

LONGFORD PARISH COUNCIL

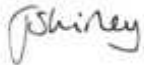
www.longford-pc.gov.uk ~ Tel: 07759 118922

24th September 2024

I hereby give notice that the meeting of Longford Parish Council will be held in **Longford Village Hall on Tuesday 1st October 2024 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 1st OCTOBER 2024

- 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 3rd September 2024.**
- 4. To consider applications to fill one councillor vacancy by Co-option.**
- 5. 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 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. Flooding

(10 mins)

- a) To review updates to the draft Emergency Plan.
- b) To receive updates on the requested flood gate on Sandhurst Lane.

7. Finance / Procedures

(5 mins)

- a) To receive the latest bank reconciliations and budget versus spend report for the 2024/25 accounts.
- b) To consider first draft of 2025/26 budget.
- c) To note that the clerk authorised emergency repairs to a water standpipe at the allotments at a cost of £1200+VAT.
- d) To approve the latest invoices for payment.

8. Website

- a) To note that the current website domain provider is no longer registered to provide gov.uk domains with effect 30th September and the parish council domain has been moved to Parish Online.
- b) To consider moving the website and email hosting to Parish Online at an annual cost of £385+VAT.

9. Parks, Open Spaces & Allotments

(30 mins)

- a) To note the monthly play inspection report.
- b) To receive an update on the community orchard and agree any actions.
- c) To consider applying to the County Council ash dieback replacement programme.
- d) To agree working party dates.
- e) To discuss replacement of other dog waste bins around the parish.
- f) To review water supply arrangements at the allotments and plan repairs / maintenance.
- g) To review arrangements and protocols for remote access of the CCTV system.
- h) To consider request for memorial bench for Phil Awford.

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- 10. Planning** (15 mins)
a) To consider planning applications received since publication of the agenda.
- 11. Highways:** (10 mins)
J To receive an update from the Road Safety Working Group
- 12. To receive reports from representatives of Allotments, Finance, Personnel, Playing Field and Village Hall, for information only.**

Next meeting of the Parish Council will be on Tuesday 5th November 2024 7.00pm.

Minutes of the Parish Council Meeting held on Tuesday 3rd September 2024 at 7.00pm at Longford Village Hall

1. **Presentation of awards to Allotment Competition winners.**
2. **Attendance noted as**
Cllrs C Young (Chair), C Byers (Vice-Chair), G Bocking, K Doherty, L Gough, R Harris, R Meek, D Melvin.
Also present: Mrs J Shirley (Clerk)
Members of public present: Four members of public.
Apologies: County Cllr P McLain, Borough Cllr S Hands
3. **Declarations of interest in items on the agenda**
None.
4. **Approval of the minutes of the meetings held on 2nd and 25th July 2024**
Council resolved to approve the minutes of the meetings held on 2nd and 25th July 2024.
Proposed by Cllr Byers, seconded by Cllr Bocking, all in favour.
5. **No applications received to fill the one councillor vacancy by co-option.**
6. **Council noted two items that were outstanding from the last meetings, both are on the agenda for discussion (flood gate and noticeboard).**

Public Participation

The tenant of the field adjacent to the allotments was present to advise he would be taking on ownership of the land soon and was present to discuss the water usage and access through the fence. There was a water leak on the field and the Clerk will submit a leakage allowance request to Water Plus and deduct the allowance from the outstanding amount due if granted by Water Plus. The tenant also enquired about planning permission for an animal shelter and he was referred to Tewkesbury Borough Council.

7. Flooding

- a) The Emergency Plan draft had been reviewed by GRCC and comments passed onto the working group. Cllr Doherty ran through the points raised by GRCC and noted that flooding impacts Sandhurst Lane more severely than central Longford due to the depth and proximity of the watercourses. Cllr Byers proposed requesting a meeting with GRCC and the working group to go through the points raised to progress the draft plan, seconded by Cllr Harris. All in favour. **Action: Clerk** to contact GRCC and copy the Emergency Working Group.
- b) Cllr Melvin updated the Council on the requested flood gate for Sandhurst Lane. Cllr Melvin had contacted various authorities as a resident to highlight the need for the flood gate. Gloucestershire County Council are reviewing options for the flood gate; it was agreed that the Clerk will send a follow-up letter to GCC to reiterate the parish council's support for the flood gate. **Action: Clerk.**

8. Finance / Procedures

- a) Council received the latest bank reconciliations and budget versus spend report for the 2024/25 accounts.
- b) Council received the external audit report for the accounts 2023/24 and noted that no comments had been made by the auditor.
- c) Council ratified the payments made since the July meeting and approved the latest invoices for payment:

Date	Supplier	Details	Gross
03/07/24	Morgan Supplies Ltd	Topsoil for playing field	£60.00
04/07/24	Biz Stationery	Printer ink for Vice-chair printer	£42.49

Signed

120

Date

09/07/24	Glebe Contractors	Ground Maintenance June 2024	£649.78
09/07/24	Chris Arnold Tree Surgery	Remove two limbs from tree overhanging	£240.00
09/07/24	Longford Village Hall	Annual Grant towards wifi at village hall	£150.00
09/07/24	Karen Doherty	Thank you gift for Allotment judge	£10.39
09/07/24	Glebe Contractors	Ground Maintenance July 2024	£649.78
12/07/24	GiffGaff	Mobile phone monthly top-up	£6.00
12/07/24	Fasthosts Internet Ltd	Webhosting & email 13-07-24 to 13-08-24	£12.00
12/07/24	The Range	Varnish, hammer for Playing Field	£14.43
22/07/24	WaterPlus	Water supply at allotments – monthly	£80.10
26/07/24	Broxap Ltd	Derby E Litter Bin 120 Litre capacity	£472.74
26/07/24	Drain Doctor	Water leak on allotments standpipe	£852.00
13/08/24	Fasthosts Internet Ltd	Webhosting & email 13-08-24 to 13-09-24	£12.00
13/08/24	GiffGaff	Mobile phone monthly top-up	£6.00
22/08/24	WaterPlus	Water supply at allotments – monthly	£82.25
05/09/24	Complete Weed Control	Weed Control at gutters and kerbs	£486.00
05/09/24	Pipeline Logistics Ltd	Install new standpipe at allotments	£1,176.00
05/09/24	NB Construction	Collect & install noticeboard from Tewkesbury	£366.00

9. Parks, Open Spaces & Allotments

- a) Council received an update on the community orchard; Cllr Byers outlined the list of fruit trees he proposed be purchased and planted in the orchard and along the railway sleepers. The majority of councillors were in favour of the types of fruit trees, dependent on the successful outcome of the council's grant application to Tewkesbury Borough Council. The victoria plum tree in the orchard died and will need to be replaced as it was sponsored by a member of public.
 Cllr Byers proposed purchasing bulbs for the orchard at an estimated cost of £200, seconded by Cllr Melvin. All in favour. The bulbs to be funded from the earmarked reserve if sufficient available, otherwise defer the purchase. **Action: Clerk to confirm balance of earmarked reserve.**
 Cllr Byers confirmed that the wildflower area on Sivell Close can be cut back by the contractor. **Action: Clerk to arrange.**
- b) The quote to remove mistletoe from the silver maple on the playing field had not yet been received; Council approved the work providing the quote is no higher than the previous quote of £350+VAT. **Action: Clerk.**
- c) Council reviewed the tree inspection summary and updated the summary to confirm works that had been completed and those still to be actioned.
- d) Council agreed working party dates as: Saturday 21st September at 11am (strimming the orchard).
- e) Council discussed the issue of dog fouling on the playing field; updated signage to be sourced to publicise the issue on social media. **Action: Clerk.**
- f) Council confirmed the replacement of the dog waste bin at the junction of Longford Lane / Tewkesbury Road and the lid of the old bin will be reused to repair the bin on Fircroft Road.
- g) Council noted that the noticeboard from Tewkesbury Borough Council had been installed at the allotments.
- h) Council confirmed the position of the new noticeboard for Fircroft Road to be the same as currently on the fence.
- i) Council reviewed the water supply usage at the allotments and noted that quotes not yet received to check the standpipes and disconnect the sub-meter. Council also noted the difficulty to access the sub-meter to read it monthly; Cllr Harris volunteered to clear around the sub-meter. **Action: Cllr Harris.**
- j) Council reviewed the arrangements and protocols for the remote access of the CCTV system at the playing field and confirmed that whilst equipment was in place to access remotely, there was an IP conflict that the contractor needed to resolve. There was also an issue with the flood lights that needs input from the contractor. **Action: Clerk to follow-up with Redhand.**

10. Planning

- a) Council objected to the following planning application: 24/00612/24 – Land at Horsbere Drive - Erection of 17 dwellings comprising 3 two-bedroomed houses, 2 three bedroomed houses, 6 two-bedroomed apartments and 6 one-bedroomed apartments with associated car parking and landscaping.
Action: Clerk to submit comments as drafted by Cllr Bocking. It was also agreed that Cllr Bocking will represent the Parish Council if the application goes to Development Committee.
- b) There was no planning applications received since publication of the agenda.

11. Highways

- a) Council received an update from the Road Safety Working Group.

12. To receive reports from representatives for information only:

- Allotments: skip to be organised for Saturday 12th October, Cllr Harris to assist.
- Finance: no additional updates. Cllr Meek will conduct a check of the accounts.
- Personnel: no additional updates.
- Playing Field: no additional updates.
- Village Hall: Cllr Young attended the latest meeting with Longford Village Hall committee and gave an update to Council.

Next Meeting to be held on Tuesday 1st October 2024 at 7.00pm. Deadline for agenda items is 23rd September 2024. Requested items for next meeting: memorial bench for Phil Awford.

Meeting closed at 8.35pm.

Bank Account Reconciled Statement

Lloyds Current

Statement Number	32	Bank Statement No.	32
Statement Opening Balance	£62,507.87	Opening Date	01/08/24
Statement Closing Balance	£62,138.77	Closing Date	31/08/24
True/ Cashbook Closing Balance	£62,138.77		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
08/08/24	DUPLICATE	Parish Online	-120.00	0.00	62,627.87
13/08/24	DC240812GG	GiffGaff	6.00	0.00	62,621.87
13/08/24	DC240813FH	Fasthosts Internet Ltd	12.00	0.00	62,609.87
22/08/24	DD240822WP	WaterPlus	82.25	0.00	62,527.62
28/08/24	DC240828TW	Trophy World	8.00	0.00	62,519.62
31/08/24	SO240831JS	Salaries	380.85	0.00	62,138.77

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	369.1	0

Reconciled by Julie Shirley

Signed _____
Clerk / Responsible Financial Officer

Chair

Date _____

Draft Budget 2025/26

Start of year 01/04/24

Heading		Last year's net	Actual net	2024/25	2025/26	
COUNCIL Income						
10	Precept	£31,740.00	£15,765.00	£31,530.00	£31,529.08	
20	Allotment Rents	£597.42	£1,070.95	£1,000.00	£1,100.00	
30	Grants and other income	£11,333.60	£1,300.00	£300.00	£330.00	Football rent
99	VAT reclaims	£1,082.82	£6,770.20	£0.00	£0.00	
COUNCIL Income Total		£44,753.84	£24,906.15	£32,830.00	£32,959.08	
Total Income		£44,753.84		£32,830.00	£32,959.08	
COUNCIL Expenditure						
100	Staff Costs	£6,211.55	£2,476.25	£7,315.00	£6,750.00	
100/1	Salaries	£4,963.94	£1,904.85	£5,715.00	£5,500.00	
100/2	PAYE/NI	£1,247.61	£571.40	£1,600.00	£1,250.00	
110	Office admin / expenses	£2,341.30	£1,269.17	£2,700.00	£2,000.00	Includes £800 of subs & audit fees paid in Q1 only
120	Insurance	£507.40	£641.39	£510.00	£650.00	LTA ends June 2024
130	Donations	£350.00	£150.00	£300.00	£300.00	
140	Parks & Open Spaces	£18,716.62	£4,942.26	£8,000.00	£10,000.00	
140/1	Grasscutting	£18,716.62	£2,717.40	£8,000.00	£4,000.00	
140/2	Repairs & Maintenance	£0.00	£1,007.81	£0.00	£2,000.00	
140/3	Tree maintenance	£0.00	£550.00	£0.00	£2,500.00	
140/4	Orchard / Wildflower areas	£0.00	£667.05	£0.00	£1,500.00	
150	Allotments	£1,635.67	£2,590.60	£1,100.00	£8,000.00	
150/1	Water usage	£1,635.67	£405.01	£1,100.00	£2,000.00	
150/2	General maintenance	£0.00	£495.59	£0.00	£500.00	
150/3	Water supply repairs / maintenance	£0.00	£1,690.00	£0.00	£5,500.00	£3600 check/replace standpipes, £900 cap off meter, £550 isolation valve

Draft Budget 2025/26

Start of year 01/04/24

Heading	Last year's net	Actual net	2024/25	2025/26		
160	Maintenance	£1,445.53	£859.43	£3,000.00	£2,000.00	Spraying kerbs + general maintenance
170	Training	£0.00	£0.00	£300.00	£300.00	
180	IT incl software	£4,142.06	£692.40	£1,010.00	£1,200.00	£600 per year IT sub fees
190	Newsletter, website, email	£0.00	£0.00	£150.00	£150.00	Website & email is included in IT budget
200	New equipment	£689.98	£1,405.85	£1,000.00	£1,500.00	New dog bins / litter bins - also some reserve funds
210	Projects	£8,905.32	£0.00	£7,445.00	£0.00	Memorial Project to be funded from Reserve
999	VAT Payments	£0.00	£0.00	£0.00	£0.00	
COUNCIL Expenditure Total		£44,945.43	£15,027.35	£32,830.00	£32,850.00	
Total Expenditure		£44,945.43		£32,830.00	£32,850.00	

Net Expenditure	£191.59	£0.00	-£109.08
Funding			£0.00
Reserves			
S106 / CIL			
Loans			
Proposed Precept			£31,529.08
Other Income			£1,430.00
Total Funding			£32,959.08
Balance			£109.08

01/04/24	Tax Base	Band D	01/04/25	New Tax Base	%age increase	Current year precept
	877.27	35.94		877.27		£31,529.08
						extra cost per band D
						0.00
						New band D
						35.94
						New Precept
						31529.0800
Current precept + New additional = Proposed precept						
						£31,529.08 + £0.00 = £31,529.08

Meeting date: 1st October 2024

Agenda number: 8

Topic: Website and email hosting

Our current website provider (Fasthosts) is losing their registration to provide gov.uk domains on 30th September. We are unable to remain with Fasthosts after 30th September and therefore have moved to Parish Online (who provide our digital mapping service). We can keep the web hosting and email service with Fasthosts if preferred.

Council is asked to consider moving the website and email service to Parish Online. The costs and benefits are outlined below.

Fasthosts hosting costs us £12 per month plus an annual fee for the SSL certificate £42. The clerk manages the website and periodically check that it meets the accessibility rules. The domain renewal £73 for 2 years.

Parish Online have quoted £385+VAT a year which includes a new website (including data migration), webhosting, emails and SSL certificate and they ensure the website constantly meets the accessibility rules. One bonus is that our digital map can be integrated with the website. Moving the whole website package to one provider also gives the benefit of having support if there are issues with the website (currently managed by the clerk). To move only the domain would be £100 with Parish Online (this action has been taken due to the limited timescale).

Current annual costs: £260+VAT with Fasthosts

New annual costs Option A: £287+VAT – hosting with Fasthosts, domain with Parish Online

New annual costs Option B: £385+VAT – hosting and domain with Parish Online.



Park/Playing Field Checklist

3 Sep 2024 / Chris Byers

Complete

Score	19 / 21 (90.48%)	Flagged items	2	Actions	0
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Visual Inspection by:

Chris Byers

Date:

03.09.2024

Location

15 Sivell Cl, Longford, Gloucester
GL2 9AX, UK
(51.8835196,
-2.2328742999999998)

Flagged items

2 flagged

Inspection / Perimeter

Hedging

Needs attention

Length of 2inch angle iron sticking out of hedge back of Longford Lane residents, between VH and Sivell Close.

Inspection / Playground

Step stones

Needs attention

Need tidying up.

Inspection	2 flagged, 19 / 21 (90.48%)
Perimeter	1 flagged, 3 / 4 (75%)
Fencing	OK
Hedging	Needs attention
Length of 2inch angle iron sticking out of hedge back of Longford Lane residents, between VH and Sivell Close.	
Weeds	OK
Entrances	OK
Trees	2 / 2 (100%)
Dead Branches	OK
Protruding roots	OK
Dog / litter bins	1 / 1 (100%)
Condition	OK
Benches	2 / 2 (100%)
Secure	OK
General condition	OK
Playground	1 flagged, 8 / 9 (88.89%)
Signs in place	OK
Fence & gates	OK
Safety surfaces	OK
Cradle swings	OK
Swings	OK
Tropical storm multi-play unit	OK
Nursery rhyme multi-play unit	OK
Glow Worm See-Saw	OK

Step stones

Needs attention

Need tidying up.

Youth Pod

1 / 1 (100%)

Condition

OK

Sports Goal

1 / 1 (100%)

Condition

OK

Playing surface

1 / 1 (100%)

Condition

OK

Completion

Additional Notes

Sign Off

Chris Byers
03.09.2024 15:53 BST

Longford PC Clerk

From: Trees <trees@gloucestershire.gov.uk>
Sent: 11 September 2024 08:30
To: Trees
Subject: Ash Dieback Project: replanting scheme 2024-25 Season
Attachments: LPC Replanting form.docx; List of Trees.docx

Dear Sir / Madam Reference:

Ash Dieback Project, replanting scheme.

In June 2020 GCC Highways launched the Ash Dieback Project to start to tackle the effects of the disease within the county. The disease also known as Chalara is caused by a fungus which affects the vascular system of Ash trees and can kill young specimens very rapidly. Older trees can resist for longer but are likely to shed limbs, become unstable and are extremely likely to die.

During the three years, GCC Highways managed to remove **12,640** infected Ash Trees which posed a danger to highway users. With an aim of replanting at least two trees for every diseased tree felled.

During the last three planting season a total of **40,597** trees were planted by March 2023, either by our Ash Dieback team or through providing young trees to Parish Councils.

Local Parish Councils Replanting

The replanting season runs between November and March, we would encourage the local parish councils to use their local knowledge and expertise to assist us in identifying suitable areas within your community where replanting can be undertaken. If practical we would be looking at planting in groups of mixed native whips (young tree seedlings 2-3 years old) rather than larger specimen trees, but we can consider all requests.

Within the capacity of the Ash Dieback Project, we currently have two options available;

1. Submit areas to be considered for replanting on highways land by the Ash Dieback Team.
2. Submit a request for whips / trees to be donated to the parish council, to plant themselves within the community.

This can be projects such as planting Hedgerows, Wildlife Corridors, Orchards, filling in corners of fields or even supporting a local community planting project such as sensory garden, forest schools and much more.

If you would like to submit a request for trees to be planted during November 2023 to March 2024, please complete the attached form, and return to trees@gloucestershire.gov.uk by 14/10/2023. This planting work is being undertaken in addition to the County Council's existing pledge on tree planting.



Tree Warden Scheme GCC are in process of setting up Gloucestershire Tree Warden scheme with the Tree Council, if you wish to become a tree warden or wish to find out more, please email TreeWardenScheme@Gloucestershire.gov.uk.

Kind Regards

Scientific Name	Common Name	Large tree (Often over 15m at maturity)	Notes
<i>Acer campestre</i>	Field maple		Particularly within hedges but not exclusively so
<i>Acer pseudoplatanus</i>	Sycamore	Yes	Maybe worth considering but away from ancient woodland or protected sites and also semi-improved/unimproved grassland and where horses present nearby.
<i>Alnus glutinosa</i>	Alder	Yes	Wet and damp sites plus next to watercourses/ditches where appropriate.
<i>Betula pendula</i>	Silver birch	Yes	Particularly where already known to occur and appropriate.
<i>Betula pubescens</i>	Downy birch	Yes	Damper sites
<i>Carpinus betulus</i>	Hornbeam	Yes	Occasional use where appropriate to location and its history.
<i>Castanea sativa</i>	Sweet chestnut	Yes	Particularly where already known to occur and appropriate.
<i>Corylus avellana</i>	Hazel		Good choice in many locations
<i>Crataegus monogyna</i>	Hawthorn		Particularly within hedges but not exclusively so
<i>Fagus sylvatica</i>	Beech	Yes	Particularly where already known to occur and appropriate.
<i>Ilex aquifolium</i>	Holly		Good choice where already known to occur
<i>Juglans regia</i>	Walnut (English)	Yes	Probably as specimen trees only - looks similar to ash
<i>Ligustrum vulgare</i>	Privet		Mainly within hedgerows
<i>Malus domestica</i>	Apple (cultivated)		Occasional use where appropriate to location and its history. Known cultivars grown on M25 rootstock
<i>Malus sylvestris</i>	Crab apple		Occasional use where appropriate to location and its history.
<i>Pinus sylvestris</i>	Scots Pine	Yes	Occasional use where appropriate to location
<i>Populus nigra</i>	Black poplar	Yes	Occasional use in wetter sites/valley bottoms and vales usually where previously known
<i>Populus tremula</i>	Aspen	Yes	Particularly where already known to occur and appropriate.
<i>Prunus avium</i>	Wild cherry	Yes	Particularly where already known to occur and appropriate.
<i>Prunus domestica</i>	Plum (cultivated)		e.g. such as Pershore & Blaisdon cultivars or smaller ssp. insititia (Damsons)
<i>Prunus padus</i>	Bird cherry		Occasional use where appropriate to location and its history.
<i>Prunus spinosa</i>	Blackthorn		Particularly within hedges but not exclusively so
<i>Pyrus communis</i>	Pear (cultivated)	Yes	Esp. Perry Pear cultivated hybrids
<i>Quercus petraea</i>	Sessile oak	Yes	Particularly where already known to occur and appropriate.
<i>Quercus robur</i>	Pedunculate oak	Yes	Good choice in many locations
<i>Salix caprea</i>	Goat (Pussy) willow		Damper sites
<i>Salix cinerea</i>	Common willow		Wet and damp sites. Also subspecies of Grey and Rusty Willow may be appropriate in a few locations if already known.
<i>Sambucus nigra</i>	Elder		Particularly within hedges but not exclusively so
<i>Sorbus aria</i>	Whitebeam		Occasional use where appropriate to location and its history
<i>Sorbus aucuparia</i>	Rowan		Particularly where already known to occur and appropriate.
<i>Sorbus torminalis</i>	Wild service tree		Occasional use where appropriate to location and its history.
<i>Taxus baccata</i>	Yew	Yes	Particularly where already known to occur and appropriate
<i>Tilia cordata</i>	Small leaved Lime	Yes	Particularly where already known to occur and appropriate
<i>Tilia platyphyllos</i>	Large leaved lime	Yes	Occasional use where appropriate to location and its history
<i>Ulmus procera/glabra</i>	Wych & English Elm	Yes	Particularly where already known to occur and appropriate