

Longdon Parish Council

Minutes of Meeting of Longdon Parish Council held 7.00pm on Tuesday, 08 January 2019 at WI Hall, Longdon

Present: **Parish Councillors:** G Duckett, J Watkins-Smythe, A Fullwood, H Meere, K Taylor and B Butler
Other Councillors: Councillor I Pritchard, Lichfield District Council (LDC), Councillor M Tittley, Staffordshire County Council
Clerk: Mrs E. Bird.
Public Attendees: 4
Councillor Apologies: C Webb, H Hulme.

Min No.	Item	Action
092 092.1	<p>Apologies & Acceptance of Absence Councillors C Webb and H Hulme submitted apologies for the meeting.</p> <p>Noted</p>	
093 093.1	<p>Declarations of Interest There were none.</p>	
094 094.1 094.2	<p>Chairman to close meeting for public session</p> <p><u>Damaged gates/stiles on local walks</u></p> <p>A local resident reported that on recent walks she had found several damaged stiles and gates.</p> <p>She agreed to write a list and submit it to the Clerk so that these could be addressed.</p> <p>Resolved to ask the resident to submit a list of damaged equipment to the Clerk.</p> <p><u>Litter</u></p> <p>A local resident reported that she had been letter picking with a friend and 2 large bags had been collected. They were so heavy they had been unable to move them. She said she was willing to do regular litter picks and Councillor A Fullwood said she was willing to help with this. The Council agreed they were willing to pay for any bags that were required.</p> <p>Resolved to</p> <ul style="list-style-type: none"> a) Ask the Clerk to request that LDC collect the bags of rubbish that had been too heavy to move after the recent litter pick, b) Ask the clerk to request that LDC schedule a litter pick in the area of Stately Lane and to establish what support LDC can offer a group of litter pickers, and; c) Ask the resident to purchase the bags she requires to collect the litter and the Council will reimburse her at a future meeting. 	EB

Signed.....

Date:.....

<p>095</p> <p>095.1</p>	<p>Minutes of Monthly Full Council Meeting held on 13 November 2018.</p> <p>The minutes of the 13 November 2018 meeting were approved as a correct record.</p> <p>Proposed: Councillor J Watkins-Smythe seconded: Cllr B Butler</p> <p>It was resolved to approve and accept the minutes of the full Parish Council meeting held on 13 November 2018.</p>	
<p>096</p> <p>096.1</p> <p>096.2</p> <p>096.3</p>	<p>Matters Arising</p> <p>All matters had been dealt with or were to be/had been discussed on the agenda apart from:</p> <p><u>071 Parking on Gentleshaw Common</u></p> <p>Councillor Duckett reported that the Gentleshaw Common purchase was progressing. LDC had agreed to pay Longdon Parish Council's costs for the transfer which had increased significantly since the original quotes had been received.</p> <p>Noted</p> <p><u>087.1 Broken Drain</u></p> <p>Councillors said the broken drain had been marked out by SCC but no further action had been taken.</p> <p>Resolved to ask Cllr Tittley to chase the report.</p> <p><u>18/01596/FUL Sandmart Farm</u></p> <p>The Chair reported that more objections had been submitted by local residents on this application.</p>	<p>Cllr Tittley</p>
<p>097</p> <p>097.1</p>	<p>Co-option of a new Councillor</p> <p>Councillors had received an application for Co-option from Mr Craig Stevens who had recently moved to the area. He had submitted a written application detailing the skills and attributes he would bring to the role that Councillors had read prior to the meeting.</p> <p>Proposed: G Duckett. Seconded: H Meere</p> <p>Resolved to Co-Opt Mr Craig Stevens to the Council.</p>	
<p>098</p> <p>098.1</p>	<p>Precept</p> <p>Councillors discussed the Precept requirement for 2019/20. They were aware of the budget pressures at SCC and that responsibilities for grass cutting and other maintenance jobs may have to be done by the Parish in future.</p>	

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	<p>The Administration Committee had met prior to the Full Council and looked at the budget in detail.</p> <p>The Administration Committee had proposed a Precept of £26, 170 for 2019/20</p> <p>Proposed: Councillor Taylor Seconded: Councillor Watkins-Smythe</p> <p>Resolved to set the Precept for 2019/20 at £26,170.</p>	
099	Outside Bodies Feedback	
099.1	There was none.	
100	Environment/Administration Committees	
100.1	<p><u>Environment Committee</u></p> <p>The Minutes of the last Environment Committee held on 6 November 2018 were reviewed.</p> <p>Proposed: Councillor Duckett Seconded: Councillor Taylor</p> <p>Resolved at approve the Environment Committee Minutes from 6 November 2018 as a correct record. The Minutes were signed by the Chair.</p>	
100.2	<p><u>Administration Committee</u></p> <p>The Minutes of the last Administration Committee held on 23 May 2018 were reviewed.</p> <p>Proposed: Councillor Duckett Seconded: Councillor Taylor</p> <p>Resolved at approve the Administration Committee Minutes from 23 May 2018 as a correct record. The Minutes were signed by the Chair.</p> <p>The Administration Advisory Group had met prior to the Full Council meeting and had proposed that amendments be made to the Standing Orders – specifying that the quorum for Council Meetings was 4.</p> <p>Proposed: Councillor Duckett Seconded: Councillor Butler</p> <p>Resolved to amend the standing orders to state quorum was 4 Councillors and to ask the Clerk to put the revised standing orders on the website.</p>	EB
101	Mowing Contract	
	The Council had gone out to Tender in December for the Mowing Contract for 2019/20.	

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	<p>Three responses had been received.</p> <p>The Councillors opened the responses at the meeting and discussed the quotes at length.</p> <p>It was suggested that the Tender next year be put out for 4 years.</p> <p>Resolved to</p> <ul style="list-style-type: none"> a) award the contract to Mr McCulloch, b) ask the Clerk to inform Mr McCulloch he had won the contract, and; c) ask the Clerk to thank the unsuccessful tender applicants for their responses. 	<p>EB</p> <p>EB</p>
<p>102</p> <p>102.1</p>	<p>Correspondence</p> <p>The Clerk reported receipt of the following correspondence:</p> <ul style="list-style-type: none"> • Parishioner report of slippery leaves Stockings Lane Noted this had been reported. • Lichfield Local Plan/Statement of Community Involvement and Sustainable Design Supplementary Planning Consultation events Noted • Burntwood Town Council Chairman’s Charity Evening Noted • Community Funded School Crossing Patrols Noted • Cannock Chase ANOB new team update Noted • Software Upgrade Website – Eric Roy Noted • Chairman CWAGVH – removal of notices from Parish Noticeboards Noted and resolved to monitor the situation. • Councillor Pritchard response re Enforcement Enquiries from last meeting Noted • Longdon Club Response 23 November 2018 Resolved to ask the Clerk to write to the Club to thank them for their letter and report their response was noted by Council. • AMEY Brook End response Noted • Helping Lichfield District Council highlight Local News Stories Resolved to add a link to the website to LDCs news page. • Cannock Chase ANOB Sustainable Development Fund Noted that the Chair had applied for a grant but no response received as yet. • Fradley Neighbourhood Plan Noted • Staffordshire County Council – Grass Cutting Noted • Lichfield District Council – Consultation notification Noted • Request from Whittington/Fisherwick Parish Council re School Crossing Patrol Noted • Free Car Parking Initiative, Lichfield Bid Noted • Cannock Chase ANOB Management Plan Consultation Deadline Noted • SCC Grass Cutting Update Noted • LDC Settlement Facility Study Cllr Duckett to draft response • Post Office Closure Councillors noted the letter from the Post Office owners declaring they would be retiring and closing the Post Office and Shop in early February 2019. Resolved to ask the Clerk to <ul style="list-style-type: none"> a) Thank the owners for their contribution to the village 	<p>EB</p> <p>Cllr Duckett</p> <p>EB</p>

Signed.....

Date:.....

<p>102.2</p> <p>102.3</p>	<p>b) Write to them confirming that the noticeboard would be removed and their details removed from the website</p> <ul style="list-style-type: none"> • Post Office Closure Consultation Noted that there was a formal Consultation from the Post Office regarding the closure. <p><u>Bridleway Encroachment</u></p> <p>Councillor Taylor reported that he had received a letter detailing a resident's concerns regarding the placement of a fence at the back of Sunny Corner.</p> <p>Resolved to ask the Councillor Pritchard to check whether there was an enforcement issue on this site.</p> <p><u>St James' Close Tree</u></p> <p>Councillor Fullwood reported that she had received a further complaint from a resident in St James' Close regarding a tree that needed removing.</p> <p>This had been reported to SCC in summer last year and AMEY had informed the Council that the work had been done.</p> <p>Resolved to ask the Clerk to report to SCC that the work had not been completed (A copy be sent to Councillor Tittley).</p>	<p>Cllr Pritchard</p> <p>EB</p>																																																
<p>103</p> <p>103.1</p>	<p>Accounts for Payment</p> <p>The Council were asked to approve the following accounts for payment at their meeting on 8 January 2019:</p> <p>The Council are asked to approve the following accounts for payment at their meeting on 8 January 2019:</p> <table border="1" data-bbox="284 1216 1315 1798"> <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>Will Rose Expenses (email 22/11/18)</td> <td>-</td> <td>2379</td> <td>£11.90</td> <td>-</td> <td>£11.90</td> </tr> <tr> <td>Ellen Bird Expenses</td> <td>-</td> <td>2380</td> <td>-</td> <td>-</td> <td>£21.48</td> </tr> <tr> <td>WCAVA (Payroll and HMRC Payment December)</td> <td>20190232</td> <td>2381</td> <td>£172.46</td> <td>£1.10</td> <td>£173.56</td> </tr> <tr> <td>Ellen Bird January Pay</td> <td>-</td> <td>2382</td> <td>-</td> <td>-</td> <td>£635.57</td> </tr> <tr> <td>Mark Fullwood (Gardening jobs)</td> <td>-</td> <td>2383</td> <td>-</td> <td>-</td> <td>£45</td> </tr> <tr> <td>Kevin Healey (Church Field Path)</td> <td>-</td> <td>2384</td> <td>£620</td> <td>£124</td> <td>£744</td> </tr> <tr> <td>WCAVA (Payroll and HMRC Payment January)</td> <td>20190251</td> <td>2385</td> <td>£172.46</td> <td>£1.10</td> <td>£173.56</td> </tr> </tbody> </table> <p>A cheque for a presentation shield which had been approved at the 11 September 2018 Meeting for the Longdon Produce Show was approved for £75. (cheque number 2386)</p>	Payee	Invoice No	Cheque Number*	Net	VAT	Total	Will Rose Expenses (email 22/11/18)	-	2379	£11.90	-	£11.90	Ellen Bird Expenses	-	2380	-	-	£21.48	WCAVA (Payroll and HMRC Payment December)	20190232	2381	£172.46	£1.10	£173.56	Ellen Bird January Pay	-	2382	-	-	£635.57	Mark Fullwood (Gardening jobs)	-	2383	-	-	£45	Kevin Healey (Church Field Path)	-	2384	£620	£124	£744	WCAVA (Payroll and HMRC Payment January)	20190251	2385	£172.46	£1.10	£173.56	
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	<p>A further cheque for Longdon Flower Club for £100 for the grant was written as the cheque written at the November meeting had not been received by the applicant. The new cheque was approved (Cheque no 2387).</p> <p>They noted receipt of the following income:</p> <ul style="list-style-type: none"> • £100 Longdon Life <p>Resolved to approve the accounts for payment detailed above and note the income received.</p>	
104	Planning Applications	
104.1	<p>The Council considered the following applications:</p> <ul style="list-style-type: none"> • 18/01704/FUL - Freshford, Lower Way, Upper Longdon, Rugeley • 18/01785/COU - Land To The East Of, Tithe Barn Lane, Gentleshaw, Rugeley • 18/01768/FUL - Churchfield Cottage, Smithy Lane, Longdon, Rugeley • 18/01841/FUL - Holmwood, Lower Way, Upper Longdon, Rugeley • 18/01802/FUL - Giddies, Hay Lane, Longdon Green, Rugeley <p>Resolved to note the applications with no comments.</p> <p>A further application had been received just prior to the meeting – the Clerk said she would forward this on to Councillors for review.</p>	
105	Items for Future Meetings	
105.1	<p><u>Elections</u></p> <p>The Chair reported that Councillors needed to consider the election processes they needed to complete prior to the May elections.</p> <p>Noted</p>	
105.2	<p><u>Clerk Resignation</u></p> <p>The Chair reported the Clerk had submitted her resignation and would be leaving at the end of March 2019. Recruitment procedures would be started in due course.</p> <p>Noted</p>	
105.3	<p><u>Bus Shelter Repairs</u></p> <p>It was agreed that bus shelter repairs and a maintenance programme for the Council’s street furniture should be discussed at a future meeting.</p> <p>Noted</p>	
106	Dates of future meetings	
104.1	The following meeting dates were agreed:	

Signed.....

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	<ul style="list-style-type: none">• 12 February 2019 at 7pm, Longdon Parish Council – WI Hall, Longdon• 12 March 2019 at 7pm, Longdon Parish Council – WI Hall, Longdon• 9 April at 7pm, Longdon Parish Council – Cannock Wood and Gentleshaw Village Hall	
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The meeting ended at 21.05pm

Signed.....

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