

Longdon Parish Council

Minutes of Meeting of Longdon Parish Council held 7.00pm on Tuesday 14th February 2017 at WI Hall Longdon.

Present: **Parish Councillors;** K Morgan (Chair), C Webb, K Taylor,
P Couchman, H Meere, G Duckett, LDC/SCC Cllr Tittley LDC Cllr I Pritchard
Parish Councillor Apologies; J Watkins-Smythe, B Butler, A Fullwood, N Stanfield
Parish Councillor Absences; C Kemp
Clerk; H Goodreid
Public Attendees; None

Min No.	Item	Action																				
344 344.1	Apologies & Acceptance of Apologies Cllr Butler and Cllr Watkins-Smythe's apologies were accepted.																					
345 345.1 345.2	Declarations of Interest Cllr Duckett as treasurer of Longdon Village Hall. Cllr Webb lives opposite Cherry Orchard Farm for which there is a planning application to be heard.																					
346 346.1	Chairman to close meeting for public session No members of public were in attendance.																					
347 347.1	Minutes of Monthly Full Council Meeting held 10th January 2017. The minutes were read and agreed. Proposed: Cllr Morgan; Seconded: Cllr Webb																					
348 348.1	Matters Arising All matters arising had been dealt with.																					
349 349.1	Planning Applications <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 15%;">16/01369/ABN</td> <td style="width: 25%;">Land south of Shropshire Brook, Horsey Lane, Upper Longdon, Rugeley</td> <td style="width: 30%;">Agricultural Determination: Erection of two agricultural buildings for livestock and fodder.</td> <td style="width: 30%;">No Comment</td> </tr> <tr> <td>17/00014/FUL</td> <td>Cantrill Cottage, Shaw Lane, Gentleshaw, Rugeley</td> <td>Installation of sliding entrance gate</td> <td>No Comment</td> </tr> <tr> <td>16/01075/COU</td> <td>212 Chorley Road, Burntwood, Staffordshire WS7 2PQ</td> <td>Conversion and extension of workshop to form a 2 no bedroom dwelling and associated works</td> <td>Already Approved</td> </tr> <tr> <td>17/00039/FUL</td> <td>Briar Cottage, Chapel Lane, Gentleshaw, Rugeley</td> <td>Single storey rear oak frame extension to form sunroom</td> <td>No Comment</td> </tr> <tr> <td>16/00156/FUL</td> <td>Woodside, Lysways Lane, Hanch, Lichfield</td> <td>Single and two storey extensions and alterations to form kitchen, utility, living room, porch and balcony, conversion of coach house to form a 2 bedroom annexe and erection of a detached double garage and</td> <td>No Objection</td> </tr> </tbody> </table>	16/01369/ABN	Land south of Shropshire Brook, Horsey Lane, Upper Longdon, Rugeley	Agricultural Determination: Erection of two agricultural buildings for livestock and fodder.	No Comment	17/00014/FUL	Cantrill Cottage, Shaw Lane, Gentleshaw, Rugeley	Installation of sliding entrance gate	No Comment	16/01075/COU	212 Chorley Road, Burntwood, Staffordshire WS7 2PQ	Conversion and extension of workshop to form a 2 no bedroom dwelling and associated works	Already Approved	17/00039/FUL	Briar Cottage, Chapel Lane, Gentleshaw, Rugeley	Single storey rear oak frame extension to form sunroom	No Comment	16/00156/FUL	Woodside, Lysways Lane, Hanch, Lichfield	Single and two storey extensions and alterations to form kitchen, utility, living room, porch and balcony, conversion of coach house to form a 2 bedroom annexe and erection of a detached double garage and	No Objection	
16/01369/ABN	Land south of Shropshire Brook, Horsey Lane, Upper Longdon, Rugeley	Agricultural Determination: Erection of two agricultural buildings for livestock and fodder.	No Comment																			
17/00014/FUL	Cantrill Cottage, Shaw Lane, Gentleshaw, Rugeley	Installation of sliding entrance gate	No Comment																			
16/01075/COU	212 Chorley Road, Burntwood, Staffordshire WS7 2PQ	Conversion and extension of workshop to form a 2 no bedroom dwelling and associated works	Already Approved																			
17/00039/FUL	Briar Cottage, Chapel Lane, Gentleshaw, Rugeley	Single storey rear oak frame extension to form sunroom	No Comment																			
16/00156/FUL	Woodside, Lysways Lane, Hanch, Lichfield	Single and two storey extensions and alterations to form kitchen, utility, living room, porch and balcony, conversion of coach house to form a 2 bedroom annexe and erection of a detached double garage and	No Objection																			

Signed.....

Page 1 of 4

Date:.....

			store.		
	17/00133/COU	Outbuilding at Cherry Orchard Farm, Church Hill, Longdon Green, Rugeley	COU from agricultural outbuildings to a 2 bedroom dwelling	Already Approved	
350 350.1	Outside Body Representatives Feedback Cllr Duckett reported that she had attended the AGM of Longdon Village Hall where a full committee was elected. Cllr Duckett has been elected as Treasurer and therefore registers her interest as such. The hall has been well run, hosts 5 local organisations and has been hired out more in the past 12 months than in previous years and they have a solid financial base.				
351 351.1	Communications by the Parish Council Nothing to report. Cllr Meere will take the lead on contacting the Lichfield Mercury.				
351.2	Several articles have been written to go in the next Longdon Life issue. Cllr Duckett leading on this.				
352 352.1	Highways and Open Spaces It was agreed that council give consideration to the acquisition of the land at Gentleshaw Common from Lichfield District Council providing it was at no cost to the parish council. Proposed: Cllr Meere; Seconded: Cllr Taylor Cllr Pritchard will take back the comments to the District Council.				Cllr Pritchard to pass on comments
352.2	It was agreed that the mowing contract for 2017/2018 be let to GC McCulloch for £3, 310. Proposed: Cllr Morgan; Seconded: Cllr Taylor The council agreed to review the contract over the 2017/2018 year to include work to hedges and trees in the 2018 – 2019 contract.				Clerk to let contract
353 353.1	Radar Checks at Bradley Lakes This item had been raised in Highways and Opens Spaces Committee. Cllr Tittley had obtained the radar checks which were undertaken in 2016 at Bradley Lakes. The records showed that the majority of vehicles were within or only slightly above the speed limit. Councillors agreed that an additional radar check was not required. It was further agreed to place the records on the website.				Clerk to put records on the website.
354 354.1	Finance and General Purposes Committee It was agreed that the revised Grant Application Form be adopted. Proposed: Cllr Duckett; Seconded: Cllr Webb				Clerk to place on website
354.2	It was agreed to adopt the Training Policy. Proposed: Cllr Duckett; Seconded: Cllr Couchman				Clerk to place on website
355 355.1	Code of Conduct NALC required that the Code of Conduct referred to the Register of Interests. The revised Code of Conduct now included the existing Code of Conduct and the existing Register of Interest. It was agreed that the Code of Conduct be adopted. Proposed: Cllr Duckett, Seconded: Cllr Morgan				Clerk to place on website.

Signed.....

Page 2 of 4

Date:.....

356	Training for Councillors	
356.1	Cllrs Duckett and Stanfield attended training on Development Control provided by Staffordshire Parish Councils Association. There were some reservations about the overall training but it was felt that the training exercise undertaken during the day would be of benefit to all the parish councillors.	
356.2	It was felt that the training exercise could be held before / after a main parish council meeting.	Cllr Duckett to arrange
356.3	Clerk to advise Cllr Kemp and Cllr Watkins-Smythe of upcoming New Councillor Training.	Clerk to action
356.4	Clerk was now keeping a training record of all training for the parish council. All councillors to advise of courses undertaken over the past years as soon as possible.	All Councillors
356.5	Cllr Pritchard invited parish councillors to make suggestions of information to go to the parish council forum.	
357	Risk Assessment	
357.1	This item was to be taken back to F and GP Committee	
358	Website	
358.1	Noted that the approved improvements to the website were to be scaled down resulting in amendments to existing pages only. This would be at little or no cost to the parish council.	Clerk to work with Eric Roy
359	Election Recharges from Lichfield District Council	
359.1	Lichfield District Council have sent through an invoice for £375.77 for elections held in the district during 2015/2016.	Clerk to make a line in future budgets for these costs
359.2	It was agreed that the invoice be paid. Proposed: Cllr Morgan; Seconded: Cllr Taylor	
359.3	The council noted that the district council would be invoicing for future elections held in the district and provision would need to be made in future Precept requests. Cllr Pritchard will seek advice on the possible future costs of the elections, frequency and possible county council elections.	Cllr Pritchard to feedback costs.
360	Correspondence	
360.1	Emails from Mrs Belbeck at Upper Longdon regarding traffic speed (reported to H&OS) – Phase 2 would happen after the next County Council Election. Cllr Tittley would send through the radar check figures for the village to be passed on. Clerk to write to invite Mrs Belbeck to the next meeting of the parish council to more fully understand her concerns.	Clerk to pass figures from the radar checks to the two correspondents.
360.2	Email from Angela Rogers re heavy lorries passing along Upper Way – invitation to the next parish council meeting to understand more fully the concerns. Share figures from Martyn Tittley with her as well.	
360.3	Letter from Cannock Chase District Council advising of consultation on their Local Plan and Town Centre Plans (previously forwarded to all councillors). Deadline is 27 th March 2017.	
360.4	Email from Gareth Evans seeking information about Longdon Grange – Cllr Taylor lives in the Old Chapel and had details of the Longdon Grange. Clerk to pass address to Gareth Evans.	Clerk to pass Cllr Taylors details to Mr Evans.

Signed.....

Page 3 of 4

Date:.....

<p>361 361.1</p> <p>361.2</p> <p>361.3</p>	<p>Budget The monthly records show that there will be a shortfall in the following budget lines: salaries; mowing and tree care.</p> <p>It was agreed to vire £500 from noticeboard/bus shelters to mowing. It was agreed to vire £100 from admin to salaries. Proposed: Cllr Morgan; Seconded: Cllr Duckett</p> <p>It was further agreed that in future, virements be seen in F and GP Committee before being heard by full council.</p>	<p>Clerk to vire funds</p>																																			
<p>362 362.1</p>	<p>Accounts for Payment The following payments were agreed and approved:</p> <table border="1" data-bbox="272 622 1294 1249"> <thead> <tr> <th>Payee</th> <th>Cheque</th> <th>Net</th> <th>Vat</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Eric Roy Consulting – hosting and support of website for 2017/2018</td> <td>2117</td> <td>£130.00</td> <td>£ -</td> <td>£130.00</td> </tr> <tr> <td>Longdon WI – Hire of hall for council meetings in November 2016</td> <td>2118</td> <td>£36.00</td> <td>£ -</td> <td>£36.00</td> </tr> <tr> <td>Lichfield District Council – election expenses 7th May 2015</td> <td>2119</td> <td>£375.77</td> <td>£ -</td> <td>£375.77</td> </tr> <tr> <td>H Goodreid – Salary <i>Direct Debit</i></td> <td>DD</td> <td>£551.20</td> <td>£ -</td> <td>£551.20</td> </tr> <tr> <td>H Goodreid - expenses</td> <td>2120</td> <td>£24.98</td> <td>£ -</td> <td>£24.98</td> </tr> <tr> <td>Staffs Parish Councils Assoc – training fees</td> <td>2121</td> <td>£35.00</td> <td>£ -</td> <td>£35.00</td> </tr> </tbody> </table> <p>Proposed; Cllr Morgan; Seconded; Cllr Duckett</p>	Payee	Cheque	Net	Vat	Total	Eric Roy Consulting – hosting and support of website for 2017/2018	2117	£130.00	£ -	£130.00	Longdon WI – Hire of hall for council meetings in November 2016	2118	£36.00	£ -	£36.00	Lichfield District Council – election expenses 7 th May 2015	2119	£375.77	£ -	£375.77	H Goodreid – Salary <i>Direct Debit</i>	DD	£551.20	£ -	£551.20	H Goodreid - expenses	2120	£24.98	£ -	£24.98	Staffs Parish Councils Assoc – training fees	2121	£35.00	£ -	£35.00	
Payee	Cheque	Net	Vat	Total																																	
Eric Roy Consulting – hosting and support of website for 2017/2018	2117	£130.00	£ -	£130.00																																	
Longdon WI – Hire of hall for council meetings in November 2016	2118	£36.00	£ -	£36.00																																	
Lichfield District Council – election expenses 7 th May 2015	2119	£375.77	£ -	£375.77																																	
H Goodreid – Salary <i>Direct Debit</i>	DD	£551.20	£ -	£551.20																																	
H Goodreid - expenses	2120	£24.98	£ -	£24.98																																	
Staffs Parish Councils Assoc – training fees	2121	£35.00	£ -	£35.00																																	
<p>363 363.1</p> <p>363.2</p>	<p>Councillors Reports The resignation of Cllr Norman Stanfield was received and accepted. Thanks were given to Cllr Stanfield for his valued contribution to the parish council. It was agreed that the Clerk notify Lichfield District Council of the vacancy and the notice be placed on the noticeboards.</p> <p>Clerk to clarify for Cllrs the matter of the footpaths and stiles which are the County Council responsibility and not the responsibility of the parish council.</p>	<p>Clerk to advertise the vacancy.</p> <p>Clerk to confirm responsibilities around stiles and footpaths.</p>																																			
<p>364 364.1</p>	<p>Date of Next Council Meeting Longdon Parish Council Meeting – 7pm 14th March 2017 in Cannock Wood and Gentleshaw Village Hall</p>																																				

The meeting closed at 8.40pm

Signed.....

Page 4 of 4

Date:.....