

## Longdon Parish Council

**Minutes of Meeting of Longdon Parish Council held 7.30pm on Tuesday 10<sup>th</sup> November 2015 at Cannock Wood and Gentleshaw Village Hall.**

**Parish Councillors;** Cllrs K Morgan (Chair), P Couchman, B Butler, K Morgan, D Dangerfield, Mrs G Duckett, Mrs J Cleaver, K Taylor

**Apologies;** Cllrs Cherry, Clarke, Meere, Webb

**Clerk;** H Goodreid (attended for items 115/7 onwards)

**In Attendance;** County Councillor Martyn Tittley, District Councillor Ian Pritchard.

Min No.	Item	Action
109/1 109/1.1	<b>Apologies &amp; Acceptance of Apologies</b> Apologies were received from Cllrs Cherry, Clarke, Meere, Webb	
110/2 110/2.1	<b>Declarations of Interest</b> No Interest were declared	
111/3 111/3.1	<b>Council Minutes</b> Resolved: that the minutes were accepted subject to a minor amendment of change in the dates of the bank statement. <b>Proposed: Cllr Morgan, Seconded: Cllr Duckett</b>	
112/4 112/4.1	<b>Matters Arising from the Minutes and Review Action List</b> None	
113/5 113/5.1	<b>Public Participation</b> The meeting adjourned for the public session but no members of public were in attendance.	
114/6 114/6.1	<b>Finance and General Purposes (F&amp;FG) Committee Minutes</b> <u>Appointment of Clerk and RFO:</u> The recommendation from the F&GP Appointment Group, to appoint Mrs Hilary Goodreid as Clerk and RFO was accepted.	
114/6.2	The employment start date would be 11 <sup>th</sup> November 2015. Cllr Duckett to obtain references.	Cllr Duckett
114/6.3	<u>External Auditor:</u> Items raised by Grant Thornton had been corrected and would be posted on the website. <b>Proposed: Cllr D Dangerfield; Seconded: Cllr B Butler</b>	Cllr Duckett
114/6.4	<u>Standing Orders:</u> The National Association of Local Councils (NALC) standing orders were adopted. Slight amendments had been considered by the F&GP Committee in order to reflect local issues. Internal Audit required these to be approved by November 2015. These were agreed. <b>Proposed: Cllr G Duckett; Seconded: Cllr K Taylor</b>	
114/6.5	<u>Budget:</u> Councillors were taken through the 2015/2016 budget and expenditure to date and agreed that all was in order. <b>Proposed: Cllr D Dangerfield; Seconded: Cllr B Butler</b>	Clerk to place on website
114/6.6	<u>Emails:</u> Councillors discussed the use of email as a preferred way of communicating information. It was agreed that the parish council use emails as primary way of communicating with each other but provide hard	

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	copies if required. <b>Proposed: Cllr K Taylor; Seconded: Cllr D Dangerfield</b>																													
<b>115/7</b> 115/7.1	<b>Transparency Code</b> It was agreed at the last meeting to apply for Transparency Code Funding in order to become compliant. It was agreed that the Clerk apply for the new laptop and printer and associated Microsoft packages.	Clerk to submit application																												
<b>116/8</b> 116/8.1	<b>Highways and Open Spaces Committee</b> Cllrs discussed progress in the group. It was agreed that in its current form it lacked structure and focus. There have been successes in the past e.g. lorry parking; cutting back of overgrown hedges; current project for speed calming on Upper way.	Clerk to send a reminder to Cllr Pritchard																												
116/8.2	It was agreed that at the next H&OS Committee (Tuesday 1 <sup>st</sup> December at WI Hall), that the post of Chair be addressed and that outstanding issues be addressed.																													
116/8.3	There was some discussion regarding Tree Preservation Orders (TPO's): Lichfield District Council has a plan of all TPO's in the parish. They are under no obligation to inform parish councils of proposed work to the trees. Cllr Pritchard stated that LDC has a presumption to refuse permission for work on trees with TPO's. It was agreed that Cllr Pritchard will pass through to the Clerk, details of any upcoming work on TPO trees in the parish.																													
116/8.4	Cllr Tittley mentioned that he could not recall receiving the letter concerning the option to consider changing traffic priorities at the junction of Borough Lane and Horsey Lane. Chair to check.		Chair to check																											
<b>117/9</b> 117/9.1	<b>Planning Applications</b> Councillors to note that the District Council have adopted a new electronic process for looking at planning applications.																													
117/9.2	<table border="1"> <tr> <th colspan="4">Applications</th> </tr> <tr> <td>15/01157/FUL</td> <td>Cherry Orchard Farm, Church Hill, Longdon Green, Staffs.</td> <td>Erection of barn for hay and straw storage</td> <td>No Comment</td> </tr> <tr> <th colspan="4">Amendments</th> </tr> <tr> <td>18/00780/FUL/AMD</td> <td>Fairview, Commonsides, Gentleshaw, Rugeley</td> <td></td> <td>Amendments are considered non material; there are no objections, amendments approved.</td> </tr> <tr> <th colspan="4">Approvals of Planning Permission</th> </tr> <tr> <td>15/00984/FUL</td> <td>Beaudesert Scout &amp; Guide Camp, Beaudesert, Cannock Wood, WS15 4JJ</td> <td>Single Story extension to form lobby, kitchen and toilets</td> <td>7 Oct 2015</td> </tr> <tr> <td>15/00595/FUL</td> <td>Bankside Cottage, Lower Way, Upper Longdon, Rugeley</td> <td>Two storey side extension and alterations to existing roof and façade and insertion of side balcony.</td> <td>5 Oct 2015</td> </tr> </table>		Applications				15/01157/FUL	Cherry Orchard Farm, Church Hill, Longdon Green, Staffs.	Erection of barn for hay and straw storage	No Comment	Amendments				18/00780/FUL/AMD	Fairview, Commonsides, Gentleshaw, Rugeley		Amendments are considered non material; there are no objections, amendments approved.	Approvals of Planning Permission				15/00984/FUL	Beaudesert Scout & Guide Camp, Beaudesert, Cannock Wood, WS15 4JJ	Single Story extension to form lobby, kitchen and toilets	7 Oct 2015	15/00595/FUL	Bankside Cottage, Lower Way, Upper Longdon, Rugeley	Two storey side extension and alterations to existing roof and façade and insertion of side balcony.	5 Oct 2015
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<p><b>118/10</b> 118/10.1</p> <p>118/10.2</p> <p>118/10.3</p> <p>118/10.4</p>	<p><b>Neighbourhood Plan Update</b> As members of the Neighbourhood Plan Working Group (NPWG), Cllrs Duckett and Morgan provided an update to the PC. The Executive Summary had been distributed to all households in the parish; the printed draft plan had been distributed to various stakeholders; locations; parishioners and emailed to others.</p> <p>During the recent 6 week consultation period, 3 public events had been held to promote the plan and receive feedback on the draft plan.</p> <p>NPWG will be revisiting organisations to ask if they have any comments re the draft plan as part of the consultation process.</p> <p>The NPWG will be meeting soon and next steps will be agreed.</p>																
<p><b>119/11</b> 119/11.1</p> <p>119/11.2</p>	<p><b>Parish Council Communications Strategy and Delivery Plan</b> Glenys was producing the next issues of Longdon Life in the next two weeks. She had received a good response on the previous edition but heard nothing from the two schools.</p> <p>The PC will have the front and inside front page. Cllr Cleaver agreed to contact members for content for the inside page.</p>	<p>Cllr Cleaver</p>															
<p><b>120/12</b> 120/12.1</p> <p>120/12.2</p> <p>120/12.3</p>	<p><b>Transport – Bus Service Changes</b> Cllr Couchman stated that up to date timetables were now in the bus shelters. Cllrs advised that if the bus is not on time, users can ring the bus company who will contact the driver and update you on wait time.</p> <p>Cllr Couchman reported that the draft letter to Martyn Tittley had yet to be written. This was to request a Ring and Ride service which would complement the sparse and reducing bus service currently in operation in the parish. It was agreed that the Clerk write the letter.</p> <p>The parish council recommends that all parishioners send letter of complaint direct to Cllr Tittley.</p>	<p>Clerk to write to SCC Cllr Tittley</p>															
<p><b>121/13</b> 121/13.1</p> <p>112/13.2</p>	<p><b>Reports of Meetings attended by Council appointees</b> <u>Traffic Calming Scheme in Upper Longdon:</u> So that Cllr Tittley can match the £2k from the parish council, it was agreed that once the Public Communication event had occurred, the PC would write to Martyn Tittley confirming Longdon PC’s contribution.</p> <p>This to be passed to H&amp;OS committee for action. NB: current suggestion is that the communication event is prior to a PC or H&amp;OS meeting.</p>	<p>H&amp;OS to arrange Communication event</p> <p>PC to write to Cllr Tittley following communication event</p>															
<p><b>122/14</b> 122/14.1</p>	<p><b>Communications</b> A list of received communications has been passed to all councillors.</p>																
<p><b>123/15</b> 123/15.1</p> <p>123/15.2</p> <p>123/15.3</p>	<p><b>Accounts for Payment</b></p> <table border="1" data-bbox="280 1720 1302 1823"> <thead> <tr> <th>Payee</th> <th>Cheque</th> <th>Net</th> <th>VAT</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Staffs PC Association for training on 27/5/15</td> <td>1998</td> <td>£20.00</td> <td>£ -</td> <td>£20.00</td> </tr> </tbody> </table> <p><b>Proposed: Cllr B Butler; Seconded: Cllr K Taylor</b></p> <p><u>Grant Applications Received:</u></p> <table border="1" data-bbox="280 1984 1302 2042"> <thead> <tr> <th>Applicant</th> <th>Purpose</th> <th>Amount</th> <th>Yes/No</th> <th>Section 137?</th> </tr> </thead> <tbody> </tbody> </table>	Payee	Cheque	Net	VAT	Total	Staffs PC Association for training on 27/5/15	1998	£20.00	£ -	£20.00	Applicant	Purpose	Amount	Yes/No	Section 137?	
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	Longdon WI	Repairs & redecoration to WI Hall	£180.00	Yes	No	
	Longdon Pre School	Defibrillator	£200.00	Yes*	Yes	
123/15.4	<p>*Cllrs noted that funds raised by Longdon Pre School had raised sufficient money to cover the defibrillator in Longdon so the money would be spent on one elsewhere in the parish at a site to be agreed. Cllrs also noted the need for training of individuals in the use of the equipment.  <b>Proposed: Cllr B Butler; Seconded: Cllr K Taylor</b></p>					Cllr Duckett to write to applicants
<b>124/16</b>	<b>Budget</b>					
124/16.1	<p>Cllrs noted the bank reconciliations for the past month and agreed that all was in order. Discussing the budget headings, it was agreed to vire £1,000 from the Churchyards budget to Administration in order to fully cover costs.  <b>Proposed: Cllr Duckett; Seconded: Cllr K Taylor</b></p>					
124/16.2	<b>Councillor Reports</b>					Clerk to action
	<p>Cllr Dangerfield advised the PC that with effect from 10<sup>th</sup> November 2015, he wished to resign from the Parish Council as he no longer lived in the village. Council thanks Cllr Dangerfield for his work over the years and Clerk advised to notify Lichfield District Council.</p>					
<b>125/17</b>	<b>Date of Next Meeting</b>					
125/17.1	<p>The next scheduled meeting in December 2015 would be cancelled. The next parish council meeting would now be on <b>Tuesday 12<sup>th</sup> January 2016</b> and would be held at Longdon WI Hall.</p>					
125/17.2	<p>Please note also the following upcoming meetings:  <b>Parish Council:</b>          Tuesday 9<sup>th</sup> February 7.00pm, Longdon WI          Tuesday 8<sup>th</sup> March 7.00pm, Longdon WI</p>					
125/17.3	<p><b>Finance and General Purposes Committee:</b>          Wednesday 25<sup>th</sup> November 7.00pm, Longdon WI          Monday 4<sup>th</sup> January 7.00pm, Longdon WI</p>					
125/17.4	<p><b>Highways and Open Spaces Committee:</b>          Tuesday 1<sup>st</sup> December 7.00pm, Longdon WI</p>					

**There being no further business the Chair declared the meeting closed at 9.40pm**

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