

## Minutes of the Annual Parish Council Meeting held on Tuesday 7<sup>th</sup> 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 2<sup>nd</sup> April 2024

Council resolved to approve the minutes of the meeting held on 2<sup>nd</sup> 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 31<sup>st</sup> 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 7<sup>th</sup> 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 2<sup>nd</sup> football club invoice and arrange a meeting with the club and village hall for Tuesday 4<sup>th</sup> 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
	<b>Total</b>	£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 18<sup>th</sup> 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 30<sup>th</sup> 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 18<sup>th</sup> May.

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

Meeting closed at 8.30pm.

Signed .....

Date .....