

Longdon Parish Council

**Minutes of Council Meeting of Longdon Parish Council held 7.00pm on Tuesday 9th February 2021
7pm delivered on ZOOM.**

Present: **Parish Councillors:** H Hulme, C Stevens, T Johnson, G Crowe, G Owens, M.Pritchard, N.Betteley
Other Councillors: None
Clerk: C E Gracey
Public Attendees: None
Councillor Apologies: Cllr. John Watkins-Smythe

Min No.	Item	Action
395	Apologies & Acceptance of Absence	
395.1	Cllr. John Watkins-Smythe submitted his apologies for being unable to attend.	
396	Acting – Chairman for the Meeting	
396.1	Cllr. Craig Stevens chaired the meeting– he opened the meeting & welcomed the 2 new Councillors Nick Betteley, Dr. Mark Pritchard & Members to this evening’s meeting.	
397	Declarations of Interest	
397.1	Cllr. Nick Betteley declared a non-pecuniary interest in item 5 & 8	
398	Chairman to close the meeting for the public session – this will be limited to 15 minutes (5 minutes per speaker)	
398.1	No comments	
399.1	Council Minutes: To confirm as a correct record the Minutes of the Meeting of the Council held on 12th January 2021	
	Resolved that the minutes of the Monthly Full Council Meeting held on 12 th January 2021 were approved as a correct record, subject to the following amendments 365.1 Cllr. Trevor Johnson passed the notices onto a farmer for fixing. 385.5 should read up to £250 grant awarded. 385.3 Additional grass cutting was budgeted for but not formally approved. Minutes proposed by the Cllr. Craig Stevens (Acting- Chairman) seconded by Cllr. Helen Hulme and carried.	
400	Matters Arising:	
400.1	360.1 Health & Safety Issues on Lysway Lane, traffic survey is taking place at the moment, which may not give a positive outcome because of the lockdown, with fewer vehicles on the roads. Roadway defects were reported to Staffs CC, inspected and considered to be okay. Cllr. Nick Betteley commented on the amount of chippings that remain on the roads following the highways resurfacing, the loose chippings need sweeping up. Cllr. Helen Hulme commented that there was a road sweeper in Longdon village this morning.	
401	Planning	
401.1	21/00146/PND Change of use from agricultural buildings to form 3nr. residential dwellings & associated facilities Hanch Farm Lysways Lane Hanch – no objections/comments	

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401.2	21/00148/FUL Installation of 3nr. rooflights@ WI Hall Ford Lane Longdon – no objections/ comments	
401.3	21/00183/FUH Single Storey extension to side @ 104 Upper Way Upper Longdon – no objections/comments	
402.1	Outside Body Representatives Feedback	
402.1	None attended – nothing to report	
403	Environment Issues	
403.1	<ul style="list-style-type: none"> Dog Fouling – Public rights of Way Dogs on leads – The notices are now with the farmer for fixing, Cllr. Trevor Johnson will check that they are in place. Additional dog fouling notices have been ordered for Upper Longdon area and Cllr. Gladys Crowe confirmed that she had received them. 	Cllr.TJ
403.2	<ul style="list-style-type: none"> Greens @ Longdon Green – The Chairman commented that the Council are checking with Land Registry to confirm land ownership and responsibility for the brook. Members discussed the brook the ownership of the golf club, who annually receive a letter from the parish council asking them to ensure the ditch is clear, Cllr. Nick Betteley commented that they may have cleared the ditch to prevent the course from flooding, but they have not carried out any work on the brook or have they removed trees which have been fallen down for several years. Members agreed to set up a working group to formulate a plan to deal with brook problems, Cllr, Trevor Johnson will take the lead, along with the Cllr. Craig Stevens(Acting Chairman) & Cllr. Mark Pritchard. 	Cllr.TJ
403.3	<ul style="list-style-type: none"> Gully Emptying – within the Parish - The Chairman commented that there was money allocated in the 2021-22 budget, but at present Staffs CC are carrying out gully work in the parish. Cllr. Trevor Johnson commented that this time last year there were floods around the parish & SSC carried out work, which has worked well. Cllr. Nick Betteley commented on flooding at Hill Top & a broken manhole cover, Cllr. Trevor Johnson replied that he had reported the problem. 	
403.4	<ul style="list-style-type: none"> Wild Seed Meadow – Cllr. Helen Hulme commented that the area to carry out a trial area was the green beside Berkley Way, Members discussed the request from a resident to cease mowing of the Berkeley Way Green to enable the dandelions to flower, so helping bees and other pollinators to find pollen during May and June. Cllr. Helen Hulme reminded the meeting of an outstanding related item on this subject, namely the Sowing of a Wild Flower Meadow. After much discussion on how to proceed on these items Cllr. Trevor Johnson offered to look at alternative proposals and report back to Council, Cllr Trevor Johnson will take the lead on this project. 	
403.5	<ul style="list-style-type: none"> BKV – Members discussed the competition and agreed to leave this item on the agenda for further consideration. The clerk will seek more information as to whether it is planned for the competition to run this year. 	CEG
403.6	<ul style="list-style-type: none"> Public Rights of Way – stiles – The Acting - chairman confirmed that the replacement steps on one of the stiles had been completed in Gentleshaw and there are currently 6 more stiles around Upper Longdon to be considered for repairs. The clerk will contact Staffordshire County Council about purchasing stiles/gates, which may be more economical than having the stiles repaired. 	CEG
403.7	<ul style="list-style-type: none"> Grass cutting schedule – Members discussed the grass cutting in particular the request to add the verge on the West side of the A51 between the church car park to the second Brook End junction, a 	

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403.8	<p>quotation is being sought from the contractor to be considered to include this verge in the grass cutting schedule, with prior approval. Members discussed the additional 2 cuts of grass offered by Staffs CC to be completed by 31st March 2021, Members concluded that March was too early in the season to have 2 cuts of grass.</p> <ul style="list-style-type: none"> • Clearance of footpath along A51 – deferred until the next meeting 																					
<p>404</p> <p>404.1</p>	<p>FINANCE</p> <ul style="list-style-type: none"> • Asset Register – Members discussed the register, approval proposed by Cllr. Helen Hulme seconded by Cllr. Trevor Johnson & carried. Cllrs. Nick Betteley & Mark Pritchard both require a copy, the clerk will forward copies. • Risk Assessment proposed Cllr. Helen Hulme seconded by Cllr. Craig Stevens (Acting Chairman) and carried, all Members will receive the approved copy. • Approve Budget amendment 2021-22 – Cllr. Craig Stevens(Acting Chairman) commented on the budget amendment for the increase in hours for the Clerk to 48hrs per month, the additional salary cost taken from non-community tasks to facilitate the increase, proposed by Cllr. Craig Stevens (Acting Chairman) seconded by Cllr. Gladys Crowe & carried. • Receipts & Payments Statement & copy of the bank statement for 1st April to 31st January 2021 period, proposed by Cllr. Trevor Johnson, seconded by Cllr.Helen Hulme & carried <table border="0" style="width: 100%;"> <tr> <td colspan="2">Bank Reconciliation</td> <td colspan="2">Cash Book Reconciliation</td> </tr> <tr> <td>Current Account @ 31/01/21</td> <td style="text-align: right;">47007.82</td> <td>C/FWD</td> <td style="text-align: right;">34666.68</td> </tr> <tr> <td>Less unrepresented cheques</td> <td style="text-align: right;">0.00</td> <td>Receipts</td> <td style="text-align: right;">31626.42</td> </tr> <tr> <td></td> <td></td> <td>Payments</td> <td style="text-align: right;">19285.28</td> </tr> <tr> <td>Balance @ 31/01/21</td> <td style="text-align: right;"><u>£47007.82</u></td> <td>Bal @ 31/01/21</td> <td style="text-align: right;"><u>£47007.82</u></td> </tr> </table> <ul style="list-style-type: none"> • Approve continuity of service of Internal Auditor A. Toplis & Associates for the forthcoming financial year 2021-22 proposed by Cllr. Helen Hulme seconded by Cllr. Craig Stevens (Acting-Chairman) and carried. • Approve earmarked funds for £10,000 Community Projects across all areas, £4,000 for Elections Funds for the current financial year 2020-21 funds proposed by Cllr. Gladys Crowe seconded by Cllr. Greg Owens and carried 	Bank Reconciliation		Cash Book Reconciliation		Current Account @ 31/01/21	47007.82	C/FWD	34666.68	Less unrepresented cheques	0.00	Receipts	31626.42			Payments	19285.28	Balance @ 31/01/21	<u>£47007.82</u>	Bal @ 31/01/21	<u>£47007.82</u>	<p>CEG</p> <p>CEG</p>
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<p>405</p> <p>405.1</p>	<p>Correspondence</p> <p>The Clerk confirmed that all correspondence received by email was forwarded to Councillors, including the following:</p> <ul style="list-style-type: none"> • SPCA Extra Bulletin dated 5th January 2021 emailed to Council 5th January 2021 • LDC Winter Wonderland details emailed to Council 5th January 2021 • Robert Lewis Bespoke Bench details emailed to Council 5th January 2021 • SCC Library Services information on lockdown emailed to Council 6th January 2021 																					

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- LDC Window Wanderland 1st email, not received until 7th, emailed to Council 7th January 2021.
- SPCA Bulletin dated 7th January 2021 emailed to Council 7th January 2020
- LDC information of preserving heathland's habitats, emailed to Council 7th January 2020
- LDC information on planning refusal decision appeal on Land off Tithe Barn Lane Gentleshaw.
- LDC email regarding Covid 19 testing emailed to Council 12th January 2021
- NALC email Making Change to Local Communities emailed to Council 12th January 2021
- LDC email regarding media release showing outline designs for Lichfield's new leisure centre, emailed to Council 13th January 2021
- Staffs CC Highways response to email sent regarding outstanding jobs raised at Lysways Lane Longdon, **as discussed in matters arising minute 400.1**
- SPCA Bulletin dated 14th January 2021 emailed to Council 14th January 2021
- NALC update on forthcoming elections emailed to Council 14th January 2021
- LDC information on Burntwood Leisure Centre becoming a Covid 19 testing centre emailed to Council 15th January 2021
- Email from a resident regarding a fallen tree at Beech Walk junction Berkeley Way emailed to Council 16th January 2021 **The work is now complete, including a dead tree that has been removed & the site tidied.**
- Email with details of NHS, Social Care & Frontline Workers day emailed to Council 19th January 2021
- Resident rang from Longdon Green about an overgrown hedgerow on Church Hill details passed to Council on 20th January 2021. **This work has now been done by the landowner.**
- SPCA Bulletin dated 21st January emailed to Council 21st January 2021
- LDC information on CEO stepping down emailed to Council 21st January 2021
- Staffordshire Police survey Your Police,.Your Survey emailed to Council 22nd January 2021.
- Resident from Gentleshaw emailed about a public right of way along Windmill Bank, with lots of visitors walking the area & concerns about covid 19, emailed to Council 25th January 2021 **Public right of way has been removed from the website & the walk has been suspended until further notice.**
- Response from District Cllr. Rob Strachan regarding suitable meeting dates, emailed to Council 27th January 2021 **Members discussed the problem and agreed to the write to the Council Leader.**
- SPCA Training Newsletter Spring Edition emailed to Council 27th January 2021
- SPCA Bulletin dated 28th January 2021 emailed to Council 28th January 2021
- Email from resident re Flooding on Stockings Lane by the Racing Stables, emailed to Council 1st February 2021 **The clerk has reported the problem to Staffordshire CC Highways, Members discussed the flooding which has been in this location for many years.**

Signed.....

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- Email from Vice-Lord Lieutenant of Staffordshire with attached letter regarding unsung heroes emailed to Council 1st February 2021
- SPCA Bulletin dated 4th February emailed to Council 4th February 2021
- HS2 Phase 2a annual meeting minutes & newsletter emailed to Council 4th February 2021
- SPCA Extra Bulletin dated 5th February emailed to Council 5th February 2021
- Email from resident regarding the grounds maintenance & wild flowers, emailed to Council 5th February 2021 **As discussed in minute nr.403.7**
- SPCA Extra II Bulletin dated 6th February 2021 emailed to Council 6th February 2021
- Email from Staffs CC about outstanding work on Borough Lane & traffic survey on Lysways Lane emailed to Council 8th February 2021 **Work to be completed on Friday 12th February 2021.**
- Email from resident about walks Nr. 6 & 9 emailed to Council 8th February 2021 **Walk Nr. 6 has been suspended for the present time, Walk Nr. 9 is to be uploaded to the website as soon as possible, and the resident has been informed.**

CEG

406

Accounts for Payment: to be included in Finance section for the next meeting

406.1

Approval of the following payments were considered by the Council:

Payee	Invoice Nr.	Cheque Nr.	Nett	VAT	Total
G C McCulloch(Tree removal & tidy site)	76	002526	180.00	-	180.00
C E Gracey (February salary)		002527	441.43	-	441.43
C E Gracey (Expenses postage- photocopying – stationery – ZOOM fees – notices)		002528	71.24	8.04	79.28
SPCA(Training seminars)	20/464 & 20/478	002529	80.00	-	80.00
E A Roy(2021-22 annual maintenance)	583	002530	140.00	-	140.00
Lichfield DC(Election charges May 2019)	M0007562989	002531	96.94	-	96.94
WCAVA(Payroll fees January)	2020677	002532	115.90	1.10	117.00
Craig Stevens(Land registry fees)		002533	18.00	-	18.00
P J Wood (Repairs to existing stile)		002534	230.00	-	230.00

Resolved that the payments be made proposed by Cllr.Gladys Crowe seconded by Cllr.Helen Hulme & carried

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Date:.....

407	Asset of Community Value – Swan with 2 Necks PH	
407.1	Cllr. Craig Stevens (Acting Chairman) confirmed that the application form would be submitted with a copy of the signed January minutes shortly and thanked Cllr. Trevor Johnson for all his assistance in this matter.	CEG
407.2	Cllr. Trevor Johnson commented that a letter of thanks should be sent to the Managers at the Swan PH, for their commitment to the community, during the lockdown period, and a special thank you to the anonymous residents who donate monies to provide hot meals for the residents, prepared & delivered by the Swan PH, this was agreed.	CEG
408	Commemorative Bench in the Parish	
408.1	Members discussed the bench to commemorate all past servicing councillors. & agreed to have one plaque with appropriate wording, a decision on the location of the bench and the wording will be deferred until the next meeting. Cllr. Nick Betteley agreed to obtain a quotation for both a new bench and the commemorative plaque for discussion at the next meeting.	Cllr. NB
409	Website – Update	
409.1	The Clerk confirmed that the all the information received from organisations & businesses has been uploaded to the website, however responses from contacted people is still outstanding	
410	Communication	
410.1	Cllr. Greg Owens commented on the proposed emailed newsletter, Members discussed the content, and agreed to set up a working group with Cllr. Greg Owens as the lead, to consider further.	Cllr.GO
411	Roles & Responsibilities	
411.1	Cllr. Craig Stevens(Acting Chairman) commented on Councillors dealing with specific areas as mentioned in his email to Members prior to the meeting, it was agreed that Members will liaise with the Acting-Chairman regarding this matter, for further discussion at the next meeting.	
412	Neighbourhood Plan	
412.1	Cllr. Craig Stevens(Acting-Chairman) commented that Lichfield DC are refreshing their local plan in March/April 2021, these minor changes may affect our neighbourhood plan and it may result in making changes, more details to come.	
413	Items for Future Meetings : To consider items for inclusion on future agenda (no decision will be taken at this time)	
413.1	No comments	

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414

Dates of Upcoming Meetings

414.1

The following meetings were agreed:

- 9th March 2021 delivered on Zoom details to be confirmed
- 13th April 2021 " " " "

This meeting ended at 9pm

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