

LONGFORD PARISH COUNCIL

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

18th December 2025

I hereby give notice that the meeting of Longford Parish Council will be held in **Longford Village Hall on Tuesday 6th January 2026 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.

J. Shirley

Julie Shirley, Clerk to Longford Parish Council

MEETING AGENDA 6 JANUARY 2026

- 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 2nd December 2025**

The meeting may be adjourned at this point for members of the Public to speak. (15 mins max)
Members of the public are invited to attend and in accordance with the parish council's Standing Orders may, at this agenda item, make representation, answer questions and give evidence at this meeting in respect of the business on the agenda. The Parish Council is not permitted to make any decisions during the public session.

Please note:

- i. The period designated for public speakers shall not exceed fifteen minutes.*
- ii. No individual member of the public shall speak for more than three minutes unless directed by the Chair of the meeting.*
- iii. No question put shall require a response nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given.*

Whilst members of the public are welcome to stay for the duration of the meeting there is no further opportunity for participation unless invited to do so by the Chair of the meeting.

4. Finance

- a) To receive the latest bank reconciliations and budget reports.
- b) To consider the draft of the 2026/27 budget.
- c) To agree the precept request for 2026/27.
- d) To consider the quote for the installation of a 360-degree motion sensor and replacement light on the outside of the village hall.
- e) To consider the £60 contribution towards a 3rd yellow sandbag storage container.
- f) To note payments made since the last meeting and approve invoices for payment.

5. To consider new planning applications including those received since publication of the agenda.

The next meeting of the parish council will be held on Tuesday 3rd February 2026 at 7pm.

Minutes of the Parish Council Meeting held on Tuesday 2nd 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 4th November 2025.

Council resolved to approve the minutes of the meeting held on 4th 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 9th 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:

- a) 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.
- b) 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.
- c) 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 6th 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
		TOTAL	£3141.60

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 11th 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 6th January 2026 at 7.00pm for approval of budget and precept. Next ordinary meeting to be held on Tuesday 3rd February 2026 at 7pm. Deadline for receipt of agenda items is Monday 26th January 2026.

Meeting closed at 8.30pm.

Bank Account Reconciled Statement

Lloyds Current

Statement Number	47	Bank Statement No.	47
Statement Opening Balance	£78,009.49	Opening Date	01/11/25
Statement Closing Balance	£74,249.47	Closing Date	30/11/25
True/ Cashbook Closing Balance	£74,249.47		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
07/11/25	BACS251104CWC	Complete Weed Control (North Wessex)	498.00	0.00	77,511.49
07/11/25	BACS251104EIT	Edge IT Systems Ltd	183.90	0.00	77,327.59
07/11/25	BACS251104GAPTC	GAPTC	55.00	0.00	77,272.59
07/11/25	BACS251104GC	Glebe Contractors Ltd	1,338.40	0.00	75,934.19
07/11/25	BACS251104GPFA	Glos Playing Field Association	50.00	0.00	75,884.19
07/11/25	BACS251104LA	Laser Alarms	360.00	0.00	75,524.19
07/11/25	BACS251104LVH	Longford Village Hall	150.00	0.00	75,374.19
07/11/25	BACS251104RM	Royal Mail Group Ltd	445.80	0.00	74,928.39
07/11/25	BACS251104WL	Wicksteed Leisure Ltd	14.28	0.00	74,914.11
07/11/25	CHQ1538	John Davis	100.00	0.00	74,814.11
12/11/25	DC251112GG	GiffGaff	6.00	0.00	74,808.11
18/11/25	DD251118LB	Lloyds Bank	4.25	0.00	74,803.86
19/11/25	DC251119Mc	McAfee	79.99	0.00	74,723.87
24/11/25	BACS251124WI	Longford WI	0.00	40.00	74,763.87
24/11/25	DC251124W	Wickes	36.00	0.00	74,727.87
28/11/25	SO251130JS	Salaries	478.40	0.00	74,249.47

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	3800.02	40

Reconciled by Julie Shirley

Signed _____
Clerk / Responsible Financial Officer

Chair

Date _____

Draft Budget 2026/27 v4

Start of year 01/04/25

Heading	Last year's net	Actual net	2025/26	2026/27	
COUNCIL Income					
10	Precept	£31,530.00	£32,030.00	£32,030.00	£35,500.00
20	Allotment Rents	£1,120.95	£1,062.63	£1,100.00	£1,100.00
30	Grants and other income	£3,812.50	£860.69	£330.00	£330.00 Football rent
99	VAT reclaims	£6,770.20	£3,667.49	£0.00	£0.00
COUNCIL Income Total		£43,233.65	£37,620.81	£33,460.00	£36,930.00
Future Income					£0.00
Total Income		£43,233.65	£33,460.00	£33,460.00	£36,930.00
COUNCIL Expenditure					
100	Staff Costs	£5,889.72	£5,002.90	£6,750.00	£7,100.00
110	Office admin / expenses	£2,320.63	£2,697.04	£2,000.00	£2,500.00 Includes £800 of subs & audit fees paid in Q1 only
120	Insurance	£641.39	£801.97	£650.00	£900.00
130	Donations	£425.00	£150.00	£150.00	£150.00
140	Parks & Open Spaces	£10,979.61	£9,098.37	£10,500.00	£11,500.00 £14k in reserve for play equipment
150	Allotments	£4,102.85	£4,862.75	£8,000.00	£3,500.00
160	Maintenance	£1,352.31	£1,403.79	£2,000.00	£1,500.00 Spraying kerbs + general maintenance
170	Training	£45.00	£30.00	£150.00	£500.00 Strimmer training
180	IT incl software	£885.65	£1,038.00	£1,200.00	£1,500.00 £700 per year IT sub fees
190	Newsletter	£385.00	£0.00	£0.00	£0.00 Website & email is included in IT budget
200	New equipment	£2,599.97	£1,696.85	£1,500.00	£1,280.00 New dog bins / litter bins - also some reserve funds
210	Projects	£216.50	£0.00	£560.00	£4,000.00 Allotment Fencing? Flagpole? Plus £4k in reserve
999	VAT Payments	£0.00	£0.00	£0.00	£0.00
1000	Devolution Contingency	£0.00	£0.00	£0.00	£2,500.00
COUNCIL Expenditure Total		£29,843.63	£26,781.67	£33,460.00	£36,930.00

Draft Budget 2026/27 v4

Start of year 01/04/25

Heading	Last year's net Actual net	2025/26	2026/27
Future Expenditure			£0.00
Total Expenditure	£29,843.63	£33,460.00	£36,930.00
Net Expenditure	-£13,390.02	£0.00	£0.00
Funding			
Reserves			£0.00
S106 / CIL			
Loans			
New Precept			£35,500.00
Other Income			£1,430.00
Total Funding			£36,930.00
Balance			£0.00

01/04/25	Tax Base	x	Band D	=	Current year precept
Council Tax	891.31000000		35.93000000		£32,024.77
01/04/26	New Tax Base		%age increase		
Tax Calculation	899.23		9.87536948		
Band D	+ extra cost	=	New band D		
35.93	3.55		39.48		
New Tax Base	x New Band D	=	Proposed Precept		
899.2300	39.48		35500.0000		
			Current precept	+	New additional
			£32,024.77		£3,475.23
				=	Proposed precept
					£35,500.00