

## Longdon Parish Council

Minutes of Annual Council Meeting of Longdon Parish Council held on Tuesday 14<sup>th</sup> May 2024 7pm at WI Hall, Ford Lane, Longdon.

**Present: Chairman:** Trevor Johnson (Chairman)

**Parish Councillors:** Gladys Crowe, Louise Cotter, Brendan Cooper, Tony Howarth.

**Other Councillors:** None

**Clerk:** C E Gracey

**Public Attendees:** None

**Councillor Apologies:** Cllrs. Richard Cox, Rob Strachan and Craig Stevens (Vice-chairman)

The Chairman Cllr. Trevor Johnson (Chairman) opened the meeting and welcomed Members to this months meeting.

Min No.	Item	Action
	<b>Council Meeting</b>	
<b>259</b>	<b>Apologies &amp; Acceptance of Absence</b>	
259.1	Cllrs Craig Stevens, Richard Cox and Rob Strachan submitted apologies for tonight's meeting.	
<b>260</b>	<b>Declarations of Interest</b>	
260.1	None	
<b>261</b>	<b>Annual Meeting</b>	
261.1	<p><b>Chairman's Annual Report</b>                      HS2-Phase 2a cancellation.</p> <p>SCC Highways have been able to work on issues affecting residents.</p> <p>Our priorities are :-</p> <p>Flooding, storm water gully cleaning — During the year we carried out our third and fourth gully cleans of the "hot spots" plus a few additional sites. Problems persist at Borough Lane &amp; Stockings Lane. WE are continuing to liaise with SCC on these.</p> <p>Other locations will be addressed when SCC officer/engineer resources become available.</p> <p>Traffic management/Speed limits — the volume and speed of traffic using our rural roads are concerns which we are attempting to address. The introduction of the Speed Indicator Devices (SIDS) has helped but there is more to be done. Our MP, Sir Michael Fabricant, has agreed to support us with this and safer roads is one of our key objectives for 2024-25.</p> <p>Environment — With the continuing financial pressures on both District and County Councils, the PC has used some of it's reserves to get some essential works done. Including :- A51 (and some connected) pavements and road kerbs cleared.</p> <p>For 2024-25 we've compiled a detailed maintenance budget to avoid a repeat of these costs. With the help of volunteers we planted 800 + daffodil bulbs plus crocus and tulip bulbs. Some 400 plus plug bedding plants have been bought, potted-on and are developing nicely, in my heated greenhouse, in readiness for planting out in late May/early June. VOLUNTEERS WILL BE REQUIRED.</p> <p>At the end of the year our Grass cutting contractors, Mr &amp; Mrs McCulloch retired. The schedules have been reviewed/updated and Mr Andrew Walker has been appointed.</p>	

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	<p>2024-25 In addition to our strategic reserve (equivalent to one year's precept) we have £17k available for "projects". In addition to tackling some of the outstanding issues as per the above we should be able to deal with more long-outstanding issues.</p> <p>-we recently learned that 4 of the 6 LVH committee members are stepping down. Their AGM is being held on 15<sup>th</sup> April in the VH at 7.45pm. <b>Trevor Johnson</b>, Chairman of Longdon Parish Council</p>	
261.2	<p><b>Election of Chairman</b> – The Chairman stepped down and the clerk asked for nominations for the role of Chairman for 2024-25.</p> <p>Cllr. Tony Howarth proposed Cllr. Brendan Cooper seconded by Cllr. Gladys Crowe and carried.</p> <p>Members thanked the outgoing chairman Cllr. Trevor Johnson for all his hard work over the last year, in the community.</p>	
261.3	<p><b>Acceptance of Chairman</b></p> <p>Cllr. Brendan Cooper thanked Members for their confidence in him and accepted the role on the basis that he had the support of the LPC.</p>	
261.4	<p><b>Election of Vice-chairman</b></p> <p>Cllr. Louise Cotter proposed Cllr. Trevor Johnson as Vice-chairman for 2024-25 seconded by Cllr. Tony Howarth and carried.</p>	
261.5	<p><b>Acceptance by Vice-chairman</b></p> <p>Cllr Trevor Johnson accepted the role and thanked Members for their continuing support.</p>	
	<b>Council Meeting</b>	
<b>262</b>	<b>(New) Chairman closed the meeting for the public session</b> – this was limited to 15 minutes.	
262.1	No comments as no members of the public were present.	
<b>263</b>	<b>Council Minutes: To confirm as a correct record Minutes of the Meeting of the Council held on 9<sup>th</sup> April 2024</b>	
263.1	Resolved that the minutes of the monthly Full Council Meeting held on 9 <sup>th</sup> April 2024 were approved proposed by the Cllr. Trevor Johnson (Vice-chairman), seconded by Cllr. Louise Cotter and carried.	
<b>264</b>	<b>Matters Arising</b>	
264.1	None	
<b>265</b>	<b>County Councillor's Report</b>	
265.1	None	
<b>266</b>	<b>District Councillor's Report</b>	
266.1	<p>Cllr. Rob Strachan reported on the following:</p> <p>The Windmill PH - there are open cases with both planning enforcement (PE) and environmental health (EH) regarding the noise and the stage. EH plan a site visit to speak to the public house representatives next week, and are offering advice at present around the adverse impacts of noise. Whilst there is no licensing breach by using the outdoor area for performance it concerns the impact and reasonableness of the hours during which music is performed. The parish clerk (PC) has also received a comprehensive update from LDC, as below:</p> <p><i>As a result, any enforcement action would be reliant on the statutory nuisance powers in the Environmental Protection Act 1990. When deciding on whether noise amounts to a nuisance, there are a number of factors we have to consider in addition to the absolute noise level, including how frequently the events occur and how long they last</i></p>	

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	<p><i>for. Occasional events happening for a relatively short period two or three times a year may not be sufficient to justify formal action whereas events occurring every weekend could do so even if the noise level was lower. Furthermore, as a business the pub company have a defence in law where they can show that best practicable means have been used to prevent or counteract the nuisance. The use of best practicable means can also be used as grounds for appealing against an abatement notice.</i></p> <p><i>Given this and that we have not been able to witness the noise ourselves, I have approached the management of the pub to try to mitigate the impact and prevent a nuisance from occurring by informal negotiation.</i></p> <p><i>The manager of the premises, supported by the company health and safety advisor, has agreed to a site meeting in the near future although date is yet to be confirmed as the manager is away on leave.</i></p> <p><i>My focus at the meeting will be on how the pub management can improve how they communicate with their neighbours both before and during an event, how they monitor sound levels themselves and how they react to comments from the community both negative and positive.</i></p> <p><i>I will, of course, make sure that the company are aware that this would not preclude us taking action if the noise were found to be unreasonably excessive, especially if they fail to implement any of the mitigations agreed.</i></p> <p><i>The question of the stage being left in place on what appears to be a permanent basis has also been raised by residents. I have passed this on to my colleagues in the planning department who have opened an investigation but as this is at a very early stage, there is no further information I can give you at present.</i></p> <p><i>The planning matter on retention of the stage is under review with no current timescale for a decision.</i></p> <p>On SandMart Farm - ongoing procedure, restricted information for councillors only.</p>	
<b>267</b>	<b>Planning</b>	
267.1	23/00785/FUH Installation of new bay window, extension porch to front, replacement of wooden windows with upvc and re-rendering of the property in off-white at Keepers Cottage Startley Lane Upper Longdon.	Approved 9 <sup>th</sup> April 2024
267.2	23/01289/FUH Erection of 1 <sup>st</sup> floor rear extension and alterations to existing garage to facilitate use as annexe at 23 Upper Way Upper Longdon.	Approved 14 <sup>th</sup> May 2024
267.3	24/00445/FUH 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 at The Old Lawn, Lysways Lane Hanch –	No objections
267.4	24/00292/FUH Proposed remodelling of dwelling house including two storey extension and associated works at Foxtall Farm 53 Brereton Hill Upper Longdon.	Not within LPC
<b>268</b>	<b>Outside Body Representatives Feedback</b>	
268.1	Cllr. Trevor Johnson(Vice-chairman) attended the village hall AGM.	
<b>269</b>	<b>Environment Issues</b>	
269.1	Grass cutting – Cllr. Trevor Johnson (Vice-chairman) reported that additional cuts may be required in the height of the grass cutting season, as the budget	

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	<p>has been agreed, he asked members to consider additional cuts in July and August and less cuts in September and October, therefore not incurring any additional expenditure on the budget, this was agreed.</p> <p>269.2 Flooding in the parish – Stockings Lane the utilities contractor Cadent have accepted responsibility for damaging the storm water drain. Repair works are to be scheduled to begin shortly. Other areas where there is an accumulation of mud/flood (including Giddywell Lane, Lysways Lane). The parish council will continue to apply pressure for actions to improve this.</p> <p>269.3 Highways Maintenance – land drainage and natural water course maintenance. Landowners have a legal responsibility to ensure that any ditches on their land are clear of obstructions so that the water can flow with ease.</p> <p>269.4 Windmill PH – Noise from outdoor stage area – as discussed is item7.</p> <p>269.5 Public footpaths – stile maintenance – strimming – Members discussed finding a local person to carryout small jobs and maintenance.</p> <p>269.6 Village plant tubs – removal of spring plants replacing with summer bedding plants – Cllrs. Trevor Johnson (Vice-chairman) and Tony Howarth will empty the autumn/Winter/Spring plants and Cllrs. Trevor Johnson, Gladys Crowe, Louise Cotter and Brendan Cooper will fill the tubs in time for the open gardens event on the 8<sup>th</sup> and 9<sup>th</sup> June.</p>																																																																									
<p><b>270</b></p> <p>270.1</p>	<p><b>Finance</b> Payments to be approved</p> <table border="1" data-bbox="272 1055 1318 1854"> <thead> <tr> <th>Payee</th> <th>Invoice Nr.</th> <th>Cheque Nr.</th> <th>Nett</th> <th>VAT</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>C E Gracey (Clerk's May salary £782.32, PAYE £156.40)</td> <td></td> <td>002845</td> <td>625.92</td> <td>-</td> <td>625.92</td> </tr> <tr> <td>WCAVA (Payroll fees and Clerk's PAYE May £156.40)</td> <td></td> <td>002846</td> <td>161.90</td> <td>1.10</td> <td>163.00</td> </tr> <tr> <td>C E Gracey Expenses April and May(postage, photocopying, refreshments for APA)</td> <td></td> <td>002847</td> <td>25.40</td> <td>-</td> <td>25.40</td> </tr> <tr> <td>Longdon Show Committee (grant)</td> <td></td> <td>002848</td> <td>215.00</td> <td>-</td> <td>215.00</td> </tr> <tr> <td>C E Gracey (Reimbursement of cost of lamp post poppies)</td> <td></td> <td>002849</td> <td>208.33</td> <td>41.67</td> <td>250.00</td> </tr> <tr> <td>Arthur J Gallagher Insurance Ltd(renewal 2024-25)</td> <td></td> <td>002850</td> <td>677.61</td> <td>-</td> <td>677.61</td> </tr> <tr> <td>Mrs K Squires(Internal audit 2023-24)</td> <td></td> <td>002851</td> <td>173.40</td> <td>-</td> <td>173.40</td> </tr> <tr> <td>WCAVA(Year end outstanding amounts)</td> <td></td> <td>002852</td> <td>2.75</td> <td>0.55</td> <td>3.30</td> </tr> <tr> <td>Andrew Walker (April ground maintenance)</td> <td></td> <td>002853</td> <td>1212.00</td> <td>-</td> <td>1212.00</td> </tr> <tr> <td>The Helping Hand Company(Ledbury)Ltd(Litter pickers x 12 gardening gloves x 12 for volunteer group)</td> <td>AD40002350</td> <td>002854</td> <td>169.32</td> <td>33.87</td> <td>203.19</td> </tr> <tr> <td><b>TOTAL</b></td> <td></td> <td></td> <td><b>£3,471.63</b></td> <td><b>£77.19</b></td> <td><b>£3548.82</b></td> </tr> </tbody> </table> <p>Accounts for payment during March – proposed by Cllr. Gladys Crowe seconded by Cllr. Brendan Cooper(Vice-chairman) and carried.</p>	Payee	Invoice Nr.	Cheque Nr.	Nett	VAT	Total	C E Gracey (Clerk's May salary £782.32, PAYE £156.40)		002845	625.92	-	625.92	WCAVA (Payroll fees and Clerk's PAYE May £156.40)		002846	161.90	1.10	163.00	C E Gracey Expenses April and May(postage, photocopying, refreshments for APA)		002847	25.40	-	25.40	Longdon Show Committee (grant)		002848	215.00	-	215.00	C E Gracey (Reimbursement of cost of lamp post poppies)		002849	208.33	41.67	250.00	Arthur J Gallagher Insurance Ltd(renewal 2024-25)		002850	677.61	-	677.61	Mrs K Squires(Internal audit 2023-24)		002851	173.40	-	173.40	WCAVA(Year end outstanding amounts)		002852	2.75	0.55	3.30	Andrew Walker (April ground maintenance)		002853	1212.00	-	1212.00	The Helping Hand Company(Ledbury)Ltd(Litter pickers x 12 gardening gloves x 12 for volunteer group)	AD40002350	002854	169.32	33.87	203.19	<b>TOTAL</b>			<b>£3,471.63</b>	<b>£77.19</b>	<b>£3548.82</b>	
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<p>270.2</p> <p>270.3</p> <p>270.4</p> <p>270.5</p>	<p>Receipt &amp; Payments 1<sup>st</sup> April to 30<sup>th</sup> April 2024 and copy of the bank statement for April proposed by Cllr. Trevor Johnson(Vice-chairman)seconded by Cllr. Brendan Cooper(Chairman) and carried.</p> <table border="0"> <tr> <td><b>Bank Reconciliation</b></td> <td></td> <td><b>Cash Book Reconciliation,</b></td> <td></td> </tr> <tr> <td>Current Account @ 30/04/24</td> <td>£ 82,131.27</td> <td>C/FWD</td> <td>£ 51,714.36</td> </tr> <tr> <td>Less unrepresented cheques</td> <td>£ 162.92</td> <td>Receipt</td> <td>£ 32,613.00</td> </tr> <tr> <td></td> <td></td> <td>Payments</td> <td>£ 2,359.01</td> </tr> <tr> <td><b>Balance @ 30/04/2024</b></td> <td><b>£ 81,968.35</b></td> <td><b>Bal @ 30/04/24</b></td> <td><b>£ 81,968.35</b></td> </tr> </table> <p>Budget 2024-25 – Cllr. Trevor Johnson(Vice-chairman) distributed an updated budget tracking sheet for April 2024. He has agreed to monitor the budget during 2024-25.</p> <p>Online Banking; Members discussed using the online banking facility to make monthly payments from 1<sup>st</sup> June 2024 and also obtain details of various reserve accounts, interest rates, bonds and isa’s to transfer money into and separate reserved funds from general reserves proposed by Cllr. Gladys Crowe seconded by the Chairman. The clerk will amend the Financial Regulations accordingly and include a statement on the proposed new policy and procedure.</p> <p>Approved AGAR 2023-24, Annual Governance Statement, Accounting Statement, Exercise of Public Rights – Members considered the completed year end for 2023-24 proposed by Cllr. Trevor Johnson (Vice-chairman) seconded by Cllr. Louise Cotter and carried.</p>	<b>Bank Reconciliation</b>		<b>Cash Book Reconciliation,</b>		Current Account @ 30/04/24	£ 82,131.27	C/FWD	£ 51,714.36	Less unrepresented cheques	£ 162.92	Receipt	£ 32,613.00			Payments	£ 2,359.01	<b>Balance @ 30/04/2024</b>	<b>£ 81,968.35</b>	<b>Bal @ 30/04/24</b>	<b>£ 81,968.35</b>	
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<p><b>271</b></p> <p>271.1</p>	<p><b>Correspondence Report</b></p> <p>To receive a report from the Clerk on Correspondence received and forwarded to Council.</p> <p>Email from Cannock Wood resident with details of a broken stile in the Gentleshaw Area emailed to council 7<sup>th</sup> and 12<sup>th</sup> April 2024</p> <p>Thank you from Beaudesert Trust for the recently awarded grant emailed to council 15<sup>th</sup> April 2024</p> <p>Email from resident about flooding at Lysways Lane emailed to council 17<sup>th</sup> April 2024</p> <p>Update on HS2a emailed to council 24<sup>th</sup> April 2024</p>																					
<p><b>272</b></p> <p>272.1</p>	<p><b>Speed Indicator Device Upper Way Upper Longdon</b></p> <p>The Vice-Chairman reported on the present on-going debate on the resighting of the device, he will continue to liaise with Staffordshire County Council on the parish council’s behalf.</p>																					
<p><b>273</b></p> <p>273.1</p> <p>273.2</p>	<p><b>Membership Recruitment -Training- Role Allocation</b></p> <p>The Vice-chairman reported that a resident is interested in being co-opted to the council, he will contact her further to discuss.</p> <p>The clerk confirmed that an application for co-option has been received from a resident, it will be sent out to members for consideration.</p>																					
<p><b>274</b></p> <p>274.1</p>	<p><b>Adopt the Draft Model Publication Scheme</b></p> <p>The clerk reported that the Internal Auditor had advised the parish council to adopt the Draft Model Publication Scheme, deferred until the next meeting, The clerk will forward the document to members for consideration and approval at the next meeting.</p>																					

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<b>275</b>	<b>Consider residents consultation on Community Projects</b>	
275.1	It was agreed that one of the priorities for the LPC is to improve engagement with the people of the parish.	
<b>276</b>	<b>Community – Longdon Village Hall – Cannock Wood and Gentleshaw Village Hall</b>	
276.1	Discussion took place regarding engagement with Gentleshaw residents. It was agreed to look for representation from there on to LPC.	
<b>277</b>	<b>Handyperson Recruitment</b>	
277.1	There are a lot of jobs required to be done to maintain the assets of the LPC (stiles, gates, benches, signs, strimming paths, etc.). It was agreed to review the LPC asset register and draw up a list of work before looking for a reliable and effective handyperson to be commissioned to undertake this work. Volunteers may also be sought.	
<b>278</b>	<b>Poppy's – Remembrance Day 2024</b>	
278.1	LPC have purchased 50 "giant" remembrance poppies for Remembrance Week to add to the ones in safe keeping with various councillors, so there are about 70 in total. Councillors agreed to being responsible for putting them up/taking down in our villages in early October 2024.	
<b>279</b>	<b>Items for future meetings: To consider items for inclusion on future agenda.</b>	
279.1	Parish Consultation questionnaire finalisation and plan to circulate.	
279.2	Communication/engagement strategy.	
279.3	Review of LPC assets and draw up list of work	
<b>280</b>	<b>Date of the Next Planned Council Meeting</b>	
280.1	Tuesday 11 <sup>th</sup> June 2024 7pm at Cannock Wood and Gentleshaw Village Hall Buds Road, Cannock Wood.	
<b>281</b>	<b>Meeting closed at 9pm</b>	

Signed.....Date.....