

## Longdon, Queenhill & Holdfast Parish Council

Minutes of a meeting of the Parish Council held on **Monday 8<sup>th</sup> January 2018** at **7:30pm** at the **Village Hall, Longdon.**

**Present:** Vice Chairman B Mansbridge, J. Beswick, W. Austin, C Taylor-Hall and G Inchbald. **Attending:** Clerk to the Council, Hazel Robinson.

1. **180108WAA–Welcome and Apologies:** apologies received from Councillor J Unwin
2. **180108DOI –Declarations of Interest** – none.
3. **180108DISP –Dispensation:** No new dispensations to consider.
4. **180108JNDP-Joint neighbourhood development plan – Neil Baldwin from Upton town Council** – Neil addressed the meeting and explained that their intention behind a neighbourhood development plan was to cover the parts that the South Worcestershire development plan did not cover and consider our more local issues. Collaboration with other parish councils and town councils meant that more funding could be accessed. He had already spoken to Ryall and Ripple Parish Councils. He invited the Council to send one representative to an initial meeting. He answered various questions from the Council about the benefits for our parish which was that the more local perspective be included, which was not possible in the South Worcestershire development plan and that no one parish or town council area would be favoured it would be holistic plan for all in the parishes. It was agreed that Councillor Carl Taylor Hall would attend the initial meeting.
5. **180108CRS – Reports from District and County Councillors** – the County Councillor was not in attendance. District councillor Behan gave a brief report – she updated the meeting that the door knock survey would be redone on January 30 to cover the houses that weren't in first time. She also mentioned the barn conversion at Queenhill and said that the district council had taken enforcement action against the barn and the siting of the caravan. The appeal date which was 17 April 2018
6. **180108 ADP –Adoption of Minutes:** the minutes of the 6 November 2017 were agreed and approved.

<b>Public Question time: no members of the public in attendance.</b>
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### 7. **180108FG – Finance Group – Meeting Report**

Bank statements and reconciliation had been checked and found to be in order. Budget checked and found to be in order. The finance group recommended that the village hall committee put in a formal request for funding for the car park. They also recommended that the services of data protection officer would be needed and it was agreed to take up the offer from DM Payroll services of the service.

**Action:** Clerk to contact DM Payroll services.

### 8. **180108 PLA – Planning Matters**

**The following applications were considered:**

(a) **enforcement appeal reference: E N F/17/0059/A**, without planning permission, the alleged material change of use of the land from equestrian to the permanent site of the caravan for the purpose of residential accommodation together with use of the land as domestic and leisure garden. Location: land church and court, Queen Hill.

(b) **Planning application consultation 17/01722/F UL** – Hill Court Farm, Roberts end Lane, Forthampton. Conversion of an unused attached single storey barn to form additional living accommodation, to an existing residential barn conversion.

The Council noted the enforcement appeal and had responded to the planning application consultation.

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**9. 180108 GDPR - General Data Protection Regulations** – it was agreed to renew the membership to the Information Commissioner's office.

**10. To consider correspondence received**

- (A) County council public notice about temporary closure of Bear Lane to facilitate broadband installation – the council noted the notice and it was also noted that this was not broadband installation for Longdon.
- (B) invite from South Worcestershire rural communities programme for village health check – the council decided not to take this up as there was still further results to come back from the door knock survey on 30 January.
- (C) Request for churchyard maintenance grants for Longdon St Mary/Queen Hill, St Nicholas – requests were agreed to pay £110 to each church PCC for their churchyard maintenance.

**11. 180108 ADM – Administration**

a) **Parish Lengthsman** – the council discussed any potential issues that needed to be focused on for January and February. The grips on the Queenhill were one such focus. Councillor Inchbald offered to show the Lengthsman the areas if needed. Two other issues of highway maintenance were flagged up – some of the bollards near the corner house have fallen over and there are number of potholes on Bear Lane.

**Action:** Clerk would report these issues to WCC.

b) **Refurbished VAS unit (VAS):** it was agreed to purchase a new bracket and battery. The quotes were £50 + VAT for a new bracket and £80 + VAT for new battery. This was agreed and approved.

**Action:** Clerk to order bracket and battery and to approach Bushley PC to share the cost.

The VAS could then be used, it is for 30 mile-per-hour zones and does not register hits. The council would need to review the schedule and see where the VAS could now be used once the bracket and battery were purchased.

c) **Adverse weather/snow gritting issues to be considered** – issues were reported with Orchard Ridge and Moat Bank which were too treacherous in the snow and is an issue for any blue light services accessing the residences. The council felt that a sign on the grit bins asking people to only use it on the highway and highlighting the need for the grit to be available for blue light services – rather than people using it on their drives etc.

**Action:** Clerk to create a laminated sign for grit bins.

d) **update on road drainage at Buckbury** -. A letter had been sent from the District Council asking residents to clear their drains. There had been feedback from residents that the letter referred to a plan, which was not included.

There were concerns from the councillors that if all ditches were cleared the water would run through quickly and cause flooding problems where it ended up. The Parish council needed to know when the traffic management will be available to assess the two manholes.

**Action:** Clerk to ask WCC when they plan to do the manholes that require traffic management.

**Action:** Clerk to contact District Council to inform them that the referenced attached plan was missing.

e) **Issue of blocked bridleway at Roberts End** – the Clerk had received an email from the Countryside Access Maintenance Improvement Officer who said that due to lack of capacity this could not be investigated at the moment but would speak to the landowner in due course. The council discussed this and decided to ask the officer to

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acknowledge this bridleway formally and the issues with it so that the route would not just disappear if unregistered. They also wish to ask the officer to give them a timescale of when she would speak to the landowner.

**Action:** Clerk to contact the officer and request the acknowledgement of the status of the bridleway and specify timescales.

- f) **Update on policy reviews** -Councillor Inchbald had agreed to look at the standing orders, FOI publication scheme and media protocol. He agreed to circulate a draft before the March meeting. The clerk agreed to email him a potential draft of standing orders for him to utilise.

**Action:** clerk to email Councillor Inchbald potential draft and Councillor Inchbald to circulate a draft for the March meeting of the Standing Orders.

- g) **Update on Parish Council vacancies** - a potential candidate had contacted the Clerk who would put forward the application for the next meeting. Councillors were asked to approach any potential candidates and asked them to contact the Clerk.

**Action:** all Councillors.

- h) **Telephone Box** – Councillor Inchbald had emailed BT who maintained that no other telecom provider could be used for the phone box even after the sale. He had also queried the gagging clause about publishing the agreement which he felt was odds with the transparency of parish council. He would await an update from them on these queries and report back to the council.

- i) **Broadband rollout** – the only news was that which had already been mentioned about digging up Bear Lane for broadband installation.

- j) **Play equipment** – options for additional play equipment items had been circulated. It was agreed that the stepping logs and the balance beam would be the most appropriate choices.

**Action:** Clerk to order the stepping logs and balance beam and ask the Lengthsman to install them.

- k) **Village hall car park grant** - quotes had been circulated from the village hall committee, the council requested that a formal request for a grant was made.

**12.180108 PCP – Parish Council Precept** - it was agreed and approved that the precept would remain at £10,944.

### **13. 180108 FIN – Accounts and Financial Matters**

Payment of accounts presented was **agreed** as follows:

#### **14. 180108DFM – Future Meetings:**

The next meeting date is the 5<sup>th</sup> of March 2018. Future meeting dates confirmed as 4<sup>th</sup> of

<b>Cheque no.</b>	<b>Payee &amp; description of services rendered</b>	<b>Amount</b>
000721	Clerk salary and expenses	£548.55
000722	– Lengthsman services (November to December) plus salt grit	£375.95
000723	S.Maund-village green grass cutting	£40.00
000724	Longdon PCC-churchyard maintenance grant	£110.00
000725	Queenhill PCC-churchyard maintenance grant	£110.00
000726	Information Commissioners office	£35.00
000727	DCK Accountancy Ltd – payroll services (December to January)	£36.00

May, 2<sup>nd</sup> July, 3<sup>rd</sup> September, 5<sup>th</sup> November 2018.

The meeting closed at 9:25pm.

**Public Question time – none- 0 parishioners in attendance**

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