

MINUTES OF A MEETING OF THE PARISH COUNCIL OF LONGDON HELD  
IN THE W. I. HALL, LONGDON, ON TUESDAY, OCTOBER 11<sup>TH</sup>, 2011

Present: Cllr. Mrs. G. D. Duckett (Chairman); Cllr. R. A. G. Clarke; Cllr. A. J. Juxon;  
Cllr. M. J. Nash; Cllr. K. C. Taylor; and Cllr. S. K. Welch.

Also present were the Clerk, Cllr. Richard Wain, Chairman, Elford Parish  
Council; and Mr. Philip Couchman, Bradley Lakes, Longdon.

1. APOLOGIES

Cllr. B. J. Butler: Cllr. C. D. Cherry; Cllr. Mrs. H. A. Meere;  
Cllr. N. J. Roberts, Lichfield District Council; and County Councillor F. W. Lewis,  
MBE.

*The Chairman reported that the Clerk had received an email from  
Cllr. Cherry in which he said that he hoped to have enough strength to get to  
a meeting soon. In the meantime, he was aggregating data for the website so that  
work on updating it could begin soon.*

*Cllr. Nash reported that Cllr. Mrs. Meere was still experiencing discomfort  
following her fall and found sitting for any length of time difficult.*

2. CO-OPTION OF COUNCILLOR

On a motion proposed by Cllr. Taylor and seconded by Cllr. Welch, Mr. Couchman  
was, by the unanimous vote of the Councillors present, co-opted as a Councillor of the  
Longdon Ward of the Parish Council and took his place on the Council after signing  
a Declaration of Acceptance of Office

3. REVIEW OF CURRENT PRACTICES AGAINST RISK ASSESSMENT  
REGISTER

No new activities having been embarked upon, the current risk levels remained  
unchanged.

4. APPROVAL AND ADOPTION OF MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meeting, held in the W. I. Hall, Longdon, on  
September 13<sup>th</sup>, 2011, were, on a motion proposed by Cllr. Taylor and seconded  
by Cllr. Clarke, approved and signed.

## 5. PUBLIC PARTICIPATION

The Chairman welcomed Mr. Wain to the meeting and asked him if he wished to address the Council.

Introducing himself as a property and development consultant, Mr. Wain said that he was at present working on the design of a driveway to Gardener's Cottage, the residence of Mr. Nick Brown, at Longdon Green.

As Councillors were no doubt aware, Longdon Green House was, following the death of Mr. Peter Brown, now for sale, and it had consequently become necessary to provide a separate driveway to the dwelling, which, when Longdon House had been in the ownership of the same family, was accessed from the driveway of that property.

Planning permission had, in fact, been given some years ago but had now lapsed, and it was necessary, therefore, to submit a fresh application.

The plan proposed utilising the existing pedestrian access, and the driveway would be 3.2m in width, ending in a sweep which would match that of Longdon House.

Mr. Brown was prepared to plant two mature trees on either side of the driveway, but no street furniture such as fencing or lighting was being proposed.

As a Parish Councillor himself, he believed that the passage of a planning application could be made smoother if the interested Parish Council were given a preview of the proposal so that any of its concerns could be addressed before a formal application was made to the planning authorities.

He then circulated copies of a plan and an artist's impression of the proposed development.

After studying the documents, Councillors concluded that what was being proposed was reasonable, and Mr. Wain was thanked for attending the meeting to acquaint the Council with the proposal.

Mr. Wain then left the meeting.

## 6. MATTERS ARISING FROM THE MINUTES

### (i) Retaining Wall in Grange Hill

It was reported that, though the wall had now been built, the protective fencing remained, possibly because work was being carried out on the patio above, and the fencing was acting as barrier against the possibility of falling debris.

It was agreed that the situation should be reviewed at the next meeting.

### (ii) Computer Course

Cllr. Clarke said that it was still possible that the next course would take place at "The Swan with Two Necks", though the premises were at present closed.

### (iii) No. 2, Byron Court

The Clerk reported that he had, as instructed, emailed Mrs. Robb, but had not yet received a response.

However, he had spoken to Christine Hibbs, the District Council's Enforcement Officer, who had explained that only if the converted accommodation were independent dwellings could action be taken, since householders were entitled to take lodgers without seeking prior permission.

An increase in the number of outlet pipes for foul water was not a planning issue unless a nuisance was caused.

(iv) Opening of Amazon Supply Centre at Rugeley

The Clerk reported that, following Cllr. Roberts's suggestion that the Clerk might contact the Armitage Clerk with a view to preparing a joint statement of concern, he had called at the office of the Armitage with Handsacre Parish Council and discussed with her the problem of heavy goods vehicles passing through their respective villages.

However, it soon emerged that Armitage's problem was not the same as Longdon's in that Armitage's prime concern was the size of the vehicles coming into and passing through the village, a problem exacerbated by deliveries to Armitage-Shanks.

It was agreed that, in Longdon's case, the problem was likely to be speed, particularly since the speed governors with which the lorries were provided still allowed a maximum speed of 56 mph., and it was felt that the only solution would be more speed checks.

(v) Gentleshaw Green

Cllr. Clarke reported that he and Cllr. Welch would be attending a meeting at Gentleshaw School on Monday, October 17<sup>th</sup>, when they would be discussing with teachers and pupils the future management of Gentleshaw Green.

(vi) Cotton Almshouses Trust – Appointment of Trustee for Gentleshaw

The Clerk reported that he had been advised by Janet Allen, Clerk to the Trustees, that the Rev. John Andrews had now resigned as Nominative Trustee for Gentleshaw.

Asked whether he was still interested in the appointment, Cllr. Taylor said that he was, but the Clerk pointed out that, according to the Deed of Trust, such an appointment could be made only by the Councillors for Gentleshaw Ward.

As there was one vacancy in that Ward, and, of the two current Councillors, one was absent, it was agreed that the appointment should be deferred until Cllr. Mrs. Meere returned.

(vii) Parish Website

It was agreed that letters should be sent to all local organisations and businesses inviting them to provide entries for the updated website and giving them three or four weeks to respond.

A discussion followed over whether businesses who were outside the parish but supplied services to the parish should also be allowed to advertise, either directly or by links, and the conclusion was to postpone issuing such an invitation until the updated website had been established.

Wider advertising would increase the work of the webmaster and therefore the cost to the Council and would have to be accompanied by a disclaimer by the Parish Council.

It was agreed that Cllr. Clarke would draft the letter to local businesses and organisations which the Clerk would send out.

(viii) Inappropriate Parking in Ford Lane

Cllr. Clarke reported that he had spoken to the bin men, who had told him that they did not find the lane blocked very often.

However, the residents of Ford House and The Cottage had asked for a sign to be put up asking parents to show consideration when parking their vehicles.

The Clerk was instructed to write to the Chairman of the Longdon Village Hall Management Committee asking for the Committee's permission to attach such a sign to the boundary wall of the Hall.

(ix) Identity Cards

The Chairman expressed disappointment at the lack of progress being made in finalising arrangements and suggested that, unless a final decision was made within the next month, the project should be abandoned.

Cllr. Clarke pointed out that the concept had been approved at the last meeting, and it remained only to decide on the format.

The Clerk said that he would approach Print&Digital, the printing firm he used for printing the Council's documents, and ask for suggestions as to formats.

(x) Reduction in Number of Organisations

Cllr. Clarke re-iterated his concern over the amount of cross-referencing and time-wasting duplication arising from the number of disparate organisations from which information was sourced.

Other members of the Council shared his concern, but could not see what course of action a Parish Council could take other than cancelling its membership of those organisations responsible for the duplication.

Even then, some of the information was in the form of unsolicited emails.

(xi) Lichfield District Parish Forum

The Clerk reported that he had, as instructed, written to Clare Eggington, the District Council's Principal Development Plans Officer, who had agreed to attend the Parish Council's December meeting.

## 7. PLANNING

(i) Report of Working Group

The Working Group had considered the following applications:

11/01021/FUL: Mr. Witherington: Single-storey side extension to form kitchen:  
Ivyhurst, Lower Way, Upper Longdon

The Parish Council noted that no neighbour would be overlooked by this development and therefore had no objection.

11/01081/FUL: Mr.B. Thompson: Demolition of existing extensions and erection of a conservatory: Huntsman's House, 11 Upper Way, Upper Longdon

There was no objection to this proposed development..

(ii) For Consideration

No further planning applications were considered.

(iii) Approved by Lichfield District Council

The Clerk reported that, since the last meeting, Lichfield District Council had issued the following Notice of Planning Permission:

11/00863/FUL: Mr. M. Lewis: Retaining boundary wall (Amendment to approval no. 10/01073/FUL): 2 The Grange, Upper Longdon.

(iv) Refused by Lichfield District Council:

The Clerk reported that, since the last meeting, Lichfield District Council had issued no Notices of Refusal of Planning Permission relating to the Parish of Longdon.

(v) Other Planning Matters

There were no other planning matters to report or consider.

## 8. REPORTS OF MEETINGS

(i) Highways and Open Spaces Committee

The Clerk presented a written report on a meeting of the Council's Highways and Open Spaces Committee which had taken place on Tuesday, September 20th, 2011 (*Appendix A*).

(ii) Community Council of Staffordshire AGM

The Clerk presented a short written report on the Annual General Meeting of the Community Council of Staffordshire, which had taken place at the Village Hall, Stowe-by-Chartley, on Wednesday, September 28<sup>th</sup>, 2011.

At the conclusion of the formal business, the Council's Chief Executive, Chris Welch, had reviewed the work of the previous year, listing the Council's main activities as advising and administering grant-funding for village hall, organising and running the Best Kept Village Competition, helping and supporting parish councils, and helping organisations build infrastructures.

The Community Council had also been involved in running a three-year play project on behalf of Stafford Borough Council and supporting the Staffordshire Involvement Network by seeking local views on a number of issues relating to the rural environment.

There had been a financial surplus at the end of the year, but there had been uncertainty over future DEFRA funding and, although this had been renewed for the next four years, it was expected to diminish to nothing and the impact of the squeeze to be felt.

The other big issue on the horizon was The Big Society and the enactment of The Localism Bill, particularly in the area of local planning.

Following Mr. Welch's report, Cathy Russell, the Village Hall Advisor, had spoken about the work of the Community Council's Village Hall Advisory Service.

### (iii) Other Meetings

#### (a) Longdon Village Hall Management Committee

The Chairman reported that, in Cllr. Cherry's absence, she had attended a meeting of the Longdon Village Hall Management Committee which had taken place on Monday, September 19<sup>th</sup>, 2011.

A number of issues had been addressed, the most serious of which was the reluctance of local people to serve on the Committee.

A similar problem faced Longdon Pre-School, though, in this case, the problem was being exacerbated by a clause in the constitution which restricted membership of the Committee to parents of children attending the Pre-School.

The Chairman added that she had re-joined the Management Committee of the Village Hall as Secretary and would be discussing the re-drafting of the Pre-School's constitution with its leaders.

## 9. NOTICE OF MEETINGS AND FORTHCOMING EVENTS

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

(i) East Staffordshire Community & Voluntary Sector: CRB Disclosure and Safeguarding Workshop: Wednesday, October 12<sup>th</sup>, 2011, at 9. 30 a.m. or Monday, October 17<sup>th</sup>, 2011, at 1. 15 p.m., both at the Voluntary Services Centre, Union Street, Burton-on-Trent.

(ii) Longdon Brownies Open Evening: Tuesday, October 18<sup>th</sup>, 2011, in Longdon Village Hall, from 6. 30 p.m. – 7. 30 p.m.

The Chairman expressed the hope that Councillors would take advantage of this invitation.

(iii) Staffordshire Playing Fields Association Annual General Meeting: Wednesday, 19<sup>th</sup> October 2011, in the Dave Boulter Room, Rugeley Leisure Centre, Burnthill Lane, Rugeley, commencing at 2. 00 p.m.

Cllr. Clarke confirmed that he would be attending this meeting.

(iv) Cannock Chase AONB Parish Councils Meeting: Thursday, October 20<sup>th</sup>, 2011, in the Parish Room, Colwich, commencing at 7. 00 p.m.

Cllr. Welch said that, unfortunately, work commitments would prevent his attendance, but Cllr. Taylor said that he hoped to be able to go.

(v) Lichfield Community & Voluntary Sector Annual General Meeting: Tuesday, November 1<sup>st</sup>, 2011, at Wade Street Church, Wade Street, Lichfield, commencing at 3. 00 p.m.

Guest speaker: Nina Dawes, Chief Executive, Lichfield District Council, on the theme "Let's Work Together".

Cllr. Clarke would be attending this meeting.

## 10. GREENS AND OPEN SPACES

### (i) Mowing Contract

The Clerk reported that he had received from Graham McCulloch, the Council's mowing contractor, a report dated 21<sup>st</sup> September 2011 informing the Council that the seventh cut had been completed on the previous Tuesday and that, all being well, the next cut would be around October 20<sup>th</sup>.

### (ii) Field in front of Longdon Hall

Cllr. Welch reported that John Smith, the District Council's Greens and Open Spaces Strategy Manager, had not yet made contact with the owners.

However, there was no urgency in pursuing the matter, provided the field was mown by the spring.

## 11. GENERAL ADMINISTRATION

### (i) Ideas for marking the Queen's Diamond Jubilee

It was agreed that there was a need to set up a Committee drawn from the local organisations to consider ways of celebrating the Jubilee.

It was also agreed that there were two separate aspects of the event to consider, a celebration, for which a working group drawn from all sections and organisations of the community would be established, and a commemoration, which would take a permanent form for which the Parish Council would consider and decide on proposals.

### (ii) Long-term absence of Cllr. Cherry

The Clerk reminded the Council that, under Section 85(1) of the Local Government Act of 1972, any Councillor who failed throughout a period of six consecutive months from the date of his or her last attendance to attend any meeting of the authority would automatically cease to be a member of that authority unless the failure was due to some reason approved by the authority before the expiry of that period.

Since Cllr. Cherry's absence was due to a condition requiring surgery and long-term rehabilitation, it would be appropriate for the Council to vote to suspend this regulation.

After Cllr. Clarke had pointed out that Cllr. Cherry was actively working on updating the parish website, it was, on a motion proposed by the Chairman and seconded by Cllr. Clarke, unanimously agreed that Section 85(1) should not be invoked on this occasion.

## 12. LAW AND ORDER

### (i) Neighbourhood Watch

Cllr. Clarke said that he believed that efforts were being made to set up a Neighbourhood Watch network in Brook End.

### (ii) Police Surgery

The Clerk reported that a police surgery was being held at Longdon Village Hall on Saturday, November 12<sup>th</sup>, 2011, between 1. 00 p.m. and 2. 00 p.m.

The Chairman said that the Hall was booked for a private event on that day, and she was assuming that the surgery would take place in the car park.

## 13. FINANCIAL MATTERS

### (i) Accounts for Payment

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

*G. C. McCulloch	Mowing of greens and verges - September 20: £270. 00 Mowing Gentleshaw Green: £ 90. 00	£ 360. 00
Longdon W. I.	Hire of Hall –September 20th: £12. 00 Hire of Hall – October 11th: £ 12. 00	£ 24. 00
W. B. Sullivan	Clerk's Salary: £350. 00 less tax: £140. 00	£ 210. 00

(\*confirmation #payment made under Section 137)



(ii) Payments Received

The Clerk reported that, since the last meeting, the following payment had been received:

HM Revenue and Customs	VAT Refund	£ 837. 82
------------------------	------------	-----------

(iii) Requests for Grant Aid

The Council reported that the following applications for grant aid had been received since the last meeting:

(a) Christ Church (“Messy Church”)

The Clerk reported that he had received from Mrs. Rachel Bryant, Committee member, a letter dated 27<sup>th</sup> September 2011, asking if the Parish Council would consider donating four ‘parachutes’ at a cost of £120. 00 for use at sessions of “Messy Church” held at Christ Church, Gentleshaw.

“Messy Church” provided children of all ages to come into the local church community, together with their families, to create various “Messy” crafts based around a given theme followed by a short worship session ending with a shared simple meal together.

She had ended her letter with an invitation to Councillors to visit the church during the next session, which would be taking place on December 4<sup>th</sup>.

After Cllr. Taylor had suggested that the Council should make a contribution towards, rather than meet the full cost of, the purchase, it was agreed, on a motion proposed by Cllr. Nash and seconded by Cllr. Taylor, that the Council should make a contribution of £60. 00.

(b) HOPE Africa

The Clerk reported that he had received an appeal from a charity called HOPE Africa asking if the Parish Council would consider sponsoring a soup kitchen in South Africa.

However, it was agreed that the Parish Council had no powers to make a donation to an overseas charity.

(c) St. Giles Hospice, Whittington

The Clerk reported that he had received from Stella Pass, Trust Fundraiser, St. Giles Hospice, Whittington, a letter dated 29<sup>th</sup> September 2011, in which she asked if the Council would consider supporting the Hospice in providing local people with its specialist services.

He reminded Councillors that the Council had, the previous year, donated £200. 00.

Cllr. Taylor cautioned the Council against making too many donations and suggested that the Hospice was already in receipt of local donations, pointing to the work of the Longdon Friends of St. Giles.

However, both Cllr. Clarke and Cllr. Juxon spoke highly of the work of the Hospice, Cllr. Juxon pointing out that £200. 00 would meet the cost of half-an-hour's nursing.

Cllr. Taylor then withdrew his objection, and, on a motion proposed by Cllr. Juxon and seconded by Cllr. Welch, it was agreed that the Council should once again donate £200. 00.

(iv) Current Balances

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

NatWest c/a:	£1208. 07	The Halifax s/a: £7032. 70
<u>less uncleared cheques</u>		
1647:	<u>£ 36. 00</u>	
	£1172. 07	

#### 14. CORRESPONDENCE SINCE LAST MEETING

(i) The Clerk reported that he had received from Richard Ackroyd, writing on behalf of the Director of Law and Governance, Staffordshire County Council, a letter dated 7<sup>th</sup> September 2011, advising the Parish Council that the County Council's Legal Services Unit was able to provide legal services to public bodies other than the County Council itself and that therefore the Parish Council could take advantage of this.

(ii) The Clerk reported that he had received from Glenn Reed, Review Co-ordinator, Boundary Commission for England, a letter dated 21<sup>st</sup> September 2011, advising the Council that the Boundary Commission for England had published on September 13<sup>th</sup> its initial proposals for new Parliamentary constituencies in England and were consulting on the proposals until December 13<sup>th</sup>.

The proposals could be viewed on [www.independent.gov.uk/boundarycommissionforengland](http://www.independent.gov.uk/boundarycommissionforengland).

(iii) The Clerk reported that he had received from Nick Guyton, Company Director, Norfolk China Ltd., an email dated 13<sup>th</sup> September 2011 introducing the Council to the company's range of mugs commemorating the Queen's Diamond Jubilee.

(iv) The Clerk reported that he had received from Peter Lacey, Accounts and Audit, National Association of Local Councils, an email via the Staffordshire Parish Councils' Association dated 23<sup>rd</sup> September 2011, advising the Council that progress was being made in repealing Section 150 (5) of the Local Government Act of 1972, which would allow parish councils to use internet banking for payments.

(v) The Clerk reported that he had received a letter from Viv. Evans, Chief Executive, Staffordshire Parish Councils' Association, an email dated 25<sup>th</sup> September 2011, informing the Council that she would be recommending to the Executive an increase of not more than 0.05% in annual subscriptions.

(vi) The Clerk reported that he had received from Emma Beaman-Green, Assistant AONB Officer, Cannock Chase AONB, an email dated 26<sup>th</sup> September 2011, listing dates of activities in the AONB diary from September to December.

(vii) The Clerk reported that he had received from Val Heseltine, Secretary of the Longdon Produce and Flower Show Committee, a letter dated 26<sup>th</sup> September 2011, thanking the Parish Council for its donation of £210. 00 and adding that, while entries were down, the villagers who had come had enjoyed themselves.

## 15. OTHER COMMUNICATIONS

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

- (i) From Heather Gibbons, Democratic and Legal Services Officer, Democratic, Development and legal Services, Lichfield District Council:

Calendar of Meetings, fortnight ending 25<sup>th</sup> September 2011;  
Calendar of Meetings, fortnight ending 9<sup>th</sup> October 2011;

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

Licensing Act Applications registered during w/e 9<sup>th</sup> September 2011;  
Licensing Act Applications registered during w/e 16<sup>th</sup> September 2011;  
Licensing Act Applications registered during w/e 23<sup>rd</sup> September 2011;  
Licensing Act Applications registered during w/e 30<sup>th</sup> September 2011.

- (iii) From Barbara Anderson, Licensing & Electoral Services Manager, Lichfield District Council:

Polling District & Polling Places Review.

- (iv) From Jenny Moore, Administration Assistant, Lichfield District Council:

Minutes of meeting of District Parish Forum held on 1<sup>st</sup> September 2011;  
Localism Bill – bullet points;  
Localism Bill – Plain English Guide.

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

S3SN – E Bulletin – Issue No. 31/11 – 8<sup>th</sup> September 2011;  
S3SN – E Bulletin – Issue No. 32/11 – 15<sup>th</sup> September 2011;  
S3SN – E Bulletin – Issue No. 26/11 – 22<sup>nd</sup> September 2011;  
S3SN – E Bulletin – Issue No. 27/11 – 29<sup>th</sup> September 2011.

- (vi) From The Staffordshire Parish Councils' Association:

SPCA Update (14<sup>th</sup> September 2011);

SPCA Update (21<sup>st</sup> September 2011);  
Staffordshire County Council & Stoke-on-Trent Council Joint Waste Core  
Strategy 2010-2026 Submission Draft (Regulation 27 Publication Update);  
Internet Banking and Section 150 (5);  
Budget and Precept Seminar;  
Weekly Update (27<sup>th</sup> September 2011);  
NALC Update;  
Shugborough E-Bulletin (30<sup>th</sup> September 2010);  
Free local 'Crash Map' now available to Parish Councils;  
Weekly Update (4<sup>th</sup> October 2011).;  
Rural entrepreneurs sought to boost country farms profile;  
"The Good Councillor's Guide" (4 copies).

(vii) From The Secretary, Beau Desert Recreation Ground and Sports Field Trust :

Minutes of meeting of 5<sup>th</sup> September 2011.

(viii) From The Campaign to Protect Rural England:

Local Government Association (LGA) Brief: "Management of  
Allotments".

(ix) From The Public Sector Mapping Agreement Team:

"New addressing products from Ordnance Survey are now available  
to all Public Sector Mapping Agreement members".

(x) From Martina Taylor, sustainablegov.uk:

"Is this the beginning of the end of the NHS?";  
"What makes a good green government?";  
"Using food in a sustainable way to create electricity";  
"Has the spark gone out of the electric car?".

(xi) From the Historic Towns Forum (HTF):

Seminars: "Responding to the National Planning Policy Framework"  
and "Economic Vision in Historic Towns – planning and  
regeneration".

(xii) From The Ordnance Survey:

PSMA Newsletter 4 – September 2011.

(xiii) From The Institute of Groundsmanship:

Award promo;  
IOG Scotsturf 40<sup>th</sup> Birthday.

(xiv) From Matta Products, Bedford:

“10 year guarantee on all Matta Products Surfacing”.

(xv) From Russell Play, Lymington, Hants.:

“Why not visit us at the L(eisure) I(ndustry) W(eek) at the NEC, Birmingham, on September 20/21/22?”

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

“Treat Yourself with SMP” (Autumn Deals)..

(xvii) From Act Now Training Ltd., Dewsbury:

Online seminar: “Freedom of Information Act 2000 – An Introduction”.

(xviii) From Clare Cox, S. Q. Baker, Grantham, Lincs.:

Cold Weather Preparation.

(xix) From Luke Clarke, Midlands & South Wales Play Consultant, eibe Play, Hurtmore, Surrey:

Developing Parish Play Areas.

(xx) From furniture@work, Sittingbourne, Kent:

Sales Catalogue.

(xxi) From St. Giles Hospice, Whittington:

St. Giles Hospice News: Autumn/Winter 2011;  
Trustees Report and Financial Statement for the year ended 31<sup>st</sup> March 2011.

## 16. ANY OTHER URGENT BUSINESS

(i) Concern was expressed over work being carried out at No, 45 Upper Way, for which the Parish Council had not received notice of a planning application.

The Clerk was instructed to ask the District Council’s Enforcement Officer whether such an application had been received or whether one was needed.

(ii) Cllr. Taylor expressed concern about the speed with which vehicles were approaching the bend opposite The Wishing Well Garage and the danger which they were posing to vehicles entering the A51 from Brereton Hill Lane, and he suggested that improved signage was needed giving warning of a dangerous bend.

The Clerk was instructed to write to the Community Highways Liaison manager asking him to consider providing such signage.

(iii) Asked by Cllr. Juxon who would be presenting the wreath at the Remembrance Day Service on behalf of the Parish Council, the Chairman said that she would be doing so.

Neil Vyse, Chairman of the Longdon Village Hall Management Committee, would be presenting a wreath on behalf of his Committee.

The Service would be taking place on Sunday, November 13<sup>th</sup>.

An open-air service would be held on the green at the junction of Brook End and Swan Close on Friday, November 11<sup>th</sup> at 11, 00 a.m, when commemorative crosses would be planted.

#### 17. DATE OF NEXT MEETING

Tuesday, November 8<sup>th</sup>, 2011, in the Cannock Wood and Gentleshaw Village Hall, Buds Road, Cannock Wood, commencing at 7. 30 p.m.

*Appendix A*

REPORT ON MEETING OF THE HIGHWAYS AND OPEN SPACES  
COMMITTEE OF LONGDON PARISH COUNCIL HELD IN THE W. I. HALL,  
LONGDON, ON TUESDAY, SEPTEMBER 20<sup>TH</sup>, 2011

Present: Cllr. S. K. Welch (Chairman); Cllr. R. A.G. Clarke;  
Cllr. Mrs. G. D. Duckett; Cllr. A. J. Juxon; and Cllr. M. J. Nash.

Also present was the Clerk. .

APOLOGIES

Cllr. Mrs. H. A. Meere; Mr. Will Rose.

1. REVIEW OF PROCEDURES AND PRACTICES AGAINST RISK  
ASSESSMENT REGISTER

It was confirmed that there had been no change in the procedures and practices being followed.

2. MINUTES OF THE PREVIOUS MEETING OF THE HIGHWAYS AND  
OPEN SPACES COMMITTEE

The minutes of the previous meeting of the Highways and Open Spaces Committee, held in the W. I. Hall, Longdon, on Tuesday, June 28<sup>th</sup>, 2011, were, on a motion proposed by Cllr. Clarke and seconded by Cllr. Welch, approved and signed.

3. PUBLIC PARTICIPATION

No member of the public was present.

4. MATTERS ARISING FROM THE MINUTES

(i) Footpath 73

Cllr. Clarke reported that there had been no further progress in the application to upgrade the footpath to the status of bridleway.

He reminded the meeting that the Secretary of State had seen no extraordinary circumstances to justify his intervention and that, consequently, the application was unlikely to be considered by the County Council for at least another five years.

(ii) Ditches in Stockings Lane

Cllr. Mrs. Duckett asked whether the Clerk had received any response to his request for a break-down of the cost incurred in re-instating the ditches in Stockings Lane.

On hearing that there had been no reply, she asked the Clerk to follow up his initial enquiry.

(iii) Footpath across Glebe Field

Cllr. Duckett confirmed that the field had now been cut.

(iv) Grange Hill

It was reported that work on building this wall had now been completed and agreed that it had been carried out to a very high standard.

Cllr. Mrs. Duckett suggested, now that the wall had been completed, the County Highways Department could be asked to lay a kerb on that side of the road.

The Clerk was instructed to make such a request to the appropriate officer.

(v) Orchid Field in Front of Longdon Hall

Cllr. Welch reported that he had spoken to John Smith, the District Council's Land and Property Manager, about the future management of this field following change in ownership, and the matter was now in hand.

(vi) Paved Footway in Church Hill

It was confirmed that this had now been cleared.

## 5. FOOTPATH LEAFLETS

Cllr. Clarke distributed and presented copies of a new layout on which he had been working for each of the five leaflets, it was agreed that this was more attractive than earlier models.

Cllr. Mrs. Duckett said that, when she had received the outstanding draft, she would have to take all the drafts to a new printer for costing, the earlier printing firm with which she had been in discussion having apparently gone out of business.

It was agreed that Cllr. Juxon would provide the maps and Cllr. Welch the illustrations.

Cllr. Clarke suggested that, where there was a need to fill layout space, a paragraph could be added, together with a photograph, on Notable Features.

In the course of the discussion which preceded these decisions, the question of how much historical detail should be included in the text was considered, and it was agreed that a more appropriate vehicle would be the parish website.



## 6. COMMUNITY PATHS INITIATIVE BID

Cllr. Mrs. Duckett said that no decision had yet been taken.

## 7. GENTLESHAW GREEN

Cllr. Welch reported that he would be meeting Adrian Bevan next week to discuss ways of screening both the wall at the rear of Gentleshaw Green and the bus shelter at Longdon Green.

Cllr. Nash suggested that hornbeam could be used for the former since it could be clipped to form a hedge.

Cllr. Welch thought that, in the future management of the Green, it was very important to involve the pupils of Gentleshaw School and to encourage them to make suggestions.

Responding to Cllr. Welch, Cllr. Clarke said that a meeting had been arranged in two weeks.

Cllr. Clarke reminded the meeting that the Council had approved his proposal to lay out floral gateways alongside the A51 at both entrances to Brook End.

Cllr. Welch agreed to discuss the proposal with Mr. Bevan, though Cllr. Mrs. Duckett reminded the meeting that the cost of each bed had been estimated at £3000, and it had been agreed that expenditure of that magnitude would be difficult to justify in the present financial climate.

However, it was also pointed out that the estimate had been for raised flower beds and ornamental plants, and the cost might be considerably reduced if the beds were at ground level and the plants chosen required only minimal maintenance.

Cllr. Juxon expressed the view that the original scheme would have been too formal for a rural setting and that edging the beds at ground level would give a softer appearance.

## 8. TREE SURVEY

It was believed that Cllr. Taylor was making solid progress in drawing up a comprehensive survey of native trees in the parish.

Cllr. Mrs. Duckett commented that there were a number of dead trees around the parish which she thought should be removed; however, Cllr. Welch pointed out that it was not the County's policy to remove dead trees, which harboured a multitude of insects and thereby encouraged bird-life, unless they were perceived as being dangerous to the public.

## 9. REQUEST FOR TWO REPLACEMENT HALF-BARREL FLOWER TUBS FOR STOCKINGS LANE

The Clerk reported that he had received a request for two replacement flower tubs from a resident of Stockings Lane, Longdon.

He had been shown the tubs which needed replacing and could confirm that they were in poor condition.

On a motion proposed by Cllr. Mrs. Duckett and seconded by Cllr. Welch, he was given permission to make this purchase.

#### 10. REGISTRATION OF BROOK END GREEN

The Clerk reported that, in line with advice given by a member of Land Registry at a meeting of Parish Clerks earlier this year, he had made a formal enquiry regarding the registration of Brook End.

He had been informed that the Green had not been registered with Land Registry, and consequently was asking for permission to take the next step necessary to register it.

The meeting agreed that he should find out what needed to be done to register the Green.

#### 11. IDEAS FOR FUTURE PROJECTS

##### (i) Wild Flower Meadow

The Clerk reported that he had received an email from Will Rose suggesting that, to mark the Queen's Diamond Jubilee, the Council might lay out a wild flower meadow.

He had already approached Kevin Healey, the tenant of the Glebe Field, who was prepared to allow the Glebe Field to be used for that purpose, though he would continue to harvest it for hay.

Mr. Rose had estimated that the cost to the Parish Council would be in the region of £200.

However, in the ensuing discussion, it was questioned whether Mr. Healey had fully appreciated what would be involved; for a start, the field would have to be cleared of all existing vegetation, cleansed and left for possibly up to a year to ensure that no alien plants had survived.

Even if only part of the Glebe Field were used, such as the area between the footpath and the hedge bordering the field adjacent to the Memorial Hall, this would affect Mr. Healey's income.

Moreover, ownership of the field was vested in the Diocesan Finance Board and neither the Parish Council nor Mr. Healey had the ultimate authority to implement such a project without the Board's consent.

It was also felt that an estimate of £200 might prove to be a little too optimistic, particularly when the cost of maintenance was taken into account.

Cllr. Welch reminded the meeting that there were already plans to devote the lower part of Gentleshaw Green to wild flowers; this would attract a fifty-per-cent grant from the Cannock Chase AONB Unit and could draw on expertise and manpower from the Staffordshire Wildlife Trust.

It was agreed that this would be a more appropriate site.

(ii) Shropshire Brook

Cllr. Welch reported that the Shropshire Brook was being infested with Himalayan Balsam, and he suggested that, next summer, a working party should be organised to uproot it.

Cllr. Mrs. Duckett commented that the brook had been so low this year that it had not been possible to run the Annual Duck Race.

12. ANY OTHER BUSINESS

(i) Cllr. Clarke reported that the link between Footpath No. 37, which ran alongside the Memorial Hall, and Footpath 36, which ran across the Glebe Field, was impassable, and the kissing-gate in the hedge between the two fields was blocked.

Access was now through a large hole in the hedge next to the kissing-gate, but tangled roots made passage hazardous.

He had reported this problem to Will Rose, who, it was expected, would forward Cllr. Clarke's report to Paul Rochfort, the County Council's Principal Rights of Way Officer, for action.

13. DATE OF NEXT MEETING

Tuesday, January 3<sup>rd</sup>, 2012, in the W. I. Hall, Longdon, commencing at 7. 00 p.m.