

## Minutes of the Parish Council Meeting held on Tuesday 2<sup>nd</sup> December 2025 at 7.00pm at Longford Village Hall

### 1. Attendance noted as

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

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

**Members of public present:** Two.

**Apologies:** Cllr G Bocking.

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

None.

### 3. Approval of the minutes of the meeting held on 4<sup>th</sup> November 2025.

Council resolved to approve the minutes of the meeting held on 4<sup>th</sup> November 2025. Proposed by Cllr Doherty, seconded by Cllr Melvin, all in favour.

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

### 5. Council received updates regarding outstanding items not already on the agenda.

Council noted that the previously agreed play area quote to reset the 24 stepping stones in postcrete was not actioned as it was found only one stone was loose which the working party has fixed.

Council also noted that emergency repairs were authorised by the Clerk to fix the playing field driveway gate which had become difficult to open/close.

### Public Participation

A resident reported that the Borough Council had cut back the Russian vine and the grass and hedges near to Finchmoor Mews (reported at the last meeting to Borough Cllr Hands). Untaxed cars are also an issue in the area, this can be reported to the Police at the liaison meeting on Tuesday 9<sup>th</sup> December 5.30-6.30pm at the village hall.

A resident addressed the meeting regarding weekend parking problems at the village hall; there is football on the playing field on Saturdays and Sundays, along with bookings in the village hall.

### Item 9d was brought forward.

The village hall car park is owned and managed by the village hall committee. The parish council has provided some overflow parking on the grass, as the original location for overflow car parking was no longer available (now is used for junior football pitches). The grass entrance by the overflow car parking has become damaged and slippery and it was suggested that grasscrete would help sustain the ground. **Action: Clerk** to request a meeting with the village hall, men's and youth football teams to discuss the issues of car parking to work together on a solution.

### Report from County & Borough Councillor: No report.

### 6. To consider the following quotes received:

- Council considered the quote for play area resurfacing and agreed it would be a project that needs to be done in the next financial year. **Action: Clerk** to add to the budget 2026/27 and request 2 more quotes.
- Item 9c was brought forward to discuss alongside the quote to install fencing & gates next to the shipping container to create a storage area; it was decided to defer making a decision on the quote at this stage. There was a discussion regarding the storage needs of the parish council and it was suggested a yellow storage container alongside the sand bins may be sufficient; **Action: Cllr Byers** to do an inventory of items that we need to store.
- Council received the quote to maintain Gloucestershire Highways verges which were

previously maintained by Tewkesbury Borough Council and agreed it would take on the grass cutting and to increase the grass cutting budget by £1k for 2026-27. **Action: Clerk** to liaise with Highways regarding the parish council taking the grass cutting.

**7. Finance**

- a) Council received the latest bank reconciliations and budget comparison report.
- b) Council approved payment of the Clerk’s expenses for the period November 2024- December 2025 plus the payment of the salary underpayment in October 2025.
- c) Council discussed the 2026/27 budget; there have been some amendments however the taxbase has not yet been notified to parish councils. Council will convene an extra meeting on 6<sup>th</sup> January to approve the budget and precept. **Action: Clerk.**
- d) It was agreed to replace the noticeboard by the play area using money from earmarked reserves. **Action: Clerk and Cllr Byers** to liaise on a suitable replacement that will fit the existing posts.
- e) Council agreed that Cllr Byers and Cllr Harris attend a brushcutter & strimmer course at an approximate cost of £200 per operator. **Action: Clerk** to contact neighbouring councils to see if any others are interested in attending a course if we arrange one locally.
- f) Council approved the purchase of strimmer safety equipment at an approximate cost of £30 per operator. **Action: Clerk** to purchase 2 sets.
- g) Council approved the invoices for payment (Cllr Harris and Cllr Byers will approve the online payments):

| Date     | Supplier              | Details  | Gross           |
|----------|-----------------------|--|-----------------|
| 07/11/25 | Laser Alarms          | CCTV Works   | £546.00         |
| 07/11/25 | Glebe Contarctors     | Removal of playing field hedge                           | £696.00         |
| 12/11/25 | Venables Pest Control | Rabbit control at allotments                             | £840.00         |
| 01/12/25 | Julie Shirley         | Expenses Nov 2024 - Dec 2025                             | £342.65         |
| 01/12/25 | Julie Shirley         | October Salary underpayment                              | £14.95          |
| 18/11/25 | Lodge Farm Trees      | 8 trees (6 new and 2 replacements) for community orchard | £240.00         |
| 29/11/25 | Parish Online         | Website & email hosting for the year to 29/11/26         | £462.00         |
|          |                       | <b>TOTAL</b>   | <b>£3141.60</b> |

**8. Procedures**

- a) Council approved the scheme of delegation.
- b) Council approved whole council refresher training at a cost of £300. **Action: Clerk** to contact GAPTC to arrange the training.
- c) Council agreed to provide a key to the Horsbere Drive noticeboard to village hall to promote their events. **Action: Cllr Byers.**

**9. Parks & Open Spaces**

- a) Council received an update on the community orchard. 100 fruit trees have been planted in total; there are no plans to plant any further trees.
- b) The next working party date will be on 11<sup>th</sup> January 2026.
- c) Council discussed the lack of sensitivity of the outside motion sensor lights at the village hall and agreed to request Laser Alarms to increase the sensitivity of the sensors on the two poles and move the sensor on the light near the container. **Action: Clerk.**

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

|            |              |                |  |   |
|------------|--------------|----------------|--|---|
| 05/11/2025 | 25/00865/FUL | 8 Lewis Avenue | Two-storey side extension with single storey lean-to extensions to front and rear. | No objections subject to the plans not adversely impacting the neighbouring property. |
|------------|--------------|----------------|--|---|

The Clerk noted that revised plans had been submitted for 25/00785/FUL 14 Sivell Close which reduced the size of the rear extension; Councillors had removed objections to the application since the last meeting, and the application has since been permitted by Tewkesbury Borough Council.

Council requested an update on the planning enforcement 25/00108/ENFC and delegated the Clerk to follow-up. **Action: Clerk.**

**11. Highways**

- a) Cllr Harris reported there were no significant updates regarding the Traffic Regulation Order for the A38 reduction in speed.
- b) Council received a brief update on village gateways. Cllr Harris has followed up with Highways to install a Longford sign on the back of the Twigworth gateway sign; Council agreed that Cllr Harris will find out prices for Council to consider. **Action: Cllr Harris.**

**12. To receive reports from representatives for information only:**

- Allotments: two ploholders were given notice to quit after a re-inspection of plots in November. There are four people on the waiting list.
- Finance: no further updates.
- Personnel: the shortlist of Clerk of the Year nominations has been published and unfortunately our Clerk was not shortlisted. The Clerk thanked Council for the nomination.
- Playing Field: no further updates.
- Village Hall: Cllr Young reported that the Christmas Craft Fayre went well and the village hall made approximately £400 profit from the event.

**An extra meeting to be held on Tuesday 6<sup>th</sup> January 2026 at 7.00pm for approval of budget and precept. Next ordinary meeting to be held on Tuesday 3<sup>rd</sup> February 2026 at 7pm. Deadline for receipt of agenda items is Monday 26<sup>th</sup> January 2026.**

Meeting closed at 8.30pm.