

**Minutes of the Annual Parish Council Meeting held on
Tuesday 18th May 2021 at 8.00pm at Longford Village Hall**

1. **To elect Chair of Longford Parish Council** and receive Chair's Declaration of Acceptance of Office. Cllr K Doherty proposed Cllr L Gough, she declined the position. Cllr E Doherty proposed Cllr K Doherty, seconded by Cllr L Gough. All in favour. The Council received the Chair's Declaration of Acceptance of Office.
2. Cllr K Doherty proposed bringing forward the item to consider applications to fill councillor vacancies by Co-option, all agreed. Mr Wallace and Mr Ford were both invited to address the meeting, and each explained their reasons for wanting to join the Parish Council. Cllr K Doherty proposed that Mark Wallace be co-opted to Council, seconded by Cllr L Gough. Cllr K Doherty proposed Jim Ford be co-opted to Council, seconded by Cllr L Gough. All in favour to both appointments. There was a pause in the meeting whilst paperwork was signed.
3. **To elect Vice-Chair of Longford Parish Council.** Cllr K Doherty proposed Cllr L Gough, seconded by Cllr M Wallace, all in favour.
4. **To appoint officers and representatives** to the LPC committees / working groups / external bodies. Cllr L Gough suggested that Cllr P Gough will continue to lead on the park and playing field, Cllr J Ford will lead on Highways matters (Cllr E Doherty will handover information to Cllr Ford). Cllr K Doherty will continue to represent the parish council on Personnel and the Village Hall Committee. Cllr Ford will lead on Finance and scrutinise the accounts twice a year.
5. **To agree meeting dates** for 2021/22. Cllr K Doherty proposed that Council meet on the first Tuesday of every month with the exception of August and January. No meeting to be held on 1st June 2021 but the Clerk will hold a councillor induction evening for Cllrs Wallace and Ford. Cllr L Gough seconded, all in favour.
6. **Attendance noted as:** Cllrs K Doherty (Chair), E. Doherty, J. Ford, L. Gough (Vice-Chair), M. Wallace. **Also present:** J. Shirley (Clerk), **Members of public present:** One
Apologies: Cllr P. Gough
7. **Declarations of interest in items on the agenda:** None.
8. **Approval of the minutes of the meeting** held on 6th April 2021. Council resolved to approve the minutes.
9. **Review outstanding actions from previous meeting:** None.
10. Council noted that the Notice of Vacancy has been displayed and that no election has been called to fill the vacancy left by Cllr Hamblett; Council can co-opt to fill the vacancy.

The meeting was adjourned at this point for members of the Public to speak.

A resident raised the continuing issue of dog fouling on the football pitch; Clerk to contact Environmental Health at Tewkesbury Borough Council to see if they could go into the local school to give a talk on the issues of dog fouling. The resident also asked if the Council planned to have the playing field grass treated as in previous years; Clerk will request a quote and bring to next Council meeting.

11. Finance / Procedures

- 11.1. Council approved the bank reconciliation and budget versus spend reports for April 2021. Proposed by Cllr K Doherty, seconded by Cllr E Doherty, all in favour.
- 11.2. Council approved the payment of expenses for Clerk (£95.99). Proposed by Cllr K Doherty, seconded by Cllr E Doherty, all in favour.
- 11.3. Council agreed the dates (14th June to 23rd July 2021) for the Public Rights & Publication of Annual Governance & Accountability Return. Proposed by Cllr K Doherty, seconded by Cllr L Gough, all in favour.
- 11.4. Council reviewed the insurance due for renewal 1st June. and select insurer from the quotes provided. Proposed by Cllr E Doherty to select BHIB on a 3 year Long Term Arrangement, seconded by Cllr J Ford, all in favour.
- 11.5 Council approved invoices for payment, proposed by Cllr K Doherty, seconded by Cllr E

Doherty, all in favour:

Invoice Date	Payee	Net	VAT	Gross	Budget
30/05/21	Salaries & Expenses	£532.78	£4.40	£537.18	Admin
30/03/21	Greenfields Garden Services Ltd	£170.00	£34.00	£204.00	P&OS
30/04/21	Glebe Contractors	£393.14	£78.63	£471.77	P&OS
12/05/21	Complete Weed Control (North Wessex) Ltd	£350.00	£70.00	£420.00	Maintenance
				£1632.95	

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

Invoice Date	Payee	Net	VAT	Gross	Budget
30/04/21	Salaries & Expenses	£441.39	£0	£441.39	Admin
24/03/21	SLCC Enterprises	£499.00	£69.80	£568.80	Training
31/03/21	Glebe Contractors	£976.00	£195.20	£1,171.20	P&OS
15/04/21	PATA UK – payroll services annual invoice	£95.40	£0	£95.40	Admin
	TOTALS			£2,276.79	

12. Parks and Open Spaces

12.1. The Clerk gave an update on plans for the memorial garden on Sivell Close and a sketch of the garden was circulated to Councillors. **Action: Clerk** to finalise design and request quotes to bring to next meeting.

12.2. To consider supporting a resident request for tree planting along the brook adjacent Fircroft Road. Council deferred to give this proper consideration. **Action: Clerk** to put on next agenda.

Cllr L Gough left the meeting.

13. To receive reports for information:

-) Allotments – 3 plots available
-) Finance – no new update
-) Highways – Clerk read out an email received from the Local Highways Manager dated 30th April 2021 which followed-up a site meeting held between Councillors and Highways.
-) Personnel – no new update
-) Play Park & Playing Field – swing seats may be reinstalled when the next lockdown easing is announced, expected June.
-) Village Hall Committee – no new update
-) Village Hall Working Group – no new update

Next meeting Tuesday 6th July 2021 at the village hall.

Meeting closed at 9.03pm.

Signed

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Date