

**LONGDON PARISH COUNCIL**

MINUTES OF THE **COUNCIL MEETING** held in W I Hall, Ford Lane, Longdon, on Tuesday 10<sup>th</sup> June 2014

Present: Councillors: Cllr. R. A. G. Clarke (Chairman); Cllr C. D. Cherry; Cllr. B. J. Butler; Cllr. A. J. Juxon; Cllr. M. J. Nash; Cllr. K. C. Taylor; Cllr. P. Couchman; Cllr K R Morgan; Cllr C. J. Webb

Clerk: Mrs C Dillow  
County Cllr. M. Tittley

No.	Item	Action
1.	<p><b>To receive apologies:</b> Apologies were received from: Cllr S.K.Welch; Cllr. Mrs H. A. Meere</p>	
2.	<p><b>To consider approving and signing minutes of the Full Parish Council meeting on 13<sup>th</sup> May 2014</b> The minutes were approved and signed as a true and accurate record.</p>	
3.	<p><b>Declaration of Personal &amp; Prejudicial interest in any item on the agenda</b> <i>(Note member should notify Monitoring officer within 28 days if not already)</i></p> <p>None received.</p>	
4.	<p><b>To receive any requests for dispensation</b></p> <p>None received.</p>	
5.	<p><b>Public Participation:</b> Members of the public are invited to address the Council on any issue over which it has a power.</p> <p>There were 4 members of the public in attendance who raised concerns regarding speeding vehicles and traffic calming along Upper Way. It was RESOLVED to move item 8 of the agenda to public open forum. It was noted there are problems with speeding along Upper Way and it has been an ongoing problem for a number of years, with the number of cars and lorries increasing over the last 6 years. A chicane was put in place some time ago but it has proved ineffective. It was proposed that the Parish Council request County Councillor Mr. Tittley take appropriate action under the Divisional Highway Programme towards traffic calming measures in Upper Longdon, a vote was taken with 8 Cllr's for the proposal and 1 objection from Cllr Taylor, it was RESOLVED that the Clerk write to Mr Tittley on behalf of the Parish Council to make the request.</p>	Clerk
6.	<p><b>Matters arising from the minutes of 13<sup>th</sup> May 2014</b></p> <p><b>Condition of noticeboards – update</b></p> <p>Upper Longdon x 2 boards – ok Longdon Green x 2 boards – ok High Street x 1 board – Cllr Couchman confirmed the board requires a coat of paint and he is happy to do this. Brook End x 3 boards – ok, Cllr Clarke reported there is a commercial poster on the board in the bus shelter in Brook End that needs removing.</p>	
7.	<p><b>Planning - To consider any planning applications received, including:-</b></p> <ul style="list-style-type: none"> <li>• 14/00530/FUL Field at Lysways Lane: Proposed extension to existing agricultural building for the storage of machinery and produce.</li> </ul> <p>RESOLVED Cllr Cherry to make comments as per similar applications in the parish</p> <ul style="list-style-type: none"> <li>• 14/00302/FUL The Stables, Hay Lane: Single Storey rear extension to form Conservatory – Cllr Cherry reported this application had been refused by Lichfield District Council.</li> </ul>	CC
8.	<p><b>Traffic calming in Upper Longdon – County Councillor Mr M Tittley</b> This item was discussed under item 5 of the agenda.</p>	

9.	<p><b>To establish a procedure to disseminate to parishioners information from outside bodies –</b> This was discussed and it was suggested forming a parish council office. The type of office, costs and suitable location would need to be investigated further along with the demand for information going out.</p>	
10.	<p><b>Reports of Meetings –</b></p> <ul style="list-style-type: none"> <li>• <b>Longdon neighbourhood plan update</b> Cllr Clarke gave a report on Neighbourhood planning – copy attached to the minutes</li> <li>• <b>Meetings of other organisations attended / to be attended by Councillors</b> Cllr Taylor gave a brief report on the Gentleshaw Village Hall Committee meeting. The grant application made has been successful and there is a proposal for allotments on the field.</li> </ul> <p>Cllr Cherry will try and attend the Longdon Village Hall Committee meeting next week and report back at the next meeting.</p> <p>It was noted there is a Governors meeting on 12<sup>th</sup> June at Gentleshaw School and interviews for the new Headteacher will be held around 2<sup>nd</sup> &amp; 3<sup>rd</sup> of July.</p>	
11.	<p><b>To receive update on Red Lion Inn – Cllr R Clarke</b> Cllr Clarke reported the contractors are expected to complete by mid July and the Red Lion will open around the start of August. Brunning and Price have sent a request to deal with the entrance to the car park / Hay Lane. Cllr Clarke has drafted a response requesting they re-consider a sound base; a copy was circulated to all members. RESOLVED members are happy with the response to be sent to Brunning &amp; Price through the Clerk.</p>	Clerk
12.	<p><b>Survey Procedure – Cllr R Clarke</b> This was dealt with at the parish council meeting of 13<sup>th</sup> May 2014.</p>	
13.	<p><b>Longdon Summer Fete – 5<sup>th</sup> July 2014</b> Cllr Webb reported the meeting of the working group is 10<sup>th</sup> June also so therefore he was unable to attend. It was noted there will be other organisations taking part and they hope for good weather!</p>	
14.	<p><b>General Administration –</b></p> <ul style="list-style-type: none"> <li>• Inventory / Asset Register RESOLVED to defer the item to the next agenda for further consideration</li> <li>• To approve &amp; sign internal audit form for submission to external auditor</li> </ul> <p>The clerk reported the internal audit had been completed satisfactorily RESOLVED to approve the audit form, this was signed by the Chairman and the clerk to make arrangements for submission to the external auditor.</p>	NA  Clerk
15.	<p><b>Councillor Reports</b> (for information only / further actions and decisions must be included on next agenda)</p> <p>Cllr Taylor reported Upper Longdon is to become a no cold calling area and Open Reach had recently carried out a repair near to the phone box in Upper Way and left the area in a mess.</p> <p>Cllr Clarke reported he had received some sad news that Mr Will Rose will be stepping down from the Highways &amp; Open Spaces committee after 15 years. He has done some excellent work and he will be sorely missed.</p>	
16.	<p><b>Correspondence and circulars received for information (Appendix A)</b></p> <ul style="list-style-type: none"> <li>• Electoral review of Lichfield – Draft recommendations</li> <li>• New minerals Local plan for Staffordshire 2015 – 2030 Notification for start of consultation</li> <li>• To receive any other correspondence for information</li> </ul> <p>This was noted.</p>	
17.	<p><b>. Clerks Update – (Appendix B)</b> This was noted. Cllr Morgan commented the summary of correspondence with Highways was not on the list of actions and felt that it should remain on the list until it had been received by Cllr's. The clerk explained that she had sent the list via email but had been experiencing internet problems with a number of her emails not being received and she assumed as she had heard from Cllr's that</p>	

	the email had been received o.k. The clerk confirmed she is happy to add the item back onto the list of actions and will try re-sending the email following the Parish Council meeting.	<b>Clerk</b>
18.	<p><b>Accounts</b></p> <ul style="list-style-type: none"> <li>To approve the accounts for payment – <b>(Appendix C)</b></li> </ul> <p>The accounts were noted as a true record and approved for payment.</p>	
19.	<p><b>Grant Applications</b> – To receive &amp; consider any requests for funding</p> <ul style="list-style-type: none"> <li>1<sup>st</sup> Longdon Guides</li> </ul> <p>RESOLVED Cllr Tittley agreed he would be happy to fund the 1<sup>st</sup> Longdon Guides with their first aid kit.</p> <ul style="list-style-type: none"> <li>Longdon Produce Show</li> </ul> <p>RESOLVED to support the application for £170.00 toward the rental of the Village hall &amp; W I Hall for one day to exhibit produce they grow.</p>	
20.	<p><b>A.O.B</b></p> <p>It was noted that following the last Parish Council meeting the clerk had been requested to add an item to the agenda headed communications and Cllrs were to think about anything they wish to take from the agenda that they feel would be beneficial to parishioners to be distributed for information by other means other than the minutes. Cllr Webb agreed he will edit the information and it will be added to the council website, noticeboards and places where the minutes are left. Cllr Cherry suggested it also be added to the Parish Council pages of the Lichfield Mercury.</p> <p>Cllr Juxon reported Church Hollow car park requires herbicide treatment. RESOLVED to ask Mr McCulloch to carry out work along side the grass cutting.</p> <p>Cllr Cherry reported signs from Brook End to Church Hollow and Church Hollow down to the village should be considered as it is not clear.</p>	
21.	<p><b>RESOLVED - Local Government Act 1972 - Exclusion of Press and Public - to resolve that the Press and Public be excluded from the meeting during consideration of the following items of business on the grounds that they are likely to involve the disclosure of exempt information as defined in the appropriate paragraph(s) Section 1[2] Public Bodies/Admission to meetings Act 1960.</b></p>	
22.	<p><b>Staffing Issues –</b></p> <ul style="list-style-type: none"> <li><b>Training</b></li> </ul> <p>The clerk reported there is a bursary scheme available to small councils which is to help towards any training that will aid the clerk in their councils work and if the council agrees she would like to re-sit the CILCA course. RESOLVED to allow the clerk to apply for the bursary to help towards the cost of the course and any training required as agreed in her contract.</p>	
23.	<p><b>Date and Venue of next meeting</b></p> <p>8<sup>th</sup> July Cannock Wood &amp; Gentleshaw Village Hall</p>	

The Chairman declared the meeting closed at 10.05pm