

LONGFORD PARISH COUNCIL

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

27th October 2022

I hereby give notice that the meeting of Longford Parish Council will be held at **Longford Village Hall on Tuesday 1st November 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 4th October 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

- a) To receive the latest bank reconciliation and budget versus spend report for the 2022/23 accounts.
- b) To consider quote for play area repair to basketball hoop and stepping stones.
- c) To consider moving to Microsoft Business Standard and subscribing to SaaS Protection.
- d) To consider the draft budget.
- e) To approve a donation for a poppy wreath for Remembrance Sunday.
- f) To approve invoices for payment.

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

8. To consider launching the Bee Squared initiative next Spring in Longford

(See <https://climateactionnow.uk/bee-squares/> for more information)

9. To consider making an application to the Severn Trent Community Fund – Cllr Young

10. Planning applications:

- a) To consider applications received after agenda published.

10. Highways:

- a) To receive an update from the Road Safety Working Group and note that Longford Community Speedwatch Group has been registered.

11. 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 6th December 2022 at 7.30pm.

Minutes of the Parish Council Meeting held on Tuesday 4th October 2022 at 7.30pm at Longford Village Hall

1. **Attendance noted as**

Cllrs J Ford (Chair), L Gough (Vice-Chair), C Byers, R Harris, R Meek, C Young

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

Members of public present: Four.

Apologies: Cllr K Doherty, Cllr D Melvin, County Councillor Awford.

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

Cllr Young declared a personal interest in item 9.

3. **Presentation of awards to Allotment Competition winners**

4. **Approval of the minutes of the meeting held on 5th July 2022**

Council resolved to approve the minutes of the meeting held on 5th July 2022. Proposed by Cllr Gough, seconded by Cllr Byers, all in favour.

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

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

No applications.

Members of the Public were invited to address the meeting.

Residents from Dawn Drive were present concerning the agenda item to replace the boundary fence on Sivell Close open space and reiterated the request that the boundary fence be replaced as the council has done in the past for neighbouring properties. The item will be discussed later in the meeting and the residents' comments will be taken into consideration. The residents also asked that a proper consultation take place regarding the plans for planting trees and wildflowers on the open space at Sivell Close. The residents were invited to remain for agenda item 8 for the update on the project.

A resident asked when the contractors will return to tidy up following the recent roadworks on Tewkesbury Road and Longford Lane; Council will forward the comments to Gloucestershire Highways.

To receive a report from the Borough Councillors.

Cllr Bocking reported that Twigworth Parish Council is seeking views about the church and traffic on A38. The Public Space Protection Order for dog control has been approved by Tewkesbury Borough Council. Parish councils can raise issues and report hotspots to the borough council. Tewkesbury Borough Council is consulting on policy to include CCTV in taxis. Expected groundworks on the new estate Longford/Innsworth have been followed-up by Cllr Bocking to ensure that all the public areas are being maintained.

Cllr Bocking left the meeting at 7.55pm.

7. **Finance / Procedures**

- a) Council received the bank reconciliation and budget analysis reports for the year to date.
- b) Council ratified the reimbursement of expenses to the Clerk (£360.58)
- c) Council noted the external audit for 2021/22 had been completed and there were no recommendations to action.
- d) Council considered quotes for tree and ground maintenance remedials, Cllr Byers proposed accepting Greenfields quote to reduce the height of the 3 poplar trees, remove the brash at Hayes Court and refurbish the oak bench, seconded Cllr Gough, all in favour. **Action: Clerk.**
- e) Council noted there were no payments due at the current time.

8. Cllr Byers gave an update on the plans for planting trees and managing the wildflower areas on the playing field and Sivell Close. The wildflower area to be rotavated so that the seeds can be planted on bare earth. Residents were invited to address the meeting and they urged the Council to pause the plans to rotavate the land until proper public consultation can be undertaken, they felt that those that overlook the land should be consulted about how the land is managed and were not happy that the land needed to be taken to bare earth for the seeding of wildflower seeds.

Residents left the meeting.

Council discussed the plans, and it was agreed that the Clerk will prepare a letter to be sent to the properties around the Sivell Close open space advising of the plans for the wildflower area. It was confirmed that there will be a one metre boundary around the land that will be maintained as mown grass. There will be mixed crocus and daffodil bulbs planted, and a wildflower seed mix that includes Corncockle, Cornflower, Poppy, Corn Marigold. A horse chestnut tree will be planted towards the road side of the land; maximum height is 20 metres over 300 years. The Clerk will also arrange the information board / plaque as previously agreed by Council. **Action: Clerk.**

Playing field orchard: the chippings from the poplar trees will be used in the holes as mulch for the orchard trees. The open day at Days Cottage is coming up, Cllr Byers will attend to select the trees for the community orchard.

9. Council agreed the request to allow Longford Little Library use of the notice board on Longford Lane to publicise the library opening hours. The Clerk provided a notice board key to Cllr Young.
10. To discuss the protected tree lost through development on Saintbridge Road field. **Action: Clerk** to report the loss of TPO266 to Tewkesbury Borough Council.

11. To consider planning applications

- a) There were no applications received after agenda published.
- b) Council considered the planning appeal: Ref: APP/G1630/W/22/3299413 (Bus Bungalow Sandhurst Lane Longford); **Action:** Clerk to submit additional comments to the Planning inspector regarding flooding concerns.

12. Highways

- a) Council received an update regarding the temporary traffic lights on Longford Lane and the impact it has had on the residents of Sivell Close and Fircroft Road. A site meeting was held with the Local Highways Manager with residents concerning the road surface on Sivell Close and pavements, the lack of dropped kerbs on the road, visibility of the playing field signage to make drivers aware of children playing in the area. Also looking to have SLOW painted on the road and request another traffic survey for Sivell Close / Fircroft Road.
- b) Council resolved to form a Road Safety Working Group and register as a Community Speedwatch Group with the Police (more information available here <https://www.gloucestershire.police.uk/advice/advice-and-information/wsi/watch-schemes-initiatives/speedwatch/community-speedwatch/>) – Cllrs Byers, Harris and Ford were appointed to the working group and residents will be invited to join. **Action: Clerk** to register the Community Speedwatch Group.
- c) There was no update regarding the 20 is plenty campaign.

13. To receive reports from representatives for information only:

-) Allotments: annual competition was held in July. Currently 3 people on waiting list.
-) Environment: all covered during the meeting.
-) Finance: check of the accounts to be arranged with Cllr Ford and Cllr Meek.

-) Personnel: to be discussed under item 14.
-) Play Park & Playing Field: Cllr Byers has carried out the monthly inspection, no issues to report.
-) Village Hall Working Group: Cllr Young was unable to attend the last meeting and gave an update from the previous meeting, including an update on some teething issues with the Longford Little Library.

14. 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.

The Clerk left the meeting for the next item.

-) Council received an update on recruitment for new clerk; recruitment had been unsuccessful, and Council considered its options including re-advertising or utilising the services of a locum clerk. It resolved to request the current clerk to remain in post and offered a salary scale increase to LC2 point 28 and increase the working hours from 20 to 25 per month with effect from 1st October 2022. The Clerk returned to the meeting and accepted the offer.
-) Council considered the request to sell the Sivell Close open space. Council acknowledged that the land would have to be advertised on the open market to ensure best value sought. Following a discussion, Council declined the offer to sell the land. **Action: Clerk.**
-) Council considered the request to replace a section of fence bordering the Sivell Close open space. The land transfer document does not include a covenant requiring the Council to maintain the fences which were erected by the developer after the land was transferred to Council. Council declined the request to replace the fence. **Action: Clerk.**

Next meeting Tuesday 1st November 2022, 7.30pm.

Meeting closed at 9.35pm.

Bank Account Reconciled Statement

Lloyds Current

Statement Number	6	Bank Statement No.	6
Statement Opening Balance	£56,413.28	Opening Date	01/09/22
Statement Closing Balance	£67,130.53	Closing Date	30/09/22
True/ Cashbook Closing Balance	£67,130.53		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
01/09/22	DD220901WP	WaterPlus	248.25	0.00	56,165.03
14/09/22	BACS220914GC	Glebe Contractors	529.20	0.00	55,635.83
14/09/22	BACS220914KD	Karen Doherty	25.00	0.00	55,610.83
14/09/22	CASH220914Donations	Public	0.00	0.00	55,610.83
14/09/22	DC220922BQ	BandQ	56.00	0.00	55,554.83
22/09/22	BACS220922LFC	Longford Football Club	0.00	300.00	55,854.83
29/09/22	BACS220929JS	Salaries	224.30	0.00	55,630.53
29/09/22	BGC220929TBC	Tewkesbury Borough Council	0.00	11,500.00	67,130.53

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	1082.75	11800

Reconciled by Julie Shirley

Signed _____
Clerk / Responsible Financial Officer

Chair

Date _____

Financial Budget Comparison

Comparison between 01/04/22 and 30/09/22 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	£23,000.00	£0.00
20	Allotment Rents	£1,000.00	£0.00	£535.70	£-464.30
30	Grants and other income	£0.00	£0.00	£1,300.00	£1,300.00
99	VAT reclaim	£0.00	£0.00	£1,863.78	£1,863.78
Total COUNCIL		<u>£24,000.00</u>	<u>£0.00</u>	<u>£26,699.48</u>	<u>£2,699.48</u>
Total Income		<u>£24,000.00</u>	<u>£0.00</u>	<u>£26,699.48</u>	<u>£2,699.48</u>
EXPENDITURE					
COUNCIL					
100	Staff Costs				
100/1	Salaries	£6,500.00	£0.00	£1,769.27	£4,730.73
100/2	PAYE/NI	£1,500.00	£0.00	£391.40	£1,108.60
100	Total	<u>£8,000.00</u>	<u>£0.00</u>	<u>£2,160.67</u>	<u>£5,839.33</u>
110	Office admin / expenses	£2,700.00	£0.00	£1,430.15	£1,269.85
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	£0.00	£3,416.74	£2,583.26
150	Allotments	£2,000.00	£2,360.00	£3,059.01	£1,300.99
160	Maintenance	£2,250.00	£0.00	£1,769.90	£480.10
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	£50.00	£250.00
200	New equipment	£0.00	£0.00	£0.00	£0.00
210	Projects	£2,000.00	£20,348.00	£21,443.00	£905.00

Financial Budget Comparison

Comparison between 01/04/22 and 30/09/22 inclusive. Includes due and unpaid transactions.

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

	2022/23	Reserve Movements	Actual Net	Balance
999 VAT Payments	£0.00	£0.00	£0.00	£0.00
Total COUNCIL	<u>£26,800.00</u>	<u>£22,708.00</u>	<u>£35,562.63</u>	<u>£13,945.37</u>
Total Expenditure	<u>£26,800.00</u>	<u>£22,708.00</u>	<u>£35,562.63</u>	<u>£13,945.37</u>
Total Income	£24,000.00	£0.00	£26,699.48	£2,699.48
Total Expenditure	£26,800.00	£22,708.00	£35,562.63	£13,945.37
Total Net Balance	-£2,800.00		-£8,863.15	

Quote No: **Q-623**Date: **21 Oct 2022**

Contact Name	Julie Shirley	Site Address	Longford PPlaying Fields, Longford, GL2 9AX
Client Name	Longford Parish Council	Job Title	Playground repairs
Client Address	Longford Parish council, GL3 9GT	Job Description	To carry out works to the basketball unit and inground stone clock.

Item	Description	Qty
Tasks	Supply and installation of new Skip to the beginning of the images gallery Heavy Duty Stainless Steel Basketball Hoop Complete With Vandal Resistant Chain Net	1.00
Tasks	Take back inground stone to edges (Clock-face and months of the year)	1.00

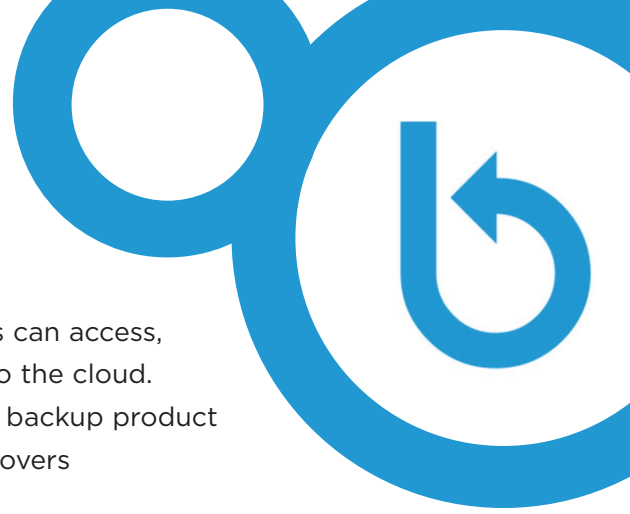
Notes:

Quote is valid for 30 days

Subtotal: 509.00

VAT @ 20.00% 101.80

Total inc. VAT £610.80



SaaS Protection for Microsoft 365

Software as a Service (SaaS) Protection ensures that businesses can access, control, and most importantly protect the data clients entrust to the cloud.

SaaS Protection for Microsoft 365 is the leading cloud-to-cloud backup product offering an all in-one backup, restore and export solution that covers Exchange Online, OneDrive, SharePoint and Teams.

As companies increasingly move data into cloud-based applications, many IT teams wrongly assume their SaaS vendors have a backup in place. After all, a SaaS application is always available, accessible from anywhere, and highly redundant, so why is a backup needed?

An astonishing 1 in 3 businesses report losing data stored in cloud-based applications. In addition, out of all MSP reported SaaS ransomware attacks, 49% occurred in Microsoft 365, up 17% from last year. Not only can the loss of the data itself be devastating to a company, but the time lost in attempting a recovery can be equally damaging.

The truth is that even data in cloud-based applications is vulnerable to:

- End-user deletion, whether accidental or malicious
- Malware damage or ransomware attacks
- Operational errors such as accidental data overwrites
- Lost data due to cancelled user licenses

With more and more businesses moving into Microsoft 365 to run their daily operations, these risks are impossible to ignore.

Why Microsoft 365 Backup is Insufficient

While Microsoft 365 does include primitive restore capabilities for lost data, two major issues arise when using their tools: lost data and lost time. An independent data backup separated from the app itself is necessary to avoid the most common data loss pitfalls.

- **Data loss due to inactive licenses:** As one would expect, an active Microsoft 365 license is required to access data. Unfortunately, inactive or deprovisioned user data is permanently deleted, and there is no rollback option.
- **Data loss due to permanent deletion:** When a SharePoint Online administrator deletes a site collection, all data will be placed in the Recycle Bin where it is kept for 93 days. At that time it is automatically and permanently deleted, and there is no rollback option.

- **Data loss due to ransomware:** Microsoft recommends 3rd party backup as the only way to recover from data loss associated with ransomware encryption.
- **Data loss due to app outages:** Uptime guarantees provide peace of mind... until an app outage occurs. Planning for the unexpected is key to recovering quickly should an outage occur.
- **Time lost in restoring files:** Contacting Microsoft Support for assistance with any data loss issue can be time consuming, and still may not result in restored files.

Why SaaS Protection? Trusted, Available Backup

Know that Microsoft 365 data is backed up by the most reliable solution on the market today. Reduce risk, and spend more time and budget on strategic initiatives.

- **Point-in-Time Backups:** Backups include daily snapshots of each user's data, allowing you to browse through a user's account at a specific point in time. Avoid data loss from ransomware by restoring entire accounts to a designated point in time before an attack occurred.
- **3X/day backup:** Rest easy with SaaS Protection's automatic daily backups for Microsoft 365's Exchange Online, OneDrive, SharePoint and Teams
- **On-demand backup:** Perform additional backups as needed at any time. Running an on demand backup will not affect the three regularly scheduled backups.
- **Infinite Retention:** Store an unlimited amount of data for no additional fees.





SaaS Protection for Microsoft 365

What SaaS Protection Recovers

- **OneDrive:** All files (including One Note) and folders with file structure in tact.
- **Contacts:** All contact information.
- **Calendar:** Events (including recurrence, attendees, notes), attachments and any calendars owned by users.
- **Mail:** All emails, attachments, notes and folder structure.
- **SharePoint:**
 - ▶ Primary, custom, group and team site collections
 - ▶ Custom generic site lists
 - ▶ Folder structure
 - ▶ Document libraries and sets
 - ▶ Site assets, templates, and pages *excludes photos
- **Teams:**
 - ▶ Protects Teams data including the team name, members list and teams channel.
 - ▶ You can also recover your clients Microsoft Teams data including team chats, meetings and messages quickly.

Fast & Effortless Restore

One-click restore means EDGE IT can easily avoid business downtime. Quickly identify and recover individual items or entire folders without overwriting existing files.

- **Quick and Painless Restore and Export:** SaaS Protection's revamped architecture means data export and restore times have improved dramatically, making us the fastest backup and recovery solution.
- **Non-destructive Restore:** Restore data without overwriting existing emails, files or site collections targeted at the same URL.
- **Item level restore:** Retrieve data in the original format with file and label structure maintained in the backup.
- **Retain user data:** Save money and effort by automatically holding inactive users' data after their Microsoft 365 license is deleted.
- **No overwrites:** Prevent data overwrites and differentiate restored data from current Exchange, OneDrive, Sharepoint and Teams production data for added protection.

Security & Reporting

Balance security and transparency with powerful security controls and robust user lifecycle management.

Protect valuable business data from accidents or malicious acts.

- **Security and compliance:** SaaS Protection backs up data in compliance with Service Organization Control (SOC 1/SSAE 16 and SOC 2) reporting standards, GDPR and supports HIPAA compliance needs.
- **Custom Data Retention:** Specify how long records should be maintained (days, years or infinite) to meet industry-specific compliance regulations.
- **Activity log:** Maintain a detailed record of all administrator and user actions



SaaS Protection protects over 3.5 Million Users

Meeting date: 1st November 2022

Agenda number: 6c

Topic: Microsoft 365 and backups

Background:

Currently, LPC subscribes to Microsoft 365 family 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. The most suitable subscription is the Business Standard at **£9.40+VAT per month** (per user). We need it only for the Council laptop but the Business Basic could be provided to all Councillors if required in the future.

Backups

Currently, we are reliant on Microsoft's cloud storage and whilst we can recover previous versions of files it is only a file at a time. If all the files were lost for any reason (Cyber security, or laptop failure) it would be time consuming to recover circa 1,800 individual files.

EDGE IT Support can provide SaaS Protection for £28.80+VAT per year, but we would have to be on the Microsoft Business version of Microsoft 365.

For information:

Email and web hosting is with Fasthosts and is now paid monthly using the Council's debit card at £12 per month.

McAfee anti-virus is renewed 19th November 2022 and is now paid using the Council's debit card.

Council's consideration of the following is requested:

1. Move to Microsoft Business Standard for the Clerk
2. Decide whether to use IT support to migrate to Microsoft Business or attempt to do this in-house.
3. Subscribe to the EDGE IT SaaS Protection.

Precept Calculator

Start of year 01/04/22

Heading	Last year's net	Out turn	2022/23	2023/24
COUNCIL Income				
10	Precept	£0.00	£23,000.00	£23,603.20
20	Allotment Rents	£0.00	£1,000.00	£1,000.00
30	Grants and other income	£0.00	£0.00	£300.00 Football rent
99	VAT reclaims	£0.00	£0.00	£0.00
COUNCIL Income Total		£0.00	£24,000.00	£24,903.20
Total Income		£0.00	£24,000.00	£24,903.20
COUNCIL Expenditure				
100	Staff Costs	£0.00	£8,000.00	£6,500.00
110	Office admin / expenses	£0.00	£2,700.00	£2,700.00
120	Insurance	£0.00	£700.00	£500.00 LTA ends June 2024
130	Donations	£0.00	£250.00	£500.00
140	Parks & Open Spaces	£0.00	£6,000.00	£6,000.00
150	Allotments	£0.00	£2,000.00	£2,000.00 Expenditure high in 2022/23 due to fencing
160	Maintenance	£0.00	£2,250.00	£3,000.00
170	Training	£0.00	£600.00	£400.00
180	IT incl software	£0.00	£2,000.00	£1,000.00
190	Newsletter, website, email	£0.00	£300.00	£300.00
200	New equipment	£0.00	£0.00	£0.00
210	Projects	£0.00	£2,000.00	£2,000.00
999	VAT Payments	£0.00	£0.00	£0.00
COUNCIL Expenditure Total		£0.00	£26,800.00	£24,900.00
Total Expenditure		£0.00	£26,800.00	£24,900.00

Precept Calculator

Start of year 01/04/22

Heading	Last year's net	Out turn	2022/23	2023/24
Net Expenditure	£0.00		£2,800.00	-£3.20
Funding				
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			
	640.00	35.94		640.00	2.61	23001.60			
						extra cost per band D	New band D	New Precept	
						0.94	36.88	23603.20	
							Current precept	+ New additional	= Proposed precept
							£23,001.60	+ £601.60	= £23,603.20