

Longdon Parish Council

Minutes of Meeting of Longdon Parish Council held 7.00pm on Tuesday 14th March 2017 at Cannock Wood and Gentleshaw Village Hall.

Present: Parish Councillors; G Duckett (Chair), K Taylor, John Watkins-Smythe
P Couchman, H Meere.

Parish Councillor Apologies; B Butler, A Fullwood, K Morgan, C Webb, C Kemp

Clerk; H Goodreid

Public Attendees; None

Min No.	Item	Action												
362 362.1	Apologies & Acceptance of Apologies Cllr Butler, Cllr Fullwood, Cllr Kemp, Cllr Webb and Cllr Morgan had sent their apologies and these were accepted.													
362.2	Cllr Duckett was voted to chair the meeting in place of Cllr Morgan.													
363 363.1	Declarations of Interest None were declared.													
364 364.1	Chairman to close meeting for public session Mrs Belbeck from Upper Longdon had apologised for being unable to attend the meeting. It was hoped that she would attend a future meeting of the parish council in order to discuss the issue of speeding traffic in Upper Longdon.													
365 365.1	Minutes of Monthly Full Council Meeting held 14th February 2017. The minutes were read and agreed. Proposed: Cllr Taylor; Seconded: Cllr Meere													
366 366.1	Matters Arising All matters arising had been dealt with or were on the agenda except for: 352.1 – No points have been received from Cllr Pritchard concerning the possible acquisition of part of Gentleshaw Common. 358.1 – Clerk to work with Eric Roy on the matter of improvements to the website. 360.1 – Clerk to chase Cllr Tittley for the radar figures for Upper Longdon 363.31 – the notice of the councillor vacancy had been placed and as there was no call for an election, the vacancy will now be advertised. Clerk to undertake to do this. 363.2 – The footpaths and stiles are the responsibility of the County Council. Cllrs felt that small repairs could still be considered however.	Clerk to action Clerk to action Clerk to write to Cllr Tittley Clerk to place advert on notice boards and website.												
367 367.1	Planning Applications <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">17/00155/COU</td> <td style="width: 30%;">Land at Hood Lane, Longdon, Rugeley</td> <td style="width: 30%;">Change of Use to dog walking field</td> <td style="width: 15%;">No Comment</td> </tr> <tr> <td colspan="4">Update on previously heard planning applications</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>Approved</td> </tr> </table>	17/00155/COU	Land at Hood Lane, Longdon, Rugeley	Change of Use to dog walking field	No Comment	Update on previously heard planning applications				17/00039/FUL	Briar Cottage, Chapel Lane, Gentleshaw, Rugeley	Single storey rear oak frame extension to form sunroom	Approved	
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368 368.1	Upper Longdon Speed Restrictions As neither the local residents or Cllr Tittley were in attendance, this matter was deferred to the April Parish Council meeting.	To be put on the agenda for April
369 369.1	Outside Body Representatives Feedback Cllr Meere will be attending the Coton Alms House Trust in the coming week. She will report back at the April meeting.	
370 370.1 370.2	Communications by the Parish Council Cllr Meere is working on an article for the Lichfield Mercury. The Spring Edition of Longdon Life has now been delivered throughout the parish. The matter of support for Glenys in the development of Longdon Life was discussed. It was felt that should Councillors have ideas for articles which could be submitted, they should contact Glenys or the Parish Clerk.	Cllrs to note
371 371.1 371.2 371.3 371.4 371.5 371.6	Highways and Open Spaces The footpaths across Windmill Farm fields in Upper Longdon were discussed. There is a need to contact Will Rose to get marker replaced at the one end of the footpath. Need also for the footpath to be re-established and reinstated as the field has been ploughed. Cllr Duckett to arrange for Will Rose to meet with Cllr Taylor regards the above work. The minutes of the meeting of H and OS Committee on 7 th February were discussed. The actions raised were discussed and Clerk to chase actions. <u>Best Kept Village.</u> Cllr Taylor has been in touch with St James School regarding the poster competition. It was proposed that a maximum of £50 be spent on prizes for the poster design. Proposer: Cllr Duckett; Seconded: Cllr Watkins-Smythe Need to ensure that the posters advertising BKV were on the notice boards. It was suggested that a notice summarising the meeting times and places and contact details of local groups and societies should go on the notice boards. It was agreed that the date for the next meeting of H and OS on Monday 3rd April 2017 at 7pm in the WI Hall, Longdon.	Cllr Duckett to arrange for Cllr Taylor and Will Rose to meet. Clerk to complete actions. Cllr Fullwood Clerk to action Clerk to arrange meeting
372 372.1 372.2 372.3 372.4	Finance and General Purposes Committee There will be a meeting between the Clerk and the Internal Auditor on 5 th April 2017 to discuss the Annual Return submission. The bridge over the ford was discussed – the Clerk to confirm the legal responsibility for the bridge following Councils refurbishment some years previously. Mrs Pipers tree – Cllr Taylor recollected that he would personally be responsible for its care and maintenance and not the responsibility of the Parish Council. It was agreed that money be identified in the administration budget to pay for a payroll provider. It was further agreed that the parish council outsource the payroll from the 1 st April 2017 Proposed: Cllr Duckett; Seconded: Cllr Watkins-Smythe	Clerk to action Clerk to make changes to budget line Clerk to commission WCAVA as

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372.5	Cllrs considered 2 quotes for the payroll. It was agreed to engage WCAVA at a cost of approx. £107.10 per year. Proposed: Cllr Duckett; Seconded: Cllr Taylor	payroll providers										
373 373.1	Training for Councillors Cllrs Watkins-Smythe and Kemp would benefit from New Councillor training course. Clerk to book the Cllrs on the training when dates were known.	Clerk										
373.2	It was agreed that refresher training would benefit councillors on various aspects of finance and planning. Cllr Duckett agreed to set these training opportunities in motion so that they could take place before a parish council meeting.	Cllr Duckett to present a plan at the April meeting										
373.3	Clerk to attend Annual Return training with Staffordshire Parish Councils Association on Monday 10 th April 2017 and Planning Training with Warwickshire Association of Local Councils on Saturday 1 st April 2017 at a cost of £45. Proposed: Cllr Duckett; Seconded: Cllr Couchman	Clerk to action										
374 374.1	Correspondence Pensions Regulator – the staging date for the parish council is 1 st May 2017. Clerk to bring a report to April Parish Council meeting concerning a pension provider and responsibilities for the parish council.	Clerk to report to April full council										
374.2	Alex Broom – an email had been received from Alex Broom concerning possible development of housing on the site of St James School. Councillors were not aware of any discussion around housing on St James School. Clerk to feed comments back.	Clerk to write to Alex Broom										
374.3	Dark Lane – An email had been received concerning land ownership of fields adjacent to Dark Lane in order that SCC could undertake work on fallen trees. Clerk to clarify which Dark Lane was being discussed and Cllr Ken will check ownership at Dark Lane in Upper Longdon.	Clerk to contact SCC										
374.4	Email from Richard Meer concerning a proposal for Housing behind the Nags Head and Coulter Lane in Burntwood. There is a proposal to put 400 houses on Green Belt land. There were concerns that there is no infrastructure to support the development and traffic will use the lanes through Longdon Parish as a rat run.	Councillors to note										
375 375.1	Budget It was agreed that £109.60 be vired from Noticeboards and Shelter and put in Best Kept Village. Proposed: Cllr Duckett; Seconded: Cllr Meere											
375.2	Cllrs agreed that £2000 be earmarked for 2017/2018 to be used for Speed Reduction actions in Upper Longdon Proposer: Cllr Taylor; Seconded: Cllr Couchman											
376 376.1	VAT Return The VAT return for 2016/2017 was agreed Proposed: Cllr Watkins-Smyth; Seconded: Cllr Meere											
377 377.1	Accounts for Payment The following payments were agreed and approved:											
	<table border="1"> <thead> <tr> <th>Payee</th> <th>Cheque</th> <th>Net</th> <th>Vat</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>H Goodreid – expenses for postage and BKV purchases</td> <td>2122</td> <td>£320.21</td> <td>£60.46</td> <td>£380.67</td> </tr> </tbody> </table>	Payee	Cheque	Net	Vat	Total	H Goodreid – expenses for postage and BKV purchases	2122	£320.21	£60.46	£380.67	
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	Woodman Tree Services	2123	£350.00	£ -	£350.00	
	H Goodreid - March salary	Direct Debit	£551.20	£ -	£551.20	
	N Pinson - work to stile and footpath sign	2124	£65.00	£ -	£65.00	
	Staffordshire Parish Councils Association Annual Subs	2125	£352.00	£ -	£352.00	
	Terry Clifton - delivery of Longdon Life	2126	£50.00	£ -	£50.00	
	Proposed; Cllr Couchman; Seconded; Cllr Taylor					
377.2	Cllrs noted that only one representative from F and GP Committee was in attendance at the meeting to sign cheques. Cllrs agreed that Standing Orders be waived on this occasion to allow the Clerk to be the second signatory. It was made clear that this was an one off event and should not be repeated. Proposed: Cllr Couchman; Seconded: Cllr Meere					
377.3	It was agreed that the Standing orders be revisited on the aspect of signatures of cheques should this situation should occur again.					
378	Councillors Reports					
378.1	Cllr Meere brought up the issue of the Annual Assembly to the council. Cllrs agreed that this be held on 10 th May in the Village Hall starting at 7.30pm. Clerk to engage the speaker and contact all community groups for their reports.					Clerk to action
379	Date of Upcoming Meetings					
379.1	Longdon Parish Council Meeting - 7pm 11 th April 2017 in WI Hall, Longdon					
379.2	Highways and open Spaces Committee - 7pm 3 rd April 2017 in WI Hall, Longdon					
379.3	Annual Assembly 7.30pm 10 th May 2017 in Longdon Village Hall.					

The meeting closed at 8.45pm

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