

Longdon Parish Council

Minutes of the Council Meeting of Longdon Parish Council held on Tuesday 10th February 2026 at WI Hall Ford Lane Longdon.

Present: Chairman: Cllr. Brendan Cooper (Chairman)

Parish Councillors: Cllrs. Louise Cotter, Denise Barnicle, Peter Matthews, Jayne Shardlow.

Other Councillors: County Cllr. Janet Higgins.

Clerk: C E Gracey

Public Attendee: None

Councillor Apologies: Cllrs. Trevor Johnson (Vice-chairman), Gladys Crowe, Tony Howarth.

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

Min No.	Item	Action
625	Apologies & Acceptance of Absence	
625.1	Cllrs. Trevor Johnson (Vice-chairman), Tony Howarth and Gladys Crowe submitted their apologies for tonight's meeting.	
626	Public Participation – this will be limited to 15 minutes (5 minutes per speaker)	
626.1	None	
627	Declaration of Interest	
627.1	Cllrs. Louise Cotter and Denise Barnicle declared a pecuniary interest in item 12.	
628	Council Minutes: To confirm as a correct record Minutes of the Meeting of the Council held on 13th January 2026	
628.1	Resolved that the minutes of the monthly Full Council Meeting held on 13 th January 2026 were approved proposed by the Cllr. Denise Barnicle seconded Cllr. Louise Cotter and carried.	
629	Matters Arising	
629.1	None	
630	County Councillor's Report	
630.1	Cllr. Janet Higgins reported on the following: Flooding issues, Staffordshire County Council are aware of the local area highways issues and there is an extra amount of £15m saved from other budget areas that will assist with the problems during 2026. School parking on Church Hill, a meeting has been arranged with Highways Officer to consider the parking issues, on 26th February 2026. Reduction in speed limit to 30mph from Longdon Green to Church Hill, no information at the present time but it has been passed on to Cabinet Minister for consideration.	
631	District Councillor's Report	
631.1	None	
631.2	Section 106 funds were discussed, no CILS payments are due to LPC for 2025, any	

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

	monies due for 2026 will be paid from April – September 2026, and notified accordingly.																															
632	Planning Applications : To consider the recently submitted planning applications (below) and any other planning matters ie. previous objections	No objections – concerns about demolishing a historical building.																														
632.1	26/00074/FUL - Demolition of barn, greenhouse, garage and erection of 1 Nr. dwelling and stand-alone garage to serve existing dwelling including associated works at Longdon Green House Church Hill Longdon Green.																															
633	Outside Body Representatives Feedback																															
633.1	Cllr. Denise Barnicle attended the Longdon Village Hall meeting and reported the overgrown trees from the adjacent property have been removed but the stumps and roots remain, the area is to be surveyed to check if the roots could be causing damage to the hall building.																															
634	Longdon Parish Council Communication																															
634.1	• Communication/ engagement – The face book page is now live and being used to communicate various announcements. • Website update – The new website hosting company have taken over the website, at present some of the existing data has not been copied over but the clerk and the administrator will update the site shortly. • Longdon Letter – Letter 4 has been published on Facebook and the LPCwebsite. Comments for the next letter are now being collected to compile the Spring Letter(March 2026). • LPC Survey 2026– The survey has been released online and is available on the website. Slow response rate+n=40) the closing date has been extended to 1st March 2026. • Contingency Emergency Plan for the Parish -Cllr. Denise Barnicle is working on the plan and upon completion it will be considered by the council to approve.																															
635	Environment Issues																															
635.1	Flooding in the Parish – Work has been ongoing on A51 to Stockings Lane to free the blocked drains going into Shropshire Brook, Longdon. LPC is working with SCC to get this done urgently.																															
635.2	Trees and Hedges – A donated cherry tree (Sakura) will be planted at the side of Shavers Lane steps, a possible second tree will be planted at Church Hollow by the bench if we are fortunate enough to get another.																															
635.3	Grass Cutting – No work started as yet.																															
636	Finance																															
636.1	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>A Walker (Work for November in the parish)</td><td>45</td><td>DPC</td><td>120.00</td><td>-</td><td>120.00</td></tr><tr><td>C E Gracey (Clerk's February salary £838.56+(£167.80 PAYE)</td><td></td><td>DPC</td><td>670.76</td><td>-</td><td>670.76</td></tr><tr><td>WCAVA (Payroll fee £7.80 Clerk's PAYE Jan £167.80 Employer NI £63.23)</td><td></td><td>DPC</td><td>237.53</td><td>1.30</td><td>238.83</td></tr><tr><td>C E Gracey Clerk (expenses – postage photocopying)</td><td></td><td>DPC</td><td>35.65</td><td>-</td><td>35.65</td></tr></table>	Payee	Invoice Nr.	Payment	Nett	VAT	Total	A Walker (Work for November in the parish)	45	DPC	120.00	-	120.00	C E Gracey (Clerk's February salary £838.56+(£167.80 PAYE)		DPC	670.76	-	670.76	WCAVA (Payroll fee £7.80 Clerk's PAYE Jan £167.80 Employer NI £63.23)		DPC	237.53	1.30	238.83	C E Gracey Clerk (expenses – postage photocopying)		DPC	35.65	-	35.65	
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Datasharp Central Ltd (WiFi Jan)		DD	40.95	8.19	49.14
N L Barnicle (Materials for refurbishment of History board)	Various receipts	DPC	85.74	16.15	101.89
C E Gracey (Renewal of Norton anti-virus)	J8MF2TH8V3CK	DPC	33.32	6.67	39.99
A Walker (Flood work in the parish January 2026)	46	DPC	200.00	-	200.00
InLife Design Ltd (Monthly host January 2026)	INV-24431	DPC	18.00	3.60	21.60
Elan City Ltd(Extended warranty 01/01/26 – 31/12/26)	SO-UK06474	DPC	398.00	79.60	477.60
TOTAL			£1839.95	£115.51	£1955.46

Accounts for payment during January and February– proposed by Cllr. Denise Barnicle seconded by the Cllr. Louise Cotter and carried. Online payments were checked and authorised by two signatories at the bank Cllrs. Brendan Cooper(Chairman) and Louise Cotter, payments to approve and bank statement were initialled by the signatories.

636.2 Receipt & Payments 1st April to 31st January 2026 and copies of the bank statements proposed by Cllr. Louise Cotter seconded by the Cllr. Denise Barnicle and carried.

Bank Reconciliation

Current Account @ 31/01/26 £ 9,922.95

Reserve account @31/01/26 £40,699.78

Balance @ 31/01/2026 £ 50,622.73

Cash Book Reconciliation,

C/FWD £57,622.07

Receipt £41,243.16

Payments £48,242.50

Bal @ 31/01/26 £50,622.73

636.3 Budget Tracker 2025-26 – Nothing presented this month.

636.4 Monthly Review access to reserves – Funds okay this month.

636.5 Earmarked Funds 2026-27 – Members discussed the c/fwd funds for community projects and agreed to earmark £12,000. Cllr. Denise Barnicle commented that a contingency should be considered for the clerk's redundancy payment, it was agreed to consider a figure based upon her current salary.

636.6 Consider – payroll provider termination notice, from 1st April to 30th June 2026. Members discussed the present situation and agreed that the clerk will calculate the payroll from the commencement of the new financial year using HMRC Basic Tools from 6th April 2026.

637 Correspondence Report

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

Email from residents with details of trip hazard on Upper Way emailed to council 19th January 2026. ***This work has now been completed by SCC.***

Email from SPCA about more Cherry Trees emailed to council 24th January 2026. ***A tree has been received, we have asked for a second tree and are awaiting confirmation.***

Email from Lichfield Cathedral School in response to our email about the inconsiderate parking emailed to council 5th February 2026.

Email from Longdon Hall School in response to our email about the inconsiderate parking emailed to council 6th February 2026.

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

	Email from resident about the speeding traffic on Shavers Lane and Upper Way emailed to council 6th February 2026. A resident rang regarding his garden is flooding from the flood water on A51, forwarded to council and passed the report to County Cllr. Janet Higgins 6th February 2026. <i>Work is ongoing to deal with the flooding on the A51.</i> Email response from Garry Hunt Highways Dept emailed to council 6th February 2026. Outgoing correspondence: Email to Cllr Janet Higgins about trip hazard on Upper Way 19th January 2026. Email to Gentleshaw Primary Academy about inconsiderate parking outside the school 5th February 2026. Email to Longdon Hall School about inconsiderate parking on Church Hill 5th February 2026. Email to Lichfield Cathedral School re: parking problem on Church Hill 5th February 2026. Email following up a previous email to Highways Manager Garry Hunt on parking on Church Hill and SID location 5th February 2026, Email to County Cllr. Janet Higgins following up on items discussed at the November meeting – parking on Church Hill, flooding on Lysways Lane, reduction in speed limit on Church Hill and Longdon Green 5th February 2026. Acknowledgement to email from resident about speeding traffic 6th February 2026.	
638	Speeding, Policing and Safety	
638.1	Members discussed the replacement post for the SID – a proposal has been forwarded to SCC Highways and we are awaiting a response.	
638.2	The problem traffic at Church Hill, being considered at a future meeting with the Highways Officer on 26 th February 2026.	
638.3	A51 RTA data (5 years) – Discussion about proposed meeting with Garry Hunt(SCC Highways Officer) in February to discuss (i) A51 Speed reduction (ii) Highways budget,(iii)FOI request to SCC on Amey/SCC Contract regarding quality and response times for repairs.	
639	Asset Repairs	
639.1	History Boards repairs – Work now complete, thank you to Mr Barnicle for carrying out the work.	
639.2	Sign Cleaning in the parish – plans to involve parish cleaning groups made up from voluntary residents, to be discussed at the Annual Assembly.	
640	Longdon Village Hall- Overgrown trees adjacent to the hall belonging to a cottage	
640.1	As discussed in item 9.	
641	Action Plan Review	
641.1	Cllr. Tony Howarth has updated the plan and members discussed the information which some of which was updated at the last meeting, the Chairman will update the plan for the next meeting.	
642	Policies to review and approve	

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

642.1	Review and adopt IT Policy – final changes submitted to Parish Clerk by the Chairman proposed by Cllr. Peter Matthews seconded by the Chairman and carried. Standing Orders – Agreed to amend and include that Google Meet will be used when councillors are absent. Proposed by Cllr. Peter Matthews seconded by the Chairman and carried. Risk Assessment Policy -approved at the last meeting. Code of Conduct – The Chairman using the screen projector briefed all on the main points of the code for the council, Approved by council Model Publication Scheme – Approved at the last meeting Model Publication Scheme - Guide on what we provide with cost - Approved	
642	Annual Assembly – consider the programme	
642.1	The date agreed was 28th April 2026 7pm at Longdon Village Hall, the clerk has booked the room. As last year the Parish Groups will be invited to speak. Volunteers for litter picking and sign cleaning will be asked to sign up on relevant sheets. A PA system needs to be loaned for the event.	
643	Items for future meetings: To consider items for inclusion on future agenda (no decisions will be taken in this item)	
643.1	None	
644	Date of the Next Planned Meetings are:	
644.1	Tuesday 10 th March 2026 at CW & GVH Buds Road Cannock Wood at 7pm.	
645	Meeting closed at 9.05pm	

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

Longdon Parish Council

2. Accounts for Payment 10th February 2026

The Parish Council are asked to approve the following accounts for payment at their meeting on 10th February 2026:

Payee	Invoice No	Payment	Net	VAT	Total
A Walker (Work for November in the parish)	45	120.00	-	-	120.00 - paid
N L Barnicle (Materials for refurbishment of History board)	Various receipt	101.89	85.74	16.15	101.89 - paid
C E Gracey (Renewal of Norton anti-virus)	J8MF2TH8V3CK	39.99	33.32	6.67	39.99
C E Gracey (February salary £838.56 £167.80 PAYE NI employer's paye £63.23)		670.76	-	-	670.76
WCAVA (payroll fees £7.80 paye 231.03)		238.83	-	-	238.83
C E Gracey(Expenses for January – postage, photocopying)		35.65	-	-	35.65
A Walker (Flood work in the parish January 2026)	46	200.00	-	-	200.00 - paid
Inlife.com (January 2026 hosting)	INV-24431	21.60	18.00	3.60	21.60
Elan City Ltd (Extended warranty 01/01/26 -31/12/26)	SO-UK06474	477.60	398.00	79.60	477.60
Datasharp Central Ltd (WiFi 01/01/26 – 31/01/26)	6664	49.14	40.95	8.19	49.14 - paid
Total		£1955.46	£576.01	£114.21	£1955.46

Income Received - £96.14 interest for January

Other Issues - £12,000 transferred from Reserve Accounts

LONGDON PARISH COUNCIL								
1.FINANCIAL STATEMENT	2025-26	1st April to 28th February 2026						
Receipts and Payments								
DETAILS	Income	Expenditure	BUDGET	Inc. and Exp Feb	Details - February			
C/FWD	£ 57,622.07							
PRECEPT	£ 33,461.00		£ 33,461.00					
VAT Refund 2024-25	£ 1,815.39		£ 1,773.22					
CIL Payment 2025-26	£ 2,897.16							
Interest (Reserve Accounts)	£ 1,453.03		£ 750.00	£ 84.92	interest			
Reimbursement of stile gate	£ 46.50							
Reimbursement of grass cutting	£ 1,055.00							
Refund of overpayment	£ 600.00							
SALARIES (gross)		£ 9,869.04	£ 9,752.00	£ 901.79	paye and nett salary inc.			
ADMINISTRATION		£ 4,427.45	£ 2,000.00	£ 194.18	payroll fees - antivirus - w/s-h/h-exps-wifi			
MAINTENANCE		£ 14,937.54	£ 14,000.00	£ -				
INSURANCE		£ 683.40	£ 700.00	£ -				
COMMUNICATION		£ 44.09	£ -					
SECTION 137		£ 3,698.80	£ 2,500.00					
OTHER PROJECTS		£ 16,355.75	£ 12,000.00	£ 677.60	Gully cleansing Bardy Lane-Lower Way-			
CONTINGENCY			£ 1,000.00	£ -				
TOTAL	£ 98,950.15	£ 50,016.07		£ 1,773.57				
NET SURPLUS/DEFICIT	£ 48,934.08							
CASH BOOK RECONCILIATION								
C/FWD	£ 57,622.07							
Receipts	£ 41,328.08							
Payments	£ 50,016.07							
Balance @ 2026	£ 48,934.08							
BANK RECONCILIATION								
Current A/C bal @ 28th Feb 2026	£ 8,149.38							
Reserve Accounts and Interest	£ 40,784.70							
Balance @ 28th February 2026	£ 48,934.08							

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