

LONGFORD PARISH COUNCIL

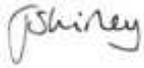
www.longford-pc.gov.uk ~ Tel: 07759 118922

27th February 2024

I hereby give notice that the meeting of Longford Parish Council will be held in **Longford Village Hall on Tuesday 5th March 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 5th MARCH 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 6th February 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 | (20 mins) |
| a) To receive an update on the recent flooding issues and agree any actions required. | |
| b) To receive an update from the flood wardens meeting (Cllr Byers / Cllr Harris) | |
| c) To consider a storage solution for sandbags and sand to be available within Longford to allow for quicker response in future flood events. | |
| d) To review first draft of the 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 consider the purchase of a litter bin for the overflow car park side of the playing field. | |
| c) To review and adopt the Bench Policy. | |
| d) To agree the date for the Annual Parish Meeting (suggested dates: 2 nd April, 7 th May) | |
| e) To note that the Village Hall will have internet access and to consider providing an annual grant towards the costs. | |
| f) To approve the invoices for payment. | |
|
 | |
| 7. Parks, Open Spaces & Allotments | (20 mins) |
| a) To receive quotes for the 2024 ground maintenance tender and appoint a contractor. | |
| b) To discuss the playing field lighting and agree any actions associated with switching the basketball lighting back on. | |
| c) To discuss the issue of dog fouling on the playing field and report instances to Tewkesbury Borough Council for prosecution. | |
| d) To consider applying to the Tewkesbury Borough Council community orchard grant scheme. | |
| e) To receive an update on the community orchard and agree any actions. | |

LONGFORD PARISH COUNCIL

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8. To consider planning applications received since publication of the agenda.

9. Consultations

- a) To consider a response to the Cheltenham, Gloucester and Tewkesbury Strategic and Local Plan (closes 12th March)

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: Tuesday 2nd April 2024 7.00pm.

Minutes of the Parish Council Meeting held on Tuesday 6th February 2024 at 7.00pm at Longford Village Hall

1. Attendance noted as

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

Also present: Mrs J Shirley (Clerk), Borough Cllr S Hands, Mr C Ashman (Tewkesbury Borough Council Director of Place)

Members of public present: One member of public.

Apologies: County Cllr P McLain

2. Declarations of interest in items on the agenda

None.

3. Approval of the minutes of the meeting held on 5th December 2023

Council resolved to approve the minutes of the meeting held on 5th December 2023. Proposed by Cllr Doherty, seconded by Cllr Gough, all in favour.

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

Public Participation

A member of public was present to learn what the parish council plans to do in response to the issue of flooding.

County Councillor Report: No report.

Borough Councillor Report: Cllr Hands gave an update from the Borough Council, including an update on the borough council's response to the recent flooding. Cllr Hands is chairing the Flood Working Group which will review policies and procedures in how the borough council responds to future flooding. The borough council is consulting on its Strategic and Local Plan, closing date is 12th March.

Cllr Doherty asked if there are any flood warden update meetings planned. There is a meeting in February at Bishops Cleeve which may not be for the wider area.

Gloucestershire County Council has a flood resilience grant scheme. Tewkesbury Borough Council also have a community recovery flood grant scheme.

Cllr Bocking asked if there will be input from parish councils for the new flood impact study that forms part of the Strategic and Local Plan. Mr Ashman, Director of Place at Tewkesbury Borough Council will follow up.

Cllr Doherty expressed thanks to Tewkesbury Borough Council for the invaluable support given to rural Longford residents during the floods.

5. Flooding

- a) Council discussed the recent flooding issues and noted that the predictions were incorrect due to how the Environment Agency had modelled the data. The water levels rose very quickly, and people couldn't mitigate as they would normally. It was agreed that the parish council write to Tewkesbury Borough Council and Environment Agency to request that the gauge at Sandhurst be used as an indicator of water levels affecting Longford rather than the gauge at Gloucester Docks. **Action: Clerk.** The flooding was exacerbated by vehicles ignoring the road closure signs and driving through flood water which forced the water into homes. Borough Cllr Hands will raise a question with Gloucestershire County Council regarding the declined request for a temporary road barrier at Sandhurst Lane. Cllr Gough requested that the parish council retain a list of homes that are affected by flooding so that

local response can be directed to those properties. Borough Cllr Hands explained that the borough council is collating that information to improve its response in future.

- b) Council considered a storage solution for sandbags and sand to be available within Longford to allow for quicker response in future flood events; Mr Ashman shared some information regarding alternative flood barrier products, and how flood protection measures could be deployed at street entrances rather than at individual properties. Council deferred making a decision pending gathering more information on alternative products.
- c) Council appointed Cllrs Byers and Harris as Flood Warden to co-ordinate a team of flood wardens within Longford. **Action: Cllrs Young / Meek** to promote the flood warden scheme on social media to recruit volunteers. **Action: Clerk** to clarify the duties of flood wardens.
- d) Council agreed to draft an Emergency Plan. **Action: Clerk** to use the GRCC template to produce a first draft for Council to consider; a working party will be set up to progress the plan once the draft has been produced.

6. Finance / Procedures

- a) Council received the latest bank reconciliations and budget report for the 2023/24 accounts.
- b) Council received an update from Cllr Meek on the review of the accounts; Cllr Meek reviewed the budget reports and confirmed that the data presented by the Clerk matches that on the system. **Action: Cllr Meek** will do a transaction sample audit prior to the end of the financial year.
- c) Council appointed GAPTC to carry out the independent audit for 2023/24 at a cost of £215. **Action: Clerk**
- d) Council considered the 3 quotes received to remove mistletoe from the maple tree on the playing field and agreed to appoint Chris Arnold Tree Surgery at a cost of £350+VAT. **Action: Clerk** to request the branches be chipped and left in the orchard area.
- e) Council approved a £250 donation to SARA. **Action: Clerk.**
- f) Council approved the contract to apply 3 applications of weed-spray to the kerbside edges throughout Longford at a cost of £1215+VAT. **Action: Clerk** to request advance notice of when the weed-spraying is applied.
- g) Council noted there were no invoices due for payment. It was confirmed that the standing order had been setup to pay the Clerk's monthly salary commencing February 2024. Invoices expected from Shackleton Nurseries for the community orchard trees which will be paid before the next meeting.

7. Parks, Open Spaces & Allotments

- a) Council agreed the ground maintenance tender and that quotes would be invited to be agreed at the March meeting. **Action: Clerk.**
- b) Council approved the purchase of a cordless pressure washer at a cost of £140 so that the playing field working group could clean play equipment and surfaces. Item to be funded from the Projects earmarked reserve. **Action: Clerk** to purchase a Ryobi 18v cordless pressure washer.
- c) Council received an update from Cllr Byers on tree planting / wildflower areas agreed the following:
 - i. Purchase 6 x 1.8m tree stakes and 4 x 1.8m half logs to protect Mountain Ash and Horse Chestnut trees. **Action: Cllr Ford.**
 - ii. Purchase 1 ton of top soil to cover the bare roots of the Poplar trees. **Action: Cllr Ford.**
 - iii. Purchase tree stakes and guards to support the 12 orchard trees due to be planted February, funded from the Severn Trent Water grant. **Action: Cllr Ford.**
 - iv. Postcrete to install the overflow car parking sign, and stabilise the Sivell Close entrance gate post. **Action: Cllr Ford.**
- d) Council discussed submitting an application to the Tewkesbury Borough Council community orchard scheme. Deferred to the March council meeting pending further information. **Action: Clerk.**

- e) Council consented to the request for a memorial plaque to remain in place on the playing field bench near to Jordan's Way. Council discussed the need for a policy for memorial benches/plaques. **Action: Clerk to draft policy.**

8. Planning

- a) Council had no objections to planning application 24/00033/FUL 12 Sivell Close.

9. Highways

- a) There was a brief update from the Road Safety Working Group regarding traffic survey strips on the road towards Twigworth, and the 20 is plenty campaign.

10. Consultations

- a) Council discussed a response to the Cheltenham, Gloucester and Tewkesbury Strategic and Local Plan (closes 12th March). It was agreed that councillors would draft individual responses and share with council at the next meeting. **Action: all.**

11. To receive reports from representatives for information only:

- Allotments: all plots are occupied and there is a short waiting list following the advert on social media. The horses in the adjacent field were evacuated through the allotments and the fence needs to be checked.
- Finance: No further update.
- Personnel: Cllr Doherty and Cllr Young will arrange the Clerk's annual appraisal.
- Playing Field: No further update.
- Village Hall: Cllrs Doherty and Young attended the latest village hall meeting. There was a possibility of a joint wassailing event to be held mid-January 2025. A stall was requested for SARA to use at the summer fayre. **Action: Clerk to contact SARA.**

Next Meeting to be held on 5th March 2024 at 7.00pm.

Meeting closed at 8.52pm.

Longford Parish Council

Community Emergency Plan

Plan last updated: 20/02/2024

Plan version: 1.0

Unrestricted or **Restricted** Version

If you or anyone else is in immediate danger call 999

Do not put yourself or others at risk

How to use this template: This template is designed for you to fill in the details of your community emergency preparations. Just parts or all of it can be used depending on how detailed you want your plan to be. More information on how to create a plan is found in the Community Emergency Plan Guidance at Gloucestershire Local Resilience Forum website <https://www.glosprepared.co.uk/preparing-your-community/>

Plan distribution list

Name	Role

Please send a copy of your completed plan, and each time you update it to your local District Council (contact details are in accompanying Guidance)

Plan review/ amendments

Date of review / amendment	Plan Version Number	Details of changes made
20/02/2024	1.0	Initial Plan drafted

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D) <i>Please add any other information that will be useful to support your community's response to an emergency</i>	
E)	
F)	

① Key community contacts

NB Please remember to check if listed contacts are happy for their contact information to be shared before the plan is sent to the District Council or made available to the community/ public.

Please contact in the order listed until contact is made.

1) Name	
Emergency role	<i>e.g. Community Emergency Coordinator</i>
24hr phone contact	
Email	
2) Name	
Emergency role	<i>e.g. Deputy Community Emergency Coordinator</i>
24hr phone contact	
Email	
3) Name	
Emergency role	<i>e.g. Deputy Community Emergency Coordinator</i>
24hr phone contact	
Email	

② Place of safety

NB Please remember to check if listed contacts are happy for their contact information to be shared before the plan is sent to the District Council or made available to the community/ public.

Building	Address & Postcode	Key Holder Contacts
Longford Village Hall	Longford Lane, Longford, GL2 9EL	<i>Name & phone number</i> <i>Phil Leach – Chair of Village Hall 07843 772627</i>
		<i>Name & phone number</i> <i>Chris Byers – Longford Parish Council – vice-chair 07908 127440</i>
		<i>Name & phone number</i>
Backup location to be identified eg school?		<i>Name & phone number</i>
		<i>Name & phone number</i>
		<i>Name & phone number</i>

③ Local risk assessment

Risk	Impact on community	What can the Community Emergency Team do to prepare?
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Loss of water supply)) Ensure vulnerable residents are registered on water company's Priority Services Register) Longford Village Hall available to STW as a place to convene for supplies of water, including bottled water.
Loss of electricity or gas supply)) Ensure vulnerable residents are registered on water company's Priority Services Register) Find out if anyone in the community has access to a generator, heaters etc.
Emergency requiring evacuation of residents e.g. large fire, gas leak) Short-term place of safety required) Disruption to families after emergency services have closed the initial event.) Open Longford Village Hall as a 'Place of Safety' for tea, coffee, toilets) Liaise with Gloucestershire County Council for the provision of rest centres) Liaise with Tewkesbury Borough Council to ensure disrupted families are assisted
Severe weather e.g. flooding, snow, heat wave) Major traffic delays along Tewkesbury Road and Longford Lane including emergency vehicles in / out of the village) Potential risk to life where vehicles trapped in floodwater) Residents isolated from homes) Injury from falling tree branches) Open Longford Village Hall as a 'Place of Safety' for tea, coffee, toilets) Identify volunteers who may be willing to check/ door knock vulnerable neighbours to check on them) Sand and sandbags to be made available from collection points, eg Longford Village Hall) Monitor & maintain trees on parish council land, inform Gloucestershire Highways of any dangerous trees
Collapse of NHS emergency services) All residents potentially at risk) Open Longford Village Hall as 'Place of Safety') Longford Village Hall could be used as a vaccination centre in a pandemic.

④ Plan activation

Local Triggers) Requests from Borough or County Councils, ie to open up the Place of Safety
) Environment Agency Flood Warnings, substantial changes in local river levels
) Warnings or request from emergency services, e.g. knocking doors to ask residents to evacuate
) Severe weather warnings from the Met Office
) Media messages, eg local social media sources about an emergency
Responsibility for activating plan	<p><i>e.g. this may be the decision of the Parish/Town Council or the Community Emergency Coordinator etc.</i></p> <p>Lead Councillor / Parish Clerk ?</p>

⑤ First steps in an emergency

Consider these actions once the plan has been activated.

	Consideration	Tick (once considered)
1	Contact with emergency co-ordination team (as identified in section 1 above)	
2	Offer Place of Safety – Longford Village Hall (or backup location)	
3	Offer volunteer resources via local networks (WhatsApp emergency group)	

4	Food resources for Place of Safety (keep receipts)	
5	Offer Longford Village Hall as collection point of emergency supplies, eg bottled water or sandbags	
6	Offer any relevant and available equipment	
7		
8		
9		
10		

⑥ Communications

Consider how the Community Emergency Team Members will communicate with each other and also with residents.

Community Emergency Team Members)
)
)
)
)
)

Residents)))))
------------------	-----------------------

⑦ Local volunteers, skills and resources

This table provides details for individuals who have either volunteered to support the emergency response, or have a particular skill or resource

Name/ Contact Details	Volunteer/ Skill/ Resource	Notes e.g. terms of use for equipment, availability to volunteer
Example: Chris Byers	Canoe	

⑧ Contacts

Community Emergency Team Members		
Name	Address	Phone Number/Email

Community Emergency Coordination Centre		
Location	Address / Postcode	Key Holder Contact(s)
Primary		
Backup		
Other Community Volunteers/ Organisations who may be able to help		
Name / Organisation	Phone Number	Email

Other Useful Contacts/ Websites	
Organisation	Phone Number
Emergency Services	999
Police (non-emergency)	101
Fire and Rescue (non-emergency)	01452 888777
NHS 111 Service	111 (24hr)
Local Authority	
Tewkesbury Borough Council	01684 295010 (office hours) Housing Team 01684 272212 Out of Office Hours 01684 293445 (emergencies only)
Gloucestershire County Council Highways Team	08000 514 514 (24hr)
Gloucestershire County Council social care (including safeguarding concerns)	Adult Helpdesk 01452 426868 Children 01425 426565 Out of Office Hours 01452 614194 (emergencies only)
Environment Agency	
Incident Hotline e.g. to report flooding, obstructions in rivers likely to cause flooding, pollution, dead fish/ birds in large quantities etc.	0800 80 70 60 (24hr)
Floodline e.g. for latest Flood Warning info & to sign up for warnings	0345 988 1188 (24hr)
https://www.gov.uk/check-flood-risk for links to latest Flood Warning info, river & sea level info, 5 day flood risk	
Water/ Sewerage Companies	
Severn Trent Water	0800 783 4444 (24hr)
Wessex Water (sewerage issues)	0345 600 4 600 (24hr)
Gas Distributor	
Wales and West Utilities	0800 912 2999
Power Cut any supplier	
Western Power Distribution	0800 6783 105 (24hr) or 105
Scottish and Southern Electricity Network	0800 072 7282 (24hr)

Appendices

Appendix A First meeting agenda for Community Emergency Team

Date:

Time:

Location:

Attendees:

1) Current situation

-) Type of emergency
-) Location of emergency
-) Roads affected/ main access route
-) Have electricity, gas or water supplies been affected

2) Vulnerable people / vulnerable locations

-) Are any vulnerable people known to be involved e.g. elderly, children, persons who are non-English speaking, tourists etc.
-) Are any vulnerable locations affected e.g. care home, school

3) Liaison with Local Authority/ Emergency Services

-) Has contact been made with the Local Authority/ Emergency Services
-) Who is going to be the single point of contact for this
-) Are there any specific requests for support e.g. place of safety, info etc.

4) Action

-) What actions can be safely undertaken
-) Allocate actions and agree how they will be monitored/ recorded

5) Resources

-) Are any resources needed e.g. place of safety, food, additional volunteers

6) Communication

-) Agree how Community Emergency Group members will keep in contact
-) How will residents be kept informed

7) Any other issues

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Appendix C Maps

Consider adding any maps to show your community and key sites of interest e.g

-) Vulnerable locations e.g. care homes, schools, nurseries NB please do not indicate where individual vulnerable people may live due to Data Protection
-) Potential Place of Safety location(s)
-) Location for Community Emergency Coordination Centre
-) Any areas prone to flooding if appropriate

Additional Appendices

Please feel free to add any other information that may be useful to support your community's response to an emergency as additional Appendices

Bank Account Reconciled Statement

Lloyds Current

Statement Number	24	Bank Statement No.	24
Statement Opening Balance	£54,875.00	Opening Date	01/01/24
Statement Closing Balance	£53,840.06	Closing Date	31/01/24
True/ Cashbook Closing Balance	£53,840.06		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
06/01/24	BACS240105HMRC	HMRC	435.61	0.00	54,439.39
13/01/24	DC240113FH	Fasthosts Internet Ltd	12.00	0.00	54,427.39
14/01/24	DC240114GG	GiffGaff	6.00	0.00	54,421.39
17/01/24	BACS240117VPL	Value Products Ltd	127.95	0.00	54,293.44
27/01/24	DD240127WP	WaterPlus	72.53	0.00	54,220.91
30/01/24	BACS240130JS	Salaries	380.85	0.00	53,840.06

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	1034.94	0

Reconciled by Julie Shirley

Signed _____
Clerk / Responsible Financial Officer

Chair

Date _____

Financial Budget Comparison

Comparison between 01/04/23 and 31/01/24 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	£5,449.45	£1,050.55
110	Office admin / expenses	£2,700.00	£0.00	£2,137.90	£562.10
120	Insurance	£500.00	£0.00	£507.40	£-7.40
130	Donations	£500.00	£0.00	£100.00	£400.00
140	Parks & Open Spaces	£7,000.00	£8,825.63	£17,729.22	£-1,903.59
150	Allotments	£1,000.00	£225.00	£1,478.15	£-253.15
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	£4,122.06	£-572.06
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 31/01/24 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	£20,925.63	£42,565.01	£3,260.62
Total Expenditure	£24,900.00	£20,925.63	£42,565.01	£3,260.62
Total Income	£33,040.00	£11,333.60	£44,753.84	£380.24
Total Expenditure	£24,900.00	£20,925.63	£42,565.01	£3,260.62
Total Net Balance	£8,140.00		£2,188.83	

Meeting date: 5th March 2024

Agenda number: 6b

Topic: Litter Bin options for playing field

Litter bin options:



Broxap £329+ fittings (need to choose) +VAT + delivery. Standard Derby 120 litre. Steel construction.



Broxap £293+fittings (need to choose) +VAT + delivery. Derby E litter bin. 120 litre. Steel construction. Same capacity as the Standard bin above but slightly smaller design.



Glasdon £580 + fittings (need to choose) + VAT + delivery
Metal Chieftain. 105 litres.

LONGFORD PARISH COUNCIL

Memorial Bench & Plaque Policy

Adopted by the Council xxxx

Memorial Benches

1. Longford Parish Council supports the needs and principles of allowing memorial benches within the parish and is mindful that these facilities are enjoyed by a wide range of people. Therefore, the Parish Council will ensure that the issue is managed and regulated for the mutual benefit of all.
2. It is the intention that the policy only covers broad common issues and is not meant to be exhaustive. The content of this policy will be revised as necessary to meet changing circumstances.
3. All applications for memorial benches should be put in writing on the Parish Council's application form.
4. The donor will be expected to meet the cost of purchasing the bench and plaque(s).
5. The Parish Council will limit the number of memorial benches in particular areas.
6. The donor is expected to arrange suitably qualified persons to erect the bench.
7. The Parish Council must be informed of the day of the bench being put in place, and the name and details of the person undertaking the work.
8. Once erected, basic maintenance of the bench will become the responsibility of the Parish Council.
9. If major maintenance is required, the donor will be consulted and invited to meet/contribute towards the cost if a viable repair can be made. If repairs are not viable, the donor will be consulted regarding disposal or replacement.
10. The Parish Council reserves the right to remove any memorial benches that have been damaged and are in the view of the Parish Council beyond economical repair or have not been repaired within 4 weeks of notification to the donor.
11. The Parish Council accepts no liability for damage to any memorial bench from vandals, third parties or whilst the Parish Council carries out routine maintenance.
12. Benches will be of the type and colour specified by the Parish Council to be in keeping with the intended location.
13. The Parish Council in line with the current maintenance regime for benches will maintain the plaque.
14. When the bench reaches the end of its natural life, the original donor will be contacted wherever possible, and asked whether they wish to purchase a replacement bench.
15. Any maintenance carried out by a third party will be in strict agreement with the Parish Council.

Plaques on benches:

1. The parish council will permit plaques to be erected on existing benches on the playing field that have not been donated.
2. There will be a maximum of 3 plaques per bench.
3. Each plaque must be applied for in writing.
4. The fitting of the plaques can only be undertaken by an approved contractor.
5. The Parish Council in line with the current maintenance regime for benches will maintain the plaque.
6. When the plaque reaches the end of its natural life, the original donor will be contacted wherever possible, and asked whether they wish to purchase a replacement plaque.
7. Any maintenance carried out by a third party will be in strict agreement with the Parish Council.

LONGFORD PARISH COUNCIL
Application for a Memorial Bench
Adopted by the Council xxxx

Application for a Memorial Bench Applicants should read the Longford Parish Council's Memorial Bench Policy prior to making an application.

Please complete the form and return by post to the Clerk, Longford Parish Council, PO Box 2281, Gloucester, GL3 9GT Email: clerk@longford-pc.gov.uk

APPLICANT
Name:
Telephone Number:
Email Address:
Address:
Name(s) of donor/organisation providing the bench:
Have you read our Memorial Policy? <input type="checkbox"/> Yes <input type="checkbox"/> No
Applicant's signature*
Date of signature
*By signing here, you confirm you are the donor and have read and understood the terms and conditions contained within the policy with regard to installation and upkeep).
REQUESTED MEMORIAL TYPE
Bench without plaque <input type="checkbox"/> Bench with plaque <input type="checkbox"/>
DETAILS OF MEMORIAL (e.g. plaque inscription)
Please give details below
Suggested location of bench:

Example benches

[add pictures]