

watLongdon Parish Council

Minutes of Meeting of Longdon Parish Council held 7.30pm on Tuesday 13th September 2016 at Cannock Wood and Gentleshaw Village Hall.

Present: Parish Councillors; K Morgan (Chair), G Duckett, A Fullwood, H Meere, N Stanfield, C Webb, K Taylor, B Butler

Parish Councillor Apologies; P Couchman, Cllr Ian Pritchard

Clerk; H Goodreid

Public Attendees; Cllr Tittley (SCC and LDC), No members of public attended the meeting

Min No.	Item	Action				
271 271.1	<p>Apologies & Acceptance of Apologies</p> <p>Cllr Couchman sent his apologies and these were accepted and agreed.</p>					
272 272.1	<p>Declarations of Interest</p> <p>None</p>					
273 273.1	<p>Chairman to close meeting for public session</p> <p>No members of public were in attendance.</p>					
274 274.1	<p>Minutes of Monthly Full Council Meeting held 12th July 2016.</p> <p>The minutes were read and agreed with the amendment that in 254.31 Cllr Taylor agreed to speak to the trustees, not write to them.</p> <p>Proposed: Cllr Duckett; Seconded: Cllr Stanfield</p>					
275 275.1	<p>Matters Arising</p> <p>All matters arising have been dealt with the following updates:</p> <p>254.1 – Clerk to follow up with Environmental Health at LDC</p> <p>254.2 – This has been approved by Cllr Tittley</p> <p>254.31 – Cllr Taylor advised that he had spoken with a number of trustees and a meeting had taken place at which new members of the committee were elected.</p> <p>263.2 – Phase 1 - the entrances of the speed calming have been completed. Phase 2 – to look at the chicanes and additional work will now be undertaken. Cllrs requested sight of second phase works in order to allay concerns of local residents.</p> <p>264.3 – there is little chance of funding from SCC, it is seen to be a school cost. Richard Clarke had written suggesting a volunteers or member of staff from school manage a crossing from Brook End to The Croft.</p> <p>264.3 – Alan White will come to a meeting to discuss St James School. Clerk to liaise.</p> <p>269.1 - £45 was spent on Book Vouchers as prizes and £12 on printing/laminating the certificate received as a result of the competition. All villages had received Highly Commended certificates in their classes. Hoping for an article re children’s involvement in Longdon Life.</p>	<p>Clerk to action</p> <p>Cllr Tittley to request plans for parish council.</p> <p>Clerk to action</p>				
276 276.1	<p>Planning Applications</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">16/00832/FUL</td> <td style="width: 25%;">Red Hill Cottage, Redhill,</td> <td style="width: 25%;">Detached Garage</td> <td style="width: 25%;">Double</td> </tr> </table> <p style="text-align: right;">Objection because it affects the</p>	16/00832/FUL	Red Hill Cottage, Redhill,	Detached Garage	Double	Clerk to object
16/00832/FUL	Red Hill Cottage, Redhill,	Detached Garage	Double			

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Date:.....

		Horsey Lane, Upper Longdon		openness of the Green Belt.	
276.2	16/00874/FUL	Collingwood House, Lower Way, Upper Longdon, WS15 1QG	Single storey extension to form sauna, shower and gym with extended patio area	No Objection	
276.3	16/00888/COU	Longdon Stud Ltd, Longdon Stud Farm, Bardy Lane, Upper Longdon	Change of use of first floor void space of equestrian building to 2 no bedroom flat	No Objection	
276.4	16/00964/LBC	13 Brook End, Longdon, Rugeley	Works to a listed building to enable single storey extension to rear to form orangery with lantern light, replacing existing conservatory. Demolition of wall between proposed extension and main house and demolition of connecting wall between dining room and kitchen.	No Objection but it was recommended that the application be dealt with in accordance with the council's policy on listed buildings.	Clerk to comment
276.5	16/00792/FUL	The Maltings, Church Hill, Longdon Green, Rugeley, WS15 4PY	Two storey extension to side to form garage, lobby and utility and ground floor level bedroom, ensuite and dressing room at first floor level; two storey extension to rear to form sitting room with bedroom and ensuite above; modification of front door and extension of porch canopy, repositioning of front gate and demolition of out building	No Objection providing application is dealt with in accordance with policy on buildings and extension in the green belt.	Clerk to comment
277	Highways and Open Spaces				
277.1	There was discussion at the last meeting regards upgrading footpaths to bridleways. Cllr Stanfield has chased this up and progress is being made.				
277.2	Matter of access from the High Street on to the A51. Whilst SCC had cut back the foliage, they advised that drivers needed to exercise caution when turning. Question over the legality of the visibility splay was raised and this will be looked at in H and OS committee.				H and OS
277.3	Cllr Tittley asked if parish council could identify land owners along the A51 as they are struggling to contact them in order to bring the hedges under control.				Councillors to look at this

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<p>278 278.1</p>	<p>Finance and General Purposes Committee</p> <ul style="list-style-type: none"> • It was proposed to put the following amendments to the Financial Regulations to the full council for their approval. <ul style="list-style-type: none"> ○ Adding a sentence at 1.1: <i>Deliberate or wilful breach of the Regulations by an employee may give rise to disciplinary proceedings.</i> ○ Section 6.3 – to add the following words: <i>A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.</i> ○ Section 11 needs item (v.) amending to: <i>...for additional audit work of the external auditor up to an estimated value of £300 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council)</i> ○ 10.1 to be expanded to say that: <i>a written order/instruction, via the purchase order book, should be issued for all work, goods and services. Only the Proper Officer can make the order.</i> <p>Proposed: Cllr Duckett; Seconded: Cllr Stansfield</p>	<p>Clerk to amend the Financial Regulations to reflect the changes, and post on website</p>
<p>278.2</p>	<ul style="list-style-type: none"> • It was recommended that the Complaints procedure be put before Full Council for approval. <p>Council requested some typographical amendments to the document. Following this, the Complaints Procedure was agreed.</p> <p>Proposed: Cllr Morgan; Seconded: Cllr Taylor</p>	<p>Clerk to amend the Complaints Procedure and post on website</p>
<p>278.3</p>	<ul style="list-style-type: none"> • It was agreed to recommend to full council that Longdon Parish Council apply for the foundation level of Local Council Awards. <p>Proposed: Cllr Duckett; Seconded: Cllr Meere</p>	<p>Clerk to apply for Local Council Award – Foundation Level</p>
<p>278.4</p>	<ul style="list-style-type: none"> • It was agreed to recommend to full council that Alan Toplis be reappointed as the Internal Auditor. <p>Proposed: Cllr Webb; Seconded: Cllr Meere</p>	<p>Clerk to notify Alan Toplis</p>
<p>279 279.1</p>	<p>General Power of Competence</p> <p>To attain General Power of Competence, the council needed to have 2/3rds as elected councillors rather than co-opted councillors or vacant posts. The Clerk is also required to hold a recognised qualification.</p>	
<p>279.2</p>	<p>At present only 4 councillors (rather than the 8 required) were elected so the parish council was not eligible.</p>	
<p>280 280.1</p>	<p>Working Groups <i>Systems Working Group</i></p> <p>The group had held its first meeting where it was recommended:</p> <ul style="list-style-type: none"> • To appoint a lead for Planning, who will also formally establish a documented Planning process through PC - documented • Use a digital process • Establish a training programme – via LDC and/or SPCA and/or 	

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280.2	<p>external</p> <ul style="list-style-type: none"> Consider a 'systematic response' using pro-formas <p><i>Neighbourhood Plan Working Group</i> Consultation period for the Regulation 14 has now finished. A meeting to go through the comments would take place at the end of September to go through comments and amendments.</p>	
281 281.1	<p>Vacancies One application had been received from Coralie Kemp. It was agreed to approve the application. Proposed: Cllr Stanfield; Seconded: Cllr Webb</p>	Clerk to contact Cllr Kemp with the induction pack.
281.2	Cllr Webb agreed to look at induction / support /duty of care for councillors and work with Clerk and F and GP.	
282 282.1	<p>Small Grant Applications Two applications had been received: Linsey Matthews – support for ministry work in Swaziland Longdon Villages Community Group – support for running a pet show.</p>	
282.2	Neither of the applications have fulfilled the requirements of the application process. Following F and GP Committee both applicants were written to requesting additional information and no further information has been received.	
282.3	It was agreed in this instance that neither application be approved.	
283 283.1	<p>Outside Body Representatives Feedback</p> <ul style="list-style-type: none"> Coton Almshouses – Cllr Meere will attend upcoming meeting in October 	
283.2	<ul style="list-style-type: none"> CW and G Recreation ground – Cllr Stanfield will attend upcoming meeting 	
283.3	<ul style="list-style-type: none"> CW and G AONB – Cllr Taylor will attend upcoming meeting 	
283.4	<ul style="list-style-type: none"> SPCA – Cllr Morgan fed back on the meeting 	
283.5	<ul style="list-style-type: none"> Parish Forum – group of councillors to attend 	
283.6	<ul style="list-style-type: none"> Longdon Village Hall – Cllr Duckett attended a maintenance meeting and a programme of works has been developed. 	
283.7	<ul style="list-style-type: none"> St James School – Clerk to liaise with Allen White to create a meeting 	
283.8	<ul style="list-style-type: none"> Gentleshaw School – Cllr Couchman has stood down from the school but this position was not a parish council position. 	
284 284.1	<p>Communications by the Parish Council Cllr Webb will do the Parish News this week and it will include:</p> <ul style="list-style-type: none"> Upper Longdon Traffic Calming phasing Foundation Level of Local Council Awards Planning Issues – need for parishioners to be aware of Green Belt guidance Neighbourhood Plan consultation period – consideration of comments Changing context of parish council around the possible reduction of services from other local authorities 	
284.2	An article will be submitted to Longdon Life re the Best Kept Village.	
285 285.1	<p>Correspondence It was noted that the correspondence had come from the Secretary of the Longdon Club and Institute. A meeting was still requested and they would</p>	

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285.2	be available for inspection at that meeting. Fern House update – this is an ongoing situation and the police are involved. Clerk had emailed a copy of the report to all councillors.																																																																											
286 286.1	Budget The budgets were looked at and noted by the councillors. Highways and Open Spaces Committee had spent their 50% allocation of funding for this financial year. It was agreed that the second half of the funding be released to the committee. Proposed; Cllr Morgan; Seconded: Cllr Duckett.																																																																											
287 287.1	Accounts for Payment The following payments were agreed and approved: Proposed: Cllr Duckett, Seconded: Cllr Butler																																																																											
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288 288.1	Councillors Reports Concerns about parking on Longdon Green open space.																																																																											

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288.2	Cllr Stanfield asked for Cllrs to suggest ideas for the forthcoming H and OS Committee.	
288.3	Cllr Duckett proposed a Christmas meal for the parish council instead of the December meeting.	
289	Date of Next Council Meeting	
289.1	Longdon Parish Council Meeting – 11 th October in WI Hall, Longdon	
	Upcoming meetings for your diary	
289.2	Highways and Open Spaces Committee – 18 th October in WI Hall, Longdon.	

The meeting closed at 9.40pm

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