

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.