

LONGFORD PARISH COUNCIL

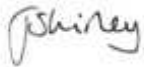
www.longford-pc.gov.uk ~ Tel: 07759 118922

31st January 2023

I hereby give notice that the meeting of Longford Parish Council will be held in **Longford Village Hall on Tuesday 7th February 2023 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

MEETING AGENDA 7th FEBRUARY 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 6th December 2022.**
- 4. To receive an update on outstanding matters not on the agenda.**

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)

5. Finance / Procedures (30 mins)

- a) To receive the latest bank reconciliations and budget versus spend report for the 2022/23 accounts.
- b) To appoint GAPTC for the independent audit 2022-23 at a cost of £215.
- c) To appoint the 2023 ground maintenance contractor.
- d) To consider options for replacing the litter bin by the youth shelter.
- e) To approve the invoices for payment.

6. Parks, Open Spaces & Allotments (30 mins)

- a) To receive an update on tree planting / wildflower areas and make decisions as needed – Cllr Byers
- b) To consider the draft design of the information boards for the Sivell Close wildflower area and the Community Orchard.
- c) To consider planting a tree to commemorate the King's Coronation – Cllr Gough.

7. To consider planning applications received since publication of the agenda.

8. Highways:

-) To receive an update from the Road Safety Working Group

9. To receive reports from representatives for information only:

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

Next meeting: Tuesday 7th March 2023 7.30pm.

Minutes of the Parish Council Meeting held on Tuesday 6th December 2022 at 7.30pm at Longford Village Hall

1. **Attendance noted as**
 Cllrs J Ford (Chair), L Gough (Vice-Chair), K Doherty, C Byers, R Harris, R Meek, D Melvin, C Young
Also present: Mrs J Shirley (Clerk)
Members of public present: Two.
Apologies: County Cllr Awford, Borough Cllr Bocking.
2. **Declarations of interest in items on the agenda**
 None.
3. **Approval of the minutes of the meeting held on 1st November 2022**
 Council resolved to approve the minutes of the meeting held on 1st November 2022. Proposed by Cllr Byers, seconded by Cllr Melvin, all in favour.
4. **To receive an update on outstanding matters not on the agenda.** Bee Squared materials still to be prepared by the Clerk before the Spring.

Members of the Public were invited to address the meeting.

Chair of the Village Hall Management Committee was present regarding lighting around the village hall, it's on the list to be added in the future. The car park signs will be fitted lower on the building, so they are more visible to visitors. CCTV was also discussed, the Village Hall can provide storage for the CCTV unit, internet would be required which is planned for the Village Hall. **Action:** the Clerk will request an update to the quotes and submit a grant application to the Office of the Police and Crime Commissioner.

The "Member Pioneer" from the Co-op Shop came along to the meeting to introduce herself to the Council. The Co-op can provide small grants and support projects.

To receive a report from County Cllr Awford. Cllr Awford was unable to attend the meeting.

To receive a report from the Borough Councillors. Cllr Bocking forwarded his report prior to the meeting. The Borough Councillors were not present at the meeting.

5. Finance / Procedures

- a) Council received the bank reconciliation and budget analysis reports for the year to date.
- b) Council approved the draft budget and agreed the precept for 2023/24 as £31,740. The taxbase has increased for 2023/24 which meant that the precept levy can be higher without impacting the Band D average. **Action: Clerk.**
- c) Council approved the reimbursement of expenses to the Clerk (£142.95)
- d) Council approved invoices for payment. Proposed by Cllr Byers, seconded by Cllr Gough and all in favour.

Invoice Date	Payee	Net	VAT	Gross	Budget
30/11/22	Expenses Sept-Nov	£135.44	£7.51	£142.95	Admin
31/12/22	Salaries	Tbc	0.00	Tbc	Admin
03/11/22	Edge IT Systems	£185.60	£57.12	£342.72	Admin
24/11/22	GAPTC	£50.00	0.00	£50.00	Training
07/10/22	Greenfields	£1825.00	£365.00	£2190.00	P&OS
				£2582.72	

6. Cllr Byers gave an update on the plans for planting trees and managing the wildflower areas on the playing field and Sivell Close.
7. Council approved joining the Gloucestershire Orchard Trust at a cost of £25. **Action: Clerk.**
8. Council agreed to offer sponsorship of trees to individuals at £40 each (maximum 23 trees) in the new community orchard. An information board could give details of who has sponsored each tree along with information about the species of tree. The information board could also be sponsored. **Action: Cllr Meek** to make a poster advertising the tree sponsorship.
9. Council agreed the provision of 4 bird nesting boxes and creation of bug hotels. **Action: Cllr Ford** to purchase the 4 bird nesting boxes and 2 bug hotels.
10. Council discussed various types of specimen tree for the wildflower area. Cllr Doherty proposed a silver birch and a mountain ash be planted to complement the existing silver birch, seconded by Cllr Byers. All agreed. **Action: Cllr Ford to order the ash, Cllr Byers to liaise with Cllr Melvin to select a silver birch.**
11. Council reviewed and agreed the 2023 ground maintenance specification, **Action: Clerk to request quotes for February 2023 meeting.**

12. To consider planning applications

- a. 22/01225/APP - Land to The North Of Innsworth Lane Innsworth. Object due to infrastructure impact on flooding downstream. **Action: Clerk.**

13. Highways

- a) Council received an update from the Road Safety Working Group. **Action: Clerk** to submit a funding application for a VAS and a speedwatch camera.

14. To receive reports from representatives for information only:

-) Allotments: water taps have been turned off for the winter. Further discussion needed regarding the water supply, to be added to the February agenda.
-) Play Park & Playing Field: Cllr Gough spoke about having a memorial stone installed in the community orchard with the inscription "Longford Remembers" so that the laying of the poppy wreath could take place within the parish. **Action: Clerk** to find out prices and bring to next agenda. A new bin needed near to the youth pod, **Action: Clerk** to find out prices and bring to next agenda. Cllr Gough left the meeting at 9.15pm.
-) Environment: all covered during the meeting.
-) Finance: an internal check of the accounts has been completed by Cllr Meek.
-) Personnel: the Clerk's annual appraisal is due in January/February 2023.
-) Village Hall Working Group: all covered during the meeting.

Next Meeting to be held on 7th February 2023 at 7.30pm (no meeting in January).

Meeting closed at 9.18pm.

Bank Account Reconciled Statement

Lloyds Current

Statement Number	9	Bank Statement No.	9
Statement Opening Balance	£64,604.97	Opening Date	01/12/22
Statement Closing Balance	£60,587.42	Closing Date	31/12/22
True/ Cashbook Closing Balance	£60,587.42		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
01/12/22	DD221201WP	WaterPlus	21.53	0.00	64,583.44
07/12/22	Chq001537	Lynn Gough	27.50	0.00	64,555.94
09/12/22	BACS221209EIT	Edge IT Systems Ltd	342.72	0.00	64,213.22
09/12/22	BACS221209GAPT C	GAPTC	50.00	0.00	64,163.22
09/12/22	BACS221209GC	Glebe Contractors	870.00	0.00	63,293.22
09/12/22	BACS221209GGS	Greenfields Garden Services Ltd	2,190.00	0.00	61,103.22
09/12/22	BACS221223JS	Multiple Suppliers/ Customers	503.80	0.00	60,599.42
13/12/22	DC221213FIL	Fasthosts Internet Ltd	12.00	0.00	60,587.42

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	4017.55	0

Reconciled by Julie Shirley

Signed _____
Clerk / Responsible Financial Officer

Chair

Date _____

Financial Budget Comparison

Comparison between 01/04/22 and 31/12/22 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	£1,000.00	£1,300.00	£300.00
99	VAT reclaim	£0.00	£0.00	£3,354.44	£3,354.44
Total COUNCIL		£24,000.00	£1,000.00	£28,190.14	£3,190.14
Total Income		£24,000.00	£1,000.00	£28,190.14	£3,190.14
EXPENDITURE					
COUNCIL					
100	Staff Costs	£8,000.00	£0.00	£3,508.02	£4,491.98
110	Office admin / expenses	£2,700.00	£0.00	£2,016.58	£683.42
120	Insurance	£700.00	£0.00	£472.36	£227.64
130	Donations	£250.00	£0.00	£1,077.50	£-827.50
140	Parks & Open Spaces	£6,000.00	£157.92	£7,320.80	£-1,162.88
150	Allotments	£2,000.00	£2,360.00	£3,131.87	£1,228.13
160	Maintenance	£2,250.00	£0.00	£2,154.90	£95.10
170	Training	£600.00	£0.00	£125.00	£475.00
180	IT incl software	£2,000.00	£0.00	£946.40	£1,053.60
190	Newsletter, website, email	£300.00	£0.00	£125.00	£175.00
200	New equipment	£0.00	£0.00	£0.00	£0.00
210	Projects	£2,000.00	£20,348.00	£21,348.00	£1,000.00
999	VAT Payments	£0.00	£0.00	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/22 and 31/12/22 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 COUNCIL	£26,800.00	£22,865.92	£42,226.43	£7,439.49
Total Expenditure	£26,800.00	£22,865.92	£42,226.43	£7,439.49
Total Income	£24,000.00	£1,000.00	£28,190.14	£3,190.14
Total Expenditure	£26,800.00	£22,865.92	£42,226.43	£7,439.49
Total Net Balance	-£2,800.00		-£14,036.29	

Meeting date: 7th February 2023

Agenda number: 5c

Topic: Ground Maintenance Quotes 2023

Three companies were approached to provide quotes for the ground maintenance work:

Quotes as follows:

Agreed specification as follows:

Grass cutting:

Longford Playing Field: To mow, strim grass leaving all clippings in situ:

-) March (1 cut)
-) April to October (2 cuts per month)
-) November (1 cut)

Total 16 visits

NOTE: a community orchard and wildflower area are planned for the corner of the playing field in the vicinity of the oak tree (T12 on the plan), this will need the grass to be left uncut with a path mown through the new trees.

Sivell Close: small area of grassland to be managed as a wildflower area:

-) grass path around the perimeter to be mown (cut and collect) to create a scallop shape and keep the growth clear of the neighbouring fences
-) grass path through the wildflower area (cut and collect)

2 x visit per month April to October. Total 14 visits

Whole area to be cut once late summer and cuttings to be left on the ground for 2 weeks to allow seeds to drop, then return to area and remove the cuttings.

Hedge cutting: twice per year – February and September

Playing Field - Hedges are identified as H2, H3, H4, H24 on the plan.

-) Cut back using flail hedge cutter inside perimeter hedge around the playing field,
-) Clear away debris caused by work.

Playing Field Hedge on Sivell Close side –

-) Cut top and both sides twice annually including removal of ivy and vegetation encroaching onto the pavement surface
-) Trim hedge back on Sivell Close side once during June/July particularly any bramble strands growing into the path.
-) Clear away debris caused by work.

Meeting date: 7th February 2023

Agenda number: 5d

Topic: Playing Field Replacement Litter Bin Options



Broxap £344+ fittings (need to choose) +VAT + delivery.
Standard Derby 120 litre. Steel construction.



Glasdon £708.37 + fittings (need to choose) + VAT + delivery

Metal Chieftain

Same type of bin as currently installed



Glasdon Topsy Royale £211.62 + VAT + delivery this includes concrete fixing bolts

Bin is plastic, liner is metal

Longford Parish Council

Expenditure transactions - approval list

Start of year 01/04/22

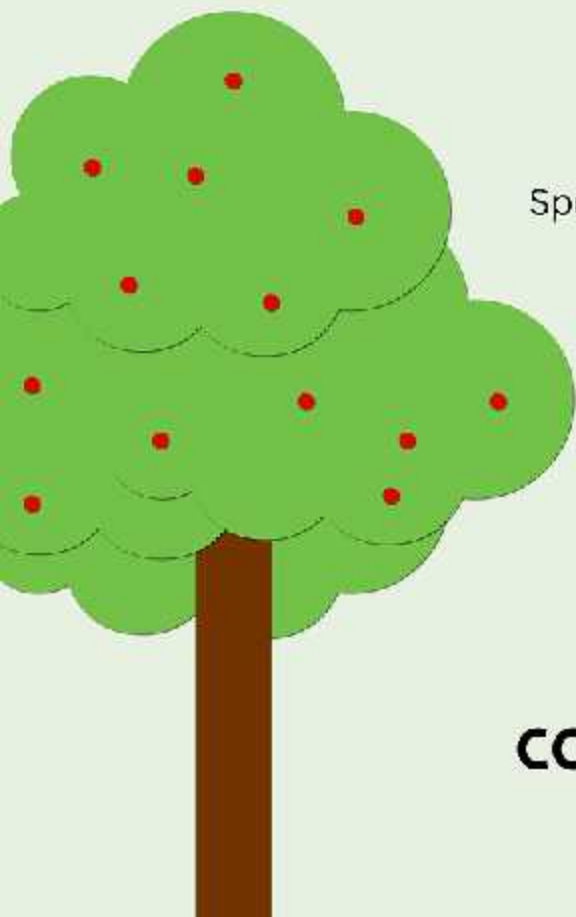
No	Payment Reference	Gross	Vat	Net Invoice date	Details	Invoice
1098		£25.00	£0.00	£25.00 08/12/22	GAPTC - Being a better councillor course part 2 - C.Byers	7525
		£25.00	£0.00	£25.00	GAPTC - Total	
1099		£25.00	£0.00	£25.00 10/01/23	Gloucestershire Orchard Trust - Membership 2023	Subs
		£25.00	£0.00	£25.00	Gloucestershire Orchard Trust - Total	
1073		£610.80	£101.80	£509.00 03/11/22	Greenfields Garden Services Ltd - As per Quote Q-623, the Parish Council wishes to proceed with the following items: - Supply and installation of new Heavy Duty Stainless Steel BasketballHoop Complete With Vandal Resistant Chain Net - Take back inground stone to edges (Clock-face and months of the year)	Inv-0772
1085		£450.00	£75.00	£375.00 07/10/22	Greenfields Garden Services Ltd - As per Quote Q-313 and Q-423, the Parish Council wishes to proceed with the following items only:	INV-0830
3		£450.00	£75.00	£375.00	COUN Rub down & clean off b C apply restorer / oil	
		£1,060.80	£176.80	£884.00	Greenfields Garden Services Ltd - Total	
		£361.05	£0.00	£361.05	Confidential	
Total		£1,471.85	£176.80	£1,295.05		

Signature _____

Signature _____

Date _____

JUBILEE ORCHARD



**COMMUNITY ORCHARD PLANTED TO MARK THE PLATINUM
JUBILEE OF QUEEN ELIZABETH II IN 2022**

More Information: www.longford-pc.gov.uk

The Rowan Tree
was planted to
symbolise new life

COVID MEMORIAL GARDEN

The Silver Birch trees
symbolise new beginnings
and protection

**THIS AREA HAS BEEN CREATED AS A WILDFLOWER GARDEN TO MARK
THE IMPACT OF THE COVID CRISIS**

This site was originally part of the Genus Bull Farm and was transferred to Longford Parish Council in 1991