

MINUTES OF A MEETING OF THE PARISH COUNCIL OF LONGDON HELD
IN THE W. I. HALL, FORD LANE, LONGDON, ON TUESDAY,
FEBRUARY 14TH, 2012

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

Also present were Cllr. N. J. Roberts. Lichfield District Council;
County Councillor F. W. Lewis, MBE; Mr. Christopher J. Webb;
and the Clerk.

Prior to the commencement of the meeting, Mr. Webb, having been co-opted to the Council at the previous meeting, signed a Declaration of Acceptance of Office and took his place on the Council as a member for the Gentleshaw Ward.

1. APOLOGIES

Cllr. B. J. Butler; and Cllr. C. D. Cherry.

2. REVIEW OF CURRENT PRACTICES AGAINST RISK REGISTER.

It was agreed that current practices should be reviewed in the course of the meeting.

Cllr. Clarke pointed out that he would be presenting his update of the Register for the Council's approval later in the meeting.

3. APPROVAL OF MINUTES OF PREVIOUS MEETING

On a motion proposed by Cllr. Juxon and seconded by Cllr. Welch, the minutes of the previous meeting, held in the W. I. Hall, Ford Lane, Longdon, on Tuesday, January 10th, 2012, were approved and signed.

4. PUBLIC PARTICIPATION

No members of the public were present.

5. MATTERS ARISING FROM THE MINUTES

(i) Kicking-rail outside No. 71 Upper Way, Upper Longdon

The Clerk reported that, to date, he had received no response from the Community Highway Liaison Manager.

Cllr. Lewis said that he would pursue the matter.

(ii) Grit Bins

The Clerk reported that he had received from Cllr. Mike Maryon, Cabinet Member for Highways and Transport, Staffordshire County Council, a letter dated 9th February 2012, informing the Council of the efforts being made to tackle the theft of rock salt from Grit Bins across the highway network

The Chief Constable has assured Cllr. Maryon that his staff will be briefed to take the matter seriously when reported.

Further to that, the County Council had now joined forces with volunteers from the Staffordshire Community Watchdog scheme and Neighbourhood Watch members to crack down on people who steal grit from piles and bins.

Cllr. Maryon had concluded by asking the Parish Council to spread the message that the supply of rock salt was for the use on the highway at critical locations and not for private use.

The Clerk added that a notice underlying this message was already being displayed on some of the parish notice-boards.

Cllr. Taylor said that the bins in Upper Longdon had all been recently filled.

The Clerk also reported that he had received an earlier letter from Cllr. Maryon, dated 1st February 2012, in which he referred to the County Council's Ice-Busters initiative to support local organisations in providing local de-icing at key points in their communities by using its bulk-buying power to provide a reasonable free supply of highway de-icing materials and providing local advice from local winter service practitioners.

Cllr. Maryon had confirmed that, in the unlikely event of a Parish Council facing litigation as a result of participating in the Ice-Busters initiative, and where they had conformed to the advice contained within the government's 'snow code', that Council could rely on the support of the County Council's legal services.

(iii) Faulty Gate on FP. 56 leading from A51 at Bradley Lakes

The Clerk reported that Mr. Will Rose had submitted a Public Path Obstruction Report to the Development Services Directorate at Stafford.

(iv) Footpath Leaflets

Cllr. Juxon reported that he was still waiting for the text for Footpath No. 5 but had, in the meantime, visited The Benhall Press, in Rugeley, where he had been given a rough estimate of £800 for 1000 copies of each of the five leaflets.

He hoped to receive both a written quote and proof copies in time for the March meeting, when, it was agreed, the Council would formally accept the quote.

(v) Registration of Brook End Green

Cllr. Clarke gave a report on the action which he had taken so far in registering the Parish Council's ownership of Brook End Green with Land Registry and outlined the steps still to be taken.

He listed the benefits of registration as being that it was proof of ownership, that it simplified conveyancing, that it did away with the necessity of storing the original Deed of Conveyance, and that it gave protection against adverse possession.

He had established that it was recorded as a green in the County Council's records as "Unit No. 9", and it had also been established that no stamp duty was payable on the transaction.

He estimated that the total cost of the transaction would be in the region of £117.00.

Cllr. Clarke was warmly thanked for the work he had so far carried out and, on a motion proposed by Cllr. Taylor and seconded by Cllr. Welch, it was unanimously agreed that the Council should accept this figure as an estimate and that Cllr. Clarke should be asked to bring the transaction to a successful conclusion.

(vi) Overgrown Hedging outside "Sunny Corner", Upper Way, Upper Longdon

The Clerk reported that he had advised the Highway Department at Lichfield of the problem.

(vii) Lighting in High Street and Giddywell Lane

The Clerk reported that he had written to the County Council's Principal Lighting Engineer, asking him to investigate the problem.

(viii) Litter in Upper Longdon

The Clerk reported that he had written to Ruth Plant, Lichfield District Council's Director of Operational Services, asking her to arrange for the litter in Brereton Hill Lane and Upper Way to be cleared and had subsequently received a telephone call from Gary Brownridge, Street Scene Manager, promising to arrange a collection.

However, Cllr. Taylor reported that this had not yet been done.

(ix) Repair to Gate from Footpath across Glebe Field into Churchyard

Cllr. Couchman reported that this repair had been carried out by Mr. Will Rose.

6. PLANNING

(i) Planning Committee Report

11/01441/FUL: Mr. & Mrs. I. Dayson: Single-storey extension to form dining-room and demolition of porch and bay window: Brereton Cross House, Bardy Lane, Longdon

There had been no objection to this proposed development.

12/00020/FUL: Mr. R. Barton: Demolition of existing single-storey garage and utility and erection of a new single-storey extension forming family room, dining-room and kitchen: Southdown, Lower Way, Upper Longdon

There had been no objection to this proposed development.

(ii) For consideration

12/00032/FUL: Sabre Homes: Erection of three-bedroom detached dwelling and creation of parking area for Bankside Cottage: Bankside Cottage, Lower Way, Upper Longdon

The Council strongly objected to this application for the following reasons:

1. Unlike any other property within the village, it would almost fully occupy the entire footprint, which would be inappropriate in a rural setting within an Area of Outstanding Natural Beauty.
2. The proposed new house would be out of character on this plot and would turn an otherwise attractive frontage into an eyesore.
3. There is already a problem with visitor parking on this stretch of Lower Way which would be further compounded.
4. Sewers and infrastructure already struggle to cope, and water run-off would obviously be increased.
5. There would be major disruption in a very narrow road, as the access to the site is very limited, and, invariably, large delivery lorries would damage verges and banks.
6. The building line is well in front of all the properties from "Bankside" to the west (all these properties are elevated, unlike "Bankside", which is at road level), and would make it very imposing and dominant in an Area of Outstanding Natural Beauty.

7. Granting planning permission would create a precedent which could encourage other home-owners to apply for planning permission to put additional property on their land or sell it for development, causing friction among neighbours who had bought properties in a rural environment not expecting to find themselves living on a housing estate!

(iii) Approved by Lichfield District Council

The Clerk reported that, since the last meeting, Lichfield District Council had approved the following planning application:

11/01315/FUL: Mr. M. Bailey: Single-storey rear extension and internal alterations: 55 Upper Way, Upper Longdon

11/01381/FUL: Mr. & Mrs. Keely: Conservatory extension to rear: Brookfield House, Lower Way, Upper Longdon

(iv) Refused by Lichfield District Council

11/01188/FUL: Mr. & Mrs. Burt: Removal of condition no. 10 of application 10/00390/COU relating to the occupancy: Rookery Farm, Giddywell Lane, Longdon

(v) Other Planning Matters

(a) Withdrawal of Application

Description of Development: Continued occupation of dwelling in breach of agricultural occupancy condition

Location of Development: High Meadow, Hill Top. Longdon Green

This application was withdrawn on 22nd December 2011.

7. REPORTS OF MEETINGS

(i) Police Surgery: January 14th

Cllr. Couchman reported that he and Cllr. Butler had attended this surgery, which had taken place in Longdon Village Hall, on Saturday, January 14th, and at which both PC Brown and PCSO Anderson had been present.

There had been no major issues raised, though two residents from Borough Lane had asked if a speed limit could be imposed past the Almshouse.

(ii) Community Forum: January 19th

Cllr. Juxon reported that the Community Forum held in the W. I. Hall on Thursday, January 19th, to consider ways of both celebrating and commemorating the Queen's Diamond Jubilee had been well attended and a small steering group had been set up to develop the ideas suggested at the meeting and report their recommendations to a second meeting of a working group set up by the Forum.

Monday, June 4th, had been chosen as the day on which to hold the celebrations and that they should, at the invitation of Longdon Club & Institute, take place on the field behind the Memorial Hall.

The steering group had met under the chairmanship of Cllr. Mrs. Duckett at No. 6 Church Way on Thursday, February 2nd, and would be presenting their recommendations to the working group at the W. I. Hall on Wednesday, February 22nd.

Cllr. Mrs. Duckett said that there had been lots of ideas at the meeting of the steering group, including holding the celebration as a family picnic rather than a party.

On a motion proposed by Cllr. Nash and seconded by Cllr. Webb, it was agreed that the Council should contribute up to £500.00 towards the cost of the celebrations.

(iii) Lichfield District Parish Forum: January 19th

Cllr. Nash gave a report on a meeting of the Lichfield District Parish Forum which had taken place in the Council Chamber, District Council House, Frog Lane, Lichfield, on Thursday, January 19th, 2012.

The Chairman of the Forum, Cllr. Derrick, had opened the meeting with a short presentation on war memorials in which he referred to a UK-wide inventory of war memorials, including those in churches, about which he would be writing to all parishes in the District.

He had stressed the importance of protecting these memorials following recent reports of vandalism and the theft of bronze plaques.

Richard King, Strategic Director – Democratic, Development and Legal Services, had then given a brief overview of the Strategic Plan for 2012-2016 which the District Council was currently developing and which would set out the strategic outcomes which the Council wished to achieve.

The Draft Plan was currently out for consultation and could be viewed at www.lichfielddc.gov.uk/newdistrictplan.

Mr. King had then given a presentation on The Localism Act and new National Planning Policy Framework, focussing on four particular aspects: new freedoms and flexibility for local government; new rights and powers for communities; reform of the planning system; and reform to ensure that decisions about housing were taken locally.

In the discussion which followed Mr. King's presentation, emphasis had been placed on the responsibility of both District and Parish councillors to look at planning applications and the need to be involved in pre-application discussions.

There followed a presentation by Neil Wade, of the District Council's Environmental Health Team on scrap collectors.

Nation-wide, the theft of metal was costing £170m. Scrap dealers, of which there was a large number, were required by law to have a Waste Carrier Licence, and were bound by a duty of care.

It was against the law to have loud-speakers, and, if any dealer was causing a nuisance, the police could be summoned and could stop and search, and demand to be shown the dealer's licence.

Under 'Any Other Business', delegates were told that, in future, the District Council's Planning Committee would be more strategic, and that, already, 95% of all planning applications were being dealt with by planning officers divided into teams covering specific areas.

It had also been reported that Whittington Barracks were being converted into a military hospital training centre at a cost of £138m., which, it was felt, would be good for the local economy.

(iv) Cannock Wood & Gentleshaw Village Hall Management Committee:
January 31st

Cllr. Taylor reported that, unfortunately, he had been unable to attend this meeting but had sent his apologies.

The Clerk said that he expected that both he and Cllr. Taylor would shortly be sent copies of the minutes of the meeting by the Secretary, who usually reported the business of each meeting in some detail.

(v) St. James School – Governors' Meeting

Cllr. Taylor said that he was allowed to report that, at a recent meeting of the School Governors, he had seconded onto the Finance Committee.

8. NOTICE OF FORTHCOMING MEETINGS AND EVENTS

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

(i) Western Power Distribution: Invitation to Stakeholder Workshop on Future Investment Plans, followed by luncheon.

Tuesday, 21st February 2012: The Albert Hall, Nottingham;

Wednesday, 22nd February 2012: The Villa Park, Birmingham;

Thursday, 23rd February 2012, at the Gloucester Rugby Club, Kingsholm Stadium.

Registration from 9. 30 a.m.; workshop from 10. 00 a.m. to 1. 00 p.m.;

lunch from 1. 00 p.m. to 2. 00 p.m.

(ii) SPCA Planning Seminar: Wednesday, 7th March 2012, in Rooms 9/10, The Peel Building, St. Chad's Place, Stafford, from 7. 00 p.m. to 9. 00 p.m.

Agenda: Update on Planning Legislation; Basic Planning; Local Plan Process.

Cost: £10. 00 per delegate.

Both Cllr. Juxon and the Clerk said that they would like to attend this seminar.

(iii) “Business is Better Together”: Friday, 9th March 2012, at Uttoxeter Racecourse, Wood Lane, Uttoxeter, from 9. 30 a.m. to 1. 30 p.m.

(“An invitation from the Staffordshire and Stoke-on-Trent Enterprise Partnership to voluntary sector organisations to find out how private businesses and civil society organisations could work together to contract and deliver public sector services effectively.”)

9. HIGHWAYS AND FOOTPATHS

(i) Footpaths 38 and 39

The Clerk reported that Mr. Will Rose had submitted a Public Path Obstruction Report to Staffordshire County Council’s Development Services Directorate stating that the field traversed by these two paths had been planted with winter wheat and the paths had not been re-instated.

There had been an ongoing problem over the years with this field and the adjacent field traversed by Footpath 70.

It was also reported that the new owner of Windmill Farm at Upper Longdon had installed a new stile complete with dog-gate and a new swing-gate.

(ii) Waymarking of Footpaths

The Clerk reported that he had received an email from Mr. Rose dated 27th January 2012 advising the Council that he had received a supply of smaller waymarking posts from Staffordshire County Council and asking for help from walkers to let him know of any locations where an extra post might be useful.

He also had a supply of yellow waymarking discs and was asking to be told of any existing gate post that would benefit from a new or replacement disc.

(iii) Visit of Neighbourhood Highways Team

The Clerk reported that he had received from Kevin Wawrzynczyk, Community Highway Liaison Officer, Highways, Staffordshire County Council, an email dated 6th February 2012, giving the weeks commencing 30th April 2012 and 3rd September 2012, and the weeks commencing 7th May 2012 and 10th September 2012 for the next visits of the Neighbourhood Highways Team to Longdon and Gentleshaw respectively, and asking the Council to submit two weeks prior to the start dates suitable requests for tasks for the Team to undertake.

The Chairman asked Councillors to bring suitable suggestions to the next meeting.

10. GENERAL ADMINISTRATION

(i) Parish Council Surgery

The Chairman, Cllr. Clarke, Cllr. Juxon and the Clerk were all present at the surgery, but no member of the public attended.

(ii) Progress Report of Website Update

Cllr. Clarke gave a progress report on the updating of the website.

The cost would be as agreed last year; this was £720. 00, plus an annual fee of £130. 00 for hosting it.

Work still needed doing on the maps for the leaflets

Cllr. Clarke thought that some of the present photographs needed revising; for example, the photograph of Longdon Green gave undue precedence to “The Red Lion”, when there were other licensed premises in the parish.

Some changes were needed to the contents pages, but these would only be minor. He would review the history pages with Cllr. Juxon and choose appropriate illustrations.

Street maps would show significant buildings, such as churches, community halls and schools.

He had received entries from local organisations and businesses, the churches and community halls, as well as from both schools, and a slide show from St. James School, though not one slide had shown the children in a classroom! He believed that this would not appeal to parents looking for a suitable school for their children!

A disclaimer would be needed at the start of the information pages.

In concluding his report, Cllr. Clarke once again stressed that the website was a living documents which could be continuously augmented and amended.

He added that, once he had recovered his health, Cllr. Cherry would act as the Parish Council’s webmaster, but he was prepared to continue in that role until that time.

Cllr. Juxon, who had taken over as chairman of the meeting following Cllr. Mrs. Duckett’s withdrawal as the result of feeling unwell, thanked Cllr. Clarke for his continuing hard work on the project, and it was unanimously agreed that he should carry on with the project.

(iii) Review of Risk Assessment Register

Cllr. Clarke proposed a series of amendments to the Council’s Risk Assessment Register, copies of which had been distributed to Councillors prior to the meeting (*Appendix A*).

On a motion proposed by Cllr. Nash and seconded by Cllr. Welch, these amendments were approved and adopted.

It was agreed that the Clerk should arrange for new copies of the Register to be printed and distributed to Councillors.

(iv) Storage of Council Documents

On a motion proposed by Cllr. Taylor and seconded by Cllr. Mrs. Meere, it was agreed that the Clerk should make the necessary arrangements for the Council's records to be stored at the County Record Office in Stafford.

11. LAW AND ORDER

(i) Report from PC Andy Brown

The Clerk reported that, shortly before the meeting, he had spoken by phone to PC Brown, the Community Beat Officer, who had told him that, so far, there had been no reported crime in the parish.

(ii) Neighbourhood Watch

Cllr. Taylor reported that Robb Nunn, the Watch Liaison Officer, had sent him a warning that an e-mail entitled 'Population Census: a message to everyone – act now' was being circulated, allegedly in the name of the National Statistician, Jil Matheson, which demanded that individuals provide further personal information, supposedly for the Census, and threatened fines for non-compliance.

This email had no connection whatsoever with the National Census Statistician, the 2011 Census or the Office of National Statistic and should be deleted immediately. Opening any of the links could put personal data, including financial information, at risk.

The receipt of any suspicious emails should be reported to:
www.actionfraud.org.uk

12. BEST KEPT VILLAGE COMPETITION 2012

The Clerk reported that he had received entry forms for this year's Best Kept Village Competition.

On a motion proposed by Cllr. Mrs. Meere and seconded by Cllr. Taylor, it was agreed that both Longdon & Longdon Green and Upper Longdon should again be entered in the Competition.

The Clerk also reported that Mrs. Eva Overton had offered to display the certificates won by the villages in past years in a folder in Longdon Post Office and Store.

On a motion proposed by Cllr. Taylor and seconded by Cllr. Welch, it was agreed that the Council should accept Mrs. Overton's kind offer.

13. FINANCIAL MATTERS(i) Accounts for Payment

On a motion proposed by Cllr. Welch and seconded by Cllr. Nash, payment of the following accounts, received since the last meeting, were approved:

| | | |
|------------------|--|----------|
| *G. C. McCulloch | Removal of large fallen hanging trees, topping of two dead hollies and felling of one dead and leaning holly | £140. 00 |
| Longdon W. I. | Hire of Hall – January 19 th : £12. 00 | |
| | Hire of Hall – February 2 nd : £12. 00 | |
| | Hire of Hall – February 14 th : £12. 00 | |
| | | £ 36. 00 |

(* confirmation # payment made under Section 137)

(ii) Payments Received

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

| | | |
|-------------------------|-------------------------------|----------|
| A. I. D. Fuel Oils Ltd. | Advertisement: “Longdon Life” | £ 12. 00 |
| P. J. Adams | Advertisement: “Longdon Life” | £ 12. 00 |

(iii) Current Balances

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

| | | |
|-------------------------------|-----------------------|----------------------------|
| NatWest c/a: | £ 258. 96 | The Halifax s/a: £6032. 70 |
| <u>less uncleared cheques</u> | | |
| | 1674: £ 12. 00 | |
| | <u>1676: £140. 00</u> | |
| | £106. 96 | |

(iv) Request for Grant Aid(a) St. James Church, Longdon

The Clerk reported that he had received from Mrs. Judy Grew, Church Warden, the Parish Church of St. James the Great, Longdon, a letter dated 24th January 2012, asking if she could explore the possibility of some assistance with the maintenance of the rough ground part of the car park of the car park at the Church and adding that it was the hope of the Parochial Church Council that a joint responsibility could be agreed with the Parish Council.

The PCC had obtained what was thought to be a reasonable verbal quotation of £2600 to scrape and remove the top surface, to replace with similar stone and put kerbs on three sides to retain the stones and was asking the Parish Council to consider meeting half the cost.

It was agreed that the Council should give serious consideration to this request at its next meeting and that, in the meantime, the Clerk should acknowledge Mrs. Grew's letter and at the same time advise her that the Council was already considering commemorating the Diamond Jubilee by paying for the regeneration of Church Hollow, including the path leading into the car park.

(b) Cannock Wood & Gentleshaw Village Hall Management Committee

The Clerk reported that he had received a completed Grant Application Form from Mrs. Dorothy Poynton, a member of the Cannock Wood and Gentleshaw Village Hall Management Committee, dated 30th January 2012, in support of a request for a grant towards the cost of a ceiling and lighting scheme.

The form had been accompanied by a copy of a quotation from Morris Mellett, of Telford, totalling £17,078. 00, plus VAT, and of letters from a number of user-organisations supporting the scheme.

Of the total required, £15,000 in grants had already been received, and an application had been made to Cannock Wood Parish Council for £1000. 00, a figure which the Committee hoped that Longdon Parish Council would match.

The remainder, approximately £3500. 00, would be met out of the Committee's funds.

The ensuing discussion revealed a difference of opinion as to what the responsibility of Longdon Parish Council was towards the Hall, which was, after all, located in Cannock Wood, to whose Parish Council the Committee could always appeal, as in this case.

Moreover, the majority of users came from outside the Parish.

However, it was also pointed out that, not only was there an historic connection with Longdon based on the fact that the Hall had replaced an army hut situated next to Gentleshaw School, a connection perpetuated in the name of the Hall, but the charitable trust governing the management of the Hall allowed Longdon Parish Council to have a representative on the Management Committee, a right which it had always exercised.

It was pointed out that a similar situation existed regarding the management of Longdon Village Hall, and argued that the Council should be seen to be even-handed in its support of these two halls.

It was also suggested that the Management Committee could not be blamed for wanting to benefit from the fortunate circumstances which allowed it to appeal to two adjoining Parish Councils.

Cllr. Juxon's proposal that the Council should make a grant of £750. 00 not having been seconded, it was then proposed by Cllr. Taylor that a grant of £500. 00 should be made.

The motion being seconded by Cllr. Clarke, it was passed nem. con., Cllr. Nash and Cllr. Welch abstaining.

14. CORRESPONDENCE SINCE LAST MEETING

(i) The Clerk reported that he had received from Mary Cooke, Play Development Manager, Leisure Parks and Play, Lichfield District Council, a letter dated 16th January 2012, thanking the Parish Council for its donation of £130. 00 towards the 2012 play programme and enclosing a receipt.

(ii) The Clerk reported that he had received from Julie Waddicor, Marketing Officer, Marketing and Communications Team, Staffordshire County Council, an undated email via the Staffordshire Parish Councils' Association, offering to arrange a conducted tour of the new Staffordshire Place offices.

However, no interest in taking part in such a tour was expressed.

(iii) The Clerk reported that he had received from Alison Munro, Chief Executive, High Speed Rail Two (HSR2) Limited, a letter dated 18th January 2012, expressing the hope that her company could work with local communities in the development and mitigation of the route and advising the Council that she would be contacting the Council again over the next fortnight to discuss in more detail plans for community forums.

(iv) The Clerk reported that he had received from Deborah Evans, Company Secretary, Acme Tree Services Ltd. a letter dated 23rd January 2012, offering an alternative quotation for the Council's ground maintenance or any tree surgery requirements which he had filed for possible future reference.

(v) The Clerk reported that he had received from Sue Marshall, Area Treasurer, Cruse Bereavement Care - South Staffordshire Area, a letter dated 2nd February 2012, thanking the Parish Council for its donation of £50. 00.

(vi) The Clerk reported that he had received from Julia Castree-Denton, Team Leader – Waste Policy, and Harmesh Jassal, Strategic Manager, Planning and Building Regulations, Staffordshire County Council, a letter dated 2nd February 2012, informing the Council that Staffordshire County Council and Stoke-on-Trent City Council had, on 20th January 2012, submitted the Staffordshire County Council and Stoke-on-Trent City Council Core Strategy 2010-2016 Development Plan Document to the Secretary of State for Communities and Local Government for independent examination.

(vii) The Clerk reported that he had received from Cllr. Bernard Derrick, Elected Member for Stowe Ward, Lichfield District Council, a letter dated 4th February 2012, asking for details of memorials within the Parish, including basic information regarding the types of memorial in each parish and a brief description of where they were located so that necessary records could be made and photographs could be taken.

Cllr. Juxon said that he would arrange for photographs to be taken of the memorials in St. James Church.

15. OTHER COMMUNICATIONS

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

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

Calendar of Meetings, fortnight ending 29th January 2012;
Calendar of Meetings, fortnight ending 12th February 2012;
Forward Plan – Version 1 – Issued 17. 01. 2012 – Effective for the Period 01. 02. 2012.

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

Licensing Act Applications registered during w/e 13th January 2012;
Licensing Act Applications registered during w/e 20th January 2012;
Licensing Act Applications registered during w/e 27th January 2012;
Licensing Act Applications registered during w/e 3rd February 2012.

- (iii) From Jenny Moore, Personal Assistant to the Strategic Director, Lichfield District Council:

Minutes of meeting of Lichfield District Parish Forum held on 1st September 2011;
Agenda for meeting of Lichfield District Parish Forum to be held on 19th January 2012;
Presentation: “Localism and Changing Planning Policy Framework”.

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

Free home insulation;
Seasonal waste collection and recycling survey.

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

S3SN – E Bulletin – Issue No. 1/12 – 12th January 2012;
S3SN – E Bulletin – Issue No. 2/12 – 19th January 2012;
S3SN – E Bulletin – Issue No. 3/12 – 26th January 2012;
S3SN – E Bulletin – Issue No. 4/12 – 2nd February 2012.

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

SPCA Update (1st February 2012);
“Families First” launch (“Putting families first in Staffordshire”);
Vacancies on the Executive (Lichfield 2);

12/27

Survey of knowledge and use of LED lighting within local authorities conducted by UK Sales Manager of Magna Technology LED;
NALC Employment Briefing E02-12: PAYE Arrangements for Clerks and Responsible Finance Officers;
Seminars and Training Courses (Audit Commission Seminar; VAT Training Course);
Big Tree Plant! (Message from Forest of Mercia);
SPCA Update (8th February 2012);
NALC Weekly Updates.

(vii) From Staffordshire Police:

“Staffordshire’s getting even safer”.

(viii) From The National Association of Local Councils:

Joint LGA and NALC summit – Strictly localism”: Birmingham, 22nd March 2012.

(ix) From The National Association of Local Councils/Campaign to Protect Rural England:

“How to shape where you live”: a guide to neighbourhood planning.

(x) From The Rural Services Network, Tavistock, Devon:

“A rural consultant at your finger tips”.

(xi) From The Historic Towns Forum:

National Tourism Conference – Friday, March 16th, 2012, at Blenheim Palace, Woodstock.

(xii) From Steve Shaw, National Co-ordinator, Local News/unlockdemocracy.org.uk:

Good news re: proposal to empower town and parish councils.
Letter from Cllr. Ron Bailey, of Leiston-cum-Sizewell Town Council, and Shona Bendix, Chief Executive Officer, Suffolk Association of Local Councils.

(xiii) From Marie Hitchen/Martin Taylor, Sustainable Gov.:

Training and Education Newsletter;
State of the Union – Scotland seeks independence from the UK;
Data protection survey.

(xiv) From Chris Callaghan, Public Sector Efficiency Expo 2-12:

Local Government Efficiency – Register Now.

(xv) From Di. Dann, National CPD Manager, North and Central North Region:

Continuous Professional Development Programme.

(xvi) From Ben Jefferson, Parish Magazine Mags, Salisbury, Wilts.:

National Parish Magazine Awards 2012.

(xvii) From imember Media Group, Salford:

The Future of Cyber Security Conference 2012 - March 12th, 2012.

(xviii) From Notts Sport, Lutterworth. Leics.:

“Don’t get caught out this winter – save £££s on maintenance”.

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

New Rota Roka from SMP.

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

Sales Catalogues.

(xxi) From Stephanie Chambers, S & S Playground Equipment Ltd., Aylesbury, Bucks.:

Designer Playgrounds from Safe & Sound.

(xxii) From David Slack, premier 1 (UK), Loscoe, Derbyshire:

“A Splash of Colour” (Hanging Baskets & Floral Displays).

16. ANY OTHER URGENT BUSINESS

(i) Cllr. Juxon said that he proposed to produce the next “Longdon Life” in time for Easter and invited contributions by March 17th.

(ii) Cllr. Nash reported that there were large water-filled potholes at the bottom of Dollymakers Hill.

The Clerk was instructed to advise the Highway Liaison Manager of this problem.

12/29

17. DATE OF NEXT MEETING

The next meeting would take place at the Cannock Wood & Gentleshaw Village Hall, Buds Road, Cannock Wood, on Tuesday, March 13th, 2012, commencing at 7. 30 p.m.

Appendix A

REVIEW OF RISK MANAGEMENT

It is the Parish Council's policy to adopt and follow structured Risk Management – namely, risk identification, rating and control to acceptable levels. At each Council Meeting and Committee Meeting, the Risk Assessment register is reviewed for currency and any necessary Amendments noted.

There have been no additional assets acquired nor any new categories of activities undertaken since the risk register was published. Currently, the Risk identified and the Control Actions required as listed in this Register, together with the Amendments, still apply.

Attached for the Parish Council to approve or amend are both a draft copy of the “Amendments to 14. 02. 12” and a copy of the Register's “Contents”, each to be added to the Risk Assessment Register dated 12. 07. 10. *

The major amendments are

- (1) deletions of risks that are not Parish Council responsibility, i.e. 3.4.1 and 3.4.3 re: St. James Church car park and 4.1.3 re: Longdon Village Hall operations.
- (2) an activity deleted (3.6 Floral Gateways)
- (3) an added risk, 4.6.4 Re: Standing Orders
- (4) a Contents included

The other amendments are secondary adjustments.

The Parish Council as Trustees should advise the Longdon Village Hall Management Committee in writing of its responsibilities for the risks and controls under 4.1.3 and all 5.1.

Risk Assessment and Control (Management) may seem merely glimpses of the obvious, and the popular perception is that it is just “Health and Safety”, whereas it also includes “Fit for Purpose” that can impact severely on cost, schedule performance and third parties. *It is the exercise of “prevention better than cure” and the application of common sense.*

It provides discipline to avoid oversight, questions complacent assumptions, is a basis for trade-offs between risk and effects, and demonstrates that the Parish Council is a responsible body.

The Control Actions are not perfect and need to be reasonably practical but should be in place for each activity.

If a control is not in operation, then the risk will increase. This does not mean that the risk level rises to “High” or “Very High”; it may stay within its band, e.g. “Low” or “Medium”, should, however be re-assessed. If, after re-assessment, the risk level is high, with significant impact, then the choice is to accept the risk (i.e. consequences), for a short period or estimated cost, to avoid by changing operation, to transfer to a third party, to mitigate with added controls or to cancel the activity.

In practice, much of the re-assessment is done “on-job” at the start of each activity or prior to meetings. Examples include 2.2.1., 3.5.2. and 4.6.3.

RAGC 08. 02.12

* The amended Risk Assessment Register, together with other Council documents, may be viewed on the Parish Council’s website www.longdon-staffs.info.