

MINUTES OF A MEETING OF THE PARISH COUNCIL OF LONGDON HELD  
IN THE CANNOCK WOOD AND GENTLESHAW VILLAGE HALL,  
BUDS ROAD, CANNOCK WOOD, ON TUESDAY, JULY 13<sup>TH</sup>, 2010

Present: Cllr. A. J. Juxon (Vice-Chairman, who, in the absence of the Chairman, chaired the meeting); Cllr. N. J. Bird; Cllr. C. D. Cherry;  
Cllr. R. A. G. Clarke; Cllr. M. J. Nash; Cllr. K. C. Taylor;  
and Cllr. S. K. Welch.

Also present was the Clerk.

1. APOLOGIES

Cllr. B. J. Butler; Cllr. Mrs. G. D. Duckett; Cllr. Mrs. H. A. Meere;  
Cllr. N. J. Roberts; and County Councillor F. W. Lewis.  
Also absent was Cllr. The Rev. J. R. Andrews.

2. MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meeting, held in the W. I. Hall, Longdon, on Tuesday, June 8<sup>th</sup>, 2010, were, on a motion proposed by Cllr. Cherry and seconded by Cllr. Clarke, approved and signed.

3. PUBLIC PARTICIPATION

No members of the public were present.

4. MATTERS ARISING FROM THE MINUTES

(i) Ditches in Borough Lane

The Clerk reported that Cllr Lewis would be meeting Richard Rayson, the Community Highways Liaison Officer, in two days' time and had asked whether the Parish Council wished to raise any issues with him.

Councillors instructed the Clerk to enquire whether Mr. Rayson would be pressing the landowners for a contribution towards the cost of clearing and repairing the ditches in Borough Lane and what his long-term plan was for repairing pot-holes in his area.

Tithe Barn Lane, Thorleys Hill and School Lane were singled out as being in need for urgent attention.

Mr. Rayson should also be asked if he was prepared to carry out the work of protecting the verge outside No. 71 Upper Way on behalf of the Parish Council.

(ii) Refurbishment of Bridge at Ford

Cllr. Clarke suggested that the recent experience over the refurbishment of the bridge at the ford showed that there was a need for greater strictness in setting out specifications, which, once stated, should not be varied orally.

He thought that this was an issue which should be addressed in the final draft of the Council's Risk Assessment Policy.

(iii) Church Car Park

The Clerk reported that he had received from Luke Kia, of "Simply Green", of Four Oaks, Sutton Coldfield, a quotation of £60. 00 for treating the church car park with weed-killer.

On a motion proposed by Cllr. Taylor and seconded by Cllr. Nash, it was agreed that this quotation should be accepted.

(iv) Amenity Site at Burntwood

Cllr. Nash reported that the closure of the amenity site at Burntwood had been postponed until the end of 2010.

He pointed out that Lichfield District Council had spent £73,000 clearing up after fly-tipping last year, though the Clerk added that it had also been reported that there had been no increase in fly-tipping as a result of reducing the number of days when the site was open.

(v) Halifax Account

It was agreed that the Chairman, the Vice-Chairman, the Clerk and the Chairmen of Committees should be signatories on the new account at the Halifax.

As Cllr. Mrs. Duckett chaired the Finance & General Purposes Committee and the Highways & Footpaths Committee, this meant that she, Cllr. Juxon and Cllr. Welch would be signatories.

It was agreed that the Clerk and Cllr. Cherry should also be signatories and that any two signatories could authorise payment.

## 5. PLANNING

(i) Report of Planning Group

10/00781/FUL: Mr. Keith Ashby: Erection of two-storey side and first-floor extension to form kitchen, bedrooms and paved driveway: Villiers, Lower Way, Upper Longdon

The present dwelling was very small, and there seemed to be no problem provided that sympathetic materials were used and the development was in keeping with the locality.

(ii) For Consideration

10/00819/FUL: Mr. T. Hawkins: Conservatory to side and rear: 19, The Grange, Upper Longdon

There was no objection to this application.

(iii) Approved by Lichfield District Council

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

10/00258/FUL: Rupert Norton Trust Settlement: Demolition of the two existing bungalows and erection of a three-bedroom detached dwelling with detached carport and associated works: Lysways Farm Bungalow, Lysways Lane, Longdon Green

10/00259/CON (Conservation Area Consent): Rupert Norton Trust Settlement: Demolition of the two existing bungalows: Lysways Farm Bungalow: Lysways Lane, Longdon Green

10/00423/FUL: Mr. Darren Harrison: Erection of a five-bedroom dwelling with integral garage: Land adjacent (to) 23 Upper Way, Upper Longdon

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 09/01048/FUL): 58 Upper Way, Upper Longdon

10/00647/FUL: Mr. Robert Moore: Increase ridge height to create new first floor comprising of three bedrooms and two en suites: 27 Upper Way, Upper Longdon

10/00859/FUL: Mr. & Mrs. John Rout: Ground-floor and first-floor extensions to form utility, bedroom with en suite and WC: Coppice View, Lower Way, Upper Longdon

(iv) Refused by Lichfield District Council

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

10/ 00266/FUL: Mr. Mark Lewis: Proposed boundary retaining wall fronting Grange Hill: 2, The Grange, Upper Longdon

REASON FOR REFUSAL: The development, by reason of the use of concrete 'criblock', is not considered to be in keeping with its settlement within a rural settlement and is incompatible with the conservation of the natural beauty of the Cannock Chase Area of Outstanding Beauty.

(v) Other Planning Matters(a) Change of Use from Agricultural to a Fishery at land south of Tithe Barn Lane

The Clerk reported that he had written to Claire Billings, Development Control Manager, Democratic, Development and Legal Services, Lichfield District Council, drawing her attention to the development of Chorley Springs Carp and Coarse Fishery, reminding her that the Parish Council had not received a planning application for change of use and expressing the Parish Council's concern that such a development would bring more traffic onto already well-used rural lanes, particularly since the field through which the pool would be accessed was also displaying a certificate from The Caravan Club designating the field as an approved camping site.

In reply, he had received a letter from Mrs. Billings informing the Council that her Enforcement Team would be investigating the matter and that the Council would be informed of any progress.

There had subsequently been an exchange of emails between the Clerk and Chris Hibbs, the Principal Planning Officer (Enforcement), who had met the operator of the enterprise and lessee of the land.

Mrs. Hibbs, who was concerned at possible new earthworks and the possible loss of hedge, was now waiting to receive a planning application.

(b) Cannock Chase Local Development Framework - Pre-publication Consultation

The Clerk reported that he had received a letter from Antony Lancaster, Planning Policy Manager, Cannock Chase Council a letter dated 1<sup>st</sup> June 2010, notifying the Council that the consultation period had commenced on July 1st and would run for six weeks. The document could be consulted online at [www.cannockchasedc.gov.uk/planning](http://www.cannockchasedc.gov.uk/planning) policy, which was also the preferred method for receiving responses.

However, it was believed that, since the new Government's announcement, Local Development Frameworks had been suspended.

6. REPORTS OF MEETING(i) Clerks' Day: June 17th

The Clerk reported that he had attended a Clerks' Day organised jointly by the Staffordshire Branch of the Society of Local Council Clerks and the Staffordshire Parish Councils' Association which had taken place at the Bridgetown Community Centre at the Ramada Complex, Cannock, on Thursday, June 17<sup>th</sup>, 2010 and at which there had been presentations on the Freedom of Information Act and Data Protection, Internet Banking and the demise of the cheque, and the work of The Land Registry.

(ii) School Governors' Meetings

Cllr. Taylor reported that, having been officially notified that his nomination as an LEA Governor at St. James School, Longdon, had been confirmed, he had attended his first meeting on May 1<sup>st</sup>.

Cllr. Clarke reported that he too had been confirmed as an LEA Governor at Gentleshaw School and had attended his first meeting, also on May 1<sup>st</sup>.

He had also attended the School's Sports Day.

(iii) Village Hall Management Committees

Cllr. Nash reported that, owing to an unfortunate clash in dates, he had so far been unable to attend a meeting of the Management Committee of the Cannock Wood and Gentleshaw Village Hall.

Cllr. Cherry reported that, to date, he had not received notice of any meetings of the Longdon Village Hall Management Committee, though he believed that at least one had taken place since his appointment as the Parish Council's representative.

The Clerk said that he would write to the Chairman confirming Cllr. Cherry's appointment.

## 7. NOTICE OF MEETINGS AND FORTHCOMING EVENTS

(i) SPCA Seminar on Health and Safety: Wednesday, July 14<sup>th</sup>, 2010, in Room 1, The Peel Building, St. Chad's Place, Stafford, commencing at 7.00 p.m.

The cost of the course was £20.00 for the first delegate, £15.00 for the second and £10.00 for the third.

It was confirmed that Cllr. Clarke and the Clerk would be attending.

(ii) Best Kept Village Competition 2010 – Announcement of Results: Monday, August 2<sup>nd</sup>, 2010, at Sanders Hall, Rodbaston Campus, South Staffordshire College, Penkridge, commencing at 7.30 p.m.

Tea and coffee would be served from 7.00 p.m.

## 8. HIGHWAYS AND FOOTPATHS

(i) Meeting of Highways and Footpaths Committee

Cllr. Clarke 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, June 29<sup>th</sup>, 2010 (*Appendix A*).

The main item of business had been the design and format of the new footpath leaflets.

It had been agreed that all four walks should be re-visited and that rough drafts should be prepared and sent to Cllr. Cherry, who would then present a first draft to the Committee at its next meeting, scheduled for July 27<sup>th</sup>.

(ii) Upgrading of Footpath No. 73

Cllr. Clarke reported that he had had a meeting with a Rights of Way Officer and had been shown the first edition of the Definitive Footpaths Map, on which this right of way had been shown as a footpath.

He had been assisting Mr. Rowe in preparing an application to DEFRA to have it upgraded to a bridleway, which he was confident they would be able to submit before the deadline.

(iii) Junction of Footpath across Glebe Field and Footpath through Longdon Churchyard

The Clerk reported that he had received an estimate of between £100. 00 and £120. 00 for from D. McCarthy Brothers, of Lichfield, for making the connection between these two footpaths continuous by removing the step between them.

On a motion proposed by Cllr. Taylor and seconded by Cllr. Clarke, it was agreed that this estimate should be accepted.

On a motion proposed by Cllr. Cherry and seconded by Cllr. Taylor, it was agreed that the Council should order from Centrewire of Longton an Ashton-2 metal gate at a cost of £177. 00, plus VAT, to replace the wooden kissing-gate at the entrance to the Glebe Field from Church Way, together with a stock-proof latch at a further cost of £16. 00. plus VAT.

## 9. GREENS AND OPEN SPACES

(i) Mowing Contract

The Clerk reported that, since the last meeting, he had received two reports from Graham McCulloch, the first dated 5<sup>th</sup> June 2010, the second 28<sup>th</sup> June 2010.

In the first, he had reported that no problems had been encountered and that all sites had been left tidy, while, in the second, he had reported that the mowing had gone well in the dry weather.

In response to the County Council's requirement that the number of hours spent should also be recorded, he had reported an average of seven hours per cut.

(ii) Free Trees from the Woodland Trust

The Clerk reported that he had received from Portia Howe, Arboricultural Officer, Democratic, Development and Legal Services, Lichfield District Council, a letter dated 1<sup>st</sup> July 2010, informing the Council of a new tree-planting campaign from The Woodland Trust, who, as part of the campaign, were offering free packs for community groups and parish councils.

250 packs were available for planting a small copse or smaller parcels of land, and anyone interested in taking advantage of the scheme should visit

<http://www.woodlandtrust.org.uk/en/ore-trees-more>

[good/Pages.campaign.sapx](http://www.woodlandtrust.org.uk/en/ore-trees-more), or contact either of the District Council's two Arboricultural Officers, Portia Howe or Gareth Hare.

Councillors could not think of any suitable sites and, consequently, the Council was unable to take advantage of the offer.

Cllr. Welch reported that a new strain of phytophthora was attacking larches, and, as a consequence, they might be replaced on Cannock Chase with broad-leaved trees.

However, following the spell of severe winter weather, there had been no wider spread of phytophthora.

(iii) Provision of Dog Waste Bins

The Clerk reported that he had received a telephone call from a Mr. Davies, of Anchor Close, Burntwood, who had expressed concern over the amount of dog faeces being left on Gentleshaw Common and had suggested that dog-owners might not be aware that the law was being broken,

He had suggested that more advisory notices were needed and that a dog waste bin should be provided on the open space opposite "The Windmill Inn", which was a favourite point of access.

Councillors were concerned at the expense incurred in providing yet another dog waste bin, particularly on land owned by Lichfield District Council, who were already making a substantial charge for emptying these bins!

In any case, as Cllr. Welch pointed out, Lichfield District Council was trying to formulate a more relaxed approach to the disposal of dog waste; nonetheless, he agreed to raise the issue with John Smith, the District Council's Greens and Open Spaces Strategy Manager.

(iv) AONB Dates for the Diary

The Clerk reported that he had received from Emma Beaman, AONB Assistant, Cannock Chase Area of Outstanding Natural Beauty Unit, an email listing a number of activities open to the public. These were: 29<sup>th</sup> July, dog walk and talk led by Phil Armshaw, commencing at 10. 00 a.m. from the Museum of Cannock Chase; 10<sup>th</sup> August, willow-weaving day at Shugborough, commencing at 9. 30 a.m.; 14<sup>th</sup> August, dog walk and talk led by Phil Armshaw, commencing from Hazelslade Nature Reserve at 10. 30 a.m.; and 28<sup>th</sup> September, morning and afternoon narrow-boat trips starting at Shugborough.

Anyone seeking more information about these events should contact Emma Beaman on 01889 882613 or email on emma.beaman@staffordshire.co.uk.

## 10. GENERAL ADMINISTRATION

(i) Presentation of Risk Assessment Register

Cllr. Clarke presented a final draft of the proposed Risk Assessment Register, which, he said, showed only minor amendments to his first draft.

It followed sessions with Cllr. Mrs. Duckett and Cllr. Welch, who chaired the Council's Committees.

In its preparation he had received the advice of Cllr. Nash, to whom he expressed his appreciation.

He suggested that copies be made available to all Councillors before the Council next met in September, when the Register could be formally approved and adopted.

He reminded Councillors that it would need keeping up-to-date, and suggested that it should be kept under review by the Chairman of the Council's Committees.

(ii) Publication Scheme

The Clerk reminded Councillors that the Council had not published a Publication Scheme, which, by law, it was required to do.

It was agreed that this should appear on the agenda of the next meeting of the Finance and General Purposes Committee.

(iii) Longdon Village Hall

The Clerk reported that he had received from Robin Heslop, a consultant with Moseleys, a firm of Lichfield solicitors, a letter dated 16<sup>th</sup> June 2010 in which he had reminded the Council that the formalities of transferring the title of Custodian Trustees of Longdon Village Hall to the Parish Council from the original three named Trustees, one of whom had died within the last two years, had never been completed.

It was proposed by Cllr. Welch and seconded by Cllr. Taylor that Mr. Heslop, one of the surviving Trustees, should be asked to carry out the legal formalities on behalf of the Parish Council.

The Clerk added that the Chairman had quoted Mr. Heslop as having quoted the likely fee as being in the region of £250. 00

(iv) Draft Plan for Youth Facilities

Cllr. Cherry reported that he had been approached by two local residents who were concerned by the presence of humps in the path through Church Hollow built by youths who were trying to create a track suitable for skate-boarding.

Apart from the fact that the path was regularly used as an access to the church, the soil was being taken from the banks, thus increasing the likelihood of slippage.

At the same time, the residents expressing their concern were aware of the lack of facilities in Longdon for its younger residents.

Cllr. Cherry reminded the Council that, following the Annual Assembly, a working party had been set up which was still actively pursuing a solution, but, until an appropriate site could be found, it was difficult to see how the problem could be solved.

## 11. LAW AND ORDER

The Clerk reported that he had received by e:mail summaries of meetings of the Joint Operations Group held on June 3<sup>rd</sup>, June 17<sup>th</sup> and July 1<sup>st</sup>.

## 12. BEST KEPT VILLAGE COMPETITION

The Clerk reported that the third visit by judges had taken place in the first week of July.

He felt that the villages had acquitted themselves well throughout the Competition and they could only await the decision of the judges.

### 13. FINANCIAL MATTERS

#### (i) Accounts for Payment

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

*G. C. McCulloch	Ground Maintenance - June 2 <sup>nd</sup>	£ 350. 00
*G. C. McCulloch	Ground Maintenance - June 23 <sup>rd</sup>	£ 350. 00
Longdon W. I.	Hire of Hall - June 29 <sup>th</sup>	£ 12. 00
Cannock Wood & Gentleshaw Village Hall Management Committee	Hire of Room - July 13 <sup>th</sup>	£ 16. 00
Lichfield District Council	Refuse Collection - Longdon Churchyard	£ 216. 14
Lichfield District Council	Emptying Dog Waste Bins	£ 806. 42
The Open Spaces Society	Annual Subscription	£ 40. 00

#### (ii) Payments Received

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

Central Fuel Oils	Advertisement: "Longdon Life"	£ 9. 00
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#### (iii) Current Balances

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

NatWest c/a:	£1929. 36	The Halifax s/a:	£16666. 21
<u>less uncleared cheques</u>			
	1548: £ 36. 00		
	1551: £ 50. 00		
	1553: <u>£ 350. 00</u>		
	£1493. 36		

#### (iv) Halifax Mandate

The Clerk reported that, in the course of a burglary at his home on June 4th, the Council's book recording the Council's transaction relating to its Liquid Gold bank account had been one of the items stolen.

He had immediately requested the bank to put a stop on the account and, as a result, the Council would now have to open a new account.

On a motion proposed by Cllr. Cherry and seconded by Cllr. Taylor, the following signatories were approved: Cllr. Mrs. Duckett, Chairman of the Council and Chairman of the Finance & General Purposes Committee and of the Highways & Footpaths Committee; Cllr. Juxon, Vice-Chairman of the Council; Cllr. Welch, Chairman of the Greens and Open Spaces Committee; Cllr. Cherry; and the Clerk.

Any two of these signatories were authorised to sign the withdrawal form.

The Clerk reminded signatories that they would be required to present themselves as a group at the Lichfield branch of the bank with two forms of identity, a passport or driving licence, and a utilities bill showing their address.

The Clerk was instructed to ask for two or three alternative dates for this interview.

(v) Appeals for Grant Aid

The Clerk reported that no appeals for grant aid had been received.

(vi) Financial Statement for the 1<sup>st</sup> Quarter of the Current Financial Year

The Clerk presented a financial statement for the first quarter of the current financial year ending on 30<sup>th</sup> July 2010 (*Appendix B*).

#### 14. CORRESPONDENCE SINCE LAST MEETING

(i) The Clerk reported that he had received from Amanda Shaw, Land Registry, Fylde, Cheshire, a letter dated 1<sup>st</sup> June 2010, emphasising the benefits of registration and enclosing a leaflet entitled “Registering your land: a guide for town and parish councils”.

He reminded Councillors that the Council owned Brook End Green and said that he would check to see whether it had been registered.

(ii) The Clerk reported that he had received from Emma Jane Beaman, AONB Assistant, Cannock Chase Area of Outstanding Natural Beauty Unit, an e:mail informing the Council that the next parish council meeting had been re-scheduled for Wednesday, September 29<sup>th</sup>, and asking if anybody was able to offer a venue for the meeting.

After establishing with Mrs. Woollard, Booking Secretary of Longdon W. I., that the W. I. Hall was vacant on that evening, he had offered it as a venue for the meeting free of charge; however, he had subsequently received a further email from Ms. Beaman stating that the meeting would be taking place at Walton-on-the-Hill.

(iii) The Clerk reported that he had received from Cllr. Mike Maryon, Cabinet Member for Highways and Environment, Staffordshire County Council, a letter dated 2<sup>nd</sup> July 2010, asking to be informed of any location where flooding continued to be a problem.

It was agreed that Lysways Lane still remained a problem at times of heavy rain.

15. OTHER COMMUNICATIONS

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

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

Calendar of Meetings, fortnight ending 20<sup>th</sup> June 2010;  
Calendar of Meetings, fortnight ending 4<sup>th</sup> July 2010;  
Calendar of Meetings, fortnight ending 18<sup>th</sup> July 2010;  
Forward Plan – Version 1 – issued 16. 06. 2101 – effective for the Period 01. 07. 2010 – 31. 10. 2010.

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

Register of Electors 2010 – Monthly Applications for 1<sup>st</sup> July 2010.

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

Licensing Act Applications registered during w/e 4<sup>th</sup> June 2010;  
Licensing Act Applications registered during w/e 11<sup>th</sup> June 2010;  
Licensing Act Applications registered during w/e 18<sup>th</sup> June 2010;  
Licensing Act Applications registered during w/e 25<sup>th</sup> June 2010;  
Licensing Act Applications registered during w/e 2<sup>nd</sup> July 2010.

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

S3SN - E Bulletin - Issue No. 19/10 - 3<sup>rd</sup> June 2010;  
S3SN - E Bulletin - Issue No. 20/10 - 10<sup>th</sup> June 2010;  
S3SN - E Bulletin - Issue No. 21/10 - 17<sup>th</sup> June 2010;  
S3SN - E Bulletin - Issue No. 22/10 - 24<sup>th</sup> June 2010.

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

Opportunities for Voluntary and Community Groups in Lichfield and the Surrounding Areas (11<sup>th</sup> June 2010);  
Opportunities for Voluntary and Community Groups in Lichfield and the Surrounding Areas (18<sup>th</sup> June 2010);  
Opportunities for Voluntary and Community Groups in Lichfield and the Surrounding Areas (25<sup>th</sup> June 2010);  
Opportunities for Voluntary and Community Groups in Lichfield and the Surrounding Areas (2<sup>nd</sup> July 2010).

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

Newsletter – June 2010;

Weekly Update (9<sup>th</sup> June 2010);  
Weekly Update (16<sup>th</sup> June 2010);  
Weekly Update (22<sup>nd</sup> June 2010).

(vii) From The National Association of Local Councils:

“LCR”: Summer 2010, Volume 63, No. 1;  
Events Bulletin – 14<sup>th</sup> June 2010;  
NALC Events Bulletin.

(viii) From Sara Green, The Community Council of Staffordshire:

Sustainable Staffordshire Press Release.

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

Voluntary and Community News – June 2010, Week 2;  
Voluntary and Community News – June 2010, Week 3;  
Voluntary and Community News – June 2010, Week 4;  
Voluntary and Community News – July 2010, Week 1.

(x) From Staffordshire Police:

“Counting down to a safe and enjoyable World Cup” (video).

(xi) From SMP co.uk. (by e:mail):

“Need an arena before the Summer Holidays?”

(xii) From Wicksteed Leisure, Kettering, Northants.:

Brochure: Latest New Products.

(xiii) From Husson UK Ltd., Bourne End, Bucks.:

“June Deals from Hussons”.

(xiv) From Dura-Sport, Wigston, Leics.:

Publicity Leaflet: “Has your play area seen better days?”

(xv) From J. Parker Dutch Bulbs (Wholesale) Company, Old Trafford,  
Manchester:

Wholesale Catalogue – Autumn 2010.

16. ANY OTHER URGENT BUSINESS

(i) Cllr. Bird reported an accumulation of soil in the roadside gutters in The Grange.

The Clerk commented that clearance, which was the responsibility of Lichfield District Council, seemed not to have been carried out in recent months, and he would contact Operational Services to establish the regularity with which this operation was supposed to be carried out.

17. DATE OF NEXT MEETING

Tuesday, September 14<sup>th</sup>, 2010, in the W. I. Hall, Longdon, commencing at 7. 30 p.m.

*Appendix A*

REPORT OF A MEETING OF THE HIGHWAYS AND FOOTPATHS  
COMMITTEE OF LONGDON PARISH COUNCIL HELD IN THE W. I. HALL,  
LONGDON, ON TUESDAY, JUNE 29<sup>TH</sup>, 2010

Present: Cllr. Mrs. G. D. Duckett (Chairman); Cllr. B. J. Butler; Cllr. C. D. Cherry;  
Cllr. R. A. G. Clarke; Cllr. Mrs. H. A. Meere; and Mr. Will Rose.  
Also present were the Clerk and one parishioner – Mr. Norman Stanfield,  
of Chapel Lane, Gentleshaw.

Absent: Cllr N. J. Bird

1. APOLOGIES

No apologies were received.

2. MINUTES OF THE PREVIOUS MEETING

On a motion proposed by Cllr. Butler and seconded by Mr. Rose, the minutes of the previous meeting, held in the W. I. Hall, Longdon, on Tuesday, June 1<sup>st</sup>, 2010, were approved and signed.

3. PUBLIC PARTICPATION

Other than Mr. Stanfield, no other member of the public was present.

The Chairman explained that Mr. Stanfield was attending at her invitation, having walked the proposed Gentleshaw and Longdon Walks, on which he would be reporting at a latter stage of the meeting.

4. MATTERS ARISING FROM THE MINUTES

(i) Shropshire Brook

Cllr. Clarke asked why a second quotation had been necessary for the refurbishment of the bridge when payment had already been made to the contractor for that very same work.

The Chairman pointed out that, while the contractor had carried out the work for which he had quoted, it had not been exactly as the Committee had anticipated, and the second quotation was for laying down concrete and gravel at the base of one of the bridge's supports.

Mr. Rose said that the incline at the far end of the bridge was too steep for disabled carriages, and he asked that it be made more gradual.

(ii) Floral Gateways

The Chairman reported that a quotation had been received from Steve Taylor, Gardener/Handyman, of The Croft, Longdon, for making a raised flower bed eight feet long by four feet wide, and one tanalised sleeper approximately ten inches high. Filled with top soil, planted with a variety of suitable shrubs and bulbs and covered with bark, each bed would cost £520. 00.

The Clerk was instructed to write to Richard Rayson, Community Highway Liaison Manager, asking for his consent for four flower beds – one at each entrance to Brook End on the side nearer Rugeley, and one in front of each bench at the entrance to Borough Lane and High Street.

(iii) Footpath No. 73

Cllr. Clarke said that he would be helping Alan Rowe in the preparation of his application to the Secretary of State for the re-designating of the above footpath as a bridle-way.

(iv) Ditches in Stockings Lane

The Clerk was instructed to write to Richard Rayson, Community Highway Liaison Manager, asking him whether, notwithstanding the unwillingness of adjacent landowners to contribute to the cost of clearing these ditches, he still had plans to carry it out.

(v) Replacement of Kissing Gate leading to Glebe Field from Church Way

Mr. Rose reported that the lessee of the Glebe Field did not want this kissing-gate replaced by a chicane, which, he thought, would be less stock-proof.

Mr. Rose suggested that an acceptable alternative would be a swinging gate marketed by Centrewire, of Longton, as Ashton Gate – 2 Way, which at a cost of £177. 00, plus VAT. incorporated an easy-latch option and was self-closing.

On a motion proposed by Cllr. Butler and seconded by Cllr. Mrs. Meere, the Clerk was instructed to place an order with the firm for such a gate.

(vi) Stencilled Dog-Fouling Signs

The Clerk reported that he had written to Gareth Davies, Principal Environmental Health Officer, Lichfield District Council, asking him to arrange for these signs to be stencilled on the pavement at points indicated by Mr. Rose on a street plan with which he had provided the Clerk.

(vii) Church Hollow and Church Car Park

The Chairman reported that she had asked Kevin Healey to submit a quote for this work.

(viii) Waymarkers

The Chairman reported that an order had been placed with Brissco Signs and Graphics of Bristol, who had sent the Council an invoice for pre-payment.

(ix) Grange Hill

It was noted that no work was being carried out to secure the wall in Grange Hill and that the wire-mesh barriers had effectively reduced the road to a single lane.

It was agreed to wait until the September meeting of the Council before taking any action.

## 5. GENTLESHAW AND LONGDON WALKS

Cllr. Cherry reported that, accompanied by her sister, Mrs. Cherry had followed the walk set out in Footpath Leaflet No. 4, and, although both were experienced walkers, both had found it difficult, principally because of the number of stiles and, in some cases, their height.

It was agreed that these walks should be broadly accessible to a mixture of people but people following them should be reasonably fit, while those which were unsuitable for children or dogs should be marked as such on the accompanying leaflets. Similarly, walks should be graded according to their difficulty, either by worded warning or an appropriate symbol such as a boot.

The Chairman then invited Mr. Stanfield to give his assessment of the two new walks being proposed by Mr. Bob Shelley, of Windmill Bank, Gentleshaw, who had undertaken the initial surveys on behalf of the Parish Council.

Mr. Stanfield was concerned that each of these walks took the walker outside the parish, in the one case into Farewell & Chorley and Burntwood and in the other into Cannock. This, he pointed out, might create a problem over waymarking, since the waymarkers which the Council was intending to use were marked "Longdon Parish Council".

Another major problem had been that, in the case of the Gentleshaw walk, the proposed route crossed private land owned by Forest Enterprise across which there may well be permitted access but no public footpaths.

Other problems which he had encountered had included stiles in poor condition and the absence of footpath signs, which could, of course, be corrected.

Mr. Stanfield agreed to look for possible variations within the structure of the walks proposed; in the meantime, the Clerk would write to Mr. Shelley thanking him for carrying out these surveys.

## 6. DESIGN AND LAYOUT OF FOOTPATH LEAFLETS

The following features were agreed: the leaflets should be printed on shiny paper; the title page should remain as it is, but the reference to “Lichfield District Council” which appeared on the back page should be removed, since the District Council was not contributing to the cost this time; an updated version of the Countryside Code should appear on the back page but in the same colours as those on the front page; the directions for reaching Longdon should be removed, replaced by a simple statement such as “Longdon is on the A51 between Lichfield and Rugeley”; there should be no background pictures; field names should be used wherever possible.

Cllr. Mrs. Meere said that Mrs. Ann Juxon would provide photographs for any illustrations.

It was agreed that each of the four walks should be re-visited, Walks 1 and 2 by Cllr. Mrs. Duckett and Mr. Rose, Walk 3 by Cllr. Mrs. Meere, and Walk 4 by Cllr. Cherry.

Mr. Stanfield would look again at the two new Walks.

Rough Drafts should be sent to Cllr. Cherry before the end of July.

## 7. ANY OTHER BUSINESS (AT THE DISCRETION OF THE CHAIRMAN)

There was no further business.

## 8. DATE OF NEXT MEETING

Tuesday, July 27<sup>th</sup>, 2010, in the W. I. Hall, Longdon, commencing at 7. 00 p.m.

*Appendix B*

**PARISH COUNCIL OF LONGDON**

**FINANCIAL STATEMENT (1<sup>ST</sup> APRIL – 30<sup>TH</sup> JUNE 2010)**

	(2010)	(2009)
Opening Account:	£10083. 13	£13552. 16
<u>Receipts</u>		
Precept:	£13650. 00	£13650. 00
Highway Maintenance:	£ 00. 00	£ 00. 00
Mowing:	£ 00. 00	£ 00. 00
Interest:	£ 00. 00	£ 56. 23
Advts: "Longdon Life":	£ 19. 50	£ 42. 50
Wayleaves:	£ 35. 07	£ 35. 07
Total Receipts:	£13704. 57	£13783. 80
Total Income:	£23787. 70	£27335. 96
<u>Payments</u>		
<i>Parks &amp; Open Spaces</i>		
Mowing:	£ 1050. 00	£ 675. 00
TOTAL:	£ 1050. 00	£ 675. 00
<i>General Administration</i>		
Insurance:	£ 760. 53	£ 715. 11
SPCA:	£ 383. 00	£ 374. 00
"NALC"	£ 13. 50	£ 12. 00
Clerk's Salary:	£ 350. 00	£ 300. 00
Photocopying:	£ 188. 90	£ 140. 83
Printing AA reports:	£ 87. 77	£ 104.88
Hire of rooms:	£ 126. 00	£ 90. 00
Notice-Boards:	£ 00. 00	£ 00. 00
Postage:	£ 30. 28	£ 24. 30
Comm. Council:	£ 22. 00	£ 00. 00
Course Fees:	£ 20. 00	£ 00. 00
TOTAL:	£1981. 98	£ 1761. 12
<i>Community Halls</i>		
Longdon:	£ 00. 00	£ 00. 00
Cannock Wood	£ 00. 00	£ 1500. 00
TOTAL:	£ 00. 00	£ 1500. 00

### *Highways and Footpaths*

Levelling Footpath & renovating bridge	£1445. 25	£ 00. 00
Book on Rights of Way	£ 34. 95	
TOTAL:	£ 1480.20	£ 00. 00

### *Section 137*

#### Donations

St. James Church	£ 00.00	£1400. 00
Longdon CC:	£ 00.00	£ 430. 00
CW & G Fayre	£ 100. 00	£ 100. 00
St. James Sch.	£ 00. 00	£ 60. 00
Preschool:	£ 50. 00	£ 50. 00
Cruse:	£ 00. 00	£ 00. 00

#### Subscriptions

CPRE (Staffs.)	£ 20. 00	£ 20. 00
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#### BKV Comp.

Gift tokens	£ 22. 00	£ 40. 00
Flower Tubs, Compost & Bedding Plants:	£ 109.00	£ 115. 99
Bluebell bulbs:	£ 64.95	£ 00. 00
Chdn's posters	£ 00.00	£ 9. 71
TOTAL:	£ 365.95	£2225. 70.

### *Churchyards*

Longdon:	£ 750. 00	£1500. 00
Gentleshaw	<u>£ 00.00</u>	£ 00. 00
TOTAL:	£ 750. 00	£1500. 00

### SUMMARY OF PAYMENTS

Parks & Open Spaces:	£ 1050. 00	<i>£5000. 00</i>	£ 675. 00
General Administration:	£ 1981. 98	<i>£5500. 00</i>	£ 1761. 12
Community Halls:	£ 00. 00	<i>£2000. 00</i>	£ 1500. 00
Highways & Footpaths:	£ 1480. 20	<i>£3500. 00</i>	£ 00. 00
Section 137:	£ 365. 95	<i>£2500. 00</i>	£ 2225. 70.
Churchyards:	£ 750. 00	<i>£ 800. 00</i>	£ 1500. 00
TOTAL:	£ 5628. 13		£ 7661. 82

*(italicised figures represents budgeted expenditure – excess expenditure to be met from reserves)*

RECONCILIATION STATEMENT

Opening Account:	£10083. 13	NatWest c/a:	£ 1879.36
Receipts:	<u>£13704. 57</u>	Halifax d/a:	<u>£16666. 21</u>
Total:	£23787. 70	Total:	£18545. 57
less Payments:	£ 5628. 13	uncleared cheques:	£ 386. 00
<b>TOTAL:</b>	<b>£18159. 57</b>		<b>£18159. 57</b>