

LONGFORD PARISH COUNCIL

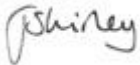
www.longford-pc.gov.uk ~ Tel: 07759 118922

26th November 2024

I hereby give notice that the meeting of Longford Parish Council will be held in **Longford Village Hall on Tuesday 3rd December 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 3rd DECEMBER 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 November 2024.**
4. **To consider applications to fill one councillor vacancy 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 receive updates on the requested flood gate on Sandhurst Lane.

7. Finance / Procedures **(5 mins)**
a) To consider a response to the remote meeting attendance consultation - <https://consult.communities.gov.uk/local-government-standards-and-conduct/remote-attendance-and-proxy-voting/> (deadline 19th December)
b) To receive the latest bank reconciliations and budget versus spend report for the 2024/25 accounts.
c) To approve the 2025/26 budget and precept.
d) To appoint GAPTC as independent auditor for 2024/25 at a cost of £250.
e) To approve the latest invoices for payment.

21/11/24	Chris Arnold Tree Surgery – walnut tree	£360.00
30/09/24	Glebe Contractors – September grasscutting	£649.78
12/11/24	Greenbarnes Ltd – new noticeboard	£1432.94
26/11/24	J.Shirley – reimbursement expenses / backpay	£383.44
26/11/24	Lodge Farm Trees	£332.00

8. Parks, Open Spaces & Allotments **(30 mins)**
a) To note that the Tewkesbury Borough Council orchard grant is confirmed as £3350 and to be spent as follows: 42 trees: £1,000, 42 tree guards and stakes: £250, Glacial Boulder to mount signage/plaques - £600, Interpretation / information Panel (design / supply / installation) - £1500 – all works to be completed by 31st March 2025 to meet grant conditions.

LONGFORD PARISH COUNCIL

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- b) To receive an update on the community orchard and agree any actions.
- c) To agree working party dates.
- d) To review playing field lighting and CCTV remote access arrangements.
- e) To receive an update regarding the football club storage unit at the playing field.
- f) To consider request for memorial bench for Phil Awford (item from Cllr Melvin).

9. Planning

(15 mins)

a) To consider planning applications

- 24/00870/FUL – 32 Cresentdale, Longford
<http://publicaccess.tewkesbury.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SLG1RSQDGD100>
- 24/00958/FUL – 3 Gwinnett Drive, Longford
<http://publicaccess.tewkesbury.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SN559UQDHBX00>
- 24/00612/FUL – land at Horsbere Drive amended plans

b) To consider planning applications received since publication of the agenda.

10. Highways:

(5 mins)

- To receive an update from the Road Safety Working Group
- To consider areas of Longford to include in a multi-parish Traffic Regulation Order

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 4th February 2025 (no meeting in January)

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

1. Attendance noted as

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

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

Members of public present: 8 members of public.

Apologies: Cllr Bocking, Cllr Melvin, Borough Cllr S Hands

2. Declarations of interest in items on the agenda

Cllr Gough declared an interest in item 9a (Planning).

3. Approval of the minutes of the meeting held on 1st October 2024

Council resolved to approve the minutes of the meeting held on 1st October 2024. Proposed by Cllr Doherty, seconded by Cllr Gough, all in favour

4. No applications received to fill the one councillor vacancy by co-option.

5. Council received an update on outstanding items from the last meeting not already on the agenda.

Cllr Byers noted that he hadn't been able to purchase the lights for the playing field as agreed at the last meeting. Cllr Gough requested that as the council has yet to progress plans for a memorial stone on the playing field, a donation be made to the Royal British Legion instead of purchasing a wreath to lay at a memorial outside of the parish. A donation of £25 was agreed.

Public Participation

A resident was present regarding three issues:

- electric scooters on the playing field, the Council confirmed these are not permitted on the field and to notify the police in future (as advised to the council by local police officer).
- the grass cutting had not been done well on the last occasion, noted by Council.
- there are moles digging on the playing field, but not within the football pitch area.

A resident was present regarding two planning applications he had submitted and on the agenda this evening. He outlined the changes in the plans and was at the meeting to hear comments on the plans.

Report from Borough Councillor: Councillor Hands forwarded a report to the parish council which the Clerk read out to the meeting. The main items were the changes to the scheme of delegation for planning applications, and the parish and town council seminar to be held on 28th November.

Report from County Councillor: Councillor McLain gave an update on County Council matters: works to Sandhurst Lane are underway, there are additional funds available through the Build Back Better grant scheme for youth activities, and the M5 junction works at junction 9/10 are likely to impact Longford if they proceed. County Council is currently looking at draft budgets for 2025/26, particularly the impact of the employers' national insurance changes next year.

Cllr Doherty asked for an explanation as to why the Gloucester end of Sandhurst Lane is not being resurfaced along with the Twigworth end of the lane. Cllr Doherty commented that the resurfaced end of Sandhurst Lane would likely be damaged by heavy plant when work undertaken to install solar farm. Cllr McLain explained that developers are obliged to make good any damages to the highway caused through developing the area which is funding the works. Cllr Harris asked about the requirement to upgrade sewers prior to developments proceeding and whether this has been removed from planning policy. Cllr McLain will find out.

Two members of the Longford Football Club youth section joined the meeting and were invited by

Signed

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Date

the Chair to address the meeting. There was a request to put a banner on the village hall gate, this was referred to the village hall committee.

6. Flooding

- a) Emergency Plan update: Cllr Meek reported on the meeting with GRCC regarding the draft plan. There are several actions that need to be completed by the working group before the plan can be published.
- b) Council received updates on the request flood gate for Sandhurst Lane. A meeting was held with Cameron Thomas MP and Borough Cllr Hands on-site at Sandhurst Lane. Several issues identified including the location of depth gauges and flood signage which are in the wrong places. Cameron Thomas and Cllr Hands are going to follow this up with Highways.

7. Finance / Procedures

- a) Council received the latest bank reconciliations and budget versus spend report for the 2024/25 accounts.
- b) Council noted that the NJC pay scales have been updated with effect 1st April 2024, with an hourly rate increase of 61p per hour backdated to 1st April (total £106.75).
- c) Council noted that Lloyds Bank are introducing monthly charges for the council's banking. Council will monitor the charges and performance.
- d) Council approved the latest invoices for payment including two late invoices:

Invoice date	Supplier	Details	Gross
11/10/24	PKF Littlejohn LLP	Audit 2023-24	£378.00
11/10/24	Royal Mail Group Ltd	Annual PO Box fee	£424.20
22/10/24	Complete Weed Control (North Wessex)	Weed Control at gutters and kerbs of residential roads in Longford on 15/10/2024	£486.00
31/10/24	Glebe Contractors	Ground Maintenance October 2024	£649.78
31/10/24	GAPTC	Chairmanship training	£45.00
		Total	£1982.98

8. Parks, Open Spaces & Allotments

- a) Council received an update on the community orchard; grant from Tewkesbury Borough Council has been approved. Volunteers from Imjin Barracks helped to trim the orchard. Bulbs have been planted in the orchard. 18 trees are on order, further purchases are on hold until the grant amount has been confirmed. The County Council ash-dieback scheme will provide a silver birch tree for the wildflower area.
- b) Council agreed the next working party date of 23rd November to maintain trees.
- c) Council reviewed arrangements for the maintenance and support of the CCTV system. Cllr Byers proposed not renewing the contract with Redhand, and appoint Laser Alarms to resolve the remote access issues and annual maintenance contract which includes two visits a year. Seconded by Cllr Doherty, all in favour. **Action: Clerk.**
- d) Council agreed a request from Longford football club to site a 30-foot storage container on the playing field adjacent to the village hall. **Action: Clerk** to apply for planning permission.
- e) Council discussed options for alleviating car parking issues when the playing field is used at the same time as the village hall. There has been confusion about the overflow parking area on the grass and it was agreed to publish information on the village hall website and parish council website showing clearly where the overflow car parking. Council and village hall will continue to monitor issues. **Action: Clerk.**
- f) Council deferred the request for a memorial bench for Phil Awford until Cllr Melvin present to outline her proposal. **Action: Clerk** to add to next agenda.

9. Planning

- a) Council considered the following planning applications:
- 24/00776/FUL - 382 Longford Lane Longford – no objection
 - 24/00800/FUL - 382 Longford Lane Longford – no objection
- b) There were no planning applications received since publication of the agenda.

10. Highways

- a) Council received an update from the Road Safety Working Group. The requested traffic restriction order to reduce the speed limit of Tewkesbury Road is still with the County Council safety team.

11. To receive reports from representatives for information only:

-) Allotments: There was a working party on 12th October which was well-attended by ploholders. Cllr Doherty noted that the allotments would benefit from attention, particularly clearing abandoned plots prior to re-letting. The allotments are a parish council asset and needs some maintenance.
-) Finance: no additional updates. Cllr Meek to conduct a check of the accounts, a date to be arranged with the Clerk.
-) Personnel: no further updates.
-) Playing Field: lighting around the playing field needs to be looked at to ensure the lights work, but perhaps not have motion sensing as this can be intrusive to neighbouring properties. **Action: Clerk** to discuss with Laser Alarms.
-) Village Hall: advertising for additional volunteers has attracted some interest.

Next Meeting to be held on Tuesday 3rd December 2024 at 7.00pm. Deadline for agenda items is 25th November 2024.

Meeting closed at 8.20pm.

Bank Account Reconciled Statement

Lloyds Current

Statement Number	34	Bank Statement No.	34
Statement Opening Balance	£75,897.67	Opening Date	01/10/24
Statement Closing Balance	£71,765.24	Closing Date	31/10/24
True/ Cashbook Closing Balance	£71,765.24		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
04/10/24	BACS241003EIT	Edge IT Systems Ltd	183.90	0.00	75,713.77
04/10/24	BACS241003EIT2	Edge IT Systems Ltd	183.90	0.00	75,529.87
04/10/24	BACS241003GC	Glebe Contractors	649.78	0.00	74,880.09
04/10/24	BACS241003GPFA	Glos Playing Field Association	50.00	0.00	74,830.09
04/10/24	BACS241003NB	NB Construction	57.60	0.00	74,772.49
04/10/24	BACS241003NB2	NB Construction	57.60	0.00	74,714.89
04/10/24	BACS241003PL	Pipeline Logistics Ltd	1,440.00	0.00	73,274.89
04/10/24	BACS241003PL2	Pipeline Logistics Ltd	1,440.00	0.00	71,834.89
04/10/24	BACS241003TBC	Tewkesbury Borough Council	420.00	0.00	71,414.89
04/10/24	BACS241003TBC2	Tewkesbury Borough Council	420.00	0.00	70,994.89
04/10/24	BACS241005HMRC	HMRC	285.80	0.00	70,709.09
04/10/24	BACSe241003GUK	Glasdon UK Ltd	285.00	0.00	70,424.09
09/10/24	BACS241003EIT2	Edge IT Systems Ltd	-183.90	0.00	70,607.99
09/10/24	BACS241003PL2	Pipeline Logistics Ltd	-1,440.00	0.00	72,047.99
11/10/24	BACS241003TBC2	Tewkesbury Borough Council	-420.00	0.00	72,467.99
11/10/24	DC241011EC	Elliot's Cheltenham	276.00	0.00	72,191.99
12/10/24	DC241012GG	GiffGaff	6.00	0.00	72,185.99
12/10/24	DC241013FH	Fasthosts Internet Ltd	12.00	0.00	72,173.99
16/10/24	DC241016BQ	BandQ	27.90	0.00	72,146.09
31/10/24	SO241030JS	Salaries	380.85	0.00	71,765.24

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
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Bank Account Reconciled Statement

Total debits / credits 4132.43 0

Reconciled by Julie Shirley

Signed _____

Clerk / Responsible Financial Officer

Chair

Date _____

Financial Budget Comparison

Comparison between 01/04/24 and 31/10/24 inclusive. Includes due and unpaid transactions.

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

		2024/25	Reserve Movements	Actual Net	Balance	2025/26
INCOME						
COUNCIL						
10	Precept	£31,530.00	£0.00	£31,530.00	£0.00	£31,529.08
20	Allotment Rents	£1,000.00	£0.00	£1,070.95	£70.95	£1,100.00
30	Grants and other income	£300.00	£1,000.00	£1,300.00	£0.00	£330.00
99	VAT reclaims	£0.00	£0.00	£8,417.27	£8,417.27	£0.00
Total COUNCIL		<u>£32,830.00</u>	<u>£1,000.00</u>	<u>£42,318.22</u>	<u>£8,488.22</u>	<u>£32,959.08</u>
Total Income		<u>£32,830.00</u>	<u>£1,000.00</u>	<u>£42,318.22</u>	<u>£8,488.22</u>	<u>£32,959.08</u>
EXPENDITURE						
COUNCIL						
100	Staff Costs					
100/1	Salaries	£5,715.00	£0.00	£2,666.55	£3,048.45	£5,500.00
100/2	PAYE/NI	£1,600.00	£0.00	£857.20	£742.80	£1,250.00
100	Total	<u>£7,315.00</u>	<u>£0.00</u>	<u>£3,523.75</u>	<u>£3,791.25</u>	<u>£6,750.00</u>
110	Office admin / expenses	£2,700.00	£0.00	£1,640.99	£1,059.01	£2,000.00
120	Insurance	£510.00	£0.00	£956.39	-£446.39	£650.00
130	Donations	£300.00	£0.00	£150.00	£150.00	£150.00
140	Parks & Open Spaces					
140/1	Grasscutting	£8,000.00	£633.64	£3,806.12	£4,827.52	£4,000.00
140/2	Repairs & Maintenance	£0.00	£0.00	£1,055.81	-£1,055.81	£2,500.00
140/3	Tree maintenance	£0.00	£0.00	£550.00	-£550.00	£2,500.00
140/4	Orchard / Wildflower areas	£0.00	£0.00	£924.10	-£924.10	£1,500.00
140	Total	<u>£8,000.00</u>	<u>£633.64</u>	<u>£6,336.03</u>	<u>£2,297.61</u>	<u>£10,500.00</u>

Financial Budget Comparison

Comparison between 01/04/24 and 31/10/24 inclusive. Includes due and unpaid transactions.

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

	2024/25	Reserve Movements	Actual Net	Balance	2025/26
150 Allotments					
150/1 Water usage	£1,100.00	£0.00	£487.26	£612.74	£2,000.00
150/2 General maintenance	£0.00	£0.00	£725.59	-£725.59	£500.00
150/3 Water supply repairs / maintenance	£0.00	£0.00	£2,890.00	-£2,890.00	£5,500.00
150 Total	£1,100.00	£0.00	£4,102.85	-£3,002.85	£8,000.00
160 Maintenance	£3,000.00	£0.00	£1,264.43	£1,735.57	£2,000.00
170 Training	£300.00	£0.00	£45.00	£255.00	£150.00
180 IT incl software	£1,010.00	£0.00	£855.65	£154.35	£1,200.00
190 Newsletter, website, email	£150.00	£0.00	£0.00	£150.00	£0.00
200 New equipment	£1,000.00	£1,350.00	£1,405.85	£944.15	£1,500.00
210 Projects	£7,445.00	£0.00	£0.00	£7,445.00	£0.00
999 VAT Payments	£0.00	£0.00	£0.00	£0.00	£0.00
Total COUNCIL	£32,830.00	£1,983.64	£20,280.94	£14,532.70	£32,900.00
Total Expenditure	£32,830.00	£1,983.64	£20,280.94	£15,166.34	£32,900.00
Total Income	£32,830.00	£1,000.00	£42,318.22	£8,488.22	£32,959.08
Total Expenditure	£32,830.00	£1,983.64	£20,280.94	£14,532.70	£32,900.00
Total Net Balance	£0.00		£22,037.28		£59.08

DRAFT BUDGET 2025/26

Start of year 01/04/24

Heading		Last year's net	Actual net	2024/25	2025/26
COUNCIL Income					
10	Precept	£31,740.00	£31,530.00	£31,530.00	£31,529.08
20	Allotment Rents	£597.42	£1,070.95	£1,000.00	£1,100.00
30	Grants and other income	£11,333.60	£1,300.00	£300.00	£330.00
99	VAT reclaims	£1,082.82	£8,417.27	£0.00	£0.00
COUNCIL Income Total		£44,753.84	£42,318.22	£32,830.00	£32,959.08
Total Income		£44,753.84		£32,830.00	£32,959.08

COUNCIL Expenditure					
100	Staff Costs	£6,211.55	£3,622.15	£7,315.00	£6,750.00
110	Office admin / expenses	£2,341.30	£1,921.03	£2,700.00	£2,000.00
120	Insurance	£507.40	£956.39	£510.00	£650.00
130	Donations	£350.00	£175.00	£300.00	£150.00
140	Parks & Open Spaces	£18,716.62	£6,342.38	£8,000.00	£10,500.00
150	Allotments	£1,635.67	£4,172.85	£1,100.00	£8,000.00
160	Maintenance	£1,445.53	£1,264.43	£3,000.00	£2,000.00
170	Training	£0.00	£45.00	£300.00	£150.00
180	IT incl software	£4,142.06	£845.65	£1,010.00	£1,200.00
190	Newsletter, website, email	£0.00	£0.00	£150.00	£0.00
200	New equipment	£689.98	£2,599.97	£1,000.00	£1,500.00
210	Projects	£8,905.32	£0.00	£7,445.00	£0.00
999	VAT Payments	£0.00	£0.00	£0.00	£0.00
COUNCIL Expenditure Total		£44,945.43	£21,944.85	£32,830.00	£32,900.00
Total Expenditure		£44,945.43		£32,830.00	£32,900.00

Net Expenditure		£191.59		£0.00	-£59.08
Funding					£0.00

Funding

Reserves

S106 / CIL

Loans

Proposed Precept

Other Income

Total Funding

Balance

£31,529.08

£1,430.00

£32,959.08

£59.08

01/04/24	Tax Base	Band D	01/04/25	New Tax Base	%age increase
	877.27	35.94		877.27	

Current year precept		
£31,529.08		
extra cost per band D	New band D	New Precept
0.00	35.94	31529.0800
Current precept	+ New additional	= Proposed precept
£31,529.08	+ £0.00	= £31,529.08

Internal Audit Service (IAS)

Dear Members,

We are delighted to share the updated **GAPTC Internal Audit Service (IAS)**, designed to support your council with robust internal control and compliance. This service has been carefully reviewed and improved based on feedback from our auditors and member councils to ensure a smooth, effective experience.

Our team of trained auditors, regularly updated on local council regulations, is here to offer a professional seamless audit. This year, we've added new support options, including **drop-in sessions** for clerks to assist with audit preparation and document submission. These sessions are free and provide a helpful resource for any questions or advice you may need. Please also consult our website for useful resources, checklists, a downloadable **Letter of Appointment**. The service Terms of Reference are included below in Appendix I.

Once you appoint GAPTC as your Independent Auditor, which **MUST** be done online via this form submission <https://forms.office.com/e/qscAiysHNQ> you can then start preparing for your audit and the document submission. Once we have received your full submission an auditor will be appointed. Using our comprehensive audit template, the auditor will conduct a thorough review, after which you will receive the final report along with our invoice.

If you indicate that you will require additional support during the audit or wish to arrange a meeting with your auditor we will be in touch to discuss the additional fees. Please find the 2024-25 fee structure in Appendix II.

Our auditors will also assist with completing the **Annual Internal Audit Report** section of the AGAR with the Clerk/RFO.

We hope this enhanced service will offer valuable support to your council. If you have any questions, please don't hesitate to reach out or join one of our drop-in sessions.

Warm regards,

GAPTC
October 2024

Appendix I

Terms of Reference 2024–2025

Aim

To assist local councils to maintain and improve internal control in accordance with proper practices as set out in the Accounts and Audit Regulations.

Internal Audit Objectives and Responsibilities

The primary objective of the Internal Audit, which is a governance audit, is to review, appraise and report on the adequacy of internal control systems operating throughout the council; to achieve this the Internal Auditor will adopt a predominantly systems-based approach to audit.

The internal audit does not involve the detailed inspection of all records and transactions of an authority to detect error or fraud.

The council's internal control system comprises the whole network of systems established within the council to provide reasonable assurance that the council's objectives will be achieved, with reference to:

-) The effectiveness of operations
-) Compliance and applicable policies
-) Procedures, laws and regulations
-) The safeguarding of assets and interests from losses of all kinds, including those arising from fraud, irregularity and corruption.

Accordingly, during an audit the Internal Auditor may:

-) Carry out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year to be able to complete the Annual Internal Audit Report of the Annual Governance & Accountability Return
-) Review the means used to identify, measure, classify and report such information
-) Review the means of safeguarding assets
-) Review the established systems to ensure compliance with those policies, procedures, laws and regulations which could have a significant impact on operations and determine whether the council is compliant

The scope of Internal Audit activity

It is a matter for the council to determine the necessary scope and extent of its internal audit, which should be proportionate to the needs, size and the circumstances of the council.

Independence

The main determinant of the effectiveness of Internal Audit is that it is seen to be independent in its planning and operation. To ensure this, the Internal Audit Service will operate within a framework that allows:

-) Unrestricted access to the officers of the council
-) Reporting in its own name
-) Segregation from the day-to-day operations of the council

Every effort will be made to preserve objectivity by ensuring that all Internal Auditors are free from any conflicts of interest and do not undertake any non-audit duties on behalf of the council.

The Council's Responsibilities

The members of the council have clearly defined responsibilities for Risk Management, Internal Control, Internal Audit and preventing fraud and corruption.

The existence of the Internal Audit does not diminish the responsibility of the council to establish systems of Internal Control to ensure that activities are conducted in a secure and well-ordered manner.

Reporting

The Internal Auditor will formally report the results of audits, and the recommendations made to council and, if a GAPTC Internal Auditor is appointed for subsequent years, will follow up to make sure that corrective actions are taken.

Review of terms of Reference

The Terms of Reference will be reviewed and updated as necessary every year.

Date of next review: September 2024

Appendix II

2024–2025 Internal Audit Service

To ensure the sustainability of this service, the fee structure has been revised. It is now more sensitive to the complexity and time required for different types of audits:

- J **Basic audit with no issues (all documents submitted and correct):** This will cover standard document reviews and will have a set fee (see below).
- J **Audits with document issues:** If additional time is required to follow up on missing or incorrect documents, there will be an additional hourly charge. GAPTC hosts an information session detailing the service review and outlining how Clerks can prepare for this service without incurring additional fees. We are also providing regular drop-in session where Clerks can join a free remote drop-in with an experienced auditor to ask questions and seek clarity in order to avoid unnecessary fees later on, and ensure a simple audit, for themselves, and the auditor. Please visit our website to book to join the information session, and view dates and joining links for the supportive drop-ins.
- J **Audits requiring meetings:** For any face-to-face or Zoom meetings requested, there will be an additional flat fee for the first 1.5 hours, with extra time charged hourly thereafter if needed. Travel costs will also be charged to the council should the auditor need to travel to the clerk's office.

Base Fees (for standard audit, no issues with documentation)

- J Band 1 (up to £5,000): £170
- J Band 2 (£5,001 - £25,000): £210
- J Band 3 (£25,001 - £50,000): £250
- J Band 4 (£50,001 - £100,000): £285
- J Band 5 (£100,001 - £200,000): £320
- J Band 6 (£200,001 - £300,000): £400
- J Band 7 (£300,001 - £400,000): £440
- J Band 8+ (£400,001+): £480

The proposed increases reflect the time required to review documents and generate reports, ensuring that the service remains economically viable, and that audits are conducted by professional, experienced auditors. The higher fees for larger councils reflect the additional complexity of their accounts.

Additional charges

1. Inadequate document submission:

- If key documentation and references are 'missing' or inadequate, requiring the auditor to engage in lengthy toing and froing, a **£35 per hour** charge will be applied for the additional time needed to request, review, and follow up documents required to complete the audit. (Incurring additional fees for incomplete submissions is at the discretion of the auditor.)

2. Face-to-Face or Zoom meeting:

- If a council requests a face-to-face or Zoom meeting to discuss the audit in detail, a **£45 flat fee** per meeting (up to 1.5 hours) will be charged. Any additional time beyond this would be charged at **£35 per hour**. This allows for flexible communication while covering the auditor's additional time.

3. Mileage: Maintain the current mileage rate of **45p per mile** from the auditor's base. This will be charged from the Internal Auditor's base.

Travel and Expenses Claim

Name JULIE SHIRLEY

Address

Use Code	Vehicle	Cubic	Office Use
E-essential	Registration	Capacity	Rate/ Lump sum
C-casual			45p per mile
C			

Date	Destination	Details	Miles	Parking	Fares	Net	Vat	Gross
01/07/2024		July Home Office Allowance (electricity, broadband, heating)				£24.00		£24.00
01/08/2024		August Home Office Allowance (electricity, broadband, heating)				£24.00		£24.00
01/09/2024		September Home Office Allowance (electricity, broadband, heating)				£24.00		£24.00
01/10/2024		October Home Office Allowance (electricity, broadband, heating)				£24.00		£24.00
01/11/2024		November Home Office Allowance (electricity, broadband, heating)				£24.00		£24.00
01/12/2024		December Home Office Allowance (electricity, broadband, heating)				£24.00		£24.00
22/11/2024		Mcafee anti-virus annual renewal				£109.99		£109.99
08/07/2024	Allotments	Allotment competition	8			£3.60		£3.60
09/07/2024	Allotments	Collect allotment trophy from previous winner	8			£3.60		£3.60
09/08/2024	Painswick	Meet land registry agent to assist with registering LPC land	10			£4.50		£4.50
27/08/2024	Quedgeley	Collect allotment trophy from engravers	11			£4.95		£4.95
04/09/2024	Allotments	Allotment inspection	8			£3.60		£3.60
12/10/2024	Allotments	Skip / work party	8			£3.60		£3.60
22/10/2024	Allotments	Meet new tenant	8			£3.60		£3.60
08/11/2024	Allotments	Meet new tenant	8			£3.60		£3.60
30/09/2024		July, August, September payroll underpaid on standing order				£0.00		£0.80
31/10/2024		October payroll underpaid on standing order (backpay)				£97.60		£97.60
TOTAL								£383.44

I certify that:

- (a) Where I have used the above motor vehicle(s) on official business my policy of motor insurance indemnifies the employer against any third party claims arising out of use of that vehicle.
- (b) The particulars in this claim are correct and I have incurred expenditure additional to that which I would normally have incurred. I attach receipts where applicable.
- (c) I understand that the mileage allowance is at the current Local Government mileage allowance rate.

Signed (Claimant)..... Date.....

Signed (Chair/Vice-Chair)..... Date.....

Longford PC Clerk

From: George Sharpley <cllrsharpley.twigworthpc@gmail.com>
Sent: 20 November 2024 10:15
To: David Evans
Cc: Longford Parish Council; Graham Bocking; Twigworth Parish Council; Rick Minter; Richard Page - Chairman Norton PC
Subject: Re: Lower speed limits for the local villages

Many thanks for this, Dave.

I see you have a review currently underway with Highways on the possibility of reducing the limit to 40 from Twigworth through to The Leigh.

Through Twigworth we think it important to reduce the limit from 40 to 30. And also to 20 within the new estates.

One the review is done, is there a chance we can roll this together into one TRO?
My understanding from Graham Bocking is that the cost and process is the same for a combined application.

Innsworth and Longford - do you have any interest in joining this?

Best wishes,
George

On Sat, Nov 9, 2024 at 11:46 AM David Evans <> wrote:

Hi George and welcome back. Down Hatherley and Norton PCs already have the TRO process in hand; however, following our initial request for a TRO Feasibility Study, the initiative may have been overtaken by events, and a review of the speed limits from Twigworth to the Liegh is, we understand, being undertaken by Highways and the Road Safety Team. Please see recent emails below copied in italics to give you an idea of where we are.

I hope this helps.

Best regards

Dave

Richard Page >

To:You;Rick Minter

Wed 06/11/2024 15:57

Thanks Rick, it does help. At least things seem to be moving in the right direction, albeit slower than we'd all like.

I presume by "a possible 40 limit from the current Twigworth stretch through to the Leigh", Max means that the whole 50mph section which changes to 40mph a couple of hundred yards before the Coombe Hill crossroads would become 40mph. If so, that would be a real step forward.

Thank you for all your work on this matter; it's really appreciated in Norton.

Kind regards,

Richard

On Wednesday, 6 November 2024 at 02:25:00 GMT, Rick Minter <_____> wrote:

Hi Richard

It remains frustrating as there has been no response to my queries on the TRO outcome.

I didn't want to send out informal news, but the information we have had from Max is that Highways on their own terms are looking at a possible 40 limit from the current Twigworth stretch through to the Leigh.

My immediate response to Max was:

*-could the PCs have informal consultation on the early detail this? A: No
-there would need to be no overtaking applied to this stretch given the potential for increased overtaking with a lower limit, and the number of side roads and difficult to see side roads where vehicles emerge from. No answer, but I've registered the point.*

So it seems that the general safety review of the A38 by Highways has superseded the TRO but we await formal news.

I guess we can nudge our respective contacts to see if they say more, and await official news.

I hope this is of some help.

Cheers, Rick

From: George Sharpley <_____>

Sent: Friday, November 8, 2024 3:58 PM

To _____

Bocking <>_____

Cc: Twigworth Parish Council <_____

Subject: Lower speed limits for the local villages

Dear Parish Councils of Longford, Innsworth and Down Hatherley,

Twigworth Parish Council is keen to apply for a TRO to bring the speed limit within new housing estates down to 20mph, and additionally to 30mph along the A38.

Graham Bocking last evening suggested that it would be wise to combine our villages' requirements into one TRO, thereby sharing the cost, and perhaps bringing more weight to bear on the authorities.

Do you share these aspirations in your village?

With best wishes,

George

--

George Sharpley

Chairman

Twigworth Parish Council

07587 772982