently inspected and was thought to be safe.

The Clerk then reported that the plan accompanying the Deed of Conveyance which transferred ownership of Brook End Green to Longdon Parish Council showed quite clearly that the footpath and the verge beyond did not belong to the Parish Council and that therefore the responsibility of maintaining them did not fall on the Council.

However, Councillors accepted the Chairman's recommendation that, in support of the community's entry in the Best Kept Village Competition, the Parish Council should, for the time being, continue to keep the verge free of obtrusive vegetation.

The Clerk was instructed to write to Mrs. Cauldwell informing her of the Council's decision and advising her that she should write to the Community Highway Liaison Manager at Lichfield if she continued to be concerned about the condition of the robinia.

(iii) Proposed Extinguishment of Part of Public Footpath No. 64 (Dark Lane)

The Clerk reported that he had received from Paul Rochfort, Principal Rights of Way Officer, Environment & Countryside Unit, Staffordshire County Council, a letter dated 9th November 2010 explaining that Footpath No. 64 was not generally accessed from Dark Lane because it ran up a very steep embankment.

Consideration had been given to installing a flight of steps, but the gradient was so steep that concern had been expressed about the safety of walkers exiting at this point.

The Council was therefore proposing to extinguish the short section of Public Footpath No. 64 from its junction with Dark Lane to its junction with Public Footpath No. 44 (which also exited onto Dark Lane) on the grounds that it was no longer needed for public use.

It was felt that that the proposal would not have any significant impact on the path network, and whilst it might not provide such a direct route along Public Footpath No. 63, it would provide a much safer route for walkers.

It was the opinion of the Parish Council that this was a sensible decision.

(iv) Relocation and Re-surfacing of Notice-Board outside No. 71 Upper Way

It was agreed that this should be left until the kicking-rail was in place.

(v) Ditches in Stockings Lane

On a motion proposed by Cllr. Nash and seconded by Cllr. Taylor, it was unanimously agreed that the Council should offer a contribution of £1000. 00 to the County Council towards the cost of clearing and re-establishing the ditches in Stockings Lane.

10. GREENS AND OPEN SPACES

(i) Gentleshaw Green

Cllr. Welch presented two quotations which he had received for the proposed management project for Gentleshaw Green, the one from Living Landscapes for £2768. 00, the other from G-Scapes for £2776. 78.

The suggestion that slate be one of the materials used instead of pea gravel on the grounds that it would be more stable was countered by the argument that slate would be alien to the area, while pea gravel had once been quarried on Gentleshaw Common and would be in keeping with the policy of not encouraging the introduction of alien species or material.

Since the two quotations could not be separated by price and the specifications had been identical, Cllr. Welch was asked which he would recommend. He replied that, in discussing the project, Living Landscapes had offered more options and had seemed more flexible in their approach.

On a motion proposed by Cllr. Taylor and seconded by Cllr. Cherry it was therefore unanimously agreed that Living Landscapes should be offered the contract, Cllr. Clarke stressed that clear terms and conditions should be established.

11. GENERAL ADMINISTRATION

(i) Parish Website

The Clerk asked for dates to offer Mr. Roy for the meeting to discuss updating the website.

It was agreed that he should ask Mr. Roy if the meeting could take place on a Thursday after Christmas.

12. LAW AND ORDER

(i) Joint Operations Group

The Clerk reported that he had received from Bob Haynes, Community Safety Officer, Lichfield District Council, summaries of the main points of meetings of the Joint Operations Group held on Thursday, November 4th, 2010, and Thursday, November 28th, 2010.

The former had included a report that calls from bogus tea towel sellers seemed to be on the increase, and the theft of catalytic convertors still seemed to be an issue.

(ii) Report of Neighbourhood Watch

Cllr. Taylor presented the report of Rob. Nunn, the Neighbourhood Watch Liaison Officer, dated 10th December 2010.

Of a number of attempted scams reported recently, three in particular appeared to be very persistent, all involving telephone calls, usually by Asian-sounding callers.

In the first of these, the caller falsely claimed to work for Lichfield District Council and offered a refund on Council Tax, if the intended victim provided his or her personal bank details.

In the second case, the caller claimed to be from 'Microsoft' and suggested that the intended victim's computer had a virus or fault, offering to fix it if he or she provided his or her bank details. The caller would even attempt to access the intended victim's computer remotely by asking him or her to log on and follow instructions.

Thirdly, the caller claimed to be from 'Mastercard' or 'Visa', suggesting that an attempt had been made to use the intended victim's card fraudulently.

Cllr. Taylor added that, on receiving any of these calls, the intended victim should put the phone down immediately.

He added that there was a further scam to which people should be alert and that was when the caller claimed to have had his wallet stolen while on holiday.

(iii) Police Surgery

Cllr. Clarke reminded the meeting that PC Brown and PCSO Anderson would be holding a surgery in the Longdon Village Hall car park on Saturday from 1. 15 p.m. to 2. 15 p.m.

13. FINANCIAL MATTERS(i) Accounts for Payment

On a motion proposed by Cllr. Welch and seconded by Cllr. Taylor, payment of the following accounts was approved:

| | | |
|----------------------|---|----------|
| *Instaprint, Rugeley | Printing 700 copies of "Longdon Life" and 600 inserts | £469. 19 |
| *Hazel Crosbie | Delivering "Longdon Life" | £ 45. 00 |
| A. J. Juxon | Editor's Expenses | £ 15. 00 |
| Longdon W. I. | Hire of Hall - December 7 th : £12. 00 Hire of Hall - December 14 th : £12. 00 | £ 24 00 |
| W. B. Sullivan | Clerk's Salary: £350. 00; Photocopying: £144. 79; Postage: £ 22. 70 | |

| | | |
|--------------|---|----------|
| Kevin Healey | To concrete side of footbridge across brook: £400. 00 To replace wooden rails, weld in steel rails 300m. up from floor and paint bridge matt black: £260. 00 V. A. T.: £115. 00 | £517. 49 |
| | | £775. 00 |

(* confirmation # payment made under Section 137)

(ii) Payments Received

The Clerk reported that no payments had been received since the last meeting.

(iii) Current Balances

The Clerk reported that, currently, the Council's balances stood as follows:

| | | |
|-------------------------------|-----------------------|----------------------------|
| NatWest c/a: | £2527. 02 | The Halifax s/a: £8677. 84 |
| <u>less uncleared cheques</u> | | |
| | 1587: £ 12. 00 | |
| | 1588: £ 16. 00 | |
| | 1589: £ 469. 19 | |
| | <u>1590: £ 45. 00</u> | |
| | £1984. 83 | |

(iv) Appeals for Grant Aid

(a) Open Spaces Society – “Go for green spaces”

The Clerk reported that he had received from Tim Crowther, Vice-Chairman, The Open Spaces Society, a letter dated 22nd November 2010 drawing the Council's attention to a new designation proposed by the Government 'to protect green areas of particular importance to local communities' and asking the Council to tell the Society what it thought the new designation should achieve and to make a contribution towards the cost to the Society of responding to this Government initiative.

However, the Council decided that making a donation would not be within the Council's policy of making a positive response only to those appeals that seemed of obvious benefit to the local community.

(b) Longdon Village Hall Management Committee

The Clerk reported that he had received from Neil Vyse, Chairman of the Longdon Village Hall Management Committee, a completed Grant Application Form in support of his Committee's application for a grant towards the cost of providing the Hall with new security fencing.

On a motion proposed by Cllr. Welch and seconded by Cllr. Bird, it was agreed that the Council should make a grant of £1000. 00 towards the cost.

(c) Report of Finance and General Purposes Committee

The Clerk presented a written report on a meeting of the Finance and General Purposes Committee which had taken place in the W. I. Hall, Longdon, on Tuesday, December 7th, 2010 (*Appendix A*).

On a motion proposed by Cllr. Taylor and seconded by Cllr. Butler, it was unanimously agreed to accept the Committee's recommendation and set the Precept for 2011/2012 at £13650. 00, making it the third successive year in which it would not have been increased.

(d) Appointment of Councillor with Special Responsibility for Identifying Funding Opportunities

Cllr. Clarke said that his experience in fund-raising for the projected community bowling green had made him realise how many opportunities for obtaining funding still presented themselves in spite of the present stringent economic circumstances, and he suggested that the Council needed to appoint one of its number to monitor these opportunities as they arose, particularly as some were available for a limited period only.

He reminded the Council of the Government's intention to create a Big Society Bank funded out of dormant bank accounts, which would operate from next July.

Asked if he would himself be willing to undertake this role, which would involve keeping an up-to-date register of grants, he indicated that he was.

On a motion proposed by Cllr. Taylor and seconded by Cllr. Cherry, it was agreed that Cllr. Clarke should be asked to maintain such a register.

Cllr. Clarke, in accepting the task, for which he was warmly thanked by the Council, said that the Lichfield Community and Voluntary Services Support Team were willing to give help in filling in the appropriate forms.

14. CORRESPONDENCE SINCE LAST MEETING

(i) The Clerk reported that he had received from Gary Powis, Chairman of the Cannock Wood and Gentleshaw Village Hall Management Committee, a letter dated 10th November 2010. thanking the Parish Council for its generous donation of £200 towards the cost of repairing the flat roof over the main entrance.

(ii) The Clerk reported that he had received from Richard Ellison, of the Staffordshire Parish Councils' Association, an email dated 15th November 2010 informing the Council that the Association intended to hold a VAT training course in the New Year.

(iii) The Clerk reported that he had received from Charlie Woodward, Customer Manager, Aon Limited, Leicester, dated 23rd November 2010 informing the Council that every Charity requesting a quote for Aon Charity Assured before 31st December 2010 could receive a £1000 donation .

The company also provided cover for other non-specialist organisations including Village Halls.

(iv) The Clerk reported that he had received from Sue Venables, Head of Communications, South Staffordshire NHS Primary Care Trust, a letter dated 23rd November 2010, informing the Council that the Trust was undertaking a campaign to highlight that ‘one in three people who visit A&E Departments could receive treatment more appropriately elsewhere’.

However, posters advertising this campaign had already been posted on the parish notice-boards.

(v) The Clerk reported that he had received from Viv. Evans, Chief Executive, Staffordshire Parish Councils’ Association, an email dated 24th November 2010 advising member-Councils that it was hoped to hold subscriptions to the same level as the present year, but that, at worst, there would be only a 1% increase,

15. OTHER COMMUNICATIONS

The Clerk reported that, in addition to the above, he had received the following communications:

(i) From Heather Gibbons/Dawn Everitt, Democratic, Development and Legal Services, Lichfield District Council:

Revised Calendar of Meetings, fortnight ending 7th November 2010;
Calendar of Meetings, fortnight ending 5th December 2010;
Calendar of Meetings, fortnight ending 19th December 2010;
Revised Calendar of Meetings, fortnight ending 19th December 2010;
Forward Plan - Version 1 - Issued 16. 11. 2010 - Effective for the Period
01. 12. 2010 – 31. 03. 2011.

(ii) From The Licensing Officer, Democratic, Development and Legal Services, Lichfield District Council:

Licensing Act Applications registered during w/e 12th November 2010;
Licensing Act Applications registered during w/e 19th November 2010;
Licensing Act Applications registered during w/e 26th November 2010;
Licensing Act Applications registered during w/e 3rd December 2010;
Licensing Act Applications registered during w/e 9th December 2010.

(iii) From Portia Howe, Arboricultural Officer, Lichfield District Council:

The Big Tree Plant

“The scheme is for local groups to identify places where tree-planting will be of benefit and to apply for grant aid to enable them to purchase and plant the trees.”

(iv) From Lichfield District Council:

“Shaping Our District”: Lichfield District Core Strategy
- Non-technical summary: November 2010.

(v) From Jan Wright, Administration Assistant. Lichfield & District Community
& Voluntary Support Sector:

S3SN - E Bulletin - Issue 40/10 - 12th November 2010;
S3SN - E Bulletin - Issue 41/10 - 18th November 2010;
S3SN - E Bulletin - Issue 42/10 - 25th November 2010;
S3SN - E Bulletin - Issue 43/10 - 2nd December 2010;
S3SN - E Bulletin - Issue 44/10 - 9th December 2010.

RAWM News Alert Transition Fund Regional Briefing Session:
- Waterlinks House, Richard Street, Birmingham, Friday, 10th December
2010, 10. 00 a.m., 1. 30 p.m.

(vi) From Julia Harris, Development Officer, Lichfield & District Community
& Voluntary Support Sector:

Opportunities for Voluntary and Community Groups in Lichfield and
the Surrounding Areas (5. 11. 2010);
Opportunities for Voluntary and Community Groups in Lichfield and
the Surrounding Areas (19. 11. 2010);
Opportunities for Voluntary and Community Groups in Lichfield and
the Surrounding Areas (25. 11. 2010).

(vii) From The Staffordshire Wildlife Trust:

“Staffordshire Wildlife”: No. 110, December 2010;
“Natural World”: Issue No. 90, Winter 2010;
Wolseley Centre Events: January - April 2011;
Cannock Group: Diary Dates for January - April 2011;
Badgers and bovine TB: Background to the science and politics;
Catalogue: “Wild Bird Seed direct from our farm” (Vine House Farm,
Deeping St. Nicholas, Spalding, Lincs.)

(viii) From The Staffordshire Parish Councils’ Association:

Weekly Update (11th November 2010);
Weekly Update (16th November 2010);
Weekly Update (24th November 2010)
Closing the gaps for Communities funding – Guidance Sheet 2010/11;
The Environmental Agency Flood Warning Services – “Changes Go
Live”.

(ix) From Staffordshire Police:

Executive Briefing for Partners: 19th November 2010;

Executive Briefing for Partners: 22nd November:
“*Hitting Criminals in the Pocket*”;
A Special Weekend in Staffordshire – videocast:
to view, go to www.staffordshire.police.co.uk/specials.

(x) From The National Association of Local Councils:

Update on Snow Clearing;
Section 137 2010/2011: £6. 16; 2011/2012: £6. 44;
“LCR”: Winter 2010, Volume 63, No. 3.

(xi) From Pete Caine, VAST (Voluntary Action Stoke-on-Trent):

Offices to Let at Dudson Centre;
Voluntary and Community News: November 2010, Week 2;
Voluntary and Community News: November 2010, Week 3;
Voluntary and Community News: November 2010, Week 4
(“*The Big Lottery Fund will be investing an additional £75m. specifically for rural and urban community-use buildings.*”);
Voluntary and Community News: December 2010, Week 1.

(xii) From Navigus Planning, Manningtree, Essex:

The Local Journal of Planning – Issue 1, Autumn 2010
(“*Your essential guide to planning and the emerging role of parish councils*”)

(xiii) From Steve Shaw, National Co-ordinator, Local Works – promoting the Sustainable Communities Act, Cynthia Street, London N1:

“*Timetable success in Sustainable Communities Act proposals – Thank you!*”

(xiv) From Steve Bowers, Associate Director, JMP Consultants Ltd., Birmingham:

Advice on Local Transport Issues
(“*The core business of JMP is transport planning and civil engineering consultancy*”).

(xv) From Playground Supplies Ltd., Kettering, Northants.:

“Let us refurbish your existing playgrounds.”

(xvi) From SMP Playgrounds Ltd., Egham, Surrey:

Brochure Download;
Parish and Community News;
“Hurry! Order by 1st December 2010 to get your SMP offers”.

(xvii) From Proludic Ltd., West Bridgford, Nottingham:

“Keep in touch with Proludic”.

(xviii) From Shelutions, Wath-upon-Deane, Rotherham, Yorks.:

Fantastic Bus Shelter Range.

(xix) From Husson UK, Bourne End, Bucks.:

Best-selling seats from Husson.

(xx) From Matta Products, Bedford:

“Rejuvenate your playground safety surfacing”.

16. ANY OTHER URGENT BUSINESS

(i) Cllr. Butler reported that the Upper Longdon Speedwatch Team needed a new speed gun.

It was agreed that this request should be considered at the next meeting of the Council.

17. DATE OF NEXT MEETING

Tuesday, January 11th, 2011, in the W. I. Hall, Ford Lane, Longdon, commencing at 7. 30 p.m.

18. DATES OF OTHER MEETINGS IN 2011

Tuesday, February 8th; (*Longdon*); Tuesday, March 8th (*Cannock Wood*); Tuesday, April 12th (*Longdon*); Tuesday, May 10th (*Longdon*); Tuesday, June 14th (*Longdon*); Tuesday, July 12th (*Cannock Wood*); Tuesday, September 13th; (*Longdon*); Tuesday, October 11th; (*Longdon*); Tuesday, November 8th (*Cannock Wood*); and Tuesday, December 13th (*Longdon*).

Appendix A

REPORT ON MEETING OF THE FINANCE AND GENERAL PURPOSES
COMMITTEE HELD IN THE W. I. HALL, LONGDON, ON TUESDAY,
DECEMBER 7TH, 2010

Present Cllr. Mrs. G. D. Duckett (Chairman); Cllr. R. A. G. Clarke;
and Cllr. S. K. Welch

Also present were the Clerk and PC Andy Brown.

APOLOGIES

Cllr. The Rev. J. R. Andrews; Cllr. A. J. Juxon; and Cllr. Mrs. H. A. Meere

Councillors were concerned to hear that Cllr. Andrews was in hospital following a fall and instructed the Clerk to convey their best wishes to him for a speedy recovery.

The Clerk was also instructed to convey Councillors' sincere condolences to Cllr. Mrs. Meere and her husband on their recent bereavement.

1. MINUTES OF THE PREVIOUS MEETING

On a motion proposed by Cllr. Welch and seconded by Cllr. Clarke, the minutes of the previous meeting, held in the W. I. Hall, Longdon, on Tuesday, October 5th, 2010, were approved and signed.

2. PUBLIC PARTICIPATION

The Chairman invited PC Brown to address the meeting.

PC Brown said that there had been no criminal activity in the village since the theft of a Land Rover in October, though there had been a report of a Suzuki SJ20 with a "Q" nameplate causing £200 damage to barriers at Beaudesert Park Farm during a night-time drive across Cannock Chase.

He commented that the problem of anti-social parking in Upper Way seemed to have been remedied.

The Clerk said that he had received reports of two residents in Upper Longdon removing gravel from roadside bins provided by the County Highways Department, in one case to spread the grit on her driveway.

He would be putting up a notice asking people to refrain from removing gravel for domestic use, since this could reduce supplies just when they were needed on the highway.

3. REVIEW OF CURRENT PRACTICES AGAINST RISK POLICY

It was noted that all control practices were being followed

4. PRESENTATION OF FINANCIAL STATEMENT FOR THE CURRENT FINANCIAL YEAR UP TO 30TH NOVEMBER 2010

The Clerk presented a financial statement for the current financial year up to 30th November 2010.

It was noted that all areas of expenditure were within budget.

5. LIKELY FUTURE CAPITAL EXPENDITURE DURING CURRENT FINANCIAL YEAR

Three projects were at various stages of implementation – the regeneration of Gentleshaw Green; the publication of new footpath leaflets; and the laying out of floral gateways.

Of the first of these, Cllr. Welch said that he had obtained two quotations, one for £2768. 00 from Living Landscapes and the other for £2776 from G-Scapes. In both cases, the specifications were identical.

An application for a grant from the Cannock Chase AONB Unit had been prepared and claim forms submitted, and he would be seeking clarification from Emma Beaman, the AONB Assistant, when he met her on Thursday next.

He would then be in a position to ask the Council to make a decision at its meeting next week.

Cllr. Clarke suggested that the Council should look for other grants as well, and Cllr. Welch said that he would consult Ms. Beaman on their availability

Both the other two projects needed re-visiting, since, in the first instance, the firm from which the Chairman had obtained a quotation of £840 had now left, and, in the second, the specifications had been changed.

It was agreed that the opinion of the parishioners should be sought before proceeding with laying out the floral gateways, which might cost as much as £3000.

There had been complaints about the poor lighting in the church car park, but such a project would raise questions such as the source of supply and the ongoing cost of its provision.

No new projects were brought forward, though Cllr. Welch reminded the meeting of the request from the Friends of Beaudesert for a grant towards the cost of restoring the historic viewing point in the Park.

It was agreed that Beaudesert was part of Longdon's history and the Parish Council should therefore be prepared to lend its support to the project and even forge links with the organisation, though this was a decision which the full Council would have to make.

6. RECOMMENDED PRECEPT FOR THE FINANCIAL YEAR 2011/12

It was agreed that the examination of the Council's finances for the current financial year had suggested that the Council had been careful in the way it had used its current income.

It was therefore agreed that the Committee should recommend that the Council should retain the present level of its precept, that is, £13650.

7. FREEDOM OF INFORMATION POLICY

After the Clerk reminded the Committee that a formal statement of the Council's Freedom of Information Policy was a statutory requirement, it was agreed that Councillors should be recommended to look for examples on other parish council websites.

The Chairman said that she would prepare a draft for presentation at the January meeting of the Council.

It was noted that, while the Parish Council might currently lack a formal statement of its policy, a record of its activities was available to parishioners in a variety of forms, including parish website and newsletter.

8. ANY OTHER BUSINESS (AT THE DISCRETION OF THE CHAIRMAN)

(i) PC Brown informed the Committee that Chasetown L. P. U. was being restructured and that, in future response officers would be based at Lichfield Police Station.

(ii) Cllr. Clarke reminded the Committee of his suggestion that a Councillor be appointed to monitor sources of funding.

He said that, in seeking funding for the village bowling-green, he had identified over fifty different grant funds, though, sometimes, the period allowed for applying was very short.

He recommended that the Council register with www.fundingcentral.org.uk, a Government-run website which provided such information.

It was agreed that Cllr. Clarke's suggestion should be placed on the agenda of the next meeting of the Council.

9. DATE OF NEXT MEETING

It was agreed that the next meeting of the Finance and General Purposes Committee should be held in April 2011, after the conclusion of the current financial year.

An earlier meeting could be convened in the event of any emergency.

PARISH COUNCIL OF LONGDON

FINANCIAL STATEMENT (1ST APRIL – 31ST DECEMBER 2010)

| | (2010) | (2009) |
|-----------------------------------|-----------------|-----------------|
| Opening Account: | £10083. 13 | £13552. 16 |
| + Receipts: | | |
| Precept: | £13650. 00 | £13650. 00 |
| Highway Maintenance: | £ 00. 00 | £ 693. 50 |
| VAT Refund | £ 844. 55 | £ 1152. 79 |
| Interest: | £ 11. 63 | £ 56. 23 |
| Advts: "Longdon Life" | £ 115. 00 | £ 96. 00 |
| Wayleaves: | <u>£ 35. 07</u> | <u>£ 35. 07</u> |
| Total Receipts: | £14656. 25 | £15683. 59 |
| | | |
| = | £24739. 38 | £29235. 75 |
| <u>Payments</u> | | |
| | | |
| <i>Parks & Open Spaces</i> | | |
| Mowing Greens & Verges | £ 2800. 00 | £ 1800. 00 |
| Gentleshaw Green: | £ 00. 00 | £ 900. 00 |
| Emptying Dog Waste Bins | £ 806.52 | £ 717. 60 |
| Mowing centre of Longdon Green | £ 170. 00 | £ 170. 00 |
| Repair to bus shelter | £ 00. 00 | £ 261. 00 |
| Subscription: "Open Spaces" | <u>£ 40. 00</u> | <u>£ 40. 00</u> |
| | | |
| TOTAL: | £ 3816. 52 | £3888. 60 |
| | | |
| <i>General Administration</i> | | |
| Insurance: | £ 760. 53 | £ 715. 11 |
| Clerk's Salary: | £ 1050. 00 | £ 900. 00 |
| SPCA: | £ 383. 00 | £ 374. 00 |
| Printing "Longdon Life": | £ 866. 89 | £ 734. 78 |
| Delivery: | £ 90. 00 | £ 90. 00 |
| Editor's Expenses | £ 30. 00 | £ 30. 00 |
| Overpayment of VAT: | £ 304. 18 | £ 00. 00 |
| Notice-Boards | £ 00. 00 | £ 00. 00 |
| Photocopying: | £ 500. 97 | £ 355. 00 |
| Annual Assembly | £ 117. 77 | £ 134. 88 |
| External Audit Fee | £ 182.13. | £ 178. 25 |
| Legal Fees: | £ 275. 62 | £ 00. 00 |
| "LCR" | £ 13. 50 | £ 12. 00 |
| Hire of rooms: | £ 236. 00 | £ 212. 00 |
| Internal Audit Fee | £ 00. 00 | £ 92. 00 |
| Postage: | £ 84. 70 | £ 74. 60 |
| Comm. Council of Staffs. | £ 22. 00 | £ 00. 00 |
| Course Fees: | £ 55.00 | £ 00. 00 |
| <u>Dictation machine</u> | <u>£ 00.00</u> | <u>£ 29. 99</u> |
| TOTAL: | £4972. 29 | £ 3932. 61 |

Community Halls

| | | |
|------------------------------|-------------------|-----------------|
| Cannock Wood & Gentleshaw | £ 200. 00 | £ 1500. 00 |
| <u>Longdon:</u> | <u>£ 1000. 00</u> | <u>£ 00. 00</u> |
| TOTAL: | £ 1200. 00 | £ 1500. 00 |

Highways and Footpaths

| | | |
|--|-----------------|-----------------|
| Levelling footpath, renovating bridge | £2220. 75 | £ 00. 00 |
| Waymarkers | £ 546. 96 | £ 00. 00 |
| Refurbishment of benches | £ 355. 23 | £ 00. 00 |
| Clearing footpath across Glebe Field | £ 00. 00 | £ 325. 00 |
| Ashton Gate | £ 314. 91 | £ 00. 00 |
| Footpath surfacing works | £ 141. 00 | |
| Book | <u>£ 34. 95</u> | <u>£ 00. 00</u> |
| TOTAL: | £3613. 80 | £ 325. 00 |

Section 137

Donations

| | | |
|----------------------------------|-----------------|-----------------|
| Longdon Cricket Club: | £ 00. 00 | £ 430. 00 |
| Longdon Produce & Flower Show | £ 220. 00 | £ 160. 00 |
| Flower Tubs, etc. | £ 109. 00 | £ 115. 99 |
| Bluebells | £ 64. 95 | £ 00. 00 |
| St, Giles Hospice CW & Gent. | £ 200. 00 | £ 00. 00 |
| Country Fayre | £ 100. 00 | £ 100. 00 |
| Gentleshaw Church | £ 00. 00 | £ 100. 00 |
| CPRE | £ 00. 00 | £ 00. 00 |
| BKV Competition | £ 22. 00 | £ 49. 71 |
| St. James School | £ 00. 00 | £ 60. 00 |
| Preschool | £ 50. 00 | £ 50. 00 |
| Cruse: | <u>£ 00. 00</u> | <u>£ 75. 00</u> |
| | £ 765.95 | £1140. 70 |

Subscriptions

| | | |
|---------------------------------------|-----------------|-----------------|
| Staffs. Wildlife Trust: | £ 39. 00 | £ 36.00 |
| CPRE: | £ 20. 00 | £ 20. 00 |
| Staffs. Playing Fields Association | £ 15. 00 | |
| Open Spaces: | <u>£ 00. 00</u> | <u>£ 00. 00</u> |
| | £ 74. 00 | £ 56. 00 |
| TOTAL: | £ 839. 95 | £1196. 70 |

Churchyards

| | | |
|--------------------|------------------|-----------------|
| Longdon: | £ 966. 14 | £3101. 36 |
| <u>Gentleshaw:</u> | <u>£1000. 00</u> | <u>£ 296.12</u> |
| TOTAL: | £1966. 14 | £ 3397. 48 |

SUMMARY OF PAYMENTS

| | | |
|-------------------------|----------------|------------------|
| Parks & Open Spaces: | £3816.52 | (£ 3888. 60) |
| General Administration: | £4972.29 | (£3932 . 61) |
| Community Halls: | £1200. 00 | (£ 1500. 00) |
| Highways & Footpaths: | £3613. 80 | (£ 325. 00) |
| Section 137: | £ 839.95 | (£1196 70) |
| Churchyards: | £ 1966.14 | (£3397. 48) |
| TOTAL: | £16408. 70 | (£14240. 39) |

BUDGETED EXPENDITURE

| | |
|------------------|--|
| Administration: | £5500. 00 |
| Community Halls: | £2000. 00 (support grants and capital projects) |
| Open Spaces: | £5000. 00 (mowing open spaces, emptying dog waste bins etc.) |
| Burial Grounds: | £ 800. 00 (excluding grant aid towards capital projects) |
| Footpaths: | £3500. 00 |
| Section 137 | £2500. 00 (includes subscriptions and donations) |
| TOTAL | £19300. 00 |

Expenditure for January 2011

| | |
|------------------------|--|
| Hire of Hall: £ 12. 00 | <u>Projects</u> |
| | Gentleshaw Green: £3500. 00(costed) |
| | Ditches: £1000. 00 (costed) |
| | Footpath leaflets: £ ??? . ?? (uncosted) |
| | Floral gateways: £ ??? . ?? (uncosted) |

Estimated Income and Expenditure (January-March 2011)

(*based on January-March 2010)

| | |
|--|------------------------------------|
| <u>Income</u> | <u>Expenditure</u> |
| Possible 50% Grant for Gent. Gn: £1750. 00 | |
| *Mowing Agreement: £ 800. 00 | *General Administration: £2000. 00 |
| **“Longdon Life”: | |
| £ 120. 00 | |
| £3500. 00 | <u>£2000. 00</u> |

RECONCILIATION STATEMENT

| | |
|---------------------------------|----------------------------------|
| Opening Account: £10083. 13 | NatWest c/a: £1652. 84 |
| <u>Receipts: £14656. 25</u> | <u>The Halifax s/a: £6677.84</u> |
| less Payment: <u>£16408. 70</u> | |
| £ 8330. 68 | £8330. 68 |