

LONGFORD PARISH COUNCIL

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

28th September 2022

I hereby give notice that the meeting of Longford Parish Council will be held at **Longford Village Hall on Tuesday 4th October 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. Presentation of awards to Allotment Competition winners**
- 4. To approve the minutes of the meeting held on 5th July 2022.**
- 5. To review outstanding actions from previous meeting.**
- 6. 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)

7. Finance / Procedures

- a) To receive the latest bank reconciliation and budget versus spend report for the 2022/23 accounts.
- b) To ratify the reimbursement of expenses to the Clerk (£360.58)
- c) To note the external audit report for 2021-22
- d) To consider quotes for tree and ground maintenance remedials
- e) To approve invoices for payment.

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

9. To approve notice board use by Longford Little Library to publicise opening days/times.

10. To discuss the protected tree lost through development on Saintbridge Road.

11. Planning applications:

- a) To consider applications received after agenda published.
- b) To consider the planning appeal: Ref: APP/G1630/W/22/3299413 (Bus Bungalow Sandhurst Lane Longford)

12. Highways:

- a) To receive 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.
- b) To consider forming 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/>)
- c) To receive an update regarding Highways including 20 is plenty campaign.

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13. To receive reports from representatives for information only:

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

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.

-) To receive an update on recruitment for new clerk.
-) To consider the request to sell the Sivell Close open space.
-) To consider the request to replace a section of fence bordering the Sivell Close open space.

Minutes of the Parish Council Meeting held on Tuesday 5th July 2022 at 7.30pm at Longford Village Hall

1. Attendance noted as

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

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

Members of public present: Three.

Apologies: Cllrs K Doherty, R Meek, D Melvin, 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 7th June 2022

Council resolved to approve the minutes of the meeting held on 7th June 2022.

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

Clerk still to clarify ownership of the grass area in front of the electricity substation.

5. Co-option (1 vacancy)

No applications.

Members of the Public were invited to address the meeting.

Three residents from Dawn Drive were present to discuss the wildflower area on Sivell Close which backs onto their gardens. Longford Gate Management are interested in making an offer for the land in question. The Clerk advised that the Council cannot discuss tonight as not on the agenda, but she would advise council to seek an independent valuation and recommend that the legal fees be met by the purchasers, both points were accepted by the residents. The Clerk also advised that the council is legally required to ensure it receives best value when disposing of an asset. The purchase offer will be added to the next meeting agenda for council to discuss.

In the meantime, it was requested that a one metre border around the boundary of the wildflower area be maintained, and the area should only be maintained by the council's appointed contractor. One section of fence needs replacing, there was discussion about the boundary which is legally the council's boundary but advice from solicitor is that the council is not legally responsible for the fencing. The request to replace a section of fencing to be added to the next meeting agenda item for decision. The residents of Dawn Drive felt that the level of consultation of the wildflower area was inadequate.

To receive a report from the County Councillor. Cllr Awford sent apologies

To receive a report from the Borough Councillors.

Council noted the report forwarded by Cllr Bocking prior to the meeting; Cllr Bocking has been working with the military at Imjn to provide a room to the police for them to work from in this area rather than having to travel back to Tewkesbury station. A camera will be located on Sandhurst Lane to address a fly tipping hotspot. Police and Crime Commissioner has contacted parish councils to offer to visit and discuss anti-social. Clerk to follow-up as email not received. There was a 20 is plenty discussion and council noted that all of Innsworth apart from Longford Lane is 20mph.

Cllr Bocking left the meeting. Members of public left the meeting.

6. Finance / Procedures

- a) Council received the end of year bank reconciliation and budget analysis reports for May 2022.
- b) Council approved the reimbursement of expenses to the Clerk (£194.97)
- c) Council resolved to apply for a Lloyds charge or debit card and delegated authority to the

- Chairman, Cllr Byers and Clerk to arrange. **Action: Cllr Ford, Cllr Byers and Clerk.**
- d) Council deferred discussing the move to Microsoft 365 Business and associated costs pending recruitment of new clerk.
- e) Council approved the accounts for payment, proposed by Cllr Gough, seconded by Cllr Byers, all in favour. Payments have been made using online banking, authorised by Cllr Ford and Cllr Doherty.

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. Council received the update regarding the support for Longford Little Library and resolved to grant £800 for the purchase and installation of bookshelves and sundry expenses. **Action: Clerk to make the payment.**
8. Cllr Byers gave an update on the plans for planting trees and managing the wildflower areas on the playing field and Sivell Close. Cllr Byers and Cllr Doherty visited a local nursery for fruit trees for the corner of the playing field. Plans are for 3 specimen trees (M25 stock) and fill in with 10 of the 106 stock. Of the M25 stock: Bramley Apple and 2 nut trees possibly Sweet Chestnut and Almond. Of the 106 stock: Victoria Plum, Conference Pear, and Cox's Orange Pippin Apple, these are traditional English garden varieties, the rest could be traditional Gloucestershire varieties avoiding those used for Cider, Perry and fruit juices. Anticipated cost £520 for trees plus the cost of tree stakes. There will be further costs involved in preparing the ground, purchase wood chip, and improving the wildflower areas. **Action: Clerk to apply for a grant.** Council resolved to commit £1,000 towards the project, utilising earmarked reserves if the grant application is unsuccessful. Council approved the purchase of the fruit trees and a horse chestnut tree for Sivell Close and delegated authority to Cllr Byers and Cllr Doherty to make the arrangements. **Action: Cllr Byers and Cllr Doherty.**
9. Council noted 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:**
- a) There were no applications received after agenda published.
11. Cllr Byers gave an update regarding Highways including 20 is plenty campaign; a Bill has been passed by the Welsh Government that every road with a house and pavement will have a 20mph limit. It is hoped that this will cascade through to England. Cllr Byers proposed that the council formally request that a 20mph sign be installed at either end of Longford Lane, Fircroft Road and Sivell Close replacing the existing 30mph signs where they exist and installing new where required. Seconded by Cllr Gough, all in favour. **Action: Clerk to forward request to Cllr Awford.**
12. To receive reports from representatives for information only:
- Allotments: competition is on 18th July 10am.

- Environment: there was a collapsed sewer at Saintbridge Road and the traffic lights were left up for over 24 hours after the incident was cleared. Cllr Awford intervened and arranged for the lights to be removed.
- Finance: nothing to report
- Personnel: to be discussed under item 13.
- Play Park & Playing Field: Clerk has met with 2 contractors to quote for remedial works on the field, quotes not yet received.
- Village Hall Working Group: no update.

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.

- Council received the Clerk's resignation and noted the final working date is Friday 30th September 2022.
- Council delegated authority to Personnel Working Group to advertise and recruit a new clerk. Council reviewed the job advert and agreed it should be advertised on GAPTC, GlosJobs and via the local clerks' network.

Next meeting Tuesday 13th September 2022, 7.30pm.

Meeting closed at 9.15pm.

Bank Account Reconciled Statement

Lloyds Current

Statement Number	5	Bank Statement No.	5
Statement Opening Balance	£56,853.06	Opening Date	01/08/22
Statement Closing Balance	£56,413.28	Closing Date	31/08/22
True/ Cashbook Closing Balance	£56,413.28		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
02/08/22	DD220729WP	WaterPlus	27.90	0.00	56,825.16
19/08/22	BACS220826GC	Glebe Contractors	586.80	0.00	56,238.36
19/08/22	BACS220826JS	Salaries	224.50	0.00	56,013.86
19/08/22	BACS220826JS_Exp	Multiple Suppliers/ Customers	360.58	0.00	55,653.28
19/08/22	BACS220826PKF	PKF Littlejohn LLP	240.00	0.00	55,413.28
24/08/22	BACS220824GCC	Gloucestershire County Council	0.00	1,000.00	56,413.28

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	1439.78	1000

Reconciled by Julie Shirley

Signed _____
Clerk / Responsible Financial Officer

Chair

Date _____

Bank Account Reconciled Statement

Lloyds Current

Statement Number	4	Bank Statement No.	4
Statement Opening Balance	£61,675.80	Opening Date	01/07/22
Statement Closing Balance	£56,853.06	Closing Date	31/07/22
True/ Cashbook Closing Balance	£56,853.06		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
02/07/22	DD220602WP	WaterPlus	28.62	0.00	61,647.18
06/07/22	BACS220628GC	Glebe Contractors	567.60	0.00	61,079.58
06/07/22	BACS220705EIT	Edge IT Systems Ltd	792.96	0.00	60,286.62
06/07/22	BACS220705HMRC	HMRC	215.00	0.00	60,071.62
06/07/22	BACS220705HSL	Hanman Split Ltd	208.80	0.00	59,862.82
06/07/22	BACS220706BLT	Borders Lawns and Trees Garden Maintenance	790.00	0.00	59,072.82
06/07/22	BACS220706GJ	GlosJobs Ltd	42.00	0.00	59,030.82
06/07/22	BACS220706LLL	Longford Little Library	800.00	0.00	58,230.82
25/07/22	BACS220725RN	Allotment Holders	0.00	7.34	58,238.16
29/07/22	BACS220729CWC	Complete Weed Control (North Wessex)	462.00	0.00	57,776.16
29/07/22	BACS220729JS	Salaries	224.30	0.00	57,551.86
29/07/22	BACS220731GC	Glebe Contractors	622.80	0.00	56,929.06
29/07/22	BACS220731KD	Karen Doherty	76.00	0.00	56,853.06

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	4830.08	7.34

Reconciled by Julie Shirley

Signed _____
Clerk / Responsible Financial Officer

Chair

Date _____

Bank Account Reconciled Statement

Lloyds Current

Statement Number	3	Bank Statement No.	3
Statement Opening Balance	£82,179.05	Opening Date	01/06/22
Statement Closing Balance	£61,675.80	Closing Date	30/06/22
True/ Cashbook Closing Balance	£61,675.80		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
09/06/22	BACS220607BHIB	BHIB	472.36	0.00	81,706.69
09/06/22	BACS220607CWC	Complete Weed Control (North Wessex)	462.00	0.00	81,244.69
09/06/22	BACS220607GAPTC	GAPTC	50.00	0.00	81,194.69
09/06/22	BACS220607GC	Glebe Contractors	529.20	0.00	80,665.49
09/06/22	BACS220607GF	Greenfields Garden Services Ltd	2,832.00	0.00	77,833.49
09/06/22	BACS220607JS	Salaries	312.11	0.00	77,521.38
09/06/22	BACS220607JS_Exp	Multiple Suppliers/ Customers	290.97	0.00	77,230.41
09/06/22	BACS220607LVH	Longford Village Hall	15,000.00	0.00	62,230.41
09/06/22	BACS220609GPFA	Glos Playing Field Association	50.00	0.00	62,180.41
10/06/22	BACS220610MN	Allotment Holders	0.00	16.16	62,196.57
20/06/22	BACS220620KB	Allotment Holders	0.00	2.20	62,198.77
29/06/22	BACS220705JS	Salaries	328.00	0.00	61,870.77
29/06/22	BACS220705JS_Exp	Multiple Suppliers/ Customers	194.97	0.00	61,675.80

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	20521.61	18.36

Reconciled by Julie Shirley

Signed _____
Clerk / Responsible Financial Officer

Chair

Date _____

Financial Budget Comparison

Comparison between 01/04/22 and 31/07/22 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	£535.70	-£464.30
30	Grants and other income	£0.00	£0.00	£0.00	£0.00
99	VAT reclaim	£0.00	£0.00	£1,863.78	£1,863.78
Total COUNCIL		£24,000.00	£0.00	£13,899.48	-£10,100.52
Total Income		£24,000.00	£0.00	£13,899.48	-£10,100.52
EXPENDITURE					
COUNCIL					
100	Staff Costs	£8,000.00	£0.00	£1,711.87	£6,288.13
110	Office admin / expenses	£2,700.00	£0.00	£1,347.45	£1,352.55
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	£2,396.74	£3,603.26
150	Allotments	£2,000.00	£2,360.00	£2,764.58	£1,595.42
160	Maintenance	£2,250.00	£0.00	£1,560.00	£690.00
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	£20,598.00	£1,750.00
999	VAT Payments	£0.00	£0.00	£0.00	£0.00
Total COUNCIL		£26,800.00	£22,708.00	£32,661.80	£16,846.20
Total Expenditure		£26,800.00	£22,708.00	£32,661.80	£16,846.20

Financial Budget Comparison

Comparison between 01/04/22 and 31/07/22 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	£13,899.48	-£10,100.52
Total Expenditure	£26,800.00	£22,708.00	£32,661.80	£16,846.20
Total Net Balance	-£2,800.00		-£18,762.32	



Longford Parish Council
Julie Shirley
Clerk To Longford Parish Council
PO Box 2281
Gloucester
Gloucestershire

Planning Inspectorate Ref: APP/G1630/W/22/3299413
Application No: 18/01264/FUL
Appeal Start Date : 08.09.2022

12 September 2022

Dear Sir/Madam

**TOWN AND COUNTRY PLANNING ACT 1990
APPEAL AGAINST NON DETERMINATION OF AN APPLICATION FOR PLANNING
PERMISSION**

Proposal: Use of land as a Caravan Site (provision of 3 Romany family pitches) and use ancillary thereto

Address: Bus Bungalow Sandhurst Lane Longford Gloucester Gloucestershire

I write to inform you that The Secretary of State for Communities and Local Government (through the Planning Inspectorate), has received an appeal from against the Council's failure to determine within the Statutory time period an application for planning permission.

The appeal is to be dealt with by way of an Inquiry. A date and venue for the Inquiry has yet to be agreed and I will write to you again to inform you of these details.

As a consultee or person who made comments upon the planning application, you may take part in the process as follows:-

- Under the Local Government (Access to Information) Act, 1985 Tewkesbury Borough Council and the Planning Inspectorate will publish appeal documentation, including copies of representations received, on the Councils/Planning Portal website. May I take this opportunity to remind you that comments received as part of the original planning application process are already available to view on our website. However, sensitive data including names, contact details and signatures have been removed.
- Any comments which you have already made following the original application for planning permission (unless they are expressly confidential) will be forwarded to the Planning Inspectorate and copied to the appellant and will be taken into account by the Inspector in deciding the appeal. Any additional or modified comments you may wish to make must be sent directly to The Planning Inspectorate Room 3/J, Temple Quay House, 2 The Square, Bristol, BS1 6PN or by email HELEN.SKINNER@planninginspectorate.gov.uk quoting their reference APP/G1630/W/22/3299413.
- You should post 3 copies or email 1 copy of your comments to the Planning Inspectorate by 13.10.2022. Any comments received after the deadline will not normally be seen and will be returned to you.
- If you would like to know the result of the appeal decision this will be published on our website at www.tewkesbury.gov.uk.

- More information including a guide to taking part in planning appeals' is available to download from the Government web site on <https://www.gov.uk/appeal-planning-inspectorate>

Yours faithfully

For Development Manager