

**LONGDON PARISH COUNCIL**

MINUTES OF THE **COUNCIL MEETING** held in W I Hall, Ford Lane, Longdon, on Tuesday 8<sup>th</sup> April 2014 at 7.30pm

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

Clerk: Mrs C Dillow

No.	Item	Action
1.	<p><b>To receive apologies:</b> Apologies were received from: Cllr C. J. Webb</p>	
2.	<p><b>To consider approving and signing minutes of the Full Parish Council meeting on 11<sup>th</sup> March 2014</b> The minutes were approved and signed as a true and accurate record.</p> <p>It was noted there was a spelling mistake on item 6 and 14, these were amended and initialled by the Chairman.</p>	
3.	<p><b>Declaration of Personal &amp; Prejudicial interest in any item on the agenda</b> <i>(Note member should notify Monitoring officer within 28 days if not already)</i></p> <p>Cllr Cherry declared an interest in item 6 of the agenda.</p>	
4.	<p><b>To receive any requests for dispensation</b></p> <p>None received.</p>	
5.	<p><b>Public Participation:</b> Members of the public are invited to address the Council on any issue over which it has a power.</p> <p>None.</p>	
6.	<p><b>Matters arising from the minutes of 11<sup>th</sup> March 2014</b></p> <ul style="list-style-type: none"> <li>• <b>Church Hollow</b> Cllr Juxon reported the path has been cleared and the fencing will be completed before Easter.</li> <li>• <b>BKV Volunteers</b> It was confirmed the Chairman will judge the children's poster competition and there prizes will be given to the value of £5.00 for each year and a cheque for the same value will be given to the pre-school for their involvement towards resources. A5 posters are to go in the main boards. <b>Resolved</b> clerk to contact the Brownies to see if they wish to be involved in helping maintain the tubs and clerk to organise the purchase of half a dozen litter pickers.</li> <li>• <b>M Piper (memorial tree)</b> Cllr Clarke reported that the Parish Clerk wrote to Staffordshire County Council in February requesting permission to plant a memorial tree at the requested site. Staffordshire County Council replied: <ul style="list-style-type: none"> <li>(1) a tree can be planted with a "Licence to Plant" permit - £100</li> <li>(2) as "Highway" digging is involved a Section 50 agreement is needed - £250</li> <li>(3) check with Utilities for underground pipes and cables, incl. carbon fibre</li> <li>(4) someone other than SCC shall be responsible for the total tree maintenance</li> <li>(5) SCC requires lifetime (of the tree) indemnity against all future liabilities</li> </ul> A site meeting was called to discuss the County Councils conditions or alternatives. It was noted that the ownership of the land is uncertain, this needs to be determined and also who will take on the responsibility for the lifetime maintenance of the tree? </li> </ul>	<b>Clerk</b>
7.	<p><b>Planning - To consider any planning applications received, including:-</b></p> <p>None received.</p>	
8.	<p><b>To confirm details of the Annual Parish Assembly</b> The clerk reported the meeting will be held on Tuesday 20<sup>th</sup> May at 7.00pm in St James C of E Primary School, Brook End, Longdon. Robert Nunn will be in attendance to give a presentation on Owl and Smartwater.</p>	

9.	<p><b>Reports of meetings –</b></p> <ul style="list-style-type: none"> <li>• Neighbourhood Planning</li> </ul> <p>Cllr Clarke reported the questionnaires have all gone out and a letter had been written to the children of the local school asking for their opinions on what they would like to see included in the neighbourhood plan.</p>	
10.	<p><b>To consider dates for future sub-committee meetings</b></p> <p>The date of the next Finance and General Purposes meeting is to be confirmed.</p> <p>The date of the next Highways &amp; Open Spaces meeting is 6<sup>th</sup> May 2014 at 7.00pm</p>	
11.	<p><b>General Administration –</b></p> <ul style="list-style-type: none"> <li>• To consider Longdon Life newsletter distribution &amp; insertion of BKV posters</li> </ul> <p><b>Resolved</b> the BKV posters will be inserted into the Easter edition of Longdon Life for distribution</p> <ul style="list-style-type: none"> <li>• Internal audit 2013/14</li> </ul> <p><b>Resolved</b> to appoint Mrs W Grainger to carry out the internal audit on behalf of the council for 2013/14</p>	
12.	<p><b>Survey Procedure – Mr R Clarke</b></p> <p><b>RESOLVED</b> to move the item to the next agenda for consideration.</p>	
13.	<p><b>Councillor Reports</b> (for information only / further actions and decisions must be included on next agenda)</p> <ul style="list-style-type: none"> <li>• Beaudesert field meeting</li> </ul> <p>Cllr Webb attended the meeting and in his absence asked the clerk to report it had been business as usual and a new treasurer had been appointed.</p> <ul style="list-style-type: none"> <li>• Lichfield Parish Forum</li> </ul> <p>Cllr Clarke reported the next meeting is later in the week and he will report back at the next council meeting.</p> <p>Cllr Mrs Meere presented the clerk with a report from the Cotton Almshouses Trust to be included in with the Annual Assembly reports.</p> <p>Cllr Taylor reported 2 x seminars have been held at The Willows school in Lichfield regarding performance related pay to ensure schools are trained in how to organise the school should they be taken to a tribunal.</p>	
14.	<p><b>Correspondence and circulars received for information (Appendix A)</b></p> <ul style="list-style-type: none"> <li>• SPCA Bulletin 21<sup>st</sup> March</li> <li>• Staffordshire Wildlife Trust – Future events</li> <li>• Neighbourhood watch x 2 incidents in Longdon</li> <li>• Neighbourhood watch – map distraction scam</li> <li>• Community Council of Staffordshire – membership renewal 2014/15</li> <li>• Open spaces spring newsletter 2014</li> </ul> <p>This was noted and it was agreed to renew the community council of Staffordshire membership for 2014/15. No further action required on any of the other items listed.</p>	
15.	<p><b>. Clerks Update – (Appendix B)</b></p> <p>This was noted and it was agreed the update should include for the future any outstanding or ongoing matters from previous meetings until they are finalised.</p>	
16.	<p><b>Accounts</b></p> <ul style="list-style-type: none"> <li>• To approve the accounts for payment – <b>(Appendix C)</b></li> </ul> <p>The accounts were noted as a true record and approved for payment with an exception for the payment to Lichfield District Council for £826.01 in respect of Neighbourhood planning this is to be reviewed and moved to the next agenda.</p>	
17	<p><b>Grant Applications – To receive &amp; consider any requests for funding</b></p> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> Longdon Guides</li> </ul> <p><b>Resolved</b> clerk to ask for further clarification of the First Aid Kit before a decision</p>	<b>Clerk</b>

	<p>can be made.</p> <ul style="list-style-type: none"> <li>• St James The Great Church</li> </ul> <p><b>Resolved</b> to support the application for £1500.00 toward the up keep of the Churchyard</p> <ul style="list-style-type: none"> <li>• Beaudesert Toddle Tumble</li> </ul> <p><b>Resolved</b> clerk to obtain further information regarding numbers of children that attend are they from in or out of the Parish?</p> <ul style="list-style-type: none"> <li>• Beaudesert Sports Field &amp; Recreation Ground</li> </ul> <p><b>Resolved</b> to support the application for £50.00 toward the cost of Bouncy Castle hire.</p>	<b>Clerk</b>
19.	<p><b>A.O.B</b></p> <p>Cllr Taylor reported on Nottingham Knockers he has started the process and is being supplied with letters, providing an 80% positive feed back is received, no cold calling signs can go up.</p> <p>Cllr Taylor reported his term as Local Authority Governor at St James C of E Primary is due to expire on 30<sup>th</sup> April and he would be happy to stand again. <b>Resolved</b> the parish council to nominate Cllr Taylor.</p> <p>Cllr Welch reported the drains by North Lodge in Upper Longdon have been flooding.</p> <p>Cllr Morgan reported there been incidents of break in's in Longdon recently, which was also reported through Owl.</p> <p>Cllr Butler reported the drain cover in Byron Court was missing and this has been reported, also the storm drain at the top of Shavers Lane needs emptying.</p> <p>It was noted the road sign in Brereton Lane has been hit and needs to be straightened</p> <p>It was noted the next Cannock Chase AONB meeting is on 23<sup>rd</sup> June 2014 commencing at 5.30pm with a buffet and meeting to follow.</p> <p>It was <b>Resolved</b> to allow the Clerk to purchase a laminator to enable her to carry out her duties with the notices being placed in the open notice boards as this will ensure the notices last longer against the elements.</p>	
20.	<p><b>Date and Venue of next meeting</b> 13<sup>th</sup> May 2014, W I Hall, Ford Lane, Longdon</p>	

The Chairman declared the meeting closed at 21.35pm