

Minutes of the Annual Parish Council Meeting held on Tuesday 26th May 2026 at 7.00pm at Longford Village Hall

Attendance noted as

Cllrs R Harris (Chair), C Byers (Vice-Chair), C Young, K Doherty, D Melvin & G Bocking.

Also present: Mr J Kay (Clerk) and three members of the public.

1. To elect Chair of Longford Parish Council and receive Chair's Declaration of Acceptance of Office

The outgoing Chair asked for nominations.

Cllr Melvin nominated Cllr Harris as Chair, this was seconded by Cllr Byers

Cllr Young was proposed by Cllr Doherty, there was no seconder.

IT WAS RESOLVED to elect Cllr Harris as Chair of Longford Parish Council. Standing Orders were suspended and the Declaration of Acceptance was signed. Standing Orders were reinstated and Cllr Harris assumed the role of Chair for the remainder of the meeting.

2. To elect Vice-Chair of Longford Parish Council

The Chair asked for nominations.

Cllr Melvin nominated Cllr Byers as Vice-Chair, this was seconded by Cllr Bocking.

Cllr Harris nominated Cllr Young as Vice-Chair, this was seconded by Cllr Doherty.

IT WAS RESOLVED to re-elect Cllr Byers as Vice-Chair

3. To note apologies for absence

Apologies for absence were received from Cllr L Gough (personal)

4. To receive declarations of interest in items on the agenda

Cllr Melvin declared a pecuniary interest as owner of building (Minute 12c)

Cllr Bocking declared a non-pecuniary interest as a member of Licensing Committee (Minute 12c)

5. To approve the minutes of the meeting held on 7th April 2026

The minutes were signed by the Chair as a true record of the meeting.

6. To consider applications to fill two councillor vacancies by Co-option.

Two members of the public were observing the meeting and declared a potential interest in joining the Council at a future date.

7. To receive an update on outstanding matters not on the agenda.

Cllr Byers noted that he had not yet arranged for the 2 tonnes of topsoil to be delivered.

IT WAS RESOLVED to accept the quotation to install two bicycle racks at the village hall, it was noted that Council wanted the two racks locations to be changed over. **Action: Clerk**

8. To appoint officers and representatives to the LPC working groups / external bodies

Allotments Representative: K Doherty

Finance Officers: K Doherty/C Young

Flooding Reps: K Doherty/C Byers

Highways Reps: R Harris/C Byers

Personnel Officers: K Doherty/C Young

Planning Reps: D Melvin/G Bocking

Playing Field Reps: C Byers/ R Harris
Village Hall Reps: K Doherty/C Young

9. To agree meeting dates for 2026/27

The meeting dates were agreed as the fourth Tuesday of the month for July (28th), September (22nd), November (24th) 2026; January (26th), February (23rd), March (23rd), April (27th) and May (25th) 2027. No meetings to be held in June, August, October or December.

10. Public Participation

A member of the public asked if air conditioning could be installed at village hall. Cllr Doherty agreed to note this request at next Village Hall meeting. **Action: Cllr Doherty**

11. Report from County & Borough Councillor: No reports.

12. Planning

- a) There were no new planning applications including those received since publication of the agenda to consider.
- b) There was no update from the Cox's Brook Solar Farm Community Liaison Group.
- c) Cllr Melvin and Bocking left the meeting.
The Councillors discussed the premises licence application - The White Horse Chinese Restaurant - 26/00742/LIQPRM. **IT WAS RESOLVED** to support the application.
Cllr Melvin and Bocking returned the meeting. **Action: Clerk**

13. Highways

- a) The Chair provided an update on the reduction of speed limits in the surrounding areas, including a road traffic accident involving a young child on Down Hatherley Lane. The Clerk was requested to ask for an update from the Local Highway Manager.
- b) There was no update on village gateways and vehicle activated speed signs from the Local Highway Manager, the Clerk was requested to contact Mr Kelly. **Action: Clerk**

14. Finance

- a. Council received the latest bank reconciliation and confirmed the balance £30,853.88 matches the bank statement as of 15th May 2026.
- b. Council received the updated 2026-27 budget report.
- c. **IT WAS RESOLVED** to accept the Council's bankers, authorised signatories, and confirm direct debits
- d. **IT WAS RESOLVED** to adopt the Standing Orders
- e. **IT WAS RESOLVED** to adopt the Financial Regulations
- f. **IT WAS RESOLVED** to adopt the Code of Conduct
- g. **IT WAS RESOLVED** to adopt the Publication Scheme
- h. **IT WAS RESOLVED** to adopt the risk management scheme
- i. **IT WAS RESOLVED** to adopt the Internal Controls Policy
- j. **IT WAS RESOLVED** to accept the quote from Clear Councils for the 2026/27 insurance renewal. **Action: Clerk**
- k. **IT WAS RESOLVED** to approve the following payments but to request a discount from Glebe Contractors due to missed cutting on playing field. It was noted that there was an online banking issue with the two-approval service, the Clerk to be upgraded to a "Full Signatory" to allow permission to discuss Council business with Lloyds Bank.

Date	Supplier	Details	Payment
21/4/26	Laser Alarms	Replacement cameras	£834.96
29/4/26	Glebe Contractors	Grounds Maintenance	£986.72
1/5/26	GALC	Internal Audit	£250.00
1/5/26	Hereford Training Services	Brush Cutter training	£588.00
26/5/26	Clerk	Salary	£201.00
			£2,860.68

15. Parks, Open Spaces & Allotments

- a) The Councillors noted the recent passing of former Chair of the Parish Council, Peter Gough. **IT WAS AGREED** for the Clerk to obtain a quote for a memorial bench and plaque.

Cllr Byers reported that the orchard and wildflowers are looking fantastic, with lots of ladybirds present. The Council considered the use of logs to mark designated paths through the area and Cllr Byers to measure the length of wood required, with the Clerk to obtain a quote for a potential project (subject to cost). A risk assessment and comment from our insurers would be required. **Action: Cllr Byers/Clerk**

Cllr Byers was given approval to apply for silver birch trees and whips in any future offer from other agencies. Approximately 400 whips are required at the allotments. **Action: Cllr Byers**

- b) The next working party dates will be 30th May, 13th June, 11th July all at 11am.
c) The Council discussed the collection of rainwater and agreed a sum of £400 for a 1200l tank and guttering to collect water from the storage container. **Action: Cllr Byers**
d) The Council agree a budget of £250 for spring bulb planting. **Action: Cllr Byers**

16 To consider a request from Longford Village Hall (LVH) Committee for funding from the Parish Council's Village Hall Improvement Budget to enable the installation of a hearing loop and audio-visual equipment.

IT WAS AGREED in principle to support the request up to a maximum of £5,000 subject the Parish Council being supplied the full specification and quotations for the proposal.

17. To receive reports from representatives:

- Allotments: Annual judging taking place in July, some plots requiring attention, plot signage could be improved. The Clerk agreed to email the up-to-date plan to Cllr Doherty. Cllr Byers agreed to purchase vouchers for competition winners (£25/£15/£15). Some structures require to be removed from site and extension to water pipe raised by allotment tenant.
- Finance: no further updates.
- Personnel: The Clerk to be provided with a set of Council keys.
- Playing Field: no further updates.
- Village Hall: An Enover grant of £24.5k received for kitchen improvements, scheduled

Meeting closed at 8.45pm.

Our Contact: Fiona Ristic
Direct Dial:
Email: fiona.ristic@teWKesbury.gov.uk

02.07.2026

Longford Parish Council
John Kay
Clerk To Longford Parish Council
PO Box 2281
Gloucester
Gloucestershire

Dear Sir/Madam

Planning Consultations

APPLICATION NO.	26/00524/OUT
APPLICANTS NAME	Mac Mic Strategic Land Limited
PROPOSAL.	Outline planning application for the demolition of an existing structure and erection of up to 170 dwellings with public open space, landscaping, sustainable drainage system (SuDS), highways access and other associated works. All matters are reserved except for means of access from the A38.
LOCATION	Manor Farm Sandhurst Lane Sandhurst Gloucester Gloucestershire GL2 9PH
GRID REFERENCE	222551 384896

I enclose details of the above proposal **which adjoins your Parish**

Since the Local Planning Authority has by law only a limited period in which to determine this application, it is essential that your representations be received as soon as possible. Representations can now be made via our website www.teWKesbury.gov.uk . or via

<http://planning2.teWKesbury.gov.uk/WAM/findCaseFile.do;jsessionid=4CF44CD5EDF44505A9DD1C545B7E4665?appNumber=26/00524/OUT&action=Search>

If, however, a reply has not been received within 28 days of the date of this letter, it will be assumed that the Parish Council has no representations to make.

I enclose duplicate sheets indicating the basic planning information relating to the site to assist you in considering this matter. One of these may be used for your response.

Yours faithfully,

Corporate Head of Borough Development

DCPCOAJ

Longford Parish Council

Financial Report as at: **17-Jul-26**

Bank Reconciliation		Community Account	Instant Access	Total
Lloyds Bank Balance at:	01-Apr	£ 65,206.07		
Expenditure - April		-£ 4,778.71		
Expenditure - May		-£ 3,262.73		
Expenditure - June		-£ 1,800.82		
Expenditure - July		-£ 298.60		
Income - April		£ 20,805.57		
Income - May		£ 50.51		
Income - June		£ 23.70		
Income - July		£ 28.77		
Transfer of Funds		-£ 70,000.00	£ 70,000.00	
Totals		£ 5,973.76	£ 70,000.00	£ 75,973.76

Accounts for Payment:	Jul-26	Payment	Total
Plumbfix	Defib Batteries		£ 34.95
John Kay	Salary		£ 241.20
Glebe Contractors	Grounds Maintenance		£ 986.72
PKF Littlejohn	Audit		£ 252.00
			£ 1,514.87

Parish Council of Longford
8 MILDENHALL WAY KINGSWAY
QUEDGELEY
GLOUCESTER
GLOUCESTERSHIRE
GL2 2DH

Your Account

Sort Code 30-93-48
Account Number 00528705

COMMUNITY ACCOUNT

01 July 2026 to 17 July 2026

Money In	£28.77	Balance on 01 July 2026	£6,016.99
Money Out	£298.60	Balance on 17 July 2026	£5,973.76

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
01 Jul 26	JOHN KAY 500000001793735324	FPO		226.60	6,016.99
09 Jul 26	INT (GROSS) T/FER FROM 934806592405		28.77		6,045.76
10 Jul 26	B & Q 1179 CD 4328	DEB		66.00	5,979.76
13 Jul 26	giffgaff CD 5519 12JUL26	DEB		6.00	5,973.76

Transaction types

BGC Bank Giro Credit	BP Bill Payments	CHG Charge	CHQ Cheque
COR Correction	CPT Cashpoint	DD Direct Debit	DEB Debit Card
DEP Deposit	FEE Fixed Service	FPI Faster Payment In	FPO Faster Payment Out
MPI Mobile Payment In	MPO Mobile Payment Out	PAY Payment	SO Standing Order
TFR Transfer			

Payments April 2026 to March 2027

Date	Description	BACS / DD / Visa / SO / Cheque No	Total	Net	VAT	Staff Costs	Office Admin & Expenses	Insurance	Donations	Parks & Open Spaces	Allotments	Maintenance	Training	IT & Software	Newsletter	New Equipment	Projects	Devolution Contingency
						100	110	120	130	140	150	160	170	180	190	200	210	1000
	BUDGET		£ 34,430.00			£ 7,100.00	£ 2,500.00	£ 900.00	£ 150.00	£ 11,500.00	£ 3,500.00	£ 1,500.00	£ 500.00	£ 1,500.00	£ -	£ 1,280.00	£ 4,000.00	
April	8 GALC	BACS	£ 757.42	£ 757.42	£ -		£ 757.42											
	Chris Arnold Tree Surgery	BACS	£ 960.00	£ 800.00	£ 160.00					£ 800.00								
	Edge IT Systems	BACS	£ 836.76	£ 697.30	£ 139.46									£ 697.30				
	Laser Alarms Ltd	BACS	£ 114.00	£ 95.00	£ 19.00					£ 95.00								
	HMRC	BACS	£ 440.25	£ 440.25		£ 440.25												
	Amazon	BACS	£ 11.58	£ 9.65	£ 1.93					£ 9.65								
13	Giff Gaff	DD	£ 6.00	£ 5.00	£ 1.00		£ 5.00											
20	Lloyds Bank	DD	£ 4.25	£ 4.25			£ 4.25											
22	Laser Alarms Ltd	BACS	£ 834.96	£ 695.80	£ 139.16					£ 695.80								
	J Kay	BACS	£ 219.29	£ 219.29		£ 219.29												
	J Shirley	BACS	£ 594.20	£ 594.20		£ 594.20												
May	11 Waterplus	DD	£ 7.25	£ 7.25							£ 7.25							
	12 Giff Gaff	DD	£ 6.00	£ 5.00	£ 1.00		£ 5.00											
	15 Waterplus	DD	£ 378.81	£ 378.81							£ 378.81							
	18 Waterplus	DD	£ 8.26	£ 8.26							£ 8.26							
	19 Lloyds Bank	DD	£ 4.25	£ 4.25			£ 4.25											
	21 Tesco	Card	£ 7.55	£ 7.55			£ 7.55											
	27 GALC	BACS	£ 250.00	£ 250.00	£ -		£ 250.00											
	J Kay	BACS	£ 201.00	£ 201.00		£ 201.00												
	Glebe Contractors	BACS	£ 986.72	£ 822.26	£ 164.46					£ 822.26								
	Hereford Training	BACS	£ 588.00	£ 490.00	£ 98.00								£ 490.00					
	Clear Insurance	BACS	£ 815.89	£ 815.89				£ 815.89										
	Timpsons	Card	£ 9.00	£ 9.00			£ 9.00											
June	3 Norton Garden Centre	Card	£ 55.00	£ 55.00							£ 55.00							
	12 Giff Gaff	DD	£ 6.00	£ 5.00	£ 1.00		£ 5.00											
	19 HMRC	BACS	£ 577.95	£ 577.95		£ 577.95												
	Glebe Contractors	BACS	£ 843.20	£ 702.66	£ 140.54					£ 702.66								
	Wicksteed Leisure	BACS	£ 122.40	£ 102.00	£ 20.40					£ 102.00								
	Parish Online (Geoxsphere)	BACS	£ 120.00	£ 100.00	£ 20.00									£ 100.00				
	Pata UK	BACS	£ 71.60	£ 71.60			£ 71.60											
	Lloyds Bank	DD	£ 4.67	£ 4.67			£ 4.67											
July	1 J Kay	BACS	£ 226.60	£ 226.60		£ 226.60												
	10 B&Q	Card	£ 66.00	£ 66.00								£ 66.00						
	13 Giff Gaff	DD	£ 6.00	£ 5.00	£ 1.00		£ 5.00											
Totals			£ 9,383.44	£ 8,476.49	£ 906.95	£ 2,259.29	£ 371.32	£ 815.89	£ -	£ 3,227.37	£ 449.32	£ 66.00	£ 490.00	£ 797.30	£ -	£ -	£ -	£ -
Remaining Budget			£ 25,046.56		£ 906.95	£ 4,840.71	£ 2,128.68	£ 84.11	£ 150.00	£ 8,272.63	£ 3,050.68	£ 1,434.00	£ 10.00	£ 702.70	£ -	£ 1,280.00	£ 4,000.00	£ -

Receipts - April 2026 to March 2027

Date	Description	Total	Allotments	VAT	Precept	Grants & Other Income
			£ 1,100.00	£ -	£ 32,310.00	£ 330.00
April	1 Allotment Rent	£ 25.00	£ 25.00			
	1 Allotment Rent	£ 50.00	£ 50.00			
	1 Allotment Rent	£ 25.00	£ 25.00			
	1 Allotment Rent	£ 25.00	£ 25.00			
	1 Allotment Rent	£ 25.00	£ 25.00			
	1 AFC Longford	£ 330.00				£ 330.00
	7 Allotment Rent	£ 25.00	£ 25.00			
	7 Allotment Rent	£ 12.50	£ 12.50			
	7 Allotment Rent	£ 12.50	£ 12.50			
	7 Allotment Rent	£ 25.00	£ 25.00			
	8 VAT Reclaim	£ 3,871.82		£ 3,871.82		
	8 Allotment Rent	£ 43.75	£ 43.75			
	9 Allotment Rent	£ 40.00	£ 40.00			
	13 Allotment Rent	£ 12.50	£ 12.50			
	13 Allotment Rent	£ 25.00	£ 25.00			
	13 Allotment Rent	£ 15.00	£ 15.00			
	13 Allotment Rent	£ 25.00	£ 25.00			
	15 Allotment Rent	£ 12.50	£ 12.50			
	20 Allotment Rent	£ 25.00	£ 25.00			
	20 Allotment Rent	£ 25.00	£ 25.00			
	28 Tewkesbury Borough Council (Precept)	£ 16,155.00			£ 16,155.00	
May	11 Lloyds Bank (Interest)	£ 13.01				£ 13.01
	27 Allotment rent (Cheques)	£ 37.50	£ 37.50			
June	9 Lloyds Bank (Interest)	£ 23.70				£ 23.70
July	9 Lloyds Bank (Interest)	£ 28.77				£ 28.77
	Totals	£ 20,908.55	£ 486.25	£ 3,871.82	£ 16,155.00	£ 395.48



Invoice No.
21123

Glebe Contractors Limited, Company no. 16250717
Registered Address: Woodland View Farm, Great Bouldon, Newent, Gloucestershire, GL18 1JJ
T: 01531 820634 E: info@glebegroup.co.uk W: www.glebecontractors.co.uk

Customer's Order No. LPC/68/22 LPC/18/26 LPC/91/25	Job No.	Account No. LON02	Date of Supply	Invoice Date 30/06/2026
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Invoice to:
Longford Parish Council
P O Box 2281
Gloucester
GL3 9GT

clerk@longford-pc.gov.uk

Delivery to (if different from left):

Code	Quantity	Details	Price	Amount
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Longford Parish Grounds Maintenance Contract

4001	1.00	Monthly payment - June 2026	£790.63	£790.63
4048	1.00	Fuel surcharge	£31.63	£31.63

Non-delivery or discrepancies must be notified within 3 days of receipt of invoice otherwise claims cannot be accepted. E.& O.E  	Terms:	Sub Total	£822.26
	Payment due by 28 July 2026	VAT 20.00%	£164.46
	For BACS payments: Account No: 31429360 Sort Code: 30 54 66	TOTAL	£986.72
	VAT Reg. No. 487 5078 44		

Directors: K&J Jones

Copy Invoice No. A26391974949

Quote this reference for enquiries

Customer:

Mr E Doherty
DOVETAIL KITCHENS
Bridge House
Sandhurst Lane
Sandhurst
Gloucester
Gloucestershire
GL2 9NG

Invoice Summary:

Our Reference: 0626A26391974949
Customer Number: 1110551
Your Reference: N/A
Credit Card:
Customer Credit: £0.00
PayPal: £34.95
Other: £0.00
Order Date: 10/06/2026

Tax Point Date: 12/06/2026

Your Order								VAT Breakdown		
Product	Description	Qty	Unit Price	Sub Total	Discount %	Discount Value	Gross	Net	VAT Applied	VAT %
673FN	Varta CR123 Batteries pk of 2	5	6.99	34.95	0.00	0.00	34.95	29.12	5.83	20.0
				Sub total						
						0.00	£34.95	£29.12	£5.83	
								Total Paid:		
								£34.95		

Returns/Cancellation Policy

If you have any questions regarding the return of an item, please call us on 03330 112 999.

Unwanted items Under 30 Days

You can cancel your order and return items to your nearest store or call us on 03330 112 999 to arrange a free collection. If your item was delivered directly from one of our approved suppliers please visit our supplier help page on Screwfix.com to see your returns options. Please ensure goods are returned unused and in a saleable condition with their original packaging. Certain items are excluded including goods that are made to measure, cut or mixed to your requirements, and used macerators, toilets or water pumps. These are marked in our catalogue or online.

Faulty Items under 30 Days

Return items to your nearest store with your invoice, or call us on 03330 112 999 to arrange a free collection. We will offer you an exchange or refund. If the item has already been installed, please call 03330 112 999.

Faulty Items over 30 Days

Check if the manufacturer offers a helpline, repair or warranty service. If there is no warranty or repair service please call us on 03330 112 999. Depending on the circumstances, we may either offer a repair or where this is not possible will replace the item with the same or an equivalent model.

General

Please return items with all components and any promotional extras. Remember to drain any fuel or oil from products before returning them. You cannot return unwanted boilers where the product box/ packaging has been opened. For items over 1m in length or 2kg in weight please call 03330 112 999 for further advice. If your product is powered by lithium batteries please return your purchase to a branch due to changes in the road transport regulations. WEEE is taken back free of charge in any Screwfix store on a one-for-one, like-for-like basis. Waste batteries are taken back free of charge in any Screwfix store. All WEEE and waste batteries must be recycled and should not be placed in household waste. If you have ordered an electrical item for home delivery and would like to return your old like-for-like, please call 03330 112 999 or email online@screwfix.com within 28 days to arrange collection. For products delivered directly from our suppliers, please call 03330 112 999. Full details of our returns policy can be found at www.screwfix.com/returns.

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Reg No. 3006378 Registered in England Vat No: 232 5555 75

Telephone: 03330 112 999 24 hours a day, 7 days a week

Full terms and conditions can be found at www.screwfix.com/termsandconditions

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

Longford Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		
	Yes	No*	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✓		has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

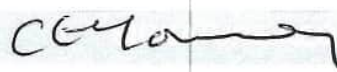
07/04/2026

and recorded as minute reference:

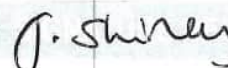
11f

Signed by the Chair and Clerk of the meeting where approval was given:

Chair



Clerk



www.longford-pc.gov.uk

Section 2 – Accounting Statements 2025/26 for

Longford Parish Council

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	51,433	61,156	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	31,530	32,030	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	11,704	6,616	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	5,890	7,357	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	27,621	27,239	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	61,156	65,206	Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	61,156	65,206	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	68,709	69,509	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	☒	☐	For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

J. Shirey

Date

02/04/2026

I confirm that these Accounting Statements were approved by this authority on this date:

07/04/2026

as recorded in minute reference:

119

Signed by Chair of the meeting where the Accounting Statements were approved

C. Toney

Longford Parish Council
BY EMAIL

DDI:
+44 (0)20 7516 2200
Email:
sba@pkf-l.com
Date:
17 July 2026
Our Ref:
GL0139
SAAA Ref:
SB05398

Longford Parish Council
Completion of the limited assurance review for the year ended 31 March 2026

Dear Mr Kay

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Longford Parish Council for the year ended 31 March 2026. Please find our external auditor report and certificate (Section 3 of the AGAR Form 3) included for your attention as an attachment to the email containing this letter along with a copy of Sections 1 and 2 of the AGAR, on which our report is based.

The external auditor report and certificate details any matters arising from the review. The smaller authority must publish these documents immediately and at the next meeting consider the final external auditor report and decide what, if any, action is required.

Action you are required to take at the conclusion of the review

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose (a Word version is available on request).
- Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 September 2026, which must include publication on the smaller authority's website. (Please note that when the statute and regulations were amended in 2014 and 2015, they did not include a requirement for the length of time for which that the "Notice" must be published. The previous statute required 14 days; but it is now up to the authority to make this decision).
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

Fee

We enclose our fee note, on page 4 of this attachment, for the limited assurance review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://www.saaa.co.uk/audit-fees/>. This fee is statutory, must be paid and is due immediately on receipt of invoice, please arrange for this to be paid **at the earliest opportunity**.

Additional charges are itemised on the fee note, where applicable. These arise where either:

- we have had to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR by the submission deadline; or
- it was necessary for us to undertake additional work.

Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit control (SBA), 30 Churchill Place, Canary Wharf, London, E14 5RE. Please include the reference GL0139 or Longford Parish Council as a reference when paying by BACS.

Timetable for 2026/27

Next year we plan to set a submission deadline for the return of the completed AGAR Form 3 and associated documents (or Certificate of Exemption) in the usual way and this is expected to be Thursday 1 July 2027. It is anticipated that the instructions will be sent out during March 2027, subject to arrangements for the 2026/27 AGARs and Certificates of Exemption being finalised by Smaller Authorities' Audit Appointments Limited (SAAA). Our instructions will cover any changes about which smaller authorities need to be aware.

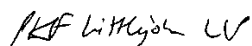
- The smaller authority must inform the electorate of a single period of 30 working days during which public rights may be exercised. The period must be **exactly** 30 working days, please do not set public rights dates that cover a longer period. This information **must be published at least the day before** the inspection period commences;
- The inspection period **must** include the first 10 working days of July 2027, i.e. 1 to 14 July inclusive. In practice this means that public rights may be exercised:
 - at the earliest, between Thursday 3 June and Wednesday 14 July 2027; and
 - at the latest, between Thursday 1 July and Wednesday 11 August 2027.

As in previous years, in order to assist you in this process we plan to include a pro forma template notice with a suggested inspection period on our website. On submitting your AGAR and associated documentation, as was the case for this year, we will need you to either confirm that the suggested dates have been adopted or inform us of the alternative dates selected.

Feedback on 2025/26

We would welcome feedback on your experiences with PKF Littlejohn LLP during the review for the year ended 31 March 2026. Such feedback is important to us to help us drive improvements in client service. If you wish to provide feedback, our satisfaction survey template can be used, which is available on our website on this page: <https://www.pkf-l.com/satisfaction-survey-for-the-year-ended-31-march-2026/>

Yours sincerely



PKF Littlejohn LLP

Longford Parish Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2026

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Section 16 of the Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
1. The audit of accounts for Longford Parish Council for the year ended 31 March 2026 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.
2. The Annual Governance & Accountability Return including the auditor's certificate and opinion is available for inspection and copying by any local government elector of the area of Longford Parish Council on application to:	
(a) _____ _____ _____ _____	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR
(b) _____ _____ _____	(b) Insert the hours during which inspection rights may be exercised
3. Copies will be provided to any local government elector of the area on payment of £____ (c) for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) _____	(d) Insert the name and position of person placing the notice
Date of announcement: (e) _____	(e) Insert the date of placing of the notice

Longford Parish Council

Our ref GL0139

SAAA Ref SB05398

Invoice No. SB20260030

VAT No. GB 440 4982 50

Email: sba@pkf-l.com

Date: 17 July 2026

INVOICE

Professional services rendered in connection with the following:

Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2026	£210.00
Additional charges (where applicable) as detailed on attached appendix A	£0.00
Additional fees (where applicable) as detailed by separate cover	£0.00
TOTAL NET	£210.00
VAT @ 20%	£42.00
TOTAL PAYABLE	£252.00

THIS IS A STATUTORY FEE WHICH MUST BE PAID. PAYMENT IS DUE ON RECEIPT OF INVOICE

The fees and charges are in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://www.saaa.co.uk/audit-fees/>

**For payments by cheque, please return the remittance advice with your payment to:
PKF Littlejohn LLP, Credit Control (SBA), 30 Churchill Place, Canary Wharf, London E14 5RE**

For payments by credit transfer, our bank details are:-

HSBC Bank plc
Address: 1-3 Bishopsgate, London, EC2N 3AQ
Sort Code: 40-02-31
Account number: 11070797
Account Name: PKF Littlejohn LLP
Please include GL0139 or Longford Parish Council as the reference.

For account queries, contact sba@pkf-l.com

PKF Littlejohn LLP
30 Churchill Place
London
E14 5RE

T: +44 (0)20 7516 2200
www.pkf-l.com

Longford Parish Council

Our ref GL0139**SAAA Ref** SB05398**Invoice No.** SB20260030**VAT No.** GB 440 4982 50**Email:** sba@pkf-l.com**Date:** 17 July 2026

REMITTANCE ADVICE

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Additional fees (where applicable) as detailed by separate cover	£0.00
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VAT @ 20%	£42.00
TOTAL PAYABLE	£252.00

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Please include GL0139 or Longford Parish Council as the reference.

For account queries, contact sba@pkf-l.com

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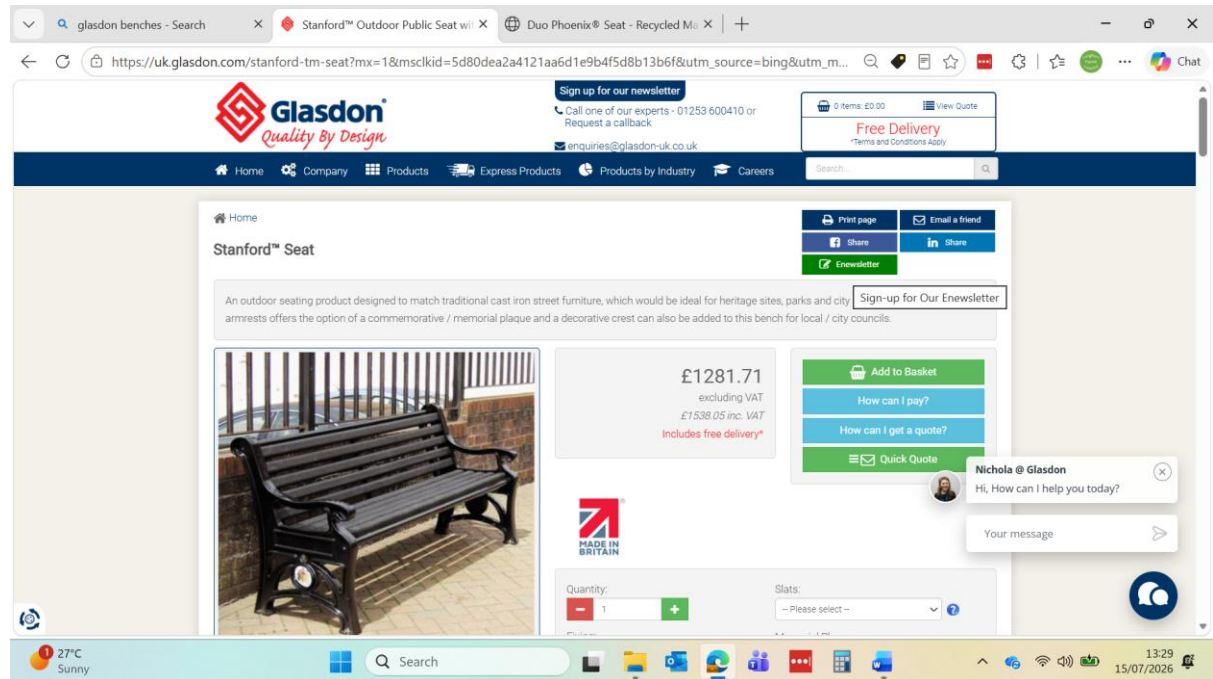
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