

# Longdon Parish Council

Longdon, Longdon Green, Upper Longdon, Gentleshaw  
September 2024



To: Members of Longdon Parish Council, Press and Public

Dear Councillor

You are hereby summoned to attend the Council meeting of **Longdon Parish Council** to be held on **Tuesday 10<sup>th</sup> September 2024 @ 7pm** at Cannock Wood and Gentleshaw Village Hall Buds Road Cannock Wood to which the following business will be transacted.

Chris Gracey  
Parish Clerk

## AGENDA

- 1 Apologies for absence:** To note apologies for absence: - Cllr. Richard Cox
- 2 Declarations of Interest:** Members to declare any interests.
- 3 Chairman to close meeting for public session** - this will be limited to 15 mins (5 minutes per speaker)
- 4 Council Minutes:** To confirm as a correct record the Minutes of the Meeting of Council held on 9<sup>th</sup> July 2024.
- 5 Matters Arising:** To discuss matters arising from the minutes.
- 6 County Councillor's Report -**
- 7 District Councillor's Report**
- 8 Planning Applications:** To consider the recently submitted planning applications (below) and any other planning matters ie. previous objections.

<b>Planning Application</b>	<b>Proposition</b>	<b>Planning Officer/Deadline</b>
24/00375/LBC 2 Old Barnhouse Mews Hill Top	Works to listed building consisting of replacement windows and doors	Refused 5 <sup>th</sup> August 2024
24/00436/FUH Roselyn Lower Way Upper Longdon	Erection of single storey rear extension	Approved 30 <sup>th</sup> July 2024
24/00445/FUH The Old Lawn Lysways Lane Longdon Green	Demolition of existing rear extension and erection of a single and two storey side/rear extension to form double garage, games room, gym and utility – no objections	Approved 16 <sup>th</sup> July 2024
24/00525/FUL Chetwynd Arms 57 Upper Way Upper Longdon	Erection of single storey rear commercial kitchen extension – no objections	Approved 28 <sup>th</sup> June 2024
24/00612/FUH 15 Brook End Longdon	Erection of single storey side extension and front porch extension objections over development of the site with no special circumstances – concerns about parking causing obstruction to neighbours	Refused 23 <sup>rd</sup> July 2024

24/00067/LBC Hill Top Farm Hill Top Longdon Green	Works to listed building to install replacement front and side windows and door.	Refused 23 <sup>rd</sup> August 2024
24/00229/COU Ivyhurst Lower Way Upper Longdon	Proposed change of use of building from residential out building to holiday apartment (Use Class C1)	Approved 6 <sup>th</sup> September 2024
24/00876/LBC Old Barnhouse Mews Hill Top	Replacement of all external joinery	
24/00896/COU The Smithy Lower Way Upper Longdon	Change of use from holiday let/annex to single residential unit.	
24/00928/FUL Churchfield Cottage Smithy Lane Longdon	Erection of 1 NR. replacement dwelling	

Please note, planning sent to the Parish Council after the publication of the agenda, may also be considered.

**9 Outside Body Representatives Feedback:** Cllrs to report back where they have attended meetings. – Staffordshire County Council Community Strategy

**10 Environment Issues**

- Grass cutting issues
- Flooding in the parish –
- Highway maintenance – land drainage and natural water course maintenance
- Stocking Lane

**11 Finance**

- 1. Receipts & Payments Statement 1<sup>st</sup> April to 31<sup>st</sup> August 2024
- 2. Accounts for Payment during August and September 2024
- 3. Budget 2024-25 – tracker sheet 1<sup>st</sup> April to 31<sup>st</sup> August 2024
- 4. Review LPC Asset Register and check items
- 5. Financial Regulations revised by NALC May 2024 – review and approve
- 6. AGAR 2023-24 approve completion external audit for publication
- 7. Budget 2024-25 tracker sheet up to 31<sup>st</sup> August 2024
- 8. Interim Internal Audit for 2024-25 9<sup>th</sup> September 2024 – email addresses for councillors.
- 9. Appoint Internal Audit for 2024-25
- 10. Online payments authorisation from signatory

**12 Correspondence Report:** To receive a report from the Clerk on Correspondence received and forwarded to Council.

Email from LDC on the proposed planning application emailed to council 18<sup>th</sup> July 2024.

Email from SCC with details of Cannock Chase National Landscape Review 2023-24 emailed to council 23<sup>rd</sup> July 2024.

Email from resident regarding landownership and littering of grass and hedge cutting emailed to council 23<sup>rd</sup> July 2024 and acknowledged resident 23<sup>rd</sup> July and 15<sup>th</sup> August, response 18<sup>th</sup> August 2024.

SPCA email re: rural speed limits emailed to council 26<sup>th</sup> July 2024.

SPCA NALC Community Safety Survey emailed to council 26<sup>th</sup> July 2024.

SCC details of the Local Transport Plan consultation seminar emailed to council 5<sup>th</sup> August 2024.

NALC Bulletin with information on the proposed changes to planning law emailed to council 5<sup>th</sup> August 2024.

SPCA email re details of SCC Community Strategy emailed to council 8<sup>th</sup> August 2024.

Email from resident of Gentleshaw about overgrown hedgerow emailed to council 15<sup>th</sup> August 2024.

Email from SPCA about a change of time for the Local Transport Plan seminar emailed To attending councillor 21<sup>st</sup> August 2024.

Email from LDC Environmental Services about fly tipping in Longdon Green emailed to council 21st August 2024.

Email from LDC with a link to the revised Taxi Policy emailed to council 26<sup>th</sup> August 2024

Email from resident regarding overgrown trees on Swan Close, acknowledged and forwarded to council 2<sup>nd</sup> September 2024

Email from resident regarding school bus services, acknowledged and forwarded details of SCC and sent to council 2<sup>nd</sup> September 2024.

SPCA – grant information emailed to council 4<sup>th</sup> September 2024

SCC Road traffic notice for Stocking Lane emailed to council by Vice-chairman 10<sup>th</sup> September 2024

- 13. Parish Council guidance document** -Councillor duties and responsibilities
- 14. Strategic plan for Longdon Parish Council**
  - Communication/engagement strategy
  - Matrix
- 15. Parish Questionnaire**
- 16. Longdon Parish Council Activity Flyer** - newsletter
- 17. Membership Recruitment** – Co-option – training
- 18. Speed Indicator Device** – Upper Way Upper Longdon – speed limits – rural and village roads
- 19. Land ownership The Green, Longdon Green**
- 20. Handyman Recruitment**
- 21. Poppy’s – Remembrance Day 2024**
- 22. Documents due for review and approval:**
  - Standing Orders
  - Financial Regulations – Item 11 reviewed copy issued by NALC May 2024
  - Risk Assessment
  - Code of Conduct
  - Small grants Terms and conditions
  - Asset Register – item 11
- 23. Items for future meetings: To consider items for inclusion on future agendas (no decisions will be taken in this item)**
- 24. Date of upcoming meetings:**

Council meeting 8<sup>th</sup> October 2024 7pm at WI Hall Ford Lane Longdon.