

Longdon Parish Council

Minutes of Meeting of Longdon Parish Council held 7.00pm on Tuesday 13th February 2018 at WI Hall, Longdon.

Present: **Parish Councillors:** G Duckett (Chair), Cllrs. H Meere, C Webb, H Hulme, A. Fullwood, A. Cliffe and K. Taylor and SCC Cllr M Tittley.
Clerk: Mrs C. Heelis (Locum Clerk).
Public Attendees: Mrs D. Howells.
Apologies: Cllrs J Watkins, E Stevens, B Butler, P. Couchman and LDC Councillor I Pritchard.

Min No.	Item	Action
520 520.1	Apologies & Acceptance of Absence Apologies were received and accepted from Cllrs J Watkins, E Stevens, B Butler, P. Couchman	
521 521.1	Declarations of Interest Cllr. C. Webb – Planning Application 17/01604/FUL Cllr. H. Meere – Planning Application 18/00188/FUL	
522 522.1	Chairman to close meeting for public session Mrs Howells did not wish to raise any matters with the Council.	
523 523.1	Minutes of Monthly Full Council Meeting held 9th, January 2018. The minutes were read and approved. Proposed: Cllr A. Fullwood. Seconded: Cllr H. Hulme. It was resolved to approve and accept the minutes of 9th, January 2018.	
524 524.1	Matters Arising All matters had been dealt with or were on the agenda except for: 424.1 – Cllr Meere indicated that discussions were still ongoing with the County Councils' solicitor regarding the land purchase at Gentleshaw. 470.1 – Cllr Stevens and Meere had not been to the bank to authorise their signatures. 512.5 – Inconsiderate and dangerous parking – The PCSO had visited the school and spoken to owners of vehicles parked obstructing the pavements. The situation on Church Hill had subsequently improved, however, parking on Stockings Lane and High Street remained a problem with pushchairs and wheelchairs were unable to pass on the pavements. 514.1 – Councillor Training - Mr Toplis was unable to undertake any training as this would be in conflict with his role as Internal Auditor. The SPCA quoted £240 per session plus mileage costs. The Good Councillor Guide was out of print and being updated, however, copies had been circulated to members by email. Cllr. Duckett had distributed copies of general notes containing details of planning considerations, which could be used in objecting / supporting applications and suggested inviting a Planning Officer to conduct a brief information session. It was noted that the link to LDC Planning Public Access had disappeared from the website and needed to be reinstated. Cllr Webb proposed that a Planning Committee was formed to discuss applications which required the submission of comments between Council meetings. It was agreed to consider this after the planned training session.	 Cllr Meere Cllrs to do Clerk to request a repeat visit from the PCSO. Cllr. Duckett to arrange a short training session on Planning and contact Eric Roy regarding the missing link.

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525		Planning Applications			
525.1	17/01604/FUL	Land South of Sunny Corner, Upper Way, Upper Longdon	Erection of 2 bedroom detached dwelling & single detached garage with associated works.	Detrimental impact on character of area, detrimental to highway safety, increase in traffic, loss of privacy	Objections submitted
525.2	18/00053/LBC	Hill Top Farm, Hill Top, Rugeley	Works to Listed Building to enable conversion of Cow House & bakehouse to form a 2 bedroom dwelling, erection of brick boundary walls and associated external works.	No objections	Response of no objections submitted
525.3	18/00052/COU	Hill Top Farm, Hill Top, Rugeley	Conversion of Cow House & bakehouse to form a 2 bedroom dwelling, erection of brick boundary walls and associated external works.	No objections	Response of no objections submitted
525.4	18/00036/FUL	32, Upper Way, Upper Longdon	Single storey rear extension to form kitchen, utility, garden room, new porch to front, replacement of windows and external works to elevations.	No objections	Response of no objections submitted
525.5	18/00067/FUL	Hagley House, Lower Way, Upper Longdon	Single storey extension to front to form utility room, garage & gym, two storey extension to side to extend kitchen at ground floor level & extend existing bedroom & en-suite and balcony at first floor level, two storey extension to rear to extend lounge at ground floor level and form balcony at first floor level.	No objections	Clerk to submit response of no objections
525.6	18/00057/FUL	Hawthorn Cottage, Windmill Bank, Gentleshaw	Demolition of existing detached garage and subsequent two storey extension to side to form garage, hallway & utility at ground floor level and form 3 bedrooms and en-suites at first floor level. Installation of new below ground living room.	Out of keeping with rural vernacular and contrary to the emerging Neighbourhood Plan	Clerk to submit comments
	18/00085/FUL	Cagliari, Lower Way, Upper Longdon	Single storey extension to rear to extend sun room and dining area, new first floor section to form 3no bedrooms, 4 no en-suites and associated modifications.	No objections	Clerk to submit response of no objections
	18/00137/FUL	The Hollies,	2 storey extension to	No objections	

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525.7		Chapel Lane, Gentleshaw	side to form kitchen, and porch at ground floor level, & dressing room & en-suite at first floor level.		Clerk to advise no objections
	18/00188/FUL	The Cottage, Malthouse Road, Cross Ash, Rugeley	2 storey rear extension to form dining room, kitchen, two bedrooms and en-suite and two dormer windows to front.	There were no objections to the proposals however, it was noted that work had commenced in advance of obtaining planning permission	Clerk to advise LDC
525.8	18/00138/FUL	Moat Farm, Borough Lane, Longdon	Erection of outbuilding to form barn for storage of existing agricultural equipment and animal feed	The submission of this application followed the refusal of an agricultural determination application as the proposed development was considered not reasonably necessary for the purposes of agriculture within the unit.	Clerk was to submit no objections but to make reference to the recent refusal.
525.9					
525.10	<p>Neighbourhood Plan – Cllr Duckett reported that the District Council had supplied the names and details of two inspectors who could conduct the required examination of the Plan. It was agreed to request the appointment of the Rural Planning Inspector as opposed to the one more often used in urban areas.</p>				Cllr. Duckett to advise LDC.
526	<p>Outside Body Representatives Feedback</p>				
526.1	<p>School Governors:- Cllr Cliffe reported that the Governors had expressed concerns about a possible new development at Courtbank Farm, Slang Lane. It was agreed to contact the District Council to enquire whether a Section 106 or CIL agreement would be implemented to ensure that there would be adequate infrastructure if planning permission for the development was secured.</p>				Mrs Heelis to contact LDC
527	<p>Communications by the Parish Council</p>				
527.1	<p>Vacancy for Clerk – It was noted that two applications for the post had been received. Interviews were to be arranged with a panel consisting of Cllrs Duckett, Webb, Meere and Mrs Heelis.</p>				Mrs Heelis to arrange interviews with the candidates.
527.2	<p>Distribution of Longdon Life – An offer to deliver some copies of Longdon Life had been received from Janet Allen and the Chair of the Parochial Charities. It was agreed to proceed with the delivery of the next edition with the help of Councillors and volunteers and re-assess the situation for future deliveries.</p>				Mrs Heelis to accept this kind offer of assistance.
527.3	<p>Parish Newsletter – It was agreed that items of interest would be considered at the end of meetings to enable a newsletter to be compiled for display on the noticeboards.</p>				Input required from all members
527.4	<p>Annual Assembly –The Hall had been Booked for April 25th, 2018 and Cllr Tittley agreed to give a short presentation. The CAB representative was unavailable and Mrs Heelis was awaiting a response from Joanne Rea Lichfield District Commander to indicate whether a representative of the Police would be able to attend.</p>				Mrs Heelis to invite Groups

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527.5	World War 1 Commemorations – Cllrs Taylor, Hulme and Duckett agreed to form a working group, contact other groups in the Parish and carry out a feasibility study.	Working Group to meet and consult – Cllrs Taylor, Duckett and Hulme.
528	Highways and Open Spaces – Minutes of a meeting of the Committee held on January 30 th , 2018 had been circulated.	
528.1	Interpretation Boards:- Cllr Cliffe circulated a possible design for a sign and quotes had been obtained from Estate Signs and Print, Shelley Signs and Leander Architecture, of which, Estate Signs was local and the most reasonable. It was considered that signs were required for Gentleshaw and Longdon. Cllr Cliffe agreed to contact Estate Signs and establish what the cost would be to supply and install the two signs. Suitable maps would be required with text and artwork. The Highways and Open Spaces Committee was authorised to place an order for up to £1100. A further smaller sign was needed for Longdon Green with details of the SSSI and orchids and other flora and fauna in the vicinity. A budget of £400 had previously been authorised.	Cllr Cliffe to obtain costings and other details and revert to the H&OS Committee
528.2	Advising Parishioners of responsibilities regarding hedgecutting – It was agreed to send out letters to householders responsible for the cutting of hedges to remind them of their duty in March.	Letters to be sent in March
528.3	Gateway Features – Cllr Cliffe had approached Estate Signs and obtained costs for various signs. Mrs Heelis was asked to contact Rangemore Parish Council to ask which company had manufactured their signs, which were similar to what was required. Members needed to determine exactly what design was preferred to enable costings to be obtained. Cllr Duckett agreed to contact Mr Mellor SCC to discuss locations for the signs.	Mrs Heelis to contact Rangemore PC Cllr Duckett to contact Mr Mellor
528.4	Re-Print of Footpaths Leaflets – A quote had been received from Benhill Press to print 500 copies of each of the 8 leaflets for £598.00. The Council resolved to place an order for the re-print.	Mrs Heelis to place order with Benhill Press
528.5	Grass Cutting Contract:- Tenders ad been invited from Trent Grounds Maintenance, Branch Walkers and Mr McCulloch for 10 cuts at each of the 6 sites in the Parish. Quotations would be considered at the next meeting of H&OS committee.	H&OS agenda
528.6	Footpath 36 – Glebe Field:- The Path was overgrown and in need of digging out and resurfacing with stone. Mrs Heelis was asked to contact McCarthy Brothers to obtain a price and Cllr Meere agreed to contact Mr Healey for an alternative quote. It was proposed to apply for funding from the Community Paths Initiative Scheme towards the cost, in addition to funds towards a new walk leaflet involving new steps on Footpath 66 and the replacement of a stile with a kissing gate.	Quotes to be obtained CPI application required
528.7	Dark Lane:- Cllr Tittley confirmed that the Lane was to be formally closed and a consultation would be undertaken by the County Council with local residents, which should establish the type of access required in the future.	
529	Finance and General Purposes Committee	
529.1	a meeting was to be arranged and members notified.	
529.2	Grant Application – Longdon Pre-School:- The Pre-School was requesting a grant towards the replacement of vandalised Play equipment. Although the Council wished to support the pre-school, members were concerned that the insurance policy currently held involved a £500 excess	Cllr Fullwood to visit the Pre-School

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	charge. It was resolved that Cllr. Fullwood would visit the Pre-School to see if she could offer any advice to prevent the situation from arising again. The Council considered that a grant of up to £500 was appropriate but determination would be made in March following the outcome of Cllr Fullwood's visit.																					
530 531.1	Internal Audit A report was still awaited from Mr Toplis	Agenda for next meeting																				
531 531.1	Correspondence Best Kept Village Competition:- The entry papers were to be passed to Cllr Fullwood. Cllr Fullwood was going to approach the District Council to ask whether maps of the area could be provided for the competition.	Cllr Fullwood to approach LDC regarding the provision of maps																				
531.2	Financial assistance to churches:- Cllr Duckett referred to a legal briefing from NALC confirming that under the prohibition of financial assistance towards churches outlined in the 1894 LG Act could not be overridden by the LGA 1972 Section 137, deeming it unlawful for a Parish Council to contribute towards the maintenance or improvement of buildings or land. The Clerk was asked to contact SCC to establish ownership of the land in front of St James The Great Church and Church Hollow, in order to identify who was responsible for the upkeep of these areas.	Clerk to contact SCC																				
531.3	Request for grit bin:- An email had been received from Mrs Rogers, 69, Upper Way requesting a bin at the top of Shavers Lane. Mrs Rogers stated that there had been a bin, which had disappeared, although Councillors could not recall there being a bin at this location. Criteria for locations to be considered for a bin included steep gradients, severe beds and junctions onto major routes.	Cllr Taylor to investigate.																				
531.4	Dark Lane:- Cllr Duckett referred to a letter received from Mr Hammersley detailing costings regarding the reparation of Dark Lane. However, as Cllr Tittley had confirmed earlier in the meeting that the Lane was to be formally closed, any further comments would be dealt with through the consultation process being undertaken by the County Council. Cllr Tittley confirmed that he had a copy of Mr Hammersley's letter.																					
532 532.1	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>Longdon Village Hall (AA)</td> <td>2189</td> <td>30.00</td> <td>-</td> <td>30.00</td> </tr> <tr> <td>Eric Roy – web support & maintenance</td> <td>2190</td> <td>130.00</td> <td>-</td> <td>£130.00</td> </tr> <tr> <td>C. Heelis – remuneration & expenses January 2018</td> <td>2191</td> <td>812.50 111.60</td> <td>- 7.46</td> <td>812.50 119.06</td> </tr> </tbody> </table> Proposed; Cllr. Hulme Seconded; Cllr. Meere It was agreed to approve the payments.	Payee	Cheque	Net	Vat	Total	Longdon Village Hall (AA)	2189	30.00	-	30.00	Eric Roy – web support & maintenance	2190	130.00	-	£130.00	C. Heelis – remuneration & expenses January 2018	2191	812.50 111.60	- 7.46	812.50 119.06	
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534 534.1	Date of Upcoming Meetings Longdon Parish Council meeting – Tuesday 13 th , March 2018 – 7pm – CW&G Village Hall.																					
534.2	Highways and Open Spaces Committee – Tuesday March 6 th , 2018 - 7pm – Longdon WI Hall.																					

The meeting ended at 9.15pm

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