

## Longdon Parish Council

### Minutes of Meeting of Longdon Parish Council held 7.00pm on Tuesday, 11 September 2018 at Cannock Wood and Gentleshaw Village Hall

**Present:**        **Parish Councillors:** H Hulme, A. Cliffe, J Watkins-Smythe, K Taylor, A Fullwood, B Butler and C Webb.

**Other Councillors:** -

**Clerk:** Mrs E. Bird.

**Public Attendees:** 2 (for items 048 – 050 only)

**Apologies:** Cllr G Duckett, H Meere and P Couchman

Min No.	Item	Action
<b>048</b>	<b>Apologies &amp; Acceptance of Absence</b>	
048.1	Councillor G Duckett, H Meere and P Couchman submitted apologies for absence. Councillor Butler apologised for arriving late.  <b>Noted and resolved, in the absence of Councillor Duckett, to ask the vice-chair to chair the meeting.</b>	
<b>049</b>	<b>Declarations of Interest</b>	
049.1	Councillor Cliffe declared an interest in planning application 18/01160/ABN. He did not take part in the discussion or resolution on this item.	
<b>050</b>	<b>Chairman to close meeting for public session</b>	
050.1	Mr and Mrs Drury attended the meeting to discuss their planning application 18/01053/FUL – High Street, Longdon.  Councillors noted that the paperwork on the Lichfield District Council website had an error. The 'design and access statement' shown on the website related to an earlier version of the application and was incorrect.  Councillors explained they would have to base their comments on the application received from LDC but noted the error. They confirmed with the applicant that the plans were correct.  Councillors advised the applicant that it was essential that this is clarified with LDC prior to the application being considered by the Planning Committee.  <b>Noted.</b>	
<b>051</b>	<b>Minutes of Monthly Full Council Meeting held on 10 July 2018.</b>	
051.1	The minutes were approved as a correct record.	

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Page 1 of 7

Date:.....

	<p>Proposed: Councillor A Fullwood. Seconded: Councillor J Watkins-Smythe.</p> <p><b>It was resolved to approve and accept the minutes of the full Parish Council meeting held on 11 July 2018.</b></p>	
<b>052</b>	<b>Matters Arising</b>	
052.1	All matters had been dealt with or were on the agenda except for:	
052.2	<p><u>Land Purchase, Gentleshaw</u></p> <p><b>Noted that the paperwork was with LDC and the process was ongoing.</b></p>	
052.3	<p><u>A51 Traffic Calming (Raised under Gateways Minute 040.2)</u></p> <p>The Clerk reported that she had tried to contact the officer at SCC, regarding Councillor Tittley's suggestion of a raised central reservation, but had received no response.</p> <p><b>Resolved to ask the Clerk to write again copying Councillor Tittley in to the email.</b></p>	EB
052.4	<p><u>Speed Camera</u></p> <p>It was noted that the Clerk had been in contact with the police regarding their mobile speed camera unit but had not had confirmation that the camera would be installed on the site requested.</p> <p><b>Resolved to ask the Clerk to chase this.</b></p>	EB
052.5	<p><u>Gypsy/ Travellers Longdon Green</u></p> <p>It was agreed that Environment Committee be responsible for a feasibility study on what could be done to prevent access to the green.</p> <p>Councillor Webb circulated a pamphlet on local byelaws and requested this be sent to LDC to query whether they disputed the byelaws it quoted.</p> <p><b>Resolved to ask the Clerk to circulate a copy of the leaflet to Councillors and send a copy to LDC for validation.</b></p>	EB
<b>053</b>	<b>Outside body representatives feedback</b>	
053.1	<p>Councillor Cliffe reported he had attended a meeting of the Beaudesert Sports Field and Recreation Ground Committee. He reported that the Committee had now taken over responsibilities for the club house and had done some work on the building and work on a very boggy area of the field.</p> <p><b>Noted</b></p>	

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<p><b>054</b> 054.1</p> <p>054.2</p>	<p><b>Environment Committee</b></p> <p>The draft minutes had not been approved by the Chair. It was agreed to defer consideration of this to the next meeting.</p> <p>Councillor Cliffe reported that the co-optee on the Environment Committee, Mr Rose, had undertaken a huge amount of work on the Public Footpaths in the Parish. He requested that the Parish Council's thanks be passed on to Mr Rose.</p> <p><b>Resolved to thank Mr Rose for his work on the public footpaths in the Parish and to defer consideration of the Environment Minutes to the future meeting.</b></p>	
<p><b>055</b> 055.1</p>	<p><b>Neighbourhood Plan Referendum</b></p> <p><b>Councillors noted that the Neighbourhood Plan had been approved in the recent referendum.</b></p> <p><b>The Council expressed their formal thanks to Richard Clarke, Kevin Morgan and Gina Duckett (past and present Council Chairs) for their dedication and hard work on the Neighbourhood Plan.</b></p> <p>(Councillor Butler arrived)</p>	
<p><b>056</b> 056.1</p> <p>056.2</p> <p>056.3</p> <p>056.4</p> <p>056.5</p>	<p><b>The Memorial Hall</b></p> <p>The Parish Council received an update on the recent Freedom of Information (FOI) request from the Memorial Hall Chairman.</p> <p>Councillor Hulme detailed the steps the Parish Council had taken to meet the requirements of the FOI. It was reported that Councillor Duckett had received advice from the Information Commissioners Office regarding the approach taken and responses provided.</p> <p>Councillors were keen to keep the dialogue with the club going and to build better relations with them to work together for the benefit of the village.</p> <p>Councillors discussed writing to the Committee to formally suggest that the Memorial Hall be put into a trust.</p> <p><b>Resolved to maintain communication with the Memorial Hall Committee to build a strong relationship for the benefit of the Parish and to write more formally to the Committee setting out the Parish Council's view that the Hall should be put into a Trust.</b></p>	
<p><b>057</b> 057.1</p>	<p><b>Speedwatch</b></p> <p>Councillors discussed a recent email from a local resident regarding establishing a 'speedwatch' group in the village.</p> <p><b>Resolved to ask the Clerk to write to the Parishioner to let him know that:</b></p>	<p>EB</p>

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Date:.....

	<p>1) the Council had recently requested the Police Mobile Speed Camera Unit be installed near the village on the A51.</p> <p>2) Councillors felt the parishioner would be best to go back to the Safer Roads Partnership at the Police to discuss options for doing speedwatch on the A51.</p> <p>3) The Council decided not to fund the cost of setting up the scheme and recommended that the parishioner approached Safer Roads Partnership for a grant.</p> <p>4) The Council were grateful to the Parishioner for their efforts to re-establish Speedwatch and wished him well with his endeavours.</p>	
<p><b>058</b></p> <p>058.1</p> <p>058.2</p>	<p><b>Correspondence Report</b></p> <p>The Clerk reported she had circulated the following correspondence to Councillors since the last meeting:</p> <ul style="list-style-type: none"> <li>• Mazars <b>Noted</b></li> <li>• Road Closure Notices <b>Noted</b></li> <li>• Financial Training – Budgets and Precepts <b>Noted</b></li> <li>• Council’s P.O. Box address now confirmed <b>Noted</b></li> <li>• Annual ANOB Conference <b>Noted</b></li> <li>• HS2 Ground Investigation Survey Works <b>Noted</b></li> <li>• Community Council Staffordshire <b>Noted</b></li> <li>• New Governance for Fire and Rescue Service <b>Noted</b></li> <li>• Awards for Community Volunteer <b>Noted</b></li> </ul> <p><b>Councillors noted the correspondence received from the Clerk</b></p> <p>Councillor Taylor reported receipt of a letter from a local parishioner.</p> <p>It covered several Issues including:</p> <ul style="list-style-type: none"> <li>• Difficulties contacting the Clerk</li> <li>• Hedges down Stockings Lane</li> <li>• Lack of publicity regarding the referendum</li> <li>• Non-receipt of the Longdon Life</li> </ul> <p><b>Resolved to ask Councillor Taylor to respond to inform the resident:</b></p> <ul style="list-style-type: none"> <li>• <b>The last email received by the Clerk was 24/02/18 from her. The Clerk would email the resident to ensure future communication was received.</b></li> <li>• <b>Councillors would try to establish who the land owners were down Stockings Lane in order that the Clerk could write to them to request the hedges be cut back.</b></li> <li>• <b>The organisation for the referendum was the responsibility of Lichfield District Council not the Parish Council. Parish Councillors are not permitted to campaign or influence voters during the referendum process.</b></li> <li>• <b>Councillors would investigate whether other local residents received the Longdon Life and would ensure future delivery.</b></li> </ul>	<p>Councillor Taylor</p> <p>EB</p> <p>All Councillors</p> <p>Councillors</p>

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Date:.....

058.3	<p>The Chair reported receipt of a request from the Local Produce Show to fund a new winner's plaque. It was suggested a budget of up to £125 be approved.</p> <p><b>Resolved to purchase a plaque for the Local Produce Show at a cost of up to £125.</b></p>																																																	
058.4	<p>Councillor Fullwood reported she had received formal feedback regarding the Best Kept Village which she would share with Councillors. She informed the Council that she would write to Parishioners who had made a significant contribution to the competition to thank them for their hard work.</p> <p><b>Resolved to ask the Environment Committee to review the BKV feedback report at its next meeting.</b></p>																																																	
<b>059</b>	<b>Accounts for Payment</b>																																																	
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<table border="1"> <thead> <tr> <th>Payee</th> <th>Invoice No</th> <th>Cheque Number*</th> <th>Net</th> <th>VAT</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Mr McCulloch – cuts 5,6 and 7 at £360</td> <td>-</td> <td>-</td> <td>£1080</td> <td>-</td> <td>£1080</td> </tr> <tr> <td>Lichfield District Council</td> <td>M0007501193</td> <td>-</td> <td>£780</td> <td>£156</td> <td>£936</td> </tr> <tr> <td>Staffordshire County Council</td> <td>1000015549</td> <td>-</td> <td>£390</td> <td>-</td> <td>£390</td> </tr> <tr> <td>Mark Fullwood</td> <td>-</td> <td>-</td> <td>£22.50</td> <td>-</td> <td>£22.50</td> </tr> <tr> <td>Ellen Bird Expenses</td> <td>-</td> <td>-</td> <td>£18.26</td> <td>-</td> <td>£18.26</td> </tr> <tr> <td>Ellen Bird Wages September</td> <td>-</td> <td>-</td> <td>£477.14</td> <td>-</td> <td>£477.14</td> </tr> <tr> <td>WCAVA</td> <td>20190148</td> <td>-</td> <td>£120.50</td> <td>£1.10</td> <td>£121.60</td> </tr> </tbody> </table>			Payee	Invoice No	Cheque Number*	Net	VAT	Total	Mr McCulloch – cuts 5,6 and 7 at £360	-	-	£1080	-	£1080	Lichfield District Council	M0007501193	-	£780	£156	£936	Staffordshire County Council	1000015549	-	£390	-	£390	Mark Fullwood	-	-	£22.50	-	£22.50	Ellen Bird Expenses	-	-	£18.26	-	£18.26	Ellen Bird Wages September	-	-	£477.14	-	£477.14	WCAVA	20190148	-	£120.50	£1.10	£121.60
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<p>It was noted that there was a delay in receiving the new cheque book from the bank. Details of payments/cheques will be confirmed at the next meeting when the accounts have been paid.</p>																																																		
<p>No Cheques have been approved since the last Full Council Meeting.</p>																																																		
<p><u>Income Received:</u></p>																																																		
<p>Longdon Life Advert Payments - £228.33</p>																																																		
<p>In addition, Councillors approved the purchase of a plaque for the local produce show and agreed a budget of up to £125.</p>																																																		
<p>Proposed: Councillor Cliffe Seconded: Councillor C Webb</p>																																																		
<p><b>Resolved to</b></p>																																																		

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	<p>a) <b>Approve the accounts for payment detailed above including a budget of up to £125 to purchase a new plaque for the Local Produce Show;</b></p> <p>b) <b>To note that no cheque book was available to meet this month's payments. Councillors agreed to try to resolve this issue as quickly as possible.</b></p> <p>c) <b>Resolved to ask the Clerk to make the above payments as soon as the cheque book received, and for the payments made and the cheque numbers to be reported at the next meeting.</b></p>	<p>Councillors</p> <p>EB</p>
<b>060</b>	<b>Planning Applications</b>	
060.1	<p><u>18/00053/LBC - Hill Top Farm</u></p> <p>The Council had no comments.</p>	
060.2	<p><u>18/00052/COU - Hill Top Farm</u></p> <p>The Council had no comments</p>	
060.3	<p><u>18/01053/FUL - Hawthorn Cottage</u></p> <p>Councillors noted the error on the Plans received as reported by the applicant at this meeting. The Council had no comments.</p>	
060.4	<p><u>18/01160/ABN - High Street</u></p> <p>Councillors asked the Clerk to query whether this application impinged on a public footpath.</p>	
060.5	<p><u>18/01248/FUL – Timbertops</u></p> <p>Councillors were concerned about over development on this site</p>	
060.6	<p><u>18/01241/FUL – 2 Brook End</u></p> <p>Councillors had no comments</p>	
060.7	<p><u>18/01092/FUL – Hanch Farm</u></p> <p>Councillors had no comments</p> <p><b>Resolved to ask the Clerk to submit any comments to Lichfield District Council</b></p>	EB
<b>061</b>	<b>Items for future meetings</b>	
061.1	<p>There were none.</p>	EB

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Page 6 of 7

Date:.....

	<b>Resolved for Councillors to contact the Clerk with future agenda items.</b>	
<b>062</b>	<b>Clerk's Pay Review</b>	
062.1	<b>Resolved to approve the Clerk's pay at LC2 spinal point 32 on the NJC pay scales 2018-19.</b>	
<b>063</b>	<b>Dates of future meetings</b>	
063.1	<b>The following meeting dates were agreed:</b> <ul style="list-style-type: none"> <li>• 9 October 2018 Longdon Parish Council – WI Hall, Longdon</li> <li>• 13 November 2018 (at 6,30pm) Administration Committee – WI Hall, Longdon</li> <li>• 13 November 2018 (at 7pm) Longdon Parish Council, WI Hall, Longdon</li> </ul>	

**The meeting ended at 21.15pm**

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Page 7 of 7

Date:.....