

Minutes of the Parish Council Meeting held on Tuesday 4th November 2025 at 7.00pm at Longford Village Hall

1. Attendance noted as

Cllrs C Byers (Chair), G Bocking, K Doherty, L Gough, R Harris, D Melvin

Also present: County & Borough Cllr Sarah Hands, Mrs J Shirley (Clerk)

Members of public present: Two.

Apologies: Cllr C Young.

2. Declarations of interest in items on the agenda

Cllr Byers declared an interest in planning application 25/00785/FUL.

3. Approval of the minutes of the meeting held on 2nd September 2025.

Council resolved to approve the minutes of the meeting held on 2nd September 2025.

Proposed by Cllr Melvin, seconded by Cllr Harris, all in favour.

4. There were no applications to fill two councillor vacancies by Co-option.

5. There were no outstanding items not already on the agenda.

Public Participation

A resident addressed the meeting regarding grass cutting along Fircroft Road, particularly Finchmoor Mews and the raised borders on the corners that were not maintained. Cllr Byers raised this issue with the Local Highways Manager approximately 12 months ago who committed to tarmac over the raised borders to reduce maintenance. The Clerk will forward to Borough Cllr Hands the location of where Russian vine/Himalayan balsam is growing behind Finchmoor Mews by Wotton Brook to follow-up with the borough council. The issue of grass cutting will be discussed at agenda item 11.

A resident requested an explanation regarding the parish council's objection to their planning application 25/00785/FUL. Cllr Byers had declared an interest in this item, so Cllr Harris chaired this part of the meeting. It was agreed that the Clerk will provide a written response to the resident.

Report from County & Borough Councillor: Cllr Hands gave a report including the offer from the borough council to facilitate parish councils to take on grass cutting from the county council; the borough council grass cutting regime is unchanged whereas the county council areas will be reduced to twice a year. Cllr Harris requested that Cllr Hands clarify that a one-metre strip along main roads will be cut to maintain visibility. The options for the local government review will be finalised in November 2025. Cllr Hands has a county councillor grant fund of £20k to use to improve health and wellbeing across the ward. Planning Enforcement is monitoring the development on Sandhurst Lane and has requested additional information from the landowner. A new flood warning sign has been installed on Sandhurst Lane.

6. Flooding

- a) Emergency Plan update: the latest version 2.2 was adopted. **Action: Clerk** to publish the plan on the website redacting the personal information.

7. Finance / Procedures

- a) Council received the latest bank reconciliations and budget comparison report.
- b) Council approved a payment of £100 to the volunteer that mows the allotment site, to cover the cost of petrol. **Action: Clerk.**
- c) Council approved the annual membership renewal for Glos. Playing Field Association at a cost of £50.
- d) Council considered the first draft of the 2026/27 budget, no amendments at this stage.
- e) Council noted payments made since the September meeting as follows:

Signed

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Date

Date	Supplier	Details	Gross
15/09/25	Chris Arnold Tree Surgery	To crown lift to 6metres clearance over road - remove low branches	£300.00
13/09/25	BandQ	Orchard supplies	£54.50
19/09/25	BandQ	Bulbs	£112.00

- f) Council approved the invoices for payment (Cllr Byers and Cllr Doherty will approve the online payments):

Date	Supplier	Details	Gross
08/10/25	Complete Weed Control (North Wessex)	Weed control of all gutters and kerbs of residential roads	£498.00
30/09/25	Glebe Contractors Ltd	September 2025 ground maintenance	£669.20
07/10/25	Wicksteed Leisure Ltd	Replacement square post ends for play equipment	£14.28
09/10/25	Edge IT Systems Ltd	Microsoft 365 - Annual Fees	£183.90
09/10/25	Laser Alarms	Corrective maintenance to reset CCTV and fix Pole 1 feed	£114.00
17/10/25	Laser Alarms	Corrective maintenance to reset CCTV and fix Pole 1 feed (2nd visit)	£114.00
23/10/25	Laser Alarms	Annual maintenance contract	£132.00
27/10/25	GAPTC	NPPF Revisions and the new Planning and Infrastructure Bill training course - Cllr Harris	£30.00
01/09/25	Glos Playing Field Association	Annual Membership	£50.00
28/10/25	Longford Village Hall	Annual Contribution to WiFi	£150.00
28/10/25	John Davis	Contribution to petrol costs for mowing allotment tracks all year	£100.00
13/10/25	Royal Mail Group Ltd	Renewal of PO Box for 12 months	£445.80
31/10/25	Glebe Contractors Ltd	October 2025 ground maintenance	£669.20
30/10/25	GAPTC	Code of Conduct training course - Cllr Harris	£25.00
		TOTAL	£3195.38

8. Procedures

- a) Council noted the briefing note regarding the new Assertion 10 that has been introduced to the annual external audit.
- b) Council adopted the new and updated policies as follows:
 - IT Policy (New)
 - Freedom of Information Policy (New)
 - Retention and Disposal Policy (New)
 - List of Documents for Retention or Disposal (New)
 - Health & Safety Policy (New)
 - Privacy Policy (Updated)
 - Publication Scheme (Updated)
 - Subject Access Request (Updated)
 - Data Protection (Updated)
 - Personal audit data (Updated).
- c) Council reviewed the Biodiversity Policy.

9. Council approved the following quotes:

- a) Tree maintenance of veteran Oak tree as per latest tree inspection survey - £1200+VAT incl TPO planning application.
- b) Tree and hedge maintenance at the allotments as per tree inspection survey - £800+VAT.
- c) CCTV quote to resolve wireless transmission from remote cameras - £250+VAT.
- d) CCTV quote to move camera on village hall to see above the new storage container -

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Date

- £150+VAT.
 e) Play area quote to adjust the pedestrian gate - £214.50+VAT.
 f) Play area quote to reset the 24 stepping stones in postcrete - £1417.69+VAT.

Council did not agree to the following quotes:

- a) CCTV quote to move camera on post 1 - £55+VAT. No longer required
 b) Play area quote to sand down, prime and paint the youth shelter - £2474.24+VAT. **Action: Clerk** to find out the type of paint so that volunteers could do it themselves.

10. Parks & Open Spaces

- a) Council received an update on the community orchard. Council has received some complaints about tree stumps that volunteers have placed to line the paths in the orchard. Cllr Gough suggested removing the tree stumps temporarily which was agreed. Council has also received complaints about ball playing in the space between the container and Victoria Court; it was agreed to retain the “no ball games in this area” signs.
 b) The next working party date will be on 22nd November. Cllr Byers has been personally gifted a petrol lawnmower which he will use for the volunteer working parties.
 c) There was a discussion regarding the storage needs of the parish council and the possibility of gating the gap between the village hall and the container to utilise for collection of rainwater. **Action: Clerk** to request quotes for secure gates to be installed at either end of the gap and to add to a future agenda item to re-discuss storage needs.

11. Grass cutting

- a) Council discussed a request to maintain Gloucestershire Highways verges which were previously maintained by Tewkesbury Borough Council. It was agreed that the Clerk will request a quote from our current contractor for all the Highways areas for a once-monthly cut for council to consider at the December meeting. **Action: Clerk.**

12. Council noted the update regarding the Housing Needs Survey for Longford.

13. Council confirmed responses on planning applications actioned since last parish council meeting.

16/09/2025	25/00726/FUL	3 Gwinnett Drive, Longford	Proposed two storey rear extension with single storey rear & side.	No objection 03/10/25
25/09/2025	25/00636/FUL	333 Longford Lane	Single storey wrap around, front, side and rear extension.	No objection 29/09/25
02/10/2025	25/00673/FUL	The Orchards, Sandhurst Lane	Balcony with side screening to existing ground floor flat roof. Garage conversion to living room including replacement of up and over door to window. New side door to replace existing window.	No objection 10/10/25
03/10/2025	25/00785/FUL	14 Sivell Close	Proposed first floor front extension, two storey rear extension, single storey rear extension and application of render to existing dwelling.	Object with comments 10/10/25

14. Council considered new planning applications including those received since publication of the agenda.

27/10/2025	25/00853/FUL	16 Longford Mews	Change of use from C3 residential to Sui Generis to form a six bedroom House in Multiple Occupation (HMO). Garage	Object, comments included flood assessment inadequate, sewage impact (incl condition 12 wording),
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			conversion and rear extension (retrospective).	impact on parking on a narrow street.
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15. Highways

- a) Cllr Harris reported there were no significant updates regarding the Traffic Regulation Order for the A38 reduction in speed; the application is still with the safety committee. PCSO Chalkley provided information to Cllr Byers regarding speedwatch support for volunteer groups.
- b) Council received a brief update on village gateways. Cllr Harris will follow-up with Twigworth PC and Highways and report progress to Council.
- c) Council received an update from the Clerk on bike racks and grants available. Council resolved to apply for funding for 5 upright style bike racks plus the cost of installation.
Action: Clerk to apply for grant funding.

16. Council noted dates for Police Information Point sessions at Longford Village Hall: 28 Oct, 18 Nov, 9 Dec 2025.

17. Council noted information received regarding Gloucestershire unitary local authority options and to consider attendance at the Tewkesbury Borough Council seminar on 27th November 5.30pm. Cllr Harris and Cllr Byers will attend the seminar.

18. Council considered a request to place a clothes recycling container at Longford Playing Field. It was noted that the car park gate is locked and access to empty the bin would be difficult. There are already clothes recycling units within the parish near to the school and shops. **Action: Clerk** to respond that the proposed location is not practical and that council regretfully denied the request.

19. To receive reports from representatives for information only:

- Allotments: plot inspection highlighted that several plots have been unused this year and will be reinspected in November which may lead to notices to quit being issued.
- Finance: no further updates.
- Personnel: no updates.
- Playing Field: Cllr Byers reported issues with overflow car parking on the playing field.
- Village Hall: Cllr Doherty reported that the Christmas Craft Fayre is on 22nd November, donations of cake and volunteers to help with refreshments welcome. LVH plan to update the kitchen.

Next Meeting to be held on Tuesday 2nd December 2025 at 7.00pm. Deadline for agenda items is 24th November. Agenda items to include: draft budget 2026/27.

Meeting closed at 9pm