

LONGFORD PARISH COUNCIL

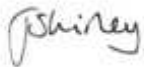
www.longford-pc.gov.uk ~ Tel: 07759 118922

25th June 2024

I hereby give notice that the meeting of Longford Parish Council will be held in **Longford Village Hall on Tuesday 2nd July 2024 at 7.00pm.**

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 JULY 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 7th May 2024.**
- 4. To note that no election has been called and the councillor vacancy can be filled by co-option.**
- 5. 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)**
- 6. Flooding** **(10 mins)**
- a) To review updates to the draft Emergency Plan.
 - b) To discuss the request for a flood gate on Sandhurst Lane.
- 7. Finance / Procedures** **(20 mins)**
- a) To receive the latest bank reconciliations and budget versus spend report for the 2024/25 accounts.
 - b) To confirm the notice board policy of allowing notices to be displayed for not-for-profit organisations.
 - c) To consider replacing / repairing the notice boards on Sivell Close and at the allotments.
 - d) To confirm the financial contribution to Longford Village Hall towards the wifi costs.
 - e) To review the Playing Field hire fees and policy.
 - f) To note payments made since the last council meeting and to approve the latest invoices for payment.
- 8. Parks, Open Spaces & Allotments** **(20 mins)**
- a) To receive an update on the community orchard and agree any actions.
 - b) To agree working party dates.
 - c) To consider funding a skip for an allotment clear-up day.
 - d) To review the water supply usage at the allotments.
 - e) To note that a meeting had been held with Longford Football Club and Longford Village Hall concerning playing field and car park usage.
 - a. Council to consider granting permission for "carrots" to be installed in the ground for line-marking.
 - b. Council to consider using a Google calendar to publish playing field events.
- 9. To consider planning applications received since publication of the agenda.**

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10. Highways:

) To receive an update from the Road Safety Working Group

11. To receive reports from representatives of Allotments, Finance, Personnel, Playing Field and Village Hall, for information only.

Next meeting of the Parish Council will be on Tuesday 3rd September 2024 7.00pm.

Minutes of the Annual Parish Council Meeting held on Tuesday 7th May 2024 at 7.00pm at Longford Village Hall

1. To elect Chair of Longford Parish Council and receive Chair's Declaration of Acceptance of Office

It was noted that Cllr Ford has resigned as a parish councillor. Cllr Doherty proposed Cllr Young as Chair, seconded by Cllr Harris. All in favour. The Council received the Chair's Declaration of Acceptance of Office.

2. To elect Vice-Chair of Longford Parish Council

Cllr Doherty proposed Cllr Byers as Vice-Chair, seconded by Cllr Harris. All in favour.

3. Attendance noted as

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

Also present: Mrs J Shirley (Clerk)

Members of public present: One member of public.

Apologies: Cllr G Bocking, County Cllr P McLain, Borough Cllr S Hands, Borough Cllr P Ockelton

4. Declarations of interest in items on the agenda

None.

5. Approval of the minutes of the meeting held on 2nd April 2024

Council resolved to approve the minutes of the meeting held on 2nd April 2024. Proposed by Cllr Doherty, seconded by Cllr Melvin, all in favour.

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

7. To appoint officers and representatives to the LPC working groups / external bodies

Allotments: Cllr Doherty

Finance: Cllr Meek

Flooding: Cllr Melvin, Cllr Gough, Cllr Byers, Cllr Harris

Highways: Cllr Byers, Cllr Harris

Personnel: Cllr Young, Cllr Doherty

Planning: Cllr Harris, Cllr Bocking (tbc)

Green Spaces: Cllr Byers, Cllr Meek

Village Hall: Cllr Doherty, Cllr Young

Emergency Plan Working Group: Cllr Byers, Cllr Meek, Cllr Doherty.

8. To agree meeting dates for 2024/25

It was agreed to continue meeting at 7pm on the first Tuesday of each calendar month except for June, August, October, and January when there are no meetings.

Public Participation

No public questions.

9. Flooding

a) The Emergency Plan working group are yet to meet to consider the draft Emergency Plan.

10. Finance / Procedures

a) Council approved the year end accounts as at 31st March 2024.

b) Council reviewed the Earmarked Reserves and confirmed as follows:

Defibrillators/cabinets £960.00

Fencing/other assets £221.50 – move to Playground eqpt/fencing

National Lottery Grant - allotment £145.00

Notice board replacement and repair £4,124.00

Park furniture £3,430.00

Playground eqpt/fencing £14,600.62
Projects £4,279.10
Village Hall Improvements committed £8,580.00.
Wildflower and Orchard Project £949.52
General Fund £14,143.55

- c) Council received the Independent Audit Report for 2022/23 and noted the minor recommendations.
- d) Council approved the Annual Governance Statement (section 1) for 2023/24
- e) Council approved the Annual Accounting Statements (section 2) for 2023/24
- f) Council agreed the dates (3rd June to 12th July 2024) for the Public Rights & Publication of Annual Governance & Accountability Return.
- g) Council reviewed the Standing Orders and agreed to amend standing order 3x regarding meeting length to restrict to 90 minutes and insert a reference to indicate that all mentions of chairman also mean chair, and the use of the male pronoun also means she/they.
Action: Clerk.
- h) Council reviewed the Financial Regulations and noted that a new model financial regulations had been released on 7th May 2024 and will be presented to council in due course.
- i) Council reviewed the Code of Conduct and approved without amendment.
- j) Council reviewed the Publication Scheme and approved without amendment.
- k) Council reviewed the Playing Field Hire Policy and felt it needed an a substantial update to include other areas of hire such as exercise classes. **Action: Clerk** to compare other playing field policies for Council's consideration. Clerk also to cancel the 2nd football club invoice and arrange a meeting with the club and village hall for Tuesday 4th June.
- l) Council reviewed its banking arrangements and agreed to continue with Lloyds Bank. Authorised signatories confirmed as Cllr Byers, Cllr Doherty, Cllr Meek, Cllr Harris, Cllr Gough and Cllr Young. It was agreed to add Cllr Young as an online signatory. **Action: Clerk** to submit mandate variation to remove Cllr Ford and add Cllr Young. It was also agreed to apply for a debit card for the Vice-Chair to replace Cllr Ford's allocated card.
Action: Clerk.

The direct debits were also reviewed and confirmed as:
Information Commissioners Office – annual direct debit £35
WaterPlus – monthly variable direct debit
Salaries – monthly standing order
GiffGaff – mobile phone monthly contract £6 per month
Fasthosts – email / website hosting £12 per month
- m) Council considered the quotes to remove two branches from the sycamore tree overhanging the play park. Council approved the quote from Chris Arnold Tree Surgery at a cost of £200+VAT. **Action: Clerk.**
- n) Council confirmed the annual insurance renewal with Clear Councils at a cost of £641.39 and noted that other quotations had been requested but not received. **Action: Clerk.**

- o) Council approved the purchase of two new dog waste bins for the playing field to replace two old bins, the posts on the existing bins can be re-used. **Action: Clerk.**
- p) Council approved the following invoices for payment, and Cllrs Byers and Doherty will action the online authorisation.

Invoice Date	Payee	Gross	Budget
06/05/24	Complete Weed Control	£486	Maintenance
01/04/24	GAPTC – Subs	£610.51	Admin
06/04/24	GAPTC – independent audit	£215	Admin
06/05/24	Glebe Contractors	£649.78	P&OS
15/04/24	PATA (UK)	£124.20	Admin
16/04/24	Wicksteed Leisure – annual inspection	£122.40	P&OS
	Total	£2207.89	

11. Parks, Open Spaces & Allotments

- a) Council received the annual play inspection summary report and noted the findings which mainly required ongoing monitoring for deterioration. In the longer term, Council would like to update the play surfaces. The gate post at Sivell Close entrance needs replacing, Council authorised Cllr Byers to buy a new post once the debit card has been organised.
- b) Council received an update on the community orchard and noted that the Victoria Plum had died and will need replacing.
- c) Council noted that the end of project report has been submitted to Severn Trent Water.
- d) Council agreed working party dates as: Saturday 18th May 2pm.
- e) Council reviewed the allotment terms and conditions and the Allotment Policy. It was agreed to remove the restriction on sheds on the central plots to encourage rain-harvesting and introduce a size restriction on sheds of 7'x6'. It was also agreed to add in a “no-carpet” clause, and no storage of flammable liquids nor liquified gas. **Action: Clerk.**
- f) Council reviewed the water supply usage at the allotments and it was agreed that the Clerk write to the registered owner of the adjacent land using allotment water and give notice that the water supply will be terminated. **Action: Clerk.**

12. Planning

- a) There were no planning applications to consider.

13. Highways

- a) Council received an update from the Road Safety Working Group. It was agreed to join with Down Hatherley and Twigworth Parish Councils on a joint traffic regulation order to reduce the speed limit on the A38. **Action: Cllr Harris.**

14. To receive reports from representatives for information only:

- Allotments: annual rental invoices have been issued and all but 4 tenants have paid, deadline is 30th May for payment to be received then the plots are assumed to be vacant. The annual Allotment Competition was confirmed and Mr Goodwin has agreed to be the independent judge again. Garden Centre vouchers for £30, £20 and £10 to be purchased for the winners and a small thank you gift for the judge.
- Finance: no additional updates.
- Personnel: annual appraisal for Clerk has been completed.
- Playing Field: no additional updates.
- Village Hall: Cllr Doherty attended the latest meeting with Longford Village Hall committee. LVH would like to join the Emergency Plan working group. Car boot sale 18th May.

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Next Meeting to be held on Tuesday 2nd July 2024 at 7.00pm (no meeting in June). Deadline for agenda items is 24th June 2024. Requested agenda items: Fircroft Road notice board, flood gate for Sandhurst Lane for next agenda.

Meeting closed at 8.30pm.

Signed

Date

Bank Reconciliation

Financial period ending 31/05/24

Balance per bank statements as at 31/05/24

	£	£
Lloyds Current	£69,587.37	
	<hr/>	£69,587.37
Petty cash (no balance)		£0.00
Less: any unrepresented cheques		£0.00
Add: any uncleared effects		£0.00
Net balances as at 31/05/24		£69,587.37

Financial Budget Comparison

Comparison between 01/04/24 and 31/05/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		2024/25	Reserve Movements	Actual Net	Balance
INCOME					
COUNCIL					
10	Precept	£31,530.00	£0.00	£15,765.00	-£15,765.00
20	Allotment Rents	£1,000.00	£0.00	£1,070.95	£70.95
30	Grants and other income	£300.00	£0.00	£1,300.00	£1,000.00
99	VAT reclaim	£0.00	£0.00	£6,770.20	£6,770.20
Total COUNCIL		£32,830.00	£0.00	£24,906.15	-£7,923.85
Total Income		£32,830.00	£0.00	£24,906.15	-£7,923.85
EXPENDITURE					
COUNCIL					
100	Staff Costs	£7,315.00	£0.00	£1,047.50	£6,267.50
110	Office admin / expenses	£2,700.00	£0.00	£965.71	£1,734.29
120	Insurance	£510.00	£0.00	£641.39	-£131.39
130	Donations	£300.00	£0.00	£0.00	£300.00
140	Parks & Open Spaces	£8,000.00	£633.64	£2,731.41	£5,902.23
150	Allotments	£1,100.00	£0.00	£260.41	£839.59
160	Maintenance	£3,000.00	£0.00	£405.00	£2,595.00
170	Training	£300.00	£0.00	£0.00	£300.00
180	IT incl software	£1,010.00	£0.00	£652.40	£357.60
190	Newsletter, website, email	£150.00	£0.00	£0.00	£150.00
200	New equipment	£1,000.00	£0.00	£661.90	£338.10
210	Projects	£7,445.00	£0.00	£0.00	£7,445.00
999	VAT Payments	£0.00	£0.00	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/24 and 31/05/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

	2024/25	Reserve Movements	Actual Net	Balance
Total COUNCIL	£32,830.00	£633.64	£7,365.72	£26,097.92
Total Expenditure	<u>£32,830.00</u>	<u>£633.64</u>	<u>£7,365.72</u>	<u>£26,097.92</u>
Total Income	£32,830.00	£0.00	£24,906.15	-£7,923.85
Total Expenditure	<u>£32,830.00</u>	<u>£633.64</u>	<u>£7,365.72</u>	<u>£26,097.92</u>
Total Net Balance	£0.00		£17,540.43	

Paid Expenditure Transactions

Start of year 01/04/24

paid between 10/05/24 and 25/06/24, for the COUNCIL

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	Heading
BACS240526C	13/05/24	1288		£641.39	£0.00	£641.39	Clear Councils (prev BHIB)	Annual insurance 01/06/24 - 31/05/2
C								120
BACS240513R	13/05/24	1290		£794.28	£132.38	£661.90	Roadware Ltd	2 lockable storage containers for s
W								200
DC240513MB	13/05/24	1291		£650.40	£108.40	£542.00	MuttsButts	2 x dog waste bins
								140
DC240513LR	13/05/24	1292		£6.00	£0.00	£6.00	Land Registry	Land search for field next to allot
								110
DC240512GG	13/05/24	1293		£6.00	£1.00	£5.00	GiffGaff	Mobile phone monthly top-up
								110
DC240513FH	13/05/24	1294		£12.00	£2.00	£10.00	Fasthosts Internet Ltd	Webhosting & email 13-05-24 to 13-0
								180
DD240522WP	22/05/24	1289		£80.10	£0.00	£80.10	WaterPlus	Water supply at allotments - monthl
								150
BACS240612GC	11/06/24	1296		£649.78	£108.30	£541.48	Glebe Contractors	Ground Maintenance May 2024
								140
BACS240612PO	11/06/24	1297		£120.00	£20.00	£100.00	Parish Online	Annual subscription to mapping soft
								110
BACS240612EIT	11/06/24	1298		£758.88	£126.48	£632.40	Edge IT Systems Ltd	Annual subscription for Allotments,
								180
DC240612GG	12/06/24	1299		£6.00	£1.00	£5.00	GiffGaff	Mobile phone monthly top-up
								110
DC240613FH	13/06/24	1300		£12.00	£2.00	£10.00	Fasthosts Internet Ltd	Webhosting & email 13-06-24 to 13-0
								180
DC240617NGC	17/06/24	1303		£72.20	£0.00	£72.20	Norton Garden Centre	Allotment competition
								150
DC240618LFL	18/06/24	1301		£35.00	£0.00	£35.00	Longford Fencing & Landscaping Ltd	Fence post for Sivell Close gateway
								160
DC240618W	18/06/24	1302		£52.10	£8.69	£43.41	Wickes	Tree stakes
								140
				£3,896.13				
				£380.85	Confidential			
Total				£4,276.98	£510.25	£3,766.73		

Meeting between LPC, LFC, LVH to discuss playing field usage on 4th June 2024

Present:

Cllrs C Young, C Byers, R Harris, K Doherty, L Gough, R Meek.

Les Bailey (LFC Chairman)

Chris Newell (LFC Youth Coach)

Chris Evans (LFC Youth Coach)

Julie Leach (Treasurer LVH)

Phil Leach (Chairman LVH)

Julie Shirley (note taker)

Playing field usage:

Youth section have 3 youth teams – 2 x year 3 and 1 x year 4 – need differing sizes of pitch due to the size the different sections play, so use Norton for 2 of the teams, which they use free of charge. Youth training is on Thursday evenings

Men's section has lost some players and was invited to merge with another club but would mean the loss of the LFC name so have turned down the suggestion.

There has been a lack of communication on all fronts, eg fixture dates, LVH events etc. LPC working parties are convened at short notice and only advertised on social media. Could we look at a mailing list for people to sign-up and be informed via email for events/working groups?

LVH offered to share leaflet space with LPC and LFC.

Action: JS - Look at Google Calendar for playing field bookings to show football fixtures and LVH events.

Car Parking / Height Barrier / Bollards:

There could be up to 30 vehicles when there is a men's team playing and the overflow area outside the barriers is not sufficient (10 spaces) so the bollards need to be open for the parking on the field. Confirmed that the bollards to the right of the village hall should be used rather than the ones directly in front of the driveway.

Other matters:

Youth team can apply for free storage from the FA. **Action:** CN to clarify size of unit and whether a Partnership Agreement is needed.

Would the council consent to the youth team installing "carrots" in the ground as these help with line markings and don't interfere with the mowing. **Action:** JS to add to agenda.

Football Club were advised that Council will be reviewing the fees, with potentially a 10% increase.

It was agreed that a joint meeting be held a couple times of year will aid communication.