

MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL OF  
LONGDON HELD IN THE W. I. HALL, LONGDON, ON TUESDAY,  
MAY 11<sup>TH</sup>, 2010

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

Also present were the Clerk and PC Andy Brown, Community Beat Officer.

1. APOLOGIES

Cllr. The Rev. J. R. Andrews; Cllr. N. J. Bird; Cllr. B. J. Butler; Cllr. N. J. Roberts, Lichfield District Council; and County Councillor F. W. Lewis, MBE.

2. ELECTION OF CHAIRMAN

During the election of the Chairman, the Chair was taken by Cllr. Welch, the Vice-Chairman being absent.

Cllr. Mrs. Duckett was nominated by Cllr. Mrs. Meere, and her nomination was seconded by Cllr. Cherry.

There being no other nominations, Cllr. Mrs. Duckett was unanimously elected Chairman of the Council and resumed the Chair of the meeting.

3. ELECTION OF VICE-CHAIRMAN

Cllr. Butler having previously indicated that he did not wish to continue as Vice-Chairman, the Chairman invited nominations for the office.

Cllr. Juxon was nominated by Cllr. Clarke, and his nomination was seconded by Cllr. Taylor.

There being no other nominations, Cllr. Juxon was unanimously elected Vice-Chairman of the Council.

4. MEMBERSHIP OF COMMITTEES

On a motion proposed by Cllr. Welch and seconded by Cllr Mrs. Meere, membership of the Council's Committees was agreed as follows:

(a) Finance & General Purposes Committee

The Chairman; The Vice-Chairman; Cllr. Andrews; Cllr. Clarke;  
Cllr. Mrs. Meere; and Cllr. Welch.

(b) Planning Committee

Cllr. Butler; Cllr. Mrs. Duckett; Cllr. Nash; Cllr. Taylor; and Cllr. Welch.

(c) Highways & Footpaths Committee

Cllr. Bird; Cllr. Butler; Cllr. Cherry; Cllr. Clarke; Cllr. Mrs. Duckett;  
and Cllr. Mrs. Meere.

(d) Greens & Open Spaces

Cllr. Cherry; Cllr. Juxon; Cllr. Nash; Cllr. Taylor; and Cllr. Welch.

5. REPRESENTATION ON OUTSIDE BODIES

Representation on outside bodies was confirmed as follows:

(a) Management Committee, Longdon Village Hall

Cllr. Cherry

(b) Management Committee, Cannock Wood & Gentleshaw Village

Cllr. Nash

(c) Beau Desert Sports Field & Recreation Ground Trust

Cllr. Mrs. Meere

(d) Board of Trustees, Cotton Almshouses

Mrs. A. J. Juxon (Longdon); Cllr. Andrews (Gentleshaw)

(e) Lichfield District Parish Forum

Cllr. Mrs. Duckett

(f) Lichfield District Area Committee

Cllr. Mrs. Duckett

(g) Cannock Chase AONB Advisory Partnership

Cllr. Welch

6. CHAIRMAN'S ALLOWANCE

On a motion proposed by Cllr. Juxon and seconded by Cllr. Welch, it was unanimously agreed that the Chairman's Allowance for the next twelve months should be £250. 00.

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Also present were the Clerk and PC Andy Brown, Community Beat Officer.

1. APOLOGIES

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2. MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meeting, held in the W. I. Hall, Longdon, on Tuesday, April 13<sup>th</sup>, 2010, were, on a motion proposed by Cllr. Juxon and seconded by Cllr. Cherry, approved and signed.

3. PUBLIC PARTICIPATION

The Chairman welcomed PC Brown to the meeting and invited him to address the Council.

PC Brown began by apologising for his absence from the Annual Assembly, which had been due to a confusion over dates.

He was pleased to say that there had been no reported crime in the village since January. The Camera Safety Team had been in Upper Longdon three weeks ago, but had not caught anyone speeding. He conceded, however, that the conspicuous presence of the van would have acted as a deterrent, but pointed out that its role was as much to deter speeding as to trap offending motorists.

It was suggested that the most effective method of recording speed was the camera mounted on a motor-cycle.

Cllr. Clarke reported that there had recently been concern about floating Chinese lanterns falling in fields and frightening the horses grazing there, and he asked what the position was regarding the discarding of litter on private land.

Cllr. Juxon said that these lanterns had been particularly popular at wedding celebrations, but he thought that most venues had now stopped using them. There was little likelihood of their starting a fire, since they were powered by the hot air generated by the flame, and fell to the ground only when the flame had been extinguished and the supply of hot air ended.

PC Brown said that the landowner on whose land one of these lanterns fell could contact the police, though he was not sure what the police could do, particularly as it was often difficult to trace the source of the lanterns.

In response to a request from the Council, he gave the telephone number through which he could be contacted as 0300 123 2345 ext. 03490.

The non-urgent number to contact Staffordshire Police was 0300 123 4455.

#### 4. MATTERS ARISING FROM THE MINUTES

##### (i) Complaint to Planning Executive regarding The Grand Lodge

The Clerk reported that he had replied to Mr. Coghlan's letter thanking him for his detailed reply and informing him that the Council, though not fully satisfied, did not intend to pursue the matters any further.

However, he had pointed out that the planning officers' interpretation of Enabling Development had been at variance with the advice given to the Council by an English Heritage Inspector.

##### (ii) Planting of Bluebell Bulbs

The Chairman had reported that she had earlier that evening spoken to the leaders of the Longdon Brownies and had arranged for them to carry out the planting of these bulbs on Tuesday, May 18<sup>th</sup>, from 6.30 p.m.

Cllr. Clarke, Cllr. Welch and the Clerk would also be present.

##### (iii) Ditches in Borough Lane

The Clerk reported that he had sent an email to Kevin Wawrzynczyk, the Community Highway Liaison Officer, advising him of the problem.

#### 5. PLANNING

##### (i) Report of Planning Committee

10/00398/LBC: Lichfield Cathedral School: Variation of Condition 1 of Application 08/00835/FUL relating to removal of building: Lichfield Cathedral School, Church Hill, Longdon Green

There was no objection to this application.

10/00423/FUL: Mr. Darren Harrison: Erection of five-bedroom dwelling with integral garage: Land adjacent to No. 23 Upper Way, Upper Longdon

The Parish Council noted that this would be a large building, and the three storeys at the rear would make it quite imposing from Lower Way.

The Council was also concerned that it was intended to remove eleven of the existing fifteen trees, and urged the Planning Authority, if it was minded to grant consent, to include a condition that at least some were replaced.

In addition, the Council noted that the tree survey provided with the application was both inaccurate and incomplete.

10/00428/FUL: Mr. Steve Maritza: Two-storey side extension to form garage, utility and bedroom with new pitched roof to existing dormers (Revision of Application No. 09/00418/FUL): 58 Upper Way, Upper Longdon

The Parish Council had no objection to this application.

10/00437/FUL: Mr. & Mrs. Thomson: Demolition of existing building and erection of new three-bedroom detached dwelling: Woodhouse, Horsey Lane, Upper Longdon

The Parish Council had no objection to this application.

10/00390/FUL: Mr. S. Burt: Use of outbuilding as ancillary accommodation for occupation by dependent relative/holiday let: Rookery Farm, Giddywell Lane, Longdon

The Parish Council objected to this application, which seemed to incorporate two totally different applications, the one for a domestic development, the other for a business. The Council believed that these should be the subject of two separate applications. The Council was also concerned that the site was being overdeveloped.

The Council was also concerned that such applications sometimes turned out to be the first step towards securing approval for a permanent dwelling within the Green Belt, a concern which it earlier expressed in responding to a similar application relating to Holly Farm, Chorley.

The Council was concerned, too, that the fashion for converting barns and other farm buildings into dwellings was impacting adversely on the local wildlife by depriving it of its natural habitat, a trend best illustrated by the decline in the barn owl population, and was disappointed that Lichfield District Council did not seem to have a policy to counter this.

(ii) For Consideration

There were no further planning applications for consideration.

(iii) Approved by Lichfield District Council

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

- (a) 10/00399/ABN: Erection of building to store agricultural machinery and produce only: Field at Lysways Lane, Longdon Green

The Clerk reported that he had received from the Development Control Manager, Democratic, Development and Legal Services, Lichfield District Council, a copy of a letter dated 16<sup>th</sup> April 2010 to Mr. A. D. Loweth, of The National Farmers Union, informing him that, after reviewing the details submitted pursuant to the above determination, this proposal could not be determined under the prior approval procedure and therefore he would be required to submit a formal application for planning permission.

The reason for this was that the proposed siting was in close proximity to several ponds, resulting in the need for Great Crested Newt survey to be completed prior to approval of any development.

- (b) 10/00159/FUL: Construction of two new pools for environmental purposes (Retrospective): Land west of Maplebrook Lane, Gentleshaw

Cllr. Nash reported that the two beds had been filled in and the land flattened.

6. REPORTS OF MEETINGS

(i) Cannock Chase AONB Unit – Parish Councils Meeting: April 21st

Cllr. Welch gave a short report on a Parish Council's meeting of the Cannock Chase AONB Unit which had taken place at Tixall Village Hall on Wednesday, April 21<sup>st</sup>, 2010, which he had chaired.

The main problem facing the Unit was disseminating information to local residents; of the fourteen parish councils within the AONB (as well as many user-groups), only six were represented at the meeting.

One method being considered was establishing a link on parish websites.

There was also a proposal for a census amongst parish councils.

Work was being carried out at Brocton and Tixall to lay cables underground instead of resorting to pylons.

(ii) Cannock Wood & Gentleshaw Village Hall Management Committee – Annual General Meeting: April 26th

The Clerk gave a short report on the Annual General Meeting of the Cannock Wood & Gentleshaw Village Hall Management Committee, which had taken place at the Hall on Monday, April 26<sup>th</sup>, 2010.

A copy of the Chairman's Report had been included in the dossier of reports distributed at the Annual Assembly.

The Chairman had been asked why, when he had reported an increase in use of the Hall, income from lettings had fallen significantly.

The Treasurer explained that this was because payment was outstanding from some of the user-organisations; however, when the Chairman suggested that, in future, invoices should be sent to users, she thought this unnecessary, claiming that she kept a note of outstanding payments, which she always received eventually.

## 7. NOTICE OF MEETINGS AND OTHER FORTHCOMING EVENTS

The Clerk reported that he had received notice of the following events:

(i) Lichfield and District Community and Voluntary Sector – 25<sup>th</sup> Birthday Celebrations: Tuesday, May 18<sup>th</sup>, 2010, at Mansell House, 22 Bore Street, Lichfield, from 4. 00 p.m. to 6. 00 p.m. Cake and coffee would be served.

Cllr. Clarke said that he expected to attend.

(ii) Cannock Chase AONB Unit – Study Tour to Peak District National Park: Wednesday, May 26<sup>th</sup> 2010, from 8. 30 a.m. to 5. 00 p.m.

Cost (including transport, lunch, morning refreshments and afternoon stops): £10. 00 per head.

Cllr. Welch said that he expected to be going on this visit.

## 8. HIGHWAYS AND FOOTPATHS

### (i) Report on meeting of Highways and Footpaths Committee: May 4th

The Chairman presented a written report on a meeting of the Highways and Footpaths Committee which had taken place in the W. I. Hall, Longdon, on Tuesday, May 4<sup>th</sup>, 2010.

#### Bridge over the Shropshire Brook below the Ford

Following the presentation of the report, it was agreed, on a motion proposed by Cllr. Cherry and seconded by Cllr. Mrs. Duckett, that the Council should accept the quotation submitted by Kevin Healey, of Old Hall Farm, Barr Beacon, of £400. 00 for concreting the side of the bridge and £480. 00 for replacing the wooden rails and making the bridge child-proof by fitting a barrier at a height of 350mm.

#### Footpath No. 71

The Chairman reported that, subsequent to the meeting, the Clerk had received from Richard Rayson, Community Highway Liaison Manager, Development Services Directorate, Staffordshire County Council, a letter dated 6<sup>th</sup> May 2010, in which he stated that he had no objection to the Parish Council 's proposals to install wooden posts in the verge by the new notice-board in Upper Way and agreed that more substantial posts might deter the persistent parking there.

He was also happy for the Parish Council to maintain the verge accordingly.

On a motion proposed by Cllr. Taylor and seconded by Cllr. Welch, it was agreed that the Clerk should write to Mr. Rayson asking him if he would arrange for the installation of the posts at the Parish Council's expense.

Footpath No. 73

The Chairman reported that, subsequent to the meeting, the Clerk had received from Laurence Wilson, of the National Rights of Way Case Team, Newcastle-upon-Tyne, a letter dated 5<sup>th</sup> May 2010, informing the Council that, to secure an Order to modify the definitive map and statement to upgrade Footpath No. 73 to bridleway status, Mr. Rowe, the original applicant, should himself make representations to the Secretary of State, enclosing a copy of his original application (but not with its accompanying evidence), the associated map and the certificate regarding service of notice of the application on owners and occupiers of land to which the application related.

It was agreed that a copy of this letter should be sent to Mr. Rowe with an assurance that the Parish Council would help him with the application in any way it could.

(ii) Footpath Survey

The Clerk reported that he had received from Dominic Willmore, Rights of Way Assistant, Development Services Directorate, Staffordshire County Council, letters dated April 13<sup>th</sup>, 2010, April 14<sup>th</sup>, 2010, and April 30<sup>th</sup>, 2010, informing the Council of action taken by her Department in response to the reports submitted to the following footpaths:

*Footpath No. 33:* The fingerpost had been erected by the County Works Unit on 7<sup>th</sup> April 2010. The County Ranger had inspected the path on 8<sup>th</sup> May 2010 and found no issue with the electric fence.

*Footpath/Bridleway No. 1 (Armitage with Handsacre):* The path had now been cleared by the landowners and was inspected by the Enforcement Officer, Richard Collins, on 13<sup>th</sup> April 2010.

*Footpaths Nos. 37 and 72:* These footpaths had now been cleared by the County Works Unit and volunteers. The work had been completed on 27<sup>th</sup> April 2010.

(iii) The Grand Lodge, Horsey Lane, Upper Longdon

The Clerk reported that he had received an email from a parishioner, dated April 19<sup>th</sup>, 2010, drawing the attention of the Parish Council to the fact that boulders had been placed on the highway verge outside The Grand Lodge, which she described as a potential danger to highway users and totally inappropriate for the location.

He had referred this complaint to Kevin Wawrzynczyk, who had informed him in an email dated 20<sup>th</sup> April 2010, that the Reactive Manager had been tasked with contacting the landowner or contractor and informing him or her that these were illegal obstructions placed on the highway and should be removed.

## 9. GREENS AND OPEN SPACES

### (i) Mowing Contract

The Clerk reported that he had received from Graham McCulloch his first report of the current season.

The first cut had been carried out on Friday, April 23<sup>rd</sup>, and all the sites had been left tidy.

The sunken strip on Brook End Green was still evident.

He was uncertain whether the area which he had mowed at the end of Brereton Hill Lane alongside the A51 had been the right one, but otherwise there had been no problems.

The next cut would be carried out in three weeks' time.

The Clerk confirmed the area cut by Mr. McCulloch was at the entrance to Brereton Hill Lane and had indeed been the one designated by the Council.

## 10. ANNUAL ASSEMBLY

The minutes of the Annual Assembly, held in the Hall of St. James School, Longdon, on Tuesday, April 27<sup>th</sup>, 2010, were, on a motion proposed by Cllr. Mrs. Meere and seconded by Cllr. Taylor, were approved and signed.

It was agreed that, notwithstanding the modest attendance, the Assembly had been a success, and Cllr. Welch was thanked for providing those present with a very interesting and informative talk.

## 11. LAW AND ORDER

### (i) Joint Operations Group

The Clerk reported that he had received a summary of the main points of the meeting of the Joint Operations Group held on Thursday, April 8<sup>th</sup>, 2010.

### (ii) Computer Support Warning

The Clerk reported that he had received from the office of the Staffordshire County Council Trading Standards a warning to computer users to be on their guard against unsolicited telephone calls from phoney computer support personnel, copies of which he had posted on the parish notice-boards.

### (iii) Neighbourhood Watch

Cllr. Taylor reported that he had received from Rob. Nunn, Watch Liaison Officer, copies of the Neighbourhood Watch Newsletter for April and May 2010, together with a report on the number of incidents in the area in April, none of which had occurred in Longdon.

Also included had been warnings of a number of scams, including calls from impersonators claiming to be calling from the Security and Fraud Department at VISA and bogus emails in which someone was impersonating a soldier serving in Iraq.

A further information sheet provided information on how to stop 'nuisance' calls from organisations telephoning with unwanted offers and information; this could be done by registering on 0845 0700707. To stop silent calls, the subscriber should register with Silent Call Guard on 0844 372 2325. Both services were free, though, in the latter case, it was necessary to re-register every twelve months.

## 12. BEST KEPT VILLAGE COMPETITION

### (i) Children's Posters

The Clerk reported that he had received the expected posters from St. James School, but only seventeen in number, all from the same class.

He had given these posters to the Chairman for judging.

On a motion proposed by Cllr. Taylor and seconded by Cllr. Welch, it was agreed that there should be three prizes in the form of W. H. Smith tokens, the first for £10. 00, the second for £7. 00 and the third for £5. 00.

The Clerk would purchase the tokens and pass them on to the Chairman for awarding to the winners.

### (ii) Programme of Improvements

Cllr. Taylor asked if the redundant yellow container at the bottom of Shavers Lane could be removed.

The Clerk reported that he had received a letter from The Rev. Rob. Farmer informing the Council that the area at the bottom of the church car park was now very muddy and asking if new hard-core could be laid there.

It was agreed that the Highways and Footpaths Committee would inspect it prior to its meeting on June 1<sup>st</sup>.

## 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:

Longdon W. I. Hire of Hall – May 4<sup>th</sup>: £12. 00  
 Hire of Hall – May 11<sup>th</sup>: £12. 00

£ 24. 00

W. B. Sullivan	200 bluebell bulbs 'in the green':	£ 64. 95	
	30 copies of Annual Assembly reports:	£ 87. 77	
	3 half-barrels, compost:	£109. 00	
			£ 261. 72
	<i>(re-imburement)</i>		

G. C. McCulloch	Ground maintenance of parish sites:	£260. 00	
	Ground maintenance of Gentleshaw Green:	£ 90. 00	
			£ 350. 00

SPCA	Course Fee – Induction Day for New Councillors (Cllr. Cherry attended)		£ 20. 00
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NALC	Renewal of subscription to “LCR”		£ 13. 50
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(ii) Payments Received

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

Lichfield District Council	Precept 2010/2011	£13500. 00
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(iii) Current Balances

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

NatWest c/a: £3130. 79	The Halifax s/a: £18666. 21
(There were no uncleared cheques)	

(iv) Appeals for Grant Aid

(a) St. James Church, Longdon

The Clerk reported that he had received from Rob. Heywood, Treasurer of the Parochial Church Council of St. James the Great, Longdon, a letter dated 20<sup>th</sup> April 2010 giving details of the PCC's arrangements for maintaining Longdon Churchyard and asking if the Parish Council would consider contributing to the cost of a mower, which would be in the region of £700- 800.

On a motion proposed by Cllr. Welch and seconded by Cllr. Taylor, it was agreed that the Council should make a contribution of £750. 00 towards this cost.

(b) Open Spaces Society

The Clerk reported that he had received from Jackie Warr, Chairman of Open Spaces Society, a letter dated 23<sup>rd</sup> April 2010, asking for a contribution towards the cost of the legal proceedings occasionally necessary to ensure that all rights of way were kept open.

However, the Council decided that it could not justify making a donation to a fund which lacked a local focus.

(c) Longdon Produce and Flower Show

The Clerk reported that he had received from Mrs. Val Heseltine, Secretary of the Longdon Produce and Flower Show Committee, a completed Grant Application Form in support of a request for £220. 00 to meet the cost of hiring both Longdon Village Hall and Longdon W. I. Hall for the annual show in September.

On a motion proposed by Cllr. Welch and seconded by Cllr. Cherry, it was agreed that the Council should meet this request in full.

(v) Independent Internal Audit

The Clerk reported that the second and final audit for the financial year ended 31<sup>st</sup> March 2010 would take place on Monday, May 17<sup>th</sup>.

At the request of the Independent Internal Auditor, the Council re-visited his final report for the previous financial year and recorded the following comments:

- (a) "Longdon Life", which had been incorrectly classified as a Section 137 payment, was now being classified under Section 142 as Parish Publicity.
- (b) The criticism that VAT, currently being claimed at the end of each financial year, was not being claimed frequently enough was partly based on the fact that the large sum which had accumulated by the end of the year was the result of a single payment made towards the end of the year. It was not normally as high.
- (c) Fidelity Insurance was being increased in line with the Auditor's recommendation.
- (d) A risk assessment policy was currently under consideration.
- (e) To the criticism that generous reserves were being carried forward with no earmarked funds being identified, Councillors responded that, while projects such as the renovation of the bridge at the ford and the regeneration of Gentleshaw Green were being actively pursued, they felt that there was a potential danger in earmarking specific sums for individual projects.
- (f) The Auditor had pointed that the strict rules were laid down as to under what circumstances apologies might be accepted. Councillors asked for specific references to be provided.
- (g) The Chairman advised the Council that the deeds of Longdon Village Hall, to which the Parish Council had right of access as custodian trustees, were being held by the last surviving of the three original Trustees, a solicitor who was about to retire and was demanding payment for effecting the transfer. She was currently in negotiation with him.
- (h) In response to the Auditor's pointing out that the Clerk's salary had not been increased in line with the NALC agreements, the Chairman proposed that his salary be increased in the current financial to £1400. 00 per annum. The motion was seconded by Cllr. Taylor and unanimously approved.

(vi) External Audit

On a motion proposed by Cllr. Juxon and seconded by Cllr. Taylor, Sections 1 and 2 of the Annual Return for the financial year ended 31<sup>st</sup> March 2010 were approved and adopted.

(vii) Renewal of NatWest Mandate

On a motion proposed by Cllr. Welch and seconded by Cllr. Mrs. Meere, renewal of the NatWest mandate allowing the removal of departed Councillors and the addition of the newly-elected Councillors was approved.

14. CORRESPONDENCE SINCE LAST MEETING

(i) The Clerk reported that he had received from Ian Rudd, Director of Parish Online, an email dated 14<sup>th</sup> April 2010, drawing attention to the low-cost Parish Mapping Service which his company had launched earlier in the year and urging Councils to look at his company's website at [ww.pariah-online.uk](http://ww.pariah-online.uk).

(ii) The Clerk reported that he had received from Andy Halden, of The Community Council of Staffordshire, a letter dated 14<sup>th</sup> April 2010, informing the Council that the Community Council had recently become involved with Staffordshire Local Involvement Network (known as LINK) to help people have their voice heard concerning local health and social care services.

Each Councillor had received a copy of this letter prior to the meeting.

15. OTHER COMMUNICATIONS

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

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

Calendar of Meetings, fortnight ending 9<sup>th</sup> May 2010;  
Calendar of Meetings, fortnight ending 23<sup>rd</sup> May 2010;  
Forward Plan – Version 1 – Issued 16. 04. 2010 – Effective for Period  
01. 05. 2010 – 31. 08. 2010.

(ii) From The Electoral Registration Officer, Lichfield District Council:

Register of Electors 2010 for Election 06 May 2010 -  
Parliamentary Election.

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

Licensing Act Applications registered during w/e 16. 04. 2020;  
Licensing Act Applications registered during w/e 23. 04. 2010.

(iv) From Carol Pepper, Admin. Co-ordinator, Lichfield District Council:

Minutes of the District Parish Forum held on 1<sup>st</sup> April 2010;  
Guide to Parish Plans: The experience of Drayton Bassett Parish Council;  
Green Grants Machine Newsletter – 29<sup>th</sup> April 2010.

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

S3SN – E Bulletin – Issue No. 12/10 – 8<sup>th</sup> April 2010;  
S3SN – E Bulletin – Issue No. 13/10 – 15<sup>th</sup> April 2010;  
S3SN – E Bulletin – Issue No. 14/10 – 22<sup>nd</sup> April 2010;  
S3SN – E Bulletin – Issue No. 15/10 – 29<sup>th</sup> April 2010.

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

Opportunities for Voluntary and Community Groups in Lichfield and the  
Surrounding Area (09. 04. 2010);  
Opportunities for Voluntary and Community Groups in Lichfield and the  
Surrounding Area (16. 04. 2010);  
Opportunities for Voluntary and Community Groups in Lichfield and the  
Surrounding Area (30. 04. 2010).

(vii) From The Staffordshire Parish Councils' Association:

Weekly Update (21 April 2010);  
Results of Survey of AGM and Annual Conference;  
Freedom of Information/Participation;  
Weekly Update (28 April 2010);  
Training Menu for 2010/2011;  
LINK Staffordshire Bulletin – Volume 1, Issue 2, March 2010;  
Weekly Update (5 May 2010).

(viii) From The National Association Of Local Councils;

Event Programme 2010.

(ix) From Faye Casey, Staffordshire Police:

Staffordshire Police Stakeholder Briefing.

(x) From The Staffordshire Fire and Rescue Service:

Safety Plan News: Spring 2010.

(xi) From The Staffordshire & Stoke-on-Trent Archive Service:

“from Time 2 Time”: Issue 23, Spring 2010.

(xii) From The Marketing Department, VAST (Voluntary Action Stoke-on-Trent):

“Become a member of VAST”;  
VAST Email Bulletin: April 2010 – Week 4.

(xiii) From Emma Beaman, AONB Assistant, Cannock Chase AONB Unit:

Awareness Days.

(xiv) From SMP Playground, Egham, Surrey:

Parish and Community News;  
Promotional Card: Outdoor Fitness Range;  
New SMP Product Launches at Playfair.

(xv) From KOMPAN UK, Milton Keynes:

Magazine: “Playgrounds – Park and Recreation”.

16. ANY OTHER URGENT BUSINESS

There was none.

17. DATE OF NEXT MEETING

Tuesday, June 8<sup>th</sup>, 2010, in the W. I. Hall, Longdon, commencing at 7. 30 p.m.