

Longdon Parish Council

Minutes of Meeting of Longdon Parish Council held 7.30pm on Tuesday 10th May 2016 at WI Hall, Longdon.

Present: **Parish Councillors;** K Morgan (Chair), A. Fullwood, P Couchman, G Duckett, B Butler, K Taylor, H Meere, N Stanfield, C Webb
Parish Councillor Apologies; All were in attendance
Other apologies: Cllrs Martyn Tittley and Ian Pritchard from LDC
Clerk; H Goodreid
Public Attendees; 1 member of public attended the meeting

| Min No. | Item | Action | | | | | | | | | | | | |
|---------------------|--|--|--|--|--------------|--------------|--|---|--------------|--------------|---------------------------------------|---|--|--|
| 208 208.1 | Apologies & Acceptance of Apologies All parish councillors were in attendance. LDC Cllrs M Tittley and I Pritchard's apologies were noted. | | | | | | | | | | | | | |
| 209 209.1 | Declarations of Interest None were declared. | | | | | | | | | | | | | |
| 210 210.1 | Chairman to close meeting for public session No issues were raised. | | | | | | | | | | | | | |
| 211 211.1 | Minutes of monthly parish council meeting held 12th April 2016. The minutes were read and agreed. Proposed: Cllr Duckett; Seconded: Cllr Morgan | | | | | | | | | | | | | |
| 212 212.1 | Matters Arising All matters arising were either on the agenda for discussion at the meeting or had been dealt. | | | | | | | | | | | | | |
| 213 213.1 | Minutes of Annual Parish Assembly held 27th April 2016 The minutes were read and agreed. Proposed: Cllr Meere; Seconded: Cllr Morgan | | | | | | | | | | | | | |
| 214 214.1 | Matters Arising There were no matters arising. | | | | | | | | | | | | | |
| 215 | Planning Applications | | | | | | | | | | | | | |
| | <table border="1"> <tr> <td>16/00379/FUL</td> <td>Buttercup Barn, Horsey Lane, Upper Longdon WS15 4LN</td> <td>Conversion of dwelling to form 2 no dwellings with associated works.</td> <td>No Objection</td> </tr> <tr> <td>16/00375/FUL</td> <td>Sunningdale, Lower Way, Upper Longdon, Rugeley</td> <td>First floor rear extension to form bedroom with ensuite</td> <td>No Objection</td> </tr> <tr> <td>16/00411/FUL</td> <td>Land at high Street, Longdon, Rugeley</td> <td>Erection of agricultural barn for storage of fodder</td> <td>Cllrs had questions concerning need to this as no animals were stored on farm; is this ancillary to Aldridge farm? is there livestock on the site? will this</td> </tr> </table> | 16/00379/FUL | Buttercup Barn, Horsey Lane, Upper Longdon WS15 4LN | Conversion of dwelling to form 2 no dwellings with associated works. | No Objection | 16/00375/FUL | Sunningdale, Lower Way, Upper Longdon, Rugeley | First floor rear extension to form bedroom with ensuite | No Objection | 16/00411/FUL | Land at high Street, Longdon, Rugeley | Erection of agricultural barn for storage of fodder | Cllrs had questions concerning need to this as no animals were stored on farm; is this ancillary to Aldridge farm? is there livestock on the site? will this | |
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| | | Cllrs to pass comments to Clerk | | | | | | | | | | | | |

Signed.....

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| | | | | be a distribution centre for fodder? Cllrs to look again and feedback comments for clerk to submit. | |
| 216 216.1 | Finance and General Purposes Committee It was resolved that: | | | | |
| 216.2 | The Standing Orders, Financial Procedures and Risk Assessment for the Parish Council be reviewed and ratified at the first meeting of the Finance and General Purposes Committee following the May Parish Council Meeting with a view to amend if necessary. Proposed: Cllr Duckett; Seconded: Cllr Morgan | | | | |
| 216.3 | That Longdon Parish Council adopt the Terms and Conditions of the Small Grants procedure. Proposed: Cllr Morgan; Seconded: Cllr Webb | | | | |
| 217 217.1 | Annual Report The Annual Governance Statement was noted and approved. Proposed: Cllr Morgan; Seconded: Cllr Webb | | | | Clerk to send off the Annual Return to Grant Thornton |
| 217.2 | The Accounting Statements were noted and approved. Proposed: Cllr Morgan; Seconded: Cllr Butler | | | | |
| 218 218.1 | Bank The mandate had been completed and just needed one more signature before sending off. | | | | |
| 219 219.1 | Budget Councillors noted the finance figures for the month. | | | | |
| 220 220.1 | Accounts for Payment The following payments were agreed and approved: | | | | |
| | Main Account | Cheque | Net | VAT | Total |
| | H Goodreid for salary, home allowance, BKV applications and folders for Annual Assembly | 002048 | £591.40 | £2.33 | £593.73 |
| | H Goodreid for printing of brochures for Annual Assembly | 002049 | £26.67 | £5.33 | £32.00 |
| | G C McCulloch for mowing of green spaces in April 2016 | 002050 | £375.00 | £ - | £375.00 |
| | Cannock Wood & Gentleshaw Village Hall – fee for meeting on 8 th March 2016 | 002051 | £30.00 | £ - | £30.00 |
| | Cannock Wood & Gentleshaw Village Hall – fee for meetings in March, July and November 2015 | 002052 | £75.00 | £ - | £75.00 |
| | Longdon WI for costs associated with hiring WI Hall in March and | 002053 | £48.00 | £ - | £48.00 |

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| | April 2016 | | | | | | |
| | Longdon WI for costs associated with provision of refreshments at Annual Assembly | 002054 | £3.50 | £ - | £3.50 | | |
| Proposed: Cllr Webb, Seconded: Cllr Morgan | | | | | | | |
| 221 | Grants | | | | | | |
| 221.1 | There was one application for grant received from St James Church. This had been a request for £1,700 towards total costs of £3,250 for works around grass cutting, arboriculture works and general maintenance of Longdon villages churchyard. | | | | | | |
| 221.2 | Using the Terms and Conditions approved under item 216.3, the application was assessed by councillors. The annual budget for Grants was £2,000 and giving a grant of £1,700 to one applicant would not be reasonable and leave little in the budget for other applicants later in the financial year. Applications to the parish council were now being heard 3 times a year and it was agreed that a grant of £666 be offered to St James Church as this was the allocation of funds for this third of the year and no other applications had been received. | | | | | Clerk to write to St James Church to offer grant. | |
| Proposed: Cllr Taylor; Seconded: Cllr Couchman | | | | | | | |
| 222 | Best Kept Village | | | | | | |
| 222.1 | A local resident had offered to buy tubs to replace broken ones and then to plant them up. It had been agreed that £150 budget be set associated with that work. Clerk to contact Alan Johnson to confirm budget. | | | | | Clerk to speak with Alan Johnson | |
| 222..2 | Cllr Duckett agreed to talk to preschool to see if they could be involved in BKV this year. | | | | | Cllr Duckett to speak to Preschool | |
| 222.3 | Cllr Taylor agreed to talk to the primary school to see if they would enter a school drawing competition as part of BKV. | | | | | Cllr Taylor to speak to school | |
| 222.4 | Cllr Fullwood was bringing together the various elements of BKV for the parish council and would look at increased advertising and care and maintenance of other tubs in the villages. It was agreed that she had a budget of £50 for the work. | | | | | Cllr Fullwood to coordinate works. | |
| Proposed: Cllr Webb; Seconded: Cllr Taylor | | | | | | | |
| 223 | Highways and Open Spaces Committee | | | | | | |
| 223.1 | Footpath at the rear of the memorial hall needed to be improved and made sound and the stile removed. A quote of £80 had been obtained to do the work and this was agreed. | | | | | Clerk to commission work | |
| Proposed: Cllr Morgan; Seconded: Cllr Taylor | | | | | | | |
| 223.2 | The contract for the grass cutting around the parish had lapsed and GC McCulloch was continuing under the previous year's contract. It was agreed that a new tender be drawn up for 2017/2018 which would include additional works of removing grass cutting from biologically sensitive sites. | | | | | | |
| 224 | Communications | | | | | | |
| 224.1 | There had been 2 pieces of writing re the parish in the Lichfield Mercury. Cllr Webb would continue to co-ordinate the Parish News on the basis that this would provide a summary of the parish council meetings and come out sooner than the full minutes. | | | | | | |

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| 225 | Annual Parish Assembly | |
| 225.1 | Cllrs considered what went well/went wrong with the Assembly meeting and how things could be improved for next year. | |
| 225.2 | Cllrs agreed that Cllr Morgan had been an excellent Chair and communicator for the event. It was felt that the refreshments should have been made available earlier in the evening with a break before the key speakers. Feedback said that having the event at the Village Hall had worked well and I was good to have the discussions in the round, rather than speakers from a stage. | |
| 225.3 | The parish council had heard from the Diocese that there were no immediate plans to sell the land. Clerk to formally email the institute and request the need for a meeting. | Clerk to email institute re meeting |
| 226 | Neighbourhood Plan | |
| 226.1 | The plan was to go out to a formal 6-week consultation period and all residents would get a final draft. It was hoped that these would be distributed by the middle of June so that by the end of July, the plan could be handed over to Lichfield District Council. Richard Clarke was working on the consultation summary. | |
| 227 | Councillors Reports | |
| 227.1 | Cllr Taylor had attended the Cannock Wood and Gentleshaw Village Hall AGM and advised that he would not be attending any more. | |
| 227.2 | Cllr Webb reported that the Longdon Community Group had unfortunately had to cancel the Spring Ball but now work was progressing on the Queen's birthday event to be held on 12 th June in front of the Red Lion in Longdon Green. | |
| 228 | Date of Next Council Meeting | |
| 228.1 | Tuesday 14 th June 2016 at Cannock Wood and Gentleshaw Village Hall starting at 7.30pm. | |
| 228.2 | Upcoming meetings for your diary Highways and Open Spaces Committee – 17 th May in WI Hall, Longdon. | |

The meeting closed at 9.10pm.

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