

Minutes of the Parish Council Meeting held on Tuesday 7th April 2026 at 7.00pm at Longford Village Hall

Council received a presentation from the Severn Trent Water Community Flooding Team.

Two representatives introduced themselves and the purpose of the new team: to improve engagement with communities impacted by flooding. Councillors updated the team on the sewerage issues on the land between Longford and Twigworth parishes. The Community Flooding Team explained that new developments have a right to connect to the existing sewerage system with 21 days' notice and Severn Trent Water cannot refuse connections from new developments.

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: one.

Apologies: Cllr G Bocking, County & Borough Cllr Sarah Hands

2. Declarations of interest in items on the agenda

None.

3. Approval of the minutes of the meeting held on 3rd March 2026.

Council resolved to approve the minutes of the meeting held on 3rd March 2026. Proposed by Cllr Byers, seconded by Cllr Harris, 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.

None.

6. Public Participation

Member of public was present regarding the installation of the bike racks.

It was agreed to bring forward agenda item 12d. The Village Hall Committee have requested the racks be installed on the corner of the village hall on the concrete path around the changing rooms. This was agreed by the parish council.

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

8. Planning

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

- 26/00156/FUL - 3 Gwinnett Drive (ratified the "No objection" submitted 04/03/26)

- 26/00064/OUT – new business park at Down Hatherley. Strong objection to the loss of the facilities and goes against Tewkesbury Borough Council planning policies. **Action:**

Clerk to submit response.

b) Cllr Harris and Cllr Byers have not received any contact from the Cox's Brook Solar Farm Community Liaison Group yet.

9. Highways

a) There was no update from the Road Safety Working Group; expressions of interest have been put forward for the community speedwatch training.

b) There was no update on village gateways and vehicle activated speed signs.

c) Cllr Melvin gave an update regarding the condition of the access road to Victoria Court and that pothole repairs will take place during May 2026. Cllr Melvin has requested from Bromford a plan for ongoing inspections and maintenance of the road.

10. Cllr Harris and Cllr Byers gave a brief update from the multi-parish council working party on

Signed

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Date

sewerage overflow issue and the issues they have reported to Severn Trent Water.

11. Finance

- a) Council received the latest bank reconciliation and confirmed the balance £65,206.07 matches the bank statement as at 31st March 2026.
- b) Council received the final 2025-26 budget report.
- c) Council agreed 26th May for the annual parish meeting 7pm with the council meeting following at 7.15pm.
- d) Council approved the year end accounts as of 31st March 2026
- e) Council received the internal audit report for 2025/26 and noted the recommendations to move to an Imprest account for the debit cards, and to update Financial Regulations to match the council’s paperless systems.
- f) Council approved the Annual Governance Statement (section 1) for 2025/26, proposed by Cllr Byers, seconded by Cllr Gough, agreed by all.
- g) Council approved the Annual Accounting Statements (section 2) for 2025/26, proposed by Cllr Byers, seconded by Cllr Harris, agreed by all.
- h) Council agreed the dates (3rd June to 14th July 2026) for the Public Rights & Publication of Annual Governance & Accountability Return.
- i) Council received a letter from S.A.R.A. in respect of recent donation.
- j) Cllr Young gave feedback from the Local Government Reorganisation meeting.
- k) Council approved the following invoices for payment, Cllr Young and Cllr Byers will approve the online payments:

Date	Supplier	Details	Gross
01/04/26	Chris Arnold Tree Surgery	Hedge and tree works at allotment	960.00
01/04/26	Edge IT Systems Ltd	Annual subscription of software packages	£836.76
01/04/26	Gloucestershire Association of Local Councils	Annual subscription	£757.42
01/04/26	Laser Alarms	Call-out to fix CCTV camera	£114.00
05/04/26	HMRC	Q4 PAYE/NI	£440.25
			£3108.43

12. Parks, Open Spaces & Allotments

- a) Cllr Byers gave an update on the playing field and community orchard; the fruit trees are blossoming. There is one fruit tree that is not thriving and may need to be replaced. One of the rowan trees has died; it was agreed to replace the two trees. It was also agreed to purchase some more tree ties and petrol for the strimmer. **Action: Cllr Byers. Action: Clerk** to check the ground maintenance contract for strimming around the fruit trees.

Council received an update on the grass cutting of highways verges and agreed to sign the agreement with Highways. Council noted that Highways will pay £238.88 per year to the parish council for cutting the verges on its behalf. This includes Sandhurst Lane which hasn’t yet been included in the contract with Glebe. Glebe will quote for the Sandhurst Lane verges and council authorised the Clerk to accept the quote providing the cost does not exceed the remaining budget. **Action: Clerk.**

- b) The next working party date will be 30th May for orchard maintenance.
- c) The spare sensor light has already been utilised.
- d) The location for the bike racks was confirmed as next to the village hall changing rooms.
- e) Council reviewed the football club agreement regarding playing field use; the club are not providing fixture lists as per the agreement. Council amended the clauses for car parking to allow parking on the field during dry conditions, and this will be confirmed via text from council to the club on Fridays. Council also updated the hours of use to 9am at weekends instead of 8am. It was noted that the Gloucestershire FA has offered to meet with the club and council to discuss playing field usage and the possibility of pitch maintenance grants. The annual fee will be reviewed following a meeting with the FA and club. **Action: Clerk** to

- arrange a meeting.
- f) Council discussed use of the playing field for all other activities in relation to parking and usage and would like to review the Playing Field Hire Agreement at the June/July council meeting. **Action: Clerk.**
- g) Council considered condition of the allotments and would like quotes to plant a hawthorn hedge. **Action: Clerk** to request quotes for hedging and explore the hedge-planting scheme with Gloucestershire Rural Community Council. A tenant has requested a composting toilet, and another tenant has requested an additional water pipe in the bottom right-hand corner, this has been quoted at £2,400+VAT. **Action: Clerk** to seek views from the ploholders on both items.

13. To receive reports from representatives:

- Allotments: two vacant plots and no-one on waiting list.
- Finance: no further updates.
- Personnel: Cllr Doherty spoke on behalf of the Council to thank the outgoing clerk for the previous 7 years' service.
- Playing Field: no further updates.
- Village Hall: no updates.

Separate Business

Pursuant to 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and press leave the meeting.

14. Council confirmed the appointment of John Kay as the new Clerk and approved the contract of employment. The rate of pay and working hours will be reviewed upon completion of the probationary period.
15. **Next parish council meeting to be held on Tuesday 26th May 2026 at 7.15pm after the annual parish meeting at 7pm.**
- Deadline for receipt of agenda items is Monday 18th May 2026.

Meeting closed at 8.45pm.