

# **LONGFORD PARISH COUNCIL**

Email: [clerk@longford-pc.gov.uk](mailto:clerk@longford-pc.gov.uk) ~ Tel: 07759 118922

29<sup>th</sup> November 2022

I hereby give notice that the meeting of Longford Parish Council will be held at **Longford Village Hall on Tuesday 6<sup>th</sup> December 2022 at 7.30pm.**

**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**

## **AGENDA**

- 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> November 2022.**
- 4. To review outstanding actions from previous meeting.**

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 regarding any matter on the agenda or any items 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. Members of the public are not permitted to address the meeting 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)

### **5. Finance / Procedures**

- a) To receive the latest bank reconciliation and budget versus spend report for the 2022/23 accounts.
- b) To approve the draft budget and agree precept for 2023/24.
- c) To approve the reimbursement of expenses to the Clerk (£142.95)
- d) To approve invoices for payment.

### **6. To receive an update on the plans for planting trees / wildflower areas and make decisions as needed – Cllr Doherty / Cllr Byers**

### **7. To consider joining the Gloucestershire Orchard Trust at a cost of £25.**

### **8. To consider offering sponsorship of trees, in the new community orchard.**

### **9. To consider provision of bird nesting and bug hotels.**

### **10. To decide specimen tree for the wildflower area.**

### **11. To agree the 2023 ground maintenance specification.**

### **12. Planning applications:**

- To consider applications received after agenda published.

### **13. Highways:**

- To receive an update from the Road Safety Working Group

### **14. To receive reports from representatives for information only:**

- Allotments
- Environment
- Finance
- Personnel
- Play Park & Playing Field
- Village Hall Working Group.

**Next Meeting to be held on 7<sup>th</sup> February 2023 at 7.30pm (no meeting in January).**

## Minutes of the Parish Council Meeting held on Tuesday 1<sup>st</sup> November 2022 at 7.30pm at Longford Village Hall

1. **Attendance noted as**

Cllrs L Gough (Chair), C Byers, R Harris, R Meek, D Melvin, C Young

**Also present:** County Cllr Awford, Borough Cllr Bocking, Mrs J Shirley (Clerk)

**Members of public present:** Two.

**Apologies:** Cllr J Ford, Cllr K Doherty.

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

None.

3. **Approval of the minutes of the meeting held on 4<sup>th</sup> October 2022**

Council resolved to approve the minutes of the meeting held on 4<sup>th</sup> October 2022. Proposed by Cllr Gough, seconded by Cllr Byers, all in favour.

4. **To receive an update on outstanding matters not on the agenda.** None.

5. **Co-option (1 vacancy)**

No applications.

**Members of the Public were invited to address the meeting.**

A resident noted that Tewkesbury Road was starting to flood, Cllr Harris will inform Local Highways Manager.

A resident was present regarding the Sivell Close wildflower area and thanked Council for listening to his views at the previous meeting and overall was supportive of the proposals. However, the resident has concerns about the plan to plant a Horse Chestnut tree due to the maximum height the tree could reach at maturity and the proximity to the properties bordering the open space. Council listened to the resident's concerns and will review plans for the tree.

The resident also spoke regarding the previous request for the council to maintain the boundary fence and his solicitor states that the fence is the responsibility of the parish council as it is the council's boundary and as the council has previously repaired the fence a precedent has been set. The matter was discussed at the previous council meeting. The boundary fence was installed by the house builder after the land transferred to the parish council and there is nothing in the land transfer covenant to require the council to maintain the fence.

The resident also spoke about the council's decision to not sell the Sivell Close open space and that he hadn't been given the opportunity to make an offer for the land. The Council had understood that a verbal offer had been made, discussed the matter at the previous council meeting and the decision made cannot be rescinded for 6 months.

**To receive a report from County Cllr Awford.** Cllr Awford has some funds left in his Highways funding and has confirmed to the Local Highways Manager that it be put towards road improvements on Sivell Close. Cllr Awford is aware of the issues caused by the gas works on Longford Lane. Highways cannot prevent utilities companies from accessing their network, however any unauthorised works can be penalized such as the traffic controls that extended onto the A38 from Longford Lane.

**To receive a report from the Borough Councillors.**

Cllr Bocking had circulated a report ahead of the meeting and highlighted a few items: Places Leisure Centre is extending its catchment area by sending out free vouchers to use the centre. Cllr Bocking also updated the council on flooding caused by run off. Different soil types affect the saturation rate, a recalculation has shown that there is extra water run-off from the new developments.

Groundworks are taking place on land where the barn was demolished. There is no planning consent on this land so Cllr Bocking will follow-up with Tewkesbury Borough Council.

Cllr Bocking will follow up the dog/litter bin for Sandhurst Lane.  
Cllr Bocking is also chasing up the request for camera at fly tipping hotspots.

Cllr Bocking has been working with County Cllr Awford to restore crossings that should be in place on the new developments.

Cllr Awford, Cllr Bocking, and residents left the meeting.

## 6. Finance / Procedures

- a) Council received the bank reconciliation and budget analysis reports for the year to date.
- b) Council agreed the quote for play area repair to basketball hoop and clockface stones at a cost of £509+VAT. **Action: Clerk.**
- c) Council considered the Clerk's report on moving to Microsoft Business and subscribing to SaaS protection. Council resolved to move to Microsoft Business with Edge IT undertaking the migration and subscribe to SaaS protection. **Action: Clerk.**
- d) Council considered the first draft of the budget for 2023/24 and made some adjustments, the revised budget will be presented to Council at the December meeting for approval. **Action: Clerk.** There was a discussion about installing solar lights and CCTV to improve security and safety around the village hall. **Action: Cllr Young** will discuss with the Village Hall Committee.
- e) Council approved a donation of £20 for the poppy wreath for Remembrance Sunday. **Action: Cllr Gough.**
- f) Council noted there were no payments due at the current time apart from the Royal Mail Post Box renewal and the Clerk's salary which will be calculated during November.

7. Cllr Byers gave an update on the plans for planting trees and managing the wildflower areas on the playing field and Sivell Close. Council is awaiting the contractor to do the rotavating, it is now nearly too late to complete the work before winter. **Action: Clerk** to contact the contractor about the rotavating, it needs to be completed by 9<sup>th</sup> November, otherwise Council will hire a rotavator, Councillors volunteered to plant seeds and bulbs.

The horse chestnut tree has been ordered and it was agreed that the tree will be planted on the playing field in the space between the village hall and Victoria flats rather than on the open space at Sivell Close. Cllr Byers circulated a list of fruit trees that will be planted in the community orchard on the playing field.

8. Council agreed the Bee Squared wildflower initiative for next Spring and will make up 5 gram envelopes of seeds to give to participants. **Action: Clerk** to prepare materials.
9. Council agreed to apply to the Severn Trent Community Fund for the community orchard (creation of a nature superhighway). **Action: Clerk.**

## 10. To consider planning applications

- a) There were no applications received after agenda published.

## 11. Highways

- a) Council received an update from the Road Safety Working Group and noted that Longford Community Speedwatch Group has been registered. Cllr Byers has completed the online training as speedwatch co-ordinator. The Local Highways Manager visited Sivell Close and has acted on some of the highways matters previously agreed. There has been no progress on 20 is plenty.

12. To receive reports from representatives for information only:

- Allotments: annual competition was held in July. Currently 3 people on waiting list, 1 full plot will be available 1<sup>st</sup> April which could be let as 2 half plots. There has been complaints about allotment bonfires and tenants have been given guidance on when they can have bonfires.
- Environment: all covered during the meeting.
- Finance: check of the accounts to be arranged with Cllr Ford and Cllr Meek.
- Personnel: national pay award has been agreed.
- Play Park & Playing Field: no issues to report.
- Village Hall Working Group: Cllr Young and Cllr Harris attended the last meeting. A bouncy castle had been sited on the playing field without consent. Council requested that the village hall booking form has a tick box acknowledgement that the hall hirer is not using the field. Council also requested that the Parish Council pop-up banner be displayed in the foyer. **Action: Cllr Young.**

Next meeting Tuesday 6<sup>th</sup> December 2022, 7.30pm.

Meeting closed at 9.03pm.

# Bank Account Reconciled Statement

## Lloyds Current

Statement Number	7	Bank Statement No.	7
Statement Opening Balance	£67,130.53	Opening Date	01/10/22
Statement Closing Balance	£65,393.38	Closing Date	31/10/22
True/ Cashbook Closing Balance	£65,393.38		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
02/10/22	DD221002WP	WaterPlus	46.18	0.00	67,084.35
05/10/22	BACS221005HMRC	HMRC	168.40	0.00	66,915.95
17/10/22	BACS221017CWC	Complete Weed Control (North Wessex)	462.00	0.00	66,453.95
17/10/22	BACS221017GC	Glebe Contractors	567.60	0.00	65,886.35
17/10/22	BACS221017PFA	Glos Playing Field Association	50.00	0.00	65,836.35
17/10/22	DC221017ES	Emorsgate Seeds	101.92	0.00	65,734.43
27/10/22	BACS221027JS	Salaries	341.05	0.00	65,393.38

### Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	1737.15	0

Reconciled by Julie Shirley

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

\_\_\_\_\_  
Chair

Date \_\_\_\_\_

\_\_\_\_\_

# Financial Budget Comparison

Comparison between 01/04/22 and 31/10/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		2022/23	Reserve Movements	Actual Net	Balance
<b>INCOME</b>					
<b>COUNCIL</b>					
10	Precept	£23,000.00	£0.00	£23,000.00	£0.00
20	Allotment Rents	£1,000.00	£0.00	£535.70	-£464.30
30	Grants and other income	£0.00	£1,000.00	£1,300.00	£300.00
99	VAT reclaim	£0.00	£0.00	£3,354.44	£3,354.44
<b>Total COUNCIL</b>		£24,000.00	£1,000.00	£28,190.14	£3,190.14
<b>Total Income</b>		£24,000.00	£1,000.00	£28,190.14	£3,190.14
<b>EXPENDITURE</b>					
<b>COUNCIL</b>					
100	Staff Costs	£8,000.00	£0.00	£2,670.12	£5,329.88
110	Office admin / expenses	£2,700.00	£0.00	£1,808.15	£891.85
120	Insurance	£700.00	£0.00	£472.36	£227.64
130	Donations	£250.00	£0.00	£1,050.00	-£800.00
140	Parks & Open Spaces	£6,000.00	£157.92	£6,223.66	-£65.74
150	Allotments	£2,000.00	£2,360.00	£3,103.34	£1,256.66
160	Maintenance	£2,250.00	£0.00	£2,154.90	£95.10
170	Training	£600.00	£0.00	£50.00	£550.00
180	IT incl software	£2,000.00	£0.00	£660.80	£1,339.20
190	Newsletter, website, email	£300.00	£0.00	£70.00	£230.00
200	New equipment	£0.00	£0.00	£0.00	£0.00
210	Projects	£2,000.00	£20,348.00	£21,443.00	£905.00
999	VAT Payments	£0.00	£0.00	£0.00	£0.00
<b>Total COUNCIL</b>		£26,800.00	£22,865.92	£39,706.33	£9,959.59
<b>Total Expenditure</b>		£26,800.00	£22,865.92	£39,706.33	£9,959.59

# Financial Budget Comparison

Comparison between 01/04/22 and 31/10/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

	<b>2022/23</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
Total Income	£24,000.00	£1,000.00	£28,190.14	£3,190.14
Total Expenditure	£26,800.00	£22,865.92	£39,706.33	£9,959.59
<b>Total Net Balance</b>	<b>-£2,800.00</b>		<b>-£11,516.19</b>	

# Precept Calculator

Start of year 01/04/22

Heading		Last year's net	Actual net	2022/23	2023/24	
10	Precept	£20,750.00	£23,000.00	£23,000.00	£23,600.00	
20	Allotment Rents	£1,007.00	£535.70	£1,000.00	£1,000.00	Some paid in March
30	Grants and other income	£3,250.00	£1,300.00	£0.00	£300.00	Football rent
99	VAT reclaims	£0.00	£3,354.44	£0.00	£0.00	
<b>COUNCIL Income Total</b>		<b>£25,007.00</b>		<b>£24,000.00</b>	<b>£24,900.00</b>	
<b>Total Income</b>		<b>£25,007.00</b>		<b>£24,000.00</b>	<b>£24,900.00</b>	
100	Staff Costs	£6,332.22	£2,670.12	£8,000.00	£6,500.00	
110	Office admin / expenses	£1,611.42	£2,016.58	£2,700.00	£2,700.00	Includes £800 of subs & audit fees paid in Q1 only
120	Insurance	£472.36	£472.36	£700.00	£500.00	LTA ends June 2024
130	Donations	£40.00	£1,050.00	£250.00	£500.00	
140	Parks & Open Spaces	£7,161.00	£6,732.66	£6,000.00	£7,000.00	£3.5k grass cutting, £2k trees
150	Allotments	£498.87	£3,110.34	£2,000.00	£1,000.00	Expenditure high in 2022/23 due to fencing
160	Maintenance	£800.00	£2,154.90	£2,250.00	£3,000.00	
170	Training	£599.00	£100.00	£600.00	£400.00	
180	IT incl software	£0.00	£946.40	£2,000.00	£1,000.00	£600 per year IT sub fees
190	Newsletter, website, email	£133.99	£115.00	£300.00	£300.00	
200	New equipment	£0.00	£0.00	£0.00	£0.00	
210	Projects	£10,425.00	£21,443.00	£2,000.00	£2,000.00	£20k in 2022/23 for LVH
999	VAT Payments	£0.00	£0.00	£0.00	£0.00	
<b>COUNCIL Expenditure Total</b>		<b>£28,073.86</b>		<b>£26,800.00</b>	<b>£24,900.00</b>	
<b>Total Expenditure</b>		<b>£28,073.86</b>		<b>£26,800.00</b>	<b>£24,900.00</b>	



# Precept Calculator

Start of year 01/04/22

Heading	Last year's net	Actual net	2022/23	2023/24
Net Expenditure	£3,066.86		£2,800.00	£0.00
<b>Funding</b>				
Reserves				-£3.20
S106 / CIL				
Loans				
Proposed Precept				£23,603.20
Other Income				£1,300.00
Total Funding				£24,900.00
Balance				£0.00

01/04/22	Tax Base	Band D	01/04/23	New Tax Base	%age increase	Current year precept	extra cost per band D	New band D	New Precept
	640.00	35.94		640.00	2.61	23001.60	0.94	36.88	23603.20
						Current precept	+	New additional	= Proposed precept
						£23,001.60	+	£601.60	= £23,603.20



# Longford Parish Council

## Expenditure transactions - approval list

Start of year 01/04/22

Supplier totals will include confidential items

Clerk Expenses Sept-November 2022

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
1076	BACS2212 23JS_Exp	£12.00	190	13/09/22	Fasthosts Internet Ltd - 13/09/22-13/10/22 email and web hosting	Expenses
1077	BACS2212 23JS_Exp	£12.00	190	13/10/22	Fasthosts Internet Ltd - 13/10/22-13/11/22 email and web hosting	Expenses
		<b>£24.00</b>	Fasthosts Internet Ltd - Total			
1088	BACS2212 23JS_Exp	£12.00	110	12/10/22	GiffGaff - October & November mobile phone top-up	Expenses
		<b>£12.00</b>	GiffGaff - Total			
1089	BACS2212 23JS_Exp	£90.90		29/11/22	Julie Shirley - Sept-Nov 2022 Expenses	Expenses
	1	£24.00	110		October home office allowance	
	2	£24.00	110		November home office allowance	
	3	£24.00	110		December home office allowance	
	4	£18.90	110		Mileage for 5 trips	
		<b>£90.90</b>	Julie Shirley - Total			
1086	BACS2212 23JS_Exp	£9.05	110	06/09/22	Replacement Keys Ltd - Noticeboard keys	Expenses
		<b>£9.05</b>	Replacement Keys Ltd - Total			
1087	BACS2212 23JS_Exp	£7.00	150	23/08/22	Trophy World - Engraving Allotment Trophy	Expenses
		<b>£7.00</b>	Trophy World - Total			
<b>Total</b>		<b>£142.95</b>				

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

# Longford Parish Council

## Expenditure transactions - approval list

Start of year 01/04/22

Supplier totals will include confidential items

### Supplier Payments

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
1072		£342.72	180	03/11/22	Edge IT Systems Ltd - As per quote Q18011B - Microsoft 365 Setup and Annual Fees for year 1	36474
		<b>£342.72</b>			Edge IT Systems Ltd - Total	
1083		£25.00	170	24/11/22	GAPTC - Being a better councillor course - R.Harris	7518
1084		£25.00	170	24/11/22	GAPTC - Being a better councillor course - C.Byers	7501
		<b>£50.00</b>			GAPTC - Total	
1071		£2,190.00		07/10/22	Greenfields Garden Services Ltd - As per Quote Q-313 and Q-423, the Parish Council wishes to proceed with the following items only:	INV-0503
	1	£1,920.00	140		Reduce the height of the 3 poplar trees,remove at least a from the top - waste to be chipped	
	2	£270.00	140		Near to Hayes Court entrance - remove deadtrees and c ivy	
		<b>£2,190.00</b>			Greenfields Garden Services Ltd - Total	
<b>Total</b>		<b>£2,582.72</b>				

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## **LONGFORD PARISH COUNCIL – GROUND MAINTENANCE CONTRACT**

### **Grass cutting:**

**Longford Playing Field:** To mow, strim grass leaving all clippings in situ:

- March (1 cut)
- April to October (2 cuts per month)
- November (1 cut)

Total 16 visits

**NOTE:** a community orchard and wildflower area is planned for the corner of the playing field in the vicinity of the oak tree (T12 on the plan).

**Sivell Close:** small area of grassland to be managed as a wildflower area:

- grass path around the perimeter to be mown (cut and collect) to create a scallop shape and keep the growth clear of the neighbouring fences
- grass path through the wildflower area (cut and collect)

2 x visit per month April to October.

Total 14 visits

Whole area to be cut once late summer and cuttings to be left on the ground for 2 weeks to allow seeds to drop, then return to area and remove the cuttings.

### **Hedge cutting: twice per year – February and September**

**Playing Field** - Hedges are identified as H2, H3, H4, H24 on the plan.

- Cut back using flail hedge cutter inside perimeter hedge around the playing field,
- Prune root suckers annually on pink flowering cherry (tree T36 on plan).
- Clear away debris caused by work.

**Playing Field Hedge on Sivell Close –**

- Cut top and both sides twice annually including removal of ivy and vegetation encroaching onto the pavement surface
- Trim hedge back on Sivell Close side once during June/July particularly any bramble strands growing into the path.
- Clear away debris caused by work.

