

Longdon Parish Council

Minutes of Meeting of Longdon Parish Council held 7.00pm on Tuesday 13th March 2018 at Cannock Wood & Gentleshaw Village Hall.

Present: **Parish Councillors:** C Webb, H Hulme, A. Fullwood, A. Cliffe, SCC Cllr M Tittley and LDC Councillor I Pritchard.
Clerk: Mrs C. Heelis (Locum Clerk).
Public Attendees: None
Apologies: Cllrs J Watkins, E Stevens, B Butler, P Couchman and K Taylor, G Duckett, and H Meere

Min No.	Item	Action
535 535.1	Apologies & Acceptance of Absence Apologies were received and accepted from Cllrs J Watkins, E Stevens, B Butler, P. Couchman, K. Taylor, G. Duckett and H. Meere In the absence of Cllr Duckett, Cllr Webb took the Chair.	
535.2	Cllr Webb reported the sad death of former Chair and Parish Councillor Chris Cherry. Mr Cherry had been a distinguished and long serving member of the Council. Mrs Heelis was asked to send a card to the family expressing the condolences of the Council	
536 536.1	Declarations of Interest Cllr. A. Cliffe – Planning Application 18/00337/ABN	
537 537.1	Chairman to close meeting for public session There were no members of the public present.	
538 538.1	Minutes of Monthly Full Council Meeting held 13th, February 2018. The minutes were read and approved. Proposed: Cllr A. Fullwood. Seconded: Cllr H. Hulme. It was resolved to approve and accept the minutes of 13th, February 2018.	
539 539.1	Matters Arising All matters had been dealt with or were on the agenda except for: 424.1 – Cllr Meere indicated that discussions were still ongoing with the County Councils’ solicitor regarding the land purchase at Gentleshaw. 470.1 – Cllr Stevens and Meere had not been to the bank to authorise their signatures. 512.5 – Inconsiderate and dangerous parking – Following the visit of the PCSO the situation on Church Hill had improved. However, vehicles were now being parked on the pavements as previously. It was agreed to request a repeat visit from the PCSO. 514.1 – Councillor Training – It was reported that Cllr Duckett had arranged for Ms J Vyse to conduct a training session on Planning and criteria at a local level, at 7pm on April 10 th , 2018, preceding the Council Meeting. 525.1 – Planning Application 17/01604/FUL – It was noted that despite objections to this application submitted by Longdon Parish Council, the application has been approved by the District Council. 527.5 – World War 1 Commemorations – A letter had been received from the congregation of the Church of St James the Great indicating the members considered that there was no requirement for an additional memorial to the one already in the Church. 525.10 – Neighbourhood Plan – Cllr Webb explained that some aspects of	Cllr Meere Cllrs to do Clerk to request a repeat visit from the PCSO. Cllr Duckett to liaise with the Church.

Signed.....

Page 1 of 5

Date:.....

	<p>the Plan were not compliant with the District Plan. The working group would have to revisit these issues before the Plan could be forwarded to the Inspector and finally proceed to referendum.</p> <p>531.4 – Dark Lane – Cllr Tittley reported that finance had been included in the County Council's budget for the formal closure of Dark Lane. Consultation would be undertaken to determine future access arrangements and the location of gates.</p>									
<p>540</p> <p>540.1</p> <p>540.2</p>	<p>Planning Applications</p> <table border="1"> <tr> <td>18/00320/FUL</td> <td>Tithebarn Farmhouse, Tithe Barn Lane, Gentleshaw</td> <td>Demolition of flat roof car port and erection of a detached three bay garage.</td> <td>No Objections</td> </tr> <tr> <td>18/00337/ABN</td> <td>Benbrook Farm, Stoneywell Lane, Longdon</td> <td>Erection of a storage building for hay and straw</td> <td>No Comments</td> </tr> </table>	18/00320/FUL	Tithebarn Farmhouse, Tithe Barn Lane, Gentleshaw	Demolition of flat roof car port and erection of a detached three bay garage.	No Objections	18/00337/ABN	Benbrook Farm, Stoneywell Lane, Longdon	Erection of a storage building for hay and straw	No Comments	<p>Response of no objections to be submitted</p> <p>LDC to be advised that the PC has no comments on this application</p>
18/00320/FUL	Tithebarn Farmhouse, Tithe Barn Lane, Gentleshaw	Demolition of flat roof car port and erection of a detached three bay garage.	No Objections							
18/00337/ABN	Benbrook Farm, Stoneywell Lane, Longdon	Erection of a storage building for hay and straw	No Comments							
<p>541</p> <p>541.1</p>	<p>Appointment of New Clerk & RFO</p> <p>Cllr Fullwood and Mrs Heelis reported on the interviews of the two candidates, which had taken place on February 21st, 2018. Mrs Bird was already Clerk to two Parish Councils and appeared both capable and knowledgeable. The two references supplied were excellent.</p> <p>It was resolved to offer the position to Mrs Bird with a starting salary of £6897 per annum based on 12 hours per week on SCP 23 within the scale LC1 15 – 25. This would be reviewed upon completion of the 13 week probationary period.</p> <p>Proposer: Cllr Fullwood. Seconder: Cllr Hulme.</p>	<p>Mrs Heelis to offer the post to Mrs Bird and prepare contract.</p>								
<p>542</p> <p>542.1</p>	<p>Outside body representatives feedback</p> <p>Cllr Cliffe referred to items reported to the meeting of the Highways and Open Spaces Committee on March 6th, 2018, the minutes of which had been circulated.</p>									
<p>543</p> <p>543.1</p> <p>543.2</p> <p>543.3</p>	<p>Communications by the Parish Council</p> <p>Distribution of Longdon Life – It was noted that the copies of the magazine were available to collect from Cllr Duckett for distribution.</p> <p>Parish Newsletter –The newsletter summarising Parish Council meetings for display on notice boards had not been compiled for some time. It was agreed that this practice would be resumed once the new clerk was in post.</p> <p>Annual Assembly –The Hall had been Booked for April 25th, 2018 and Cllr Tittley would give a report to the meeting. The Partnership Manager with Lichfield and District Police had confirmed that a Police Representative would also be available to attend and give a short presentation. Members of Clubs, Groups and Societies in the Parish had been invited to attend and submit an annual report for inclusion in the Annual Assembly Booklet.</p>	<p>Input required from all members</p>								
<p>544</p> <p>544.1</p>	<p>Highways and Open Spaces – Minutes of a meeting of the Committee held on March 6th, 2018 had been circulated.</p> <p>Interpretation Boards:- Cllr Cliffe had reported that graphics and details of information to appear on the boards was required to enable Estate Signs to prepare a detailed quote. It was proposed that a local councillor from each of the three areas would research local details and attend a meeting in advance of the Highways and Open Spaces Meeting on April 3rd, 2018 to enable the project to progress.</p>									

Signed.....

Page 2 of 5

Date:.....

544.2	<p>Gateway Features – Details of the signs for Rangemore had been obtained, which would inform future debate on the preferred design. Cllr Duckett was to contact Mr Mellor SCC to discuss locations for the signs. Cllr Tittley indicated that an application would need to be submitted to the District Council for an advertisement licence (£132 per sign). The Parish Council could apply for a grant from the County Councillor towards the licence fee and also the cost of the gateway features. The forms would be available to download from April 2018.</p>	<p>Cllr Duckett to contact Mr Mellor. Grant /funding application to be downloaded and completed in April.</p>
544.3	<p>Re-Print of Footpaths Leaflets –It was agreed to request 500 copies of walk leaflets 1,2,3,4 and 5 with 400 copies off walk 6 and 600 of walk 8. No copies of leaflet number 7 were required at this time. Cllr Mere agreed to take delivery of the leaflets.</p>	<p>Mrs Heelis to place order with Benhill Press</p>
544.4	<p>Grass Cutting Contract:- Both Branch Walkers and TGM had declined to tender on this occasion and the contract was awarded to Mr G C. McCulloch. Contract value £3790.</p>	<p>Quote from G. C. McCulloch to be accepted</p>
544.5	<p>Footpath 36 – Glebe Field:- A quotation had been received from McCarthy's to dig and resurface the path. Mr Healey was also to be approached for a quotation. Permission would be required from Mr Healey for access to the field and Mr Rose had arranged with the Church for storage of materials and spoil on the car park. An application was to be made for funding from the Community Paths Initiative.</p>	<p>Quotes to be obtained CPI application required</p>
544.6	<p>S. 53 Application for Modification Order to upgrade part of Footpath 73 to a Bridleway – A response had been submitted to Countryside Access Management Ltd. expressing the support of the Parish Council for the application and enclosing historical evidence from various maps. The letter had been copied to the LDC legal department, Cllrs Pritchard and Tittley and Mr A. Rowe. Mrs Heelis had been asked to express concern at the length of time the matter was taking and request a date for determination of the application. Cllr Tittley asked to be advised of any further correspondence received.</p>	
544.7	<p>Litter Campaign/ BKV – Following an email from Pro B. Cooper regarding litter around the village, it was agreed to contact the five hostellers in the Parish to enquire whether they would be prepared to store small supplies of heavy duty refuse sacks and litter pickers for use by local residents. Information could then be displayed on local notice boards to encourage a clean-up campaign in advance of the BKV Competition. It was agreed to enter the BKV Competition and at a cost of £32. Cllr Fullwood was asked to provide details of associated expenses required for posters, prizes and floral displays.</p>	<p>Cllr Fullwood to submit application forms and provide details of costs.</p>
545	<p>Finance and General Purposes Committee a meeting was to be arranged and members notified.</p>	
545.1		
545.2	<p>Grant Application – Longdon Pre-School:- Cllr Fullwood reported on her visit to the Pre-School. It was resolved that a grant of £500 be given towards the replacement of vandalised equipment. Proposer: Cllr Fullwood. Seconder: Cllr Hulme.</p>	
545.3	<p>General Data Protection Regulation: Mrs Heelis reported that she had registered an interest for the Parish Council to participate in a service level agreement proposed by Staffordshire County Council. The Service Model included an analysis check, at a cost of £140, which would need to be taken prior to signing up for the service. The provision of Tier 1 DPO services would cost £150.It was proposed that the new Clerk would</p>	<p>Clerk to complete analysis check and present papers to Council for adoption</p>

Signed.....

Date:.....

	Payee	Cheque	Net	Vat	Total
	C. Heelis – remuneration & expenses February 2018	2192	£875.00 £57.77	- £2.19	875.00 £59.96
	SPCA Subscription	2193	£352.00	-	£352.00
	Longdon Pre-School	2194	£500.00	-	£500.00
	Community Council of Staffordshire (BKV)	2195	£32.00	-	£32.00
It was agreed to approve the payments. Proposed; Cllr Fullwood. Seconded; Cllr. Hulme					
550	Councillor Reports				
550.1	There were no further reports to receive				
551	Date of Upcoming Meetings				
534.1	Longdon Parish Council meeting – Tuesday 10 th , April 2018 – 7pm – Longdon WI Hall				
534.2	Highways and Open Spaces Committee – Tuesday 3 rd , April, 2018 - 7pm – Longdon WI Hall.				
534.3	Annual Assembly – Wednesday 25 th , April 2018 – Longdon Village Hall 7.30pm.				

The meeting ended at 8.45pm

Signed.....

Page 5 of 5

Date:.....