

Minutes of the Parish Council Meeting held on Tuesday 5th October 2021 at 7.30pm at Longford Village Hall

1. Attendance noted as

Cllrs K Doherty (Chair), J. Ford, L. Gough (Vice-Chair), M. Wallace, C. Byers, M. Duffy (item 6 onwards)

Also present: J. Shirley (Clerk), Borough Councillor Bocking

Members of public present: Two

Apologies: County Councillor Awford

2. Declarations of interest in items on the agenda

None.

3. Approval of the minutes of the meeting held on 7th September 2021

Council resolved to approve the minutes of the meeting held on 7th September 2021.

4. Review outstanding actions from previous meeting

Clerk updated the meeting regarding the Sivell Close wildflower memorial garden and the clerk is applying to the Lottery Fund for the rabbit proof fencing at the allotment.

Members of the Public were invited to address the meeting; a resident highlighted the issue of car parking in the parish particularly on Longford Mews where a vehicle was unable to gain access to the road due to parked cars. The Council had received contact from the local PCSO and will send the PCSO a list of locations where the Council is aware of parking issues. Council would also like to do a walk-around with the PCSO prior to the next Council meeting.

Mr Bailey mentioned that the village hall would like to organise another car boot on the playing field for 30th October; the Council has not been approached officially but indicated that it would agree to the car boot weather permitting.

5. Co-option (4 vacancies)

There was one application to fill councillor vacancies by Co-option (of 4 vacancies). Cllr Doherty proposed co-opting Michael Duffy, seconded by Cllr Gough, all in favour. Cllr Duffy joined the meeting.

To receive a report from County Councillor.

Cllr Awford sent apologies as he had a prior appointment.

To receive a report from the Borough Councillors.

Cllr Bocking circulated his report prior to the meeting. Cllr Bocking has been in contact with the Police and Crime Commissioner about the anti-social issues in Longford and he is keen to assist. Once the Tewkesbury Local Plan has been adopted there will be a housing land supply of 7.15 years.

Cllr Doherty noted that the Council has 3 planning applications to consider later in the meeting and mentioned to Cllr Bocking about the Environment Agency responses to two small householder planning applications regarding cumulative flooding effects of small developments but no comment on the application for 160 dwellings, and also asked about enforcement / planning applications for non-permeable surfacing.

6. Finance / Procedures

6.1. Council approved the bank reconciliation and budget versus spend reports for August 2021. Proposed by Cllr Doherty, seconded by Cllr Ford, all in favour.

6.2. Council approved the payment of expenses for Clerk (£69.59). Proposed by Cllr Doherty, seconded by Cllr Gough, all in favour.

- 6.3. Council **resolved** applying for a gov.uk domain for the parish council at a cost of £80+VAT for the first 2 years, then £40 each year thereafter. Proposed by Cllr Doherty, seconded by Cllr Wallace and all in favour. **Action: Clerk.**
- 6.4. Council **resolved** to set-up parish council email addresses for councillors and clerk at a cost of £5.49+VAT per month for up to 10 mailboxes and includes webhosting; proposed by Cllr Ford, seconded by Cllr Doherty, all in favour. There was a brief discussion about budgeting to purchase tablets for councillors use. **Action: Clerk**
- 6.5. Council discussed storage and future use of the parish council owned strimmer noted that the strimmer has been infrequently used. **Action: Clerk** to find out if any allotment holder may be interested in purchasing and report back to Council.
- 6.6. Council noted that Cllr Ford has carried out a check of the accounts and system controls; Cllr Ford reiterated that it would be a good idea to use finance software to reduce the manual nature of the accounts.
- 6.7. Council adopted the following draft policies, proposed by Cllr Doherty, seconded by Cllr Ford, all in favour:
- 6.7.1. Annual Leave Policy
 - 6.7.2. Dignity at Work Policy
 - 6.7.3. Equality and Diversity Policy
 - 6.7.4. Publication Scheme
 - 6.7.5. Reserves Policy
 - 6.7.6. Staff Appraisal Policy
 - 6.7.7. Training Policy
- 6.8. Council approved the accounts for payment, proposed by Cllr Doherty, seconded by Cllr Gough, all in favour:

Invoice Date	Payee	Net	VAT	Gross	Budget
30/09/21	Salaries & Expenses	£521.58	£4.00	£525.58	Admin
21/09/21	Greenfields Garden Services Ltd	£346.00	£69.20	£415.20	Admin
05/10/21	HMRC – Q2 PAYE/NI	£191.20	£0	£191.20	Admin
22/09/21	SWARD Landscapes	£320.00	£64.00	£384.00	P&OS
				£1515.98	

8. Parks and Open Spaces

- 8.1. Council resolved to hire a skip at the allotments at a cost of £240 inc VAT and authorised the Clerk to arrange a volunteer work party to clear rubbish from plots asap; proposed by Cllr Doherty, seconded by Cllr Byers, all in favour. **Action: Clerk.**

9. To note arrangements for community events with Longford Village Hall

- 9.1. Village fete on Jubilee weekend 2022 – no update.
- 9.2. First Aid – one quote considered and **resolved** to use Community Heartbeat for a 3-hour emergency response first aid course and invite village hall to participate. **Action: Clerk** to check availability and report back to Council. A maximum of 16 people can be trained and the attendance can be managed through Eventbrite.

10. Council considered the following planning applications:

Date received	App Ref	Address	Details	Longford PC Comments
03/09/2021	21/00976/OUT	Land off Brook Lane, Twigworth	Up to 160 dwellings	Object on concerns of flooding.
15/09/2021	21/01132/FUL	Longmarsh House, 97A Tewkesbury Road	Erection of a single storey rear extension.	Object: Over development of the site and concerns about

				flooding and the cumulative effect on the flooding reference EA document.
16/09/2021	21/01118/FUL	373 Longford Lane, Longford	Erection of a single storey rear extension	No objections

The planning officer for 21/00781/FUL responded concerning the Parish Council's concerns on flooding. The Officer considers that the flood prevention / mitigation measures that will be put in place by the applicant is considered sufficient. The Parish Council noted the response however retained the view that flooding remains a concern.

11. Council discussed updates from Highways

There has been no update from Highways. Cllr Gough highlighted that on 17th September potholes were painted again for the 4th time on Tewkesbury Road by the junction to Lewis Avenue, still no action. **Action: Clerk** to follow-up with Highways.

12. Local Heritage List

Councillors to list items and bring to next meeting for nomination. **Action: Clerk** to add to next agenda.

13. To receive reports for information:

- Allotments – Clerk is awaiting a quote to amend the water supply.
- Finance – no further update.
- Personnel – The Clerk's appraisal is due in December.
- Play Park & Playing Field – Clerk is awaiting quotes for the play area repairs.
- Village Hall representative – Glider talk numbers are a little low, Clerk to contact School to see if the children can attend.

Next meeting Tuesday 2nd November 2021 at the village hall. (Council noted that the Clerk will be absent and the meeting will be audio recorded by Cllr Ford and provided to the Clerk).

Meeting closed at 9.08pm.