

MINUTES OF A MEETING OF THE PARISH COUNCIL OF LONGDON HELD  
IN THE CANNOCK WOOD AND GENTLESHAW VILLAGE HALL,  
BUDS ROAD, CANNOCK WOOD, ON TUESDAY,  
NOVEMBER 13<sup>TH</sup>, 2012

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

Also present was the Clerk and one parishioner – Mr. Kevin Morgan,  
of Borough Lane, Longdon

1. APOLOGIES

Cllr. S. K. Welch; Cllr. N. J. Roberts, Lichfield District Council;  
and County Councillor F. W. Lewis, MBE.

2. CO-OPTION OF NEW COUNCILLOR

On a motion proposed by Cllr. Clarke and seconded by Cllr. Mrs. Meere,  
Mr. Morgan was co-opted as Councillor for the Longdon Ward.

After signing a Declaration of Acceptance of Office, Cllr. Morgan took his place  
on the Council.

3. MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meeting, held in the W. I. Hall, Ford Lane, Longdon,  
on Tuesday, October 9<sup>th</sup>, 2012, were, on a motion proposed by Cllr. Taylor and  
seconded by Cllr. Clarke, approved and signed.

4. PUBLIC PARTICIPATION

No member of the public was present.

5. MATTERS ARISING FROM THE MINUTES

(i) Computer Course

Cllr. Clarke informed the meeting the course could be funded from the  
Community Wellbeing Fund either with a grant to run the course or by providing  
lap-tops.

It was agreed that the first of these two alternatives was preferable, and,  
on a motion proposed by Cllr. Nash and seconded by Cllr. Mrs. Meere, it was agreed  
that Cllr. Clarke should apply for a direct grant.

(ii) Speeding in Upper Way

Cllr. Butler said that the flashing signs in Upper Way appeared to be having no effect on the speed of vehicles being driven through the village.

(iii) Street Cleansing

The Clerk reported that a street cleansing team had been due to visit Longdon on October 6<sup>th</sup>, and he had posted notices on the parish notice-boards asking residents not to park roadside on that day.

(iv) Beaudesert Sports Field and Recreation Ground Trust

The Clerk reported that he had, as instructed, written to Mrs. Avril Green, fund-raiser for the Trust, confirming that, in 2009, the Council had indeed been prepared to contribute £500. 00 to the cost of a kiddies' swing, but would not now be able to do so before the next financial year.

6. PLANNING

(i) Report of Working Group

12/01070/FUL: Mr.T. Hewitt: Conversion and extension of existing out-building to form covered access way and bedroom: Watery Lane Farm, Briertey Lane, Gentleshaw

The Council saw no reason to object to this development.

(ii) For Consideration

12/00925/OUT: Mr. Nick Stanley: Erection of a dwelling-house (Outline: layout and access): Roselyn, Lower Way, Upper Longdon

The Council had already objected to this application and saw no significant amendment which would justify a change of mind.

It therefore stood by its earlier objection.

12/01144/FUL: Mr. & Mrs. R. Totty: First-floor extension to form bedroom (re-submission of application 12/00701/FUL): Rock Cottage, Bardy Lane, Upper Longdon

The Council saw no reason to object to this application.

12/01091/FUL: Lichfield Cathedral School: Two-storey extension to provide classrooms, assembly hall and reception area (amendment to application 11/01171/FUL): Lichfield Cathedral School, Church Hill, Longdon Green

It appeared that this development was intended to replace existing temporary buildings, which the Council welcomed.

It was concerned, however, that any increase in the number of pupils would have the effect of exacerbating a traffic problem which was already the cause of complaint

(iii) Approved by Lichfield District Council

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

12/00860/FUL: Mr. T. Hawkins: First-floor extension over existing garage to form bedroom with en suite: 19 The Grange, Upper Longdon

12/00880/FUL: Walton Homes Ltd.: Erection of a three-bedroom detached dwelling with detached double garage/log store and associated works: Lysways Farm Bungalow, Lysways Lane, Hanch

12/00924/FUL: Mr. N. Kitchen: Installation of new raised ground-floor patio area with steps to lower garden: 5 The Grange, Upper Longdon

12/00926/FUL: Mr. P. Clee: Erection of greenhouse in rear garden: 78 Upper Way, Upper Longdon

12/00927/LBC: Mr. P. Clee: Works to listed building to enable the erection of greenhouse in rear garden: 78 Upper Way, Upper Longdon

12/00949/FUL: Mr. J. Anders: First-floor extension and alterations to form bathroom and study: 12 Upper Way, Upper Longdon

(iv) Refused by Lichfield District Council

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

(v) Neighbourhood Plan

Cllr. Clarke presented a resumé on the Neighbourhood Plan in which he had set out the reasons for having one, its parameters, the procedure for producing a draft and the issues which it should cover.

The first step was to decide whether to have a Neighbourhood Plan and then, if it was decided that there should be one, the area – the whole parish or one of its wards – which it should cover.

A Drafting Group should then be formed involving influences from outside the Council which should then set about gathering as much information and as many views as possible. This should include issues of interest to residents, workers and businesses. Specialist advice should be co-opted where needed.

Once it had been adopted following a local referendum, the Neighbourhood Plan would have full legal status, provided it did not conflict with the Local Plan.

Funding was available which would allow the Council to employ an approved consultant.

Cllr. Clarke concluded his presentation by pointing out the Local District Plan did not propose any housing development in the Parish of Longdon and would not encroach on the Green Belt unless a Neighbourhood Plan proposed it, though there were advantages in some modest development in that it would secure local services.

The Chairman thanked Cllr. Clarke for his presentation and suggested that the Council should give it further thought before making a decision at the next meeting.

## 7. REPORTS OF MEETINGS

### (i) Staffordshire Playing Fields Association

Both Cllr. Clarke and the Clerk had attended the Association's Annual General, which had taken place on Wednesday, October 17<sup>th</sup> in the Evans Park Conference Room at the Stafford Football Club, and at which both the Chairman and Treasurer had presented their report, both having already been published in the Association's Annual Report sent to members prior to the meeting.

Cllr. Clarke had pointed out that the majority of loans made to sports clubs in the past year had been to cricket clubs but was assured that this was simply because the majority of requests had been received from such clubs, not because of a bias of the Committee towards the sport.

The only other incident in an otherwise smoothly run meeting was the discovery that the retiring Chairman, who was expected to be re-elected, was not a member of the Executive Committee, an oversight which was quickly redressed!

### (ii) Lichfield and District Community and Voluntary Sector Support

Cllr. Clarke reported that he had attended the organisation's Annual General Meeting, which had taken place at the Wade Street Church, Lichfield, on Tuesday, November 6<sup>th</sup>.

LDCVS supported, advised and co-ordinated voluntary and community organisations, and their work had received many glowing testimonials.

Cllr. Ken Humphreys, Chairman of Lichfield District Council, had chaired the meeting, which he had opened by emphasising his Council's appreciation of LDCVS's work.

The Director, Rose Vakis, and the Treasurer, Anthony Guest, both presented reports, and it was announced that the Queen's Award for Volunteering had been presented to Kathy Coe, of the Pathway Project of Lichfield, which offered a refuge and support to women and children who experienced domestic abuse.

Amongst LDCVS's other successes were "Open Door of Hope", which offered a meeting venue for people who were suffering or have suffered from mental illness, and "Work Clubs" for people looking for employment.

### (iii) St. James School, Longdon

Cllr. Taylor reported that he had attended the School's Harvest Festival Service at St. James Parish Church on Friday, October 12<sup>th</sup>, adding that the children had performed magnificently and were, in his opinion, a credit to the community.

He had attended a Governors' meeting at which a new Chairman, Fay Mills, had been elected following the retirement of Chris Wardle.

(iv) Gentleshaw County Primary School

Cllr. Clarke reported that he had attended the School's Harvest Festival, which had taken the form of a Barn Dance held in the School Hall.

At its conclusion, the produce brought by the children had been sold and £239. 00 had been raised for the World Food Fund.

There would be two further events before the end of the term - a Talent Show to raise money for Children-in- Need and a Christmas Fare.

(v) Cannock Wood and Gentleshaw Village Hall Management Committee

Cllr. Taylor reported that he had attended a meeting of the Cannock Wood and Gentleshaw Village Hall Management Committee on Monday, October 30<sup>th</sup>.

Work on the roof had been completed, and villagers were being invited to view the improvements. It had cost £810. 00 to put the alarm system right and grants totalling £900. 00 had been received for another tranche of work on the drive. Further funding was being sought from the Coal Board.

The Chairman was negotiating an agreement with the licensee of The Redmoor Inn to run a bar at the Hall.

The website was being updated.

## 8. NOTICE OF FORTHCOMING MEETINGS AND EVENTS

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

(i) Opening of Longdon Pre-School Plant and Play Project: Saturday, November 17<sup>th</sup>, 2012, at Longdon Village Hall, at 11. 00 a.m.

Cllr. Cherry and Cllr. Mrs. Meere both said that they hoped to attend,

(ii) Cannock Chase AONB Parish Councils' Meeting: Thursday, November 22<sup>nd</sup>, 2012, in the Church Hall, Church of the Holy Spirit, Mount Road, Etchinghill, Rugeley, at 7. 00 p.m.

Cllr. Taylor said that, if Cllr. Welch were unable to attend, he would try to go instead.

(iii) Staffordshire, Stoke-on-Trent and Wolverhampton Joint Local Access Forum: Thursday, November 29<sup>th</sup>, 2012, in the County Buildings, Martin Street, Stafford, at 10. 00 a.m.

(iv) West Midlands Allotments Officers Forum (held by the National Allotments Association): Tuesday, December 4<sup>th</sup>, 2012, at a central venue in Stoke-on-Trent from 9. 30 a.m. to 1. 00 p.m.

(v) Energy Efficiency Training

Cllr. Clarke reported that Lichfield District Council was about to embark on an energy efficiency project in some areas of the District, amongst which he believed Longdon was to be one.

It would be working with South Staffordshire Community Energy, who had a thermal imaging camera with which to carry out surveys on buildings which would indicate where savings were possible.

Organisations such as Longdon Parish Council were being invited to borrow the camera for local surveys.

There would be training with the camera on Wednesday, November 14<sup>th</sup>, in the offices of the Lichfield and District Community and Voluntary Support Sector in Mansell House, Bore Street, Lichfield, from 9. 15 a.m. to 1. 00 p.m.

There would be a place for a representative from Longdon Parish Council, which he would take up if no-one else wanted to go. No other member of the Council expressing an interest, Cllr. Clarke said that he would attend.

## 9. HIGHWAYS AND FOOTPATHS

### (i) Purchase of Leaflet Dispensers

Cllr. Cherry said that he was aware of a firm of shop-fitters in Stetchford, Birmingham, which might be able to supply the dispensers.

The Clerk said that he would make another attempt to place an order with POS Acrylics.

### (ii) Street Lighting – Energy Conservation Initiative

The Clerk reported that he had received from Cllr. Mike Maryon, Cabinet Member for Highways and Transport, Staffordshire County Council, a letter dated 16<sup>th</sup> October 2012, informing the Council that the proposed operational changes to the way the County Council delivered its street lighting service were progressing well and that the Council would soon be in a position to commence the delivery of the planned changes of reducing night-time light pollution, whilst also making some savings in ‘Carbon’ and energy costs.

The County Council was offering parish councils the option of adopting the introduction of part night street lights within their communities, adding that the financial savings to the County Council would be very small due to the switch-off time occurring during the period when energy costs were at their cheapest.

Offered the choice of (a) seriously considering the introduction of part night street lights, (b) possibly considering the introduction of part night street lights, but not at this time or (c) not considering the introduction of part night street lights, Councillors opted for the second option, the view being that, as it was, the parish was in places under-lit.

Enclosed with Cllr. Maryon’s letter had been a copy of the Annual Service Report for the period 19<sup>th</sup> May 2011 to 18th May 2012 of the Staffordshire County Council Lighting Private Finance Initiative Contract.

### (iii) Community Paths Initiative Grant

The Clerk reported that the Council had been awarded a grant of £500 under the County Council’s Community Paths Initiative Scheme towards the cost of preparing two more footpath leaflets, one for a footpath walk in Upper Longdon, the other for a footpath walk in Gentleshaw.

The money had to be spent by the end of the financial year.

The Chairman suggested that this project might be left until the Spring, though some preliminary work had already been done.

(iv) Adoption of Church Hollow

The Chairman reminded the Council that the adoption of Church Hollow and its re-naming as “Jubilee Walk” had already been discussed by the Council.

As part of the original coaching route, it was a local amenity, but it was growing increasingly hazardous to use; the footpath was overgrown and its surface slippery, and the banks needed strengthening.

However, ownership was still vested in the County Council, and it would be necessary, therefore, to seek that Council’s permission to take over the maintenance of the footpath.

The Clerk was instructed to write to the County Highways Department asking for permission for the Parish Council to assume the management of the footpath and at the same time ask whether a supporting grant might be available.

*At this point, the Chairman left the meeting to help Mrs. Juxon prepare for an early morning hospital appointment, and Cllr. Clarke took over the chair.*

(v) Borough Lane

The Clerk reported that he had written to the Community Highways Liaison Manager drawing his attention to the drainage problem in Borough Lane and had copied his email to Cllr. Lewis.

Cllr. Morgan said that he had also registered an official complaint about the drainage.

He added that the pot-holes in Borough Lane had now been filled, though it looked as though the fillings were temporary and it was a matter of conjecture how long they would last.

## 10. GREENS AND OPEN SPACES

(i) Mowing Contract

The Clerk reported that he had received a report from Graham McCulloch dated 24<sup>th</sup> October 2012, in which he reported that the final cut of the season had been completed that day.

He had added that he would be pleased to continue the present contract next year at the same price.

He was also offering to spend a day checking and sorting out the young trees, ties and stakes at all the sites at a cost of £120. 00.

For a further £275. 00 he was willing to fill in the channel at the Borough Lane end of Brook End.

It was agreed that a decision on these offers should be made by the Highways and Open Spaces Committee at its next meeting.

## 11. BEST KEPT VILLAGE COMPETITION

The Clerk reported that he had now received the judges' comments on Longdon & Longdon Green (*Appendix A*) and Upper Longdon (*Appendix B*), both of which, it was agreed, were very positive.

Cllr. Webb said that there was concern that a collection of discarded furniture which had been standing in a driveway in Church Hill for some weeks would attract vermin.

The Clerk was instructed to contact the Environmental Health Department at Lichfield about this.

## 12. GENERAL ADMINISTRATION

### (i) Revised Code of Conduct

On a motion proposed by Cllr. Butler and seconded by Cllr. Cherry, it was agreed that the Council should adopt NALC's template code of conduct for parish councils as an interim measure.

The Finance and General Purposes Committee would look at it in detail at its next meeting and decide whether it needed amending in any way to suit the Council's own priorities.

### (ii) Register of Members' Interests

Copies of Councillors' declarations of Disclosable Pecuniary Interests were collected by the Clerk for forwarding to Lichfield District Council's Legal Officer.

### (iii) Membership of Committees

Membership of the Council's Committees was confirmed as follows:

Finance & General Purposes: The Chairman, The Vice-Chairman, Cllr. Cherry, Cllr. Couchman, and Cllr. Webb.

Highways & Open Spaces: Cllr. Cherry; Cllr. Couchman; Cllr. Clarke; Cllr. Mrs. Meere; Cllr. Nash; Cllr. Welch; and Cllr. Taylor.

Planning: All Councillors are alerted to the submission of a new planning application in order that any Councillor could access the application on the Lichfield District Council website and send his or her comments to the Clerk for inclusion in a formal response from the Parish Council.

Cllr. Morgan expressed an interest in taking part in any Steering Group convened for the purpose of drawing up a Neighbourhood Plan.

### 13. LAW AND ORDER

#### (i) Retirement of PC Andy Brown

On a motion proposed by Cllr. Nash and seconded by Cllr. Mrs. Meere, it was agreed that the cost of the presentation should be met out of the Chairman's Allowance.

It had already been agreed that the Council should invite PC and Mrs. Brown to a short presentation immediately before the December meeting at which PC Brown would be given a bottle of Jack Daniels whiskey and six golf balls and Mrs. Brown a bouquet of flowers.

The Clerk reported that PCSO Anderson had telephoned him earlier in the day to update the Council on developments following PC Brown's retirement.

The communities which he had covered would now be covered jointly by PC David Griffiths and PC Alison Lewis in addition to the communities they already covered, in the case of PC Griffiths Alrewas and Fradley and in the case of PC Lewis Armitage and Alrewas.

There had been one incident of criminal activity in the parish in the past month; a catalytic converter had been taken from a vehicle in Lower Way the previous evening, November 12<sup>th</sup>, and PCSO Anderson had been distributing warning leaflets in the area.

#### (ii) Police Surgery

Cllr. Clarke reported that only he and PCSO Anderson had been at the police surgery held in the Village Hall car park the previous Saturday.

There had been one complaint – that the layby at the side of the A51 between Bradley Lakes and Brereton Hill Lane was being abused by continental lorry drivers spending the night there, and litter and human waste were being left in the adjacent field.

The police would be investigating this complaint.

It had also been a report of unpleasant incidents at the mobile canteen at Cleat Hill, where a police patrol might be beneficial.

### 14. FINANCIAL MATTERS

#### (i) Accounts for Payment

On a motion proposed by Cllr. Cherry and seconded by Cllr. Webb, payment of the following accounts was agreed:

G. C. McCulloch	Mowing Parish Sites – October 24th	£370. 00
Cannock Wood & Gentleshaw		
Village Hall Management Committee	Hire of Room	£ 20. 00

(\* confirmation          # payment made under Section 137)

(ii) Payments Received

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

Staffordshire County Council	CPI Grant (Footpath Leaflets)	£500. 00
HM Revenue & Customs	VAT refund	£436. 52
Lynn Marshall	Advertisement: "Longdon Life"	£ 22. 50
C. T. & L. Marshall	Advertisement: "Longdon Life"	£ 20. 00
Rosemary Cliffe	Advertisement: "Longdon Life"	£ 15. 00
A. I. D. Fuel Oils Ltd.	Advertisement: "Longdon Life"	£ 9. 00

(iii) Current Balances

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

NatWest c/a:	£1766. 38	The Halifax s/a: £3189.33
<u>less uncleared cheque</u>		
1748:	£ 24. 00	
	£1742. 38	

(iv) Requests for Grant Aid(a) St. Giles Hospice ("Light up a Life")

The Clerk reported that he had received from Katie Burbridge, Nurse Consultant, Compassus Centre, St. Giles Hospice, Whittington, a letter dated October 2012, asking if Councillors would like to take part in the Hospice's festive campaign by dedicating a light on one of the Hospice's Christmas trees in memory of a loved one.

However, it was thought that this appeal was directed primarily to individuals rather than to organisations and recalled that the Council had only just made a substantial donation to an earlier appeal from the Hospice.

(b) Vitalise

The Clerk reported that he had received from Claire Ellidson, Statutory Fundraiser, Vitalise, a letter dated December 2012, asking the Council to consider making a donation to this London-based charity, which provided respite breaks for disabled people.

She pointed out that, on average, Vitalise provided 84 respite breaks for disabled residents in Staffordshire and that it cost an average of £30,492 each year to support local residents.

However, the Council was not aware that the charity was involved with any local families and concluded that it would not therefore be justified in responding positively to the request.

(v) Visit of Independent Internal Examiner

The Clerk reported that Alan Toplis would be carrying out the interim Independent Internal Examination on Monday, November 19<sup>th</sup>.

15. CORRESPONDENCE SINCE LAST MEETING

(i) The Clerk reported that he had received from the Staffordshire Parish Councils' Association an email from Jane Reynolds, Community, Youth and Volunteer Worker, Staffordshire Council of Voluntary Youth Services, dated 16<sup>th</sup> October 2012, informing the Council that her organisation's aim was to support voluntary groups to set up and become sustainable.

SCVYS currently supported uniformed groups, Church groups, informal drop-in centres, single-activity groups, after-school voluntary clubs, in fact, any group that could show that they adhered to youth work activities.

She was asking for contact details which would enable her to make contact with someone who could "point her in the right direction".

She had enclosed an information leaflet directed at new and potential members.

(ii) The Clerk reported that he had received from Mrs. Val Heseltine, Secretary of the Longdon Flower Show, a letter dated 13<sup>th</sup> November 2012 thanking the Parish Council for paying the hire charges for the Village Show.

It had, she said, been a successful day in spite of the rain and the new Vicar, who had presented the prizes, had been able to meet people.

(iii) The Clerk reported that he had received from Stella Pass, Trust Fundraiser for St. Giles Hospice, a letter dated 23<sup>rd</sup> October 2012, thanking the Council for its donation of £200 in support of the work of the Hospice.

(iv) The Clerk reported that he had received from Jonathan Lindop, Secretary of the Staffordshire, Stoke-on-Trent and Wolverhampton Joint Local Access Forum, a letter dated 30<sup>th</sup> October 2012, in which he explained that the Forum was a statutory body set up under the Countryside and Rights of way Act 2000 to advise the appointing authorities on the improvement of public access to land within the Forum's area for the purpose of open-air recreation and enjoyment.

The Forum was currently undertaking a project which sought to understand the implications of the Government's HS2 proposals and to mitigate their effect on the Public Rights of Way network in Staffordshire.

To that end, the Forum would be meeting with representatives of HS2 on Thursday, 29<sup>th</sup> November 2012, at 10.30 a.m. in the County Buildings, Stafford to which the Council was being invited to send a representative.

However, HS2, if built, would not impinge on the footpath network in Longdon.

(v) The Clerk reported that he had received from Kate Ashbrook, General Secretary, The Open Spaces Society, a letter dated 31<sup>st</sup> October 2012, asking the Council to encourage the local MP to speak against Clause 13 of the Growth and Structure Bill, which would make it difficult, if not impossible, to register land as a town or village green once it had been identified for development.

## 16. OTHER COMMUNICATIONS

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

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

Calendar of Meetings, fortnight ending 4<sup>th</sup> November 2012;  
Forward Plan – Version 1 – Issued 08. 10. 2012 – Effective for the Period  
01. 11. 2012 – 28.02. 2013;  
Forward Plan – Version 2 – Issued 29. 10. 2012 – Effective for the Period  
01. 11. 2012 – 28. 02. 2013

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

Licensing Act Applications registered during w/e 5<sup>th</sup> October 2012;  
Licensing Act Applications registered during w/e 12<sup>th</sup> October 2012;  
Licensing Act Applications registered during w/e 19<sup>th</sup> October 2012;  
Licensing Act Applications registered during w/e 26<sup>th</sup> October 2012;  
Licensing Act Applications registered during w/e 2<sup>nd</sup> November 2012.

- (iii) From Mark Hoper, Democratic, Development and Legal Services, Lichfield  
District Council:

Council Tax Benefit Changes.

- (iv) From Rhiannon Purkis, Communications Officer, Lichfield District Council:

Section 106 Newsletter – October 2012.

- (v) From Asmita Kathrani, Infrastructure Delivery and Monitoring Co-ordinator,  
Development Plans and Implementation, Democratic, Development and  
Legal Services, Lichfield District Council:

Awards for All, England.

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

S3SN - E Bulletin - Issue No. 35/12 – 4<sup>th</sup> October 2012;  
S3SN - E Bulletin - Issue No. 36/12 – 11<sup>th</sup> October 2012;  
S3SN - E Bulletin - Issue No. 37/12 - 18<sup>th</sup> October 2012;  
S3SN - E Bulletin - Issue No. 38/12 - 26<sup>th</sup> October 2012;  
S3SN - E Bulletin - Issue No. 39/12 - 1<sup>st</sup> November 2012.

(vii) From The Staffordshire Parish Councils' Association:

- Suspicious Emails: Alpha Corporate Consultants;
- Council Financial Training Seminar ("Internal Audit and The Parish Council");
- "Communities, Councils and Clerks" (the newsletter of the Community Council of Staffordshire);
- Agenda for afternoon session of the SPC AGM;
- List of members of the Executive Committee due for re-nomination;
- Weekly Update (26<sup>th</sup> October 2012);

(viii) From Anne Walker, AONB Office Manager, Cannock Chase AONB:

Connecting Cannock Chase Project.

(ix) From Andy Goode, Environment Group Leader, Staffordshire County Council:

Heritage Update 240;  
Heritage Update 241;  
Heritage Update 242.

(x) From Staffordshire Cares:

Purple Pages  
- Services Directory;  
- Activities Directory

(xi) From The Secretary, Management Committee, Cannock Wood and Gentleshaw Village Hall:

Agenda for meeting of 29<sup>th</sup> October 2012;  
Minutes of meeting held on 24<sup>th</sup> September 2012;  
Staffordshire Village Halls Advisory Committee – Village Halls  
Newsletter (October 2012);  
Chase CVS: E Bulleting – October 2012.

(xii) From The Historic Towns Forum:

Town Team Workshop rolled out to more venues;  
Coming events

(xiii) From The Rural Services Network, Tavistock, Devon

Weekly Email News Digest –8<sup>th</sup> October 2012;  
Weekly Email News Digest –15<sup>th</sup> October 2012;  
Weekly Email News Digest –22<sup>nd</sup> October 2012;  
Weekly Email News Digest – 29<sup>th</sup> October 2012;  
Weekly Email News Digest –5<sup>th</sup> November 2012;  
Notice of Annual General Meeting, November 19<sup>th</sup> 2012, in London.

(xiv) From Peter Lacey, Unlock Democracy:

Local Government: have your say (survey).

(xv) From The Open Spaces Society:

“Open Space”: Volume 30, No. 5, Autumn 2012.

(xvi) From The Ordnance Survey:

Information Sheet: The phasing out of Addresses Database  
(October 2012);  
PSMA Events – Building the Community.

(xvii) From David Pott, Two Saints Way Project:

News Update – October 2012.

(xviii) From The Institute of Groundsmanship:

IOG “Get Ahead of the Game” at the IOG’s Annual Conference.

(xix) From DCK Beavers Ltd., Swindon, Wilts.:

“Accounting Solutions” – Autumn 2012.

(xx) From HAGS, Struminster, Dorset:

HAGS Play Matters.

## 17. DOCUMENTS

The following documents were available for Councillors to consult:

(i) “The Planning Pack 2012”, written by Planning Aid (England) and endorsed by The Royal Planning Institute;

(ii) “A Farmer’s Guide to the Planning System”, published by the Department for the Environment, Food and Rural Affairs, 2002.

## 18. ANY OTHER URGENT BUSINESS (AT THE DISCRETION OF THE CHAIRMAN)

(i) The Clerk reported that he had spoken to Michelle Slymn, the Head Teacher, about the banner being displayed alongside the A51, but she had been reluctant to remove it, pointing out that she had had permission to display it from the landowner and citing a similar banner being displayed by the Lichfield Cathedral School at Longdon Green, though this faced Church Hill, not the A51.

At the conclusion of the meeting, at the invitation of Cllr. Clarke, the Council recorded its appreciation of Cllr. Juxon's willingness to take over the Chair following the resignation of the previous Chairman.

19. DATE OF NEXT MEETING

Tuesday, December 11<sup>th</sup>, 2012, in the W. I. Hall, Ford Lane, Longdon, commencing at 7. 30 p.m.

## *Appendix A*

### **LONGDON/LONGDON GREEN – BKV JUDGES' COMMENTS 2012**

The village had made residents aware of the BKV competition by delivering an A5 BKV poster to every household. Although no posters were seen in house windows, there were BKV posters on every notice board, in bus shelters and shop windows.

There was a first-class display of children's posters at the village shop (as always) and others on notice boards in bus shelters. Well done!

All the notice boards were in very good condition. There was a wide range of up-to-date, useful, local information, all neatly displayed.

There was good information about recycling on the main notice boards.

There were plenty of dog fouling notices and bins throughout the village and no dog mess was seen.

The churchyard was maintained to a very high standard, with well cut grass, neat edges and paths, tidy gravestones and no weeds through May and June. The July judges felt that, though it was neat and tidy, the grass needed some attention (probably down to the awful, wet summer affecting maintenance schedules!).

The village hall surrounds were somewhat weedy in both May and July, but tidy in June. There were also a lot of weeds in front of the Women's Institute. The Institute was generally tidy.

Both public houses appeared to be closed at times during judging. Judges thought that The Swan with Two Neck might have just re-opened, but the July judges were not so sure! (The village did not lose marks because of this situation).

The telephone box (probably not used very much) was clean and tidy, with neat surrounds.

All the bus shelters were in very good condition and very clean and tidy inside, with weed-free surrounds. They were all used to very good effect to display BKV publicity, local information etc: an excellent way to use such facilities.

All the seats and benches were in very good condition with no litter or weeds around them.

Village signs were clean and helpful.

All verges and open spaces were well mown and free from litter. The Green at Longdon Green was excellent.

With just a few exceptions private gardens were maintained to a very good standard.

The map was simple but clear, and easy enough to use. Some judges found the separate key a little awkward to handle (There is also no bus shelter near Mill House).

There were no signs of litter or dog mess throughout the judging period. There was clear evidence of community awareness and effort (particularly in Longdon) and judges were impressed by the rota of BKV responsibilities displayed on two notice boards.

Longdon and Longdon Green work hard every year to satisfy the demands of the BKV competition and consistently achieve high standards. BKV publicity, children's posters, notice boards and local information, recycling and dog fouling awareness, the churchyard, bus shelter, seats and benches, open spaces and private gardens were all very good this year. There was good evidence of community awareness and effort again in 2012. Congratulations on achieving Second Place in the Large Village Category in Lichfield/Cannock Chase District this year and good luck in 2012!

John T. Perry, MBE  
Chairman, BKV Working Group

September 2012.

## *Appendix B*

BKV awareness had been tackled by delivering an A5 poster to every household prior to the competition. BKV posters were displayed on both notice boards, but judges did not see any A5 posters in the windows of houses.

There were very good children's posters on the notice boards, which was commendable for a small village with no school.

Both notice boards were in excellent condition, with plenty of up-to-date local information neatly displayed and tidy, weed free surrounds.

There were good recycling notices on both notice boards, and well-sited signs and posters (some "Upper Longdon" specials ) about dog fouling and strategic bins.

The Chetwynd Arms car park and surround were tidy in the early rounds of judging; but judges noted some litter and a few weeds, particularly on the edges of the car park, in July. The garden was very well kept at all times.

The telephone box was clean and tidy inside and out – except in late July when it needed a sweep out (Judges felt that it was not used very much).

All the seats and benches were in good condition, with very tidy, litter-free surrounds. The seat and the surround area at the bottom of Grange Hill was again extremely neat.

The village footpath fingerposts were good (but strictly speaking should not be judged – see Notes on Marking 2012).

The small open spaces and verges were all very well maintained and looked attractive.

Apart from one somewhat untidy garden all the rest were maintained to an extremely high standard.

The map was adequate; it was clean and easy to follow, but the small open spaces could have been shown and some judges felt that there might be more specific reference to BKV features and the codes as shown on the entry form.

No litter or dog mess was seen during the judging period and the list of responsibilities for BKV features and maintenance displayed on the notice boards indicated good community awareness and involvement in BKV.

Upper Longdon is a very pleasant and well cared for village and whilst it lacks a number of BKV features found in other small villages, a very high standard has been achieved across the features which it has. Judges praised the children's posters, local information, the open spaces and the general absence of litter and dog mess in particular. Congratulations on a splendid effort this year and in being Best Small Village in Lichfield/Cannock Chase District. Good luck in 2013!

John T. Perry, MBE  
Chairman, BKV Working Group

September 2012.