

**Minutes of the Parish Council Meeting held on
Tuesday 6th April 2021 at 7.30pm by remote attendance via video conference**

1. **Attendance noted as:** Cllrs K Doherty (Chair), E. Doherty, L. Gough **Also present:** J. Shirley (Clerk), **Members of public present:** None
Absent: Cllr P. Gough, Cllr M. Hamblett
2. **Declarations of interest in items on the agenda:** None.
3. **Approval of the minutes of the meeting** held on 2nd March 2021. Council resolved to approve the minutes.
4. **Review outstanding actions from previous meeting:** there has been no progress on the outstanding items, due to no response from the Local Highways Manager.

5. Finance / Procedures

- 5.1 Council approved the bank reconciliation and budget versus spend reports for March 2021. Proposed by Cllr L Gough, seconded by Cllr E Doherty, all in favour.
- 5.2 Council received the internal auditor report and considered the recommendations. Proposed by Cllr E Doherty, seconded by Cllr L Gough, all in favour.
- 5.3 Council approved the Annual Governance Statement (section 1) for 2020/21 responding "Yes" to all the statements. Proposed by K Doherty, seconded by Cllr L Gough, all in favour.
- 5.4 Council approved the Annual Accounting Statements (section 2) for 2020/21 as per the figures circulated by the Clerk. Proposed by Cllr K Doherty, seconded by Cllr L Gough, all in favour.
- 5.5 Council approved the year-end balance sheet for 2020/21. Proposed by Cllr E Doherty proposed, seconded by Cllr L Gough, all in favour.
- 5.6 Council certified that during the financial year 2020/21, the higher of the council's gross income for the year or gross annual expenditure for the year did not exceed £25,000, and therefore exempt from the limited assurance review (external audit). Proposed by Cllr E Doherty, seconded by Cllr K Doherty, all in favour.
- 5.7 Council noted that the pension re-declaration of compliance was completed on 16th March 2021.
- 5.8 Council noted that the Clerk's annual appraisal has been completed in March 2021.
- 5.9 Council discussed contributing to the cost of the Clerk's attendance at the SLCC National Conference in October 2021 (total cost £499+VAT); it was proposed by Cllr K Doherty to contribute the full cost as no training budget had been spent for the previous 2 years, Cllr L Gough seconded, all in favour.
- 5.10 Council considered supporting the Clerk in the Public Leadership & Management MA 2-year course. Cllr K Doherty proposed the Clerk using 4 hours of parish council time each month as study leave providing the Clerk does not leave the Council within 1 year of completing the course, seconded by Cllr L Gough, all in favour.
- 5.11 Council reviewed the Council's Asset Register and noted the addition of the solar lights.
- 5.12 Council considered the grant application from Longford Village Hall. Cllr K Doherty proposed granting £10,000, seconded by Cllr L Gough, all in favour.

5.13 Council ratified the accounts for payment, proposed by Cllr E Doherty, seconded by Cllr K Doherty, all in favour:

Invoice Date	Payee	Net	VAT	Gross	Budget
30/03/21	Salaries March 2021	£441.19	£0	£441.19	Admin
25/03/21	Gloucestershire Association of Parish & Town Councils – Audit fee	£175.00	£0	£175.00	Audit
01/04/21	Gloucestershire Association of Parish & Town Councils – annual subs	£426.86	£0	£426.86	Admin
02/03/21	BJ Unwin Forestry Consultancy Ltd	£300.00	£60.00	£360.00	P&OS
17/03/21	PATA UK	£23.85	£0	£23.85	Admin
05/04/21	HMRC	£331.00	£0	£331.00	Admin
				£1757.90	

6. Parks and Open Spaces

6.1 Further to last month’s decision to create a memorial garden on the open space at Sivell Close, Council received an update on community views regarding what would be preferred in that location. Most popular option was informal wildflower garden. Cllr L Gough suggested a sculpture of a bull to recognise the significance of the Genus Bull Farm that originally used the land. An information panel to explain the land and the significance of the Bull could be included. Council agreed in principle to planting wildflowers and spring bulbs with a mown path, plus a plaque / information board with QR code linking to our website with more information about the history of the site. **Action:** Clerk to design and cost up for sign-off by Council.

6.2 Council agreed arrangements for the annual Allotment Competition as previously with a provisional date 20th July 2021. **Action:** Clerk to contact Terry Godwin to judge again.

7. Council discussed and agreed in principle to the Longford Village Hall improvement plans and were pleased to see the project moving forwards.

8. To receive reports for information:

-) Allotments – 4 plots available
-) Finance – no new update
-) Highways – no new update
-) Personnel – annual appraisal completed remotely due to COVID-19 restrictions.
-) Play Park & Playing Field – grass cutting has recommenced; some ivy will need to be removed from a residents fence bordering the playing field
-) Village Hall Committee – no meetings attended recently
-) Village Hall Working Group – no meetings attended recently.

Next meeting Tuesday 18th May at the village hall/car park, with Annual Parish Meeting on the same evening.

Meeting closed at 8.30pm.

Signed

Date