

LONGDON PARISH COUNCIL

**Minutes of the Meeting of Longdon Parish Council held at 7.30pm
on Tuesday 14 July 2015 at Cannock Wood & Gentleshaw Village Hall**

Present: Councillors: B Butler, C Cherry, Mrs J Cleaver, P Couchman (from Minute 43), D Dangerfield, Mrs G Duckett, Mrs H Meere, K Morgan, K Taylor, and C Webb.

In attendance: 1 member of the public, plus District Councillor I Pritchard (from Minute 48).

No.	Item	Action
39.	<p>Apologies for absence Apologies were received from Cllr R Clarke. Leave of absence was granted to Cllr R Clarke on the grounds that he could not attend the meeting due to mobility problems.</p>	
40.	<p>Appointment of Parish Clerk Mr P Young was appointed as parish clerk for the meeting, with ongoing terms to be agreed under Minute 55.</p>	
41.	<p>Declaration of Interest None</p>	
42.	<p>Council Minutes <i>The Minutes of the Council meeting held on 9 June 2015 were confirmed and signed as a correct record.</i></p>	
43.	<p>Matters arising from the Minutes and Review of Action List The action list was reviewed as per Appendix 1</p>	
44.	<p>Co-option to Longdon Parish Council Gentleshaw Ward Applications for co-option to the vacancy for the Gentleshaw Ward had been received from Mrs Lesley Allen and Mr P Couchman. Following a signed ballot of members it was <i>Resolved: That Mr P Couchman be co-opted to fill the vacancy on the Gentleshaw Ward.</i> Mr Couchman, who was present as a member of the public, made and signed his Declaration of Acceptance of Office as Councillor and took his place at the Council meeting.</p>	
45.	<p>Appointment of Responsible Financial Officer (RFO) <i>Resolved: That Cllr Mrs G Duckett be appointed as (unpaid) RFO until further notice.</i></p>	
46.	<p>Committee Appointments <i>Resolved:</i> <i>1. That the members of the Finance and General Purposes Committee be Cllrs B Butler, R Clarke, D Dangerfield, Mrs G Duckett, K Morgan, and C Webb.</i> <i>2. That the members of the Highways and Open Spaces Committee be Cllrs R Clarke, Mrs J Cleaver, Mr P Couchman, Mrs H Meere, K Morgan, and K Taylor, plus Steve Welch (co-optee) and Mrs Irene Kemp (observer)</i></p>	
47.	<p>Planning Applications Cllr C Cherry informed the meeting that 'no objection' had been submitted to LDC in respect of previous applications 15/00524, 15/00605, and 15/00533.</p>	

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	<p>Cllr C Cherry informed the meeting of certificates of lawfulness for: 15/00532 High Meadow Hill Top, single storey building to form garage.</p> <p>'No objection' had been submitted in respect of: 15/00629/FUL. Griffith. Lilac Cottage, Church Hill. Erection of log cabin 15/00595/FUL. Buttery. Bankside Cottage, Lower Way. 2 Storey side extension and alteration to roof and façade.</p> <p>New applications for comment were: 15/00581/LBC & 15/00020/COU Coach House Brook End. Conversion and extension of out-building to form 4 bedroom dwelling and erection of single-storey detached workshop. Cllr C Cherry would submit responses based on comments received from members.</p>	
48.	<p>Councillors' Reports</p> <p>Cllr K Taylor, reported on matters relating to St James School Longdon, and Gentleshaw Village Hall Committee.</p> <p>Cllr P Couchman reported on matters relating to Gentleshaw School.</p> <p>The following items were referred for consideration to the next meeting of the Highways and Open Spaces Committee: Potholes (Cllr H A Meere), Road Safety Review and Best Kept Village Competition (Cllr C D Cherry).</p> <p><u>Longdon Neighbourhood Plan update</u></p> <p>Cllr Mrs G Duckett updated members on progress of the Neighbourhood Plan. A draft of the Plan which it was proposed to submit for public consultation had been circulated by email to members. It was agreed that hard copies of the draft Plan be circulated to members, and that councillors submit comments to Cllr Mrs G Duckett within 10 days following this meeting [subsequently extended to 7 August].</p> <p>Suggested amendments to the draft Plan would then be considered at a Special Meeting of Council in August.</p> <p>A flyer and poster would be distributed around the Parish soon informing residents of progress on the Plan and the forthcoming public consultation.</p> <p>District Councillor Ian Pritchard attended and reported to members on various actions taken, and also informed members of the forthcoming consultation on the proposed Friarsgate shopping centre in Lichfield. LDC were also considering how to respond to the concept of 'combining of priorities', and what options may exist for LDC.</p>	H&OS
49.	<p>Grant Application – Longdon Show <i>Resolved: That a grant of £170 be made to Longdon Show for the purposes of rent of the Village Hall and WI Hall.</i></p>	
50.	<p>Accounts for Payment</p> <p>Accounts for Payment were approved as per Appendix 2</p> <p>It was also reported that a grant of £100 had been received from the Red Lion, towards the Best Kept Village Competition. A letter of thanks to be sent.</p>	Clerk
51.	<p>Communications</p> <p>a. <u>Communications received by the Council</u></p> <p>Correspondence had been received from Staffordshire County Council Highways that it was reviewing its winter service operations and would like to gather parish council views on which routes to prioritise for gritting and snow clearance. They are not asking for</p>	

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	<p>comments on specific named roads. The response date was 27 July 2015, and so this item would be too late to consider at the next Highways and Open spaces Committee.</p> <p>Resolved: That Cllr P Couchman, in consultation with Cllr C Cherry and K Morgan submit a response on behalf of the Council.</p> <p>b. <u>Communications from the Council</u> Cllr Webb to produce the Newsletter, including a report on recent appointments, and updated contact information for the Council.</p>	<p>Cllrs Couchman Cherry & Morgan</p> <p>Cllr Webb</p>
52.	<p>Dates for Council Meetings</p> <p>A Special Council meeting to be arranged in August as per Minute 48 above [date subsequently confirmed as 27 August], with ordinary meetings of Council to be held on the second Tuesday of the month, namely:</p> <p><u>2015</u>: 8 September, 13 October, 10 November, 8 December</p> <p><u>2016</u>: 12 January, 9 February, 8 March, 12 April & 10 May (Annual Council)</p>	
53.	<p>Any Other Business</p> <p>Members reported on issues concerning intruding hedges and also the damaged road signs at Sunny Corner, Upper Longdon. These items were referred for consideration to the next meeting of the Highways and Open Spaces Committee.</p>	H&OS
54.	<p>Exclusion of the Press and Public</p> <p>Resolved: That in accordance with Section 19(2) of the Public Bodies (Admission to Meetings) Act 1960, by reason of the confidential nature of the business next to be transacted, the public and press be excluded from the Meeting</p>	
55.	<p>Appointment of Parish Clerk</p> <p>A draft contract of employment had been circulated to members with the agenda for the appointment of Mr Peter Young as parish clerk on a fixed term contract to 31 October 2015. An amendment was agreed that the clerk would be the RFO if required.</p> <p>Resolved: That subject to the above amendment the Contract as circulated with the agenda be approved.</p>	
56.	<p>Actions required Following Former Clerk's Resignation</p> <p>Members considered the confidential report as circulated with the agenda.</p> <p>Resolved: That the recommendations 1 to 4 as contained in that report be adopted.</p>	

There being no further business the Chairman declared the meeting closed at 9:55 pm

Signed (Chairman):

Date:

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Action list

Min No.	Item	Action
26.	Update the Asset list, with responses from councillors	F&GP
26.	SCC Highways had conducted their site visit in regard to the X25. PC awaits the outcome.	H&OS
27.	Clerk to liaise with Mr Couchman regarding cork for notice board in High Street.	Clerk + H&OS
27.	Longdon Green status.	CC + F&GP
29.	Longdon Green survey of Flora & Fauna by Staffordshire Wildlife Trust – impact on mowing	H&OS
32.	Website update and maintenance	KM + CC + F&GP
36.	Windmill on Mr Wright's farm. Mr Wright to be invited to provide a new article for LL – explaining the progress on the windmill.	KT + KM

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Chq No	Payee	Details	Signed	£ Nett	£ VAT	£ Gross
1979	Staffs Parish Council Assoc.	Chairmanship skills course	HM/BB	20.00	0.00	20.00
1980	Print Digital	Print Neighbourhood Plan Flyer	HM/BB	195.00	0.00	195.00
1981	Lichfield City Council	Photocopying (agenda)	HM/BB	9.12	2.28	11.40
1982	Hazel Crosbie	Delivering flyers	HM/BB	45.00	0.00	45.00
1983	Bob Robinson	Underpaid postage	KM/CW	1.11	0.00	1.11
1984	Longdon Produce Show	Grant for Produce Show - Hall Hire	KM/CW	170.00	0.00	170.00
				440.23	2.28	442.51