

MINUTES OF A MEETING OF THE PARISH COUNCIL OF LONGDON HELD
IN THE W. I. HALL, LONGDON, ON TUESDAY, OCTOBER 12TH, 2010

Present

Cllr. Mrs. G. D. Duckett (Chairman); Cllr. The Rev. J. R. Andrews;
Cllr. R. A. G. Clarke; Cllr. M. J. Nash; and Cllr. K. C. Taylor.

Also present was the Clerk.

1. APOLOGIES

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

2. MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meeting, held in the W. I. Hall, Longdon,
on Tuesday, September 14th, 2010, were, on a motion proposed by Cllr. Taylor and
seconded by Cllr. Nash, approved and signed.

3. PUBLIC PARTICIPATION

No member of the public was present.

4. MATTERS ARISING FROM THE MINUTES

(i) Ditches in Borough Lane and Stockings Lane

The Clerk reported that he had received from Richard Rayson, Community
Highway Liaison Manager, Development Services Directorate, Staffordshire County
Council, an email dated 16th September 2010, following the site meeting which had
taken place earlier the same day.

In it he confirmed that a resolution of this drainage problem had been prepared by
his drainage engineer, Roy Carr, but that this had to be prioritised against other
schemes in the County, with a priority being given to properties that were being
flooded.

However, it had been useful to hear that the Parish Council might have some
funding that could be used, and he would put this to his operations team later that
week, when he hoped a date could be agreed.

The Council also heard that all the landowners in Stockings Lane had received
a letter from the Highways Department telling them to cut their hedges.

On the subject of blocked ditches, the Clerk reported that a resident of Lysways Lane had complained to him that another residents had been dumping grass cuttings on the bank of the Shropshire Brook opposite his house and also throwing pruned branches into the stream.

He was instructed to The Environment Agency asking it to write to residents whose properties were opposite the brook urging them not to do anything which obstruct the water-course.

(ii) Halifax Mandate

The Clerk reported that all three signatories had now added their signatures to the bank book and that he had requested a statement covering the current financial year to date.

(iii) CCTV Camera at The Grand Lodge

The Clerk reported that he had received no further communication from the District Council's Enforcement Team and was instructed to write for a response.

(iv) Rural Masterplanning Project

The Clerk reported that he had received from Clare Egginton, Principal Development Plans Officer, Democratic, Development and Legal Services, Lichfield District Council, a letter dated 6th October 2010, inviting the Council to send a representative to a workshop which would take forward the Rural Masterplanning project and enclosing a booking form.

This workshop would be taking place in the Committee Room at the District Council House on Tuesday, November 23rd, 2010, from 4. 00 p.m. to 7. 00 p.m.

The Chairman indicated that she would like to attend, and the Clerk was instructed to complete the form and return it to Ms. Egginton.

(v) Updating the Parish Website

The Clerk reported that he had, as instructed, written to Eric Roy, the Council's Webmaster, asking him for his suggestions for the way in which the Parish Website could be updated.

(vi) Football in Longdon Village Hall Car Park

The Chairman reported that the Management Committee of Longdon Village Hall had decided against providing a football net in the car park.

Instead, the broken guttering would be replaced and the youngsters using the car park asked to exercise greater care.

She added the Village Hall Christmas Tree would be on display from December 6th.

(vii) Committee Membership

It was agreed that Cllr. Taylor would join the Highways and Footpaths Committee, remaining a member of Greens and Open Spaces Committee, and that Cllr. Clarke would join the Greens and Open Spaces Committee, remaining a member of the Highways and Footpaths Committee.

5. PLANNING

(i) Report of Working Group

10/01048/FUL: Mrs. D. Power: Erection of vehicular shelter and garden store:]
Millers Barn, Stockings Lane, Upper Longdon.

There had been no objection to this application.

(ii) For Consideration

10/01258/ Mrs. P. Leedham: Installation of two new dormer windows: 6, Upper
Way, Upper Longdon

The Parish Council saw no reason to object to this application; the windows overlooked garages, and other houses in the area already had dormer windows.

(iii) Approved by Lichfield District Council

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

10/00250/FULM: Mr. J. Howells: Two extensions to agricultural building for use as cattle accommodation and equipment and implement store: Cherry Orchard Farm, Stafford Road, Longdon

10/00978/FUL: Lichfield Cathedral School: Variation of Condition No. 1 of Application 08/00835/FUL relating to removal of building (re-submission of Application No. 10/00398/FUL): Lichfield Cathedral School. Church Hill, Longdon Green

(“The permission shall be for a limited period expiring on 4th August 2012, and at the end of this period the building shall be removed from the site and the land re-instated as a car park”)

10/01030/FUL: Mr. M. Germany: Installation of solar panels to south-facing roof: 6, 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 Longdon.

(v) Other Planning Matters

There were none.

6. REPORTS OF MEETINGS

(i) “Local Council Event”: October 4th

The Clerk reported that he had attended the above event, which had taken place at the County Showground on the morning of Monday, October 4th, 2010, on the theme of “Localism and the Big Society”.

The meeting had been chaired by Cllr. Ben Adams and addressed by Viv. Evans, Chief Executive of the Staffordshire Parish Councils’ Association.

An invitation to delegates to give examples of the kind of projects their parish councils were sponsoring produced a variety of activities designed to promote social coherence, such as a widows’ group, a “Best Garden” competition and an Arts Festival.

Mike Grundy, the County Council’s Planning Control Development Team Manager, then outlined his Council’s planning policies and explained how parish councils were involved in the procedures.

Delegates then divided into a number of groups for a series of workshops in which they exchanged views on IT for Councils, planning issues, and delivering the Local Agenda.

Delegates had been promised a summary of these deliberations, but, to date, the Clerk had not yet received this document.

In the ensuing discussion, Cllr. Clarke suggested that, as a way of encouraging community interaction, the Council might sponsor a course for the elderly in basic computer-technology, based at the local school. This suggestion was supported in principle by the Council, though it was recognised that some preliminary enquiries would have to be made first, including seeking the support of the school and securing the services of a course tutor, as well as assessing demand for such a course.

It was agreed that, as a first step, an item should be included in the next issue of “Longdon Life”.

(ii) Beau Desert Sports Field and Recreation Ground Trust AGM: October 4th

The Clerk presented a written report on the Annual General Meeting of the Beau Desert Sports Field and Recreation Ground Trust which had taken place at The Park Gate Inn, Cannock Wood, on Monday, October 4th, 2010 (*Appendix A*).

(iii) Cannock Wood and Gentleshaw Village Hall

Cllr. Nash said that he would be unable to attend the next meeting of the Cannock Wood and Gentleshaw Village Hall Management Committee, which was due to be held on November 1st and had sent his apologies.

The Chairman said that she would attend in his place.

7. NOTICE OF MEETINGS AND FORTHCOMING EVENTS

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

- (i) “Get Switched On!” – Chasewater Green Park Project: Thursday, October 21st, 2010, at the Innovation Centre, Chasewater Country Park, from 10. 30 a.m. to 2. 00 p.m.

He had forwarded details of this event to Cllr. Welch.

8. HIGHWAYS AND FOOTPATHS

- (i) Site meeting with Richard Rayson: September 16th

The Chairman gave a report on the site meeting which had taken place in Longdon on Thursday, September 16th, 2010, attended by Richard Rayson, Community Highway Liaison Manager; Kevin Wawrzynczyk, Community Highway Liaison Officer; County Councillor Frank Lewis; Will Rose; the Clerk; and herself.

A number of issues had been discussed and, in a subsequent email, sent the same day, Mr. Rayson had summarised some of the conclusions as follows:

1. Church Hollow

“The request to increase the width of the footpath in Church Hollow to accommodate a separate footpath and skateboard path is not feasible, and I could not recommend highway funding to be used on such a scheme. The parish are at liberty to seek third-party funding for this if you wish. However, please bear in mind any scheme would be very expensive, given the high-sided banks. We would, however, be able to offer the NHT gang on their next visit to tidy this area and remove the teenager-built humps.”

2. A51 Longdon

“I shall investigate the module you referred to for counting vehicles using the A51 by the pedestrian crossing.”

3. Brook End – School Crossing Patrol

“The lady you need to contact regarding the school crossing audit is Louise Clayton...Once you have discussed the crossing patrol with her and an audit has been done then this may lead to a future meeting to look at parking restrictions.”

- (ii) Public Footpath Diversion Order

The Clerk reported that he had received from Dawn Everitt, Democratic and Legal Services Officer, Lichfield District Council, a letter dated 16th September 2010, enclosing details of a Public Footpath Diversion Order relating to Public Footpath IR/2295 – City of Lichfield (Cathedral Walk/Friary Way), sent to all organisations with an interest in the Confirming of Public Footpath Orders.

(iii) Abuse of Highway Verge outside No. 71 Upper Way, Upper Longdon

The Clerk reported that he had received from Richard Rayson, Community Highway Liaison Manager, Development Services Directorate, Staffordshire County Council, a letter dated 20th September 2010, in which he said that, while the posts erected outside the above property had eased the anti-social parking, they could be improved, and he was therefore proposing that the County Council should look to replacing the reflector posts with oak posts placed closer together and closer to the edge of the carriageway, or alternatively a wooden kicking rail around the perimeter of the verge, with an access point off Shavers Lane for pedestrians only. The Parish Council could then look to providing some slabs in the verge leading up to the notice-board to define pedestrian access.

Before taking any action, however, Mr. Rayson would await the Parish Council's comments.

It was agreed that a wooden kicking rail, which it took to mean low post-and rails fencing, was the preferable alternative and that this should be erected right up against the kerb line.

It was also agreed that the Clerk should write to Christine Hibbs, the Principal Enforcement Officer, informing her of the Parish Council's intention to re-locate the notice-board under the trees and giving her twenty-one days to advise the Council as to whether this would require planning permission.

(iv) Verge between Brook End Green and 12 Berkeley Way, Longdon

The Clerk reported that he had received from Richard Rayson a second letter, dated 27th September, 2010, stating that, having investigated the matter regarding the extent of the highway boundary in this area, he was satisfied that the tree adjacent to No. 12 was not on the public highway.

The Clerk was instructed to inform the owner/occupier of the adjoining dwelling that the maintenance of neither the tree nor the verge was the responsibility of the Highways Department or the Parish Council, since both were within the curtilage of her property, and therefore public money could not be expended on them.

(v) Customer Focus for Highways

The Clerk reported that he had received from David Walters, Head of Highway Business Improvement, Development Services Directorate, Staffordshire County Council, a letter dated 24th September 2010, advising the Council that Staffordshire County Council had signed up to a national highway survey to find out more about how it could improve the service that it delivered to the people of Staffordshire.

9. 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 14th September 2010, informing the Council that he had cut the verges and greens the previous day and the centre of Longdon Green earlier in the month.

At Gentleshaw Green, some of the rustic bollards had been disturbed, and he would re-instate them on his next visit.

Regular mowing had been successful in suppressing the bracken there.

(ii) Meeting of the Greens and Open Spaces Committee

Members were reminded that the next meeting of the Greens and Open Spaces Committee would take place in the W. I. Hall, Longdon. on the following Tuesday, October 19th, 2010, commencing at 7. 00 p.m.

10. LAW AND ORDER

(i) Joint Operations Group

The Clerk reported that he had received from Bob Haynes, Community Safety Officer, Lichfield District Council, a summary of a meeting of the Joint Operations Group which had been held on Thursday, September 23rd, 2010, no part of which related specifically to Longdon

(ii) Neighbourhood Watch

Cllr. Taylor reported that he had received from Rob Nunn, Watch Liaison Officer, Neighbourhood Watch, a report dated October 7th, 2010, which listed a number of 'scams' to avoid, including bogus telephone calls purporting to come from Lichfield District Council offering council tax refunds, a company advertising the sale of puppies over the internet; and calls in which the recipient of the call is told to go to the post office to collect a parcel only to find when they get there that there is no parcel to collect.

The underlying lesson remained the same; to avoid financial loss, one should never disclose credit card details or bank account details to callers over the phone.

(iii) Police Consultation

The Clerk reminded Councillors that PC Andy Brown and PCSO Lisa Anderson were holding a Police Consultation session in the car park of Longdon Village Hall on Saturday, October 16th, from 1. 15 p.m. to 2. 15 p.m.

Unfortunately, owing to a previous arrangement., he would not be able to attend.

11. FINANCIAL MATTERS

(i) Accounts for Payment

On a motion proposed by Cllr. Andrews and seconded by Cllr. Mrs. Duckett, payment of the following accounts were approved:

*G. C. McCulloch	Mowing – September 13 th :	£350. 00;
	Mowing centre of Longdon Green:	£170. 00
		£520. 00

Longdon W. I. Hire of Hall – October 5th: £12. 00;
 Hire of Hall – October 12th: £12. 00
 £ 24. 00

(*confirmation ≠payment made under Section 137)

(ii) Payments Received

Central Fuel Oils Ltd. Advertisement; “Longdon Life” £ 9. 00

(iii) Current Balances

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

NatWest c/a: £836. 02	The Halifax s/a: £12677. 84
<u>less uncleared cheques</u>	
1576: £ 24. 00	
1581: £520. 00	
£292. 02	

(iv) Appeals for Grant Aid

(a) St. Giles Hospice, Whittington

On a motion proposed by Cllr. Clarke and seconded by Cllr. Nash, it was agreed to make a donation of £200. 00 to the Hospice.

(b) Christ Church, Gentleshaw

The Clerk reported that he had received from Gary Powis, Vice-Chairman of the Parochial Church Council of Christ Church, Gentleshaw, a completed Grant Application Form in support of an application for a grant of £1000. 00 towards the cost of upgrading the churchyard path so as to create easier access for wheel-chairs and coffin trolleys.

Together with the form, Mr. Powis had provided a financial statement for the year ended 31st December 2009 and copies of three quotations for the work from three contractors, the lowest of which - £5000. 00 inclusive of VAT – the PCC was minded to accept.

On a motion proposed by Cllr. Nash and seconded by Cllr. Andrews, it was agreed to make a donation of £1000. 00 towards the cost of the work.

(c) Cannock Wood and Gentleshaw Village Hall

The Clerk reported that he had received from Dorothy Poynton, a member of the Management Committee of Cannock Wood and Gentleshaw Village Hall, a letter dated 12th October 2010, requesting a grant of £200. 00 towards the cost of urgent repairs to the front of the flat roof of the Village Hall, where the recent heavy rain had highlighted four areas which needed to be repaired before the onset of winter.

A completed Grant Application Form had been enclosed with Mrs. Poynton's letter.

The Chairman said that, while the Council usually required an application to be accompanied by a set of accounts, she was, in view of the urgent need to carry out the repair without undue delay, prepared to propose that the grant be made provided that the Council were given a copy of the receipted invoice upon completion of the work.

Her proposal was seconded by Cllr. Nash and unanimously carried.

(v) Meeting of Finance and General Purposes Committee

The Clerk presented a report on a meeting of the Finance and General Purposes Committee which had taken place at the W. I. Hall, Longdon, on Tuesday, October 5th, 2010 (*Appendix B*).

The report, having been previously circulated to Councillors, was adopted without comment.

12. CORRESPONDENCE SINCE LAST MEETING

(i) The Clerk reported that he had received from Cllr. Michael J. Wilcox, Leader of Lichfield District Council, a letter dated 16th September 2010, expressing his interest in attending one of the Parish Council's meetings.

He had, in reply, sent Cllr. Wilcox the dates of the next three meetings of the Council, though it appeared from the Council Diary that he was unlikely to be free until January.

(ii) The Clerk reported that he had received from Richard Poynton, Treasurer of the Cannock Wood and Gentleshaw Village Country Fayre Organising Committee, a letter dated 20th September 2010, thanking the Council for its donation of £100. 00 towards the cost of funding the Fayre, which, he believed, would have raised over £2500. 00 when all the payments and smaller donations had been received.

(iii) The Clerk reported that he had received from Jim Barlow, Head of Primary Care Commissioning, South Staffordshire Primary Care Trust, a letter dated 20th September 2010, informing the Council that his Trust had commissioned a public consultation on its Pharmaceutical Needs Assessment which would run from September 1st to November 13th, and that anyone wishing to take part could do so by accessing the Trust's public website www.southstaffordshirepct.phs.net and clicking on the public consultation webpage.

Alternatively, responses could be sent to Sue Nabbs at Springfield's Health and Well-Being Centre off Lovett Court, Rugeley by post or by emailing sue.nabbs@southstaffspct.nhs.uk.

(iv) The Clerk reported that he had received from Richard Ellison, of The Community Council of Staffordshire, an email dated 23rd September 2010, asking for information about any projects that the Parish Council had recently been completed on behalf of its residents.

He had responded by sending Mr. Ellison details of work carried out on local footpaths and in preparing the publication of footpath leaflets.

(v) The Clerk reported that he had received from Val. Heseltine, Honorary Secretary of the Longdon Produce and Flower Show Committee, an undated letter thanking the Parish Council for the cheque for £220. 00 to cover the rent of both the Village Hall and the W. I. Hall.

13. OTHER COMMUNICATIONS

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

- (i) From Dawn Everitt, Democratic, Development and Legal Services Officer,
Democratic, Development and Legal Services, Lichfield District Council:

Calendar of Meetings, fortnight ending 10th October 2010;
Revised Calendar of Meetings, fortnight ending 19th October 2010;
Forward Plan – Version 1 – Issued 16. 09. 2010 – Effective for Period
01. 10. 2010 – 31 01. 2011.

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

Licensing Act Applications registered during w/e 10th September 2010;
Licensing Act Applications registered during w/e 17th September 2010;
Licensing Act Applications registered during w/e 24th September 2010;
Licensing Act Applications registered during w/e 1st October 2010.

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

S3SN - E Bulletin - Issue No. 31/10 - 9th September 2010;
S3SN - E Bulletin - Issue No. 32/10 - 16th September 2010;
S3SN - E Bulletin - Issue No. 33/10 - 23rd September 2010;
S3SN - E Bulletin - Issue No. 34/10 - 30th September 2010.

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

Opportunities for Voluntary and Community Groups in Lichfield and
the Surrounding Areas (09. 2010).

- (v) From The Law and Democracy Unit, Staffordshire County Council:

Legal Advice offer (at competitive rates).

- (vi) From Staffordshire Police:

Executive Briefing for Partners, 23 September 2010;
News Release: “Keeping our communities safe and reassured”.

(vii) From Emma Beaman, Cannock Chase AONB Assistant:

Agenda for Parish Councils' Meeting to be held on 29th September 2010;
Minutes of Parish Councils' Meeting held on 21st April 2010.

(viii) From The Staffordshire Parish Council's Association:

Newsletter – September 2010 (12 copies);
Annual Report and Accounts 2009-2010;
Notice of Vacancy – Gnosall Parish Council (Assistant Clerk);
Watchdog Alerts;
Voluntary Awards – “Wanted: your nominations”;
Clerk's Weekly Update (29. 09. 2010);
Chairman's Weekly Update (20. 09. 2010);
Weekly Update (06. 10. 2010)
SPCA Update.

(ix) From The National Association of Local Council:

NALC Events Bulletin (15 September 2010).

(x) From The Society of Local Council Clerks:

“Being a good employer”: a guide for parish and town councillors
(published by The Department for the Environment, Food and Rural
Affairs).

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

“from Time 2 Time”: Issue 24, Autumn 2010;
Events Programme : September – December 2010;
“For the Record: Olympic Legacy Project”.

*(“Staffordshire and Stoke-on-Trent Archive Service has launched its
Olympic Legacy Project. We are aiming to preserve Staffordshire's
sporting heritage through its archives. As part of the project we are asking
sports clubs and associations to fill in surveys, one to record a brief history
of the club and the other to tell us what records you create and look
after....”)*

(xii) From Peter Caine, VAST (Voluntary Action Stoke-on-Trent):

Agenda - Annual Conference and Annual General Meeting:
Wednesday, October 27th, 2010, at Sandon Business & Enterprise College,
Stoke-on-Trent.
Keynote Speaker: John Van der Faarsschot, Chief Executive,
Stoke-on-Trent

(xiii) From The Group Executive, St. Giles Hospice, Whittington:

St. Giles Hospice News: Autumn/Winter 2010;
Raffle Tickets;
Christmas Card Catalogue;
Leaflet: "Looking for an unusual gift?" (lottery membership)

(xiv) From SMP Playgrounds Limited., Egham, Surrey:

"We've gone bananas!" (Autumn 2010 promotions).

(xv) From Husson UK Limited, Bourne End, Bucks.:

Street Furniture Promotion.

(xvi) From Plantscape Limited, Hulland Village, Derbyshire (via SLCC):

Solar Powered Christmas Trees (DVD).

(xvii) From Dura-Sport, Wigston, Leicestershire:

Leaflet: "Save Pounds on your Mounds" (synthetic carpet).

(xviii) From Proludic limited, West Bridgford, Nottingham:

Proludic Play Review.

(xix) From Russell Play, Newbridge, Midlothian:

Adventurous Timber Play.

14. ANY OTHER URGENT BUSINESS

(i) Cllr. Taylor reported that he had been asked by a resident of Lower Way when work on the retaining wall in Grange Hill would be carried out.

The only knowledge the Council had was that the revised planning application had been approved, so there was no impediment to its being carried out.

Cllr. Taylor said that he would convey this information to the resident.

(ii) Cllr. Taylor reported that his son, who ran a commercial cleaning business, had offered to clean out the telephone kiosk in Upper Way free of charge on a regular basis.

His kind offer was gratefully accepted by the Council.

(iii) The Clerk reported that, the previous week, a vehicle had been abandoned and set alight at the junction of Dark Lane and Borough Lane.

He had reported its presence to the District Council's Operational Services, who had removed it and cleaned the road surface within twenty-four hours of receiving his call.

It was agreed that the Clerk should write to the Director expressing the Council's appreciation of the prompt manner in which her Department had acted.

(iv) The Council heard that there was continuing concern over the state of the footway between Bradley Lakes and Brereton Hill, where overgrown grass was concealing the presence of potholes.

The Chairman reminded the meeting that Kevin Wawrzynczyk, the Community Highway Liaison Officer had been asked if the Community Gang could clear this pathway, but he had decided that it was too big a task.

It was agreed that the Clerk should write to Richard Rayson, the Community Highway Liaison Manager, asking whether it could be placed on his rolling programme.

(v) Cllr. Andrews said that Councillors must be aware that his health had been deteriorating in recent months, and asked whether they thought that he should stand down from the Council.

Councillors thought that he should continue as a Councillor all the while he felt that he could make a contribution to the affairs of the Council.

The Chairman pointed out that a general election would be taking place next May and suggested that that would be the time for him to make a decision.

15. DATE OF NEXT MEETING

Tuesday, November 9th, 2010, at the Cannock Wood and Gentleshaw Village Hall, Buds Road, Cannock Wood, commencing at 7. 30 p.m.

Appendix A

REPORT ON A MEETING OF THE BEAU DESERT SPORTS FIELD AND RECREATION GROUND TRUST HELD AT THE PARK GATE INN, PARK GATE ROAD, CANNOCK WOOD, ON MONDAY, OCTOBER 4TH, 2010

Present: Cllr. Mrs. Pat Ansell (Chairman); Sue Holliday (Secretary); John Tonks (Treasurer); and Bryan Sullivan (Longdon Parish Council)

Apologies: Cllr. Mrs. Heather Meere (Longdon Parish Council)

Currently, the Trust held a balance of £1626. 40. Income to date included £684 from the hire of the field to a caravan club, £500. 00 from a one-off grant from Cannock Wood Parish Council and £150 from the Senior Football Club, while expenditure had included £481. 75 for grass-cutting and £108. 99. Payment of the insurance premium was due before the end of the year and would be in the region of £1000. 00, but a further payment was expected from a second visit from the caravan club.

The Treasurer expressed disappointment that no donation had been received from the Cannock Wood Cricket Club recently, though the Club did undertake the trimming of the hedges; and it was agreed that JT should speak to the Chairman of the Club about obtaining some financial help from the Club. JT pointed out that the frequency with which the field was mown (and therefore the cost of mowing) was dictated by the needs of the Cricket Club to keep the grass short.

There was concern about the state of the goal-posts, which at one end were rusting at ground level. In fact, a referee had already warned that they were unsafe and might jeopardise future matches being played there. They had been temporarily secured, and the Club had applied for a grant to cover the cost of replacing both sets of posts and were confident that it would be awarded.

There was a need for new blood on the Committee, and JT suggested two possible co-options – Avril Green, an experienced fund-raiser, and Steve Scargill, Chairman of the Cannock Wood Football Club. It was agreed that JT should ask them both if they would agree to join the Committee.

The Kiddies' Play Area had recently been tidied up by Community Service, and it was agreed that a letter of thanks should be sent. The provision of a baby swing was for the moment in abeyance, principally because of the difficulty of obtaining outside funding.

PA said that she would ask if Cannock Wood Parish Council was prepared to make a regular contribution to the maintenance of the field.

It was agreed that the next meeting should be held at the Park Gate Inn on Monday, January 10th, 2011, commencing at 8. 00 p.m.

Appendix B

REPORT ON A MEETING OF THE FINANCE AND GENERAL PURPOSES
COMMITTEE HELD IN THE W. I. HALL, LONGDON, ON TUESDAY,
OCTOBER 5TH, 2010

Present: Cllr. G. D. Duckett (Chairman); Cllr. The Rev. J. R. Andrews;
Cllr. R. A. G. Clarke; and Cllr. S. K. Welch.

Also present was the Clerk.

APOLOGIES

Cllr. A. J. Juxon; Cllr. Mrs. H. A. Meere.

2. MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meeting, held in the W. I. Hall, Longdon, on Tuesday, May 25th, 2010, were, on a motion proposed by Cllr. Clarke and seconded by Cllr. Mrs. Duckett, approved and signed.

3. MATTERS ARISING FROM THE MINUTES

(i) Use of Parish Notice-Boards

Cllr. Clarke said that, while nearly all available space on the parish notice-boards was currently in use, all the notices were relevant or topical.

The Clerk added that, to maximise the use of the space available, he removed notices as soon as the function which they advertised had passed, as well as any notice advertising a commercial activity, the displaying of which was contrary to Parish Council policy.

(ii) Risk Assessment Policy

Cllr. Clarke said that he had now given the Clerk a corrected final version of the Council's Risk Assessment Register and a memory-stick on which it had been recorded.

It was agreed that the Clerk should keep a bound copy of the Register and that the memory-stick should be sent to Eric Roy so that the Register could be posted on the Parish Council Website.

4. REVIEW OF CURRENT PRACTICES AGAINST RISK ASSESSMENT
REGISTER

The current practices of the Committee were reviewed against the Risk Assessment Register and found to be in accord with it.

No risk level was seen to have risen.

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5. FINANCIAL STATEMENT FOR THE SECOND QUARTER OF THE CURRENT FINANCIAL YEAR

The Clerk presented a financial statement for the second quarter of the current financial year ended on 30th September 2010 (*Appendix A*).

A study of the figures suggested that, overall, the Council's expenditure was within budget, though there was at least one major project, the regeneration of Gentleshaw Green, where expenditure would, as anticipated, exceed the budget of the Greens and Open Spaces Committee which was overseeing it, and would need to be supplemented from the Council's general funds.

6. LIKELY CAPITAL EXPENDITURE DURING THE CURRENT FINANCIAL YEAR

Projects identified as requiring funding during the forthcoming financial year were the laying down of floral gateways at the entrances to Brook End, the cost of which, because an increase in the size of the flower-beds, had risen to £940. 00 each; the printing of footpath leaflets; and the shared cost of a kissing-gate on Footpath No. 73.

An application for a grant of £1500. 00 was being prepared by the Management Committee of Longdon Village Hall; and the Parochial Church Council of Christ Church, Gentleshaw, would be submitting an application for a grant of £1000. 00 towards the cost of upgrading the footpath leading from the Church to the burial spaces in Gentleshaw Churchyard.

The Clerk reminded the Committee that the Council had already pledged £500. 00 towards the cost of installing a child's swing on the Beau Desert Sports Field, and the Chairman added that further work needed to be done at the ford in Brook End, where the bank on the further side of the bridge needed shoring up.

It was agreed that parishioners should be informed of the Council's intention to provide the floral gateways through the columns of "Longdon Life", the next issue of which was due before Christmas, and that they should be invited to suggest locations for Longdon Green and Upper Longdon.

7. APPOINTMENT OF INDEPENDENT INTERNAL AUDITOR FOR CURRENT FINANCIAL YEAR

On a motion proposed by Cllr. Welch and seconded by Cllr. Mrs. Duckett, it was agreed that Alan Toplis, of Toplis Associates, should be invited to continue to act as the Council's Independent Internal Auditor.

8. STORAGE AND DISPOSAL OF COUNCIL DOCUMENTS

The Clerk drew the attention of the Committee to the increasing problem of storing the growing number of documents received by the Council and asked for guidance on which to retain and which to discard.

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He had been advised by the Chief Executive of the Staffordshire Parish Councils' Association that there was no need to retain planning applications once they had been dealt with by the Council, since District Councils retained copies for up to forty years.

In addition, he had been advised that documents could be lodged at the County Records Office provided they were indexed, but warned that lodging documents of more recent date could result in frequent trips to Stafford by the Clerk!

After the Chairman had pointed out that financial documents needed to be retained by the Council for a minimum of seven years, it was agreed that anything else should be archived, that is, lodged at the County Record Office after ten years.

It was also agreed that deeds pertaining to ownership should be lodged in a safety deposit box at a bank.

9. ANY OTHER BUSINESS

(i) Queen's Diamond Jubilee

Cllr. Clarke referred to a letter from the Rt. Hon. Eric Pickles, reminding local authorities that, in 2012, the nation would be celebrating the Diamond Jubilee of The Queen's accession to the throne and urging them to start making plans for the event.

Cllr. Clarke suggested that the Council should include this as an item on a future agenda and also invite suggestions from parishioners in the columns of the March 2011 issue of "Longdon Life".

(ii) Funding Applications

Cllr. Clarke expressed concern that the Council was missing out on opportunities to obtain grants from outside agencies and presented a list of funds from which grants could be obtained, based on his experience in fund-raising for the proposed bowling green.

These included the County Council's Community Paths Initiative, through which, he thought, funding for the footpath leaflets could be obtained; Awards for All, which offered grants for projects towards improving the rural environment (for which the proposed work on Church Hollow might qualify); the Community Wellbeing Fund, which supported projects for older or vulnerable people; the Staffordshire Local Community Fund, through which County Councillors could make grants towards projects which they felt able to support; the NatWest Community Fund, which existed to help good causes in the community voted on by the public; the Village Grants Scheme, managed by The Community Council of Staffordshire; and the Patagonia Environmental Grant which supported projects to preserve and protect the natural environment.

He warned that, to take full advantage of these opportunities, it was important to monitor the expiring dates for applications.

It was agreed that Cllr. Clarke's suggestion should be considered at the next meeting of the Council and that one or two volunteers should be invited to carrying out the monitoring, the appropriate Committee to make the relevant application.

10. DATE OF NEXT MEETING

Tuesday, December 7th, 2010, in the W. I. Hall, Longdon, commencing at 7. 00 p.m..