

Longdon Parish Council

Minutes of Meeting of Longdon Parish Council held 7.30pm on Tuesday, 12 June 2018 at Cannock Wood and Gentleshaw Village Hall

Present: **Parish Councillors:** G Duckett, C Webb, P Couchman, H Hulme, A. Cliffe, J Watkins-Smythe, K Taylor and H Meere.

Other Councillors: Councillor M Tittley, LDC and SCC

Clerk: Mrs E. Bird.

Public Attendees: 1

Apologies: Cllrs B. Butler and A. Fullwood

Min No.	Item	Action
017	Apologies & Acceptance of Absence	
017.1	Councillor G Duckett attended the meeting but did not take the Chair following a recent illness. The Vice- Chair, Councillor H Hulme took the Chair.	
017.2	Apologies were received and accepted from Cllr Butler and Fullwood.	
018	Declarations of Interest	
018.1	There were none.	
019	Chairman to close meeting for public session	
019.1	1 Member of the Public attended the meeting.	
019.2	She was attending the Parish Council to discover more about the work being done. She queried whether the Parish Council's comments on Planning Applications were having an impact upon the decisions made by Lichfield District Council.	
019.3	Councillors felt it was important that they submitted responses to LDC on Planning issues. Whilst objections may not always result in applications being refused, conditions may be added to planning permission reflecting the concerns raised by the Parish Council. Councillors felt this resulted in better applications that helped to maintain the character of the area.	
020	Minutes of Monthly Full Council Meeting held 08 May 2018 and the Annual General Meeting of 08.05.2018.	
020.1	The minutes of the full parish council meeting and the annual general meeting held on 08 May 2018 were read and approved. It was noted that Cllr Meere's name had been misspelt and this was amended by hand.	

Signed.....

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	<p>Full Parish Minutes - Proposed: Cllr G Duckett Seconded: Cllr J Watkins-Smythe.</p> <p>Annual General Minutes – Proposed: Cllr C Webb Seconded: Cllr J Watkins-Smythe</p> <p>It was resolved to approve and accept the minutes of the full Parish Council and Annual General Meetings held on 08 May 2018.</p>	
021	Matters Arising	
021.1	All matters had been dealt with or were on the agenda except for:	
021.2	<p>424.1 – Land Purchase, Gentleshaw – Cllr Meere reported she had not heard back from officers regarding the land transfer.</p> <p>Resolved to ask the Clerk to contact John Smith at LDC to establish the current position.</p>	EB
021.3	<p>525.10 – Neighbourhood Plan – It was noted that the NHP was being considered at LDC Cabinet meeting on 12.06.18.</p> <p>Noted</p>	
021.4	<p>560.1 - Glebe Field – The Clerk reported she had spoken to Mr Healey and the work should have now been done. Councillors reported this was not the case and the path was now very overgrown.</p> <p>Resolved to ask the Clerk to contact Mr Healey to ask him to complete the work as soon as possible.</p>	EB
021.5	<p>560.5 – Gateway Features – Cllr Duckett reported the Gateways had been ordered. The timeframe for receiving them was 2.5 weeks. They would be delivered directly to AMEY for installation. Councillors thanked Councillor Tittley for his support with a grant of £2.5k to cover the installation costs. It was noted that the cost of installation included the removal of signs that the Gateways were replacing.</p> <p>Noted and resolved to thank Councillor Tittley for the financial support he had provided.</p>	
021.6	<p>560.6 – Information Boards – Cllr Hulme reported that the wording for Walk 9 had now been received. She informed the Council that further information was required for places of interest in Longdon Green and that she had been unable to find information about the flora and fauna that was said to be protected on the green.</p> <p>Resolved to:</p> <p>a) ask Cllr Hulme to contact Staffordshire Wildlife Trust regarding the Flora and Fauna on Longdon Green;</p>	Cllr Hulme

Signed.....

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	<p>b) ask Cllr Taylor to write 100 words on his home for the place for interest in Longdon Green, and;</p> <p>c) to note that the maps were still outstanding for the noticeboards.</p>	Cllr Taylor
022	Outside body representatives feedback	
022.1	It was noted that Cllr Couchman had been unable to attend the first meeting of Cannock Wood and Gentleshaw Village Hall. He reported he had been asked to become a trustee but had reservations about this.	
022.2	Councillors discussed their role on outside body boards and committees and felt they would benefit from further guidance regarding what should be expected of them on these.	
	Resolved to ask the Clerk to write to Staffordshire Parish Council Association regarding Councillor's role on outside bodies.	EB
023	Councillor Vacancy	
023.1	The process for recruiting to the Council was discussed. It was noted that one application had been received so far.	
023.2	Councillors discussed the need for the Council to be open to new ideas and to new ways of working. Changes were suggested for the Annual Parish Assembly and to encourage Parishioners involvement in BKV.	
	Resolved to note the update.	
024	Communications by the Parish Council	
024.1	It was noted that the deadline for Longdon Life's next issue had now passed. The next issue would be published in July.	
	Noted.	
025	Administration Committee	
025.1	Councillor Duckett reported that the Administration Committee had met and ask the Full Parish to approve the alterations to the Standing Orders, Financial Regulations, Risk Register and Asset Register – as detailed in the minutes which had been circulated.	
025.2	Cllr Webb thanked Councillor Duckett for the work she had done on these documents and Councillors agreed that examining these documents through the Administration Committee, rather than at Full Council, was working well.	
	Resolved to	
	<p>a) ratify the alterations to the Standing Orders, Financial Regulations, Risk Register and Asset Register as detailed in the minutes of the Administration Committee which had been circulated, and;</p> <p>b) note the decisions regarding GDPR, insurance and the budget for Environment Committee.</p>	

Signed.....

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<p>026</p> <p>026.1</p>	<p>Environment Committee</p> <p>Councillors noted that Councillors Meere and Fullwood had expressed a preference to join the Environment Committee and that Will Rose had also been Co-opted onto the Committee</p> <p>Resolved to ratify the Environment Committee Membership.</p>																						
<p>027</p> <p>027.1</p> <p>027.2</p>	<p>Correspondence Report</p> <p>The Clerk reported she had circulated the following correspondence to Councillors since the last meeting:</p> <ul style="list-style-type: none"> • Notice of Submission of Lichfield District Council Plan Allocation • Tree – St James’ Close – The Clerk reported SCC would be carrying out work on the tree shortly and the complainant had been notified. • Gardening work in the Parish – the Clerk reported she had been contact with Mr Fullwood regarding working for the Parish. Councillors were to send the Clerk jobs they wished to be done. • Grit Bin query – Cllr Tittley reported he would request a Grit Bin for Shavers Lane. • Invoice to SCC Annual Grass cutting bill 2018/19 had been submitted. • Website GDPR Update – Changes had been made to the website regarding GDPR. • Information request re Gentleshaw Common • Grant Request Longdon School – not compatible with Grant Policy. <p>Noted</p> <p>Cllr Watkins-Smythe reported he had been notified of 2 accidents at Brook End. He requested that the Clerk ask SCC to request the mobile speed camera lower down the A51 to try to help reduce the speed in the area.</p> <p>Resolved to ask the Clerk to contact SCC requesting the mobile speed camera towards Brook End on the A51.</p>	<p>EB</p>																					
<p>028</p> <p>028.1</p>	<p>Accounts for Payment</p> <p>The Council were asked to note the following cheques had been approved since the last meeting:</p> <table border="1" data-bbox="284 1496 1313 1823"> <thead> <tr> <th>Payee</th> <th>Where approved</th> <th>Invoice No</th> <th>Cheque Number</th> <th>Net</th> <th>VAT</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>A.P Fullwood (BKV Purchases) 29.05.18</td> <td>Environment Cttee</td> <td>-</td> <td>002213</td> <td>£99.79</td> <td>-</td> <td>£99.79</td> </tr> <tr> <td>Staffordshire County Council 29.05.18</td> <td>Environment Cttee</td> <td>-</td> <td>002214</td> <td>£2500</td> <td>-</td> <td>£2500</td> </tr> </tbody> </table>	Payee	Where approved	Invoice No	Cheque Number	Net	VAT	Total	A.P Fullwood (BKV Purchases) 29.05.18	Environment Cttee	-	002213	£99.79	-	£99.79	Staffordshire County Council 29.05.18	Environment Cttee	-	002214	£2500	-	£2500	
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The Parish Council were asked to approve the following accounts for payment at their meeting on 12.06.18:

Payee	Invoice No	Cheque Number	Net	VAT	Total
Mark Fullwood	-	002215	£111.96	-	£111.96
Longdon WI (Refreshments Annual Meeting)	-	002216	£5	-	£5
Eric Roy (Training)	542	002217	£25	-	£25
EB Expenses		002218	£28.48	-	£28.48
Clerk Pay June 2018	-	002219	£574.53	-	£574.53
WCVA	2019052	002220	£144.70	£1.10	£145.80
Longdon WI (Hall Hire)	49	002221	£60	-	£60
Mr G.C. McCulloch (May Cut)	19	002222	£360	-	£360
St James the Great Church, Longdon (Grant Application)	-	002223	£500	-	£500
Mr G.C. McCulloch (June Cut)	29	002224	£360	-	£360

Income Received: It was noted that a payment of £2.5k had been deposited for the Gateways from Cllr Tittley, SCC

A Budget paper and bank reconciliation were circulated and approved by the Councillors.

Resolved to

- a) Note the payments made between meetings,
- b) Approve the accounts for payment,
- c) Note the income received, and;
- d) Note the monthly budget paper and approve the bank reconciliation.

029

Planning Applications

029.1

18/00663/FUL - Upper Way – Upper Longdon

Retention of single storey front extension linking garage and house forming games room, with en suite and dressing room at first floor level and roof alterations.

The Council had no comments.

Noted.

029.2

18/00797/FUL - Dark Lane Farm, Dark Lane

Erection of 1no detached dwelling, including demolition of existing stable block

Signed.....

Date:.....

	<p>The Council decided to object to this application for the following reasons:</p> <ul style="list-style-type: none"> • They believed the proposals were an overdevelopment of the site • They thought there was an agricultural tie on the property <p>The Council requested the following questions should also be submitted:</p> <ul style="list-style-type: none"> - Are there conditions included regarding use of sympathetic construction materials? - Are there any issues created regarding the greenbelt? <p>Resolved to ask the Clerk to submit the objection and questions to LDC on their behalf.</p>	EB
030	Items for future meetings	
030.1	<p>Councillor Cliffe thanked Councillor Tittley for the work that had been done on Potholes in the area but had a query regarding drainage giving Thorleys Hill as an example of the problem he was concerned with. Councillor Tittley advised him to contact officers at SCC regarding this issue.</p> <p>Resolved for Councillors to contact the Clerk with future agenda items.</p>	
031	Dates of future meetings	
031.1	<p>The following meeting dates were agreed:</p> <ul style="list-style-type: none"> • 10 July 2018 Longdon Parish Council Meeting - WI Hall, Longdon • 4 September 2018 Environment Committee – WI Hall, Longdon • 11 September 2018 Longdon Parish Council – Cannock Wood and Gentleshaw Village Hall • 9 October 2018 Longdon Parish Council – WI Hall, Longdon • 13 November 2018 (at 6,30pm) Administration Committee – WI Hall, Longdon • 13 November 2018 (at 7pm) Longdon Parish Council, WI Hall, Longdon 	

The meeting ended at 20.55pm

Signed.....

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