



**Minutes of the Ordinary Meeting of Longdon, Queenhill and Holdfast Parish Council held on Monday,
3 April 2023 at Longdon Village Hall**

Present: Chair Cllr Mullins; Vice-Chair Cllr Gray; Cllr Cook; Cllr Davey; Cllr Radford; Cllr Unwin.

In Attendance: Bill Austin, Dave Mullins

1. **Apologies:** Apologies were received from County Councillor, Cllr Wells; District Councillor, Cllr Behan; Cllr Faram; Cllr Jones.
2. **Declarations of Interest:** It was noted that following election, Councillors were required to update their Register of Interests. No disclosable pecuniary or other interests on agenda items were declared.
3. **Consideration of any dispensation requests:** There were no dispensation requests.
4. **Public Session:** Bill Austin raised points relating to agenda item 9 – Appointment of the Clerk and these were considered during that discussion.
5. **Minutes:** Cllr Radford drew attention to page 1 where the investigation was to be undertaken by him, rather than Cllr Jones. With this modification, Cllr Unwin proposed and Vice-Chair Gray seconded acceptance of the minutes of the previous meeting of the Council held on 6 March 2023. These were unanimously approved as a correct record of the meeting.
6. **Progress Reports:**
 - a) **Council Elections, 2023:** The Chair updated Council on the current status of the Election process;
 - b) **Parish Noticeboards:** Vice-Chair Gray reported that he would soon receive a quotation for replacement of the noticeboard in Queenhill;
 - c) **Parish Rubbish Bins:** The Chair reported that three rubbish bins owned by the Council were to be stored until any usage was identified;
 - d) **Longdon Village Hall '100 Club':** The Council agreed one modification to the draft terms and conditions, that (if any draw could not take place) any refunds for purchased tickets would be reduced by the value of the management charge for the ticketing process. This would ensure the Village Hall Committee were not 'out of pocket'. With this modification, the draft terms and conditions would be passed to the Village Hall Committee for their consideration;
 - e) **Longdon Village Hall Committee:** The Chair of the Village Hall Committee had written to the Council on three matters:
 - i. To update Council on the transition to a new Committee membership;



- ii. To request a donation of £150 towards the costs of the Coronation Picnic. The Council agreed to reimburse the Village Hall Committee against invoices for specific items up to a value of £150. This system had worked well for the Council’s contribution to the Jubilee event in July 2022;
- iii. To report that a sum of circa. £6k had been identified as the cost of replacing Village Hall boiler. The Village Hall Committee wished to ask the Parish Council for funding to purchase or part-purchase a new boiler. The Council Chair had been invited to attend the next meeting of the Village Hall Committee on 20 April. Council requested that, at that meeting, more information should be sought on the steps that the Village Hall Committee was taking to determine the most appropriate approach to the future heating of the hall, including opportunities for any grant support. Cllr Radford suggested that the Committee provide a copy of the engineer’s report on the boiler and set this item in the context of a future maintenance plan for the Hall.

7. **Report from District and County Councillors:** No reports were provided.

8. **Finance:**

- a) **End of Year Processes:** The Chair reported that the annual accounts for 2022-23 had been closed. Council received a breakdown of receipts, spend and balance at year end. The Chair answered questions from Councillors regarding specific items. The accounts would be formally presented to Council at the next meeting. In discussion of the Assets Register, the status of Parish noticeboards in Long Green and Hill End would be investigated. Council agreed to remove from the Assets Register a Vehicle Activated Sign which had been installed in Bushley. Cllr Unwin, expressed appreciation to the Chair for preparing the accounts in the absence of a Clerk;
- b) **Financial Position on 31 March 2023:** The Chair reported on expenditure. Council noted the financial position on 31 March 2023;
- c) **Payments of Fees and Invoices Presented:** Council agreed to pay the invoices presented (detailed below) and approved the purchase of a copy of Charles Arnold Baker for use by the Council (£165). Cllr Unwin reported that the Lengthsman had resigned. The Lengthsman would continue with grass cutting into May. The replacement of the Lengthsman would be explored after the appointment of the Clerk.

Invoice:	Amount (£):
Finance Training (Worcestershire CALC)	36.00
Longdon Village Hall – PC meetings 06.09.21 – 06.03.23	540.00



9. **Appointment of Clerk:** The Chair reported on the recent interview of a candidate. It was proposed that the position should be offered to the candidate. Council agreed the salary point, probation period, notice period and that a pension would be provided under the Local Government Pension Scheme. A contract had been drawn up with policy documents to follow. Vice-Chair Gray proposed the appointment, which was seconded by Cllr Davey. The Council unanimously agreed the appointment. The offer letter and contract would be sent to the candidate by the Chair.
10. **Traffic and Road Safety:**
- a) **Improvements to Road Safety:** Cllr Davey reported that quotes would be obtained for the 'gates' at the southern and northern entrances to Longdon. These would be delivered to Worcestershire County Council which would be responsible for installation. When invoices were available these would be shared with Malvern Hills District Council to release their contribution. The gates could be a pilot for any other appropriate installations in the Parish;
 - b) **Flooding in Queenhill Area:** Cllr Radford reported on four areas where water regularly built up. He drew attention to work by the Council in 2014 which had led to improvements. Flooding has gradually returned to the same areas over the ensuing years. Council discussed the balance of responsibilities between the County Council and local landowners. It was agreed that Cllr Radford should approach the County Council Highways Liaison Officer to initiate a discussion. Cllr Cook commented on the muddy condition of the road verges through Longdon; Cllr Unwin commented that the Lengthsman was not allowed to work on the highway;
 - c) **Speed of Traffic on A438:** A parishioner in Long Green had written to the Council concerning the speed of traffic on the A438. This would be added to the conversation on traffic speed with the County Council and Upton Safer Neighbourhood Team. The parishioner will be informed of this;
 - d) **Vehicular Dropped Kerbs:** The Chair reported a communication from Worcestershire County Council that Ridgeway Infrastructure Services was the only company approved to install dropped kerbs; other installations were illegal and should be notified to WCC.
11. **Play Equipment Programme:** Cllr Cook agreed to explore demand and opportunities for play equipment in the Parishes. The Chair would share information received from the company that had provided the existing play equipment on the Village Green. Vice-Chair Gray suggested that companies may visit to advise on potential installations.
12. **Private Email Addresses:** This item was deferred for discussion when the Clerk was in post.



13. Planning Applications: Planning application M/23/00002/HP had been withdrawn by the applicant.

16. Future Meetings Schedule:

- a) **AGM and Annual Meeting of Parishioners:** Potential dates for meetings to be discussed and confirmed when Clerk is in post;
- b) **Date of Next Meeting:** To be discussed and confirmed when Clerk is in post.

The meeting closed at 9.25 pm.

Future Meeting Schedule:

May – To be confirmed
Monday, 5 June 2023 (Queenhill tbc)
Monday, 3 July 2023
No meeting in August
Monday, 4 September 2023
Monday, 2 October 2023
Monday, 6 November 2023
No meeting in December

Signed:
Chairman, Longdon, Queenhill and Holdfast Parish Council

Date: