

LONGFORD PARISH COUNCIL

Email: clerk@longford-pc.gov.uk ~ Tel: 07759 118922

28th June 2022

I hereby give notice that the meeting of Longford Parish Council will be held at **Longford Village Hall** on **Tuesday 5th July 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 7th June 2022.**
- 4. To review outstanding actions from previous meeting.**
- 5. To consider applications to fill councillor vacancies by Co-option (1 vacancy).**

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

- To receive the latest bank reconciliation and budget versus spend report for the 2022/23 accounts.
- To approve the reimbursement of expenses to the Clerk (£194.97)
- To consider applying for Lloyds charge or debit card
- To consider the move to Microsoft 365 Business and associated costs
- To approve invoices for payment:

Date	Transaction Details	Net	Vat	Gross	Budget
29/04/22	Glebe Contractors - Ground Maintenance May 2022	£473.00	£94.60	£567.60	P&OS
21/06/22	Edge IT Systems Ltd - Setup, training & annual fees for Allotments & Finance Software (year 1 of 5-year contract)	£660.80	£132.16	£792.96	IT
23/05/22	Hanman Split Ltd - Wildflower signs	£174.00	£34.80	£208.80	P&OS
30/06/22	Julie Shirley - June 2022 Expenses	£179.98	£14.99	£194.97	Admin
30/06/22	Confidential (Salary Costs)	£543.00	£0.00	£543.00	Admin
	TOTALS	£2030.78	£276.55	£2307.33	

7. To receive an update on the request to support Longford Little Library

8. To receive an update on the plans for planting trees / wildflower areas – Cllr Doherty / Cllr Byers

9. To note that Tewkesbury BC has responded positively to the request for a metal litter / dog waste bin on Sandhurst Lane and has section 106 funds that can meet the cost.

10. To consider planning applications:

- To consider applications received after agenda published.

11. To receive an update regarding Highways including 20 is plenty campaign

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12. To receive reports from representatives for information only:

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

13. 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.

- To receive the Clerk's resignation, noting final working date is Friday 30th September 2022
- To delegate authority to Personnel Working Group to advertise and interview a new clerk, with final decision to be made by the Parish Council based on the Working Group's recommendation.

Minutes of the Parish Council Meeting held on Tuesday 7th June 2022 at 7.30pm at Longford Village Hall

1. **Attendance noted as**

Cllrs J Ford (Chair), L Gough (Vice-Chair), Cllr K Doherty, R Harris, R Meeks, D Melvin, C Young

Also present: Borough Cllr Bocking, Borough Cllr Ockleton, Mrs J Shirley (Clerk)

Members of public present: One.

Apologies: Cllr C Byers, County Councillor Awford.

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

Cllr Young declared a personal interest in item 7.

3. **Approval of the minutes of the meeting held on 3rd May 2022**

Council resolved to approve the minutes of the meeting held on 3rd May 2022.

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

None.

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

No applications.

To receive a report from the County Councillor.

Council noted the report forwarded by Cllr Awford prior to the meeting.

To receive a report from the Borough Councillors.

Council noted the report forwarded by Cllr Bocking prior to the meeting; Cllr Bocking added that he had been in discussions regarding the parish council working more closely with the local PCSOs. Environmental Health will be installing security cameras at fly tipping hotspots, the parish council was invited to send locations to Cllr Bocking.

Cllr Melvin noted that there is fly tipping on Sandhurst Lane, details will be sent to Cllr Ockleton as requested.

Cllr Ockleton gave a verbal report: he had a meeting with agencies regarding flooding around the balancing ponds, and remedial works required. Cllr Ockleton noted that because the Whittingham Park development was an appeal site there were no recommendations regarding speed signs. Although not yet an adopted highway Cllr Ockleton is investigating the possibility of 20 is plenty signs on the development. He also suggested that the parish council consider paying for speed restriction signs to be put up on the site.

Cllr Ockleton reported that each phase of a new development will have its own designated flood alleviation scheme.

Members of the Public were invited to address the meeting.

Chair of Longford Village Hall addressed the meeting about the hall improvement works and part of the committed funds from the parish council need to be drawn down to meet the overspend due to increasing building costs and removal of asbestos.

6. **Finance / Procedures**

- a) Council considered the request to drawdown the village hall grant funding to meet the overspend of the improvement works rather than reserve the money for match funding to future grants. Council had committed £30,000 in total of which £5,348 has been drawdown so far and the Village Hall is requesting to drawdown a further £15k, leaving just under £10k for match funding use. Council approved the request. **Action: Clerk** to transfer the funds.

- b) Council received the end of year bank reconciliation and budget analysis reports for April 2022.
- c) Council approved the payment of 10 hours overtime to the Clerk for additional hours worked in May (timesheet supplied to councillors).
- d) Council approved the reimbursement of expenses to the Clerk (£290.97).
- e) Council approved renewal of Gloucestershire Playing Field Association at an annual cost of £50.
- f) Council approved the accounts for payment, proposed by Cllr Young, seconded by Cllr Doherty, all in favour. Payments have been made using online banking, authorised by Cllr Ford and Cllr Doherty. Cllr Young and Cllr Harris will be added to the bank mandate as authorised signatories.

Invoice Date	Payee	Net	VAT	Gross	Budget
31/05/22	Salaries May 2022	£312.11	£0.00	£312.11	Admin
31/05/22	Expenses April and May 2022	£257.84	£33.13	£290.97	Admin
15/09/21	GPFA Membership	£50.00	£0.00	£50.00	P&OS
29/04/22	Glebe Contractors	£441.00	£88.20	£529.20	P&OS
23/05/22	GAPTC	£50.00	£0.00	£50.00	Admin
18/05/22	Complete Weed Control	£385.00	£77.00	£462.00	Maintenance
31/03/22	Greenfields	£2360.00	£472.00	£2832.00	Allotments (from grant rec'd)
				£4526.28	

- 7. Council considered the request to support Longford Little Library and would like to support the initiative with a grant but requested costings for the shelving before suggesting a grant amount. **Action: Clerk** to liaise with Cllr Young to obtain quotes.
- 8. Council considered the request for a metal litter / dog waste bin on Sandhurst Lane and resolved to forward the request to Tewkesbury Borough Council. **Action: Clerk.**
- 9. Council approved the request to provide bulbs and wildflowers to be planted along Sandhurst Lane by volunteers, up to a maximum of £50. **Action: Cllr Doherty.**
- 10. To consider planning applications:**
 - a) 22/00523/OUT - Land Parcels 1635 1730 And 2043 Brook Lane Down Hatherley Gloucester. Council resolved to object to the application, **Action: Clerk.**
 - b) 21/01499/FUL – 1 Wintergate Road – review works against the plans. **Action: Cllr Harris** will contact Planning to confirm works are as per plan and that the conditions are enforceable.
 - c) There were no applications received after agenda published.

Cllr Gough left the meeting at 9pm.

11. There was no update regarding Highways including 20 is plenty campaign

12. To receive reports from representatives for information only:

- Allotments: Clerk provided an update on waiting list; letters have been sent to tenants of uncultivated plots. Allotment competition to be held on Monday 18th July.
- Environment: Cllr Doherty and Cllr Byers are visiting a tree nursery for advice on the community orchard plans and will feedback at the next meeting. Cllr Doherty mentioned the grass area around the electricity substation needs regular cutting, **Action: Clerk** to find out if this is a Highways-owned or Borough Council owned verge.
- Finance: using the new software to manage the finances which is working well.
- Personnel: no update. Cllr Doherty & Cllr Young will carry out the review of Clerk's hours in the autumn.
- Play Park & Playing Field: visual inspection has been carried out and no issues to report.

- Village Hall Working Group: Cllr Doherty reported the summer fete was well attended despite the poor weather.

Next meeting Tuesday 5th July 2022, 7.30pm.

Meeting closed at 9.15pm.

Bank Account Reconciled Statement

Lloyds Current

Statement Number	2	Bank Statement No.	2
Statement Opening Balance	£85,426.71	Opening Date	01/05/22
Statement Closing Balance	£82,179.05	Closing Date	31/05/22
True/ Cashbook Closing Balance	£82,179.05		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
03/05/22	FPI220503Rent	Allotment Holders	0.00	20.00	85,446.71
04/05/22	DD220504WP	WaterPlus	27.44	0.00	85,419.27
10/05/22	500032	Allotment Holders	0.00	52.00	85,471.27
10/05/22	FPI220510Rent	Allotment Holders	0.00	40.00	85,511.27
13/05/22	FPI220513Rent	Allotment Holders	0.00	20.00	85,531.27
16/05/22	500033	Allotment Holders	0.00	40.00	85,571.27
18/05/22	BACS220518LVH	Longford Village Hall	5,348.00	0.00	80,223.27
23/05/22	500034	Allotment Holders	0.00	40.00	80,263.27
23/05/22	FPI220523Rent	Allotment Holders	0.00	12.00	80,275.27
26/05/22	FPI220526Rent	Allotment Holders	0.00	20.00	80,295.27
30/05/22	BGC220530VAT	HMRC	0.00	1,863.78	82,159.05
31/05/22	FPI220531Rent	Allotment Holders	0.00	20.00	82,179.05

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	5375.44	2127.78

Reconciled by Julie Shirley

Signed _____
Clerk / Responsible Financial Officer

Chair

Date _____

Financial Budget Comparison

Comparison between 01/04/22 and 31/05/22 inclusive. Includes due and unpaid transactions.

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

		2022/23	Reserve Movements	Actual Net	Balance
INCOME					
COUNCIL					
10	Precept	£23,000.00	£0.00	£11,500.00	-£11,500.00
20	Allotment Rents	£1,000.00	£0.00	£378.00	-£622.00
30	Grants and other income	£0.00	£0.00	£0.00	£0.00
99	VAT reclaims	£0.00	£0.00	£1,863.78	£1,863.78
Total COUNCIL		£24,000.00	£0.00	£13,741.78	-£10,258.22
Total Income		£24,000.00	£0.00	£13,741.78	-£10,258.22
EXPENDITURE					
COUNCIL					
100	Staff Costs	£8,000.00	£0.00	£944.57	£7,055.43
110	Office admin / expenses	£2,700.00	£0.00	£1,017.47	£1,682.53
120	Insurance	£700.00	£0.00	£472.36	£227.64
130	Donations	£250.00	£0.00	£250.00	£0.00
140	Parks & Open Spaces	£6,000.00	£0.00	£1,338.74	£4,661.26
150	Allotments	£2,000.00	£2,360.00	£2,632.06	£1,727.94
160	Maintenance	£2,250.00	£0.00	£385.00	£1,865.00
170	Training	£600.00	£0.00	£50.00	£550.00
180	IT incl software	£2,000.00	£0.00	£0.00	£2,000.00
190	Newsletter, website, email	£300.00	£0.00	£20.00	£280.00
200	New equipment	£0.00	£0.00	£0.00	£0.00
210	Projects	£2,000.00	£5,348.00	£5,598.00	£1,750.00
999	VAT Payments	£0.00	£0.00	£0.00	£0.00
Total COUNCIL		£26,800.00	£7,708.00	£12,708.20	£21,799.80
Total Expenditure		£26,800.00	£7,708.00	£12,708.20	£21,799.80

Financial Budget Comparison

Comparison between 01/04/22 and 31/05/22 inclusive. Includes due and unpaid transactions.

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

	2022/23	Reserve Movements	Actual Net	Balance
Total Income	£24,000.00	£0.00	£13,741.78	-£10,258.22
Total Expenditure	£26,800.00	£7,708.00	£12,708.20	£21,799.80
Total Net Balance	-£2,800.00		£1,033.58	

Financial Summary - Cashbook

Summary of receipts and payments between 01/04/22 and 27/06/22 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

Ordinary Accounts

Lloyds Current	£76,095.16
Total	<u>£76,095.16</u>

RECEIPTS	Net	Vat	Gross
COUNCIL	£13,892.14	£0.00	£13,892.14
Total Receipts	<u>£13,892.14</u>	<u>£0.00</u>	<u>£13,892.14</u>

PAYMENTS	Net	Vat	Gross
COUNCIL	£27,036.20	£752.33	£27,788.53
Total Payments	<u>£27,036.20</u>	<u>£752.33</u>	<u>£27,788.53</u>

Closing Balances

Ordinary Accounts

Lloyds Current	£62,198.77
Total	<u>£62,198.77</u>

Reserve Balances

Projects	£5,529.00
Playground eqpt/fencing	£15,150.00
Notice board replacement and repair	£4,799.00
Defibrillators/cabinets	£960.00
Web/IT equipment	£1,550.00
Fencing/other assets	£5,000.00
Park furniture	£3,600.00
Village Hall Improvements committed	£9,652.00
National Lottery Grant - allotment	£590.00
Reserves total	<u>£46,830.00</u>

Signed _____

Chair

Clerk / Responsible Financial Officer

Travel and Expenses Claim

Name JULIE SHIRLEY

Address

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

Date	Destination	Details	Miles	Parking	Fares	Notes	
01/06/2022		June Home Office Allowance (electricity, broadband, heating)				£6.00 per week	£24.00
01/07/2022		July Home Office Allowance (electricity, broadband, heating)				£6.00 per week	£24.00
12/06/2022		GiffGaff monthly PAYG top-up				£5.00	£1.00
12/07/2022		GiffGaff monthly PAYG top-up				£5.00	£1.00
13/06/2022		Web hosting + emails 13/06/22-13/07/22				£5.00	£1.00
13/07/2022		Web hosting + emails 13/07/22-13/08/22				£5.00	£1.00
04/06/2022	Longford	Jubilee Fete - 2 separate visits	16			£7.20	£7.20
17/06/2022	Longford	Meet contractors playing field - 2 separate visits	16			£7.20	£7.20
21/06/2022	Longford	Meet allotment holder on site	8			£3.60	£3.60
07/06/2022		A4 printing paper				£3.99	£3.99
18/05/2022		Longford PC rollup banner				£75.00	£7.99
20/06/2022		Replacement pole for banner				£14.99	£3.00
TOTAL							£194.97

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: 5th July 2022

Agenda number: 6d

Topic: Microsoft 365

Background:

Currently, LPC subscribes to Microsoft 365 personal edition. However, the parish council should actually be using a Business version of 365. The subscription is due to renew 26 November 2022 (£59.99) so Council should consider now moving to a Business subscription.

Microsoft Business Basic provides the online versions of the apps only: £4.50 per month per user

Microsoft Apps for Business provides desktop versions of the apps: £7.90 per month per user (does not include Sharepoint or Teams)

Microsoft Business Standard: £9.40 per month per user (includes Sharepoint and Teams – useful for online meetings, group chat, sharing council documents)

Microsoft Business Premium: £16.60 per month per user (same as Business Standard but with enhanced security and cyberthreat protection)

Other considerations:

Email and web hosting is with Fasthosts and paid by the clerk monthly as a debit card has to be linked to the account (the council doesn't have one) £6 per month

We could migrate the emails to Microsoft as the £4.50 per month fee includes email provision.

McAfee anti-virus is renewed 19th November 2022 and currently paid by the Clerk personally.

Council's consideration of the following is requested:

1. Move to Microsoft Business Standard for the Clerk
2. Decide whether to also have Microsoft Basic for Cllrs and move email provider
3. Microsoft don't host websites – this has a bearing on the next point
4. Decide whether to go direct with Microsoft or use an IT provider who may also be able to host the website and provide enhanced backups. There is benefit in having it all under one provider but obviously comes at a cost. Quotes are attached for information.

Longford Parish Council

Expenditure transactions - approval list

Start of year 01/04/22

Tn no	Cheque	Gross	Vat	Net	Invoice date	Details	Cheque Total
1030	BACS2206 28GC	£567.60	£94.60	£473.00	29/04/22	Glebe Contractors - Ground Maintenance May 2022	£567.60
1040	BACS2207 05EIT	£792.96	£132.16	£660.80	21/06/22	Edge IT Systems Ltd - Setup, training & annual fees for Allotments & Finance Software (year 1 of 5 year contract)	£792.96
1035	BACS2207 05HSL	£208.80	£34.80	£174.00	23/05/22	Hanman Split Ltd - Wildflower signs	£208.80
1034	BACS2207 05JS_Exp	£12.00	£2.00	£10.00	13/06/22	Fasthosts Internet Ltd - 13/06/22-13/07/22 and 13/07/22-13/08/22 email and web hosting	£12.00
1033	BACS2207 05JS_Exp	£12.00	£2.00	£10.00	12/06/22	GiffGaff - June & July mobile phone top-up	£12.00
1032	BACS2207 05JS_Exp	£69.99	£0.00	£69.99	30/06/22	Julie Shirley - June 2022 Expenses	£69.99
1		£24.00	£0.00	£24.00		COUN June home office allowance	
2		£24.00	£0.00	£24.00		COUN July home office allowance	
3		£18.00	£0.00	£18.00		COUN Mileage for 5 trips	
4		£3.99	£0.00	£3.99		COUN A4 Paper	
1038	BACS2207 05JS_Exp	£82.99	£7.99	£75.00	18/05/22	Print A Banner - Standard roll-up banner for LPC	
1039	BACS2207 05JS_Exp	£17.99	£3.00	£14.99	20/06/22	Print A Banner - Replacement pole for roll-up banner for LPC	£100.98
		£543.00	£0.00	£543.00		Confidential	
Total		£2,307.33	£276.55	£2,030.78			

Signature

Signature

Date