

Longdon Parish Council

Minutes of the Council Meeting of Longdon Parish Council held on Tuesday 10th March 2026 at CW & GVH Buds Road Cannock Wood.

Present: Chairman: Cllr. Brendan Cooper (Chairman)

Parish Councillors: Cllrs. Trevor Johnson (Vice-chairman), Gladys Crowe, Louise Cotter, Denise Barnicle, Peter Matthews, Jayne Shardlow.

Other Councillors: Cllr. Rob Strachan

Clerk: C E Gracey

Public Attendee: None

Councillor Apologies: Cllr. Tony Howarth, Louise Cotter and Janet Higgins

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

Min No.	Item	Action
646	Apologies & Acceptance of Absence	
646.1	Cllrs. Tony Howarth, Louise Cotter and Janet Higgins submitted apologies for tonight's meeting.	
647	Public Participation – this will be limited to 15 minutes (5 minutes per speaker)	
647.1	None	
648	Declaration of Interest	
648.1	Cllrs. Louise Cotter and Jayne Shardlow declared a pecuniary interest in item 12.	
649	Council Minutes: To confirm as a correct record Minutes of the Meeting of the Council held on 10th February 2026	
649.1	Resolved that the minutes of the monthly Full Council Meeting held on 10 th February 2026 were approved proposed by the Cllr. Denise Barnicle seconded Cllr. Peter Matthews and carried.	
650	Matters Arising	
650.1	None	
651	County Councillor's Report	
651.1	A51/Longdon This should now have had the repairs it needed. Lysways Lane Latest update from Highways: This does come up every now and again and I understand we've asked for previous local insight/location details/landowners etc as we're not getting any reports on the system. I have just checked again today, and I can't see any reports for flooding, trees, or potholes etc. It is on a quarterly inspection route, last completed January 2026, therefore I would strongly advise the public to report concerns for ad hoc inspections to take place, and this will build an audit trail if there is an ongoing problem. Regarding the flooding as a general issue along here, we will record the location (if it's not already) on our drainage spreadsheet and pass this over to our new officer for their awareness and potential attention as there is a lot of water courses/ponds in this area. Longdon Special school I went to visit the school with Garry from highways. It went very well.	

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

	Looking forward the school are hoping to change the land at the front on the entrance to a carpark. This should certainly help but there is no date yet. The school are going to purchase some parking buddies to put out at the start and end of the day. I have spoke to the transport team. They are contacting the taxi firms to remind them of the correct way to enter the school when dropping off and collecting the young people. Hopefully these actions will improve the situation. Keep me posted	
652	District Councillor's Report	
652.1	Cllr. Rob Strachan reported on the following: Planning: Sandmart's Farm – No decision to report, possibly for the April meeting, the Enforcement order is still pending, the old buildings are still standing, although reported to be demolished. Six notices have been issued under animal welfare act but any prosecution is boarder line. Access query is still not confirmed. New cinema in Lichfield is delayed due to contractual problems and the new leisure centre is open and in use. Budget - £100,000 to support youth activity in rural areas. Devolution – the ongoing consultation ends on 26th March 2026, The Chairman will complete the form on behalf of the parish council. Cllr. Trevor Johnson (Vice-chairman) reported that street sweeping on Lysways Lane has not taken place in 15 years, Cllr. Rob Strachan will check.	
653	Planning Applications : To consider the recently submitted planning applications (below) and any other planning matters ie. previous objections	
653.1	25/01550/FUL Creation of new vehicular access to form a private driveway at Brook House Farm Lysways Lane Hanch.	Refused 11 th February 2026
653.2	25/01559/FUL Single storey rear extension to form a classroom at Cathedral School Church Hill Longdon.	Approved 13 th February 2026
653.3	26/00024/FUL Removal of garage and erection of a wooden shed on allotment land at Land east of Benvenuto Bardy Lane Longdon. – no objections	Deadline 20 th March 2026
653.4	26/00026/FUH Single storey rear extension with roof used as balcony, small dormer to access flat roof with internal changes at Wood House Horsey Lane Upper Longdon – no objections	Deadline extension to 11 th March 2026
654	Outside Body Representatives Feedback	
654.1	None	
655	Longdon Parish Council Communication	
655.1	Communication/ engagement – Facebook is updated by Cllr. Peter Matthews. BKVC – Members discussed the competition and agreed to send for an application form to check what is required. Website update – The clerk confirmed that the site is now updated.	

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

	• Longdon Letter – Being compiled by the Chairman and will be reviewed shortly. • LPC Survey 2026– The survey has been released online and is available on the website. hard copies were distributed by members to various groups, closing date was 10th March 2026. • Contingency Emergency Plan for the Parish -Cllr. Denise Barnicle has put together the strategy, draft copies were given to members to read and check. Permissions to display people’s details are being obtained and other various information, it will be approved at the next meeting. An outside safe box will be obtained and installed outside a property in Longdon.																																																	
656	Environment Issues																																																	
656.1	Flooding in the Parish -Work required in various areas that have been flooded, tidying up and reseeding along the A5, a local contractor will carry out the work as soon as the weather permits free of charge. Other areas in need of tidying up include Lysways Lane, Church Hill, our grounds maintenance contractor and Cllr. Trevor Johnson (Vice-chairman) will carry out the work. Cllr. Trevor Johnson (Vice-chairman) reported that a resident has shown him the locations of additional drains that are buried. He asked for a budget of £500 to explore the locations and find the drains. This was discussed and agreed, proposed by Cllr. Trevor Johnson seconded by Cllr. Peter Matthews and carried.																																																	
656.2	Trees and Hedges – Two donated cherry trees (Sakura) have been planted one on Shavers Lane and one on Brook End. Trees on Berkeley Way and Church Hollow will be monitored and considered for pruning.																																																	
656.3	Grass Cutting – Will commence this month, weather permitting, primarily the grass will be cut quickly and followed by a second lighter cut to pick up the cuttings and the debris.																																																	
656.4	Weed Spraying – A schedule of areas will be compiled.																																																	
657	Finance																																																	
657.1	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>Forvis Mazars LLP (Ext. audit 2024-25)</td><td>2648764</td><td>DPC</td><td>210.00</td><td>42.00</td><td>252.00</td></tr><tr><td>C E Gracey (Clerk’s March 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 Feb £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>18.32</td><td>-</td><td>18.32</td></tr><tr><td>Datasharp Central Ltd (WiFi Jan)</td><td></td><td>DD</td><td>40.95</td><td>8.19</td><td>49.14</td></tr><tr><td>InLife Design Ltd (Monthly host February 2026)</td><td>INV-24731</td><td>DPC</td><td>18.00</td><td>3.60</td><td>21.60</td></tr><tr><td>LVH(Hall hire for Annual Assembly)</td><td></td><td>DPC</td><td>40.00</td><td>-</td><td>40.00</td></tr></table>	Payee	Invoice Nr.	Payment	Nett	VAT	Total	Forvis Mazars LLP (Ext. audit 2024-25)	2648764	DPC	210.00	42.00	252.00	C E Gracey (Clerk’s March salary £838.56+(£167.80 PAYE)		DPC	670.76	-	670.76	WCAVA (Payroll fee £7.80 Clerk’s PAYE Feb £167.80 Employer NI £63.23)		DPC	237.53	1.30	238.83	C E Gracey Clerk (expenses – postage photocopying)		DPC	18.32	-	18.32	Datasharp Central Ltd (WiFi Jan)		DD	40.95	8.19	49.14	InLife Design Ltd (Monthly host February 2026)	INV-24731	DPC	18.00	3.60	21.60	LVH(Hall hire for Annual Assembly)		DPC	40.00	-	40.00	
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J Shardlow(Dog fouling signage)	5837	DPC	45.09	8.72	53.81
A Walker (Work in the parish for February)	45	DPC	135.00	-	135.00
TOTAL			£1415.65	£63.81	£1479.46

Accounts for payment during February and March – proposed by Cllr. Peter Matthews seconded by the Cllr. Gladys Crowe and carried. Online payments were checked and authorised by two signatories at the bank Cllrs. Gladys Crowe and the Chairman, payments to approve and bank statement were initialled by the signatories.

657.2 Receipt & Payments 1st April to 28th February 2026 and copies of the bank statements proposed by Cllr. Gladys Crowe seconded by the Cllr. Denise Barnicle and carried.

Bank Reconciliation

Current Account @ 28/02/26 £ 8,149.38
Reserve account @ 28/02/26 £ 40,784.70

Cash Book Reconciliation,

C/FWD £57,622.07
Receipt £41,328.08
Payments £50,016.07

Balance @ 28/02/2026 £ 48,934.08 Bal @ 28/02/26 £48,934.08

Cllr. Peter Matthews queried the total expenditure for administration and asked for a breakdown of costs, the clerk will forward the breakdown to councillors.

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

657.4 Monthly Review access to reserves – Funds acceptable this month.

657.5 Consider contingency for Clerk's redundancy, figures compiled from the information on the.gov.uk rules based on 6 years full service totalling £1742 on 31st May 2026.

657.6 Cllr. Trevor Johnson (Vice-chairman) asked about the precept set for 2026-27, it was agreed at 6.4% twice the rate of inflation to help cover the community work. However, as this figure is based on Band D properties, the average increase has only been 4.5% overall.

657.7 Cllr. Denise Barnicle reported that with the remainder wood left from the shelter renovations, bird houses had been made and distributed around the parish. Three sheets of the wood remain and she asked for permission to purchase it at the original cost £68.98 plus VAT, this was agreed.

658 Correspondence Report

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

Email from Lichfield Cathedral School in response to the parking on Church Hill, emailed to council 14th February 2026.

Email from LDC with a letter from the Leader of the Council emailed to council 23rd February 2026.

Telephone call from resident on Stockings Lane regarding cleaning the footpaths, details sent to the Chairman 23rd February 2026.

Telephone call from resident regarding proposed development on Longdon Green and Community Survey details sent to the Chairman 23rd February 2026.

A resident of Upper Way, inquired about how we choose workmen for jobs, as she is concerned that the hedge cutting in Lower Way was not done very well, or tidied up properly. She asked if jobs are put out to tender and if they are itemised, and if we check

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

	them after. She spoke to a Councillor whilst out walking, who responded that she would raise this and get a response. 3rd March 2026. Response from SCC to our email re maintenance of verge at Brereton Hall Lane in respect of reimbursement of cost, the query has been forwarded to Maintenance Management Team and they will respond to us shortly, 9th March 2026. Acknowledgement from SCC Officer re meeting with Longdon Hall School and the sighting of a SID post in Upper Longdon, on annual leave until the 16th March 2026. Cllr. Denise Barnicle had received a thank you card from Lichfield Cathedral School in respect of the donated bird boxes for their forest school area. Outgoing correspondence Email to SCC Highways Officer with thanks for the work carried out on the flooded A5 sent 23rd February 2026. Letter to resident with thanks for his assistance with the work carried out on the flooded A51 sent 23rd February 2026. Letter to resident with details of planning application and community survey sent 23rd February 2026. Email to SCC re ground maintenance of verge at Brereton Hall Lane not included in annual reimbursement of costs for 2025-26 8th March 2026. Email to SCC re meeting at Longdon Hall School about inconsiderate parking on Church Hill junction 8th March 2026.	
659	Speeding, Policing and Safety	
659.1	SID Post in Upper Longdon – No response from SCC Officer, on holiday until the 16 th March 2026.	
659.2	Inconsiderate parking on Church Hill – SCC Officer and Cllr. Janet Higgins attended a meeting at the school and it was agreed that front grass area within the school would be developed into a parking area for staff. Also the taxi companies that deliver the children will be approached and asked to park considerately.	
659.3	Local bus detour to provide service to the parish – Members discussed the reinstatement of a local bus service and agreed to pursue the matter in conjunction with a reduction in speed limit.	
659.4	Reduction in speed limit – Longdon Green – as discussed above.	
660	Asset Repairs	
660.1	Sign Cleaning in the parish – plans to involve parish cleaning groups made up from voluntary residents, to be discussed at the Annual Assembly, along with volunteers to regular litter picks.	
661	Action Plan Review	
661.1	The Chairman will update the document and send out.	
662	Policies to review and approve	
662.1	Asset Register – deferred	
663	Annual Assembly – consider the programme	
663.1	The date agreed was 28 th April 2026 7pm onwards. A PA system needs to be loaned for the event.	

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

663.2	The Vice-chairman Cllr Trevor Johnson confirmed that he will be retiring following the July meeting but will announce his decision at the assembly.	
664	Items for future meetings: To consider items for inclusion on future agenda (no decisions will be taken in this item)	
664.1	None	
665	Date of the Next Planned Meetings are:	
665.1	Tuesday 14 th April 2026 at WI Hall Ford Lane Longdon at 7pm and the Annual Assembly will be 28 th April 2026 at 7pm at Longdon Village Hall.	
666	Meeting closed at 8.45pm	

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