

LONGDON PARISH COUNCIL

**Minutes of the Meeting of Longdon Parish Council held at 7.30pm
on Tuesday 13th October 2015 at the WI Hall, Longdon**

Present: Councillors: B Butler, Mrs J Cleaver, P Couchman, Mrs G Duckett, K Morgan, K Taylor

In attendance: County Councillor Martyn Tittley, District Councillor Ian Pritchard, and five members of the public.

No.	Agenda Item	Action
86.	<p>1. Apologies for absence Apologies were received from Cllrs: R Clarke, C Cherry, D Dangerfield, Mrs Meere, C Webb Leave of absence was granted to Cllr R Clarke on the grounds that he could not attend the meeting due to mobility problems.</p>	
87.	<p>2. Declaration of Interest None.</p>	
88.	<p>3. Council Minutes <i>RESOLVED: That the Minutes of the meeting of Council 8 September 2015 be confirmed and signed as a correct record.</i></p>	
89.	<p>4. Matters arising from the Minutes and Review of Action List All matters arising were either items on the agenda or had been completed.</p>	
90.	<p>5. Public Participation Session The meeting adjourned for the Public Participation Session, there were 4 public attendees. Three members of the public addressed the Parish Council (PC) in regard to bus services. They expressed their dismay at the deterioration of the service and that the current service level was inadequate. Cllr Tittley reminded the PC that he had requested a strong protest letter from the PC to himself about the withdrawal of the 823 service. Cllr Couchman agreed again to complete the outstanding action to draft an appropriate letter on behalf of the PC. After some discussion it was agreed by the PC that the letter should include 3 key statements: that Longdon PC recognise the financial constraints that Staffordshire County Council have to operate within; that no alternative provision e.g. the 'Needwood ring & ride' service, was being made available to Longdon Parish, as it had to others villages like Colton; that consideration should be given to another day of service. The meeting reconvened.</p>	Cllr Couchman
91.	<p>6. Finance and General Purposes(F&GP) Committee Minutes <i>Resolved: that the 14 recommendations contained in the F&GP minutes of the meeting held 6 October 2015 be adopted (see below).</i></p> <p>6.1 Arrangements for Appointment of a new Parish 'Clerk & RFO'</p> <p>1. That the PC adopts the "Application Pack" (PY emailed to Councillors 29.09.'15).</p>	

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	<p>2. That the PC adopts the contract for employment of the clerk sent with the pack.</p> <p>3. That the appointment panel to interview candidates and select the appointee should consist of the Chair of the Council, the Chair of the Finance and General Purposes Committee and the Chair of the Highways and Open Spaces Committee. (In the event of any Chair being unable to attend, some other member of the F&GP Committee should replace him/her).</p> <p>4. That the Selection Panel should recommend the appointment of the successful candidate for ratification at a full Parish Council meeting.</p> <p>5. That the PC authorise salary payments be made to Peter Young up to the end of October at £462.75.</p> <p>6.2 Response to Review of Governance and Accountability Report</p> <p>6. That the PC accepts the draft responses and adopt them as the official response to the Report. (PY emailed to Councillors 01.10.'15)</p> <p>7. That the PC ratifies the existing Standing orders and financial regulations. (Both documents will be reviewed by the F & GP Committee 26th October 2015.)</p> <p>8. That the PC ratifies the <u>existing</u> Risk Assessment Document.</p> <p>9. That the PC approves a budget for the year 2015-2016 and it be published on the Parish website with immediate effect</p> <p>6.3 Other F&GP recommendations</p> <p>10. That the PC formally adopts the Asset Register it is submitting to the next Council Meeting (PY emailed to Councillors 01.10.'15).</p> <p>11. That the PC gives permission for a bid to the Transparency Fund.</p> <p>12. That the PC adopts the new criteria for awarding grants contained in F&GP minutes (appendix 3) .</p> <p>13. That the PC adopts a policy towards in-service training courses for Councillors as follows:</p> <ul style="list-style-type: none"> • All Councillors will be supported in attending an SPCA Course by having their fees paid and reasonable travelling expenses reimbursed. <p>14. That the PC ratifies the expenses form (PY emailed to Councillors 01.10.'15).</p> <p>Thanks were again expressed by the Chairman on behalf of the Council to the F&GP committee, led by Cllr Mrs Duckett, for their considerable contribution at this time.</p> <p>That the documents for items 7, 8, 9, 10, 12, are posted on the website.</p>	<p>5. RFO – Cllr Mrs Duckett</p> <p>7,8,9,10,12 RFO- Cllr Mrs Duckett</p>
92.	<p>7. Highways and Open Spaces Committee Minutes</p> <p><i>Resolved: that subject to recommendation 2 being amended to read 'consultation to communication', that the four recommendations of the Highways and Open Spaces Committee meeting held on 29 September 2015 be adopted. See details below.</i></p>	

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	<p>The recommendations of the H&OS Committee to the Parish Council (PC) were:</p> <ol style="list-style-type: none"> 1. That the PC approves the Upper Way traffic calming scheme subject to any comments arising from the public communication event. 2. That the PC agrees to hold a communication event prior to a Full PC meeting – date to be confirmed. 3. That the PC approves funding of £2,000 towards the scheme. 4. That the PC write to SCC and request a document comparing the before and after situation for the Upper Way traffic calming scheme. 	<p>2. Clerk</p> <p>4. Clerk</p>
<p>93.</p>	<p>8. Planning Applications</p> <p>15/00947/OUT (outline application): Beards: The Hartlands, 15 Brook End. Erection of detached dwelling with separate double garage.</p> <p>15/00961/FUL: Massey: High Meadow Hill Top. Erection of detached double garage.</p> <p>15/00984/FUL: Beaudesert Scout & Guide Camp. Single storey extension to form lobby, kitchen and toilets (this is an extension to their day centre).</p> <p>15/00995/FUL: Wilson: 8 St James Close. Alterations and extensions including raising ridge height to form kitchen, garage, bedrooms and en suites. (Cllr Cherry is responding personally to this through the neighbours consultation process and so will not come through the council with his response. Other Councillors comments will be taken into account).</p> <p>15/00936/FUL: Wright: Windmill Farm, Stockings Lane. Variation of condition No.3 of application 14/00942/FUL, relating to the implementation of the landscape and planting schemes.</p> <p>Resolved:</p> <p>Re: 15/00947/OUT</p> <p>1. that the PC send a letter to Lichfield District Council (LDC), requesting that full consideration is given to the recently submitted objections from the neighbours to the proposed development site.</p> <p>2. That the PC send a suitable ‘planning based opinion’ to LDC</p> <p>Councillors were reminded to look at applications on LDC’s website.</p> <p>Cllr Duckett agreed to consider how the PC can effectively review and comment on future planning applications.</p>	<p>1. Cllr Morgan</p> <p>2. Cllrs Morgan & Mrs Duckett</p> <p>All Councillors</p> <p>Cllr Mrs Duckett</p>
<p>94.</p>	<p>9. Neighbourhood Plan(NP) update</p> <p>Cllr Mrs Duckett as Chair of the Neighbourhood Plan Working Group (NPWG) provided a verbal update, the headlines being:</p> <ul style="list-style-type: none"> - currently in a 6 week consultation period, starting 1st October 2015. - 3 Public consultation events arranged: 3rd October completed; 17th October Longdon Village Hall, 11am – 1pm; 7th November Longdon Village Hall 11am – 1pm - NP still operating within budget 	

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95.	<p>10. St James Primary School, Longdon</p> <p>It was noted that the PC had been requested to nominate a replacement Governor for St James Primary School, Longdon. Having canvassed all Councillors, no Councillor expressed a wish to be nominated.</p> <p><i>Resolved: That Longdon PC does not currently have a nomination for LEA Governor at St James, and this to be communicated to the Chair of Governors.</i></p>	Cllr Morgan
96.	<p>11. Longdon Life (LL): Ongoing Arrangements</p> <p>Glenys Beveridge the new editor of <i>Longdon Life</i> attended, and following introductions, a stimulating discussion was held regarding the future direction of LL. It was agreed that:</p> <ol style="list-style-type: none"> 1. current advertising costs for the final edition of 2015 would be maintained 2. the advertising costs for 2016 would be reviewed 3. the front page remains allocated to the PC Chair 4. the incremental printing cost for full colour pages are obtained 5. ongoing conversations are arranged to focus ideas around further development for LL 	Councillors: Mrs Cleaver, Webb and Morgan, and, Mrs G Beveridge
97.	<p>12. Parish Council Communications Strategy and delivery plan</p> <p>The PC had previously received the strategy and delivery plan from the Communications team. The document was accepted by the PC without challenge or development. Cllr Mrs Cleaver and Cllr Morgan led the PC through the document highlighting opportunities for immediate actions. The actions were::</p> <ol style="list-style-type: none"> 1. create a rota of directly invited representatives from local organisations to attend, observe and raise issues with the PC. 2. Longdon Life – consider wider editorial contributions 3. The Parish Annual Assembly – engage with local organisations to focus on the design and arrangement for the 2016 Assembly 4. PC Newsletter – continue to develop as per suggestions 5. Local Press – ensure that Jo Owens receives regular items for inclusion in the Lichfield Mercury 	<i>To be led by Councillors: Webb and Mrs Cleaver with contribution from others as required.</i>
98.	<p>13. Nominations for SPCA Executive and AGM arrangements</p> <p>SPCA had invited nominations for election of representatives to the SPCA Executive at its AGM on 7 December. Member Councils were also invited to put forward any motions for debate at the AGM.</p> <p>(The AGM will be held on Monday, 7th December at Staffordshire Place One, Tipping Street, Stafford, commencing at 6.45pm.)</p> <p><i>It was noted that following the previous PC meeting, Cllr K R Morgan had reflected on the comments made, and had subsequently accepted the PC nomination for the SPCA Executive, and the application form had been submitted by the required due date.</i></p>	
99.	<p>14. Transport - Bus Service changes</p> <p>This was addressed in Agenda item 5, Public Participation, see minute 90 above.</p>	
100.	<p>15. Training Courses</p> <p>It was noted, and appreciated, that both Cllr Mrs Duckett and Cllr Mrs Cleaver had</p>	

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	<p>attended the recent SPCA Councillors course. Both Councillors reported that the training had been very useful, being both a sound, broad introduction, plus a refresher, providing updates. The Councillors felt that having reflected on Longdon PC, they felt that that it was running well. It was left to Cllrs Mrs Duckett and Mrs Cleaver to identify weaknesses which should be addressed.</p>	<p>Cllrs: Mrs Duckett and Mrs Cleaver</p>
<p>101.</p>	<p>16. Reports of Meetings attended by Council appointees There were no reports.</p>	
<p>102.</p>	<p>17. Communications Due to the absence of the clerk, no communications were brought to the attention of the Council. Cllr Morgan will work with Cllr Mrs Cleaver regarding the next edition of 'Longdon Parish Council News'</p>	<p>Cllrs: Mrs Cleaver and Morgan</p>
<p>103.</p>	<p>18. Accounts for Payment Members received:-</p> <ul style="list-style-type: none"> • a list of payments for approval at this meeting <p>plus:-</p> <ul style="list-style-type: none"> • cash reconciliations at both 30 Sept 2015 and 31 Aug 2015 • bank reconciliation and bank statement at 31 Aug 2015. <p>Resolved:</p> <p>a. that the payments be approved as per Minutes Appendix 1 b. that the cash and bank reconciliations be noted c. that the payments list be published on the Council website</p>	<p>c. Cllr Mrs G Duckett</p>
<p>104.</p>	<p>19. Budget Cllr Mrs Duckett (RFO) explained that as part of normal PC business, there will be regular reporting against budget,(the budget as accepted in F&GP recommendations agenda item 6).</p>	
<p>105.</p>	<p>20. HS2 Cllr Morgan informed the PC that he had attended the HS2 Information event held Sat. 3rd October, 2015 at Armitage with Handsacre Village Hall. There was much information available. Key headlines are:</p> <ul style="list-style-type: none"> • for HS2-Phase 1 Royal Assent is expected by end of 2016, • Longdon Parish is not within the main compensation areas. • However if any household feels that they have been unable to sell due to HS2, there is a compensation scheme which they can apply for named 'Need to Sell Scheme' (NTS Scheme). However, it should be noted that stringent criteria will be applied, and the household will require a compelling case. • The B5014 which is on the Parish boundary will have construction traffic, which may cause traffic to divert on to the A51. • The Stop HS2 pressure group was also in attendance. For HS2-Phase 1, they are now focusing on damage limitation, and maximization of compensation. However, they are now also preparing their new focus, which is on HS2-Phase 2, the high speed link to Manchester. This also requires 	

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	significant local construction for the required junction. This will also be outside the Parish boundary, but again very near to Hanch.	
107.	21. Date of Next Meeting Tuesday 10 November, 7.30pm Cannock Wood & Gentleshaw Village Hall.	
108.	22. Any Other Business <ul style="list-style-type: none"> • Request from Cllr Taylor for TPO's to be on next agenda • Cllr Taylor informed the Council he had been notified by neighbours of The Ferns about a recent disturbance. 	

There being no further business the Chairman declared the meeting closed at 9:35 pm

Signed (Chairman):

Date:

Minutes Appendix 1: (agenda Appendix 2)

ACCOUNTS FOR PAYMENT 13 OCTOBER 2015

PAYEE	REASON	AMOUNT	NETT	VAT	Chq no	Signed by
Ken Dovey	Preparation of draft NP	£840.00	£840.00	£0	1992	
Print & Digital	Banners NP	£122.40	£102.00	£20.40	1993	
Print & Digital	Printing NP	£415.00	£415.00	£0	1994	
Peter Young	Clerks Salary July & August	£1408.03	£1408.03	£0	1995	
Peter Young	Clerks salary Sept & October	£959.58	£959.58	£0	1996	
Grant Thornton	External Audit	£120.00	£100.00	£20.00	1997	
	TOTAL	£3865.01	£3824.61	£40.40		