

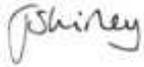
# **LONGFORD PARISH COUNCIL**

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

25<sup>th</sup> August 2023

I hereby give notice that the meeting of Longford Parish Council will be held in **Longford Village Hall on Tuesday 5<sup>th</sup> September 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 5<sup>th</sup> SEPTEMBER 2023**

- 1. Presentation of awards to Allotment Competition winners**
- 2. To note attendance and apologies for absence**
- 3. To receive declarations of interest in items on the agenda**
- 4. To approve the minutes of the meeting held on 4<sup>th</sup> July 2023.**
- 5. To consider applications to fill councillor vacancy by Co-option (1 vacancy).**

**6. Public Participation (15 mins)**

*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)**

**7. Finance / Procedures (30 mins)**

- a) To receive the latest bank reconciliations and budget versus spend report for the 2023/24 accounts.
- b) To adopt the Unauthorised Encampments Policy.
- c) To adopt the CCTV Policy.
- d) To receive an update on the CCTV project.
- e) To discuss the need for WiFi at the village hall.
- f) To consider the purchase of a mobile phone to replace the existing phone.
- g) To agree the quote for the tree safety survey.
- h) To receive the external audit report 2022/23.
- i) To approve the invoices for payment.

**8. Parks, Open Spaces & Allotments (30 mins)**

- a) To receive an update on tree planting / wildflower areas
- b) To agree actions required for the Severn Trent grant.
- c) To agree selection of fruit trees for the Community Orchard and confirm proposed planting location.
- d) To agree planting location of donated trees from Gloucestershire CC.
- e) To consider offer of trees and planting from Arthur J Gallagher.
- f) To consider a request from Longford Football Club to site a shipping container on the field for club storage.
- g) To receive an update on play area repairs.
- h) To receive an update on the new war memorial plans.
- i) To consider supporting a volunteer work day at the allotments by providing a skip for waste and rubbish.
- j) To agree next working party dates.

**9. Planning: (10 mins)**

- a) To consider planning applications received after publication of agenda.

**10. Highways: (10 mins)**

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

# **LONGFORD PARISH COUNCIL**

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## **11. To receive reports from representatives for information only:**

- ) Allotments
- ) Finance
- ) Personnel
- ) Village Hall
  - o To consider entering a parish council team to the village quiz.

Next meeting: Meeting of the Parish Council will be on Tuesday 3<sup>rd</sup> October 2023 7.00pm.

## Minutes of the Parish Council Meeting held on Tuesday 4<sup>th</sup> July 2023 at 7.00pm at Longford Village Hall

### 1. Attendance noted as

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

**Also present:** Mrs J Shirley (Clerk)

**Members of public present:** One.

**Apologies:** Cllr R Harris, County Cllr P McLain, Borough Cllr S Hands

### 2. Declarations of interest in items on the agenda

None.

### 3. Approval of the minutes of the meeting held on 6<sup>th</sup> June 2023

Council resolved to approve the minutes of the meeting held on 6<sup>th</sup> June 2023. Proposed by Cllr Gough, seconded by Cllr Doherty, all in favour.

### 4. To consider applications to fill councillor vacancies by Co-option (2 vacancies)

Cllr Doherty proposed co-opting Dawn Melvin, seconded by Cllr Gough, all in favour.

### 5. Public Participation

A member of public wished to raise matters that relate to the village hall and playing field, it was agreed to invite comment at the relevant items.

Council received an emailed report from County Councillor Paul McLain.

There was no report from Borough Cllr Sarah Hands.

It was agreed to bring forward the next item.

### 6. To receive reports from representatives for information only:

) Village Hall: Cllr Young reported from the latest village hall meeting. There was general agreement with the Village Hall Committee that the new barriers will have restricted key access with a spare key stored in a key safe at the village hall. There was a suggestion to form a joint WhatsApp group from the Village Hall Committee with the Parish Council. Access to water was gained by the recent traveller encampment and the tap left on overnight which was costly to the village hall. Cllr Young also mentioned that the Village Hall Committee has requested a joint meeting with the Parish Council to discuss the recent security issues. It was agreed that the council needs a policy and will use a third-party organisation to evict any future unauthorised encampments. **Action: Clerk to draft policy.** It was also agreed to write to the County Council due to the lack of response from the Gypsy & Traveller Liaison Officer. **Action: Clerk.**

) Allotments: competition on 18<sup>th</sup> July 10am.

) Finance: to be covered under the next agenda item.

) Personnel: Cllr Doherty congratulated the Clerk on achieving the Masters Degree in Public Leadership and Management.

### 7. Finance / Procedures

- a) Council received the latest bank reconciliations for the 2023/24 accounts.
- b) Council noted that the new notice board for Horsbere Drive has consent from Highways and is on order with the supplier.
- c) Council noted that the vehicle access barriers for the playing field have been ordered. Padlocks will be purchased from Gloucester Locksmiths with the same restricted key, **Action: Clerk to order 8 padlocks, and 12 keys.**

- d) Council reviewed the plans for bund/barriers on playing field and agreed to install wooden railway sleepers at an approximate cost of £1,200 to create the outer edge of an earth bund, the soil to be added later once planning consents are obtained if required. The earth bund will be funded from the Projects earmarked reserve. **Action: Cllr Ford to order the items.**
- e) Council noted that the Borough Council will provide funding for the CCTV on the playing field, the work needs to be completed by September to be eligible. It was agreed that the Parish Council will upgrade the column lighting, the external lighting to the hall could be delayed until the next financial year or funded from the village hall improvement reserve. It was also noted that the new signs agreed at the last meeting will cost £422+VAT including one new post and installation.
- f) Council did not agree the quote for a bespoke storage box for the playing field.
- g) Council reviewed the Social Media Policy and nominated Cllr Young and Cllr Meek along with Cllr Byers to update social media on behalf of the council. **Action: Clerk.**
- h) Council noted that the GAPTC AGM will be held on Saturday 22nd July.
- i) Council approved payment of invoices:

Invoice Date	Payee	Gross	Budget
30/07/23	Salaries July 2023	tbc	Admin
23/06/23	Edge IT Systems Ltd	£669.00	Admin
30/06/23	SLCC Enterprises Ltd	£283.40	Admin
30/06/23	Glebe Contractors	£630.79	P&OS
30/07/23	HMRC Q1	£270.60	Admin

#### 8. 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. The walnut tree is growing well now and doesn't need to be replaced. The spring seeding of the wildflowers was not fully successful. The trees for the orchard will be purchased in September, to be agreed at the September meeting.
- b) Council received a verbal update on play area repairs, quote awaited from contractor.
- c) Council noted that there is a Tree Protection Order on the veteran oak tree.
- d) Working party dates to be agreed at the next meeting.

#### 9. To consider planning applications. 23/00577/FUL - The Meadows Walham Sandhurst, retrospective application. Council made no comment.

#### 10. Highways

- a) There was no update from the Road Safety Working Group.
- b) Council noted that Highways have turned down the request to install a flood barrier across Sandhurst Lane. Council felt this was not acceptable and requested the Clerk to respond as the Highways measures currently in place are not sufficient to prevent vehicles from using Sandhurst Lane during floods. **Action: Clerk.**

**Next Meeting to be held on 5<sup>th</sup> September 2023 at 7.00pm.**

Meeting closed at 8.55pm.

# Bank Account Reconciled Statement

## Lloyds Current

Statement Number	18	Bank Statement No.	18
Statement Opening Balance	£66,824.78	Opening Date	01/07/23
Statement Closing Balance	£58,758.46	Closing Date	31/07/23
True/ Cashbook Closing Balance	£58,758.46		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
02/07/23	DD230702WP	WaterPlus	46.64	0.00	66,778.14
06/07/23	BACS230706NBC	NB Construction	3,285.60	0.00	63,492.54
07/07/23	BACS230707EIT	Edge IT Systems Ltd	669.00	0.00	62,823.54
07/07/23	BACS230707GC	Glebe Contractors	630.79	0.00	62,192.75
07/07/23	BACS230707HMRC	HMRC	270.60	0.00	61,922.15
07/07/23	BACS230707SLCC	Society of Local Council Clerks	283.40	0.00	61,638.75
10/07/23	DC230708EW	Estelle Wells Ltd	197.47	0.00	61,441.28
10/07/23	DC230710MS	Morgan Supplies Ltd	909.64	0.00	60,531.64
10/07/23	DC230710SF	Screwfix	17.98	0.00	60,513.66
10/07/23	DC230710SF2	Screwfix	26.57	0.00	60,487.09
13/07/23	DC230713FH	Fasthosts Internet Ltd	12.00	0.00	60,475.09
15/07/23	BACS230715GL	Gloucester Locksmiths Ltd	659.26	0.00	59,815.83
25/07/23	BACS230723CWC	Complete Weed Control (North Wessex)	486.00	0.00	59,329.83
25/07/23	BACS230723JS	Salaries	360.85	0.00	58,968.98
26/07/23	DC230726MS	Morgan Supplies Ltd	199.92	0.00	58,769.06
27/07/23	DC230727SF	Screwfix	10.60	0.00	58,758.46

### Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	8066.32	0

Reconciled by Julie Shirley

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

\_\_\_\_\_  
Chair

Date \_\_\_\_\_

# Financial Budget Comparison

Comparison between 01/04/23 and 31/07/23 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	£15,870.00	-£15,870.00
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 reclaims	£0.00	£0.00	£1,082.82	£1,082.82
<b>Total COUNCIL</b>		<b>£33,040.00</b>	<b>£2,240.00</b>	<b>£19,786.54</b>	<b>-£15,493.46</b>
<b>Total Income</b>		<b>£33,040.00</b>	<b>£2,240.00</b>	<b>£19,786.54</b>	<b>-£15,493.46</b>
<b>EXPENDITURE</b>					
<b>COUNCIL</b>					
100	Staff Costs	£6,500.00	£0.00	£1,985.20	£4,514.80
110	Office admin / expenses	£2,700.00	£0.00	£1,240.24	£1,459.76
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	£13,191.17	£2,072.21
150	Allotments	£1,000.00	£0.00	£291.02	£708.98
160	Maintenance	£3,000.00	£0.00	£1,040.53	£1,959.47
170	Training	£400.00	£0.00	£236.17	£163.83
180	IT incl software	£1,000.00	£2,460.00	£3,326.32	£133.68
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	£0.00	£108.32	£1,891.68
999	VAT Payments	£0.00	£0.00	£0.00	£0.00
<b>Total COUNCIL</b>		<b>£24,900.00</b>	<b>£11,398.38</b>	<b>£22,716.35</b>	<b>£13,582.03</b>
<b>Total Expenditure</b>		<b>£24,900.00</b>	<b>£11,398.38</b>	<b>£22,716.35</b>	<b>£13,582.03</b>
Total Income		£33,040.00	£2,240.00	£19,786.54	-£15,493.46
Total Expenditure		£24,900.00	£11,398.38	£22,716.35	£13,582.03
<b>Total Net Balance</b>		<b>£8,140.00</b>		<b>-£2,929.81</b>	



# **LONGFORD PARISH COUNCIL**

## **Unauthorised Encampments Policy**

### **Adopted by the Council xxxx**

#### **1. Policy in relation to Gypsy / Travellers and illegal encampments on parish land**

1.1 This policy will outline a procedure to enable Longford Parish Council (LPC) to protect its land and assets for the continued use and enjoyment of the community.

1.2 The aim of this policy is to ensure that any action taken by LPC as regards to Gypsy and Travellers is fair and in line with an approved protocol for dealing with unauthorised encampments. The protocol includes a procedure to ensure that as an ethnic minority group the rights and interests of the Gypsies/Travellers are properly taken into consideration as well as the settled community, when making any decisions as to how best to proceed. The protocol is designed to ensure that the Council is acting in accordance with the requirements of the Human Rights Act and Government guidance.

1.3 Land owned by LPC:

- Longford playing field.
- Grass area on Sivell Close.
- Allotments at Lewis Avenue.

#### **2. Unauthorised Encampments on Parish Council Land**

2.1 The Clerk (or Chairman if Clerk unavailable) to inform the following:

- Longford Parish Councillors
- Longford Village Hall Committee (if occupation is at playing field)
- Tewkesbury Borough Council Environmental Health officer
- Gloucestershire County Council's Traveller Services Officer
- The Police
- County Councillor
- District Councillors
- The Parish Council's legal advisor (One legal) **or**
- Third Party Organisation to commence eviction process on behalf of the parish council (eg [www.qualitybailiffs.co.uk](http://www.qualitybailiffs.co.uk)).

2.2 As Landowners it is LPC's responsibility to take any action to evict an illegal encampment from their land. This should be done by instigating proceedings under Section 77-78 Criminal Justice and Public Order Act 1994.

The Clerk to act on behalf of the council to instigate the proceedings under Delegated Powers.

#### **2.3 One of the following processes will be instigated:**

##### **Option 1**

Engage third party organisation to commence eviction process

- The third party organisation responds same day, risk assesses the situation, issues the appropriate notices and bailiffs will evict unauthorised encampments in a timely manner.
- This option carries a higher financial cost but protects councillors and officers from abuse.

## **Option 2**

The Clerk / Councillors as Landowners should request the Police or Gloucestershire County Council's Traveller Liaison Officer to accompany them to speak with the travellers.

The following should be established:

- The travellers are occupying Longford Parish Council land without permission
- Follow the questions in the attached the County Protocol Appendix 1
- Establish a time when the Travellers will leave
- Ask them to keep the site clean.

If the Travellers have not left the site as indicated above, then the Clerk will instigate the following:

- Issue a Section 77 notice to each caravan and send a certified copy to One Legal
- The encampment has 24 hours to vacate site from issue of the Section 77 notice
- After 24 hours, a Section 78 notice is issued to each caravan and a certified copy sent to One Legal
- One Legal arranges court hearing.
- Bailiffs will be required if the travellers do not vacate the site following the court hearing.

Individual councillors or officers are not to speak with the travellers without support of at least one other councillor and preferably the Police or Traveller Liaison Officer.

### **3. Request for Police Action under the Criminal Justice and Public Order Act 1994 (CJPOA) section 61**

#### **3.1** The Clerk to consider the following and if applicable make an immediate request for action under the Criminal Justice and Public Order Act (CJPOA) section 61

If the Travellers fail to leave by the time agreed by the proceedings outlined in section 1.2 above and **any** of the following 3 things have taken place;

- the unauthorised campers have caused damage to the land or property on the land;
- they have used threatening, abusive or insulting words or behaviour to the occupier, a member of his family or his employee or agent;
- there are six or more vehicles on the land.

#### **3.2** The police can use Section 61 of the CJPOA to direct unauthorised campers to leave the site. They can do this without reference to the courts. The initial step is for the landowner to make a formal request to the police that they use their powers under the CJPOA. A senior police officer will then consider whether it is appropriate to use the power, based on numerous factors:

- whether there are other activities on the encampment, such as serious breaches of the peace, disorder, criminal activity or anti-social behaviour which would necessitate
- police involvement under their wider powers;

- given the impact of the unauthorised encampment on the environment and the local settled community, is it reasonable and proportionate to use police powers;
- is action by the police legally sustainable;
- are sufficient resources available.

The decision to take this action falls to the Police. The Clerk and the council can request it, but the Police may not take this action. It is important due to this fact that civil proceedings are taken immediately so as no delay in eviction takes place.

#### **4. Travellers on land owned by other landowners**

- The Clerk to take steps to identify the landowner and to advise them of the encampment and to ascertain if it has permission.
- To continue to liaise with the landowner and keep the council informed of any action.

### **Appendix 1 Gloucestershire County Council has signed up to the following Code**

#### **Protocol for Dealing with Unauthorised Traveller Encampments**

The County Council has signed up to a countywide protocol for dealing with unauthorised sites. The protocol includes a procedure to ensure that as an ethnic minority group the rights and interests of the Gypsies/Travellers are properly taken into consideration as well as the settled community, when making any decisions as to how best to proceed. The protocol is designed to ensure that the Council is acting in accordance with the requirements of the Human Rights Act and Government guidance.

#### **If Gypsies/Travellers camp on private land, what can the landowner do?**

Talk to them to see if a leaving date can be agreed and/or take proceedings in the County Court under the Civil Procedure Rules 1998 to obtain a Court Order for their eviction.

#### **What if the landowner decides to let them stay on the land?**

Unless the landowner has already obtained planning permission for a caravan site or is a farmer and the Gypsies/Travellers are helping with fruit picking etc., then the landowner could be in breach of the Planning Acts and the Acts dealing with the licensing of caravan sites if land is occupied for more than 28 days in any 12-month period.

#### **If the landowner fails to take the appropriate action to remove the Gypsies/Travellers, what will the Council do?**

The Council will monitor all unauthorised sites and take steps to identify and then liaise with the landowner. If the landowner is in breach of any planning or caravan site license requirements, then the Council could consider taking proceedings against him/her.

#### **Does the Council have a duty to move Gypsies/Travellers when they are camped without the landowner's permission?**

The Council has the power under the Criminal Justice & Public Order Act 1994 but does not have a duty to move them. The Council would normally expect the landowner to take that responsibility.

**I have seen Gypsies/Travellers camping on the side of the road and sometimes on parks or other Council-owned land, what can the Council do?**

The District/Parish Council is only responsible for land it owns, the County Council are responsible for dealing with any encampments on land they own which will include roadside verges.

The Councils will consider each case on its merits, in accordance with the agreed protocol. If the Gypsies/Travellers are causing problems, they will be moved on as soon as is reasonably possible.

In all cases the site will be monitored, and every effort made to make sure that the Gypsies/Travellers keep the site tidy and do not cause public health problems. This sometimes means that refuse collection facilities may be provided for this purpose.

**Can the Council remove Gypsies/Travellers from their land immediately?**

No, like all other landowners the Council must apply to the County Courts for an eviction order and must first:

- Make enquiries regarding the general health, welfare and children's education;
- Ensure that the Human Rights Acts 1998 has been fully complied with;
- Show that the Gypsies/Travellers are on the land without consent;
- Follow a set procedure in terms of proving ownership of land and details of the illegal encampment.

**How long will it take for the Gypsies/Travellers to be removed?**

This will depend upon the circumstances of each individual case. The Council will need to take account of the issues outlined above. If the site is to be allowed to remain, it will be reviewed periodically.

**Can the Court refuse to grant the Council an Order to move the Gypsies/Travellers on?**

Yes. If there is a reason for the Gypsies/Travellers to stay on the site or if the Court believes that the Council have failed to make adequate enquiries regarding the general health and welfare of the Gypsies/Travellers and there is nowhere else suitable for them to go.

What can the Police do?

In certain circumstances (for example, where the Gypsies/Travellers have with them six or more vehicles), Police Officers may use powers under Section 61 of the Criminal Justice and Public Order Act 1994.

These powers will only be used in situations of serious criminality or public disorder not capable of being addressed by normal criminal legislation and in which the trespassers occupation of the land is a relevant factor. The Police will investigate all criminal and Public Order offences.

The Police are bound by the Human Rights Act and may be constrained to avoid using section 61 in circumstances where it would preclude welfare considerations from being applied by the civil courts.

The duty of the Police is to preserve the peace and prevent crime. Trespass on land by itself is not a criminal offence. Prevention of Trespass and the removal of trespassers are the responsibilities of the landowner and not the Police.

**If I become aware of a traveller encampment what information can I obtain that would be helpful to the Council in taking appropriate action?**

Location
Name of landowner
Number of caravans / vehicles
What is their reason for being there
Are they present with the owner's permission
How long are they intending to stay
Evidence of public nuisance
Are there children on site
Are they causing obstruction to road or footpath

# LONGFORD PARISH COUNCIL

## CCTV Policy

### Adopted by the Council September 2023

#### 1. Introduction

This Policy is to control the management, operation, use and confidentiality of the CCTV systems at Longford playing field. The CCTV was installed by Longford Parish Council in co-operation with the Friends of Longford Village Hall. The password-protected CCTV controls are located inside a room at Longford Village Hall (the building is owned and managed by the Friends of Longford Village Hall).

This Policy was prepared after taking due account of the Code of Practice published by the Information Commissioner's Office (revised 2015), and the 2013 Surveillance Camera Code of Practice guidelines following the introduction of the Protection of Freedoms Act 2012. This policy will be subject to periodic review by the Parish Council to ensure that it continues to reflect the public interest and that it and the system meets all legislative requirements.

Longford Parish Council accepts the data protection principles based on the:

- a. General Data Protection Regulations 2018, that the personal data we hold about you must be:
  - ) Used lawfully, fairly and in a transparent way.
  - ) Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
  - ) Relevant to the purposes we have told you about and limited only to those purposes.
  - ) Accurate and kept up to date.
  - ) Kept only as long as necessary for the purposes we have told you about.
  - ) Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.
  
- b. the guidelines in the 2013 Surveillance Camera Code of Practice:
  1. Use of a surveillance camera system must always be for a specified purpose which is in pursuit of a legitimate aim and necessary to meet an identified pressing need.
  2. The use of a surveillance camera system must take into account its effect on individuals and their privacy, with regular reviews to ensure its use remains justified (appendix A annual review).
  3. There must be as much transparency in the use of a surveillance camera system as possible, including a published contact point for access to information and complaints (appendix B signage).
  4. There must be clear responsibility and accountability for all surveillance camera system activities including images and information collected, held and used.
  5. Clear rules, policies and procedures must be in place before a surveillance camera system is used, and these must be communicated to all who need to comply with them.
  6. No more images and information should be stored than that which is strictly required for the stated purpose of a surveillance camera system, and such images and information should be deleted once their purposes have been discharged.
  7. Access to retained images and information should be restricted and there must be clearly defined rules on who can gain access and for what

- purpose such access is granted; the disclosure of images and information should only take place when it is necessary for such a purpose or for law enforcement purposes (appendix C access log).
8. Surveillance camera system operators should consider any approved operational, technical and competency standards relevant to a system and its purpose and work to meet and maintain those standards.
  9. Surveillance camera system images and information should be subject to appropriate security measures to safeguard against unauthorised access and use (appendix D access request).
  10. There should be effective review and audit mechanisms to ensure legal requirements, policies and standards are complied with in practice, and regular reports should be published.
  11. When the use of a surveillance camera system is in pursuit of a legitimate aim, and there is a pressing need for its use, it should then be used in the most effective way to support public safety and law enforcement with the aim of processing images and information of evidential value.
  12. Any information used to support a surveillance camera system which compares against a reference database for matching purposes should be accurate and kept up to date.

## **2. Statement of Purpose**

To provide a safe and secure environment for the benefit of those who might visit, work or live in the area. The system will not be used to invade the privacy of any individual, except when carried out in accordance with the law.

The scheme will be used for the following purposes:

- )] to reduce the fear of crime by persons using Council and Village Hall facilities so that they can enter and leave the playing field and village hall area without fear of intimidation by individuals or groups;
- )] to reduce the vandalism of the property and to prevent, deter and detect crime and disorder;
- )] to assist the Parish Council, Longford Village Hall, the police and other Law Enforcement Agencies with identification, detection, apprehension and prosecution of offenders by examining and using retrievable evidence relating to crime, public order or contravention of bye-laws;
- )] to deter potential offenders by publicly displaying the existence of CCTV having cameras clearly sited that are not hidden and signs on display on the playing field and around the Village Hall;
- ) to assist all emergency services to carry out lawful duties.

## **3. Changes to the Purpose or Policy**

A major change that would have a significant impact on either the purpose or the policy of operation of the CCTV scheme will take place only after discussion at Full Council Meeting. All agendas are posted on the Parish Council website and on the notice boards at least three clear days excluding weekends before the Council meeting.

## **4. Responsibilities of the Owners of the Scheme**

Longford Parish Council, in co-operation with Longford Village Hall, retains overall responsibility for the scheme.

## **CCTV CODE OF PRACTICE**

### **Management of the System**

Day-to-day operational responsibility rests with the Parish Clerk.

Redhand will carry out the annual maintenance check and can access the system to carry out maintenance and essential repairs with the permission of the Clerk or Village Hall trustees.

The password-protected CCTV system is located in a downstairs cupboard within the Village Hall.

A CCTV system prevents crime largely by increasing the risk of detection and prosecution of an offender. Any relevant tape or digital evidence must be in an acceptable format for use at Court hearings. This policy must be read and understood by all persons involved in this scheme and individual copies of this policy will therefore be issued for retention.

### **Control and Operation of the Cameras, Monitors and Systems**

The following points must be understood and strictly observed by operators:

1. Trained operators must act with due probity and not abuse the equipment or change the pre-set criteria to compromise the privacy of an individual.
2. The position of cameras and monitors has been agreed following consultation with the Parish Council.
3. No public access will be allowed to the monitor except for lawful, proper and with sufficient reason, except with the approval of the Parish Clerk. The Police are permitted access to recording media if they have reason to believe that such access is necessary to investigate, detect or prevent crime. The Police are able to visit the Village Hall to review and confirm the operation of CCTV arrangements. Any visit by the Police to view images will be logged by the operator.
4. Operators should regularly check the accuracy of the date/time displayed.
5. Digital records should be securely stored to comply with data protection and should only be handled by the essential minimum number of persons. Digital images will be erased after a period of one calendar month.
6. Images will not be supplied to the media or published in any form, except on the advice of the Police if it is deemed to be in the public interest. The Parish Clerk would inform the Parish Council and LVH of any such emergency.
7. As recordings may be required as evidence at Court, each person handling a digital record may be required to make a statement to a Police Officer and sign an exhibit label. Any extracted data that is handed to a Police Officer should be signed for by the Police Officer and information logged to identify the recording and showing the Officer's name and Police Station. The log should also show when such information is returned to the Parish Council / LVH by the Police and/or the outcome of its use.
8. Any event that requires checking of recorded data should be clearly detailed in the log book of incidents (see Appendix D), including Crime Numbers if appropriate and the Parish Council / LVH notified at the next available opportunity.
9. Any damage to equipment or malfunction discovered by the Parish Clerk or LVH Trustees should be reported immediately to the person responsible for maintenance and the call logged showing the outcome. When a repair has been made this should also be logged showing the date and time of completion.
10. Any request by an individual member of the public for access to their own recorded image must be made on an 'Access Request Form' and is subject to a standard fee. Forms are available from the Parish Clerk and will be submitted to the Parish Council for consideration and reply, normally within 40 days.

**Accountability**

Copies of the CCTV Policy are available in accordance with the Freedom of Information Act, as will any reports that are submitted to the Parish Council *providing it does not breach security needs*.

The Police will be informed of the installation and provided with a copy of this CCTV Policy. Any written concerns, complaints or compliments regarding the use of the system will be considered by the Parish Council, in line with the existing complaints policy.

Longford Parish Council has considered the need for using CCTV and has decided it is required for the prevention and detection of crime and for protecting the safety of the public. It will not be used for other purposes.

The Parish Council will conduct an annual review of its use of CCTV (see Appendix A).

THIS POLICY MUST BE COMPLIED WITH AT ALL TIMES.

## APPENDIX A – CCTV SYSTEM ANNUAL REVIEW

This CCTV system and images produced by it are controlled by Longford Parish Council who is responsible for how the system is used and for notifying the Information Commissioner about the CCTV system and its purpose. Longford Parish Council has considered the need for using CCTV and has decided it is required for the prevention and detection of crime and for protecting the safety of the public. It will not be used for other purposes. The Parish Council conducts an annual review of the use of CCTV in Longford.

	Checked (Date)	By	Date of next review
Notification has been submitted to the Information Commissioner and the next renewal date recorded.			
There is a named individual who is responsible for the operation of the system.			
A system has been chosen which produces clear images which the law enforcement bodies (usually the police) can use to investigate crime and these can easily be taken from the system when required.			
Cameras have been sited so that they provide clear images.			
Cameras have been positioned to avoid capturing the images of persons not visiting specific premises or locations.			
There are visible signs showing that CCTV is in operation. Where it is not obvious who is responsible for the system contact details are displayed on the sign(s).			
Images from this CCTV system are securely stored, where only a limited number of authorised persons may have access to them.			
The recorded images will only be retained long enough for any incident to come to light (e.g. for a theft to be noticed) and the incident to be investigated.			
Except for law enforcement bodies, images will not be provided to third parties.			
The organisation knows how to respond to individuals making requests for copies of their own images. If unsure the controller knows to seek advice from the Information Commissioner as soon as such a request is made.			
Regular checks are carried out to ensure that the system is working properly and produces high quality images.			



**For public safety and security  
24 hour  
CCTV  
surveillance is in operation**

**For information contact:**

**Longford Parish Council**

**07759 118922**



**www.redhand.co.uk    01242 675516**

LONGFORD PARISH COUNCIL

**APPENDIX C – CCTV ACCESS LOG**

<b>Offence</b>	<b>Date/Time/Place Committed</b>	<b>Address/Description</b>	<b>Name/Address of Witness</b>	<b>Action taken (including Crime Ref. No.)</b>	<b>By</b>	<b>Date/Time</b>	<b>CCTV Checked By/Result/Action</b>

LONGFORD PARISH COUNCIL

**APPENDIX D – ACCESS REQUEST FORM FOR CCTV IMAGES**

<b>Date of Recording:</b>	<b>Place of Recording:</b>	<b>Time of Recording:</b>	
<b>Applicants Name and Address</b>		<b>Description of Applicant and any distinguishing features (e.g. clothing)</b>	
<b>Post Code:</b>	<b>Tel.No:</b>	<b>A recent photograph may be necessary to aid identification.</b>	
<b>Signature of Applicant</b> <i>(or parent/guardian if under 18)</i>			
<b>Reason for request - to be submitted to Longford Parish Council.</b>			
<p><i>£10 cheque payable to Longford Parish Council. A printed A4 CCTV image will be provided within 40 days if application is approved by the Parish Council.</i></p> <p style="text-align: right;"><b>Continue overleaf if necessary</b></p>			
<b>Received by:</b>	<b>Clerk's Signature:</b>	<b>Date Received:</b>	<b>Time Received:</b>
<b>Fee Charged / N.A.</b>	<b>Fee Paid:</b>	<b>Request Approved:</b> YES/NO	<b>Date Applicant Informed:</b>

Meeting date: 5<sup>th</sup> September 2023

Agenda number: 7e

Topic: Tree Offer

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Dear Longford Parish Council,

I hope all is well.

I'm making contact as I live within the parish and work for Arthur J Gallagher, who have an office in Quedgeley. A colleague of mine will be in possession of 125 of each plant below and we are looking for potential places that we can plant them in the Gloucestershire area.

Acer campestre (Field Maple)

Crataegus monogyna (Hawthorn)

Prunus spinosa (Blackthorn)

Sambucus nigra (Elder)

We were just enquiring to see if this is something that you would allow us to do at a designated area within the parish area. The actual planting would be carried out by Arthur J Gallagher colleagues. We'd require nothing from yourself other than permission and a designated area of your choosing. Obviously, it may be unrealistic to take all plants but if you'd be happy to plant a number of the plants that would great.

If you require any additional information please feel free to email me back and I can obtain any further information. My colleague collaborating this potential project is Jack Gibson. His email address is [redacted] if you need to contact him directly.

Meeting date: 5<sup>th</sup> September 2023

Agenda number: 7g

Topic: Tree Survey Quote

Longford Parish Council has a responsibility to ensure that trees on its land are in a safe condition. The last survey of the trees at the playing field and Sivell Close open space was carried out in November 2020. The trees at the allotments have not been checked for at least 5 years.

- To re-inspect, add other areas, and update recommendations in a report with plans. Includes time for site visit and reporting: £400+vat.

**Council to confirm it accepts the quote.**

## Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of

Longford Parish Council - GL0139

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2022/23

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR was not accurately completed before submission for review. Please ensure that amendments are corrected in the prior year comparatives when completing next year’s AGAR:

- Section 2 box 9 should read £47,920 in 2021/22, and £47,924 in 2022/23.
- Section 2 box 10 should read £0 for both 2021/22 and 2022/23.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

### 3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

Date

15/08/2023

# 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
1179		£630.79	140	31/07/23	Glebe Contractors - Ground Maintenance July 2023	GM10183
		<b>£630.79</b>			Glebe Contractors - Total	
1188	BACS2308 28KD	£15.00	110	16/07/23	Over Farm Market - Gift for Allotment Competition Judge - reimbursement to K.Doherty	Receipt
		<b>£15.00</b>			Over Farm Market - Total	
1187	BACS2308 28PKF	£252.00	110	16/08/23	PKF Littlejohn LLP - External Audit 2022-23	SB20230694
		<b>£252.00</b>			PKF Littlejohn LLP - Total	
1164		£405.00	200	19/06/23	Signs of Cheshire Ltd - Balance due, tn 1158 - A0 Poster notice board for Horsbere Drive - 50% to be paid on order	10753
		<b>£405.00</b>			Signs of Cheshire Ltd - Total	
		£361.05			Confidential	
<b>Total</b>		<b>£1,663.84</b>				

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_