

MINUTES OF A MEETING OF THE PARISH COUNCIL OF LONGDON HELD  
IN THE W. I. HALL, FORD LANE, LONGDON, ON TUESDAY, JUNE 11<sup>TH</sup>, 2013

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

Also present were the Clerk; County Councillor Martyn Tittley;  
Mrs. Monique Worth, Kookaburra Brown Owl, and Mrs. Jenny James,  
Rainbow Leader and District Commissioner; Mrs. Joan Couchman,  
Bradley Lakes; Mrs. June Hamblet and Mrs. Kathleen Worrall, both from  
Brook End.

1. APOLOGIES

Cllr. C. D. Cherry; Cllr. N. J. Roberts, Lichfield District Council.

2. DECLARATION OF PERSONAL AND PREJUDICIAL INTERESTS

None was declared.

3. APPLICATION FOR DISPENSATIONS

No Councillor applied for a dispensation.

4. APPROVAL AND ADOPTION OF MINUTES

On a motion proposed by Cllr. Taylor and seconded by Cllr. Mrs. Meere,  
the minutes of the Annual Meeting held in the W. I. Hall, Ford Lane, Longdon, on  
Tuesday, May 14th, 2013, were approved and signed.

On a motion proposed by Cllr. Juxon and seconded by Cllr. Nash, the minutes of  
the meeting of the Council held in the W. I. Hall, Ford Lane, Longdon, immediately  
following the Annual Meeting, were approved and signed.

On a motion proposed by Cllr. Welch and seconded by Cllr. Mrs. Meere, the  
minutes of the Annual Assembly held at Longdon Hall School, Longdon Green, on  
Tuesday, May 21<sup>st</sup>, 2013, were approved and signed.

5. PUBLIC PARTICIPATION

Cllr. Juxon welcomed **Mrs. Worth and Mrs. James** to the meeting and invited  
them to address the Council.

**Mrs. Worth** said that she had prepared a presentation in support of her application  
for a grant of £350. 00 towards the cost of setting up a Guide Company in Longdon,  
supported by Mrs. James, which would be the village's very first Guide Company.

She had been running the Longdon Brownies for the past three years and had been concerned that, once they reached the age of ten, they were, in the absence of a Guide Company, they were being lost to the Guide family.

The girls themselves were very enthusiastic and were excited at the prospect of there being a Guide Company which they could go on to join.

Basic start-up equipment would include a complete first-aid kit, which she estimated would cost £100. 00; a craft kit, which would include jewellery-making materials, hot-glue guns, craft knives; and materials for making candles and for cooking.

Badges, which cost between 80p and £1. 20, also played a vital part in the learning programmes which the girls would be following.

The Guides would meet at St. James School, where facilities included a small kitchen.

Eventually, the girls would be able to assist at village events such as the Produce and Flower Show and the Duck Race.

Mrs. Worth added that she was planning a big event in Longdon next year to celebrate the centenary of the Brownies, when Brownies from within the District would 'take over' Longdon for the day. The details had yet to be worked out, but the girls would be following a range of activities at a number of village venues.

Asked how the new Company would be funded once it was set up, Mrs. Worth said that each girl would pay £5. 00 a week as 'subs'; this would break down as £1. 00 for rent, £1. 00 towards badges, £1. 00 for craft materials, £1. 00 to the Girl Guide census, and £1. 00 towards the cost of future outdoor events.

Asked where membership of the Company would be drawn from, she said that the core would be from Longdon, but girls would also come from places such as Brereton and Hamstall Ridware.

At the end of her presentation, Mrs. Worth was thanked for speaking to the Council, and she and Mrs. James took their leaves.

Cllr. Webb commented that Mrs. Worth was already doing good work with young people in the village, and her presentation had been very encouraging.

The Chairman then welcomed **Mrs. Couchman, Mrs. Hamblet and Mrs. Worrall** to the meeting and asked if any of them wished to address the Council.

Mrs. Worrall said that they had come to the meeting to voice their concern and alarm at the inadequacies of the bus service presently being offered.

As well as being unreliable, the buses in service were proving to be in a dangerous condition; recently, one ran into the back of a car when its brakes failed, while another had failed to arrive because both its rear tyres had blown out.

Cllr. Webb suggested that this raised liability and road safety issues; the County Council, by commissioning this company to act as its agents, was incurring liability, while the company, by putting buses on the road that were patently unroadworthy, were responsible for potentially criminal acts.

The Clerk said that, following the last meeting, he had written to the Senior Transport Co-ordinator at Stafford, alerting him to the situation and would write again now that the Council had been provided with more detail.

Cllr. Tittley added that he would also raise the matter in his capacity as County Councillor.

## 6. MATTERS ARISING FROM THE MINUTES

### (i) Speed Limit in Malthouse Road

The Clerk reported that he had, as instructed, written to Richard Rayson, the County Council's Community Infrastructure Liaison Manager, asking him to re-visit the decision not to pursue the request for a speed limit in this lane, citing Chesterfield and Wall as a precedent.

Cllr. Tittle said that, because of the cost and length of time involved in obtaining a Traffic Order, the County Council made applications for only four each year and consequently there was fierce competition amongst parishes to have their request given priority; and he urged the Council to draw up a list of its own priorities to present to the County Council.

He added that, regarding the closure of Dark Lane, he had been informed that the consultation process was nearly complete.

### (ii) Broken Drain Cover at Russell's Bank

The Clerk reported that he had written to the owner of the property, alerting him to the danger posed by the broken cover and asking him to arrange for its replacement or repair. Shortly after sending the letter, he had received a phone message from Mr. Butler saying that he was commissioning someone to carry out the work and hoped that the danger would soon be removed.

However, Cllr. Taylor reported that the work had still not be done.

The Clerk added that the problem had been referred to Paul Rochfort, the County Council's Principal Rights of Way Officer, by Will Rose, a member of the Parish Council's Highways and Footpaths Committee.

### (iii) Cotton Almshouses Trust

The Clerk asked whether the vacancy at the Almshouses had now been filled, since he had heard that a prospective tenant had been interviewed, but the vacancy was still being advertised on the Parish Council's notice-boards.

Neither Cllr. Mrs. Meere nor Cllr. Juxon had heard of the outcome of the interview, though Cllr. Juxon believed that the vacancy was now under offer.

### (iv) Police Surgery

The Clerk reported that he had, as instructed, written to the Police and Crime Commissioner for Staffordshire, drawing his attention to the failure of police surgeries to attract any parishioners and suggesting alternative ways the Police could meet the public in Longdon.

Posters advertising the next Police Surgery, on Saturday, July 6<sup>th</sup>, were now posted around the parish, and he had emailed both the Chairman and the Treasurer of the Village Management Hall Committee, asking if the Hall were in use on that day but had so far not received a reply from either.

## 7. PLANNING

### (i) Report of Planning Committee

13/00360/FUL: Mr. D.Craig: Installation of dormer window: Pear Tree Cottage, Windmill Lane, Gentleshaw

The Council saw no grounds for objecting to this application.

13/00461/FUL:Mrs. M. Cope: Extension to existing hay barn and infilling of the open sides of existing hay barn: Beaudesert Park farm, Horsey Lane, Upper Longdon

Having previously expressed concern over the original development on an exposed and dominant site, the Council believes that further comment would be superfluous, since it understood that this application would be approved under Agricultural Determination, anyway.

### (ii) For Consideration

There were no further applications to be considered.

### (iii) Approved by Lichfield District Council

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

#### (a) Petition for Amendment to the National Planning Policy Framework#

The Clerk reported that he had received from Nick Light and Steve Jackson, respectively Chairman and Secretary of the Protect Congleton - Civic Society, an email dated 6<sup>th</sup> June 2013, seeking support for a petition to amend the National Planning Policy Framework, which, in their view, encouraged unwanted development in market towns, villages and the open countryside.

They had pointed out that a large proportion of major development schemes which fail to gain approval from local councils were granted permission at appeal. They attributed this locally in part to the tardiness of the Local Plan but added that, even where a Local Plan was in place, the provisions of the National Planning Policy Framework allowed it to be overridden on the grounds of “sustainability”, whose vague concept meant that planning committees were having grave difficulty countering developers’ claims.

To counter this, Society had joined with other groups in the area to set up a petition to persuade the Government to amend the NPPF before the damage had gone too far, and would be grateful if the Parish Council and its wider community would support the petition.

However, the Chairman suggested that the problem encountered at Congleton would be avoided by having a strong Local Plan in place, underpinned by a Neighbourhood Plan, and it was agreed that the Council could not support the petition.

(vi) Neighbourhood Planning

The Chairman presented a report on a meeting of the Working Group which had taken place in the W. I. Hall on Thursday, May 23<sup>rd</sup>.

Outlining the status of the Local Plan, Cllr. Clarke said that it was currently with the Inspector, and a hearing was due on June 24<sup>th</sup>. A further consultation might be required on any modifications, and the report would finally go to the District Council for a decision in the autumn.

The intention to produce a Neighbourhood Plan had been publicised on Parish Council notice-boards, in “Longdon Life” and the District and Parish Councils websites.

In addition, an explanatory brief had been delivered to the local shop, the parish churches, the schools, halls and licensed premises in the parish, as well as to nineteen recognised organisations in the parish.

At the close of the consultation period, eleven responses had been received, all positive. These had been from The Environmental Agency, CPRE, English Heritage, Cannock Chase AONB, Natural England, Sport England, Staffordshire County Council Schools Organisation Team, Network Rail, and The Coal Authority, all of whom had asked to be kept informed and consulted as appropriate.

Cllr. Clarke added that it was anticipated that there would be no problems with the application to produce a Neighbourhood Plan and that approval would be given by Lichfield District Council at its meeting on July 9<sup>th</sup>.

It had been agreed that the area should be defined by way of fourteen aspects under which it would be easier for residents and other interested parties to raise issues and concerns. These were: demographic trend; open spaces and conservation area; natural waterways and floods; housing; recreation; public facilities; education; health; energy systems; crime; transport; retail outlets; business and employment; and heritage.

It was vital that a very large majority of residents and interested parties should be contacted so as to gather ideas, issues, concerns and wishes.

The media and other techniques for obtaining input such as public meetings, leaflet drops, meetings of parish organisations, small group discussions, and suggestions boxes should be used as effectively as possible, together with other means such as social gatherings like school fêtes and gardening shows; and there should also be an effective method of recording input.

A robust budget should be drawn up with realistic projected costings, funding incomes, anticipated cash flow and complete records, updated as the project progressed. Funding opportunities from various government sources needed to be investigated.

A structured plan with events and time scales for the production of the Plan was to be drawn up by Cllrs. Clarke, Morgan and Webb and submitted at the next meeting; they would also draw up an outline draft contact campaign for discussion at the next meeting.

A quick run around the table provided the following list of prime issues (in no particular order): rat runs; speeding traffic; sustainability; care of the elderly; water/flood control; affordable housing; need for young people; employment; and transport.

## 8. REPORTS OF MEETING

### (i) Gentleshaw School Governors

Cllr. Clarke presented a report on a meeting of the Governors of Gentleshaw County Primary School which had taken place on June 6<sup>th</sup>, which both he and Cllr. Couchman had attended.

The Head Teacher's report had confirmed the continuance of the School's excellent performance in all subjects and classes with "Added Value" at every stage. This had also been confirmed by OFSTED's "Data Dashboards for Attainment", which showed that the School was in the top twenty per cent of all schools in England in five out of the seven Key Stage 1 and Key Stage 2 subjects.

The non-academic activities, general behaviour and attendance (over 90% in spite of the severe weather) were also rated highly, an indicator of the children's happiness at the School.

The School's finances were in order and had been able to absorb high maintenance costs, including a repair to the boiler. The result of a bid to the Lottery for funding for the Early Years External Facility was awaited.

Parents had been invited to, and had attended, Open Afternoons to see many of the classrooms and talk to the Staff. In future, Governors would also be invited.

Various topics on the curriculum and other activities had also been discussed. In the week following the meeting, the children would be planting the flower tubs on Gentleshaw Green with plants provided by the Parish Council.

The School Sports Day was scheduled for July 12<sup>th</sup> (weather permitting) and the End-of-Year Concert for July 15<sup>th</sup> and 16<sup>th</sup>.

Finally, the Governors were asked to consider, for discussion at the next meeting, their aspirations for the School; these should not simply be general aims but identify specific needs and ways of meeting them.

Cllr. Clarke added that the School was now looking at the implications of acquiring academy status.

In addition to the Governors' Meeting, Cllr. Clarke had also attended a Class 5 Numeracy Class and had been very impressed; there had been a general buzz of excitement amongst the children, who had nonetheless remained well disciplined.

Cllr. Taylor suggested that, in view of the School's exceptional achievements, the Council might like to send the Head Teacher and Staff a letter of congratulation, and the Clerk was instructed to write such a letter.

## 9. NOTICE OF FORTHCOMING MEETINGS AND EVENTS

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

(i) SPCA Councillor Training Course: Tuesday. June 18<sup>th</sup>, 2013, in Rooms 9/10, Peel Building, St. Chad's Place, Stafford, from 7. 00 p.m. till 9. 00 p.m.

(ii) South Staffordshire Cruse Bereavement Care – Annual General Meeting: Wednesday, July 3<sup>rd</sup> 2013, in the Lichfield Road, Wade Street Church, Lichfield, commencing at 7. 30 p.m.

(iii) “Sustaining the Commons”: Friday, July 5<sup>th</sup>, 2013, in the Devonshire Building, Newcastle University, from 10. 00 a.m. till 4. 30 p.m.

(iv) Community Training Skills 2: Thursday July 11<sup>th</sup>, 2013 , at the Lichfield CVS, Mansell House, Bore Street, Lichfield, from 12 noon till 3. 30 p.m.

## 10. HIGHWAYS AND FOOTPATHS

### (i) Footpath Leaflets

It was agreed that Cllr. Webb should ask whether the bulk of the footpath leaflets could be stored at the Lichfield Campus of the South Staffordshire College.

A stock of leaflets should be retained by Cllr. Juxon for distribution locally as required.

## 11. GREENS AND OPEN SPACES

### (i) Mowing Contract

The Clerk reported that he had received from Graham McCulloch a report dated 19<sup>th</sup> May 2013, advising the Council that the second cut of the season had been completed.

He had been approached by the resident of 66 High Street, who had mentioned that the tree outside his house lost its leaves in the summer, which Mr. McCulloch thought might be because a tree in the resident's garden could be disturbing the drain and water pipe and taking moisture from the soil.

## 12. GENERAL ADMINISTRATION

### (i) Retirement of Clerk

The Chairman reported that, following the Clerk's decision to retire, he had sought the advice of the Staffordshire Parish Councils' Association on the

recommended procedure for advertising the vacancy, a job specification and the salary structure.

Alan Toplis, the Council's Independent Internal Auditor, had also offered his advice and guidance.

The Chairman suggested that the first step should be to set up an Employment Committee consisting of five members of the Council, namely, the Chairman, the Voce-Chairman and the three Past Chairmen, Cllr. Juxon, Cllr. Mrs. Meere and Cllr. Welch.

On a motion proposed by the Chairman and seconded by Cllr. Taylor, this was agreed.

The Chairman also suggested that the Council needed to consider setting up a Grievance Committee and an Appeals Committee and to establish a Disciplinary Procedure.

### 13. LAW AND ORDER

#### (i) Reports from OWL – June Newsletter

The Clerk reported that he had received a copy of the June Neighbourhood Watch Newsletter which had recorded three incidents in the Parish: the attempted burglary of a house in Coldwell, Gentleshaw, during the night of May 21<sup>st</sup>/22<sup>nd</sup>; the burglary of a house in Upper Way during the weekend of April 30<sup>th</sup>/May 2<sup>nd</sup>, when a lock had been forced and alloy wheels and a mower stolen; and the burglary of a second house in Upper Way during the weekend of May 12<sup>th</sup>/May 14<sup>th</sup>, where a window had been removed but nothing stolen.

There had been an increased number of burglaries in Lichfield and across the district, as well as numerous thefts from sheds and outbuildings and the theft of and from vehicles.

Residents were being urged to stay alert and to keep their car keys in a secure place.

### 14. PUBLIC TRANSPORT

The meeting returned briefly to the subject of the poor quality of service being provided locally, Cllr. Couchman pointing out that, because of the unreliability of the service it was no longer possible for residents to make appointments in Lichfield for fear of the bus not turning up.

He suggested that the problem might be solved if, every two hours, Service 825, an hourly service from Rugeley, were to make a detour as far as Longdon Green before turning back along the A51 and resuming its journey through Armitage, a suggestion which the Clerk was instructed to pass on to the County Council.

## 15. BEST KEPT VILLAGE COMPETITION

### (i) Progress Report

The Clerk reported that, on the previous Saturday evening, one of the half-barrel wooden flower tubs next to the telephone kiosk in Upper Way and been stolen and graffiti sprayed on the retaining wall in Grange Hill and a highway notice at the bottom of the hill.

The incident had been reported to the police by Cllr. Butler, and the stolen tub replaced.

On the same evening the shrubs from one of the flower tubs in Brook End maintained by Mrs. Ann Anson had also been stolen, and he was arranging for their replacement.

This incident had also been reported to the police.

### (ii) Change of Local Co-ordinator

The Clerk reported that Mrs. Glenys Beveridge had asked him to find a replacement for her husband as Co-ordinator for Brook End, since she had expected him to be away on business for most of May.

Happily, Mr. and Mrs. Overton had been ready to take over the rôle

## 16. FINANCIAL MATTERS

### (i) Accounts for Payment

On a motion proposed by Cllr. Mrs. Meere and seconded by Cllr. Couchman, payment of the following accounts was approved:

Zurich Municipal	Premium		£470. 97
Longdon W. I.	Hire of Hall- May 25 <sup>th</sup> :	£12. 00	
	Hire of Hall – June 11 <sup>th</sup> :	£12. 00	
			£ 24. 00
G. C. McCulloch	Mowing –May 17 <sup>th</sup>		£370. 00
W. B. Sullivan	Clerk’s Salary		£280. 00
HM Revenue & Customs	Employers Tax		£ 70. 00
W. B. Sullivan	<u>Expenses</u>		
	Photocopying:	£177. 95	
	Postage:	£ 62. 73	
	10 Leaflet Dispensers:	£ 69. 90	
			£310. 58

#Ann Anson	Plants	£ 14. 00
Benhill Press	1000 Walk Leaflets No. 6: £222. 00	
	1000 Walk Leaflets No. 7: £222. 00	
		£444. 00

(\* confirmation #payment made under Section 137)

(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 balance stood as follows

NatWest c/a:	£15727. 89
<u>less uncleared cheques</u>	
	1787: £ 24. 00
	<u>1791: £ 180. 00</u>
	£15523. 89

(iv) Requests for Grants Aid

(a) Longdon Guides

On a motion proposed by Cllr. Nash and seconded by Cllr. Taylor, it was agreed that the Council should guarantee the payment of a grant of £350. 00, to be made if Cllr. Tittley found that he was unable to make the grant out of the County Council's Community Fund.

(v) Approval and Adoption of Annual Governance Statement

On a motion proposed by Cllr. Nash and seconded by Cllr. Juxon, the Annual Governance Statement for 2012/13, copies of which had been distributed to Councillors prior to the meeting, was approved and signed by the Chairman.

(vi) Confirmation of Cllrs. Morgan and Webb as Signatories

On a motion proposed by Cllr. Taylor and seconded by Cllr. Nash, Cllr. Morgan and Cllr. Webb were formally confirmed as signatories on the Parish Council's NatWest Current Account.

This was at the insistence of the Bank.

17. CORRESPONDENCE SINCE LAST MEETING

(i) The Clerk reported that he had received from Bernadette Noake, Biodiversity Co-ordinator of the Staffordshire Wildlife Trust, a letter dated 29<sup>th</sup> May 2013, providing an update about the plan to introduce hardy breed animals or ponies onto

an area of Forestry Commission land near The White House as part of the Connecting Cannock Chase project.

(ii) The Clerk reported that he had received from Bernie Chadwick, Network Development Officer, Transport and the Connected County, Staffordshire County Council, a letter dated 30<sup>th</sup> May 2013, informing the Council of a change of times of local bus services in the Rugeley area which would be taking place on 15<sup>th</sup> July 2013.

A copy of the revised timetable for Service 823 (Lichfield-Upper Longdon-Rugeley) had been enclosed with the letter were found to have improved the service.

(iii) The Clerk reported that he had received from Antony Lancaster, Planning Policy Manager, Cannock Chase Council, a letter dated 3<sup>rd</sup> June 2013 informing the Council that the Cannock Chase Local Plan had been submitted on 31<sup>st</sup> May 2013 to the Secretary of State for independent examination.

## 18. OTHER COMMUNICATIONS

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

(i) From Karen Travers, Admin Officer – Electoral Services, Lichfield District Council:

Register of Electors – Notice of Alterations (June 2013).

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

Forward Plan – Version 1 – Issued 13<sup>th</sup> May 2013 – Effective for the Period 1<sup>st</sup> June 2013 – 30<sup>th</sup> September 2013;

Forward Plan - Version 2 – Issued 14<sup>th</sup> May 2013 – Effective for the Period 1<sup>st</sup> June 2013 – 30<sup>th</sup> September 2013;

Forward Plan – Version 3 – Issued 23<sup>rd</sup> May 2013 – Effective for the Period 1<sup>st</sup> June 2013 – 30<sup>th</sup> September 2013;

Calendar of Meetings, fortnight ending 2<sup>nd</sup> June 2013;

Calendar of Meetings, fortnight ending 16<sup>th</sup> June 2013.

(iii) From Christine Lewis, Overview and Scrutiny Officer, Lichfield District Council:

Forward Plan – Version 1 – Issued 3<sup>rd</sup> June 2013 – Effective for the Period 1<sup>st</sup> July 2013 – 31<sup>st</sup> October 2013;

Forward Plan – Version 2 – Issued 4<sup>th</sup> June 2013 – Effective for the Period 1<sup>st</sup> July 2013 – 31<sup>st</sup> October 2013.

(iv) From Michaela Plant, Licensing Assistant, Democratic, Development and Legal Services, Lichfield District Council:

Licensing Act Applications registered during w/e 10<sup>th</sup> May 2013;

Licensing Act Applications registered during w/e 17<sup>th</sup> May 2013;  
Licensing Act Applications registered during w/e 24<sup>th</sup> May 2013.

(v) From [consult@objective.co.uk](mailto:consult@objective.co.uk):

Lichfield District Council: New Event Available  
(Fradley Junction Conservation Area Appraisal will be available to view  
and comment between 31<sup>st</sup> May 2013 and 12<sup>th</sup> July 2013)

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

S3SN – E Bulletin – Issue No. 18/13 – 16<sup>th</sup> May 2013;  
S3SN – E Bulletin – Issue No. 19/13 – 23<sup>rd</sup> May 2013;  
S3SN – E Bulletin – Issue No. 20/13 – 31<sup>st</sup> May 2013;

(vii) From The Staffordshire Parish Councils' Association:

Bulletin (7<sup>th</sup> May 2013);  
Bulletin (24<sup>th</sup> May 2013);  
Bulletin (31<sup>st</sup> May 2013);  
Bulletin (7<sup>th</sup> June 2013).

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

Weekly Email News Digest: May 13<sup>th</sup>, 2013;  
Rural Vulnerability Service - Fuel Poverty: May 2013;  
Rural Vulnerability Service – Transport: May 2013;  
Rural Vulnerability Service – Broadband: May 2013;  
Weekly Email News Digest – May 28<sup>th</sup>, 2013;  
Free Seminar – Rural Youth (11<sup>th</sup> June 2013, University of Plymouth);  
Weekly Email News Digest – June 4<sup>th</sup>, 2013;  
Rural Opportunities Bulletin – June, 2013.

(ix) From Sarah Thirwall, Communications and Engagement Officer, NHS  
Staffordshire Commissioning Support Services:

End of Life Carers Questionnaire;  
Stafford CCG End of Life Questionnaire.

(x) From The Secretary, Cannock Wood & Gentleshaw Village Hall  
Management Committee:

Agenda for meeting of Management Committee to be held on Tuesday,  
21<sup>st</sup> May 2013;  
Minutes of Meeting of Management Committee held on 30<sup>th</sup> April 2013.

(xi) From Getmapping, Hartley Wintney, Hants.:

Parish Online Newsletter – May 2013.

(xii) From The Ordnance Survey:

PSMA Member Events;  
Share best practice and become a PSMA champion;  
PSMA Census Survey;  
Agenda for PSMA User Group meeting to be held at the Ordnance Survey  
Headquarters at Southampton on 13th June 2013.

(xiii) From Lamps & Tubes Illumination Ltd., Chesham, Bucks.:

Event not to miss! (Chesham, Bucks., 28<sup>th</sup>/29<sup>th</sup> May 2013).

(xiv) From Sutcliffe Play Ltd., Pontefract:

Introducing a cost-effective, environmentally friendly range from  
Sutcliffe Play.

(xv) From Komplan Ltd., Milton Keynes:

Summer sale.

(xvi) From Capita Learning and Development, Barnard's Inn, London EC4::

Newletter No. 2 – Thought Leadership Series.

(xvii) From HAGS SMP Ltd., Egham, Surrey:

Parish and Community News.

## 19. DOCUMENTS

The following documents were available for consultation:

- (i) "Staffordshire Rural Strategy" (Draft), published by the Staffordshire Rural Forum;
- (ii) Governance Toolkit for Parish and Town Councils.

## 20. ANY OTHER URGENT BUSINESS

(i) Cllr. Taylor reported that he had been approached by a parishioner who had drawn his attention to overgrown vegetation which was obstructing the footpath leading from Lower Way to Red Hill.

The Clerk was instructed to write to County Council's Principal Rights of Way Officer asking him to arrange for the obstruction to be cleared.

(ii) Cllr. Juxon reminded Councillors that the next issue of “Longdon Life” was due to be published at the end of July.

He was setting the deadline for receiving material for mid-July and asked that letters inviting contributions from local organisations should be sent out at the end of June.

(iii) The Chairman pointed out that items were being raised and discussed without prior notice under “Any Other Business” which should properly be referred to the next meeting, and he proposed that, in future, it should be used only for giving and receiving information.

## 21 . DATE OF NEXT MEETING

Tuesday, July 9<sup>th</sup>, 2013, in the Cannock Wood and Gentleshaw Village Hall,  
Buds Road, Cannock Wood, commencing at 7. 30 p.m.