

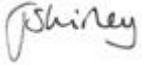
# **LONGFORD PARISH COUNCIL**

[www.longford-pc.gov.uk](http://www.longford-pc.gov.uk) ~ Tel: 07759 118922

27<sup>th</sup> October 2023

I hereby give notice that the meeting of Longford Parish Council will be held in **Longford Village Hall** on **Tuesday 7<sup>th</sup> November 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 7<sup>th</sup> NOVEMBER 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 3<sup>rd</sup> October 2023.**
- 4. To consider applications to fill councillor vacancy by Co-option (1 vacancy).**
  
- 5. 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)**
  
- 6. Finance / Procedures (30 mins)**
  - a) To receive the latest bank reconciliations and budget versus spend report for the 2023/24 accounts.
  - b) To consider the draft budget for 2024/25
  - c) To approve the invoices for payment.
  
- 7. Parks, Open Spaces & Allotments (30 mins)**
  - a) To receive an update on tree planting / wildflower areas
  - b) To agree next working party dates.
  
- 8. Planning: (10 mins)**
  - a) To consider planning applications received after publication of agenda.
  
- 9. Highways: (10 mins)**
  - To receive an update from the Road Safety Working Group
  
- 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 5<sup>th</sup> December 2023 7.00pm.

## Minutes of the Parish Council Meeting held on Tuesday 3<sup>rd</sup> 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 5<sup>th</sup> September 2023**

Council resolved to approve the minutes of the meeting held on 5<sup>th</sup> 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 15<sup>th</sup> 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 18/19<sup>th</sup> November to plant trees in the community orchard, to be confirmed once weather forecast is known. There may be a working party on 15<sup>th</sup> 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 30<sup>th</sup> 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 7<sup>th</sup> November 2023 at 7.00pm. Agenda will be issued by 27<sup>th</sup> October, any items for the agenda to be sent to the Clerk by 24<sup>th</sup> 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.

DRAFT

# Bank Account Reconciled Statement

## Lloyds Current

Statement Number	20	Bank Statement No.	20
Statement Opening Balance	£58,628.42	Opening Date	01/09/23
Statement Closing Balance	£54,830.84	Closing Date	30/09/23
True/ Cashbook Closing Balance	£54,560.84		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
01/09/23	DD230901WP	WaterPlus	501.55	0.00	58,126.87
05/09/23	BACS230828JS	Salaries	361.05	0.00	57,765.82
05/09/23	BACS230828KD	Over Farm Market	15.00	0.00	57,750.82
05/09/23	BACS230828PKF	PKF Littlejohn LLP	252.00	0.00	57,498.82
05/09/23	BACS230905GC	Glebe Contractors	1,261.58	0.00	56,237.24
05/09/23	BACS230905NB	NB Construction	6,271.20	0.00	49,966.04
05/09/23	BACS230905PKF	Redhand	9,093.60	0.00	40,872.44
05/09/23	BACS230905RH	Redhand	1,286.40	0.00	39,586.04
05/09/23	BACS230905SOC	Signs of Cheshire Ltd	405.00	0.00	39,181.04
13/09/23	DC230913FH	Fasthosts Internet Ltd	12.00	0.00	39,169.04
13/09/23	DC230913GG	GiffGaff	129.00	0.00	39,040.04
14/09/23	DC230914GG	GiffGaff	6.00	0.00	39,034.04
15/09/23	DC230915FH	Fasthosts Internet Ltd	73.20	0.00	38,960.84
28/09/23	BACS230928TBC	Tewkesbury Borough Council	0.00	15,870.00	54,830.84

### Uncleared and unrepresented effects

29/09/23	DC230929EC	Elliot's Cheltenham	270.00		54,560.84
	<b>Total uncleared and unrepresented</b>		<b>270.00</b>	<b>0.00</b>	
		<b>Total debits / credits</b>	<b>19937.58</b>	<b>15870</b>	

Reconciled by Julie Shirley

Signed \_\_\_\_\_  
Clerk / Responsible Financial Officer

\_\_\_\_\_  
Chair

Date \_\_\_\_\_

# Financial Budget Comparison

Comparison between 01/04/23 and 30/09/23 inclusive. Includes due and unpaid transactions.

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

		2023/24	Reserve Movements	Actual Net	Balance
<b>INCOME</b>					
<b>COUNCIL</b>					
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	£2,240.00	-£300.00
99	VAT reclaim	£0.00	£0.00	£1,082.82	£1,082.82
<b>Total COUNCIL</b>		£33,040.00	£2,240.00	£35,656.54	£376.54
<b>Total Income</b>		£33,040.00	£2,240.00	£35,656.54	£376.54
<b>EXPENDITURE</b>					
<b>COUNCIL</b>					
100	Staff Costs	£6,500.00	£0.00	£2,978.10	£3,521.90
110	Office admin / expenses	£2,700.00	£0.00	£1,737.09	£962.91
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	£8,263.38	£14,559.07	£704.31
150	Allotments	£1,000.00	£225.00	£1,209.54	£15.46
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	£3,407.32	£52.68
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 30/09/23 inclusive. Includes due and unpaid transactions.

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

	<b>2023/24</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
<b>Total COUNCIL</b>	£24,900.00	£20,273.38	£35,775.52	£9,397.86
<b>Total Expenditure</b>	<u>£24,900.00</u>	<u>£20,273.38</u>	<u>£35,775.52</u>	<u>£9,397.86</u>
Total Income	£33,040.00	£2,240.00	£35,656.54	£376.54
Total Expenditure	<u>£24,900.00</u>	<u>£20,273.38</u>	<u>£35,775.52</u>	<u>£9,397.86</u>
<b>Total Net Balance</b>	<b>£8,140.00</b>		<b>-£118.98</b>	

# Precept Calculator

Start of year 01/04/23

Heading		Last year's net	Actual net	2023/24	2024/25
<b>COUNCIL Income</b>					
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
<b>COUNCIL Income Total</b>		<b>£29,094.94</b>	<b>£35,656.54</b>	<b>£33,040.00</b>	<b>£33,042.57</b>
<b>Total Income</b>		<b>£29,094.94</b>		<b>£33,040.00</b>	<b>£33,042.57</b>
<b>COUNCIL Expenditure</b>					
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
<b>COUNCIL Expenditure Total</b>		<b>£44,221.54</b>	<b>£35,695.59</b>	<b>£24,900.00</b>	<b>£32,885.00</b>

# Precept Calculator

Start of year 01/04/23

Heading	Last year's net	Actual net	2023/24	2024/25
<b>Total Expenditure</b>	£44,221.54		£24,900.00	£32,885.00
<b>Net Expenditure</b>	£15,126.60		-£8,140.00	-£157.57
<b>Funding</b>				£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												

# 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
1214	BACS2311 07EIT	£82.80	180	11/10/23	Edge IT Systems Ltd - Band increase on Finance	37310
		<b>£82.80</b>	Edge IT Systems Ltd - Total			
1218		£630.79	140	30/10/23	Glebe Contractors - Ground Maintenance October 2023	GMxxx
		<b>£630.79</b>	Glebe Contractors - Total			
1219		£506.94	140	23/10/23	Hanman Split Ltd - Supply and install 5 signs for Longford playing field including installation of new post.	159163
		<b>£506.94</b>	Hanman Split Ltd - Total			
1220		£320.11	140	25/10/23	Redhand - Supply and install two digital timers in weatherproof enclosures on the lighting columns in the playing field - one at the basketball court and one at the playground. The timers to be set to prevent the lights coming on between 9.30pm and 6am. Cost per timer is £133.38+VAT.	Inv 882
		<b>£320.11</b>	Redhand - Total			
		£732.84	Confidential			
<b>Total</b>		<b>£2,273.48</b>				

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_