

MINUTES OF A MEETING OF THE PARISH COUNCIL OF LONGDON HELD
IN THE W. I. HALL, LONGDON, ON TUESDAY, JANUARY 11TH, 2011

Present: Cllr. Mrs. G. D. Duckett (Chairman); Cllr. The Rev. J. R. Andrews;
Cllr. N. J. Bird; Cllr. B. J. Butler; Cllr. C. D. Cherry; Cllr. R. A. G. Clarke;
Cllr. A. J. Juxon; Cllr. M. J. Nash; Cllr. K. C. Taylor; and Cllr. S. K. Welch.

Also present were two parishioners - Mr. and Mrs. John Welby, of Upper Way, Upper Longdon.

1. APOLOGIES

Cllr. H. A. Meere; Cllr. N. J. Roberts, of Lichfield District Council;
and County Councillor F. W. Lewis, MBE.

Councillors heard with regret that Cllr. Mrs. Meere had recently been in hospital and that Cllr. Lewis had suffered an injury to his spine and instructed the Clerk to convey to both the Council's best wishes for a speedy and complete recovery.

2. REVIEW OF CURRENT PRACTICES AGAINST RISK ASSESSMENT REGISTER

With the control actions at present in place applied and no new activity undertaken, the risk levels as recorded in the Risk Assessment Register were unaltered.

3. APPROVAL AND ADOPTION OF MINUTES OF PREVIOUS MEETING

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

4. PUBLIC PARTICIPATION

The Chairman welcomed Mr. and Mrs. Welby to the meeting and invited them to address the Council.

Mrs. Welby said that she and her husband were attending the meeting in support of the application by the Upper Longdon Speedwatch team for a grant to purchase a replacement speed gun which Cllr. Butler would submit later in the meeting.

She added that her own experience as a dog-walker was of being clipped by the wing mirrors of passing cars being driven at excessive speeds and pointed to the added danger to walkers arising from the absence of pavements in parts of Upper Way.

The Chairman thanked Mrs. Welby for her statement and assured that her concerns would be taken into consideration when the application was considered .

5. MATTERS ARISING FROM THE MINUTES

(i) Talk on Mental Health

Cllr. Cherry re-iterated his belief that such a talk would be welcomed by some residents already faced with the problem of dealing with relatives suffering from dementia, adding that he thought that the number of people needing support would increase as the average age of the population rose.

It was agreed that the Council should offer to arrange such a talk later in the year. It was thought that the W. I. Hall would offer a more intimate venue than the Village Hall.

It was also agreed that Cllr. Cherry should liaise with Cllr. Juxon in preparing an article for the next issue of "Longdon Life".

(ii) Street Cleaning in Upper Longdon

The Clerk reported that he had advised Kevin Wawrzynczyk, the Community Highway Liaison Officer, of the complaint concerning the emptying of the drains in Upper Longdon, this being responsibility of the County Council, not the District Council.

(iii) Complaint by Head Teacher of St. James School, Longdon

The Clerk reported that he had, the previous Friday, received a telephone call from Michelle Slymn, the Head Teacher of St. James School, over the reporting of the proceedings of Governors' meetings to the Council, which she regarded as a breach of confidentiality, particularly as one of the teachers had been named.

Cllr Welch said that the Parish Council had always been supportive of both schools in the parish and, if anything, had been an echo-board for how good they both were.

Cllr. Taylor said that he felt that unreasonable limits were being put on his role as Governor, and he was giving serious consideration to his position, though the Council was unanimous in its wish that he would continue as Governor.

The Chairman said that Ms. Slymn had invited to meet her at the School on Thursday at 8. 00 a.m. to discuss and ways of forging a better relationship between School and Parish Council, and she would report the outcome of that meeting to the Council at its next meeting.

(iv) Winter Operations

Cllr. Cherry reported that the grit bin in St. James Close had been empty since December 20th and that four calls had been made to the County Council without result.

Cllr. Taylor added that both bins in Upper Longdon were also empty.

The Clerk was instructed to get in touch with the Lichfield Highway Depot, asking for them to be re-filled, though it was remarked that the problem was not helped by residents who took grit from the bins to spread on their own driveways.

6. PLANNING

(i) Report of Planning Committee

10/01389/LBC: Mr. J. Ellis: Works to listed building to enable the installation of a new clock face, weather vane and glazing to stone loggia: Hanch Hall, Lysways Lane, Hanch

The Council saw no problem with the proposal to replace the clock face, but questioned the height of the new weather vane.

It also believed that the proposal to enclose a Grade II listed loggia with toughened glass using aluminium framing would be totally out of keeping with its character and purpose.

10/01547/FUL: Mr. and Mrs. Dean: Extensions and alterations including creation of a new first floor to form garage, utility, kitchen, lounge and bedroom with ensuite: 21 Upper Way, Upper Longdon

It was felt that this proposed development would be an improvement on the existing dwelling, which stood on a plot of land large enough to sustain such a development.

(ii) For Consideration

The Clerk reported that he had that very day received the following planning applications:

10/01565/COU: Mr. W. Peace: Change of use of barn to form a four-bedroom dwelling house, Redhill Barn, Horsey Lane, Upper Longdon

10/01569/COU: Mr. R. Leach: Change of use of stables to be used as ancillary accommodation/holiday let: The Cottage, Goosemoor Green

Consideration of both these applications was deferred, though it was noted that the first application had already been refused planning permission and the second had been opposed by the Parish Council.

(iii) Approved by Lichfield District Council

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

10/01335/FUL: Mr. M. Carter: Repair and re-surfacing of existing access track:
Broomy Fields, Hay Lane, Longdon Green

10/01384/FUL: Mr. A. Showell: Change garage roof from flat to pitched:
Hill Top Cottage, Hill Top, Longdon Green

(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) Application No. 10/01443/CLP for Certificate of Lawful Use or Development by Mr. Jeff Cotter, 4 Hay Lane, Longdon Green

The Clerk reported that Lichfield District Council had issued a Certificate of Lawful Use or Development for a proposed two-storey rear extension and proposed detached garage at the above property, but had refused one for a conservatory to rear on the grounds that it constituted a side extension with a width greater than half the width of the original dwelling.

(b) Notification of Installation of Equipment Cabinet: Commonside, Gentleshaw

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 20th December 2010 and addressed to Mono Consultants Limited, of Princess Street, Manchester, informing the Company that, following consideration of the submitted details, prior approval for the installation of an equipment cabinet on Commonside, Gentleshaw, was, under the 1995 Town and Country Planning (General Permitted Development) Order, not required.

(c) Fir Tree Cottage, Tithe Barn, Gentleshaw

The Clerk reported that he had written to Mrs. Christine Hibbs, Principal Planning Officer (Enforcement), Democratic, Development and Legal Services, Lichfield District Council, asking for an unequivocal answer to the question as to whether the conversion of a domestic garden in a rural setting into a works yard used to store materials not directly associated with commercial activity at the site needed planning consent.

He had pointed out that, in addition to the large pile of logs brought to the premises for sale, a large pile of wooden pallets had recently been stored there.

He had suggested that there was concern that, as in a not-dissimilar case of a breach of planning regulations, when an ancillary building had been converted into living accommodation, the passage of time would result in the development receiving planning consent by default, and in her reply Mrs. Hibbs had said that the period of immunity in relation to a business use at a residential property was, in fact, ten years.

However, she had not answered the question as to whether, in this instance, planning permission had been needed for change of use.

The Chairman said that she would like to take up Mrs. Hibbs' offer to discuss the matter further, and the Clerk said that he would supply her with copies of recent correspondence.

7. REPORTS OF MEETINGS

(i) Beau Desert Sports Field and Recreation Ground Trust

The Clerk reported that he had attended a meeting of the Beau Desert Sports Field and Recreation Ground Trust which had taken place in The Park Gate Inn, Park Gate Road, Cannock Wood, the previous evening, Monday, January 10th (*Appendix A*).

(ii) Gentleshaw County Primary School

Cllr. Clarke reported that he had attended an end-of-term Christingle Service at the School and had been very impressed by the quality of the singing and reading, particularly as this had been achieved in spite of a 'flu epidemic which had deprived the choir of a number of its members, who had been difficult to replace.

He believed that the Service had been repeated in the church, where it had been similarly well received.

8. NOTICE OF MEETINGS

(i) Cannock Wood and Gentleshaw Village Hall Management Committee

Cllr. Nash reported that he would be unable to attend the next meeting of the Management Committee, scheduled for Monday, January 17th, and would send his apologies.

The Chairman said that she would go in his place.

(ii) Lichfield District Parish Forum

The Clerk reported that the next meeting of the Lichfield District Parish Forum would be taking place in the Council Chamber, District Council House, Frog Lane, Lichfield, on Monday, January 24th, 2011, commencing at 7.15 a.m.

He hoped to be able to attend.

(iii) Other Meetings and Events

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

(a) 4th Staffordshire and Stoke-on-Trent 2012 Conference (Access for All across Staffordshire): Thursday, February 20th, 2011, at the Cannock Cricket and Hockey Club, Cannock Chase, commencing at 9. 00 a.m.

This free event was intended to provide an opportunity to find out more about activity inspired by the 2012 Games taking place in Staffordshire and Stoke-on-Trent and the work of partners regionally and nationally in developing a lasting legacy.

The focus would be on opportunities for people with disabilities, and the speakers would include Chris Holmes, nine times Paralympic gold medallist; David Moorcroft, former world champion; and Barry Horne, Chief Executive for the English Federation of Disability Sport.

Further information could be found on www.wmfor2012.com/events/2011/the4thstaffordshireandstokeontrent2012conference.aspx.

(b) The Great British Fish and Chip Supper: May 20th, 2011

The Clerk reported that he had received by email information about The Great British Fish and Chip Supper being organised on Friday, May 20th, 2011, to raise money for the Supporting Spinal Injuries Association.

The Association was offering to provide a fund-raising pack containing hints and tips, recipes, invitations donation envelopes for anyone prepared to organise such an event.

The Clerk said that he would post copies of the poster provided on all the parish notice-board to see if anyone was willing to organise such an event, which could take place at home, at work or at a local community centre.

(c) The Great Poppy Party Weekend: 10th – 12th June, 2012

The Clerk reported that he had received from John Farmer, National Chairman, The Royal British Legion, a letter dated 4th January 2011, enclosing a brochure giving background information about the Legion's "Great Poppy Party Weekend" in celebration of the Legion's 90th Birthday and expressing the hope that the Council would agree to organise a Poppy Party over that weekend.

Cllr. Juxon, a member of the Longdon Branch, said that the Branch was already organising a garden party.

9. HIGHWAYS AND FOOTPATHS

(i) Proposed Extinguishment of Public Footpath No. 63

The Clerk reported that he had received from Dawn Everitt, Democratic Services Officer, Democratic, Development and Legal Services, Lichfield District Council, a letter dated 14th December 2010, enclosing copies of correspondence from the County Council's Countryside Services regarding the proposed closure of a section of the above footpath for safety reasons.

This proposal had been discussed by the Council, who had seen no reason to oppose it.

(ii) Public Path Diversion Order

The Clerk reported that he had received from Richard King, Strategic Director, Democratic, Development and Legal Services, Lichfield District Council, a letter dated 22nd December 2010, enclosing copies of a Public Footpath Order to be advertised as "Order in respect of Footpath No. 30" in The Lichfield Mercury of 23rd December 2010", and advising the Council that the late date for objections to the order was 22nd January 2011.

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

The Clerk reported that, the previous Friday, he had received a phone call from Mr. Peter Cauldwell following the letter which he had written to his mother, Mrs. Elizabeth Cauldwell, informing her that the Council had decided that, in support of the local community's entry into the Best Kept Village Competition, it would for the time being maintain the verge between the footpath and her fence, but that she should contact the Community Highway Liaison Manager regarding the maintenance of the robinia rooted in the verge.

He had re-iterated the Parish Council's position to Mr. Cauldwell, stressing that the verge lay outside the boundaries of Brook End Green and was not therefore in the ownership of or the responsibility of the Parish Council and advising him to contact the Community Highway Liaison Manager regarding the maintenance of the tree.

(iv) Purchase of Manual Grit Spreader

Cllr. Cherry reported that a team of volunteers had been gritting the road surface in St. James Close and suggested that their task would be made easier in future if the Council were to provide them with a manual grit-spreader, prices for which were in the range of £250/£300.

Cllr. Cherry was reminded that there were ten grit bins in the parish and that, to provide a manual grit-spreader for each, if local residents were to request them, the Council would have to find up to £3000.

Other related issues raised were storage and public liability and the accompanying insurance costs.

However, it was agreed that the proposal deserved further investigation and that funding should be sought, the Highway Maintenance Agreement being one source suggested.

10. GREENS AND OPEN SPACES

(i) Gentleshaw Green

Cllr. Welch reported that he had spoken to Adrian, of Living Landscapes, the preferred contractor, who had said that work could start on the Green very soon.

The Clerk was instructed to write to each of the contractors who had submitted quotations, informing them of the Council's choice.

Cllr. Welch said that he would be speaking to Emma Beaman, the Cannock Chase AONB Assistant, about the possibility of obtaining match-funding from Natural England.

(ii) Greens and Open Spaces Committee

Members of the Greens and Open Spaces Committee were reminded that the next meeting of the Committee was scheduled to take place the following Tuesday, January 18th, in the W. I. Hall, Longdon at 7.00 p.m.

It was agreed that the date of meetings of the other Committees should be agreed at the next meeting of the Council.

11. GENERAL ADMINISTRATION

(i) Parish Website

It was agreed that, following the earlier failure to find a time convenient to all three members of the Working Group, Mr. Roy should be asked if the meeting could now take place on a Thursday, though a meeting on a Wednesday might not be impossible.

It was further agreed that a quorum of two would suffice.

(ii) Proposed Publication Scheme

The Chairman reminded Councillors that, under the Freedom of Information Act, the Council was required to let people know where they could obtain information about the proceedings and transactions of the Council.

She distributed copies of a draft Publication Scheme which she had prepared, which she asked Councillors to study so that a final draft could be agreed at the next meeting.

(iii) Internet-based Email System for Use by Local Councils

The Clerk reported that he had received from Cllr. Ben Adams, Lead Cabinet Member for Communities and Culture, Staffordshire County Council, and Viv. Evans, Chief Executive, Staffordshire Parish Councils' Association, a letter dated 15th December 2010, expressing their delight that there had been considerable support for the proposal to provide an internet-based email system for use by local councils made at the Local Councils' Event at the County Showground on October 4th.

Instructions had attached to the letter for Clerks to set up users' email accounts, though it was pointed out that the Clerk's email address was already posted on the Parish Website.

12. LAW AND ORDER

(i) Joint Operations Group

The Clerk reported that he had received from Joint Operations Group, a summary of the main points of the Group's meeting on Thursday, December 16th, 2010, including the Environmental Report for November 2010 and a copy of the Christmas 2010 issue of "Cityspeak".

(ii) Report of Neighbourhood Watch

Cllr. Taylor presented a report from Rob. Nunn, Watch Liaison Officer, warning of more scams, including a potential scam involving cashback at supermarket checkouts.

He underlined the importance of never disclosing bank or credit card details to unsolicited calls by unknown callers.

(iii) Police Surgery

Cllr. Clarke reported that only two parishioners had taken advantage of the police surgery held in the car park of Longdon Village Hall on Saturday, December 18th; Mr. and Mrs. Ashley Townshend, of St. James Close, had, as advised at the previous meeting of the Council, consulted PC Brown and PCSO Anderson over the anti-social behaviour youths in Church Hollow which they had reported to the Council.

They had been given contact details and advised to contact the two officers the moment a similar incident occurred.

One or other of the officers would then visit the scene and, if necessary, call on the parents of the offenders.

Coffee and mince-pies had been provided by Mrs. Clarke, for which she was thanked by the Council.

13. FINANCIAL MATTERS

(i) Accounts for Payment

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

Longdon W. I.	Hire of Hall - January 11 th :	£12. 00
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(ii) Payments Received

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

(iii) Current Balances

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

NatWest c/a:	£2676. 84	The Halifax s/a:	£6677. 84
<u>less uncleared cheques</u>			
	1592: £ 24. 00		
	1595: <u>£1000. 00</u>		
	£1652. 84		

(iv) Appeals for Grant Aid

(a) Upper Longdon Speedwatch - Request for New Speed Gun

Explaining his team's need, for a new speed gun, Cllr. Butler began by reminding the meeting that, when the team was first set up six years ago, the procedure followed had been to note the number of a speeding vehicle and then report it to the police at Chasetown, who would then send a letter to the offender.

Three offences would result in a visit from a police officer.

However, in three or four months' time, this procedure would change, when the process became computerised, enabling all results to be centrally processed. As a result, speeding offences committed by the same motorist anywhere in the County would be recorded against him or her, whereas only those committed in the Parish had hitherto been logged.

This meant that the speed gun at present being used would become obsolete, and the team could no longer function unless it were replaced.

When the team was first active, approximately sixty vehicles an hour passed along Upper Way, about twenty-five or twenty-six of which were exceeding the speed limit; now, the number had risen to nearer a hundred (reaching two hundred at peak travel time), but only thirteen or fourteen were recorded as speeding, which indicated that the presence of the team was having a positive effect.

However, such vigilance had come at a price; the six-member team was not infrequently threatened and had even been told that it was ridiculous to expect a Porsche to be driven at thirty-five miles an hour!

Asked if the team could operate in other parts of the Parish, Cllr. Butler replied that they were, at present, licensed only to operate in Upper Way, and the permission of the police would have to be obtained before they could operate elsewhere.

The team might be prepared to move to other parts of the parish from time to time, but it would be better if other teams could be recruited for those areas which were also troubled by speeding cars, such as High Street, in Longdon, and Darlings Lane, in Gentleshaw.

To the suggestion that, in view of the cost involved, the availability of grants should be looked into first, Cllr. Juxon questioned whether there was time for such delay, and Cllr. Welch pointed out that, at the moment, very little of the Council's money was being spent in Upper Longdon and that, in any case, this was a one-off expense on an item which could become a village facility.

On a motion proposed by Cllr. Clarke and seconded by Cllr. Welch, it was agreed that the Council should purchase the speed gun requested by the Upper Longdon Speedwatch team, at an approximate cost of £800. 00.

Cllr. Butler, who had abstained from the vote, was asked to liaise with the Clerk in the preparation and submission of the purchase order.

(v) Presentation of Financial Statement for Third Quarter of Current Financial Year ending on 31st December 2010

The Clerk presented a Financial Statement for the Third Quarter of the Current Financial Year ending on 31st December 2010 (*Appendix B*), which was accepted by the Council, copies having been previously distributed to Councillors.

14. CORRESPONDENCE SINCE LAST MEETING

(i) The Clerk reported that he had received from Nick Bell, Clerk to the Lieutenancy and Chief Executive of Staffordshire County Council, an undated letter informing the Council that the Lord Lieutenant had received a letter from Bruno Park, the Pageantmaster for Her Majesty the Queen, who was starting to co-ordinate the lighting of the 2012 beacons which would be lit throughout the United Kingdom during the evening to be agreed over the Diamond Jubilee weekend of 2nd through to the 5th June 2012.

However, as far as the Council was aware there were at present no plans to light a bonfire in the Parish.

(ii) The Clerk reported that he had received from Simon Keal, Review Officer, The Local Government Boundary Commission, a letter dated 9th December 2010, formally announcing the start of the first consultation stage on division patterns in the electoral review of Staffordshire County Council.

The Commission was requesting that any views that the Council might have on new division arrangements should be submitted no later than 21st February 2011.

(iii) The Clerk reported that he had received from Dorothy Poynton, Secretary of the Parochial Church Council of Christ Church, Gentleshaw, a letter dated 13th December 2010, thanking the Parish Council for its donation of £1000. 00 towards the cost of improving the churchyard path.

(iv) The Clerk reported that he had received from Bob Marsh, Chief Executive Officer of The Beaudesert Trust, a letter dated 16th December 2010, welcoming the Parish Council's interest in the historic View Point in Beaudesert Park and looking forward to meeting Councillors when they visited the site.

(v) The Clerk reported that he had received from John Perry, MBE, Chairman of the BKV Working Group, The Community Council of Staffordshire, a letter dated January 2011, enclosing the papers for the 2011 Competition.

The deadline for entry forms being Friday, February 25th, 2011, it was agreed that the submission of entry forms should be deferred until the next meeting of the Council.

(vi) The Clerk reported that he had received from Cathy Russell, Deputy Office Manager, The Community Council of Staffordshire, a letter dated January 2011, inviting the Council to submit events for entry in the 2011 Diary of Village Festivals and Events.

The deadline for submitting entries was 25th March 2011, and the Clerk would canvass local organisations, though past experience had shown that many local events were arranged later in the year.

15. OTHER COMMUNICATIONS

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

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

Calendar of Meetings, fortnight ending 2nd January 2011;
Calendar of Meetings, fortnight ending 16th January 2011;
Calendar of Meetings, fortnight ending 16th January 2011 (revised);
Forward Plan – Version 1 – Issued 17. 12. 2010 – Effective for the Period
01. 01. 2011 – 30. 04. 2011.

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

Licensing Act Applications registered during w/e 17th December 2010;
Licensing Act Applications registered during w/e 24th December 2010;
Licensing Act Applications registered during w/e 31st December 2010.

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

Register of Electors 2011 (Longdon);
Register of Electors 2011 (Gentleshaw);
Monthly Applications for 3rd January 2011.

(iv) From The Lichfield District Council Website:

Minutes of the Lichfield District Parish Forum held on Tuesday,
November 23rd, 2010, together with attachments of presentations made
at the meeting.

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

S3SN - E Bulletin – Issue No. 44/10 – 16th December 2010;
S3SN – E Bulletin – Issue No. 45/10 – 23rd December 2010.

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

Opportunities for Voluntary and Community Groups in Lichfield and
the Surrounding Areas (3. 12. 2010);
Opportunities for Voluntary and Community Groups in Lichfield and
the Surrounding Areas (17. 12. 2010).

(vii) From The Staffordshire Parish Councils' Association:

Weekly Update (05. 12. 2010);
“Major infrastructure planning reform work plan”, published by
the Department of Communities and Local Government, December 2010);
Queen Elizabeth II Fields: Nomination Form; Framework Deed.

(viii) From Staffordshire Police:

Staffordshire Police statement by Chief Constable Mike Cunningham and
Mr. David Pearsall, Chief of the Police Authority on the force's
Government funding settlement;
Electronic Christmas Card.

(ix) From The Staffordshire Fire and Rescue Services:

Safety Plan News: Autumn 2010.

(x) From The National Housing Federation (via SPCA):

“Affordable Rural Housing: A practical guide for rural councils.”

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

Voluntary and Community News: December 2010. Week 3;
Voluntary and Community News: December 2010, Week 4;
VAST email bulletin: April 2010, Week 4.

(xii) From Rachel Caine, Staffordshire & Stoke-on-Trent Third Sector
Commissioning Partnership:

Project E Bulletin – December 2010

*(“...to identify options for efficiency savings and improved value for
money through opportunities to jointly commission services....”)*

(xiii) From Came and Company, Parish Council Insurance, Odiham, Hants.:

“Parish Matters”: Autumn 2010.

16. ANY OTHER URGENT BUSINESS

(i) Cllr. Cherry reported that the Rev. Rob. Farmer would be leaving Longdon on February 13th to take up a new living in Walsall Wood.

(ii) Cllr. Nash reported that the CCTV camera at The Grand Lodge whose focus had included the lane outside the property had been re-aligned so that it now faced the driveway and house.

(iii) Cllr. Clarke asked that registering with Central Funding, as recommended by the Finance and General Purposes Committee, should be approved at the next meeting.

Appendix A

REPORT ON MEETING OF THE BEAUDESERT SPORTS FIELD AND RECREATION GROUND TRUST HELD IN THE PARK GATE INN, PARK GATE ROAD, CANNOCK WOOD, ON MONDAY, JANUARY 10TH, 2011

Present Cllr. Pat Ansell (Chairman); Sue Holliday (Secretary); John Tonks (Treasurer); Avril Green; and Bryan Sullivan.

1. APOLOGIES

Cllr. Mrs. H. A. Meere; Steve Scargill (Cannock Wood Football Club)

2. MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meeting, held in The Park Gate Inn, Park Gate Road, Cannock Wood, on Monday, October 4th, 2010, were accepted as a true record and signed.

3. TREASURER'S REPORT

JT reported that, since the last meeting, he had received a donation of £500 from Cannock Wood Parish Council, £200 from the Caravan Club (who paid £4. 00 per caravan per night) and £160 from Cannock Wood Football Club. He had made payments of £914. 68 for insurance and £329 for grass cutting. He had not, however, received any moneys from the Cricket Club, whose only contribution to the maintenance of the field was to arrange for the hedges to be cut once a year.

SH reported that she had received a letter from the Club's Chairman, Gwyn Samuels, who had seemed to believe that the field was maintained by the Village Hall Management Committee, to whom the Club had made a donation towards the cost of a raffle.

Mr. Samuels had described the state of the Club's finances as 'dire' owing to rising costs, falling subscriptions and increased vandalism to the pavilion. The Club was at the moment insolvent, and he was awaiting the payment of this season's subscriptions, when they would make such contribution as their funds allowed.

PA added that the Club had recently made an application for a grant from Cannock Wood Parish Council.

JT insisted that, while raising funds for the new pavilion had been a joint effort between the Trust and the Club, it was owned by the Club and its maintenance was the Club's responsibility. Maintaining the field to a standard sufficient for cricket to be played on it was the responsibility of the Trust and cost between £800 and £900 a year. In season, the field was cut every 2½-to-3 weeks at a cost of £250 per cut.

It was agreed that SH should write to Mr. Samuels asking for a meeting to discuss future arrangements and to suggest that the Club pay a regular fee of £10 per match for the use of the pitch, rather than the occasional donation. However, the Trust was mindful that it had a responsibility to encourage the use of the field by local organisation and was reluctant to put too much pressure on a struggling organisation.

At present, the Trust held a little over £1000 in its account, but future expenditure would ensure that nearly all this money would be spent to meet current maintenance costs. The Trust's financial ended on February 28th, when he would provide a full account of the past year's financial transactions.

In concluding his report, JT said that, at the moment, the Trust's account was lodged with the Burntwood branch of The Halifax, but this branch had now been taken over by Santander, and, at JT's request, it was agreed that the account should be transferred to Santander.

4. FUND RAISING

JT welcomed AG to the meeting and invited her to discuss possible ways of building up the Trust's funds.

AG said that it was important, when seeking grants, to concentrate on capital projects such as the acquisition of new equipment.

In agreeing, JT reminded the meeting of the proposal, based on a request from local parents, to provide a baby swing, but, so far, the cost had proved beyond the reach of the Trust. Such a piece of equipment would have to be installed on an independent site away from other swings and have its own access. It would have to be installed by the company providing the swing, and the total cost would be in the region of £5000, of which £500 had been pledged by Longdon Parish Council.

AG undertook to use her experience in raising money for other organisations to find ways of improving the Trust's income.

5. DATE OF NEXT MEETING

Monday, March 28th, 2011, in The Park Gate Inn, Park Gate Road, Cannock Wood, commencing at 8.00 p.m.

Appendix B

PARISH COUNCIL OF LONGDON

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

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

Community Halls

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

Highways and Footpaths

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

Section 137

Donations

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

Subscriptions

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

Churchyards

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

SUMMARY OF PAYMENTS

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

BUDGETED EXPENDITURE

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

Expenditure for January 2011

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

Estimated Income and Expenditure (January-March 2011)

(*based on January-March 2010)

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

RECONCILIATION STATEMENT

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