

Minutes of the Parish Council Meeting held on Tuesday 3rd October 2023 at 7.00pm at Longford Village Hall

1. Attendance noted as

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

Also present: Mrs J Shirley (Clerk)

Members of public present: One member of public.

Apologies: County Cllr P McLain

2. Declarations of interest in items on the agenda

None.

3. Approval of the minutes of the meeting held on 5th September 2023

Council resolved to approve the minutes of the meeting held on 5th September 2023. Proposed by Cllr Byers, seconded by Cllr Gough, all in favour.

4. To consider applications to fill councillor vacancies by Co-option (1 vacancy)

There were no applications.

5. Public Participation

No public questions.

County Councillor Report: Council noted the report received from Cllr McLain via email.

Borough Councillor Report: no report.

6. Finance / Procedures

- a) Council received the latest bank reconciliations and budget report for the 2023/24 accounts.
- b) Council resolved to purchase the annual support and maintenance contract for the CCTV at a cost of £880+VAT. Proposed by Cllr Doherty and seconded by Cllr Harris, all in favour.
Action: Clerk. It was noted that the column lights still need to be tweaked and council is awaiting costs for a timer solution.
- c) Council approved reimbursement of expenses to the Clerk of £218.69.
- d) Council adopted the Data Protection policies, proposed by Cllr Doherty, seconded by Cllr Meek, agreed by all. **Action: Clerk.**
- e) Council approved payment of invoices:

Invoice date	Details	Gross £
05/09/2023	Redhand - CCTV Signage	176.40
05/09/2023	Glos Playing Field Association - Annual membership	50.00
20/09/2023	Complete Weed Control (North Wessex) - To supply and apply chemical	486.00
29/09/2023	Glebe Contractors - Ground Maintenance September 2023	630.79
30/09/2023	Salaries & expenses	579.74
30/09/2023	HMRC - Q2 PAYE / NI	270.80

7. Parks, Open Spaces & Allotments

- a) A verbal report was received from Cllr Byers regarding the community orchard and wildflower areas on the playing field and Sivell Close. There is an apple day at Days Cottage on Sunday 15th October where Councillors will be able to select the trees for the orchard. Cllr Byers suggested holding a wassailing event in March.
- b) Council reviewed the actions required for the Severn Trent Grant monies:
 - Rotavating quotes received – council considered the cost of hiring a rotavator to do the

work with volunteers compared to the quote from Glebe. Cllr Meek proposed accepting the grass cutting and rotavating quote from Glebe, seconded by Cllr Gough. Cuttings to be tipped in the corner of the playing field. Agreed by all. To be arranged asap.

Action: Clerk.

- Woodchips not needed so request will be sent to the grant funders to transfer the £200 allocation to the tree purchases. **Action: Clerk.**
 - Tree guards, stakes and straps to be purchased. **Action: Cllr Byers/Ford.**
 - Wildflower seeds 4kg. **Action: Clerk to purchase the seeds.**
- c) The next playing field working party date is 18/19th November to plant trees in the community orchard, to be confirmed once weather forecast is known. There may be a working party on 15th October, Cllr Byers to advise nearer the time.
- d) It was noted that a bench had been damaged by a car reversing on the field in the overflow parking area attending a youth football match. The bench needs fixing and has been fenced off to prevent use in the meantime. Enquiries to be made to determine whether the bench can be repaired or claimed on insurance.
Council confirmed the protocol for movement of vehicles on the playing field. The bollards onto the field should only be opened from the car park for car boot sales sellers' vehicles, emergency vehicles, and for maintenance vehicles. Overflow car parking should access the field through the drop bollards behind the village hall. **Action: Clerk** to update users of the field and village hall committee. Overflow car parking signage needed along with keep clear signs to ensure emergency access, **Action: Clerk to get quotes.**
- e) Council reviewed the litter bin options for the new bin on the playing field, Cllr Byers noted that it would be useful to have 3 new bins. Council agreed to consider the request for new bins when drafting the budget for 2024/25. **Action: Clerk.** Cllr Gough noted that a post box would be useful towards the new development.
- f) Council received the update on the Memorial project and noted that one quote had been received. Council to add the project into the draft budget for 2024/25. Another quote to be requested next year.
- g) Council noted that the play area repairs had been carried out by Greenfields Ltd.

8. Planning

- a) To consider planning applications.
- 23/00803/FUL – 97 Tewkesbury Road. Change of use of detached building. No comment.
- a) There were no planning applications received after publication of agenda.
- b) Council considered requesting Section 106 obligations for 23/00044/OUT Residential development (up to 21 apartments) at Horsbere Drive, Longford. Council considered the cost of an on-site play area and resolved to request £50k for off-site play provision/enhancement. **Action: Clerk.** Also, Innsworth Parish Councillor Graham Bocking has offered to speak at the Planning Committee on behalf of Longford and Innsworth parishes, which the parish council gladly accepted.

9. Highways

- a) There was no update from the Road Safety Working Group.

10. To receive reports from representatives for information only:

- Village Hall: Cllr Byers attended the village hall AGM and reported that the parish council were publicly thanked for the support to the hall.
- Allotments: work party held on 30th September. There are two plots that have large items that will need removing which could be costly to the council; Clerk to monitor and provide further updates.
- Finance: budget to be prepared this autumn.

Members of public were asked to leave the meeting for the next item.

- Personnel: a mid-year review with Clerk was held. It was noted that the work exceeds the contracted hours, an additional 25.75 hours was worked in the last 6-month period due to the extra workload created by the council's projects. Council resolved to pay the Clerk for the overtime. It was agreed that the Clerk will take 3 weeks leave over Christmas, which leaves 1 week of annual leave to take before end of March 2024.

Next Meeting to be held on 7th November 2023 at 7.00pm. Agenda will be issued by 27th October, any items for the agenda to be sent to the Clerk by 24th October. "Future proofing" of the Council's projects to be added to the agenda. Draft budget to be prepared (Action: Cllr Lakin / Clerk).

Meeting closed at 9pm.