

Longdon Parish Council

Minutes of Council Meeting of Longdon Parish Council held on Tuesday 13th February 2024 7pm at W I Hall Ford Lane Longdon

Present: Chairman: Trevor Johnson (Chairman)

Parish Councillors: Craig Stevens (Vice-chairman), Louise Cotter, Gladys Crowe, Tony Howarth,

Other Councillors: Richard Cox, Rob Strachan

Clerk: C E Gracey

Public Attendees: Mr T Matthews (Resident)

Councillor Apologies: Cllr. B Cooper

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

Min No.	Item	Action
186	Apologies & Acceptance of Absence	
186.1	Cllr. Brendan Cooper submitted apologies for tonight's meeting.	
187	Declarations of Interest	
187.1	None	
188	Chairman to close the meeting for the public session – this will be limited to 15 minutes (5 minutes per speaker)	
188.1	A resident reported the road closure of Horsey Lane and subsequent diversion of traffic to Stoneywell Lane, the lack of notice by the councils, that the work was going to commence, the roads was going to be closed and the traffic was going to be diverted. Members discussed the procedure of SCC for highways works and agreed that possibly future road closures and diversions maybe posted on social media through the parish council. The resident left the meeting at 7.20pm	
190	Council Minutes: To confirm as a correct record Minutes of the Meeting of the Council held on 9th January 2024	
190.1	Resolved that the minutes of the monthly Full Council Meeting held on 9 th January 2024 were approved proposed by Cllr. Gladys Crowe seconded by Cllr. Louise Cotter and carried.	
191	Matters Arising	
191.1	None	
192	County Councillor's Report	
192.1	Richard Cox reported on the following: Council tax increase by 4.99% to include 2% towards social care. Highways repairs a further investment for potholes and poor road conditions. £1.3m additional funding from Central Government. Relocation of the SID on Upper Way will require additional guidance from the supplier as to whether it can put on an off-side position and remain operational, the clerk will contact the company for guidance.	
193	District Councillor's Report	
193.1	Rob Strachan reported on the following:	

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	Sandmart Farm – The enforcement case is still live but is being held in abeyance for 6-7 weeks to allow the applicant to submit a pre-app. Council Tax increase £5 across the board.																																																													
194	Planning																																																													
194.1	23/00781/LBC Works to listed building to allow minor alterations and restoration to 2 Nr. chimney stacks at Hanch Hall, Lysways Lane, Hanch. 23/01240/FUH Erection of 1 st floor side and single rear extensions and installation of dormer windows to front and rear (resubmission of 23/00160/FUH at 12 St. James Close, Longdon. 23/01381/FUH Demolition of conservatory and erection of replacement single storey rear extension at 2 The Grange, Upper Longdon. 24/00067/LBC List building consent for proposed installation of replacement front and side windows and door at Hill Top Farm, Hill Top Longdon. 23/00785/FUH Submitted in July 2023 – Installation of new bay window, extension porch to the front, replacement of wooden windows with upvc and re-rendering of property. The resubmission is because the existing dwelling is rendered in pale green and the proposal is to render the whole property in a smooth off-white render at Keepers Cottage, Startley Lane, Upper Longdon. 24/0054/FUH Erection of basement extension (resubmission of 23/00574/FUH) at Beech Croft, Batesway, Upper Longdon.	Approved 7 th February 2024 Approved 8 th February 2024 Approved 16 th January 2024 No objections No objections No objections																																																												
195	Outside Body Representatives Feedback																																																													
195.1	None attended																																																													
196	Environment Issues																																																													
196.1	Grass cutting – to be discussed in close session under item 19.																																																													
197	Finance																																																													
197.1	Payments to be approved <table border="1"> <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>Land Registry</td> <td></td> <td>Direct debit</td> <td>6.00</td> <td>-</td> <td>6.00</td> </tr> <tr> <td>C E Gracey(Clerk's February salary and back pay PAYE £156.40)</td> <td></td> <td>002824</td> <td>1009.80</td> <td>-</td> <td>1009.80</td> </tr> <tr> <td>WCAVA (Payroll fees and Clerk's PAYE February and January outstanding)</td> <td>4479</td> <td>002825</td> <td>257.90</td> <td>1.10</td> <td>259.00</td> </tr> <tr> <td>C E Gracey Expenses January(postage, photocopying)</td> <td></td> <td>002826</td> <td>16.05</td> <td>-</td> <td>16.05</td> </tr> <tr> <td>E A Roy (Website support and maintenance 2024-25)</td> <td>636</td> <td>002827</td> <td>170.00</td> <td>-</td> <td>170.00</td> </tr> <tr> <td>Longdon WI (Hall hire 2023-24)</td> <td>1004</td> <td>002828</td> <td>150.00</td> <td>-</td> <td>150.00</td> </tr> <tr> <td>Andrew Walker(Clearing and tidying of areas as agreed and disposal of waste 16 loads)</td> <td>26</td> <td>002829</td> <td>1541.00</td> <td>-</td> <td>1541.00</td> </tr> <tr> <td>Mechanical Cleansing Services(Gully cleansing)</td> <td>21831</td> <td>002930</td> <td>1419.00</td> <td>283.80</td> <td>1702.80</td> </tr> <tr> <td>TOTAL</td> <td></td> <td></td> <td>£4569.75</td> <td>284.90</td> <td>£4854.65</td> </tr> </tbody> </table> Accounts for payment during February – proposed by Cllr. Louise Cotter seconded by Cllr. Gladys Crowe and carried.	Payee	Invoice Nr.	Cheque Nr.	Nett	VAT	Total	Land Registry		Direct debit	6.00	-	6.00	C E Gracey(Clerk's February salary and back pay PAYE £156.40)		002824	1009.80	-	1009.80	WCAVA (Payroll fees and Clerk's PAYE February and January outstanding)	4479	002825	257.90	1.10	259.00	C E Gracey Expenses January(postage, photocopying)		002826	16.05	-	16.05	E A Roy (Website support and maintenance 2024-25)	636	002827	170.00	-	170.00	Longdon WI (Hall hire 2023-24)	1004	002828	150.00	-	150.00	Andrew Walker(Clearing and tidying of areas as agreed and disposal of waste 16 loads)	26	002829	1541.00	-	1541.00	Mechanical Cleansing Services(Gully cleansing)	21831	002930	1419.00	283.80	1702.80	TOTAL			£4569.75	284.90	£4854.65	
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197.2	<p>Receipt & Payments 1st April to 31st January 2024 and copy of the bank statement for January proposed by Cllr. Gladys Crowe seconded by Cllr. Louise Cotter and carried.</p> <table border="0"> <tr> <td>Bank Reconciliation</td> <td></td> <td>Cash Book Reconciliation,</td> <td></td> </tr> <tr> <td>Current Account @ 31/01/24</td> <td>£ 59,298.66</td> <td>C/FWD</td> <td>£ 54,178.15</td> </tr> <tr> <td>Less unrepresented cheques</td> <td>£ 553.60</td> <td>Receipt</td> <td>£ 33,510.53</td> </tr> <tr> <td></td> <td></td> <td>Payments</td> <td>£ 28,943.62</td> </tr> <tr> <td>Balance @ 31/01/2024</td> <td><u>£ 58,745.06</u></td> <td>Bal @ 31/01/24</td> <td><u>£ 58,745.06</u></td> </tr> </table>	Bank Reconciliation		Cash Book Reconciliation,		Current Account @ 31/01/24	£ 59,298.66	C/FWD	£ 54,178.15	Less unrepresented cheques	£ 553.60	Receipt	£ 33,510.53			Payments	£ 28,943.62	Balance @ 31/01/2024	<u>£ 58,745.06</u>	Bal @ 31/01/24	<u>£ 58,745.06</u>	
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197.3	Internal Auditor 2023-24 – proposed by Cllr. Louise Cotter seconded by Cllr. Gladys Crowe and carried that Alan Cotterill Associates will carry out the internal audit for 2023-24.																					
197.4	Budget 2024 -25 – Members discussed the present expenditure against the 2023-24 budget, and discussed the draft carried forward figure at the end of 2023-24 and will consider the earmarked funds at the next meeting.																					
197.5	Earmarked Funds carried forward to the next financial year – deferred until the next meeting. The Chairman asked Members to consider ideas for future consideration.																					
197.6	Consider grant for St. James Church – Cllr. Gladys Crowe proposed to award a grant of £200 seconded by Cllr. Louise Cotter and carried.																					
198	Correspondence Report																					
198.1	<p>To receive a report from the Clerk on Correspondence received and forwarded to Council.</p> <ul style="list-style-type: none"> • Email from a resident about various points that she would like addressing in the parish, emailed to council 17th January 2024 • Email from Cllr. Richard Cox with responses to the issues raised at the last council meeting emailed to council 30th January 2024 • BKVC details emailed to councillor 30th January 2024 • Royal mail asking for the full address of the post box and a photograph emailed to council 6th February 2024, details forwarded on 7th February 2024 																					
199	Speed Indicator Device Upper Way Upper Longdon																					
199.1	As discussed in County Councillor’s report.																					
200	Church Hill – Inconsiderate Parking																					
200.1	Ongoing discussions between SCC Highways and the schools – remove from agenda.																					
201	Membership Recruitment -Training- Role Allocation																					
201.1	Members discussed that the parish council needed to publicise what they have done during 2023-24 and the difference this work has made to the parish.																					
202	Annual Parish Assembly																					
202.1	Members agreed that the Assembly would be after the April meeting, the meeting will start at 6pm and the Assembly will start at 7.30pm at the WI Hall Ford Lane, all times will be advertised on the website and the notice boards.																					
203	Items for future meetings: To consider items for inclusion on future agenda (no decisions will be taken in this item)																					
203.1	None																					

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

204 204.1	Date of the Next Planned Council Meeting Tuesday 12 th March 2024 7pm at CW and GVH Buds Road Cannock Wood	
205	Meeting closed at 8.25pm Members went into closed session for item 19.	

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