

Longdon Parish Council

Minutes of the Council Meeting of Longdon Parish Council held on Tuesday 11th November 2025 at WI Hall Ford Lane Longdon.

Present: Chairman: Cllr. Brendan Cooper (Chairman)

Parish Councillors: Cllrs. Gladys Crowe, Louise Cotter, Tony Howarth, Denise Barnicle, Peter Matthews.

Other Councillors: None

Clerk: C E Gracey

Public Attendee: Jayne Shardlow, Mr Shardlow, Robert Heywood.

Councillor Apologies: Cllrs. Trevor Johnson and Janet Higgins.

The Chairman Cllr. Brendan Cooper opened the meeting, and welcomed Members to this month's meeting.

He asked Members to observe a minute silence for Remembrance Day, Members agreed.

Min No.	Item	Action
582	Apologies & Acceptance of Absence	
582.1	Cllrs. Trevor Johnson (Vice-chairman), Janet Higgins, Rob Strachan and PCSO Margaret Griffiths submitted their apologies for tonight's meeting.	
583	Public Participation – this will be limited to 15 minutes (5 minutes per speaker)	
583.1	Mr Robert Heywood commented on his recent submission of a grant application form on behalf of St. James the Great Church Longdon to assist with the cost of installing a new boiler at the cost of £11,800. Cllr. Denise Barnicle asked if they had obtained other quotes for the work. Mr Heywood reported that they had two quotes, the other one was more expensive and the church is bound to use the recommendation of the diocese which was the second quote.	
583.2	Jayne Shardlow commented that she had applied for co-option onto the council and had been invited to attend and watch the process of a council meeting.	
583.3	Police Crime Report from 10 th October to 10 th November 2025 28 th October – Attempted theft of Land rover Discovery – Church Way, Longdon. Offenders had smashed the door window, but owner had recently fitted a steering lock and disabled the keyless entry, so unable to steel the vehicle. 2 offenders seen running off, neighbour took a snapshot of offender's vehicle, no Reg number seen. No CCTV at the location. 27 th October – Theft of Land rover Discovery – Berkeley Way, Longdon. Taken without keys, no CCTV. No further line of enquires. No reports of Anti-Social Behaviour. Planned Police Surgery:- PCSO Maggie Griffiths will be available outside the Village Hall Longdon Saturday 31 st January from 2pm – 4pm. I will be parked up in a marked police van. This will be an ideal opportunity to meet with PCSO, discuss and issues or concerns that you may have in the community. There will be further Police Surgeries planned throughout the year.	

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	The Officer was due to attend the meeting but was unable due to work commitments.	
584	Declaration of Interest	
584.1	Cllrs. Louise Cotter and Peter Matthews both declared a pecuniary interest in item 12.	
585	Council Minutes: To confirm as a correct record Minutes of the Meeting of the Council held on 14th October 2025	
585.1	Resolved that the minutes of the monthly Full Council Meeting held on 14 th October 2025 were approved proposed by the Cllr. Gladys Crowe seconded Cllr. Louise Cotter and carried.	
586	Matters Arising	
586.1	None	
587	County Councillor's Report	
587.1	None	
588	District Councillor's Report	
588.1	Planning Applications <u>25/01310/FUH</u> – Grand Lodge Horsey Lane Upper Longdon – replacement gates. I am aware of this application which has undergone significant pre-application consultation. I have no further observations. <u>25/01364/FUH</u> – 6 The Croft, Longdon – single storey side extension – this would appear entirely subservient to the existing built form and given the location does not present an overbearing impact on the street scene. I do not have any further observations. Planning Enforcement <u>Sandmart Farm</u> – this planning application has now been refused and is back with enforcement. They have reviewed the case to date and have made the observation that hobby farming and equestrian use are not necessarily incongruous in a rural village, and the issue more turns on the buildings erected. I understand that all but one have been removed and the landowner is being directed to remove this building and remove all rubble and debris from the site. I fully expect that there will be further planning applications on this site in future and the primary determining factor will be their acceptability given the proximity to the protected heritage Broomy Fields farmhouse. I shall stay vigilant on this one. So far as the previous issues reported with rats in the feed stores, I have had nothing about this recently and would ask that any ongoing environmental health issues are raised with me urgently, for escalation. If there are further issues with noise nuisance from quadbikes on the site, I would again ask that I be contacted alongside the relevant officers. Planning Policy After the completed call for sites on the emerging Local Plan, two main areas in Longdon Village were put forward for development, these being proposals for 33 and 100 dwellings on two sites off Swan Close and Hawcroft. We are not yet at the stage where any formal planning proposals are on foot – this was an expression of interest from the landowners or their agents. I have raised a note of caution around issues of	

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	access to the site, this being an extension of the village and ongoing Green Belt concerns, but until either planning applications are received, or the District Council publishes the Strategic Housing Land Allocation document, this remains a watching brief. As I've said before, a part of the Local Plan process it is likely to become necessary for you to review your Parish Plan to ensure it is in synergy with the District Plan. This was delayed by the abandonment of the District former plan, although when it becomes necessary I and the Planning team at the District are likely to be in a position to assist. Since the adoption of the new Design Code across the District, I am pleased to confirm that rural design is far more closely protected than it was before. You may have noted from the document that Upper Longdon has its own chapter, given its very special hillside location, under the eaves of Cannock Chase. Ongoing Consultations There are no open consultations at present. Updates across the District Leisure Centre – The new leisure centre at Stychbrook Park is expected to open to existing members in late December 2025, with a full open in January 2026. Lichfield City Centre – ongoing work in the former Debenhams store is progressing well. An opening date in Spring 2026 has been mooted however will depend on the progress of the fit-out work. Anything else I was delighted to lay the District Council's wreath on Sunday, alongside Cllr Matthews for the Parish. I have £300 remaining in my community fund which is biddable for local charities and groups. I propose to allocate some to St James to assist with their boiler replacement, and have offered some to Gentleshaw to assist with their community group. If the parish are aware of more groups requesting funding please signpost them to me and I can guide them through the process.	
589 589.1 589.2 589.3	Planning Applications : To consider the recently submitted planning applications (below) and any other planning matters ie. previous objections 25/01310/FUH - Replacement of gates and altered materials on gate piers at Grand Lodge Horsey Lane Upper Longdon. – no objections 25/01343/FUL - Erection of menage, stable and hay barn (part retrospective) at Churchfield Cottage Smithy Lane Longdon. – no objections 25/01364/FUH - Single storey side extension to the rear of the existing garage and single storey rear extension at 6 The Croft Longdon. – no objections i) Brook End, Longdon – The property is now for sale.	
590 590.1	Outside Body Representatives Feedback Cllr. Denise Barnicle attended the Village Hall meeting and reported that the committee are formally writing to the land owner of the property adjacent to the hall, where the overgrown trees are their responsibility. If there is no response they will ask their insurance company to deal with the matter.	
591	Longdon Parish Council Communication	

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591.1	• Communication/ engagement – Survey feedback leaflets to be delivered to every household in Longdon Parish. • Website update –With the retirement of our present Administrator in February 2026, the council have agreed to appoint InLife.co.uk to host our site. • Longdon Letter – The fourth edition Winter 2025-26 is being compiled, any articles to be submitted to the Chairman. • Draft LPC Survey 2025-26 – A copy of the online draft will be sent to all councillors for their comments, prior to being advertised for residents to complete. • Contingency Emergency Plan for the Parish -Cllr. Denise Barnicle commented that she had some ideas for this item and would like to meet with the Chairman and discuss it.																																																																									
592	Environment Issues																																																																									
592.1	Flooding in the Parish – The Chairman reported that due to the recent wet weather, water is lying in many areas, the wet weather has also brought the leaves down which are blocking the gullies and drains. The clerk will contact LDC and check when the road sweeper will be in the parish.																																																																									
592.2	Trees and Hedges – Work has been carried out in various areas in the parish and there is still more work to do on Lower Way.																																																																									
592.3	Grass Cutting – Complete for this year, possible additional cut is late winter early spring.																																																																									
592.4	Shaver’s Lane Steps – Work now complete, although the heavy rain appears to be washing away the step coverage, the contractor has been contacted and a site visit is being arranged.																																																																									
592.5	Bulbs and tubs – work has been carried out but there are still some bulbs to plant, Upper Longdon and Longdon Green need peat, Cllr. Louise Cotter will obtain a quantity for both locations.																																																																									
593	Finance																																																																									
593.1	Payments to be approved <table><tr><th>Payee</th><th>Invoice Nr.</th><th>Payment</th><th>Nett</th><th>VAT</th><th>Total</th></tr><tr><td>The Beaudesert Trust (Grant)</td><td></td><td>DPC</td><td>250.00</td><td>-</td><td>250.00</td></tr><tr><td>Longdon Flower Group(Grant)</td><td></td><td>DPC</td><td>200.00</td><td>-</td><td>200.00</td></tr><tr><td>Wishing Well Trading(Hedge and verge cutting)</td><td>198</td><td>DPC</td><td>650.00</td><td>130.00</td><td>780.00</td></tr><tr><td>C E Gracey(Clerk’s Nov salary £838.56+ £167.71PAYE)</td><td></td><td>DPC</td><td>670.85</td><td>-</td><td>670.85</td></tr><tr><td>WCAVA (Payroll fee £7.80 Clerk’s PAYE Nov £167.71 Employer NI £71.60)</td><td></td><td>DPC</td><td>245.81</td><td>1.30</td><td>247.11</td></tr><tr><td>C E Gracey (Expenses October)</td><td></td><td>DPC</td><td>29.40</td><td>-</td><td>29.40</td></tr><tr><td>Datasharp Central Ltd (WiFi Oct))</td><td></td><td>DD</td><td>40.95</td><td>8.19</td><td>49.14</td></tr><tr><td>C E Gracey d(Reimbursement of HiVis waistcoats cost)</td><td>481618</td><td>DPC</td><td>71.38</td><td>3.84</td><td>75.22</td></tr><tr><td>P. Matthews (Reimburse printing cost</td><td>VP-R2MJGHXK</td><td>DPC</td><td>44.09</td><td>-</td><td>44.09</td></tr><tr><td>McCarthy Bros (Lichfield) Ltd (Repair replace steps at Shavers Lane + install handrail)</td><td>9823</td><td>DPC</td><td>4200.00</td><td>840.00</td><td>5040.00</td></tr><tr><td>Longdon WI (Hall hire July, Sept 8th</td><td></td><td>DPC</td><td>80.00</td><td>-</td><td>80.00</td></tr></table>	Payee	Invoice Nr.	Payment	Nett	VAT	Total	The Beaudesert Trust (Grant)		DPC	250.00	-	250.00	Longdon Flower Group(Grant)		DPC	200.00	-	200.00	Wishing Well Trading(Hedge and verge cutting)	198	DPC	650.00	130.00	780.00	C E Gracey(Clerk’s Nov salary £838.56+ £167.71PAYE)		DPC	670.85	-	670.85	WCAVA (Payroll fee £7.80 Clerk’s PAYE Nov £167.71 Employer NI £71.60)		DPC	245.81	1.30	247.11	C E Gracey (Expenses October)		DPC	29.40	-	29.40	Datasharp Central Ltd (WiFi Oct))		DD	40.95	8.19	49.14	C E Gracey d(Reimbursement of HiVis waistcoats cost)	481618	DPC	71.38	3.84	75.22	P. Matthews (Reimburse printing cost	VP-R2MJGHXK	DPC	44.09	-	44.09	McCarthy Bros (Lichfield) Ltd (Repair replace steps at Shavers Lane + install handrail)	9823	DPC	4200.00	840.00	5040.00	Longdon WI (Hall hire July, Sept 8 th		DPC	80.00	-	80.00	
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daytime Int. Audit, October + Nov)					
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TOTAL			£ 7399.14	984.63	8383.77

Accounts for payment during Nov + Dec – proposed by Cllr. Peter Matthews seconded by the Chairman and carried. Subject to work being checked on the steps and the location of the work done by Wishing Well Trading. Online payments were checked and authorised by two signatories at the bank Cllrs. Gladys Crowe and Louise Cotter, payments to approve and bank statement were initialled by the signatories.

593.2 Receipt & Payments 1st April to 31st October 2025 and copies of the bank statements proposed by Cllr. Denise Barnicle seconded by the Chairman and carried.

Bank Reconciliation

Current Account @ 31/10/25 £13,799.74

Reserve accounts @31/10/25 £52,341.98

Balance @ 31/10/2025 £66,141.72

Cash Book Reconciliation,

C/FWD £57,622.07

Receipt £40,885.36

Payments £ 32,365.71

Bal @ 30/09/25 £66,141.72

593.3 Budget Tracker 2025-26 – Deferred.

593.4 Monthly Review access to reserves - it was considered that the cash flow is okay and should be until we receive our monies transferred from the 95day notice account.

593.5 Consider grant application from: St James the Great Church -The Chairman proposed an award of the amount asked for £1,180 seconded by Cllr. Tony Howarth and carried.

593.6 Consider donation to Poppy Appeal RBL - £50 was proposed by Cllr. Denise Barnicle seconded by Cllr. Gladys Crowe and carried.

594 Correspondence Report

594.1 To receive a report from the Clerk on Correspondence received and forwarded to Council.

Email to Highways SCC re location of the second SID 27th October 2025.

Email to Highways SCC re inconsiderate parking outside Longdon Hall Special School 27th October 2025.

Email to SCC Rights of Way Officer regarding funding towards Shavers Lane steps replacement 29th October 2025.

Email to SCC Cllr. Janet Higgins regarding Community Fund towards Shavers Lane Steps replacement 29th October 2025.

Response to Cllr. Janet Higgins with roads nominated for consideration 29th October 2025.

Email from a Lichfield resident regarding the Rev. J L Petit Society emailed to council 10th November 2025

	SPCA AGM + Local Council Conference details emailed to council 10th November 2025 Chairman will contact the Beaudesert Trust to meet with their Chairman/Lead, the clerk will forward his details.	
595	Speeding, Policing and Safety	
595.1	SIDs data (all sites) – The Chairman will download the data and pass to the clerk for inclusion in these minutes.	
595.2	SID replacement Upper Longdon – The clerk has written to SCC about a proposed location and has not received a response, she will follow it up.	
595.3	Traffic at Longdon Hall Special School – The clerk has written to SCC about a meeting with the Head Teacher, to discuss the parking problem, no response has been received, she will follow it up.	
595.4	Two new SID devices to be purchased – deferred until the existing second SID location is confirmed and installed.	
595.5	A51 RTA data (5 years) – Deferred.	
595.6	The Clerk confirmed that the local roads nominated for speed monitoring by SCC are: A51 (Longdon 40mph zone), Upper Way, Borough Lane and Hay Lane.	
596	Asset Repairs	
596.1	History Boards repairs – Materials have been ordered.	
596.2	Sign Cleaning in the parish –ongoing	
597	Consider co-option Application to the Council	
597.1	The clerk will email the applicant and ask her opinion from attending tonight's meeting, and ask if she wants to meet with the Chairman to discuss further. We also asked if she can forward details of her past and present activities. If she declines an informal meeting with the Chair, then she will be invited to join the council and attend the next meeting, prior to the commencement of the meeting complete her paperwork and join the meeting.	
598	Longdon Village Hall- Overgrown trees adjacent to the hall belonging to a cottage	
598.1	As discussed under item 9.	
599	Items for future meetings: To consider items for inclusion on future agenda (no decisions will be taken in this item)	
599.1	The LPC IT Policy will be circulated and reviewed by councillors 'off line' and finalised in email correspondence is time for acceptance at the next LPC meeting.	
600	Date of the Next Planned Meetings are:	
600.1	Tuesday 13 th January 2026 at WI Hall Ford Lane Longdon at 7pm.	
601	Meeting closed at 9.10 pm	

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