

# **LONGFORD PARISH COUNCIL**

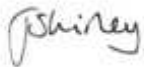
[www.longford-pc.gov.uk](http://www.longford-pc.gov.uk) ~ Tel: 07759 118922

29<sup>th</sup> October 2024

I hereby give notice that the meeting of Longford Parish Council will be held in **Longford Village Hall on Tuesday 5<sup>th</sup> November 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 5<sup>th</sup> NOVEMBER 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 1<sup>st</sup> October 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 following the meeting with GRCC.
  - b) To receive updates on the requested flood gate on Sandhurst Lane.

- 7. Finance / Procedures** **(5 mins)**
- a) To receive the latest bank reconciliations and budget versus spend report for the 2024/25 accounts.
  - b) To note that the NJC pay scales have been updated with effect 1<sup>st</sup> April 2024, which means an hourly rate increase of 61p per hour backdated to 1<sup>st</sup> April (£106.75).
  - c) To note that Lloyds Bank are introducing monthly charges for the council's banking.
  - d) To approve the latest invoices for payment.

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

- 8. Parks, Open Spaces & Allotments** **(30 mins)**
- a) To receive an update on the community orchard and agree any actions.
  - b) To agree working party dates.
  - c) To review arrangements for the maintenance and support of the CCTV system.
  - d) To consider a request from Longford Football Club to site a storage unit at the playing field.
  - e) To consider options to alleviate car parking issues at the playing field.
  - f) To consider request for memorial bench for Phil Awford (item from Cllr Melvin).

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- 9. Planning** (15 mins)
- a) To consider planning applications**
- 24/00776/FUL - 382 Longford Lane Longford  
<http://publicaccess.tewkesbury.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SK3RKUQDFQX00>
  - 24/00800/FUL - 382 Longford Lane Longford  
<http://publicaccess.tewkesbury.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SK3RKGQDFQW00>
- 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
- 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 3<sup>rd</sup> December 2024 7.00pm.

## Minutes of the Parish Council Meeting held on Tuesday 1<sup>st</sup> October 2024 at 7.00pm at Longford Village Hall

### 1. Attendance noted as

Cllrs C Young (Chair), C Byers (Vice-Chair), G Bocking, K Doherty, L Gough

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

**Members of public present:** Two members of public.

**Apologies:** Cllr D Melvin, Cllr R Harris, Cllr R Meek, County Cllr P McLain

### 2. Declarations of interest in items on the agenda

None.

### 3. Approval of the minutes of the meeting held on 3<sup>rd</sup> September 2024

Council resolved to approve the minutes of the meeting held on 3<sup>rd</sup> September 2024.

Proposed by Cllr Bocking, seconded by Cllr Gough, all in favour.

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

### 5. There were no outstanding items from the last meeting.

### Public Participation

A resident was present regarding two planning applications he had submitted (not yet processed by the planning authority); the applicant outlined the two applications and welcomed any comments from council. The resident will come along to the November meeting.

**Report from Borough Councillor:** Councillor Hands reported that Tewkesbury Borough Council will be renamed to North Gloucestershire Borough Council. The council suffered a cyber incident in September, but no data breached or personal data impacted. All systems are now running as normal again but there is a backlog of work to process. Longford parish is considered a good example of emergency response to flood issues with the emergency plan and local sandbag collection point; residents who experienced flooding are encouraged to contact Tewkesbury Borough Council to ensure future support.

### 6. Flooding

a) Emergency Plan update: GRCC offered a selection of dates to meet with the working group to progress the plan.

b) Council received updates on the request flood gate for Sandhurst Lane. Gloucestershire Highways have denied the request. Cllr Byers has asked the local MP to look into the matter to progress on behalf of the parish. It was agreed that councillors will meet with Cameron Thomas MP regarding this issue.

### 7. Finance / Procedures

a) Council received the latest bank reconciliations and budget versus spend report for the 2024/25 accounts.

b) Council received the first draft of the budget for 2025/26 with no comments.

c) Council noted that the clerk had authorised emergency repairs to a water standpipe at the allotments at a cost of £1200+VAT.

d) Council approved the latest invoices for payment including two late invoices:

Invoice date	Supplier	Details	Gross
31/08/24	Glebe Contractors	Ground Maintenance August 2024	£649.78
10/09/24	Glasdon UK Ltd	Retriever 35 Chute top dog bin red	£285.00
17/09/24	Glos Playing Field Association	Annual membership	£50.00
28/08/24	Tewkesbury Borough Council	Noticeboard	£420.00

Signed .....

123

Date .....

24/09/24	Pipeline Logistics Ltd	Emergency repair and installation of new standpipe at allotments	£1,440.00
26/09/24	NB Construction	Remove metal post from playing field hedge	£57.60
01/10/24	Edge IT Systems Ltd	Annual Microsoft 365 licences	£183.90
			£3,086.28

## 8. Website

- a) Council noted that the current website domain provider is no longer registered to provide gov.uk domains with effect 30th September and the parish council domain has been moved to Parish Online.
- b) Council resolved to move the website and email hosting to Parish Online at an annual cost of £385+VAT. Proposed by Cllr Bocking, seconded by Cllr Byer, all in favour. **Action: Clerk.**

## 9. Parks, Open Spaces & Allotments

- a) Council noted the monthly play inspection report. The metal post has been removed from the hedge. The stepping stones in the play area need tidying up, and protruding tree roots need covering. Council authorised the purchase of topsoil and grass seed. There are basal suckers that need to be removed from the trees. Cllr Bocking may know a couple of volunteers that could assist. The pathway between Victoria Court and the village hall car park needs lighting; Cllr Byers proposed purchasing motion detecting solar lights that are fitted to the railway sleepers at an approximate total cost of £80. Seconded by Cllr Gough, all in favour. **Action: Cllr Byers.**
- b) Council received an update on the community orchard; awaiting decision on grant application with Tewkesbury Borough Council. A replacement plum tree has been purchased to replace the one that died. Cllr Byers noted that it was intended to plant a silver birch in the Sivell Close wildflower area and requested consent to purchase at a cost of £52 plus £15 for tree guard and stake. Majority of councillors agreed with the purchase. **Action: Cllr Byers.**
- c) Council considered applying to the County Council ash dieback replacement programme. Council agreed to apply for a silver birch from the scheme in place of the one agreed in previous item. **Action: Cllr Byers.**
- d) Council considered working party dates for planting bulbs and deferred setting dates until Cllr Byers can discuss with Cllr Harris.
- e) Council discussed a replacement programme for the dog waste bins in the parish; it was agreed to replace two dog waste bins for Fircroft Road and one litter bin at the village hall in April, to be included in the 2025/26 budget. **Action: Clerk.**
- f) Council reviewed water supply arrangements at the allotments and plan repairs / maintenance and noted the costs; these repairs have already been included in the draft budget for 2025/26.
- g) Council received an update regarding the remote access for the CCTV system and that there is an IP conflict. **Action: Clerk** to respond to Redhand and request that the IP addresses on the cameras be updated to work with the router. Two of the flood lights are not working and one of the cameras is not working. **Action: Clerk** to look at alternative companies in case Redhand cannot continue.
- h) Council deferred discussing the request for a memorial bench for Phil Awford until Cllr Melvin present to outline her proposal. **Action: Clerk** to add to next agenda.

## 10. Planning

- a) There was no planning applications received since publication of the agenda.

## 11. Highways

- a) Council received an update from the Road Safety Working Group. Cllr Byers reported that Highways recognised that the road surface of Sivell Close is slippery in wet weather. Highways have no plans to update the surface as the road is considered safe as restricted to 30mph.

**12. To receive reports from representatives for information only:**

- Allotments: Cllr Doherty and Clerk will conduct an inspection on 4<sup>th</sup> October and there is a working party on 12<sup>th</sup> October.
- Finance: no additional updates. Cllr Meek to conduct a check of the accounts.
- Personnel: Clerk has submitted annual leave dates for October, Christmas and February 2025.
- Playing Field: no additional updates.
- Village Hall: latest meeting was the AGM which the parish council did not attend.

**Next Meeting to be held on Tuesday 5<sup>th</sup> November 2024 at 7.00pm. Deadline for agenda items is 28<sup>th</sup> October 2024.**

Meeting closed at 8.15pm.

# Bank Account Reconciled Statement

## Lloyds Current

Statement Number	33	Bank Statement No.	33
Statement Opening Balance	£62,138.77	Opening Date	01/09/24
Statement Closing Balance	£75,897.67	Closing Date	30/09/24
True/ Cashbook Closing Balance	£75,897.67		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
05/09/24	BACS240904CWC	Complete Weed Control (North Wessex)	486.00	0.00	61,652.77
05/09/24	BACS240904NB	NB Construction	366.00	0.00	61,286.77
05/09/24	BACS240904PLL	Pipeline Logistics Ltd	1,176.00	0.00	60,110.77
05/09/24	DC240905MM	Meadowmania	83.98	0.00	60,026.79
12/09/24	DC240912GG	GiffGaff	6.00	0.00	60,020.79
13/09/24	DC240913FH	Fasthosts Internet Ltd	12.00	0.00	60,008.79
18/09/24	DC240918Amazon	Amazon	9.99	0.00	59,998.80
18/09/24	DC240918FG	Farmer Gracy	59.00	0.00	59,939.80
19/09/24	DC240919BQ	BandQ	96.00	0.00	59,843.80
20/09/24	DC240920Tesco	Tesco	6.91	0.00	59,836.89
20/09/24	DD240922WP	WaterPlus	82.25	0.00	59,754.64
25/09/24	BACS240924TBC	Tewkesbury Borough Council	0.00	15,765.00	75,519.64
30/09/24	DUPLICATE	Edge IT Systems Ltd	-758.88	0.00	76,278.52
30/09/24	SO240930JS	Salaries	380.85	0.00	75,897.67

### Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	2006.1	15765

Reconciled by Julie Shirley

Signed \_\_\_\_\_  
Clerk / Responsible Financial Officer

\_\_\_\_\_  
Chair

Date \_\_\_\_\_

# Financial Budget Comparison

Comparison between 01/04/24 and 30/09/24 inclusive. Includes due and unpaid transactions.

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

		2024/25	Reserve Movements	Actual Net	Balance
<b>INCOME</b>					
<b>COUNCIL</b>					
10	Precept	£31,530.00	£0.00	£31,530.00	£0.00
20	Allotment Rents	£1,000.00	£0.00	£1,070.95	£70.95
30	Grants and other income	£300.00	£1,000.00	£1,300.00	£0.00
99	VAT reclaim	£0.00	£0.00	£6,770.20	£6,770.20
<b>Total COUNCIL</b>		£32,830.00	£1,000.00	£40,671.15	£6,841.15
<b>Total Income</b>		£32,830.00	£1,000.00	£40,671.15	£6,841.15

## EXPENDITURE

### COUNCIL

100	Staff Costs	£7,315.00	£0.00	£3,142.90	£4,172.10
110	Office admin / expenses	£2,700.00	£0.00	£1,282.49	£1,417.51
120	Insurance	£510.00	£0.00	£641.39	-£131.39
130	Donations	£300.00	£0.00	£150.00	£150.00
140	Parks & Open Spaces	£8,000.00	£633.64	£5,273.17	£3,360.47
150	Allotments	£1,100.00	£0.00	£5,072.85	-£3,972.85
160	Maintenance	£3,000.00	£0.00	£859.43	£2,140.57
170	Training	£300.00	£0.00	£0.00	£300.00
180	IT incl software	£1,010.00	£0.00	£692.40	£317.60
190	Newsletter, website, email	£150.00	£0.00	£0.00	£150.00
200	New equipment	£1,000.00	£1,350.00	£1,755.85	£594.15
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 30/09/24 inclusive. Includes due and unpaid transactions.

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

	<b>2024/25</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
<b>Total COUNCIL</b>	£32,830.00	£1,983.64	£18,870.48	£15,943.16
<b>Total Expenditure</b>	<u>£32,830.00</u>	<u>£1,983.64</u>	<u>£18,870.48</u>	<u>£16,576.80</u>
Total Income	£32,830.00	£1,000.00	£40,671.15	£6,841.15
Total Expenditure	<u>£32,830.00</u>	<u>£1,983.64</u>	<u>£18,870.48</u>	£15,943.16
<b>Total Net Balance</b>	<b>£0.00</b>		<b>£21,800.67</b>	



SCP	01-04-24		
	per annum	per hour	Based on SCP
2	£23,656	£12.26	Below LC Scale (for staff other than clerks)
3	£24,027	£12.45	
4	£24,404	£12.65	
5	£24,790	£12.85	LC1 (5-6) (below substantive range)
6	£25,183	£13.05	
7	£25,584	£13.26	LC1 (7-12) (substantive benchmark range)
8	£25,992	£13.47	
9	£26,409	£13.69	
10	£26,835	£13.91	
11	£27,269	£14.13	
12	£27,711	£14.36	
13	£28,163	£14.60	LC1 (13-17) (above substantive range)
14	£28,624	£14.84	
15	£29,093	£15.08	
16	£29,572	£15.33	
17	£30,060	£15.58	
18	£30,559	£15.84	LC2 (18-23) (below substantive range)
19	£31,067	£16.10	
20	£31,586	£16.37	
21	£32,115	£16.65	
22	£32,654	£16.93	
23	£33,366	£17.29	
24	£34,314	£17.79	LC2 (24-28) (substantive benchmark range)
25	£35,235	£18.26	
26	£36,124	£18.72	
27	£37,035	£19.20	
28	£37,938	£19.66	
29	£38,626	£20.02	LC2 (29-32) (above substantive benchmark range)
30	£39,513	£20.48	
31	£40,476	£20.98	
32	£41,511	£21.52	

<b>33</b>	£42,708	£22.14	<b>LC3 (33-36)</b> <b>(below substantive range)</b>
<b>34</b>	£43,693	£22.65	
<b>35</b>	£44,711	£23.17	
<b>36</b>	£45,718	£23.70	
<b>37</b>	£46,731	£24.22	<b>LC3 (37-41)</b> <b>(substantive benchmark range)</b>
<b>38</b>	£47,754	£24.75	
<b>39</b>	£48,710	£25.25	
<b>40</b>	£49,764	£25.79	
<b>41</b>	£50,788	£26.32	
<b>42</b>	£51,802	£26.85	<b>LC3 (42-45)</b> <b>(above substantive benchmark range)</b>
<b>43</b>	£52,805	£27.37	
<b>44</b>	£54,071	£28.03	
<b>45</b>	£55,367	£28.70	
<b>46</b>	£56,708	£29.39	<b>LC4 (46-49)</b> <b>(below substantive range)</b>
<b>47</b>	£58,064	£30.10	
<b>48</b>	£59,300	£30.74	
<b>49</b>	£60,903	£31.57	
<b>50</b>	£62,377	£32.33	
<b>51</b>	£63,881	£33.11	<b>LC4 (50-54)</b> <b>(substantive benchmark range)</b>
<b>52</b>	£65,943	£34.18	
<b>53</b>	£68,000	£35.25	
<b>54</b>	£70,069	£36.32	
<b>55</b>	£72,145	£37.39	<b>LC4 (55-62)</b> <b>(above substantive benchmark range)</b>
<b>56</b>	£74,198	£38.46	
<b>57</b>	£76,277	£39.54	
<b>58</b>	£78,315	£40.59	
<b>59</b>	£80,247	£41.59	
<b>60</b>	£82,221	£42.62	
<b>61</b>	£84,243	£43.67	
<b>62</b>	£86,319	£44.74	

NB: hourly rate calculated by dividing annual salary by 52.143 weeks (which is 365 days divided by 7) and then divided by 37 hours (the standard working week)

Meeting date: 5<sup>th</sup> November 2024

Agenda number: 7c

Topic: Banking charges

Lloyds Bank is changing all Treasurers' Accounts to a new Community Account which is for not-for-profit organisations such as clubs, societies with an annual turnover of less than £250k per year.

There will be a monthly charge of £4.25 per month for each account (we also have an empty savings account, not sure if this will also attract a charge).

There are also charges for transactions such as:

10p for internet bulk payments (we use this service)

10p per standing order (eg salary payments)

10p per direct debit (eg ICO, WaterPlus, GiffGaff, Fasthosts)

50p for each cheque paid in via the Post Office but free if we use the mobile banking app

Estimated monthly charges £4.75.

Most banks are now charging a monthly fee; Unity Trust Bank is a popular choice for parish and town councils – they charge £6 per month.

**Recommendation:** remain with Lloyds Bank but monitor the monthly charges and consider switching to a new account, particularly if we continue to experience issues with Lloyds making duplicate payments.

Meeting date: 5<sup>th</sup> November 2024

Agenda number: 8c

Topic: CCTV Maintenance & Support Options

The annual support with Redhand ends on 30<sup>th</sup> November 2024. The cost for 2023/24 was £880. The renewal cost will be minimum £979 (this should have been the 2023/24 cost but they made an error).

We have received a quote from another company (Laser Alarms) who conducted a site visit.

- ) Annual maintenance contract includes 2 visits per year - £110+VAT
- ) Resolve current issues to gain remote access - £125 for the first hour then £50 per hour thereafter, estimated 3 hours minimum.

How does council wish to proceed?

Meeting date: 5<sup>th</sup> November 2024

Agenda number: 8d

Topic: Football Club storage unit

Longford Football Club youth section have requested permission to site a storage unit on the playing field adjacent to the village hall (map below for reference). The proposed size is 30ft to accommodate the goal posts which are 24 ft long.

The club can apply to the football foundation for 75% of the costs of the unit, and the club will meet the remaining 25%; but the grant application to the football foundation requires landowner consent. It is likely we will also need planning permission from Tewkesbury Borough Council.

