

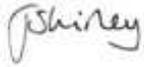
LONGFORD PARISH COUNCIL

www.longford-pc.gov.uk ~ Tel: 07759 118922

28th November 2023

I hereby give notice that the meeting of Longford Parish Council will be held in **Longford Village Hall** on **Tuesday 5th December 2023 at 7.00pm.**

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

MEETING AGENDA 5th DECEMBER 2023

- 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 November 2023.**

- 4. Public Participation (15 mins)**
Members of the public are welcome to speak during this agenda item regarding any matter 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.

Once the public session is concluded, members of the public are invited to observe the remainder of the meeting but are not permitted to speak 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)

- 5. Finance / Procedures (20 mins)**
 - a) To receive the latest bank reconciliations and budget versus spend report for the 2023/24 accounts.
 - b) To approve the budget and precept for 2024/25.
 - c) To note that the NALC pay scales for 2023/24 have been agreed, backdated to 1st April 2023.
 - d) To approve the invoices for payment.

- 6. Parks, Open Spaces & Allotments (20 mins)**
 - a) To receive an update on tree planting / wildflower areas
 - b) To receive the tree inspection report and list of works recommended.
 - c) To agree signage for overflow car park (see report)
 - d) To consider the Council's response to the Biodiversity Duty and adopt the model policy as drafted.
 - e) To agree next working party dates.

- 7. Planning: (10 mins)**
 - a) To consider planning applications received after publication of agenda.

- 8. Highways: (10 mins)**
 - a) To receive an update from the Road Safety Working Group

- 9. To discuss "Future proofing" of the Council's projects to ensure continuity. (20 mins)**

- 10. To receive reports from representatives of Allotments, Finance, Personnel and Village Hall, for information only.**

Next meeting: Meeting of the Parish Council will be on Tuesday 6th February 2024 7.00pm.

Minutes of the Parish Council Meeting held on Tuesday 7th November 2023 at 7.00pm at Longford Village Hall

1. Attendance noted as

Cllrs J Ford (Chair), C Byers (Vice-Chair), G Bocking, K Doherty, L Gough, R Harris, R Meeks, C Young

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

Members of public present: Three members of public.

Apologies: Cllr D Melvin, Borough Cllr S Hands

2. Declarations of interest in items on the agenda

None.

3. Approval of the minutes of the meeting held on 3rd October 2023

Council resolved to approve the minutes of the meeting held on 3rd October 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 was one applicant to be co-opted onto the council. Cllr Gough proposed co-opting Mr Bocking onto the council, seconded by Cllr Byers, all in favour.

5. Public Participation

A representative of the Longford Football Club raised concerns about the rotavating of the community orchard as the tractor left tyre tracks on the football pitch and mud on the village hall driveway. The football club are having difficulty finding training pitches and asked if it would be possible to use portable flood lights once a week for football training; the football club were invited to submit their proposals for council to consider at the next meeting.

A resident of Longford Lane addressed the meeting regarding the lighting on the playing field that is intruding on their home and garden. Additionally, the lighting has encouraged young people to gather at the basketball court and the residents are experiencing anti-social behaviour. The resident requested that the lighting be removed from the basketball court and play area. The Clerk noted that one of the cameras is not working so the contractor will need to come out to fix the camera and can remove the bulb above the basketball court as a temporary measure whilst Council considers a permanent solution. **Action: Clerk.**

County Councillor Report: no report received.

Borough Councillor Report: Council noted the borough councillors report received from Cllr Hands via email. Cllr Ockleton advised that he and Cllr Hands are working with the flood authority regarding flood issues at Twigworth which will have an impact on neighbouring parishes if not addressed. Cllr Ockleton was disappointed that the application to develop 21 apartments in Longford was approved by Tewkesbury Borough Council.

Cllr Gough noted that the alerts for flooding are misleading and may cause panic amongst residents that are not familiar with the local area and history of flooding.

Cllr Doherty raised concerns about anti-social behaviour on Sandhurst Lane and requested Cllr Ockleton's assistance in highlighting the issues with the Police.

Cllr Byers noted that the issue of dog fouling has worsened on the playing field; Cllr Ockleton will raise this at Tewkesbury BC.

6. Finance / Procedures

- a) Council received the latest bank reconciliations and budget report for the 2023/24 accounts.

- b) Council reviewed the first draft of the budget for 2024/25 and noted that a decision on the budget and precept will be made at the December meeting once the taxbase for 2024/25 is known.
- c) Council approved payment of invoices:

Invoice date	Details	Gross £
11/10/23	Edge IT Systems Ltd	£82.80
30/10/23	Glebe Contractors (2 invoices)	£1076.29
23/10/23	Hanman Split Ltd	£506.94
25/10/23	Redhand	£320.11
11/10/23	Royal Mail Group Ltd	£396.00
31/10/23	Salaries October 2023	Confidential

7. Parks, Open Spaces & Allotments

- a) A report was received from Cllr Byers regarding the community orchard and wildflower areas on the playing field and Sivell Close. There was a discussion about attaching the plaques to granite to display in the orchard, or whether to have a boulder with a flat side to attach the plaques. Council deferred further discussion.
- b) The next playing field working party date is 25th November at 11am to plant trees in the community orchard.

8. Planning

- a) There were no planning applications received after publication of agenda.

9. Highways

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

10. To receive reports from representatives for information only:

- Allotments: no update.
- Finance: no update.
- Personnel: Councillors volunteered to take responsibility for displaying agendas in the notice boards to save the clerk time each month. Clerk to pass on the notice board keys to councillors.
- Village Hall: LVH is investigating a key entry system to improve access for hirers. A list of proposed events have been circulated to the council.

Next Meeting to be held on 5th December 2023 at 7.00pm.

Meeting closed at 8.25pm.

Bank Reconciliation

Financial period ending 31/10/23

Balance per bank statements as at 31/10/23

	£	£
Lloyds Current	£60,761.34	
	<hr/>	£60,761.34
Petty cash (no balance)		£0.00
Less: any unrepresented cheques		£0.00
Add: any uncleared effects		£0.00
Net balances as at 31/10/23		£60,761.34

Financial Budget Comparison

Comparison between 01/04/23 and 31/10/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		2023/24	Reserve Movements	Actual Net	Balance
INCOME					
COUNCIL					
10	Precept	£31,740.00	£0.00	£31,740.00	£0.00
20	Allotment Rents	£1,000.00	£0.00	£593.72	-£406.28
30	Grants and other income	£300.00	£2,240.00	£11,333.60	£8,793.60
99	VAT reclaim	£0.00	£0.00	£1,082.82	£1,082.82
Total COUNCIL		£33,040.00	£2,240.00	£44,750.14	£9,470.14
Total Income		£33,040.00	£2,240.00	£44,750.14	£9,470.14

EXPENDITURE

COUNCIL

100	Staff Costs	£6,500.00	£0.00	£3,710.94	£2,789.06
110	Office admin / expenses	£2,700.00	£0.00	£2,072.09	£627.91
120	Insurance	£500.00	£0.00	£507.40	-£7.40
130	Donations	£500.00	£0.00	£100.00	£400.00
140	Parks & Open Spaces	£7,000.00	£8,786.63	£16,297.19	-£510.56
150	Allotments	£1,000.00	£225.00	£1,287.37	-£62.37
160	Maintenance	£3,000.00	£0.00	£1,445.53	£1,554.47
170	Training	£400.00	£0.00	£236.17	£163.83
180	IT incl software	£1,000.00	£2,460.00	£3,486.32	-£26.32
190	Newsletter, website, email	£300.00	£0.00	£0.00	£300.00
200	New equipment	£0.00	£675.00	£689.98	-£14.98
210	Projects	£2,000.00	£8,650.00	£8,905.32	£1,744.68
999	VAT Payments	£0.00	£0.00	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/23 and 31/10/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

	2023/24	Reserve Movements	Actual Net	Balance
Total COUNCIL	£24,900.00	£20,796.63	£38,738.31	£6,958.32
Total Expenditure	£24,900.00	£20,796.63	£38,738.31	£6,958.32
Total Income	£33,040.00	£2,240.00	£44,750.14	£9,470.14
Total Expenditure	£24,900.00	£20,796.63	£38,738.31	£6,958.32
Total Net Balance	£8,140.00		£6,011.83	

Precept Calculator

Start of year 01/04/23

Heading		Last year's net	Actual net	2023/24	2024/25
COUNCIL Income					
10	Precept	£23,000.00	£31,740.00	£31,740.00	£31,742.57
20	Allotment Rents	£1,100.50	£593.72	£1,000.00	£1,000.00 Some paid in March. Need to review rents
30	Grants and other income	£1,640.00	£2,240.00	£300.00	£300.00 Football rent
99	VAT reclaims	£3,354.44	£1,082.82	£0.00	£0.00
COUNCIL Income Total		£29,094.94	£35,656.54	£33,040.00	£33,042.57
Total Income		£29,094.94		£33,040.00	£33,042.57
COUNCIL Expenditure					
100	Staff Costs	£4,885.97	£2,978.10	£6,500.00	£7,315.00
110	Office admin / expenses	£2,082.58	£1,737.09	£2,700.00	£2,700.00 Includes £800 of subs & audit fees paid in Q1 only
120	Insurance	£472.36	£507.40	£500.00	£510.00 LTA ends June 2024
130	Donations	£1,077.50	£100.00	£500.00	£300.00
140	Parks & Open Spaces	£7,762.95	£14,559.07	£7,000.00	£8,000.00 £4k grass cutting, £2k trees, £980 CCTV Contract
150	Allotments	£3,210.88	£1,129.61	£1,000.00	£1,100.00
160	Maintenance	£2,154.90	£1,445.53	£3,000.00	£3,000.00 Spraying kerbs + general maintenance
170	Training	£125.00	£236.17	£400.00	£300.00
180	IT incl software	£946.40	£3,407.32	£1,000.00	£1,010.00 £600 per year IT sub fees. 2023/24 high due to purchase of ipads
190	Newsletter, website, email	£155.00	£0.00	£300.00	£150.00 Website & email is included in IT budget
200	New equipment	£0.00	£689.98	£0.00	£1,000.00 New dog bins / litter bins - also some reserve funds
210	Projects	£21,348.00	£8,905.32	£2,000.00	£7,500.00 Top-up reserves / memorial project
999	VAT Payments	£0.00	£0.00	£0.00	£0.00
COUNCIL Expenditure Total		£44,221.54	£35,695.59	£24,900.00	£32,885.00

Precept Calculator

Start of year 01/04/23

Heading	Last year's net	Actual net	2023/24	2024/25
Total Expenditure	£44,221.54		£24,900.00	£32,885.00
Net Expenditure	£15,126.60		-£8,140.00	-£157.57
Funding				£0.00
Reserves				
S106 / CIL				
Loans				
Proposed Precept				£31,742.57
Other Income				£1,300.00
Total Funding				£33,042.57
Balance				£157.57

01/04/23	Tax Base	Band D	01/04/24	New Tax Base	%age increase	Current year precept £31,742.57										
	883.21	35.94		883.21												
						<table border="1"> <tr> <td>extra cost per band D</td> <td>New band D</td> <td>New Precept</td> </tr> <tr> <td>0.00</td> <td>35.94</td> <td>31742.5700</td> </tr> </table>	extra cost per band D	New band D	New Precept	0.00	35.94	31742.5700				
extra cost per band D	New band D	New Precept														
0.00	35.94	31742.5700														
						<table border="1"> <tr> <td>Current precept</td> <td>+</td> <td>New additional</td> <td>=</td> <td>Proposed precept</td> </tr> <tr> <td>£31,742.57</td> <td>+</td> <td>£0.00</td> <td>=</td> <td>£31,742.57</td> </tr> </table>	Current precept	+	New additional	=	Proposed precept	£31,742.57	+	£0.00	=	£31,742.57
Current precept	+	New additional	=	Proposed precept												
£31,742.57	+	£0.00	=	£31,742.57												

6 NOVEMBER 2023

E01-23 | 2022/23 LOCAL GOVERNMENT SERVICES PAY AGREEMENT 2023

We have been informed by the Local Government Association that the National Joint Council for Local Government Services has reached agreement on rates of pay applicable from 1 April 2023 to 31 March 2024.

The new pay rates for local councils are attached and have been agreed with SLCC and ALCC.

Employers are encouraged to implement this pay award as swiftly as possible.

For all spinal points to 43 the agreed award was a flat rate payment of £1,925. For scale points above that the award was 3.88%.

The Joint Council notes on backpay for employees who have left employment: "If requested by an ex-employee to do so, we recommend that employers should pay any monies due to that employee from 1 April 2023 to the employee's last day of employment. When salary arrears are paid to ex-employees who were in the LGPS, the employer must inform its local LGPS fund. Employers will need to amend the CARE and final pay figures (if the ex-employee has pre-April 2014 LGPS membership) accordingly. Further detail is provided in section 15 of the HR guide and the Backdated Pay Award FAQs, which are available on the employer resources section of www.lgpsregs.org.

Historically the calculation of hourly pay for local councils has been reached by dividing the annual salary by 52 weeks and then by 37 hours. This is different from the recommendation of the Joint Council which calculates hourly rates by dividing annual salary by 52.143 weeks (which is 365 days divided by 7) and then divided by 37 hours (the standard working week). This marginal difference causes some confusion, and it is intended that next year we shall move to the approach recommended by the National Joint Council.

NALC continues to be disappointed that the annual settlement has been delayed for reasons outside the Association's control.

	1 April 2023		Scale Ranges
SCP	£ per annum	* £ per hour	Based on SCP
2	£22,366	£11.62	Below LC Scale (for staff other than clerks)
3	£22,737	£11.82	
4	£23,114	£12.01	
5	£23,500	£12.21	
5	£23,500	£12.21	LC1 (5-6) (below substantive range)
6	£23,893	£12.42	LC1 (7-12) (substantive benchmark range)
7	£24,294	£12.63	
8	£24,702	£12.84	
9	£25,119	£13.06	
10	£25,545	£13.28	
11	£25,979	£13.50	
12	£26,421	£13.73	LC1 (13-17) (above substantive range)
13	£26,873	£13.97	
14	£27,334	£14.21	
15	£27,803	£14.45	
16	£28,282	£14.70	LC2 (18-23) (below substantive range)
17	£28,770	£14.95	
18	£29,269	£15.21	
19	£29,777	£15.48	
20	£30,296	£15.75	
21	£30,825	£16.02	
22	£31,364	£16.30	LC2 (24-28) (substantive benchmark range)
23	£32,076	£16.67	
24	£33,024	£17.16	
25	£33,945	£17.64	
26	£34,834	£18.10	
27	£35,745	£18.58	
28	£36,648	£19.05	

SCP	1 April 2023		Scale Ranges
	£ per annum	* £ per hour	Based on SCP
29	£37,336	£19.41	LC2 (29-32) (above substantive benchmark range)
30	£38,223	£19.87	
31	£39,186	£20.37	
32	£40,221	£20.90	
33	£41,418	£21.53	LC3 (33-36) (below substantive range)
34	£42,403	£22.04	
35	£43,421	£22.57	
36	£44,428	£23.09	
37	£45,441	£23.62	LC3 (37-41) (substantive benchmark range)
38	£46,464	£24.15	
39	£47,420	£24.65	
40	£48,474	£25.19	
41	£49,498	£25.73	
42	£50,512	£26.25	LC3 (42-45) (above substantive benchmark range)
43	£51,515	£26.77	
44	£52,752	£27.42	
45	£54,017	£28.08	
46	£55,325	£28.76	LC4 (46-49) (below substantive range)
47	£56,648	£29.44	
48	£57,854	£30.07	
49	£59,418	£30.88	
50	£60,856	£31.63	LC4 (50-54) (substantive benchmark range)
51	£62,323	£32.39	
52	£64,335	£33.44	
53	£66,341	£34.48	
54	£68,356	£35.53	

	1 April 2023		Scale Ranges
SCP	£ per annum	* £ per hour	Based on SCP
55	£70,385	£36.58	LC4 (55-62) (above substantive benchmark range)
56	£72,388	£37.62	
57	£74,417	£38.68	
58	£76,405	£39.71	
59	£78,290	£40.69	
60	£80,216	£41.69	
61	£82,188	£42.72	
62	£84,214	£43.77	

* Hourly Rates

As per the national agreement, hourly rates are calculated by dividing annual salary by 52 weeks and then by 37 hours. Please note that these hourly rates differ from those published by NJC for Principal Authorities as the calculation basis differs.

© NALC 2023

Longford Parish Council

Expenditure transactions - approval list

Start of year 01/04/23

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
1227	BACS2312 06BJU	£480.00	140	13/11/23	BJ Unwin Forestry Consultancy Ltd - Tree inspection - Longford playing field, Sivell Close, Allotments	1381
		£480.00	BJ Unwin Forestry Consultancy Ltd - Total			
1226	BACS2312 06EIT	£183.90	180	08/11/23	Edge IT Systems Ltd - Annual renewal of Microsoft 365 licences	37379
		£183.90	Edge IT Systems Ltd - Total			
1233	BACS2312 06RH	£1,056.00	140	01/12/23	Redhand - Annual support and maintenance	tbc
		£1,056.00	Redhand - Total			
		£361.05	Confidential			
Total		£2,080.95				

Signature _____

Signature _____

Date _____

5.4 Longford Recreation Ground - BJUFC tree re-inspection 2nd Nov 2023.

No. T=tree S= shrub H= hedge G= group	Species	Dbh (stem diam @ 1.5m ht) mm.	Est height m.	Average crown radius m.	Age class	Health	Structural Condition	Comment (All are in average to good health and condition, unless stated otherwise.)	Recommended WORK	Priority Management or safety
H1	Mixed cypress and ivy	150	3	1 ext	M	P-F	P-F	Off-site mixed hedge. Trimming has created bare patches.	Trim annually as required.	1-5 M
H2	Mixed hedge	100-150	2-3.5	1.2 ext	M	P-F	P-F	Lonicera, holly, ivy, hazel, Forsythia etc. Most well-trimmed.	Cut out and poison stumps of elders. Trim annually to 'A'-shaped profile.	1 M 1-5 M
H3	Mixed hedge	50-200	5-6	1-2	Y - M	P-F	P-F	Lilac, hawthorn, ivy, elder, plum, and elm. Big mixed native hedge belt.	Trim road side annually to 3m height above rear of footway. Clear out elms as they die.	1-5 M
H4	Mixed hedge	50-200	2	1	Y - M	F	f	Hawthorn, ivy, elder, plum, and elm. Mixed native hedge belt. Trimmed.	Trim annually.	1-5 M
T5	Aspen	300	11	4.5 N	Em	F	P/F	Historic strimmer damage north side.		
T6	Rowan	25	2.5	0.3	Sap	F	F	New planting, in grass. Leaning.	Add three stakes 300mm apart with rubber inner tubes at 1.2m height to gently hold tree upright but allow some movement. Add 1.2m Ø x 75mm deep mulch circle.	0.3 M

G7	Sycamore and aspen suckers.	50	2	1	Sap - Y	F	P	Mostly aspen poplar suckers which will soon dominate.	Suggest remove all aspen suckers by mattock or cutting at ground level and repeating at least twice per year.	1-5 M
T8	Sycamore	590	14	4	Em	F	F	Basal shoots.	Remove basal shoots annually.	1-5 M
T9	Sycamore	330	15	4	Em	F	F	Narrow fork at 2.5m. In hedge. Branches over road.	Crown lift to 6m clearance over road, removing low branches.	2 M
T10	Sycamore	300	12	2.5	Sm	F	F	In hedge. Branches over road.	Crown lift to 6m clearance over road, removing low branches.	2 M
T11	Sycamore	280	10	3	Sm	F	F	In hedge. Branches over road.	Crown lift to 6m clearance over road, removing low branches.	2 M
T12	Oak	1250	15	10	Lm/ Vet	F	P/F	Old pollard at 3.5m height. Ganoderma fungal spore body on north-east side and South-east side of base. Lost limb around 2020. Gently crown reduced 2021, but less pruning than I recommended.	Repeat reduction winter 2025/26: reduce crown by 1.5m off height, 2.5m off radii. Do not thin crown or remove any inner live growth.	3 M/S
G12 A	14 x mixed fruit				Sap	P/F	F	Fourteen mixed fruit trees in the Queen's Canopy. Grass competition.	Add 1.2m Ø x 75mm deep arborist's arisings or chipwood. Do not heap up tight against stem.	0.3 M
T13	Ornamental ash	650	15	9 E	Em/ M	F	F	Broad. Recent crown lifting has left ugly pegs.		
T14	Sycamore	500	17	6	Em/ M	F	F			

T15	Lombardy pop	900	24	4	Em/ M	F	F	Some surface roots decayed by mower. May lead to entry of decay fungi. Topped 2021?	Leave grass longer around poplars. Remove basal shoots annually.	1-5 M
T16	Silver maple	870	19	7	M	P/F	P/F	Previous 2020 advice: <i>Extensive mistletoe, which will cause branch ends to die. Anticipate crown reduction in five years or so.</i> Crown appears healthy 2023, so watch out for any branch tips breaking.	Remove basal shoots annually.	1-5 M
T17	Pear	400 basal	4.5	2.5	M	F	F	Off-site. Pruned.		
T18	Beech	25	2.1	0.3	Sap	F	F	Phil Ashford memorial tree March 2023	Add 1m Ø x 75mm deep arborist's arisings or chipwood. Do not heap up tight against stem.	0.3 M
T19	Field maple	350	9	3.75	Em	F	F	Off-site. Crown reduced 2019, now well-shaped.		
T20	Leyland cypre	20	6	2	Y/ Sm	F	F	Off-site.		
T21	Lombardy pop	900	23	4	M	F	F	Some surface roots decayed by mower. May lead to entry of decay fungi. Topped 2021.	Leave grass longer around poplars. Remove basal shoots annually.	1-5 M
T22	Oak	35	3	0.4	Sap	F	F	King Charles III commemorative tree 6 th May 2023.	Add 1m Ø x 75mm deep arborist's arisings or chipwood. Do not heap up tight against stem.	0.3 M
G23	Elders x 3	150	5	4 E	M	F	P	Self-sown east of hedge. Good habitat.		

H24	Hawthorn	250 basal	6	3 ext	M	P/F	P/F	Broad untrimmed hedge edging parking. Good habitat.		
T25	Lombardy pop	1000	23	4.5	M	F	F	Some surface roots decayed by mower. May lead to entry of decay fungi. Topped 2021.	Leave grass longer around poplars. Remove basal shoots annually.	1-5 M
T26	Beech	640	13	5.5	Em	F	P/F	Weak main fork at 1.2m height. 11m east of houses. Crown lifted 2021. Dense ivy, causes shade.	Remove ring of ivy from ground to chest height.	1 M
H27	Mixed							Bramble, plum, cherry, pear, hawthorn, ivy, boundary hedge / trees.	Trim back annually.	1-5 M
T28	er- flowering c	300	7	4	M	F	F	Just off-site, in dense hedge.		
T29, T3	Hawthorn	250 basal	7	3.5	M	F	F	Just off-site in hedge.		
T31	Purple plum	300	7	3.5 E	Lm	F	P	Off-site in Victoria Court. Trunk decay. Tree leaning on chainlink fence.	Cut out of fence.	1-5 M
T32	Cockspur tho	250	6	3.5	M	D	P	Just off-site. Dead.	Advise owner to fell.	1 M
T33	Horse chestnut	35	2.1	0.2	Sap	F	F	Queen Elizabeth II Memorial tree, 08/09/2023.	Add 1m Ø x 75mm deep arborist's arisings or chipwood. Do not heap up tight against stem.	0.3 M

T34	te flowering ch	150	5	2	Y	F	F			
G35	Pink flowering cherry X 2	50	1.5	0.3	Sap	P	P	Still struggling.	Add 1.5mm diameter x 75mm deep mulch bed around tree.	0.3 M
T36	k flowering ch	200 basal	4.25	1.5	Y/ Sm	F	F	Root suckers taking over.	Prune off root suckers annually.	1-5 M
H37	Lawson cypre	100	2.5	1	Sm	F	F	Off-site, well trimmed.	Trim annually to 'A'-shaped profile.	1 M
SG 38	Photinia & lilac.					F	F	Shrub. Off-site.	Owners to trim as required.	2 M
T39	Contorted will	200	8	3N	Sm	F	F	Off-site in garden.		
SG 40	Mixed shrubs					F	F	Shrubs in two gardens. Off-site.	Owners to trim as required. Advise owners to coppice elder	2M
T41	Silver birch	300 basal	7	3	Sm / Y	F	P/F	2m off-site. Pollarded.		



Ivy on fence
& garage,
trim hard.

o/s plum H4.5

Apple H4

o/s sumach & plum H4

Walnut H6
pollard every two years.

Mixed hedge (o/s?).
Trim side every two years
and ensure owners
top at about 4m.

Hawthorn H6.5
Buddleia H4.5,
coppice annually.

Hawthorn H6

Apple H7
o/s hawthorn H5

o/s sycamore
H9m

Plums x 2 H4.5

wild cherry
H4.5

Plums H4

Lewis Road Allotments.
Tree Sketch Plan BJUFC, Nov23. North:
H = height in metres.
o/s = off-site.





Meeting date: 5th December 2023

Agenda number: 6c

Topic: Options for overflow car park signage

Council requested quotes for overflow car park signage along with keep clear signs to maintain emergency access to the field.



£13.71+VAT for 300mm x 225mm

£19.13+VAT for 400 x 300mm

Fixings and a mounting post required - £106.33+VAT



£12.04+VAT for 200mm x 300mm

£19.96+VAT for 300mm x 450mm

Potentially need 2 back-to-back so that it is visible from both sides of the emergency access.

Fixings and a mounting post required - £106.33+VAT

DRAFT RESPONSE TO THE BIODIVERSITY DUTY

December 2023

Introduction - Statutory Duty

Under the 2021 Environment Act, public authorities (including town and parish councils) who operate in England must consider what they can do to conserve and enhance biodiversity in England.

Government guidance published on 17th May 2023 clarifies that, as a public authority, town and parish councils must:

-) Consider what they can do to conserve and enhance biodiversity.
-) Agree policies and specific objectives based on their consideration.
-) Act to deliver their policies and achieve their objectives.

Town and parish councils, unlike other authorities, are not obliged to publish a report on their actions, but the Government guidance requires all public authorities to complete their first consideration of what action to take for biodiversity by 1 January 2024. They must agree their policies and objectives as soon as possible after this and may reconsider the selected actions within 5 years of completing their previous consideration, or more frequently if they choose.

To comply with the guidance, town and parish councils could as a minimum:

-) Have biodiversity as an agenda item for a meeting before the end of 2023.
-) Note what action in respect of biodiversity is already taking place locally.
-) Agree what further steps to take at this stage.

Such steps may include:

-) Reviewing what biodiversity or nature recovery plans are already in place from other local authorities.
-) Making contact with local voluntary groups working on nature conservation.
-) Carrying out a biodiversity audit of council landholdings and/or the whole council area
-) Gathering expert advice on possible actions in support of biodiversity.
-) Drafting an action plan that covers action that the council will take itself as well as support for the actions of other local bodies.

Whatever action is agreed, as a minimum local councils could ensure they address biodiversity concerns when commenting on planning applications.

All these steps may inform an agreed biodiversity policy for which a model example is attached.

Guidance for town and parish councils on developing a [local nature action plan](#) has been published by South Gloucestershire Council, as well as a [field guide](#) for those with little or no ecological background.

DRAFT MODEL BIODIVERSITY POLICY

PREAMBLE

In accordance with the duty imposed on town and parish councils by Section 40 of the Natural Environment and Rural Communities Act 2006, updated by Section 102 of the Environment Act 2021, **Longford Parish Council** (hereinafter referred to as the Council) will in exercising all its functions have regard to the purpose of conserving biodiversity.

This duty also means that town and parish councils can spend funds in conserving biodiversity.

DEFINITION

According to Defra (Biodiversity 2020), biodiversity is the variety of all life on Earth. It includes all species of animals and plants – everything that is alive on our planet.

Biodiversity is important for its own sake and has its own intrinsic value. A number of studies have shown this value also goes further. It is the building block of our 'ecosystems'. These provide us with a wide range of goods and services that support our economic and social wellbeing. These include essentials such as food, fresh water and clean air, but also less obvious services such as protection from natural disasters, regulation of our climate, and purification of our water or pollination of our crops. Biodiversity also provides important cultural services, enriching our lives.

AIMS AND OBJECTIVES

The object of this policy is to work towards enhancing and protecting the biodiversity of the Council's area.

The Full Council and any committees/working groups of the Council will consider sustainability, environmental impact and biodiversity when making decisions and will develop and implement policies and strategies as required.

In particular, the Council will aim to improve the biodiversity of the area in the following ways:

-) consider the potential impact on biodiversity represented by planning applications.
-) manage its land and property using environmentally friendly practices that will promote biodiversity.
-) support local businesses & council operations in the adoption of low impact / nature positive practices.
-) encourage and support other organisations within the parish to manage their areas of responsibility with biodiversity in mind.
-) support residents and local organisation activities to enhance and promote biodiversity.

ACTIONS

Planning applications

The Council will:

-) when commenting on planning applications, will support site and building design that benefits biodiversity through the conservation and integration of existing habitats or provision of new habitats.
-) support protection of sensitive habitats from development and will consider whether the development would mean the loss of important habitats for wildlife in respect of all applications.
-) consider what each proposed development might make in terms of biodiversity net gain.

Land and property management

The Council will:

-) carry out a biodiversity audit of its landholdings.
-) consider the conservation and promotion of local biodiversity with regard to the management of its open spaces. This will include adopting beneficial practices with regarding to cutting and removal of vegetation, application of chemicals and timing of maintenance work.
-) take special care in the specification of grounds maintenance contracts to ensure that the work, whilst reaching acceptable standards, does not harm the natural environment.
-) source sustainable materials when procuring supplies for the Council's use.

Local community

The Council will:

-) raise public awareness of biodiversity issues, including through its website and social media.
-) engage with local businesses and residents regarding biodiversity in the community and how members of the community can assist and make a difference.
-) where feasible, involve the community in biodiversity projects on its land including for example tree planting, wildflower meadows, birdbox making.

Partners

The Council will work in partnership with other organisations to protect, promote and enhance biodiversity within the council area.

It will review any local nature recovery strategies, species conservation strategies, or protected site strategies in respect of local Sites of Special Scientific Interest (SSSIs) and consider how it may become more involved in implementing the strategies' recommendations.

This policy was adopted on **xx** (Minute reference **yy**) and will be reviewed in two years or sooner should legislation dictate / each year at the Annual Meeting. A summary of how the policy has been implemented will be published annually, with reference to the original biodiversity audit to show progress.

DRAFT MODEL ACTION PLAN

SITE / OBJECTIVE	ACTION /How	OUTCOME	TARGET (Years)	REPORTING / PUBLICITY
<p>Whole council area</p> <p>Protect and support biodiversity</p>	<p>Raise local awareness of biodiversity.</p> <p>Encourage suitable planting and management to support biodiversity.</p>	<p>Gain local support for action.</p> <p>Connect & diversify habitats to meet the needs of a variety of wildlife species</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>Social Media, website</p> <p>Mapping</p>
<p>Playing Field</p>	<p>Sympathetically maintain hedging.</p> <p>Leave some areas unmown</p> <p>Additional planting wildflowers etc</p> <p>Maintain and renew bird boxes as required.</p> <p>Adopt a plan to support wildlife & diversity.</p> <p>Only use environment friendly pesticides where absolutely necessary and only in ideal weather conditions.</p> <p>Work with football club.</p>	<p>Food sources & cover</p> <p>Encourages insects</p> <p>Increased diversity of habitats and food sources</p> <p>Increased cover for invertebrates, reptiles, amphibians and small mammals.</p> <p>Encouraging insects particularly butterflies & bees.</p> <p>Sustain & enhance natural habitats.</p>		
<p>Allotments</p>	<p>Adopt a plan to support wildlife & diversity.</p> <p>Encourage plotholders to only use environment friendly pesticides where absolutely necessary and only in ideal weather conditions.</p> <p>Work with plotholders.</p>	<p>Encouraging insects particularly butterflies & bees.</p> <p>Sustain & enhance natural habitats.</p>		

<p>Sivell Close wildflower area</p>	<p>Leave some areas unmown</p> <p>Additional planting wildflowers etc</p> <p>Maintain and renew bird boxes as required.</p> <p>Adopt a plan to support wildlife & diversity.</p> <p>Only use environment friendly pesticides where absolutely necessary and only in ideal weather conditions.</p>	<p>Encourages insects</p> <p>Increased diversity of habitats and food sources</p> <p>Increased cover for invertebrates, reptiles, amphibians and small mammals.</p> <p>Encouraging insects particularly butterflies & bees.</p> <p>Sustain & enhance natural habitats.</p>		
<p>Common / other open spaces</p>	<p>Adopt a management plan.</p> <p>Encourage residents to remove litter and pick up after their dogs.</p> <p>Work with the county council on verge management, favouring biodiversity but noting which areas may need cutting for highway safety.</p>	<p>Sustain & enhance natural habitats.</p> <p>Protecting habitats</p> <p>Protecting/enhancing habitats</p>		
<p>The Built Landscape</p>	<p>Encourage hedgehog/small animal highways with permeable boundaries</p>	<p>Extending habitats.</p>	<p>Ongoing</p>	
<p>Increase community awareness of biodiversity</p>	<p>Ask residents for their views on what they would like to be done to conserve biodiversity within the parish.</p> <p>Raise awareness of the importance of gardens as habitats for wildlife, with possible actions highlighted in the parish communications, eg Bee Squared initiative</p>	<p>Engagement/ownership of biodiversity</p> <p>Promote biodiversity.</p>	<p>Ongoing</p>	<p>Include in Social Media posts</p>

	<p>Create a page on the parish council website for photographs / information / links</p> <p>Provide seed bombs / bulbs etc. for residents' use.</p>	Promote biodiversity.		Separate Biodiversity Page.
Support Community Projects	<p>Support hedge/tree planting in any appropriate areas.</p> <p>Work in partnership with the school to develop young people's awareness of the environment around them.</p> <p>Consider events and offer volunteering opportunities to support biodiversity, working with local organisations.</p>	<p>Extending habitats.</p> <p>Promote biodiversity.</p> <p>Promote biodiversity.</p>		