



<b>131</b>	<b>Finance and General Purposes Committee</b>				
131.1	It was agreed that a PO Box address be purchased at a cost of £260 + VAT in order to comply with the Transparency Code. <b>Proposed: Cllr Duckett; Seconded: Cllr Butler</b>				
131.2	The annual costs for the parish council had been split into Operating Costs and Discretionary costs. The operating costs had been identified as £16,550 for 2016/2017. The discretionary costs reflected projects to be undertaken including Small Grants Award and a rolling programme of replacement and repair of notice boards, finger posts and street furniture. These costs were calculated as being £12,650. The attached sheet shows the breakdown of costs.				Paper attached
131.21	It was agreed that the recommended Precept of £24,200 be agreed. This would be additional to the Local Support for Council Tax Grant of £2,149 from Lichfield District Council. <b>Proposed: Cllr Duckett; Seconded: Butler</b>				
131.3	It was agreed that £613.30 be released to the Clerk to purchase a new laptop and printer plus associated software prior to confirmation of the Transparency Grant. <b>Proposed: Cllr Duckett; Seconded: Cllr Cleaver</b>				
131.4	It was agreed that the parish council change its bank accounts from Nat West to Unity Trust Bank. <b>Proposed: Cllr Duckett; Seconded: Cllr Taylor</b>				
131.5	It was agreed that the Clerks Salary be paid monthly without the need to wait for council to approve providing costs are within the agreed annual budget. <b>Proposed: Cllr Duckett; Seconded: Cllr Taylor</b>				
131.6	It was agreed that £25 be spent on training for the Clerk to learn to operate the website. <b>Proposed: Cllr Duckett; Seconded: Cllr Butler</b>				
<b>132</b>	<b>Highways and Open Spaces Committee</b>				
132.1	These were seen and noted.				
<b>133</b>	<b>Planning Applications</b>				
133.1	15/01206/FUL	Sunny Corner, 76 Upper Way, Upper Longdon, WS15 1QA	Erection of a 4 bed detached dwelling and associated works	Objections had been made on basis of access, parking, and proximity to neighbours.	
133.2	15/01287/FUL	The Cottage, Dark Lane, Longdon, Rugeley, WS15 4QL	Erection of replacement dwelling (amendment to 15/00524/FUL)	No Comment	
133.3	15/01425/ABN	Windmill Farm, Stockings Lane, Upper Longdon	Extension to barn for storage of cattle feed	Concern over size of storage. Clerk to comment	
133.4	15/01451/LBC	The Coach House, Brook End, Longdon, Rugeley, Staffs WS15 4BP	Works to listed building to enable the erection of a single garage.	No Comment	

Signed.....

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Date:.....

<b>134</b> 134.1	<b>Transparency Code</b> An application had been made for £613.30 for laptop, printer and associated software. The outcome of the application was expected later in January 2016.	
<b>135</b> 135.1	<b>Traffic Calming in Upper Longdon</b> This would be a key topic at the next Highways and Open Spaces Committee to which M Tittley would try to attend.	
135.2	M Tittley agreed to talk to SCC engineers to get the full scheme which had already been seen and agreed by LPC Councillors. Funding of £2,000 contribution from the parish council had already been agreed.	M Tittley to progress with engineers.
<b>136</b> 136.1	<b>Parish Council Communications Strategy and Delivery Plan</b> Invoices to the companies advertising in Longdon Life needed to be sent out asap.	Clerk to action
136.2	Cllr Couchman advised that his phone number on the website was incorrect.	Clerk to action
136.3	Clerk had received report of a tree down on Dark Lane. SCC had inspected and would remove the tree.	
136.4	Mark Winnington was the portfolio holder for infrastructure and Clerk was to contact him if further issues arose.	
<b>137</b> 137.1	<b>Neighbourhood Plan</b> Nothing new to report as no meeting of the Neighbourhood Plan Working Group had taken place. It was planned to have a meeting before the end of January.	
<b>138</b> 138.1	<b>St James School and interaction with the parish council</b> Cllr Taylor updated the council on the situation at St James School following new head teacher.	
<b>139</b> 139.1	<b>Correspondence</b> A SPCA training event had been arranged for Cllrs for Monday 15 <sup>th</sup> February from 7 – 9pm. It would cover a wide range of subjects and would cost £20pp. If any councillor wanted to attend, please contact Clerk asap.	Councillors to respond to Clerk
139.2	A letter had been received from LDC following complaint for Longdon resident that the dog bin at Mill Way required emptying more regularly or replacing with a larger bin. Clerk to write to LDC to clarify ownership and costs associated with these options.	Clerk to action
139.3	An email had been received from a mobile fish and chip van requesting information about possible sites to locate. Clerk to respond.	Clerk to respond
<b>140</b> 140.1	<b>Budget</b> Clerk presented the bank reconciliations and budget for the 2015/2016 year. This was presented in a new format. Cllr Duckett to clarify financial figures to end of November 2015.	
140.2	Reference was also made to the Internal Audit to be held with A Toplis and G Duckett next week.	

Signed.....

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Date:.....

<b>141</b> 141.1	<b>Finance</b> The following payments were agreed and approved:																																														
	<table border="1"> <thead> <tr> <th>Main Account</th> <th>Cheque</th> <th>Net</th> <th>VAT</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Clerk – November 2015 salary</td> <td>2021</td> <td>£304.80</td> <td>£ -</td> <td>£304.80</td> </tr> <tr> <td>Lichfield DC – dog bin emptying</td> <td>2023</td> <td>£780.00</td> <td>£156.00</td> <td>£936.00</td> </tr> <tr> <td>G McCulloch - mowing</td> <td>2024</td> <td>£2,815.00</td> <td>£ -</td> <td>£2,815.00</td> </tr> <tr> <td>Clerk – PO Box</td> <td>2025</td> <td>£260.00</td> <td>£52.00</td> <td>£312.00</td> </tr> <tr> <td>H Crosbie – delivery of Longdon Life</td> <td>2026</td> <td>£45.00</td> <td>£ -</td> <td>£45.00</td> </tr> <tr> <td>Longdon WI for hire of hall for LPC meetings</td> <td>2027</td> <td>£96.00</td> <td>£ -</td> <td>£96.00</td> </tr> <tr> <td>Clerk – December salary (£423.07) clerks allowance (£17.33) stationery (£38.77 + £7.74VAT)</td> <td>2028</td> <td>£479.17</td> <td>£7.74</td> <td>£486.91</td> </tr> <tr> <td>South Staffs College – printing of Longdon Life</td> <td>2029</td> <td>£383.00</td> <td>£ -</td> <td>£383.00</td> </tr> </tbody> </table>	Main Account	Cheque	Net	VAT	Total	Clerk – November 2015 salary	2021	£304.80	£ -	£304.80	Lichfield DC – dog bin emptying	2023	£780.00	£156.00	£936.00	G McCulloch - mowing	2024	£2,815.00	£ -	£2,815.00	Clerk – PO Box	2025	£260.00	£52.00	£312.00	H Crosbie – delivery of Longdon Life	2026	£45.00	£ -	£45.00	Longdon WI for hire of hall for LPC meetings	2027	£96.00	£ -	£96.00	Clerk – December salary (£423.07) clerks allowance (£17.33) stationery (£38.77 + £7.74VAT)	2028	£479.17	£7.74	£486.91	South Staffs College – printing of Longdon Life	2029	£383.00	£ -	£383.00	
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	<b>Proposed: Cllr Morgan, Seconded: Cllr Webb</b>																																														
<b>142</b> 142.1	<b>Councillors Reports</b> Cllrs Duckett and Webb had been looking at possible arrangement with a local taxi firm to provide a minibus for local residents to get to Lichfield and Rugeley. Costs provided to date were around £682 per month. This would be looked at in more detail at the February meeting.	Clerk to put on agenda for February																																													
142.2	Cllr Butler queried the need for defibrillator training on the basis that the item would need to contain clear instructions so anyone could use it.																																														
<b>143</b> 143.1	<b>Date of Next Council Meeting</b> Tuesday 9 <sup>th</sup> February 2016 at WI Hall, Longdon																																														

**The next meeting closed at 9.40pm.**

Signed.....

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Date:.....