

Longdon, Queenhill & Holdfast Parish Council

Minutes of a meeting of the Parish Council held on **Monday 7th September 2015 at 7.30 pm at the Village Hall, Longdon.**

Present; Chairman; Cllr. S. Cooke, Cllrs.C.Taylor-Hall, R. Thatcher, G. Inchbald, J. Unwin
Mrs. N Inchbald, Mrs. J. Beswick.

Attending; Revd. C. Moss, Mrs.Wendy Thompson.

4215 Apologies for Absence & Declarations of Interest:

There were no apologies. Cllr. Mrs Beswick declared an interest in respect of the Village Hall item.

4315 Adoption of Minutes: Council agreed the Minutes of the Meeting of the Parish Council held on Monday 13th July 2015 which were duly signed.

4415 Chairman's Report:

- (a) A brief report to bring Council up to date was provided by the Chairman.
- (b) Council considered an offer of an ongoing contract from the PCC for the use of the School as a Parish Council Office, Community Office and a regular meeting place for the Parish Council. Broad details of the provision offered were provided, but no definitive costs were discussed. Council resolved to authorise the Finance Group (Cllrs; Inchbald, Thatcher and Taylor-Hall) to negotiate the costs involved, together with a clearer outline of the facilities available, at the earliest possible time. The Finance Group were asked to report back to the Chairman so that the matter could be referred to a full Council meeting for an urgent decision.
- (c) There was no report available in respect of the recent Livestock Festival.

4515 Planning Matters:

- (a) No new planning consultations were submitted. Cllr Mrs Inchbald agreed to draft a response for submission to MHDC planning section in respect of a renewed PDU application for a Barn conversion at Queenhill.

4615 Administration:

- (a) The Clerk informed Members of all important matters and correspondence, which were available for Member's inspection at the end of the meeting.
- (b) Lengthsman Scheme and local environment updates included the VAS charging unit replacement and future location programme. It was agreed that the Chairman be authorised to make the necessary arrangements in liaison with the Lengthsman, Clerk and Chairman of Bushley PC.

4715 Accounts and Financial Matters:

- (a) Payment of accounts presented were agreed as follows:

Ratified as paid, HMRC,PAYE deductions.....	£245.80
Clerk & Councils Direct, magazine subscription.....	£ 96.00
DCK Beavers, PAYE admin.....	£ 24.00
Grant Thornton, annual audit.....	£120.00
MHDC,election fees.....	£ 26.49
H Ebrey, maintenance (2 cheques).....	£159.00
H Ebrey, lengthsman.....	£454.60

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4715 (b) continued:

The Annual Audit report by the Clerk informed Members that the accounts had been approved by District Auditors as accurate and with no financial problems. Members were provided with certain Auditor comments and advice in respect of the format of the

annual return which had no impact on the accuracy of the accounts whatsoever.

Council

agreed to follow Internal Auditor advice in this respect.

4815 Working Group Annual Review. (Cllrs.G.Inchbald, C.Taylor Hall R. Thatcher): The recent Working Group Annual Review meeting recommendations were presented, unanimously agreed and adopted as follows;

- (i) We are required by Government to have an active website. Mr T. Jeynes wished to give up providing the existing website. Cllr Thatcher had obtained likely costs and had found a 'Best Value' provider. The Working Group recommend that Council now delegate Cllr Thatcher to progress this option from existing and future budgets with a Mr Fred Perryman. Agreed and adopted.
- (ii) The continued pursuit of viable Broadband for the whole parish has not been successful thus far. The Group recommend that Councillors C. Taylor-Hall and G. Inchbald be delegated to pursue this at the earliest possible time and at their discretion. Agreed and adopted.
- (iii) The Clerk has requested consideration of having a local Agenda/Minutes Secretary and Responsible Financial Officer, to avoid increasing his hours at a higher than necessary cost to Council. It is proposed that Members try to find someone locally. It was also proposed by the Chairman that the Parish Council purchase a replacement for the Clerk's 'Windows' and 'Office Word' computer software (circa £210) in view of the number of years the Clerk has provided a computer and software for Parish Council use free of charge. Agreed and adopted.
- (iv) The Group recommend that the considerable amount of archived documentation in the Clerk's possession be examined and agreement reached regarding retention or disposal of documents, in accordance with current guidance. Agreed and adopted.
- (v) Training sessions for Councillors to be held specifically at Longdon are not considered to be a priority and that training sessions at other venues should be used by Councillors.
Agreed and adopted.
- (vi) It is proposed that any decision on local plans be deferred until the results of local consultation (by means of flyers drafted by Cllr Mrs Inchbald) to gauge residents opinions over the next twelve months are known. Agreed and adopted.
- (vii) It is proposed that Council advise and liaise with Mr. J. Franklin to purchase equipment for the Village Green as per the original agreed reason and intention for raising funds. Agreed and adopted.
- (viii) It is recommended that the purchase of the 'Clerks and Councils' magazine be continued at the rate of one copy per Member per issue. Agreed and adopted.

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- (iix) The Working Group recommend that a decision be made not to purchase a Defibrillator at the present time due to ongoing administrative problems and cost. Agreed and adopted.
- (ix) The Group also recommend that the telephone box be removed at no cost to the Parish Council, for reasons of maintenance problems, administration and costs. Agreed and adopted.
- (x) It is proposed to authorise the Lengthsman to refill the salt bin at Orchard Ridge with salt from the lowest possible cost supplier up to £100, as well as any residue of bagged salt already in stock, as soon as possible. Agreed and adopted.
- (xi) The Working Group asks Council to consider the need to continue providing street lights in view of cost of updating and replacing the out of date lights in the near future. Agreed and adopted.
- (xii) Emergency Plan; To arrange to update the plan and refill the emergency box with list of items prepared at the end of the meeting if possible. Agreed and adopted.
- (xiii) It is recommended that Cllr G Inchbald be responsible for emerging regulations in respect of Pension and other Employer responsibilities and to keep Council updated. Agreed and adopted.
- (xiiv) The Group proposes that the damaged Litter Bin at the Bus Stop be repaired or replaced at a cost not exceeding £100. Agreed and adopted.
- (xiv) The Group proposes that the Clerk should now register the Parish Council under the Data Protection Act at a cost of £35. Agreed and adopted.
- (xvi) The annual grant to Longdon and Queenhill Churches is recommended for review. Agreed and adopted.

4915 Agreed date of the Next Ordinary Meeting.

Signed.....Chairman

Date.....