

Longdon Parish Council

Minutes of the Council Meeting of Longdon Parish Council held on Tuesday 11th June 2024 7pm CW and GVH
Buds Road Cannock Wood

Present: Chairman: Brendan Cooper
Parish Councillors: Trevor Johnson (Vice-chairman), Gladys Crowe, Louise Cotter,
Other Councillors: None
Clerk: C E Gracey
Public Attendee: None
Councillor Apologies: Cllrs.Tony Howarth, Richard Cox and Rob Strachan

The Chairman Cllr. Brendan Cooper (Chairman) opened the meeting and welcomed Members to this months meeting.

Min No.	Item	Action
282	Apologies & Acceptance of Absence	
282.1	Cllrs. Tony Howarth, Richard Cox and Rob Strachan submitted their apologies for tonight's meeting.	
283	Declarations of Interest	
283.1	None	
284	Chairman to close the meeting for the public session – this will be limited to 15 minutes (5 minutes per speaker)	
284.1	No comments	
285	Council Minutes: To confirm as a correct record Minutes of the Meeting of the Council held on 14th May 2024	
285.1	Resolved that the minutes of the monthly Full Council Meeting held on 14 th May 2024 were approved proposed by the Cllr. Trevor Johnson (Vice-chairman), seconded by Cllr. Louise Cotter and carried.	
284	Matters Arising	
264.1	None	
285	County Councillor's Report	
285.1	In the absence of Cllr. Richard Cox, Cllr. Trevor Johnson (Vice-chairman) gave the following report: The new location for the SID has now been cleared by highways, the area will require annual maintenance and the ground maintenance budget should cover this work. Cost to install a new post to hold the device will be approximately £1,000 The cost of removing the existing post will not be covered by the parish council. Stockings Lane Flooding, Cadent have accepted responsibility for the work. Borough Lane Flooding – culvert that needs flushing A request to SCC to install kerb stones next to the gullies to prevent them getting block by leaves and debris.	
286	District Councillor's Report	
286.1		

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

	In the absence of Cllr. Rob Strachan, Cllr. Trevor Johnson (Vice-chairman) reported on an item that will be included in a confidential minute.	
287	Planning	
287.1	23/00628/FUL Demolition of existing 2 nr. existing outbuildings and erection of a 2bedroom dwelling and associated landscaping and parking at Hay Lane Farm, Hay Lane, Longdon Green.	Approved 17 th May 2024
287.2	24/00246/FUH Installation of automatic driveway gate and pedestrian pass gate, 4 bar estate fence and yew hedge to front garden and enclosure of existing open porch with new glazed doors and windows at Byegate Lower Way Upper Longdon	Approved 20 th May 2024
287.3	24/00054/FUH Erection of basement extension, side extension, dormer and plant room.(Resubmission of planning application ref: 23/00574/FUH) at Beech Croft Batesway Upper Longdon.	Approved 10 th June 2024
287.4	24/00518/FUL Conversion of 4 nr. buildings into 4 dwellings, redevelopment of 3 nr. buildings to create 3 dwellings with associated new access, parking provision and amenity space (following demolition of existing stables at Lodge Farm, Stockings Lane, Upper Longdon.	Deferred for more information
287.5	24/00525/FUL Erection of single storey rear kitchen extension at The Chetwynd Arms, 57 Upper Way, Upper Longdon.	No objections
287.6	24/00436/FUH Erection of single storey rear extension at Roselyn, Lower Way, Upper Way, Longdon.	No objections
288	Outside Body Representatives Feedback	
288.1	Cllr. Trevor Johnson (Vice-chairman) reported that he had attended a conservative association meeting.	
289	Environment Issues	
289.1	Grass cutting issues –Members discussed the schedule for cutting and several items that are missing and need including. Cllr. Trevor Johnson (Vice-chairman) proposed that the parish council purchase a battery powered trimmer and a spare battery, for use by councillors seconded by Cllr. Louise Cotter and carried.	List of grass cutting schedule will be available on the PC website. Residents to inform PC of areas where strimming needs to be done.
289.2	Flooding in the parish – As discussed in item 6.	
289.3	Highways Maintenance – land drainage and natural water course maintenance. – as discussed in item 6.	
289.4	Windmill PH -noise nuisance – No more information, the clerk will follow up.	
289.5	Public footpaths – stile maintenance – strimming – no comments remove from agenda.	
289.6	Village plant tubs – removal of spring plants replacing with summer bedding plants – Cllr. Brendan Cooper (Chairman) reported that the emptying of old plants went well, apart from several residents who were upset that the tubs that they attended had been tampered with, without prior notice. We need to	List of PC tubs to be collated with names of residents who help maintaining them.

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	<p>communicate with these residents and determine who they are so that we can arrange these operations with their knowledge.</p> <p>A thank you to Cllr. Trevor Johnson for getting the plants and bringing them on in his greenhouse.</p> <p>Possibly more tubs are required but the quantity and condition will be checked of the existing, before we purchase more.</p>	To be reviewed at next PC Meeting.																																																																
<p>290</p> <p>290.1</p> <p>290.2</p> <p>290.3</p> <p>290.4</p> <p>290.5</p> <p>290.6</p> <p>290.7</p>	<p>Finance</p> <p>Payments to be approved</p> <table border="1" data-bbox="272 427 1315 1021"> <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 June salary £782.40, PAYE £156.40 incs. 8p unp May)</td> <td></td> <td>BACS</td> <td>626.08</td> <td>-</td> <td>626.08</td> </tr> <tr> <td>WCAVA (Payroll fees and Clerk's PAYE June £156.40)</td> <td></td> <td>BACS</td> <td>162.40</td> <td>1.20</td> <td>163.60</td> </tr> <tr> <td>C E Gracey Expenses May and June(postage, photocopying, D Day flags x 2)</td> <td></td> <td>BACS</td> <td>67.21</td> <td>8.00</td> <td>75.21</td> </tr> <tr> <td>SPCA(2024-25 subscription)</td> <td></td> <td>BACS</td> <td>357.42</td> <td>-</td> <td>357.42</td> </tr> <tr> <td>Andrew Walker (June ground maintenance)</td> <td></td> <td>BACS</td> <td>1752.00</td> <td>-</td> <td>1752.00</td> </tr> <tr> <td>Lichfield District Council(Annual dog bin emptying charge 7 bins @ £3.22 per week)</td> <td></td> <td>BACS</td> <td>1172.08</td> <td>234.42</td> <td>1406.50</td> </tr> <tr> <td>SPCA(Cllr training seminar)</td> <td></td> <td>BACS</td> <td>30.00</td> <td>6.00</td> <td>36.00</td> </tr> <tr> <td>TOTAL</td> <td></td> <td></td> <td>£4167.17</td> <td>£249.62</td> <td>£4416.81</td> </tr> </tbody> </table> <p>Accounts for payment during May-June – proposed by Cllr. Gladys Crowe seconded by Cllr. Louise Cotter and carried. Online payments were authorised by two signatories at the bank Cllrs. Gladys Crowe and Louise Cotter.</p> <p>Receipt & Payments 1st April to 31st May 2024 and copy of the bank statement for May proposed by Cllr. Trevor Johnson (Vice-chairman) seconded by Cllr. Brendan Cooper (Chairman) and carried.</p> <table border="0" data-bbox="272 1339 1066 1480"> <tr> <td>Bank Reconciliation</td> <td>Cash Book Reconciliation,</td> </tr> <tr> <td>Current Account @ 31/05/24 £ 84,437.88</td> <td>C/FWD £ 51,714.36</td> </tr> <tr> <td>Less unrepresented cheques £ 705.81</td> <td>Receipt £ 37,925.54</td> </tr> <tr> <td></td> <td>Payments £ 5,907.83</td> </tr> <tr> <td>Balance @ 31/05/2024 £ 83,732.07</td> <td>Bal @ 31/05/24 £ 83,732.07</td> </tr> </table> <p>Budget 2024-25 – Cllr. Trevor Johnson (Vice-chairman) reported that he will update the budget with the June income and expenditure.</p> <p>Online Banking Members discussed using the online banking facility to make monthly payments from 1st June 2024 and also transfer £50,000 into new reserve accounts, proposed by Cllr. Brendan Cooper (Chairman) and seconded by Cllr. Trevor Johnson (Vice-chairman) and carried.</p> <p>Review and approve Financial Regulations May 2024 - deferred</p> <p>Review Asset Register – check for maintenance – Councillors will split the parish between themselves and check the items for repairs/replacements for the next meeting.</p> <p>Online banking – Reserve Account – Members discussed the various accounts and interest rates and agreed to transfer the general reserve funds between</p>	Payee	Invoice Nr.	Cheque Nr.	Nett	VAT	Total	C E Gracey (Clerk's June salary £782.40, PAYE £156.40 incs. 8p unp May)		BACS	626.08	-	626.08	WCAVA (Payroll fees and Clerk's PAYE June £156.40)		BACS	162.40	1.20	163.60	C E Gracey Expenses May and June(postage, photocopying, D Day flags x 2)		BACS	67.21	8.00	75.21	SPCA(2024-25 subscription)		BACS	357.42	-	357.42	Andrew Walker (June ground maintenance)		BACS	1752.00	-	1752.00	Lichfield District Council(Annual dog bin emptying charge 7 bins @ £3.22 per week)		BACS	1172.08	234.42	1406.50	SPCA(Cllr training seminar)		BACS	30.00	6.00	36.00	TOTAL			£4167.17	£249.62	£4416.81	Bank Reconciliation	Cash Book Reconciliation,	Current Account @ 31/05/24 £ 84,437.88	C/FWD £ 51,714.36	Less unrepresented cheques £ 705.81	Receipt £ 37,925.54		Payments £ 5,907.83	Balance @ 31/05/2024 £ 83,732.07	Bal @ 31/05/24 £ 83,732.07	<p>PC Asset Register to be updated by all councillors by next PC meeting</p>
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	two accounts one 95day notice and the second 35day notice with the remainder staying in the current account.	
291	Correspondence Report	
291.1	To receive a report from the Clerk on Correspondence received and forwarded to Council. Email from SPCA with purdah notes and election emailed to council 26 th May 2024 Email from LDC regarding flooding resilience project emailed to council 29 th May 2024 Email from HS2 phase 2a emailed to council 29 th May 2024 Details of the revised Good Councillor Guide emailed to council 31 st May 2024 Email from resident regarding flooding on Lysways Lane emailed to council 7 th June 2024 Thank you from the Longdon Club emailed to councillors 10 th June 2024	
292	Speed Indicator Device Upper Way Upper Longdon	
292.1	Members discussed purchasing another SID for the Gentleshaw post proposed by Cllr. Trevor Johnson (Vice-chairman) seconded by Cllr. Louise Cotter and carried. The clerk will obtain a firm price for the next meeting.	
293	Membership Recruitment -Co-option -Training	
293.1	The resident present at the meeting will complete her co-option application form and submit it to council for consideration. The second resident will be asked to contact the Vice-chairman for a meeting.	
294	Adopt the Draft Model Publication Scheme	
294.1	Members agreed on adoption proposed by Cllr. Brendan Cooper (Chairman) second and Cllr. Louise Cotter and carried. The document will be added to the website.	
295	Parish Questionnaire	Chairman to incorporate feedback for next draft by next PC meeting.
295.1	Cllr. Brendan Cooper (Chairman) will continue to compile the questionnaire.	
296	Parish Council Guidance Document	Councillors to review the document and discuss at next meeting.
296.1	Deferred until the next meeting.	
297	Strategic plan for Longdon Parish Council – Communication/Engagement Strategy – Allocation of duties/roles	Chairman to complete document and circulate before next meeting.
297.1	Deferred until the next meeting.	
298	Longdon Parish Council Activity Flyer	Chairman to develop document and circulate before next meeting
298.1	Deferred until the next meeting.	
299	Community – Longdon Village Hall – Cannock Wood and Gentleshaw Village Hall	
299.1	Cllr. Trevor Johnson (Vice-chairman) reported that the next meeting of Longdon Village Hall is 1 st July 2024.	
300	Handyman Recruitment	

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

300.1	No information at the moment.	
301	Poppy's – Remembrance Day 2024	
301.1	Members agreed that we now have approximately 80 poppies for the lampposts.	
302	Items for future meetings: To consider items for inclusion on future agenda (no decisions will be taken in this item)	
302.1	None	
303	Date of the Next Planned Council Meeting	
303.1	Tuesday 9 th July 2024 7.00pm at W I Hall Ford Lane Longdon.	
304	Meeting closed at 9.05pm	

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