

MINUTES OF A MEETING OF THE PARISH COUNCIL OF LONGDON HELD  
IN THE W. I. HALL, LONGDON, ON TUESDAY, SEPTEMBER 14TH, 2004

Present: Cllr. The Rev. J. R. Andrews (Chairman); Cllr. H. C. Bramley; Cllr. N. J. Bird;  
Cllr. B. J. Butler; Cllr. R. C. Hemmingsley; Cllr. Mrs. M. G. Nichols;  
and Cllr. S. K. Welch.

Also present were the Clerk and five members of the public - Mrs. Maggie Derry, of  
Hawcroft, Longdon; Mrs. Anne Hewitt, both of High Street, Longdon;  
Mrs. Eva Overton, of Brook End, Longdon; Mr. Martin Sandground, of The Croft,  
Longdon; and Mr. Neil Vyse, of Stockings Lane, Longdon.

1. APOLOGIES

Cllr. A. J. Juxon; Cllr. Mrs. H. A. Meere; Cllr. N. Stanfield; Cllr. N. J. Roberts,  
Lichfield District Council; and County Councillor F. W. Lewis.

2. MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meeting, held in The Meeting Room of Christ Church,  
Gentleshaw, on Tuesday, July 20th, 2004, were, on a motion proposed by Cllr. Butler and  
seconded by Cllr. Mrs. Nichols, approved and signed.

3. PARISHIONERS' QUESTIONS AND COMMENTS

The Chairman welcomed members of the public to the meeting and asked if any wished to  
address the Council.

Speaking on behalf of those present, Mr. Vyse asked whether there had been any progress  
in the preparation and presentation of the survey of the A51 currently being finalised.

He reminded the Council that, at the informal meeting on September 7th, Cllr. Lewis had  
said that he intended speaking to the officers at work on this survey on the previous Friday  
and would speak to the Clerk if there were any fresh information to impart.

The Clerk said that he had spoken to David Grain, the officer most closely involved in the  
preparation of the survey, who had told him that a number of priority sites had been identified  
and that Longdon was high up on the list.

He had added that thirty letters had been received from local residents and that they had  
been very helpful in providing information.

He has also said that Cllr. Lewis had been putting considerable pressure on the Department  
on behalf of Longdon parishioners.

Cllr. Mrs. Nichols reminded the meeting that the Development Services Directorate was  
working to a timetable according to which the survey would be completed by the end of  
September and then sent to Peter Davenport, the Head of Planning Policy, who would cost it  
prior to submitting a bid for funding to the Ministry of Transport before the end of December.

A meeting with the Parish Council would take place once the proposals had been studied  
by Mr. Davenport, hopefully before the end of October.

Mr. Vyse said that he had been anxious all along that there should be a local contribution in  
the formulating of the proposals and was concerned that, by that stage, it would no longer be  
possible to influence them; the Clerk reminded him that there had already been considerable  
local input in the letters written by local residents.

Mr. Vyse said that he would press ahead with calling the public meeting which he had  
already arranged for September 15th, re-scheduling it for October 27th, when he hoped that  
some hard information would be available.

He hoped that the meeting would be supported by the Parish Council, though the Chairman  
informed him that he would out of the country on that day.

During the course of the discussion, Councillors heard that there had been an accident on  
the A51 at Bradley Lakes, resulting in personal injury and the hospitalisation of one of the  
motorists.

#### 4. MATTERS ARISING FROM THE MINUTES

(i) Concerns over road safety on the A51

It was agreed that the Clerk should write to Mr. Grain informing him that this accident had heightened the anxiety felt by local residents over road safety in Longdon and seeking an assurance from him that local views had been taken into consideration in preparing the survey.

(ii) Mowing Contract

Cllr. Mrs. Nichols informed the Council that the centre of Longdon Green had been cut, and the grass baled and removed.

She also informed the Council that the paddock in front of Longdon Hall had been cut and the grass removed, and it was agreed that the Clerk should write to the owners expressing the Council's appreciation of the way in which this site of biological importance was now being managed.

(iii) Protecting Gentleshaw Common

The Clerk reported that parents delivering their children to and collecting them from Gentleshaw School now seemed to be parking at the roadside and not on the grassed area opposite the school.

Cllr. Hemmingsley commented that, while this was so during the school day, parking was still taking place on the grass below the newly-planted shrubs when services were taking place at the church, and he felt that the site meeting with Kevin Yates should still take place.

The Chairman referred to a scrub clearance party on Gentleshaw Common which had been arranged for the weekend of the church's Harvest Festival and was therefore likely to cause traffic congestion.

Cllr. Hemmingsley pointed out that the Parish Council had not been advised of these arrangements beforehand, nor had the Council received a copy of the management plan for Gentleshaw Common promised for the end of last year.

The Clerk was instructed to write to the Countryside Officer asking her for a progress report.

(iv) Flags for flying at Longdon Village Hall

The Clerk reported that, to date, there had been no response to the Council's offer.

(v) Japanese Knotweed in Church Hollow

The Clerk reported that, to date, he had received no reply to his letter to the Countryside Officer.

(vi) Parish Plan

The Clerk reported that, to date, there had been no response to his article in "Longdon Life".

(vii) Flooding in Borough Lane

The Clerk reported that he had, as instructed, written to Ken Owen, the Divisional Engineer, on this subject, but had so far not received a reply.

He was also waiting replies to his letters concerning the potholes in Stoneywell Lane, the lack of a pavement outside North Lodge, Upper Longdon, and the priority given to traffic at the junction of Borough Lane and Horsey Lane.

(viii) Missing Letter Box at Brereton Hill Lane

The Clerk reported that he had, as instructed, written to Royal Mail concerning the theft of the letter box in Brereton Hill Lane but had so far not received a reply.

## 5. DECLARATION OF COUNCILLORS' PERSONAL, PREJUDICIAL AND FINANCIAL INTERESTS

None was declared.

## 6. PLANNING

### (i) Report of Working Group

Cllr. Welch reported that the following applications had been considered by the Working Group since the last meeting:

04/00741/COU: Mrs. Janet Tomkins: Proposed pasture paddock for horses with area of hard-standing: Forge Cottage, Broomy Fields, Hay Lane, Longdon Green

There had been concern over the proposal to lay an area of concrete in a pasture paddock within the Green Belt, a concern which the Clerk found was shared by the Planning Officer dealing with the application.

However, the Council heard from Cllr. Mrs. Nichols that, while the application had since been approved, this was only when proposals for the hard-standing and stable had been deleted from the application.

### (ii) For Consideration

The Council then considered the following applications:

04/00861/COU: J. W. Liggins: Change of use to agricultural and recreational horses: Land rear of "Embo", Stockings Lane, Longdon

Councillors saw no reason to object to this application.

04/0888/FUL: Messrs. Attridge, Philips, Cope & Manson: Variation of Condition 1 of 02/00699/COU to provide only one passing bay in Bardy Lane: Land south of Deva House, Bardy Lane, Upper Longdon

The Council objected to this attempt to vary a condition imposed and accepted as part of the original application, believing that the lane needed more passing bays, not fewer.

### (iii) Approved by Lichfield District Council

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

04/00607/FUL: Mr. & Mrs. Bennett: First floor extensions to form bedrooms: 2 Berkeley Way, Longdon

04/00654/FUL: Mr. & Mrs. J. R. Jones: First floor extension over existing garage to form playroom and bedroom: Timbertops, Lower Way, Upper Longdon

04/00742/COU: Mrs. Janet Tomkins: Proposed pasture paddock for horses: Forge Cottage, Broomy Fields, Hay Lane, Longdon

### (iv) Refused by Lichfield District Council

The Clerk reported that, since the last meeting, Lichfield District Council had issued the

following Notices of Refusal of Permission for Development:

04/00563/FUL: Brian & Lynne Harris: Conservatory to side: The Cottage, High Street, Longdon

04/00633/FUL: A. G. Stanley: Erection of one-bedroom two-storey cottage: Roselyn, Lower Way, Upper Longdon

(v) Other Planning Matters

(a) Unauthorised Development at Bradley Lakes

The Chairman reported that he had received from Nina Dawes, Chief Executive, Lichfield District Council, a private and confidential letter dated 23rd July 2004, reassuring him that they were keeping the case closely supervised and that she would keep the Parish Council apprised of the position as far as the legal processes allowed.

The Chairman added that he would phone Mrs. Dawes if he heard nothing from her within the next fortnight.

(b) Application No. 04/00563/FUL: Conservatory to side at The Cottage, High Street, Longdon

The Clerk reported that he had received from Stephen Hill, Development Control Manager, Development Services Department, Lichfield District Council, a letter dated 30th July 2004, explaining the reason why the District Council had refused planning permission for the above development, even though the Parish Council had raised no objections.

It had been considered that the proposal did not conform to Policy DC5 of the Local Plan in that it would constitute inappropriate development in the Green Belt, as the size of the proposed extension, in addition to that of previous extensions, would exceed 30% of the original volume and 50% of the original ground floor area.

(c) Access off Redmoor Road, Gentleshaw

The Clerk reported that he had received from Christine Hibbs, Senior Planning Officer, Development Services, Lichfield District Council, a letter dated 16th August 2004, in which she had said that the occupier of 67 Hayfield Hill had claimed that the access had been in place for over twenty years and that he had only tidied it up.

Mrs. Hibbs had added that an aerial photograph appeared to show that an access had been in situ for a number of years and that, unless evidence was provided to support further investigation, she proposed to close the enquiry.

He had sent a copy of Mrs. Hibbs's letter to Cllr. Stanfield, who had said that the so-called access had been little more than a hole in the hedge and that his concern had been as much over the hard-standing laid at the far end of the field.

He would be making further enquiries of the previous owner of the field, whom he knew personally.

(d) Draft Supplementary Planning Guidance Notes on the Re-Use of Rural Building and Planning Obligations

The Clerk reported that he had received from Maria Bailey, Principal Development Plans Officer, Development Services Department, Lichfield District Council, a letter dated 3rd August 2004, enclosing a copy of each of the above documents, both of which could be viewed on the Internet at [www.lichfielddc.gov.uk/content/SERVplanning](http://www.lichfielddc.gov.uk/content/SERVplanning) SPG.

(e) Estate Agents' Boards

The Clerk reported that he had received from Mrs. Christine Hibbs a letter dated 2nd September 2004, enclosing a copy of a letter which had been sent to all estate agents in

the District reminding them that advertisements relating to the sale or letting for residential, agricultural, industrial or commercial use or for development for such use should be displayed on the land or premises in question.

The Clerk added that he had, in recent weeks, written to both Bill Tandy and Company and to Bagshaw's asking them to re-locate signs erected on the highway verge to within the curtilage of the properties being offered for sale.

## 7. REPORTS OF MEETINGS

### (i) Lichfield District Parish Forum: July 21st

The Chairman gave a report on a meeting of the Lichfield District Parish Forum which had taken place at the Lichfield Garrick on Wednesday, July 21st, accompanied by Cllr. Stanfield and the Clerk.

Presentations had been made by Ian Mitchell, Chairman of the Staffordshire Parish Councils' Association Panel for Quality Parish Councils, and by Paul Longmore, Area Commander for Staffordshire and Rescue Service.

Cllr. Val Richards had introduced the "Clean Up Campaign" which the District Council would be launching in mid-September to tackle the problems of dog fouling and litter.

In the Chairman's view, the venue had been uncomfortable and the proceedings had been dominated by Mr. Longmore's overlong presentation, but he was encouraged by what he saw as the District Council's determination to work more closely with parish councils.

## 8. NOTICE OF MEETINGS

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

(i) Lichfield District Parish Forum: Wednesday, 15th September 2004, at the Youth and Community Centre, Main Street, Stonnall, commencing at 7.30 p.m.

Cllr. Mrs. Nichols would be attending, but Cllr. Stanfield had sent his apologies and the Clerk agreed to go in his place.

(ii) Community Council of Staffordshire - Annual General Meeting and 50th Anniversary Celebration: Tuesday, 21st September 2004, in the Oak Room, County Buildings, Martin Street, Stafford, commencing at 2.00 p.m.

Cllr. Mrs. Nichols would be attending.

(iii) Staffordshire and Stoke-on-Trent Archive Service - "Celebrating 1000 Years of the Will of Wulfric Spot": Monday, September 27th 2004: Monday, 27th September 2004, at Burton Library, commencing at 7.30 p.m.

The document would be on display during the evening, and there would be a talk by Dr. Nigel Tringham, Editor of the Victoria County History of Staffordshire, on "Burton Abbey".

(iv) SPCA Area Committee Meeting: Thursday, October 7th 2004, in the Council Chamber, District Council House, Frog Lane, Lichfield, commencing at 7.00 p.m.

This meeting would include a presentation by Cllr. Joe Powell, Chairman of the District Parish Forum, on "Lichfield District Council and the parishes working together".

(v) Mining Heritage Matters: A free funding event: Wednesday, 13th October 2004, at Lea Hall Social Club, Sandy Lane, Rugeley, from 2.00 p.m. to 7.45 p.m.

The event, hosted by The Heritage Lottery Fund, The Coalfields Regeneration Trust and The Coal Industry Social Welfare Organisation, would include a buffet tea and a number of workshops.

(vi) Cannock Chase AONB Unit - Parish Councils' Meeting: Tuesday, 19th October 2004, at the Colwich Youth Centre, commencing at 7.30 p.m.

Cllr. Welch expected to attend this meeting.

(vii) Lichfield District Council - Affordable Warmth Programme Consultation Meeting: Thursday, 21st October 2004, at King Edward's School and Leisure Centre, Lichfield, from 9. 30 a.m. to 1. 00 p.m., including buffet lunch.

(viii) Sustainable Staffordshire Annual Forum 2004 - "Sustainable Economies": Wednesday, 27th October 2004, at the County Buildings, Martin Street, Stafford, from 3. 30 p.m.

There would be talks on "An economy for people and planet" by Tony Juniper, Executive Director, Friends of the Earth; "Evaluating the impact of projects" by Dr. Paul Downward, Loughborough University; and "Growing an environmental economy" by Mark Felton, Sustainability West Midlands.

A buffet lunch would be provided (during which there will be a fringe event with Stafford Friends of the Earth), and this would be followed by the presentation of the Sustainable Staffordshire Awards 2004.

Cllr. Welch hoped to attend this event.

(ix) Burntwood Town Council Chairman's Charity Evening: Friday. 29th October 2004, at St. Matthew's Sports and Social Club, St. Matthew's Road, Burntwood, commencing at 7. 30 p.m.

The evening would be compered by Will Morgan and would include several acts.

Tickets would cost £5. 00 per person, and all proceeds would be donated to the Chairman's Charities.

## 9. HIGHWAYS AND FOOTPATHS

### (i) Fatal Road Accident on A51 at Longdon Green

The Clerk reported that, during the summer, the Chairman and he had received nine letters from parishioners writing in response to the Chairman's letter in "The Lichfield Mercury", all of which he had acknowledged.

He had, as he had mentioned earlier in the meeting, spoken to David Grain, who had been willing to attend a meeting with parish councillors, but, until the proposals contained in the survey had been adopted, he could only speak in generalities about the situation.

It was agreed that a meeting with Mr. Grain should be postponed until it was clear what action was intended.

### (ii) Renovation of Cast-iron Roadside Direction Signs

The Clerk reported that he had received informal confirmation that the grant of £2000. 00 which Cllr. Lewis had promised under the County Council's Private Members' Initiative Scheme would be made towards the cost of re-furbishing these signs, but the Council would not receive formal confirmation until the Development Services Directorate had approved it.

On a motion proposed by Cllr. Bramley and seconded by Cllr. Welch, it was agreed that the Council should proceed with the work once this grant had been approved.

The work would be part-funded by the County Council, directly through the Private Members' Initiative Scheme and indirectly through the Highways Maintenance Agreement, and part-funded by the Parish Council under Section 137 of the Local Government Act of 1972.

### (iii) Roadside Tree Planting

The Clerk reminded the Council that three missing and dead trees needed replacing in Upper Way.

Cllr. Welch expressed a preference for mountain ash, one of which, to introduce variation, could be of the yellow-berried, variegated-leaf variety, although this, Cllr. Bird

pointed out, was likely to be slower growing.

Cllr. Bird also drew the Council's attention to a dead tree in the grassed area in Brook End opposite Swan Close, which he would like replaced by a rowan.

The Council was reminded of a request made earlier in the year for two trees to be planted on either side of the bench at the top of Shavers Hill, though Cllr. Welch doubted whether there would be sufficient depth of soil.

The Clerk was instructed to seek quotations from Woodshoot Nurseries and bring them to the next meeting.

A proposal to plant a tree in the highway verge at the junction of Lower Way and Brereton Hill Lane was abandoned in light of the fact that the original request had been made by a resident who had now left the district.

#### (iv) Footpath Leaflets

The Clerk reported that he had received from Michael Bowdige, Countryside Community Services Officer, of the Development Services Directorate of Staffordshire County Council, a letter dated 25th August 2004, informing him that a grant of £400.00 had been allocated to the revision, updating and reprinting of four footpath leaflets relating to circular walks around Longdon.

In a second letter, dated 2nd September 2004, Mr. Bowdige had listed three conditions attached to the awarding of the grant: that the project should be completed before 31st March 2005; that, upon completion, a summary statement of all expenditure was submitted with receipts to the Director of Development Services; and that any uncommitted monies from the grant were refunded at the time of the submission of the above statement.

The Clerk further informed the Council that he had spoken to Catherine Hyams, of Lichfield Tourism, who could give no date for the completion of the printing or any indication of its cost.

It was agreed that an alternative printer should be sought, but that no action would be taken until Cllr. Mrs. Meere returned from holiday.

#### (v) Installation and Repair of Benches

The Clerk reported that he had received from Alan Johnson, of Aqua Jet Services, a letter dated 25th July 2004 in which he quoted £257.00 as the cost of manufacturing and installing two trestle-type benches at sites in Gentleshaw and £30.00 to repair the arm rest on an existing seat in High Street.

On a motion proposed by Cllr. Welch and seconded by Cllr. Mrs. Nichols, the Clerk was instructed to reply to Mr. Johnson accepting the quotation.

#### (vi) Street Cleansing - Grange Hill, Upper Longdon

The Chairman reported that he had received from G. Brownridge, Amenities Supervisor, Operational Services, Lichfield District Council, a letter dated 9th September 2004, confirming that Grange Hill was on his Department's road-sweeping schedules and was swept on a three-monthly sweeping frequency. It had been swept on 21st July and would next be swept in the week commencing 18th October.

He pointed out that the County Council's Highways Department was responsible for any road safety issues on adopted highways, including insecure banks and overhanging growth, and should either carry out the work or contacting the landowner.

The Clerk was instructed to send a copy of this letter to Ken Owen, the County Council's Divisional Engineer.

### 10. GREENS AND OPEN SPACES

#### (i) Cannock Chase Area of Outstanding Beauty Topic Groups

The Clerk reported that he had received from Judith Moore, Cannock Chase AONB Officer, a letter dated 27th August 2004 asking if the Parish Council would like to be involved in re-developing the topic groups which had played an important part in the

development of the Cannock Chase AONB Management Plan.  
Cllr. Welch expressed an interest in becoming involved.

#### 11. BEST KEPT VILLAGE COMPETITION 2004

The Clerk reported that, in this year's Best Kept Village Competition, Longdon and Longdon Green had finished second in the Large Village Section of the Lichfield and Cannock Chase District and Upper Longdon had won the Small Village Section.

In their reports, the judges had commended a number of features in both villages, but had commented adversely on the condition of the car parks at the Village Hall and "The Swan with Two Necks" and had suggested improvements in both maps.

The Clerk said that he had written to every participant thanking them for their involvement and the fact that he had posted a total of fifty letters was a clear indication of the commitment shown by many parishioners.

#### 12. DOG FOULING AND LITTER CAMPAIGN

The Clerk reported that he received from Helen Spearey, Corporate Director, Health, Housing and Environmental Protection, Lichfield District Council, a letter dating 17th August 2004, announcing the launch of a campaign to raise awareness of the dangers of letter and dog fouling.

To draw attention to these issues, the District Council would be issuing anti-littering posters, dog fouling posters, litter and dog bin stickers and "Thank you" postcards.

All Councillors would be written to separately to ask whether they would be prepared to receive a small supply of "Thank you" cards.

The campaign would begin on 13th September and run until mid-November.

A number of ways in which parish councils could help to promote this campaign was suggested, including displaying posters and distributing cards.

The Clerk was instructed to send for a supply of posters and stickers.

#### 13. STAFFORDSHIRE COUNTY COUNCIL MUNICIPAL WASTE MANAGEMENT STRATEGY

The Clerk reported that he had received from Colin Low, Head of Operational Services, Staffordshire County Council, a letter dated July 2004, enclosing a compact disc on which the County Council's Strategy had been recorded and inviting comment.

The disc was taken for study by Cllr. Bramley.

#### 14. PARISH WEB SITE

Cllr. Hemmingsley presented a number of recommendations drawn up by the Web Site Working Group at its meeting on 1st September, at which the Chairman, the Clerk, Cllr. Bramley, Cllr. Mrs. Nichols and he himself had been present.

It was being proposed that there should be a home page incorporating a title, a welcoming message and four images depicting the four settlements within the parish - Longdon, Longdon Green, Upper Longdon and Gentleshaw.

There would also be a history page; an information page detailing current events, facilities, amenities, etc.; a page devoted to the village halls; a page publicising the various clubs and organisations; a Parish Council page; a local business page; a page illustrating sites of importance and public interest; and a page illustrating places on interest including walks, public paths and bridle ways.

The site would also feature two e-mail links to the site administrator, one for Parish Council business and the other for any material concerning the web site.

A message box would be embedded, allowing public comment and message, though this would have to be monitored.

Several external links would be available for one-click connection; these would include Lichfield District Council and Staffordshire County Council.

The Clerk had indicated that he might be prepared to allow his personal computer to be used to receive the above e-mails. If this were agreed, an additional I. P. might be required. The cost of this service, if required, consideration of the Clerk's time, phone line expenses and other out-of-pocket expenses should be discussed.

Cllr. Hemmingsley had obtained three quotations which were studied by the Working Group. It had been unanimously agreed that the Council should be recommended to award the contract to Notrob, of Abbots Bromley, who had quoted a one-off development cost of £635 inclusive of the first year's domain hosting.

On a motion proposed by Cllr. Hemmingsley and seconded by Cllr. Welch, it was agreed that the contract should be awarded to Notrob, and Cllr. Hemmingsley was invited to contact its proprietor, Eric Roy, with a view to setting up the web site.

Cllr. Hemmingsley explained that a deposit of £100. 00 would be required, a further payment of £350. 00 with confirmation of the order and the balance thirty days after the web pages were published.

The Council unanimously and warmly thanked Cllr. Hemmingsley for his hard work in initiating the project.

## 15. FINANCIAL MATTERS

### (i) Accounts for Payment

* Instaprint, Rugeley	Printing 650 copies of "Longdon Life"	£174. 26#
*Hazel Crosbie	Delivering "Longdon Life"	£ 30. 00#
*A. J. Juxon	Editor's Expenses	£ 15. 00#
*G. C. McCulloch	Mowing - July 26th	£ 200. 00
Longdon W. I.	Hire of Hall (September 7th)	£ 12. 00
Christ Church Gentleshaw PCC	Hire of Room (September 1st)	£ 10. 00
W. B. Sullivan	Clerk's Salary: £187. 50 Photocopying: £ 94. 46 Postage: £ 34. 02	£315. 98
G. C. McCulloch	Mowing - August 26th	£200. 00
Longdon Produce and Flower Show Committee	Hire of Halls for Produce & Flower Show	£150. 00#
Longdon W. I.	Hire of Hall (September 14th)	£ 12. 00

(\*confirmation # expenditure under Section 137)

### (ii) Payments Received

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

HM Customs and Excise	VAT refund	£292. 99
Staffordshire County Council	Highway Maintenance Agreement	£520. 00
Staffordshire County Council	Community Paths Initiative Grant	£400. 00

(iii) Current Balances

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

NatWest c/a: £812. 03

The Halifax d/a: £13418. 65

(iv) Audit of Accounts for year ended 31st March 2004

The Clerk reported that he had now received notice of the Annual Audit, the arrangements for which were as follows: period of inspection by members of the public of all documents relating to the Council's financial transactions - September 3rd to October 1st; Annual Return to be with the District Auditor by October 4th

The Clerk added that he had arranged for the second and final visit of the Independent Internal Auditor to take place on September 20th.

(v) Approval of Statement of Assurance

The Chairman went stage by stage through the Statement of Insurance with Councillors, at the end of which, on a motion proposed by Cllr. Bramley and seconded by Cllr. Mrs. Nichols, it was formally approved by the Council and signed by the Chairman.

(vi) Notice of meeting of Finance Sub-Committee

The Clerk reminded Councillors that a meeting of the Finance Sub-Committee would take place in the W. I. Hall, Longdon, on Monday, September 20th, 2004, commencing at 7. 45 p.m.

## 16. CORRESPONDENCE SINCE LAST MEETING

(i) The Clerk reported that he had received from Philip Wilkinson, Proprietor, Axign, a letter dated 18th July 2004 in which he enquired into the possibility of his business taking over the provision, upkeep, maintenance and replacement of any bus stop information panels throughout Longdon currently maintained by the Parish Council.

However, the Council maintained no such information panels.

(ii) The Clerk reported that he had received from Brian Heathcote, of the Community Council of Staffordshire, a letter dated 2nd August 2004, enclosing a questionnaire, completion of which would enable the Community Council to update a survey of rural facilities undertaken ten years ago.

The Clerk was instructed to complete and return the form.

(iii) The Clerk reported that he had received from R. K. King, Corporate Director - Democratic and Legal Services, Lichfield District Council, a letter dated 6th August 2004 reminding the Council of the recommendation of the Independent Remuneration Panel that parish councillors should be paid travel, subsistence and conference expenses at the same level as those which applied to district councillors.

(iv) The Clerk reported that he had received from Neil Vyse, Chairman of the Longdon Village Hall Management Committee, a letter dated 23rd August 2004, setting out a few suggestions on the draft application form for the Lichfield District Council Grant Aid Scheme, which he had forwarded to Jenny Golding, Performance Co-ordinating Officer.

(v) The Clerk reported that he had received from Jenny Golding, Performance Co-ordinating Officer, Community, Communications and Culture, Lichfield District Council, a letter dated 31st August 2004 advising the Council that the forms for this year's grant under the District Council's Grant Aid Scheme would be available shortly and asking whether the Council would be applying again this year.

It was agreed that the Clerk should liaise with the Village Hall Management Committee over the possibility of an application.

(vi) The Clerk reported that he had received from Rob Spencer, of Glasbury, Powis, an undated letter in which he had thanked the Clerk for continuing to send him copies of "Longdon Life", about which he said that he had yet to see a comparable village magazine.

(vii) The Clerk reported that he had received from G. C. McCulloch, the Council's mowing contractor, a letter dated 30th August 2004, in which he had explained that the wet weather had prevented the cutting of the centre of Longdon Green.

(viii) The Clerk reported that he had received from the Ministry Team of St. James Church, Longdon, a letter dated 2nd September 2004, inviting the Council to take part in Longdon's Harvest Festival by creating and displaying a life-size scarecrow for the harvest week-end. No enthusiasm was shown for the invitation.

(ix) The Clerk reported that he had received from Peter Davenport, Head of Planning Policy, Development Services Directorate, Staffordshire County Council, a letter dated 7th September 2004, informing the Council that a series of public consultation events had been arranged as part of the preparation of the County Council's next five-year Local Transport Plan, to be submitted to the Ministry of Transport in July 2005.

One of these events would be taking place at the Guild Hall, Lichfield, on Friday, 17th September and Saturday, 18th September.

(x) The Clerk reported that he had received from Shazad Iqbal, Community Transport Scheme Manager, Lichfield District Community Transport Scheme, Communications, Culture and Community, Lichfield District Council, a letter dated 7th September 2004, informing the Council that funding had been secured for the purchase of a second-hand accessible vehicle which would enable them to enhance the scheme and asking the Council to identify residents within the parish of Longdon who would benefit from the scheme.

## 17. OTHER COMMUNICATIONS

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

(i) From The Chief Executive, Lichfield District Council:

Agenda for Meeting of the Council to be held on Monday, 28th June 2004  
(Annual Report attached);  
Agenda for Meeting of the Council to be held on Tuesday, 20th July 2004;  
Minutes and Reports for Meeting of the Council to be held on Tuesday,  
20th July 2004.

(ii) From The Corporate Director - Democratic and Legal Services, Lichfield District Council:

Report of Corporate Director - Development Services for meeting of Planning Committee to be held on Monday 9th August 2004;  
Development Services Enforcement Plan;  
Executive Arrangements - Forward Plan 2004/2005 Version 1 (to take effect from 1st September 2004);  
Executive Arrangements - Forward Plan 2005/2005 Version 2 (to take effect from 1st September 2004);  
Calendar of Meetings, fortnight ending 5th September 2004;  
Calendar of meetings, fortnight ending 19th September 2004;  
Year Book 2004/2005.

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

Register of Electors - Monthly Applications for 1st June 2004.

(iv) From Alison Bowen, Organisational Development, Lichfield District Council:

Annual Report 2004.

(v) From The Passenger Transport Business Unit, Staffordshire County Council:

Public Transport News - August 2004 (2 copies);  
Public Transport News - September 2004 (2 copies).

(vi) From The Staffordshire Parish Councils' Association:

Chief Executive's Circular 24;  
Employment Update: National Salary Award for Clerks;  
Eccleshall Parish Council survey re. Chairman's term of office;  
National Demonstration Project - Multi-tier Working on Local Strategic Partnerships (copy of report)  
AGM and Conference (6th November 2004) - booking form;  
Booking form: CiLCA Portfolio and Working with your Council Mentoring Evenings - Autumn semester;  
Booking form: "What's on the agenda?" - presentation of National Training Strategy video and group workouts on the situations shown - Tuesday, 28th September 2004 in the Civic Offices, Riverway, Stafford, 7.00 - 9.30 p.m.;  
Appeal: Donna Louise Trust.

(vii) From Cannock Chase AONB Unit, Shugborough Park Farm:

Annual Action Plan 2004-2009;  
Management Plan 2004-2009 - Commitments Document 2004;  
Countryside Focus: July/August 2004.

(viii) From The Staffordshire Wildlife Trust:

Staffordshire Wildlife: No. 91, July 2004;  
Natural World: Summer 2004;  
Council of Management Report;  
North Staffordshire - Autumn Activities;  
Cannock Group News;  
Wildlife What's On - September to December 2004;  
Woodland Flower Project - planting native wild flowers at Chasewater Country Park, Brownhills, on Tuesday, 21st September 2004 from 2.00- 4.00 p.m. (leaflet);  
Nature Reserve Volunteer Workparties: September to December 2004;  
Annual Draw 2004 - book of tickets;  
Catalogue: Ernest Charles, bird food specialist.

(ix) From The Office of the Deputy Prime Minister:

A Model Code of Conduct for Local Government Employees;  
Review of the Regulatory Framework Governing the Political Activities of Local Government Employees  
(consultation papers).

(x) From The Agent of the Applicant:

Application for the transfer to Simon Doveston, of Broomy Barn, Broomy Fields, Longdon Green, of the Justices' Licence for the sale of intoxicating liquor by retail lately held by Mr. Martin Clarke for the premises situated at Longdon Green known as "The Red Lion".

(xi) From The Community Council of Staffordshire:

Annual Report 2003-2004.

(xii) From The County Treasurer, Staffordshire County Council:

“Life” (The Magazine for County Council Employees): Issue 6, September 2004.

(xiii) From The National Association of Local Councils:

Local Council Review: Volume 56, No. 3 - September 20

(xiv) From The Head of Planning Policy, Development Services Directorate, Staffordshire County Council:

Staffordshire’s Local Transport Plan - “Bringing Everyone Together in Lichfield District”;

A Local Transport Plan for Staffordshire: Annual Progress Report update 2004 - “Putting the pieces together in Staffordshire”.

(xv) From The Sustainable Staffordshire Forum:

“Sustainable Staffordshire”: Issue 13, Autumn 2004.

(xvi) From Signs & Labels, Stockport:

Safetyshop Autumn Catalogue.

## 18. ANY OTHER URGENT BUSINESS

(i) Cllr. Welch reported that a car parked on the verge outside No. 71 Upper Way and advertised for sale had now been removed, but a dilapidated minibus had taken its place.

The Clerk said that he had already written to Ken Owen, the Divisional Engineer, asking him if he had come to a decision as to whether reflector posts could be erected on this site.

(ii) Cllr. Welch also reported that the tarmac at the top of Shavers Lane was breaking up. The Clerk was instructed to report this to Mr. Owen.

(iii) Cllr. Mrs. Nichols reported that she had received a complaint about alleged unauthorised boarding kennels at No. 44 Upper Way, where a number of small sheds had been erected in the back garden.

When challenged, the householder had claimed that the different dogs which he had been seen exercising all belonged to members of his family.

The Clerk was instructed to report the complaint to the Planning Department at Lichfield.

(iv) Cllr. Mrs. Nichols suggested that, to establish a Conservation Area in Brook End, the Council would need a large-scale map of the village, and she offered to purchase an OS map for the Council when she was next in Birmingham, at an approximate cost of £50. 00.

Cllr. Hemmingsley thought that he might be able to obtain a copy of this map from the Countryside Officer.

## 19. DATE OF NEXT MEETING

Tuesday, October 12th, 2004, in the W. I. Hall, Longdon, commencing at 7. 30 p.m.