

Longdon Parish Council

Minutes of the Annual meeting and Council Meeting of Longdon Parish Council held on Tuesday 12th May 2026 at W.I. Hall Ford Lane Longdon.

Present: Chairman: Brendan Cooper (Chairman)

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

Other Councillors: None

Clerk: C E Gracey

Public Attendee: None

Councillor Apologies: Gladys Crowe, Tony Howarth, Janet Higgins, Rob Strachan

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

Min No.	Item	Action
688	Apologies & Acceptance of Absence	
688.1	Cllrs. Gladys Crowe, Tony Howarth, Rob Strachan and Janet Higgins submitted their apologies for tonight's meeting.	
689	Declarations of Interest	
689.1	Cllr. Louise Cotter declared a pecuniary interest in item 12.	
690	Annual Meeting	
690.1	Chairman's Report 2025-26	
	<u>Overview</u> The goals for the year were to (i) improve communication with residents, address the main problems of (ii) flooding (iii) speeding traffic, and improve the look of the village as well as improve working together with other parish organisations. <u>Communication</u> We appointed Councillor Matthews as our Communications Officer. We successfully conducted our second on-line Parish Survey to find out what residents wanted from the Council and what were the priorities that they wish us to address. We got 71 responses (about 17%) and some great new ideas. Much of the work we have undertaken is exactly what residents wanted. The Survey Report will be delivered to every residential address in our parish and presented at the Annual Parish Meeting. We launched "Longdon Letter" in Spring 2025 which is to pass on key information and plan to deliver this 4 times a year. We re-launched the Longdon PC Facebook Page and regularly send information to other local village Facebook pages. <u>Flooding</u> Led by Councillor Trevor Johnson, we have spent Parish funds and PC effort on SCC duties to repair the flooding "hot spots" of Stockings Lane, Borough Lane, Smithy Lane and Lysways Lane. Most are vastly improved and much praise has been received from residents. We plan to expand this programme with preventative maintenance next year. We worked closely with Councillor Richrd Cox to alleviate problems with flooding on A51 throughout the winter. <u>Speeding</u>	

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	We have been using the SIDS in Upper Longdon and Gentleshaw, but still haven't found a second SIDS site on Startley Lane. The current SIDS make a difference, but more speeding traffic measures are needed. Pot holes have slowed traffic inadvertently on may roads, but they are a hazard to residents. <u>Environment</u> We have continued a programme of grass-cutting, hedge-trimming and generally tidying areas of the parish and encouraging residents/landowners to be responsible for trees and hedges. The PC has bought its own electric trimmer to keep footpaths clear and tidy overgrown areas and has instigated tidying teams in the villages. We have planted 2 Sakura Trees donated by the Japanese Embassy. Councillor Crowe, coordinates the Litter Picking Teams and there is a plan to litter picking events across the parish through the year. We continue to pursue Planning issues and property eyesores together with Lichfield District Council. <u>Working Together</u> The PC has paid for and taken responsibility for Wi-Fi in the Longdon Village Hall with coverage in the WI Building so it can be used at PC meetings. We have met and engaged with many other parish groups to help bring them together and build events and a sense of community where we overlap to deliver events together. <u>Parish Council Structure & Meetings</u> We have the "duties matrix" making councillors responsible for specific areas. This means councillors now report their area into PC meetings and drive forward change and improvement. We also use an LED projector and the internet for PC meeting to share documents, maps and information. We've introduced 1 new Councillor - Jayne Shardlow this year. There are still 1 or 2 vacancies on the PC. Finance Report The Financial Report is available and shows a healthy balance which we intend to spend of ideas and priorities generated in the Annual Parish Survey. The increase in the precept for 2026-27 4.5% overall and allows for inflation. Councillor Brendan Cooper on behalf of Longdon Parish Council	
691.2	Election of Chairman – Cllr. Louise Cotter nominated Cllr. Brendan Cooper seconded by Cllr. Jayne Shardlow and carried.	
691.3	Acceptance by the Chairman – Cllr. Brendan Cooper thanked members for their continued support and accepted the post for the forthcoming year 2026-27.	
691.4	Election of the Vice-chairman – Cllr. Brendan Cooper (Chairman) nominated Cllr. Denise Barnicle for Vice-chairman seconded by Cllr. Louise Cotter and carried.	
691.5	Acceptance by the Vice-chairman – Cllr. Denise Barnicle accepted the post of Vice-chairman for the forthcoming year 2026-27.	
	Council meeting	
692	Public Participation – this will be limited to 15 minutes (5 minutes per speaker)	
692.1	None	
693	Declaration of Interest	

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693.1	Cllr. Louise Cotter declared a pecuniary interest in minute 702.1	
694	Council Minutes: To confirm as a correct record Minutes of the Meeting of the Council held on 14th April 2026	
694.1	Resolved that the minutes of the monthly Full Council Meeting held on 14 th April 2026 and confidential minute were approved proposed by the Cllr. Denise Barnicle seconded Cllr. Louise Cotter and carried.	
695	Matters Arising	
695.1	None	
696	County Councillor's Report	
696.1	None	
697	District Councillor's Report	
697.1	None	
698	Planning Applications (15): To consider the recently submitted planning applications (below) and any other planning matters ie. previous objection	
698.1	26/00024/FUL Removal of garage and erection of a wooden shed on allotment land at Land east of Benvenuto Bardy Lane Rugeley.	Refused 23 rd April 2026
698.2	26/00358/FUH Erection of an orangery to replace existing conservatory at Fairfield House Borough Lane Longdon.	Approved 11 th May 2026
698.3	26/00360/FUL Agricultural barn at Oak Meadow Farm Borough Lane Longdon.	Approved 12 th May 2026
698.4	26/00350/FUH Erection of workshop, garden room, gym, raising patio level, installation of elevated decking and retaining wall at 46 Upper Way Upper Longdon – no objections	18 th May 2026
698.5	Retrospective application for the installation of marquee tent structure and associated removal of timber shelter at The Redmore PH Hayfield Hill Cannock Wood. – no objections	12 th May 2026
698.6	26/00567/FULH Section 73 application to permission of 19/00032/FULH to vary condition 2: To increase the roof, internal floor levels and overall height of the single storey side extension at Bankside Cottage Lower Way Upper Longdon. Deferred at the meeting – Councillors comments later were no objections	3 rd June 2026
699	Outside Body Representatives Feedback	
699.1	Cllr. Trevor Johnson(Vice-chairman) attended a meeting with Cllr. Richard Cox to hold a catchup of Staffordshire.	
700	Longdon Parish Council Communication – Cllr. Jayne Sharlow is now responsible for communication, the Chairman thanked Cllr. Peter Matthews for all his input into communication policy within the council and parish.	
700.1	- Communication/ engagement strategy (Social-media, PC Facebook page, google drive, community survey, newsletter). Parish Survey 2026-27 The Chairman commented that the action plan has been formulated from the information received on the completed parish surveys. There has been a couple of complaints from residents who was hard copies, this will be arranged. Website Activity – The clerk will note the number of people who visit the website over a monthly period, and report them at parish council meetings. Contingency Emergency Plan for the Parish – Cllr. Denise Barnicle has compiled a plan, and is meeting with the Officer from Support Staffordshire that deals with these plans, to go through the	

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	finer details. Leaflets have been obtained to put on the website and various other notice boards to make residents aware of the plan and note the location of the emergency box and the procedure. • WiFi at Village Hall + WI Hall -Members considered if the facility is being used to it's best, therefore suggestions to put up signs in both facilities noting the wifi and accessibility password.																																																																			
701	Environment Issues																																																																			
701.1	Flooding in the Parish –A51 by the Wedding Venue and Longdon Green, the ditch needs cleaning out.																																																																			
701.2	Lysways Lane – land owners are being spoken to, hoping they'll carry out some work on their land to assist the problem.																																																																			
701.3	Grass Cutting – on schedule, weed spraying has commenced. Cllr. Jayne Shardlow commented that a resident had raised concerns about what we are weed spraying with, Members discussed the types of weed killer and agreed that our contractor is using a product that is effective, lawful and not harmful to pets and wildlife. Trees that are subject to ivy growing up them need the ivy cutting 6 inches from the base to stop the growth clinging to the tree eventually killing it.																																																																			
701.4	Potholes – Some work has been done but there is still quite a lot to do.																																																																			
702	Finance																																																																			
702.1	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>C E Gracey (Clerk's May salary)</td><td>-</td><td>Online</td><td>670.76</td><td>-</td><td>670.76</td></tr><tr><td>HMRC(Clerk's May PAYE)</td><td>-</td><td>Online</td><td>167.60</td><td>-</td><td>167.60</td></tr><tr><td>C E Gracey (May expenses)</td><td>-</td><td>Online</td><td>35.90</td><td>-</td><td>35.90</td></tr><tr><td>InLife.com(Website host)</td><td>-</td><td>Online</td><td>18.00</td><td>3.60</td><td>21.60</td></tr><tr><td>A Walker(grass cutting and work in the parish)</td><td>2026/5/6</td><td>Online</td><td>1831.89</td><td>-</td><td>1831.89</td></tr><tr><td>Hiscox Insurance Company Ltd (Ins renewal 1st June – 31st May 2027)</td><td></td><td>Online</td><td>689.35</td><td>-</td><td>689.35</td></tr><tr><td>K. Squires (Internal audit 2025-26)</td><td>26/02</td><td>Online</td><td>186.90</td><td>-</td><td>186.90</td></tr><tr><td>LDC(Annual dog bin emptying charge 2026-27)</td><td>M0076052820</td><td>Online</td><td>1259.44</td><td>251.89</td><td>1511.33</td></tr><tr><td>Datasharp Central Ltd (WiFi to LVH and WI)</td><td>-</td><td>DD</td><td>40.95</td><td>8.19</td><td>49.14</td></tr><tr><td>TOTAL</td><td></td><td></td><td>£4656.64</td><td>£507.83</td><td>£5164.47</td></tr></table> Accounts for payment during April and May – proposed by Cllr. Denise Barnicle (Vice-chairman) seconded by Cllr. Jayne Shardlow and carried. Online payments were checked and authorised by two signatories at the bank Cllrs. Jayne Shardlow and Louise Cotter, payments to approve and bank statement were initialled by the signatories.	Payee	Invoice Nr.	Payment	Nett	VAT	Total	C E Gracey (Clerk's May salary)	-	Online	670.76	-	670.76	HMRC(Clerk's May PAYE)	-	Online	167.60	-	167.60	C E Gracey (May expenses)	-	Online	35.90	-	35.90	InLife.com(Website host)	-	Online	18.00	3.60	21.60	A Walker(grass cutting and work in the parish)	2026/5/6	Online	1831.89	-	1831.89	Hiscox Insurance Company Ltd (Ins renewal 1 st June – 31 st May 2027)		Online	689.35	-	689.35	K. Squires (Internal audit 2025-26)	26/02	Online	186.90	-	186.90	LDC(Annual dog bin emptying charge 2026-27)	M0076052820	Online	1259.44	251.89	1511.33	Datasharp Central Ltd (WiFi to LVH and WI)	-	DD	40.95	8.19	49.14	TOTAL			£4656.64	£507.83	£5164.47	
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702.2	Receipt & Payments 1st April to 30th April 2026 and copies of the bank statements proposed by Cllr. Louise Cotter seconded by Cllr. Jayne Shardlow and carried. <table><tr><td>Bank Reconciliation</td><td>Cash Book Reconciliation,</td></tr><tr><td>Current Account @ 30/04/26 £ 38,615.21</td><td>C/FWD £ 47,919.81</td></tr><tr><td>Reserve accounts @ 30/04/25 £ 40,971.12</td><td>Receipt £ 36,163.04</td></tr><tr><td></td><td>Payments £ 4,496.52</td></tr><tr><td>Balance @ 30/04/2026 £79,586.33</td><td>Bal @ 30/04/26 £79,586.33</td></tr></table>	Bank Reconciliation	Cash Book Reconciliation,	Current Account @ 30/04/26 £ 38,615.21	C/FWD £ 47,919.81	Reserve accounts @ 30/04/25 £ 40,971.12	Receipt £ 36,163.04		Payments £ 4,496.52	Balance @ 30/04/2026 £79,586.33	Bal @ 30/04/26 £79,586.33																																																									
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702.3	Budget Tracker 2026-27 –Members were presented with the ongoing budget figures on the financial statement.	
702.4	Monthly review of current account + reserves – Members discussed the balances and agreed that the accounts would be left until the end of the Summer and reviewed again.	
702.5	Consider grant to Longdon Cricket Club – The Chairman proposed nil seconded by Cllr. Peter Matthews amendment Cllr. Jayne Shardlow proposed £150 seconded by Cllr. Louise Cotter and carried.	
702.6	Consider grant to Longdon Show Committee – The Chairman proposed Nil seconded by Cllr. Peter Matthews amendment Cllr. Denise Barnicle (Vice-chairman) proposed £150 seconded by Cllr. Louise Cotter and carried.	
702.7	Approve AGAR 2025-26 and associated documents – i Members received the Annual Internal Audit Report 2025-26 and noted her comments. ii Section 1 Annual Governance Statement 2025-26 proposed by the Chairman seconded by Cllr. Louise Cotter and carried. iii Section 2 Accounting Statement 2025-26 proposed by the Chairman seconded by Cllr. Louise Cotter and carried. iv Notice of appointment of date for the exercise of public rights dates were agreed as 03/06/2026 to 15/07/2026 proposed by the Chairman seconded by Cllr. Louise Cotter and carried. The documents will now be forwarded to the External Auditor and uploaded to the website accordingly.	
702.8	Approve Internal Auditor for 2026-27 – Council agreed the Internal Auditor for 2026-27 as Kim Squires.	
703	Correspondence Report	
703.1	To receive a report from the Clerk on Correspondence received and forwarded to Council. Request to site a commemorative bench on The Green at Longdon Green. <i>Members discussed the request and agreed to decline the proposal for another bench in the area. They suggested that the enquirer contact The Red Lion PH and ask for permission to put it on their land.</i> Road closure notice for Gentleshaw emailed to council 24th April 2026. Conversation with CWPC about the ragged flags in the vicinity of the Redmoor Inn which are now in a poor state following the winter and as asking if LPC will contact the PH and ask them to either remove or replace the flags emailed to council 24th April 2026. Year end 2025-26 Internal Auditor’s report and letter to accompany the AGAR 2025-26 emailed to council 24th April 2026. Notification from CCDC on a planning consultation emailed to Council 27th April 2026. SPCA Bulletin emailed to council 12th May 2026 SPCA with Letter from SCC re: Grit Bins Winter 2026-27 emailed to council 12th May 2026. SPCA with details from Staffs Police re: terrorism emailed to council 12th May 2026. Cannock Chase National Landscape Annual Conference details emailed to council 12th May 2026.	
704	Speeding, Policing and Safety	

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704.1	SIDs data (all sites) – no data available at the moment.	
704.2	SID replacement Upper Longdon – No further information on the location, the clerk will follow up with Highways.	
704.3	Traffic at Longdon Hall School caused by inconsiderate parking, no change following a site meeting with our County Cllr. and Highways, the clerk will follow up.	
704.4	Local bus to provide a service to Longdon Parish – no further information.	
704.5	Reduction of speed limit – Members discussed the speeding traffic on the A51 and decided to write to the Chief Constable for Rugeley and reiterate the recent accidents on the A51 both of which the police attended.	
705	ASSET REVIEW	
705.1	Sign cleaning, litter-picking and tidy sessions in the Parish by volunteer residents – following on from the Annual Assembly, a date will be agreed and advertised to carry out the work.	
706	ACTION PLAN REVIEW	
706.1	To be updated in an easy to use format for the next meeting by Cllr. Cooper.	
707	POLICIES	
707.1	Members requested dates of expiry of the current policies and copies of all the policies, the clerk will send them out.	
708	ANNUAL ASSEMBLY	
708.1	Members discussed the assembly which was well attended and many items were discussed.	
709	Items for future meetings: To consider items for inclusion on future agenda (no decisions will be taken in this item)	
709.1	None	
710	Date of the Next Planned Meetings are:	
710.1	Tuesday 9th June 2026 Council meeting 7pm at CW and GVH Buds Road Cannock Wood.	
711	Meeting closed at 9.15pm	

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