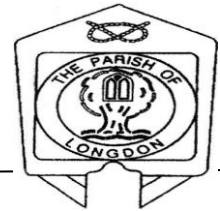


Longdon Parish Council

Longdon, Longdon Green, Upper Longdon, Gentleshaw

November 2016



To: Members of Longdon Parish Council, Press and Public

Dear Councillor

You are hereby summoned to attend a meeting of **Longdon Parish Council** to be held on **Tuesday 8 November 2016** at **7.00pm** at the WI Hall, Longdon at which the following business will be transacted.

Hilary Goodreid
Hilary Goodreid
Parish Clerk

AGENDA

- 310 Apologies for absence:** To note apologies for absence, and to approve reasons for absence where appropriate.
- 311 Declarations of Interest**
- 312 Chairman to close meeting for public session** - this will be limited to 15 mins (5 minutes per speaker).
- 313 Mr Alan White – Chair of Governors, St James School:** Mr White will be attending the meeting to talk to Cllrs re St James School.
- 314 Council Minutes:** To confirm as a correct record the Minutes of the Meeting of Council held on 11th October 2016.
- 315 Matters Arising:** To consider any matters arising.
- 316 Planning Applications:** To consider the recently submitted planning applications (below) and any other planning matters i.e. previous objections.

16/01134/FUL	1 The Grange, Upper Longdon, Rugeley WS15 1PG	Conversion of bungalow into a two-storey dwelling with a single storey extension to the kitchen and garage block.	
16/01075/COU	212 Chorley Road, Burntwood, Staffordshire, WS7 2PQ	Conversion and extension of workshop to form a 2no bedroom dwelling and associated works	
16/01161/COU	Land West Of, Hay Lane, Longdon Green, Rugeley	Change of use of agricultural land to a mixed agricultural and equestrian use, the erection of an equestrian barn containing 10 stables, tack room, feed store and the construction of hard standing.	
Progress on previously considered applications			
16/00874/FUL	Collingwood House, Lower Way, Upper Longdon, Rugeley, WS15 1QG	Single storey extension to rear to form sauna, shower and gym with extended patio area.	<i>Approved 14th October 2016</i>
16/01005/FUL	13 Brook End, Longdon, Rugeley, WS15 4PB	Single storey extension to rear to form Orangery, replacing exiting conservatory	<i>Approved 27th October 2016</i>

- 317 Precept Discussion:** Cllrs to consider the programme of works which will be fed into the precept request for 2017/2018

- 318 Outside Body Representatives Feedback:** Cllrs to report back where they have attended meetings: Cannock Wood and Gentleshaw Recreation Ground; AONB; Alms Houses; SPCA; Parish Forum; Longdon Village Hall; St James School Longdon; Chair of Governors invitation; School Road Crossing.
- 319 Communications by the Parish Council:** Feedback on communications through Lichfield Mercury, Longdon Life, Parish News etc.
- 320 Highways and Open Spaces:** Update on projects and work of this committee
- 321 Finance and General Purposes Committee:** The following proposals are to be put to the Full Council for their consideration and decision:
- 1. It was agreed that F and GP recommend to full council that the General Principles of Public Life be adopted as our Code of Conduct and get each Councillor to sign.**
 - 2. It was agreed that F and GP recommend to full council that the Standing Orders and Financial Regulations be sent back to full council for adoption with all wording put in place. The wording being that the committee would require one third of the committee to be present or at least 3 members to be quorate.**
 - 3. It was agreed that F and GP recommend to full council that the following documents be adopted as part of the New Councillor Induction process:**
 - **Application Form**
 - **Induction Pack**
 - **Parish Familiarisation documentation**
 - 4. It was agreed that F and GP recommend to full council that training information be included in the Induction and familiarisation pack for councillors.**
 - 5. It was agreed that F and GP recommend to full council that the Risk Assessment Register (October 2016) be adopted.**
 - 6. It was agreed that F and GP recommend to full council that the Finance and General Purposes Committee monitor and if required, recommend actions to, all sections of the Risk Assessment Register apart from Sections 3 and 4. It is further recommended that Sections 3 and 4 of the Risk Assessment Register be monitored and actions identified to full council, by Highways and Open Spaces Committee.**
 - 7. It was agreed that F and GP recommend to full council that the Disciplinary and Grievance Procedure be adopted.**
 - 8. It was agreed that F and GP recommend to full Council that the Parish Council recognises the Trade Union that its employees are members of.**
- 322 Correspondence:** All items of correspondence received are to do with ongoing matters except for:

323 Budget: To receive the monthly update report and to receive the budget profile for 2016/2017.

324 Remembrance Wreath: Cllrs to consider the purchase of a Remembrance Wreath at a cost of £30.

325 Accounts for Payment: To consider the below payments:

Payee	Net	Vat	Total
Gentleshaw and Cannock Chase hire of hall on 13 th September 2016	£30.00	£ -	£30.00
Longdon villages grant	£135.00	£ -	£135.00
G Duckett – Remembrance Wreath	£25.00	£5.00	£30.00
H Goodreid – purchase of replacement wooden planting barrel	£34.99	£ -	£34.99
Longdon WI – hire of hall for September and October 2016	£72.00	£ -	£72.00
NALC – registration fee for Local Council Award Scheme	£50.00	£10.00	£60.00
NJP Garden Maintenance – installation of stile and posts	£106.62	£ -	£106.62

326 Councillors reports: To hear any items of importance which councillors may wish to raise (no decisions will be taken in this item).

327 Date of upcoming meetings:

Tuesday 22nd November 2016 – Finance and General Purposes Committee – 7pm at WI Hall, Longdon

Tuesday 10th January 2017 – Longdon Parish Council – 7pm at WI Hall, Longdon