



Minutes are draft until approved at  
the following meeting

**Minutes of the Ordinary Meeting of Longdon, Queenhill and Holdfast Parish Council held on Monday, 6 March 2023 at Longdon Village Hall**

Present: Chair Cllr Mullins, Vice-Chair Cllr Gray, Cllr Davey, Cllr Faram, Cllr Jones; Cllr Radford

In Attendance: Bill Austin, Dave Mullins

1. **Apologies:** Apologies were received from County Councillor, Cllr Wells; District Councillor, Cllr Behan; Cllr Cook; Cllr Unwin.
2. **Declarations of Interest:** The Vice-Chair reported that their spouse, Debbie Gray, was Treasurer of the Longdon Village Hall Committee (VHC). The Chair reported that their spouse, David Mullins, was a member of the Longdon VHC.
3. **Consideration of any dispensation requests:** There were no dispensation requests.
4. **Public Session:** Bill Austin raised points relating to agenda item 9 – Longdon Village Hall '100 Club' and these were considered during that discussion.
5. **Update from the Village Hall Committee:** The update was fully covered by the meeting of the Parish Council acting as Sole Trustee of the Longdon Village Hall Charity held immediately prior to the Parish Council meeting. No further discussion took place.
6. **Minutes:** The minutes of the previous meeting of the Council held on 6 February 2023 were considered and unanimously approved as a correct record of the meeting.
7. **Progress Reports:**
  - a) **Speedwatch Scheme:** No further update at this time;
  - b) **Worcestershire Highways Liaison Officer:** Cllr Davey reported the update under agenda item 13. Cllrs Jones and Radford reported on roads that flood regularly around Queenhill. It was agreed that, in the first instance, Cllr Jones would alert Malvern Hills District Council Highways and ask them to investigate. It was noted that the noticeboard in Queenhill was in a very poor condition. The current location of the noticeboard was felt to be ideal. Council agreed that Cllr Gray approach a contractor to quote for construction of a replacement noticeboard, similar that in Longdon. Cllrs Jones and Radford agreed to form a



Working Party to identify highways issues in Queenhill and liaise with Malvern Hills and Worcestershire Highways;

- c) **Community Website:** The Vice-Chair reported that traffic to the community website was increasing, with 100 'hits' per week. The ticketing function for events had worked well. The Chair, on behalf of the Council, thanked Cllr Gray for all his work in creating the effective website;
  - d) **Longdon United Charities:** One of the Trustees had offered to attend a future Council meeting to introduce the charity and explain its activities. The Council approved this suggestion and the item would be arranged for a future meeting;
  - e) **South Worcestershire Development Plan Review Publication Consultation:** This item was added to report that the District Council had recently provided some of the requested timeline on notification to landowners of land included in the SWDP. Further clarification had been requested.
8. **Report from District and County Councillors:** No reports were provided (other than 7(e)).
9. **Longdon Village Hall '100' Club:** The Council discussed the draft terms and conditions for the club and answered questions raised by a member of the public. Clarification included:
- a) **Size of Club:** There will be a quarterly draw of a 100 club in first instance, with potential to increase to a 150 or 200 club if there was sufficient demand. Each draw will advertise the value of prizes to be awarded. A draw for any Club (100, 150, 200) will only be made after all available tickets for that draw have been sold. The date and place of the draw will be published on the Parish Council website and both WhatsApp groups.;
  - b) **Maximum number of tickets per adult per draw:** Revised to two per adult;
  - c) **Ticketing:** Tickets will be purchased through the ticketing function on the community website, which will allocate a unique five-digit number for each ticket purchased. This will incur a management fee of 32p per ticket (with which the VHC was content), and the club terms and conditions will be amended to reflect this. The ticketing function will assist with the requirement to maintain draw records for six years;



- d) **Draw Process:** A list of tickets will be generated in the number range of 1 – 100 . A computer-based random number generator will be used to select the winning numbers in the 1-100 range. Each ticket will only win one prize and so will be excluded from the draw after winning. Each ticket purchase will be associated with the e-mail address used during purchasing and this will be used to notify all winners. Each draw will be made at a community accessible event, if possible, with a community member invited to draw (that is, operate the random number generator).

The draft terms and conditions would be updated to reflect points raised in discussion and shared with the VHC for comment. Cllr Davey and Gray would progress the operational process. The VHC will run the Club and process.

#### 10. **Update on Council Elections, 2023:**

- a) **Process and Timescales:** The Chair had attended some training relating to the elections and advised that new guidelines were that all electors were required to show photo identification when voting. The Chair clarified which current Council members intended to stand for election. New councillors would be particularly welcomed from Buckbury, Longdon or Pipers End. An election purdah period, during which care needed to be taken with communications, would start on 23 March;
- b) **Nomination Forms:** These had been e-mailed to Councillors. Each nomination had to be supported by two independent electors within the three parishes. Witnesses to the nominee's address needed to provide an electoral roll number. Completed forms were to be delivered by hand to the Council House in Malvern at a pre-arranged time between 20 March and 4 April. The Chair would contact Councillors with more information on the timetable for submission of nomination forms. After 4 April, the District Council would inform nominated Councillors if the number of nominations exceeded the number of vacancies, in which case an election would be held on 4 May. If the number of nominated Councillors does not exceed the number of vacancies, those nominated will be declared as elected. Each candidate is required to submit an expenses return (including zero sums) within 28 days after the date of the election. (that is, by 1 June).



**11. Finance:**

- a) **Financial Position on 28 February 2023:** The Chair reported on expenditure. Council noted the financial position on 28 February 2023;
- b) **Payments of Fees and Invoices Presented:** Council agreed to pay the outstanding Lengthsman invoices. Several points were raised relating to the Lengthsman scheme and activities. The Lengthsman schedule of work would be shared with Councillors, prior to a substantive discussion at the next Council meeting. The interim invoice for maintenance works to the Village Hall (project managed by the Council) would be passed to the VHC for payment. All other invoices were agreed for payment.

<b>Invoice:</b>	<b>Amount (£):</b>
Lengthsman duties period ending 31.10.22	290.00
Lengthsman duties period ending 30.11.22	290.00
Lengthsman duties period ending 31.12.22	290.00
Printer paper (5 reams) – Parish Council administration	32.99
On Your Marks Election Training (CALC)	30.00

- c) **2023-24 Limit for Section 137 Expenditure:** Section 137 expenditure relates to the “limited amount of money for purposes for which Councils have no other specific statutory expenditure”, usually items that benefit the community as a whole. It is a limited amount of funding and, for 2023-24, has been increased to £9.93 per elector. The current electoral role includes 38 individuals in Holdfast, 406 in Longdon and 49 in Queenhill. Accordingly, the limit for 2023-24 would be £4,895.

**12. Private E-mail Addresses:** Due to time constraints, this item was deferred to the next meeting.

**13. Traffic and Road Safety:** Cllr Davey reported on discussions with the Worcestershire Highways Liaison Officer regarding gates on the verges alongside the B4211 at the northern and southern boundaries of Longdon. The Officer had confirmed that four gates could be accommodated on the verges (one would need to be narrower). The



cost of each gate (£850 for 1m wide) included VAT and fitting would be undertaken by the District Council at their expense. Council was supportive of the installation of gates and requested that Cllr Davey obtain a quotation for gate purchase for consideration at the next meeting. The Vice-Chair reported that solar panels had been procured for the current Vehicle Activated Signs.

- 14. Play Equipment Programme:** Demand for play equipment for younger residents was evident in Longdon, and Councillors were invited to consider demand in the other Parishes. A community Task and Finish group could investigate possibilities. A substantive discussion of this item was deferred to the next meeting.
- 15. Planning Applications:** There were no new planning applications.
- 16. Future Meetings Schedule:**
- a) **AGM and Annual Meeting of Parishioners:** Potential dates for meetings to be proposed by the Chair;
  - b) **Date of Next Meeting:** Confirmed as Monday, 3 April 2023.

The meeting closed at 9.30 pm.

Future Meeting Schedule:

Monday, 3 April 2023  
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: .....