

# **LONGFORD PARISH COUNCIL**

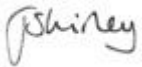
Email: [longfordpc@outlook.com](mailto:longfordpc@outlook.com) ~ Tel: 07759 118922

25<sup>th</sup> January 2022

I hereby give notice that the meeting of Longford Parish Council will be held in **Longford Village Hall on Tuesday 1<sup>st</sup> February 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**

## **MEETING AGENDA 1<sup>st</sup> FEBRUARY 2022**

- 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 7<sup>th</sup> December 2021.**
- 4. To receive an update on outstanding matters not on the agenda.**
- 5. To consider applications to fill councillor vacancies by Co-option (5 vacancies).**

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)

- 6. Finance / Procedures (30 mins)**
- To receive the latest bank reconciliations (December) and budget versus spend report for the 2021/22 accounts.
  - To approve the reimbursement of purchases and expenses for Clerk (£216.50).
  - To consider options for newsletter and Facebook page.
  - To appoint GAPTC for the independent audit 2021-22 at a cost of £195.
  - To consider a donation to Gloucestershire Police for the bike marking event held on 22<sup>nd</sup> January.
  - To approve the invoices for payment:

<b>Invoice Date</b>	<b>Payee</b>	<b>Net</b>	<b>VAT</b>	<b>Gross</b>	<b>Budget</b>
31/12/21	Salaries Dec & Jan	911.98	0	911.98	Admin
05/01/22	HMRC Q3 PAYE/NI	286.80	0	286.80	Admin
20/01/22	Greenfields Garden Services Ltd	330.00	66.00	396.00	P&OS
18/12/21	Community Heartbeat Trust (Solutions) Ltd	175.00	35.00	210.00	Projects
31/12/21	Hanman Split Ltd	57.83	11.57	69.40	Allotments
02/03/22	Churchdown Parish Council	45.00	0	45.00	P&OS
01/02/22	Expenses	166.00	27.00	216.50	Admin
				£2135.68	

**7. Parks, Open Spaces & Allotments**

- To consider quotes received to install rabbit proof fencing
- To consider replacement options for the concrete benches at the playing field.

# **LONGFORD PARISH COUNCIL**

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- c) To agree the grounds maintenance specification for 2022.
- d) To receive an update on the Sivell Close memorial wildflower area and agree any actions as appropriate.

## **8. To agree arrangements for community events with Longford Village Hall**

- a) Village fete on Jubilee weekend 2022.
- b) First Aid – Saturday 19<sup>th</sup> February 2022 10am-12pm

## **9. To consider planning applications:**

Date received	App Ref	Address	Details
14/12/2021	21/01499/FUL	1 Winter Gate Road, Longford	Garage conversion to living accommodation
21/12/2021	21/01485/FUL	4 Sherwood Green, Longford	Erection of a single storey side extension

## **10. To receive an update regarding Highways including 20 is plenty campaign**

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

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

## **12. Separate Business**

*Pursuant to 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and press leave the meeting.*

- a) To note that the clerk's annual appraisal has been carried out.
- b) To consider a temporary reduction in clerk working hours.

Next meeting: Tuesday 1<sup>st</sup> March 2022 7.30pm

## Minutes of the Parish Council Meeting held on Tuesday 7<sup>th</sup> December 2021 at 7.30pm at Longford Village Hall

### 1. Attendance noted as

Cllrs K Doherty (Chair), J. Ford, C. Byers

**Also present:** County Cllr Awford, Borough Cllr Ockelton (7.46-8.15pm), Borough Cllr Bocking (8.15pm onwards)

**Members of public present:** Two

**Apologies:** Cllr L Gough

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

None.

### 3. Approval of the minutes of the meeting held on 2<sup>nd</sup> November 2021

Council resolved to approve the minutes of the meeting held on 2<sup>nd</sup> November 2021.

### 4. To receive an update on outstanding matters not on the agenda.

None.

### 5. Co-option (4 vacancies)

There were no applications to fill councillor vacancies by Co-option (4 vacancies). It was noted that Cllr Wallace has resigned from the parish council, the Clerk will report the vacancy to Tewkesbury Borough Council.

Members of the Public were invited to address the meeting; a resident asked how it was decided where the electric scooters are located, the ones on Longford Lane are in a poor location. Cllr Awford will take this up with the Local Highways Manager. Grass verge parking on Tewkesbury Road is causing a visibility issue, Cllr Awford will also take this up with Highways.

### To receive a report from the County Councillor.

Cllr Awford opened his report by advising he had seen the presentation earlier in the day for the proposals for Junction 10 and had made comments around his concerns on some aspects of the plans. County Council was to be the following day where a packed agenda would take a considerable time with both Motions and questions.

He advised that he had a meeting scheduled with the Local Highways Manager on the 12th and would pick up Parish issues with him. He went on to advise he was Chairing the GCC working group looking at river pollution and so far had taken evidence from the EA and three water companies but there was still much more to do with other bodies such as the NFU and OFFWAT together with an Authority that had achieved some success and created bathing quality water. He committed to forward the one-page strategy document to the Parish Council and took on board the concerns about activities in flood risk areas.

He advised he had committed to a major piece of work to support Down Hatherley Parish Council given the next proposal for the A1 site where drainage and flooding features together with highway access issues

The Growing Communities Fund now called Build Back Better via County Councillor, projects need to have direct community benefit eg dog bins, Longford lockdown memorial garden etc. **Action: Clerk** to complete the application and send to GCC and copy Cllr Awford.

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

Cllr Bocking circulated a report prior to the meeting; Cllr Ockelton joined the meeting at 7.45pm after coming from a meeting at Tewkesbury Borough Council. Cllr Ockelton reported that Tewkesbury BC had considered an item to no longer automatically refer planning applications to committee after parish and town councils have submitted objections; the item was deferred

pending consultation with parish and town councils.

Community Governance Review: the proposed amendments to boundaries etc will be out for consultation in the new year. The boundary with Innsworth is proposed to move so that the clocktower comes into Longford parish and the boundary with Sandhurst is also proposed to be moved so that Walham comes into Sandhurst parish.

Cllr Ockelton also reported there has been anti-social behaviour around the shops in Longford.

Cllr Ockelton and Cllr Awford left the meeting.

Cllr Bocking arrived at 8.15pm.

The Chairman of Friends of Longford Village Hall gave an improvement progress report on the works taking place at the hall and outlined the reasons for the funding request to the parish council.

## 6. Finance / Procedures

- 6.1. Council received the bank reconciliation and budget versus spend reports for October 2021.
- 6.2. Council reviewed second draft of budget 2022-23. Proposed by Cllr Doherty, seconded by Cllr Ford all in favour to set the budget at £26,800 with a precept of £23,000 using £800 income from allotments and £3,000 from general reserves, this will have a 10% increase for Band D properties which equates to £3.38 per year extra. The budget for 2022/23 is appended to the minutes.
- 6.3. Council approved the reimbursement of purchases and expenses for Clerk (£466.30).
- 6.4. Council resolved to donate a £20 gift voucher for the Friends of Longford Park Academy raffle. **Action: Clerk.**
- 6.5. Council resolved to provide £30,000 (using powers under Local Government Act 1972 section 133) to Longford Village Hall for the hall improvements as it is an asset to the community, proposed by Cllr Byers, seconded by Cllr Ford, all in favour. The money will be drawn down by the Village Hall when they get to the relevant phase of the improvements.
- 6.6. Council approved the accounts for payment, proposed by Cllr Doherty, seconded by Cllr Byers, all in favour:

Invoice Date	Payee	Net	VAT	Gross	Budget
30/11/21	Salaries November 2021	£455.99	£0	£455.99	Admin
30/11/21	Expenses October & November 2021	£415.30	£51.00	£466.30	Insurance
23/11/21	Glebe Contractors	£100.00	£25.00	£125.00	Maintenance
11/11/21	Lynn Gough (Poppy Wreath)	£20.00	£0	£20.00	S137
				£1067.29	

## 7. Parks and Open Spaces & Allotments

- 7.1. Council approved play area repairs as detailed in the report. Proposed by Cllr Doherty, seconded by Cllr Byers. All in favour. **Action: Clerk** to place the order. It was noted that the youth pod will need re-painting next year.
- 7.2. Council received an update on the Sivell Close memorial wildflower area and noted the research undertaken; to be discussed further particularly when Council is setting the grass cutting tender for 2022.

## 8. To note arrangements for community events with Longford Village Hall

- 8.1. Village fete on Jubilee weekend 2022 – no update.
- 8.2. First Aid – two companies provided additional information and Council considered the quotes and resolved to use Community Heartbeat Trust to provide a CPR and defibrillator course at a cost of £175+VAT for up to 50 attendees. **Action: Clerk.**

**9. Council considered the following planning applications:**

21/00781/FUL – Council agreed to withdraw its objection based on the additional information provided by the Development Control Manager. **Action: Clerk to advise Tewkesbury BC.**

**10. To consider retaining a stock of empty sandbags within the parish**

The Parish Council lacks storage facilities to hold empty sandbags on behalf of the community for distribution in an emergency; therefore, the Council declined to accept stocks of sandbags from Tewkesbury BC but offered to accept some sandbags to pass on immediately to those householders that are prone to need them who would be able to store now. **Action: Clerk.**

**11. Council discussed updates from Highways**

Cllr Byers gave an update on the 20 is plenty campaign, over 40 parishes in Gloucestershire have signed up to the 20 is plenty campaign. Cllr Byers has several 20 is plenty signs to put up around the parish to encourage a small reduction in speed and emissions. It was noted that to purchase 150 wheelie bin stickers would be £125.

There was a short discussion about resurrecting the newsletter and have a Council Facebook page; **Action: Clerk to research options and report back to Council.**

**12. Council discussed promoting “hedgehog highways”.**

**Action: Clerk** to add information to the Council’s website.

**13. To receive reports for information:**

- Allotments – 2 quotes received for rabbit proof fence, awaiting a 3<sup>rd</sup> quote.
- Finance – Cllr Ford will review Finances before the next meeting.
- Personnel – Cllrs Doherty and Ford will arrange to appraise the Clerk 17<sup>th</sup> January, 2pm at Cllr Doherty’s house.
- Play Park & Playing Field – no further updates.
- Village Hall representative – no further updates.

Next meeting Tuesday 1<sup>st</sup> February 2022 at the village hall.

Meeting closed at 9.37pm.

LONGFORD PARISH COUNCIL BUDGET 2022/23					
		£		£	
Budget Heading	2020/21 Actuals	2021/22 Budget	6 months spend to 30/09/21	Balance	Approved 2022/23 Budget
Staff costs	5739.43	7000	3986.13	3013.87	8000
General Admin/expenses	2392.30	2700	1010.42	1689.58	2700
Insurance	590.20	700	472.36	227.64	700
Donations	20.00	250	0.00	250.00	250
Parks/Open Spaces	5089.16	4500	3851.70	648.30	6000 Grass cutting & tree maintenance
Allotments	3006.20	2000	82.45	1917.55	2000
Maintenance	2010.00	2250	700.00	1550.00	2250 Incl kerbside weed spraying 3 times a year
Training	0.00	300	599.00	-299.00	600 Incl Annual Clerks conference
IT	0.00	150	0.00	150.00	2000 Incl allotments & finance software, tablets for councillors
Newsletter/Website/Email	14.99	200	14.99	185.01	300
New equipment	0.00	0	0.00	0.00	0
Projects	2295.00	1500	10000.00	-8500.00	2000 Village Hall £10k contribution in 2021/22
Earmarked Reserves contribution	0.00	0	0.00	0.00	0
	21157.28	21550	20717.05	832.95	26800
Anticipated other income					800 Football & Allotments
					<b>3000 Use of General Reserves to reduce Precept</b>
<b>Agreed precept 2022/23</b>					<b>£ 23,000</b> Impact on Band D to be provided once tax base known
					35.94 2022/23 Estimated Band D Council Tax for the year
<b>EARMARKED RESERVES as at April 2021</b>					32.56 2020/21 Band D Council Tax for the year
Projects		5954			3.38 £ increase on previous year
Playground eqpt/fencing		15150			10.37 % increase on previous year
Existing Notice Boards x 2		1600			
New Notice boards Fund		3199			
Defibrillators/cabinets		960			
Web/IT eqpt/Transparency fund		1550			
Fencing/other assets		5000			
Park furniture 12 benches		3600			
Annual inflation allowance		77			
<b>TOTAL EARMARKED RESERVES</b>		<b>31136</b>			

**BANK RECONCILIATION 2021-22**

<b>BANK BALANCES 31 DECEMBER 2021</b>	
Lloyds Bank – Treasurer's Account (current)	£80,170.18
<b>TOTAL MONIES IN BANK</b>	<b>£80,170.18</b>
<b>LESS OUTSTANDING CHEQUES</b>	
<b>TOTAL OUTSTANDING CHEQUES</b>	<b>£0.00</b>
<b>TRUE BALANCE AT 31/12/21</b>	<b>£80,170.18</b>
Opening Balance at 01/04/21	£79,618.75
Receipts year to date	£25,912.05
Sub-total	£105,530.80
Expenditure year to date	£25,360.62
<b>TRUE BALANCE AT 31/12/21</b>	<b>£80,170.18</b>

Signed Clerk ..... Date.....

Name

Signed Chairman ..... Date.....

Name

## BANK RECONCILIATION 2021-22

<b>BANK BALANCES 30 NOVEMBER 2021</b>	
Lloyds Bank – Treasurer's Account (current)	£81,482.47
<b>TOTAL MONIES IN BANK</b>	<b>£81,482.47</b>
<b>LESS OUTSTANDING CHEQUES</b>	
Chq 1529	£250.00
Chq 1531	£455.99
Chq 1532	£466.30
Chq 1533	£120.00
Chq 1534	£20.00
<b>TOTAL OUTSTANDING CHEQUES</b>	<b>£1,312.29</b>
<b>TRUE BALANCE AT 30/11/21</b>	<b>£80,170.18</b>
Opening Balance at 01/04/21	£79,618.75
Receipts year to date	£25,912.05
Sub-total	£105,530.80
Expenditure year to date	£25,360.62
<b>TRUE BALANCE AT 30/11/21</b>	<b>£80,170.18</b>

Signed Clerk ..... Date.....  
Name

Signed Chairman ..... Date.....  
Name



<b>LONGFORD PARISH COUNCIL</b>					
<b>BUDGET versus SPEND 2021/22</b>					
	<b>£</b>	<b>£</b>	<b>£</b>		
<b>INCOME</b>	<b>Budget</b>	<b>Received as at 30/11/21</b>	<b>Balance</b>	<b>Notes</b>	
Precept	20750	20750	0.00		
Allotments	500	505		£304 received March 2021	
Playing Field / Grants	300	3250			
<b>EXPENDITURE</b>	<b>Budget</b>	<b>Spent as at 30/11/21</b>	<b>Balance</b>	<b>Notes</b>	
Staff costs	7000	4898.11	2101.89		
General Admin/expenses	2700	1525.72	1174.28		
Insurance	700	472.36	227.64		
Donations	250	20.00	230.00		
Parks/Open Spaces	4500	4983.98	-483.98		
Allotments	2000	432.45	1567.55		
Maintenance	2250	800.00	1450.00		
Training	300	599.00	-299.00		
IT	150	0.00	150.00		
Newsletter/Website	200	14.99	185.01		
New equipment	0	0.00	0.00		
Projects	1500	10250.00	-8750.00		
Earmarked Reserves contribution	0	0.00	0.00		
	21550	23996.61	-2446.61		
<b>EARMARKED RESERVES as at April 2021</b>					
Projects	5954				
Playground eqpt/fencing	15150				
Existing Notice Boards x 2	1600				
New Notice boards Fund	3199				
Defibrillators/cabinets	960				
Web/IT eqpt/Transparency fund	1550				
Fencing/other assets	5000				
Park furniture 12 benches	3600				
Annual inflation allowance	77				
<b>TOTAL RESERVES</b>	<b>31136</b>				

# Travel and Expenses Claim

Name JULIE SHIRLEY

Address .....

Use Code	Vehicle	Cubic	Office Use
E-essential	Registration	Capacity	Rate/
C-casual			Lump sum
C			45p per mile

Date	Destination	Details	Miles	Parking	Fares	Notes
01/01/2022		January Home Office Allowance (electricity, broadband, heating)				£6 per week £24.00
12/11/2021		GiffGaff monthly PAYG top-up				£5 £1 £6.00
12/12/2021		GiffGaff monthly PAYG top-up				£5 £1 £6.00
12/01/2022		GiffGaff monthly PAYG top-up				£5 £1 £6.00
15/12/2021		Gov uk registration longford-pc gov uk				£109.00 £21.80 £130.80
13/12/2021		Web hosting + emails 13/12/21-13/01/22				£5.00 £1.00 £6.00
13/01/2022		Web hosting + emails 13/01/22-13/02/22				£5.00 £1.00 £6.00
10/12/2021		£20 book voucher for school raffle				£20.00 £20.00
10/12/2021	Longford	Allotments, school, playing field	8			£3.60 £3.60
09/01/2022	Longford	Allotments, playing field - put up signs	8			£3.60 £3.60
17/01/2022	Longford	Appraisal and meet new Allotment tenant	10			£4.50 £4.50
<b>TOTAL</b>						<b>£216.50</b>

**I certify that:**

- (a) Where I have used the above motor vehicle(s) on official business my policy of motor insurance indemnifies the employer against any third party claims arising out of use of that vehicle.
- (b) The particulars in this claim are correct and I have incurred expenditure additional to that which I would normally have incurred. I attach receipts where applicable.
- (c) I understand that the mileage allowance is at the current Local Government mileage allowance rate.

Signed (Claimant)..... Date.....

Signed (Chair/Vice-Chair)..... Date.....

Meeting date: 1<sup>st</sup> February 2022

Agenda number: 6c

Topic: Facebook and Newsletter Options

### **Facebook**

1. Create a page called Longford Parish Council using category Public & Government Service
2. Create page roles for all those that can post as Longford Parish Council eg clerk as the Administrator, councillors as Editors
3. Agree content and procedure for responding to comments from residents.

### **Newsletter**

1. Decide circulation – delivery to every house or just key locations such as school, shops, pub
2. Decide frequency (recommended 4 editions per year maximum)
3. We could start with a simple 2 side newsletter and offer the village hall space to promote regular events. Could then expand to more pages as required. Please see [Brockworth-pc.gov.uk/newsletters](http://Brockworth-pc.gov.uk/newsletters) for examples – summer 2020 is just 2 sides of A4. It is produced by the clerk and printed by VistaPrint.

Meeting date: 1<sup>st</sup> February 2022

Agenda number: 7a

Topic: Rabbit Proof Fencing for Allotments

A grant for £2950 has been received for the installation of a rabbit proof fencing on the allotment boundaries that border the open fields (2 sides).

Three quotes have been received, two are to the same specification of burying the fencing whilst the 3<sup>rd</sup> quote is pinning the fencing to the ground.

Quote 1: £2650

Quote 2: £3800+VAT

Quote 3: £5720+VAT

All three quotes are appended to this report.

Council will note that whichever quote is accepted there will be some clearance works required by the allotment holders / council to ensure that access is available to the contractor. Moving sheds will not be possible but allotment holders will be asked to remove any temporary items and obstructions stored against the fence.

**How does Council wish to proceed?**



Established 1970

Woodland View Farm, Great Bouldon, Newent, Gloucestershire, GL18 1JJ  
T: 01531 820634 F: 0845 612 0634 E: [info@glebegroup.co.uk](mailto:info@glebegroup.co.uk) W: [www.glebecontractors.co.uk](http://www.glebecontractors.co.uk)

Longford Parish Council  
c/o Mrs. Julie Shirley  
PO Box 2281  
Gloucester  
GL3 9GT

15<sup>th</sup> December 2021

Dear Julie,

**Rabbit proof fencing**

**Estimate no: 4088**

Thank you for your valued enquiry to carry out the installation of rabbit fencing at the Longford allotments and we have pleasure in submitting our Estimate to supply and install rabbit netting to existing chain-link fence on two sides of the allotments - approx. 200m

- Hex wire rabbit netting 1050-31-1mm
- Clipped to existing chain-link fence as required.
- 300mm depth of net sunk into the ground.
- Third party to clear all obstacles from the fence line, leaving a 2.5metre wide gap all along the fence line, with the exception of sheds or greenhouse structures. This includes moving any paving slabs for a width of 2.5metre from the fence line.
- We cannot be held responsible for any damage, however caused, to allotment holders' property.
- A damage waiver will need to be signed by the Council prior to the commencement of any work.
- Any delays on site caused by allotment holders or any other third party will be chargeable at £82.00 per hour + vat.
- Due to this not being a continuous fence (because of the various structures), this may potentially allow areas where rabbits could dig through.

For the sum of £5,720.00 plus vat

This estimate assumes all necessary permissions have been granted. We trust this is acceptable and look forward to hearing from you. We assure you of our best service.

Yours sincerely

*Keith Jones*

Keith Jones



# GREENFIELDS

**Kites Nest Yard, Kites Nest Lane, Churcham, Gloucester GL2 8BL**

Tel: 01452 790190 Fax: (General) 01452 790610 (Fencing) 01452 790194  
email: [info@greenfieldsltd.co.uk](mailto:info@greenfieldsltd.co.uk) website: [www.greenfieldsltd.co.uk](http://www.greenfieldsltd.co.uk)

Julie Shirley,  
Longford Parish Council,  
Longford Village Hall,  
Longford Lane,  
Longford  
GL2 9EL

[longfordpc@outlook.com](mailto:longfordpc@outlook.com)

9<sup>th</sup> November 2021

Our Ref: 47645/FP/11121/11348

Dear Julie

**RE: Rabbit Netting to Allotments.**

## Quotation

### Works

Following clearance of vegetation and other obstructions along the fence line by the allotment holders (excluding sheds) supply and fit approx. 190m of 1050mm x 31mm galvanised rabbit netting. The netting will be buried approx. 450mm and clipped to the internal face of the existing chainlink fence and will extend above ground level by approx. 600mm.

Price: £20.00 plus VAT per metre

I trust that this is of interest and look forward to your further instructions.

Covid 19 Precautions – With the current environment Greenfields have taken the following courses of action.

- Office staff work from home where possible
- One person per vehicle where possible
- Social distancing adhered
- Hand washing and antibacterial gel available for all staff and in all works vehicles

## New General Data Protection Regulation

At Greenfields Gardening Services we would like to assure customers that we remain committed to protecting their personal data in our possession. We may have the following information on file for you as we require this information to continue doing business with you.

Name

Contact Information, including physical address, email, telephone number

Landscaping, Grounds Maintenance, Tree Surgery, Security Fencing  
Play Area Construction & Safety Surfaces



VAT Reg. No. GB 484 6350 25  
Greenfields Garden Service Ltd.  
Registered Office: 21 Highnam Business Centre, Highnam, Gloucester GL2 8DN  
Registered No. 3175687



#### Order details

If you are not happy for us to keep this information please email [info@greenfieldsltd.co.uk](mailto:info@greenfieldsltd.co.uk)  
Services We Offer – Tree Surgery, Fencing, Landscaping, Grounds Maintenance, Safety surfacing, Play Area Construction and Repairs.

#### Insurance

We carry full employers and public liability insurance up to £5 million

#### Health and Safety

All works are carried out in accordance with the 1974 Act and in a manner so as not to endanger the health and safety of our employees or any third party. A copy of our Health and Safety Policy is available on request.

#### Construction Industry Scheme

We are holders of a CIS5 Tax Certificate number 76193 07539

#### Waste Disposal

Controlled Waste Regulation number GLS/342116

#### Disclosure and Barring Service

Gloucestershire County Council have deemed it unnecessary for our employees to undergo DBS checks as they do not come into direct contact with children or vulnerable adults. However many of our workers were CRB checked before the change in legislation.

#### Herbicides

We hold an applicators licence, in line with current legislation.

#### Terms

To be invoiced either upon completion with payment due within 30 days or at the end of each calendar month based on a monthly valuation, again payable within 30 days, subject to satisfactory credit references. We reserve the right to charge interest on any overdue payment in accordance with the Late Payment of Commercial Debts (Interest) Act 1998.

#### Acceptance

This quotation is provided in accordance with the general conditions overleaf. However due to the volatile state of the steel market these prices are liable to fluctuation and must be taken as a guide only. Final guaranteed prices will be confirmed at the time of order. Acceptance of this quotation must be confirmed in writing and will be taken as your agreement to abide by our terms.

#### Greenfields Environmental Policy

To minimise and eradicate where possible all aspects of pollution, waste, environmental damage and wasteful use of resources.

#### Trade Organisations

We are full members of the British Association of Landscape Industries and The Fencing Contractors Association

Yours sincerely

Rob Pope  
Fencing Manager



**longfordpc@outlook.com**

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**From:** coachofclays <coachofclays@yahoo.co.uk>  
**Sent:** 01 December 2021 11:33  
**To:** Clerk - Longford PC  
**Subject:** RE: Rabbits - allotment

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi Julie see quote below not quite sure why you're not getting it. We can use the existing fence to apply the netting and peg down, thus saves alot of money.

Netting, clips, pegs and 3 days Labour  
£2650 no vat.

We will need to strim the edges first and organise some of the allotment clients to spray every 3 months with a glyphosate herbicide.

Sent from my Galaxy

----- Original message -----

**From:** Clerk - Longford PC <longfordpc@outlook.com>  
**Date:** 25/11/2021 19:27 (GMT+00:00)  
**To:** coachofclays <coachofclays@yahoo.co.uk>  
**Subject:** RE: Rabbits - allotment

Hi Chris

I still haven't received your quote, please can you forward to me?

With thanks

Julie Shirley

Clerk to Longford Parish Council

PO Box 2281

GLOUCESTER

GL3 9GT

## Grass cutting:

**Longford Playing Field:** To mow, strim grass leaving all clippings in situ - April to November - 2 x visit per month (total 16 visits)

**Sivell Close:** small area of grassland to be managed as a wildflower area – grass path to be mown 2 x visit per month (total 14 visits) April to October. Whole area to be cut once (month to be confirmed) 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:

**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,
- ) Clear out any dead elms from the hedges.
- ) Prune root suckers annually on pink flowering cherry (tree T36 on plan).
- ) Clear away debris caused by work.

**Playing Field Hedge on Sivell Close –**

- ) Trim top and both sides twice annually including removal of ivy and vegetation encroaching onto the pavement – February and September.
- ) Clear away debris caused by work.

