

Minutes of the Parish Council Meeting held on Tuesday 5th September 2023 at 7.00pm at Longford Village Hall

1. Attendance noted as

Cllrs J Ford (Chair), C Byers (Vice-Chair), L Gough (arriving 7.10pm), R Harris, R Meeks, C Young

Also present: Mrs J Shirley (Clerk), County Cllr P McLain (until 7.50pm).

Members of public present: Twelve members of public.

Apologies: Cllr K Doherty, Cllr D Melvin.

2. Declarations of interest in items on the agenda

None.

3. Approval of the minutes of the meeting held on 4th July 2023

Council resolved to approve the minutes of the meeting held on 4th July 2023. Proposed by Cllr Byers, seconded by Cllr Young, all in favour.

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

There were no applications.

5. Public Participation

Members of public raised a range of issues:

There is Japanese Knotweed in the car park at Teasel Close, residents have been in discussion with Tewkesbury Borough Council about the removal. Residents were invited to forward the Tewkesbury Borough Council letter to the parish council to mediate a resolution.

Another resident of Teasel Close address the council regarding the issue of cars parking at the junction off Fircroft Road and the impact on road safety at the junction. The Parish Council has raised concerns with Gloucestershire Highways and need evidence to demonstrate to Highways there is an issue. The resident was invited to email information to the Clerk which can be forwarded to the Local Highways Manager. Council will also talk with the local policing team.

The purpose of the CCTV cameras was questioned, this was confirmed to be for security of the field and village hall.

Grass cutting contractor is offloading grass cuttings by the neighbours fence bordering the playing field; the contract does not require the cuttings to be collected for disposal so there should not be a need to empty the cuttings anywhere; this will be followed-up.

Longford Football Club youth division are having a tournament on Saturday 16th September, the same day as the car boot sale. The youth division will liaise with the village hall committee to share the field on the day. It was requested that the football club let the parish council know dates of events so that the council can ensure the field is not already in use. Longford FC also asked about the sports pitches on the new development, these are under Tewkesbury Borough Council's control currently and they are liaising with Longlevens FC to lease the pitches following a tendering process.

County Councillor Report: Cllr McLain gave his report and noted he has some grant funds available for youth activities and invited the football club and village hall to apply. Highways are working through the potholes using their new machine. Cllr McLain noted that Innsworth PC are at the second stage of a Traffic Regulation Order which is a lengthy process taking approximately 2 years; this might be something Longford PC could consider regarding Fircroft Road junction. A new special education school has been approved at Abbeydale.

Cllr Gough asked who decides the designated route via the A38 when the M5 is closed; Cllr McLain will raise this with County Highways but felt that it is a National Highways decision.

Borough Councillor Report: no report.

6. Finance / Procedures

- a) Council received the latest bank reconciliations for the 2023/24 accounts.
- b) Council adopted the Unauthorised Encampments Policy, proposed by Cllr Byers seconded by Cllr Gough, all in favour. **Action: Clerk.**
- c) Council adopted the CCTV Policy, with the amendment of the number of days the data is retained, proposed by Cllr Byers, seconded by Cllr Gough, agreed by all. **Action: Clerk.**
- d) Council received an update on the CCTV project. Signs are on order and will be installed as soon as possible. Contractor will install lower wattage bulbs and alter angle of the two column lights on the field to reduce disruption to neighbouring properties. Contractor will also be asked to provide costings for installing a timer to prevent the lights coming on between 11pm and 6am. **Action: Clerk.**
- e) Council discussed the need for WiFi at the village hall; the village hall committee are obtaining quotes.
- f) Council approved a budget of £100 to purchase a refurbished mobile phone to replace the existing phone. **Action: Clerk.**
- g) Council agreed the quote for the tree safety survey at a cost of £400+VAT. **Action: Clerk.**
- h) Council received the external audit report 2022/23 and noted the comment from the auditor regarding the typing error on the figures.
- i) Council approved payment of invoices:

Invoice Date	Payee	Gross	Budget
19/06/23	Signs of Cheshire Ltd – Balance	£405.00	Noticeboards
16/07/23	Over Farm Market - Gift for Allotment Competition Judge - reimbursement to K.Doherty	£15.00	Allotments
31/07/23	Glebe Contractors - Ground Maintenance July 2023	£630.79	P&OS
16/08/23	PKF Littlejohn LLP - External Audit 2022-23	£252.00	Admin
31/08/23	August Salaries	£361.05	Admin
30/08/23	NB Construction	£6,271.20	P&OS
30/08/23	Redhand	£10,380.00	P&OS/Grant
		£18,315.04	

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.
- b) Council agreed to purchase 12 fruit trees and guards for the Community Orchard (from the Severn Trent grant), all the other actions relating to the Severn Trent grant will be deferred to the next meeting. **Action: Cllr Byers** to place the order.
- c) Council deferred selecting any further fruit trees at this time.
- d) Council turned down the offer of the donated trees from Gloucestershire CC, proposed by Cllr Meek, seconded by Cllr Young, vote was 3 in favour, 2 against, motion carried. **Action: Clerk to send a letter of thanks.**
- e) Council turned down the offer of the trees from Arthur J Gallagher, proposed by Cllr Meek, seconded by Cllr Young, vote was 3 in favour, 2 against, motion carried. **Action: Clerk to send a letter of thanks.**
- f) Council considered a request from Longford Football Club Men’s team and Youth Division to site a storage container on the car park / playing field. The Men’s team and Youth

Division will clarify requirements and then contact the Parish Council to consider.

- g) Council received an update on play area repairs. Greenfields are due to schedule the repairs in September. The latest monthly inspection highlighted that the bench under the oak tree needs to be maintained before the winter; Cllr Byers and Cllr Meek authorised to purchase the materials required. Cllr Young requested a litter bin for the Victoria Court side of the playing field, **Action: Clerk to get a quote for the next meeting.**
- h) Council received an update on the new war memorial plans, Cllr Meek volunteered to assist in finding out prices. **Action: Clerk** to liaise with Cllr Meek.
- i) Council agreed supporting a volunteer workday at the allotments by providing a skip for waste and rubbish. **Action: Clerk.**
- j) The next playing field working party date is 30th September.

8. To consider planning applications. None.

9. Highways

- a) There was no further update from the Road Safety Working Group, as this was discussed during the public session.

10. To receive reports from representatives for information only:

- Village Hall: Cllr Young reported from the latest village hall meeting; the CCTV monitor needs to be fixed to the wall out of the way of the tables and chairs, **Action: Cllr Byers and Cllr Ford.** Council considered entering a parish council team to the village quiz on 7th October. The keycode can be given out to hirers if they have indicated they are bringing a high-sided vehicle into the car park.
- Allotments: competition was held on 18th July. A recent allotment inspection highlighted 14 plots that needed attention.
- Finance: budget to be prepared this autumn.
- Personnel: mid-year review with Clerk to be arranged.

Next Meeting to be held on 3rd October 2023 at 7.00pm.

Meeting closed at 9pm.