

Longdon, Queenhill & Holdfast Parish Council

Minutes of an extraordinary meeting of the Parish Council held on **Monday 19th September 2016 at 7.30 pm at the Village Hall Longdon**

Present: Chairman Cllr. R. Thatcher, Cllrs. Mrs. N. Inchbald, Mrs. J. Beswick, J. Unwin, W. Austin, G. Inchbald.

Attending: No members of the public attended.

190916SEC – Secretary: Cllr. G. Inchbald was appointed Secretary to the meeting, no votes against.

190916MES – Meeting status: Council affirmed the actions of Cllr. G. Inchbald as an unpaid temporary Proper Officer in preparing and circulating the Notice, Summons and Agenda for the meeting.

190916AAD – Apologies for Absence & Declarations of Interest: No apologies or new declarations of interest were received.

190916ADP – Adoption of Minutes: Council agreed and adopted the minutes of the Meeting of the Parish Council held on Monday 8th August 2016.

190916ADM – Administration:

- a) The Clerk to the Council was on holiday for two weeks. Council agreed that in the mean time, CALC should be asked to forward emails to Cllr. G. Inchbald, who undertook to distribute them as required.
- b) The lengthsman will be retiring shortly and a replacement is being sought.
Notice boards: The safety issue at Hillend is caused by outgrowth of the surrounding hedge over the highway. C'llr. Unwin agreed to follow up this and other outstanding refurbishment of the notice boards.
- c) Information technology: Council's needs have changed since a Transparency grant was obtained and the grant may need revisiting accordingly. An Internet domain name conforming to HM Government guidelines has been registered to the ownership of the Council at *longdonworcs-pc.gov.uk*. Until working arrangements can be transferred, the associated web site redirects visitors to the present site at *lqh.org.uk*.

190916FIN – Accounts and Financial Matters:

- a) Payment of accounts presented was agreed as follows:
H. Ebrey, Maintenance & Lengthsman, Inv:..... £141.60
HMRC (Cheque signed on 4 September):..... £246.12
- b) The Chair confirmed that the council's payroll administrator DCK Beavers are dealing with outstanding taxation issues and the P45 of the retiring Clerk.
- c) Consideration of a grant to the Village Hall was postponed pending clarification.
- d) Council resolved if possible to reduce its subscription to *Clerks and Councils Direct* periodical to three copies instead of the current one per councillor. C'llr. Thatcher agreed to follow up.

190916DNM – Date of Next Meeting: The next meeting was agreed to take place on Monday 7 November 2016, subject to any need for Working Party or Interim Parish Council meetings.