

Minutes of the Parish Council Meeting held on Tuesday 2nd April 2024 at 7.30pm at Longford Village Hall

1. Attendance noted as

Cllrs J Ford (Chair), C Byers (Vice-Chair), K Doherty, L Gough, R Harris, R Meek, D Melvin, C Young

Also present: Mrs J Shirley (Clerk), County Cllr P McLain

Members of public present: No members of public.

Apologies: Cllr G Bocking, Borough Cllr S Hands

2. Declarations of interest in items on the agenda

None.

3. Approval of the minutes of the meeting held on 5th March 2024

Council resolved to approve the minutes of the meeting held on 5th March 2024. Proposed by Cllr Byers, seconded by Cllr Gough, majority in favour.

4. To receive an update on outstanding items not on the agenda. None.

Public Participation

No public questions.

County Councillor Report: Cllr McLain gave an update from the County Council. Cllr McLain has forwarded the parish council's Build Back Better grant application for consideration by the County Council. Information on solar panel funding for schools has been shared with the local schools. The County Council has invested in new machinery to deal with potholes.

Borough Councillor Report: Cllr Hands sent a brief update from the Borough Council via email.

5. Flooding

- Council noted that a grant application for two sand storage bins has been submitted to Gloucestershire County Council.
- The Emergency Plan working group are yet to meet to consider the draft Emergency Plan.

6. Finance / Procedures

- Council received the latest bank reconciliations and budget report for the 2023/24 accounts.
- Council noted that a grant application for a new litter bin for the playing field has been submitted to Gloucestershire County Council.
- Council reviewed the Asset Register.
- Council reviewed the Risk Register and noted that the CCTV needed to be added to the Electronic Records section of the Register. **Action: Clerk.**
- Council approved the following invoices for payment.

| Invoice Date | Payee | Gross | Budget |
|--------------|-------------------------|---------|--------|
| 01/04/24 | HMRC PAYE/NI Q4 2023-24 | £285.80 | Admin |
| 27/03/24 | Stuart Shackell Ltd | £257.00 | P&OS |
| 02/04/24 | J. Davis | £100.00 | P&OS |

7. Parks, Open Spaces & Allotments

- Council discussed the playing field lighting and the options reviewed by Cllr Byers and Cllr Young with the contractor. It was also noted that one of the CCTV cameras is not currently working. Awaiting the contractor to visit with equipment to access the camera and light. The light will be angled away from homes and change the bulb for a softer light. **Action: Clerk** to follow-up with the contractor.
- Council discussed applying to the Tewkesbury Borough Council community orchard

scheme, and Cllr Byers proposed applying for £1500 to include 30 fruit trees and a block of sandstone and information signage. Cllr Young seconded, and all in favour. **Action: Clerk** to complete the application.

- c) Council received an update from Cllr Byers on the community orchard and confirmed the following:
- i. Twelve additional fruit trees had been planted in the orchard, which brings the total to 50 trees.
 - ii. 2kg of wildflower mix EC2 to be purchased now that it is in stock with the supplier.
 - iii. Wildflowers to be purchased from a local garden centre with the balance of the Severn Trent Water grant monies.
- d) The next playing field working party date was scheduled as Saturday 20th April to lay a pad of concrete for the new litter bin, repair the pedestrian gate from Sivell Close, and clean-up the play area surfaces.
- e) Council reviewed the allotment rents and agreed to increase by 50p per lug with effect 1st April 2025. **Action: Clerk.** Also, Clerk to add to the next agenda a review of the allotment rules with regard to allowing sheds on all the plots, and review the water usage.

8. Planning

- a) There were no planning applications to consider.

9. Highways

- a) It was noted that the car washing facility is very busy and the additional cars are parked blocking the pavement causing safety issues for pedestrians. Cllr Harris will report the parking safety concerns to the Local Highways Manager.
- b) Council received an update from the Road Safety Working Group.

10. To receive reports from representatives for information only:

- Allotments: water taps will be switched on this month.
- Finance: awaiting internal auditor to confirm arrangements for 2023-24 audit, council may need to select a different auditor at the next meeting.
- Personnel: annual appraisal for Clerk to be arranged before end of April.
- Playing Field: no additional updates.
- Village Hall: no update as there was no meeting in March.

Next Meeting to be held on 7th May 2024 at 7.00pm. Deadline for agenda items is 29th April 2024. Cllr Byers requested that 2 new dog waste bins added to the next agenda.

Meeting closed at 8.42pm.