

LONGFORD PARISH COUNCIL

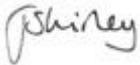
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20th March 2024

I hereby give notice that the meeting of Longford Parish Council will be held in **Longford Village Hall on Tuesday 2nd April 2024 at 7.30pm.**

Members of the Council are hereby summoned to attend for the purpose of transacting the business as set out below.

All residents of the Parish are welcome to attend and a period of 15 minutes is set aside for members of the public to raise questions.



Julie Shirley, Clerk to Longford Parish Council

MEETING AGENDA 2nd APRIL 2024

1. **To note attendance and apologies for absence**
2. **To receive declarations of interest in items on the agenda**
3. **To approve the minutes of the meeting held on 5th March 2024.**
4. **To receive an update on outstanding matters not on the agenda.**

The meeting may be adjourned at this point for members of the Public to speak. (15 mins max)
Members of the public are welcome to speak during this agenda item regarding any matter they wish to bring to the attention of the Parish Council; the Parish Council is not permitted to make any decisions during the public session.

Once the public session is concluded, members of the public are invited to observe the remainder of the meeting but are not permitted to speak once the public session is concluded.

- To receive a report from County Councillor** (5 mins)
To receive a report from the Borough Councillors (5 mins)
5. **Flooding** (10 mins)
- a) To note that a grant application for two sand storage bins has been submitted to Gloucestershire County Council.
 - b) To review updates to the draft Emergency Plan.
6. **Finance / Procedures** (20 mins)
- a) To receive the latest bank reconciliations and budget versus spend report for the 2023/24 accounts.
 - b) To note that a grant application for a new litter bin for the playing field has been submitted to Gloucestershire County Council.
 - c) To review the Asset Register.
 - d) To review the Risk Register.
 - e) To approve the invoices for payment.
7. **Parks, Open Spaces & Allotments** (20 mins)
- a) To discuss the playing field lighting and agree any actions associated with switching the basketball lighting back on.
 - b) To consider applying to the Tewkesbury Borough Council community orchard grant scheme.
 - c) To receive an update on the community orchard and agree any actions.
 - d) To agree working party dates.
 - e) To review the allotment rents with effect from 1st April 2025.
8. **To consider planning applications received since publication of the agenda.**
9. **Highways:**
- To receive an update from the Road Safety Working Group
10. **To receive reports from representatives of Allotments, Finance, Personnel, Playing Field and Village Hall, for information only.**

Next meeting: Annual Meeting of the Parish Council will be on Tuesday 7th May 2024 7.00pm.

Minutes of the Parish Council Meeting held on Tuesday 5th March 2024 at 7.00pm at Longford Village Hall

1. Attendance noted as

Cllrs J Ford (Chair), C Byers (Vice-Chair), G Bocking, L Gough, R Harris, C Young

Also present: Mrs J Shirley (Clerk), Borough Cllr S Hands

Members of public present: Two members of public.

Apologies: Cllr K Doherty, Cllr R Meek, County Cllr P McLain

2. Declarations of interest in items on the agenda

Cllr Gough declared an interest in planning application 24/00124/FUL.

3. Approval of the minutes of the meeting held on 6th February 2024

Council resolved to approve the minutes of the meeting held on 6th February 2024. Proposed by Cllr Byers, seconded by Cllr Gough, all in favour.

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

Public Participation

No

County Councillor Report: Cllr McLain sent his apologies and report which the Clerk read out.

Borough Councillor Report: Cllr Hands gave an update from the Borough Council, she has not had an update on the request to County Council regarding the floodgate. Cllr Hands has also made enquiries about resurrecting the multi-agency group to resolve issues at Walham.

Tewkesbury Borough Council has extended the deadline for the flood alleviation grant. National Flood Forum conducting advice visits on 10th & 11th April (provisional), also meeting with Sandhurst and Lane residents on 10th April. There is a thank you event for flood wardens on 19th March.

5. Flooding

- a) Council discussed the recent flooding issues and noted that Tewkesbury Borough Council pre-empted the last flood alert by delivering sand and bags to the car park at the village hall.
- b) Council received an update on the latest Flood Warden meeting attended by Cllr Byers and Cllr Harris.
- c) Council considered a storage solution for sandbags and sand to be available within Longford to allow for quicker response in future flood events; Council agreed to purchase two 1000 litre grit bins (proposed by Cllr Byers, seconded by Cllr Bocking, all in favour) which will be funded from general reserves if a grant application to the Build Back Better fund is unsuccessful. **Action: Clerk.**
- d) Council reviewed the first draft of the Emergency Plan. It was agreed to form a working group with Cllr Ford, Cllr Byers, Cllr Harris and invite Cllr Doherty to participate. **Action: Emergency Plan Working Group to meet and provide notes to the Clerk so that the draft can be updated.**

6. Finance / Procedures

- a) Council received the latest bank reconciliations and budget report for the 2023/24 accounts.
- b) Council approved the purchase of a litter bin for the overflow car parking side of the playing field from Broxap at a cost of £293+VAT and delivery. **Action: Clerk.**
- c) Council approved the Bench Policy with one amendment to paragraph 12 to include the word "design". **Action: Clerk** to add photos of the existing benches to the example list on the application form.
- d) Council set the date for the Annual Parish Meeting as Tuesday 2nd April at 7pm with the parish council meeting following at 7.30pm. **Action: Clerk** to prepare the agenda.
- e) Council noted that the Village Hall was soon to have internet access installed and agreed to

contribute a grant of £180 per year to the village hall towards the cost of the internet provision. **Action: Clerk.**

- f) Council noted there were no invoices due for payment.

7. Parks, Open Spaces & Allotments

- a) Council considered the ground maintenance quotes received and appointed Glebe Contractors as the contractor for 2024. It was noted that the contract is tendered annually with Glebe winning the contract each year and the work has been satisfactory. Therefore, it was further agreed to offer the contract for 3 years if the contractor will hold the 2024 price for the 3 years (or no more than a 3% increase), with a review point at the end of each year. **Action: Clerk.**
- b) Council discussed the playing field lighting and agreed that Cllr Byers and Cllr Young will discuss options for the basketball light with the contractor. **Action: Cllr Byers and Cllr Young.**
- c) Council discussed the issue of dog fouling on the playing field and agreed to provide CCTV footage and report recent instances to Tewkesbury Borough Council. **Action: Cllr Byers, Cllr Young, Clerk.**
- d) Council discussed applying to the Tewkesbury Borough Council community orchard scheme. Deferred to the April council meeting pending further information. **Action: Clerk.**
- e) Council received an update from Cllr Byers on tree planting / wildflower areas:
- i. Clerk to provide a breakdown of the grant expenditure to Cllr Byers.
 - ii. All new trees have been planted. There is room for a further 40 trees.

8. Planning

- a) Council had no objections to planning application 24/00124/FUL 382 Longford Lane. (Cllr Gough did not take part in the discussion) **Action: Clerk.**

9. Consultations

- a) Council discussed a response to the Cheltenham, Gloucester and Tewkesbury Strategic and Local Plan (closes 12th March). Cllr Bocking shared his individual response with the meeting. **Action: Councillors to submit their comments to the Clerk by Friday 8th March** to allow time to collate and respond to the consultation.

10. Highways

- a) Cllr Harris noted that there are still unspent section 106 monies for highway works between Twigworth and Longford, such as cleaning the road signs, hedgecutting etc. Cllr Harris has been in contact with the Local Highways Manager about the outstanding monies and works; no response.

11. To receive reports from representatives for information only:

- Allotments: fence between the allotments and the field needs repair by the field owner.
- Finance: no update.
- Personnel: no update.
- Playing Field: working party to be arranged.
- Village Hall: Cllr Young attended the latest village hall meeting. Village Hall gave consent for the Parish Council to open the barriers in emergency situations. Wassailing event discussed for 18th January 2025. Clerk to apply for the King Charles portrait. **Action: Clerk.**

Next Meeting to be held on 2nd April 2024 at 7.00pm. Due to other commitments, the deadline to submit agenda items is 19th March.

Meeting closed at 8.35pm.

Bank Account Reconciled Statement

Lloyds Current

Statement Number	25	Bank Statement No.	25
Statement Opening Balance	£53,840.06	Opening Date	01/02/24
Statement Closing Balance	£52,213.12	Closing Date	29/02/24
True/ Cashbook Closing Balance	£52,213.12		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
01/02/24	BACS240201HG	Allotment Holders	0.00	3.70	53,843.76
08/02/24	DC240208BQ	BandQ	64.26	0.00	53,779.50
12/02/24	DC240212Wickes	Wickes	46.80	0.00	53,732.70
13/02/24	DC240213FH	Fasthosts Internet Ltd	12.00	0.00	53,720.70
14/02/24	DC240214GG	GiffGaff	6.00	0.00	53,714.70
15/02/24	BACS240215DK	David Kaspar Fruit Trees	300.00	0.00	53,414.70
16/02/24	BACS240216SARA	Severn Area Rescue Association	250.00	0.00	53,164.70
20/02/24	BACS240219SN	Shurdington Nurseries	299.00	0.00	52,865.70
22/02/24	DD240222WP	WaterPlus	81.78	0.00	52,783.92
23/02/24	DC240223BQ	BandQ	189.95	0.00	52,593.97
29/02/24	SO240229JS	Salaries	380.85	0.00	52,213.12

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	1630.64	3.7

Reconciled by Julie Shirley

Signed _____

Clerk / Responsible Financial Officer

Chair

Date _____

Financial Budget Comparison

Comparison between 01/04/23 and 11/03/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		2023/24	Reserve Movements	Actual Net	Balance
INCOME					
COUNCIL					
10	Precept	£31,740.00	£0.00	£31,740.00	£0.00
20	Allotment Rents	£1,000.00	£0.00	£597.42	£-402.58
30	Grants and other income	£300.00	£11,333.60	£11,333.60	£-300.00
99	VAT reclaim	£0.00	£0.00	£1,082.82	£1,082.82
Total COUNCIL		£33,040.00	£11,333.60	£44,753.84	£380.24
Total Income		£33,040.00	£11,333.60	£44,753.84	£380.24
EXPENDITURE					
COUNCIL					
100	Staff Costs	£6,500.00	£0.00	£5,830.30	£669.70
110	Office admin / expenses	£2,700.00	£0.00	£2,142.90	£557.10
120	Insurance	£500.00	£0.00	£507.40	£-7.40
130	Donations	£500.00	£0.00	£350.00	£150.00
140	Parks & Open Spaces	£7,000.00	£9,424.63	£18,629.23	£-2,204.60
150	Allotments	£1,000.00	£225.00	£1,559.93	£-334.93
160	Maintenance	£3,000.00	£0.00	£1,445.53	£1,554.47
170	Training	£400.00	£0.00	£0.00	£400.00
180	IT incl software	£1,000.00	£2,550.00	£4,132.06	£-582.06
190	Newsletter, website, email	£300.00	£0.00	£0.00	£300.00
200	New equipment	£0.00	£675.00	£689.98	£-14.98
210	Projects	£2,000.00	£8,650.00	£8,905.32	£1,744.68
999	VAT Payments	£0.00	£0.00	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/23 and 11/03/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

	2023/24	Reserve Movements	Actual Net	Balance
Total COUNCIL	£24,900.00	£21,524.63	£44,192.65	£2,231.98
Total Expenditure	<u>£24,900.00</u>	<u>£21,524.63</u>	<u>£44,192.65</u>	<u>£2,231.98</u>
Total Income	£33,040.00	£11,333.60	£44,753.84	£380.24
Total Expenditure	<u>£24,900.00</u>	<u>£21,524.63</u>	<u>£44,192.65</u>	<u>£2,231.98</u>
Total Net Balance	£8,140.00		£561.19	

Fixed assets list

Asset No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value Renewal	Previous Value
Community Assets									
5		Youth Pod		01/01/2005	£3,000.00	£3,000.00	£3,000.00	£5,000.00	
6		Basketball Court		01/01/2005	£3,000.00	£3,000.00	£3,000.00	£5,000.00	
7		Noticeboard - wooden wall mounted	Sivell Close		£500.00	£500.00	£500.00	£500.00	
8		Noticeboard - metal	Playing Field		£800.00	£800.00	£800.00	£800.00	
9		Noticeboard - metal	Longford Lane	11/06/2019	£1,800.00	£1,800.00	£1,800.00	£1,800.00	
10		Noticeboard - wooden	Allotments		£500.00	£500.00	£500.00	£1,000.00	
11		Play area fencing	Playing Field	31/01/2012	£5,927.00	£5,927.00	£5,927.00	£6,000.00	
12		Play Equipment	Playing Field	04/03/2008	£17,360.00	£17,360.00	£17,360.00	£19,000.00	
18		AED (defib) and cabinet		08/07/2016	£1,150.00	£1,150.00	£1,150.00	£1,150.00	
19		AED (defib) and cabinet	Village Hall	08/07/2016	£1,150.00	£1,150.00	£1,150.00	£1,150.00	
36		Noticeboard - metal	Horsbere Drive	19/06/2023	£810.00	£810.00	£0.00	£810.00	
Total Values					£35,997.00	£35,997.00	£35,187.00	£42,210.00	
Infrastructure									
21		Dog Waste Bins x 9	Various		£3,000.00	£3,000.00	£3,000.00	£3,000.00	
22		Park benches x 12	Various		£4,800.00	£4,800.00	£4,800.00	£4,800.00	
23		Solar Lights x 3		14/09/2020	£640.00	£480.00	£640.00	£640.00	
24		Playing Field Fencing	Playing Field		£1.00	£1.00	£1.00	£1.00	
25		Allotment Fencing	Allotments		£1.00	£1.00	£1.00	£1.00	
26		Sivell Close Fencing	Sivell Close		£1.00	£1.00	£1.00	£1.00	
27		Water Standpipes	Allotments		£1.00	£1.00	£1.00	£1.00	

Asset No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value Renewal	Previous Value
29		Broxap Standard Derby 120 litre litter bin	Playing Field	14/04/2023	£513.54	£513.54	£0.00	£513.54	
30		CCTV	Playing Field	31/08/2023	£4,675.00	£4,675.00	£0.00	£4,675.00	
33		Vehicle Access Barriers x2 & 4 drop bollards	Playing Field	07/07/2023	£9,052.80	£9,052.80	£0.00	£9,052.80	
34		Dog Waste Bins x 2		29/06/2023	£612.00	£612.00	£0.00	£612.00	
Total Values					£23,297.34	£23,137.34	£8,444.00	£23,297.34	

Land & Buildings

1		Playing field		14/04/1939	£2,000.00	£2,000.00	£2,000.00	£1.00	
2		Allotments		12/08/1965	£750.00	£750.00	£750.00	£1.00	
3		Sivell Close open space		27/03/1991	£1.00	£1.00	£1.00	£1.00	
4		Sivell Close narrow strip		20/02/2012	£1.00	£1.00	£1.00	£1.00	
Total Values					£2,752.00	£2,752.00	£2,752.00	£4.00	

Vehicles & Equipment

13		Stihl FS55 Strimmer		19/09/2012	£233.00	£233.00	£233.00	£280.00	
16		HP Pavilion Laptop	Clerk's Office	26/11/2018	£420.00	£420.00	£420.00	£420.00	
28		8 x iPads for councillors		18/04/2023	£2,952.00	£2,952.00	£0.00	£2,952.00	
31		Refurbished iphone 8 for parish office		15/09/2023	£129.00	£129.00	£0.00	£129.00	
37		Ryobi 18v cordless pressure washer		23/02/2024	£189.95	£189.95	£0.00	£189.95	
Total Values					£3,923.95	£3,923.95	£653.00	£3,970.95	

Asset No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value Renewal	Previous Value
				Grand Total	£65,970.29	£65,810.29	£47,036.00	£69,482.29	
				+ assets disposed during year			£888.00		
							<u>£47,924.00</u>		

Longford Parish Council Risk Register

Risk management is the process whereby local councils methodically address the risks associated with what they do and the services which they provide. The Parish Council should identify potential risks, then take all practical and necessary steps to reduce or eliminate the risks associated with working conditions, workplace activities and environmental factors, as far as is practically possible. This document should enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

Assessment Scoring: 1 = low; 2 = low/medium; 3 = medium/high; 5 = high

Activity	Risk	Cause	Effect	Likelihood	Actions
1. Finances	Sudden large expenditure required or excessive under budgeting	Unforeseen problem / Poor budgeting	Service not provided. Lack of confidence in council. Inability to carry out functions. Insufficient funds for contingencies	2 - Low/Med	Council has some reserves. Insurance in place to cover major risks. Careful budget planning with contingency built in each year
2. Finances	Adequacy of Precept	Precept not submitted to Tewkesbury Borough Council. Precept not received by Parish Council	No income for parish council to continue its work	1 – Low	RFO to prepare budget, considering expenditure + projects. Full review of proposed budget by Council in November. Regular review of budget v spend. RFO to submit precept figure before deadline. RFO to advise council of receipt of precept at next available meeting.

Activity	Risk	Cause	Effect	Likelihood	Actions
3.Finances	Fraud	Inadequate controls/ record	Loss of funds Financial irregularities	1- Low	<p>Financial Regulations reviewed annually to ensure they are adequate. Annual internal & external audit.</p> <p>Bank balances reported at every meeting with bank reconciliation.</p> <p>Bank balance and expenditure audited by councillor twice a year.</p> <p>Online bank payments authorized by 2 councillors.</p> <p>Cheques + cheque stubs signed by 2 councillors upon sight of original invoice</p>
4.Finance – VAT	VAT not re-claimed within time limit	Poor accounting	Loss of funds Financial irregularities	2- Low/Med	<p>All VAT receipts to be recorded. Separate field to show VAT on Accounts system.</p> <p>RFO to produce refund analysis and make claim to HMRC for recovery of amounts within time scale.</p> <p>All documentation for this process to be maintained in council records</p>
5. Finance - Payroll	Payroll incorrectly processed – staff over/under paid	Staff errors	Loss of funds Financial irregularities	1 - Low	<p>Payroll outsourced to reputable firm to manage on behalf of the parish council.</p>

Activity	Risk	Cause	Effect	Likelihood	Actions
6. Assets	Damage, theft	Vandalism, accident, storms	High cost of repair or replacement. Loss of Assets. Disruption. Damage to public property or person	2 – Low/Med	<p>Maintain up to-date register of assets. Regular maintenance for physical assets and record of inspections. Monthly inspection of defibrillators by volunteers.</p> <p>Annual review of risk and adequacy of insurance cover.</p> <p>Playground equipment visually checked monthly by Cllrs/Clerk and annually by qualified play inspector.</p> <p>Visual check of trees on regular basis particularly after storms. Qualified arboriculturist to assess condition of trees at least every 3 years more frequent in high risk areas.</p>
7. Contractors	Contractors not supplying services	Unavailable due to illness, poor weather	Poor Services	1 - Low	Contracts are defined. Contracts are informally monitored by Clerk & Councillors. Corrective action taken as required.
8. Insurance	Inadequate Insurance cover for the Council, its employees and assets	Failure to renew insurance policy. Cover on policy inadequate.	Council is uninsured and liable to insurance claim.	2 – Low/Med	An annual review is undertaken of all insurance arrangements in place. Employers Liability, Public Liability and Fidelity Guarantee are a statutory requirement. Officials' Indemnity also in place.

Activity	Risk	Cause	Effect	Likelihood	Actions
9. Parish Council records and archives	Loss of Parish Council records	Fire, Flood, theft		1 - Low	Archived records stored with Gloucestershire County Council's Archives Office. Any risk to these records is unlikely. Daily files stored in Clerk's home which are at risk, however most are also stored electronically (see next item).
10. Electronic Records	Loss of documents on Clerk's computer	Computer crash, fire, theft, flood	Loss of records	2 – Low/Med	All files stored on Microsoft OneDrive which are backed up for 30 days. Anti-virus software installed. Minutes kept as hard copies and copies emailed to all councillors. Minutes & policies held on parish council website Secure passwords to be used on all electronic devices + websites only known by Clerk + Chairman
11. Clerk to the Parish Council	Unavailability	Resignation, illness	Work of the Parish Council cannot be carried out	2 – Low/Med	Urgent work carried out by Councillors. Contact GAPTC about availability of temporary cover or contact local Clerks
12.PC Meetings	Accommodation unavailable for meetings	Damage to meeting room or Village Hall. VH already booked.	Meeting room unavailable	1 - Low	Use nearby village hall or similar amenity
13. Membership of the Parish Council	Vacancies on council	Resignation, retirement, insufficient nomination at elections	Meetings cannot be held due to not being quorate	2 – Low/Med	Ensure council meetings are run smoothly and business is relevant to retain the interest of serving councillors. Promote vacancies widely around the parish especially at election time.

Activity	Risk	Cause	Effect	Likelihood	Actions
14. Members Interest	Member has not disclosed a Declaration of Interest relating to an agenda item	Conflict of Interest by Member	Resolutions cannot be met due to insufficient number of Cllrs	2 – Low/Med	Standard agenda item for members to declare any personal or prejudicial interests they have + need to disclose of matters to be discussed.
15. Safety of Cllrs + Clerk	Physical safety of Cllrs + clerk on site meetings	Inadequate precautions. Accidents due to unsafe ground or buildings	Injury to person and/or compensation claimed from council	2 – Low/Med	At site meetings, all councillors to adhere to any safety requests from site managers. Adequate insurance in place to cover accidents. Councillors to never carry out solo visits, always have clerk or another councillor present.
16. Pandemic	Health of Cllrs + clerk + members of public	Ineffective infection control could cause spread of illness .	Service not provided. Lack of confidence in council. Inability to carry out functions.	2 – Low/Med	Hand sanitizer provided at face-to-face meetings and social distancing protocols in place.