

Minutes of the Parish Council Meeting held on Tuesday 28th July 2026 at 7.00pm at Longford Village Hall

Attendance noted as

C Byers (Vice-Chair), L Gough, C Young, K Doherty and D Melvin.

Also present: Mr J Kay (Clerk), Jayna Tyler and Cole Tyler.

Absent: Cllr G Bocking

In the absence of the Chair, the Vice-Chair assumed the role of Chair for the meeting.

1. To note apologies for absence

Apologies for absence were received from Parish Council Chair, Cllr R Harris (personal).

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

Cllr Gough declared a non-pecuniary for Minute 11d

3. To approve the minutes of the meeting held on 26th May 2026

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

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

Two members of the public introduced themselves and having met the qualifying criteria requested to join the Council.

IT WAS RESOLVED to co-opt Jayna Tyler and Cole Tyler as Parish Councillors.

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

Cllr Byers noted that he had received 1 tonne of topsoil to cover tree roots.

6. Public Participation

There were no members of the public present.

7. Report from County & Borough Councillor.

There were no reports available from the County or Borough Councillors.

8. 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) The Councillors discussed the premises licence application - Planning Application 26/00524/OUT Manor Farm, Sandhurst Lane, Gloucester. **IT WAS RESOLVED** to object the application. **Action: Clerk**

9. Highways

In the absence of the Cllr Harris there was no highway update from his recent meeting with the Local Highway Manager.

Signed

Date

10. Finance

- a. Council received the latest bank reconciliation and confirmed the balance £75,973.76 matches the bank statement as of 17th July 2026.
- b. Council received the updated 2026-27 budget report.
- c. **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.

Supplier	Details	Payment
Plumbfix (Cllr Doherty)	Defib Batteries	£34.95
Glebe Contractors	Grounds Maintenance	£986.72
John Kay	Salary	£241.20
PKF Littlejohn	Audit	£252.00
NB Construction	Installation of bike racks	£322.80
		£1,837.67

- d. The External Auditors Report and Certificate for accounts 2025/26 were noted

11. Parks, Open Spaces & Allotments

- a) It was noted one of the trees in the orchard had died and would need replaced in the autumn. The base had been put in for the rainwater tank, which was being delivered soon.
- b) **IT WAS RESOLVED** to provide one bat/swift box at the Village Hall, subject to approval from the Village Hall committee. **Action: Cllr Byers**
- c) **IT WAS RESOLVED** to agree to purchase a storage box at the playing fields to a value of £450. **Action: Cllr Byers**
- d) **IT WAS AGREED** for Cllrs Harris and Byers to agree the style and location for the memorial bench/plaque.
- e) **IT WAS RESOLVED** to purchase the "option 1" Marker posts for the allotments and for the plots to be renumbered. Some spare posts and a competition winner post to be considered. **Action: Clerk**
- f) **IT WAS RESOLVED** to carry out some pest control at the allotments. **Action: Clerk**
- g) **IT WAS RESOLVED** to request Glebe contractors to remove ragwort from the allotment and to provide a quote for the planting of whips along the boundary. **Action: Cllr Byers/Clerk**
- h) The Council received an update on fly tipping and the large mound of material dumped on Sandhurst Lane. The Clerk was requested to contact Tewkesbury BC for signing/cctv and the GCC for an update on the removal of the mound. It was also noted that the grass verges required to be cut on Sandhurst Lane. **Action: Cllr Melvin/Clerk**
- i) **IT WAS RESOLVED** that working parties would be carried out at 11am on 8th August and 19th September 2026

12. To receive reports from representatives:

- Allotments: Annual judging has taking place in July with most plots suffering from the hot, dry weather. The winners to be invited to attend the next Parish Council meeting. A number of plots not being maintained. **IT WAS AGREED** to cover vacant plots with "agrorap" to suppress weeds. **Action Cllrs Melvin/Byers and Clerk**
- Finance: no further updates.
- Personnel: No further updates.
- Playing Field: It was noted that compared to other venues the hire costs of the playing field to the local football club remain low.
- Village Hall: The committee were positive to the suggestion of air-conditioning being installed, the kitchen upgrade is the priority project currently.

Signed

Date

13. Next Meeting Date.

It was noted the next meeting of Longford Parish Council is at 7pm on Tuesday 22nd September 2026.

Meeting closed at 8.20pm.

Signed

Date

Longford Parish Council

Financial Report as at:

09-Sep-26

Bank Reconciliation	Community Account	Instant Access	Total
Lloyds Bank Balance at: 01-Apr	£ 65,206.07	£ -	£ 65,206.07
Expenditure - April	-£ 4,778.71		
Expenditure - May	-£ 3,262.73		
Expenditure - June	-£ 1,800.82		
Expenditure - July	-£ 2,350.46		
Expenditure - August	-£ 3,115.51		
Expenditure - September	-£ 222.94		
Income - April	£ 20,805.57		
Income - May	£ 50.51		
Income - June	£ 23.70		
Income - July	£ 78.77		
Income - August	£ 51.32		
Income - September	£ 27.74		
Transfer of Funds	-£ 70,000.00	£ 70,000.00	
Transfer of Funds (26th August)	£ 5,000.00	-£ 5,000.00	
Totals	£ 5,712.51	£ 65,000.00	£ 70,712.51

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 September 2026 to 11 September 2026

Money In	£27.74	Balance on 01 September 2026	£5,907.71
Money Out	£222.94	Balance on 11 September 2026	£5,712.51

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
02 Sep 26	GLEBE CONTRACTORS 100000001818394997 21272	FPO		203.94	5,703.77
02 Sep 26	E.T AND K.J. DOHER 500000001828617166	FPO		11.00	5,692.77
03 Sep 26	SumUp *Trophy Wor CD 4328	DEB		8.00	5,684.77
09 Sep 26	INT (GROSS) T/FER FROM 934806592405		27.74		5,712.51

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			



Commercial Instant Access Account Statement

Printed: 15 September 2026

Parish Council of Longford

8 MILDENHALL WAY KINGSWAY
QUEDGELEY
GLOUCESTER
GLOUCESTERSHIRE
GL2 2DH

Sort code 30-93-48

BIC: LOYDGB21066

Account number 06592405

IBAN: GB82 LOYD 3093 4806 5924 05

The data shown on your statement was correct at the time of printing. Please remember, this isn't an official bank copy.

Please check your statement. If you think that something looks incorrect, please call us on 0345 072 5555 Monday to Friday 8am to 6pm, Saturday 9am to 2pm (+44 (0) 1733 347 338, from outside the UK). Or Textphone 0345 601 6909.

Date	Description	Type	In (£)	Out (£)	Balance (£)
26 Aug 26	PARISH COUNCIL OF 309348 00528705	TFR		5000.00	65000.00

Lloyds Bank plc Registered Office: 25 Gresham Street, London EC2V 7HN. Registered in England and Wales no. 2065. Telephone: 0207 626 1500.

Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority under Registration Number 119278.

Eligible deposits with us are protected by the Financial Services Compensation Scheme (FSCS). We are covered by the Financial Ombudsman Service (FOS). Please note that due to FSCS and FOS eligibility criteria not all business customers will be covered. For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk/.

Payments April 2026 to March 2027

			BACS / DD /Visa/ SO/ Cheque No																
Date		Description		Total	Net	VAT	Staff Costs	Office Admin & Expenses	Insurance	Donations	Parks & Open Spaces	Allotments	Maintenance	Training	IT & Software	Newsletter	New Equipment	Projects	Devolution Contingency
		BUDGET		£ 34,430.00			100 £ 7,100.00	110 £ 2,500.00	120 £ 900.00	130 £ 150.00	140 £ 11,500.00	150 £ 3,500.00	160 £ 1,500.00	170 £ 500.00	180 £ 1,500.00	190 £ -	200 £ 1,280.00	210 £ 4,000.00	1000
April	8	GALC	BACS	£ 757.42	£ 757.42	£ -		£ 757.42											
	8	Chris Arnold Tree Surgery	BACS	£ 960.00	£ 800.00	£ 160.00													
	8	Edge IT Systems	BACS	£ 836.76	£ 697.30	£ 139.46					£ 800.00				£ 697.30				
	8	Laser Alarms Ltd	BACS	£ 114.00	£ 95.00	£ 19.00					£ 95.00								
	8	HMRC	BACS	£ 440.25	£ 440.25		£ 440.25												
	8	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								
	22	J Kay	BACS	£ 219.29	£ 219.29		£ 219.29												
	22	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											
	27	J Kay	BACS	£ 201.00	£ 201.00		£ 201.00												
	27	Glebe Contractors	BACS	£ 986.72	£ 822.26	£ 164.46					£ 822.26								
	27	Hereford Training	BACS	£ 588.00	£ 490.00	£ 98.00							£ 490.00						
	27	Clear Insurance	BACS	£ 815.89	£ 815.89				£ 815.89										
	27	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												
	19	Glebe Contractors	BACS	£ 843.20	£ 702.66	£ 140.54					£ 702.66								
	19	Wicksteed Leisure	BACS	£ 122.40	£ 102.00	£ 20.40					£ 102.00								
	19	Parish Online (Geoxsphere)	BACS	£ 120.00	£ 100.00	£ 20.00									£ 100.00				
	19	Pata UK	BACS	£ 71.60	£ 71.60			£ 71.60											
	19	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											
	20	Lloyds Bank	DD	£ 5.09	£ 5.09			£ 5.09											
	22	Morgans Supplies	Card	£ 111.96	Need to check VAT														
	27	Amazon	Card	£ 39.95	Need to check VAT														
	29	Glebe Contractors	BACS	£ 986.72	£ 822.26	£ 164.46													
	29	Cllr K Doherty (Expenses)	BACS	£ 34.95	£ 29.12	£ 5.83		£ 29.12										£ 822.26	
	29	John Kay	BACS	£ 241.20	£ 241.20		£ 241.20												
	29	NB Construction	BACS	£ 322.80	£ 269.00	£ 53.80					£ 269.00								
	29	PKF Littlejohn	BACS	£ 252.00	£ 210.00	£ 42.00		£ 210.00											
	31	Amazon	Card	£ 57.19	Need to check VAT														
August	6	B&Q	Card	£ 445.50	Need to check VAT														
	10	Jennychem	Card	£ 145.00	Need to check VAT														
	10	Meadowmania UK	Card	£ 204.38	Need to check VAT														
August	12	Giff Gaff	DD	£ 6.00	£ 5.00	£ 1.00													
	18	Lloyds Bank	DD	£ 4.25	£ 4.25			£ 4.25											
	20	B&Q	Card	£ 25.45	Need to check VAT														
	20	B&Q	Card	£ 185.18	Need to check VAT														
	24	B&Q	Card	£ 18.00	Need to check VAT														
	25	B&Q	Card	£ 3.36	Need to check VAT														
	26	Shawn Scott	BACS	£ 630.00	£ 630.00							£ 630.00							
	26	John Kay	BACS	£ 241.20	£ 241.20		£ 241.20												
	26	Glebe Contractors	BACS	£ 1,190.72	£ 992.26	£ 198.46													
	26	B&Q	Card	£ 16.47	Need to check VAT														
September	2	Glebe Contractors	BACS	£ 203.94	Need to check VAT							£ 11.00							
September	2	Cllr K Doherty (Expenses)	BACS	£ 11.00	£ 11.00														
	3	Trophy World	Card	£ 8.00	Need to check VAT														
October																			
November																			

December																			
January																			
February																			
March																			
Totals				£ 14,773.75	£ 11,936.87	£ 1,372.50	£ 2,741.69	£ 624.78	£ 815.89	£ -	£ 3,496.37	£ 1,090.32	£ 66.00	£ 490.00	£ 797.30	£ -	£ -	£ 822.26	£ -
Remaining Budget				£ 19,656.25		-£ 1,372.50	£ 4,358.31	£ 1,875.22	£ 84.11	£ 150.00	£ 8,003.63	£ 2,409.68	£ 1,434.00	£ 10.00	£ 702.70	£ -	£ 1,280.00	£ 3,177.74	£ -

Receipts - April 2026 to March 2027

Date	Description	Total	Allotments	VAT	Precept	Grants & Other Income
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
	24 Allotment Rent	£ 25.00	£ 25.00			
	28 Allotment Rent	£ 25.00	£ 25.00			
August	10 Lloyds Bank (Interest)	£ 30.68				£ 30.68
	25 B&Q Refund	£ 20.64				£ 20.64
September	9 Lloyds Bank (Interest)	£ 27.74				£ 27.74
	Totals	£ 21,037.61	£ 536.25	£ 3,871.82	£ 16,155.00	£ 474.54

Longford Parish Council
c/o John Kay
8 Mildenhall Way
Kingsway
Gloucester
GL2 2DH



15 September 2026

Invoice No: 26/0104/PPS

INVOICE for PATA Payroll Services

Service	No. Employees	Total Cost
July 2026 Payroll	1	£ 13.45
August 2026 Payroll	1	£ 13.45
September 2026 Payroll	1	£ 13.45
TOTAL DUE		£ 40.35

Payment terms 28 days – payment due 13th October 2026

BANK DETAILS:

Account Name: **PATA UK** Account No: **69294941** Sort Code: **60-09-02**

Please use the invoice number for reference and
notify by email to finance@pataglos.org.uk when BACs payment made.

Cheque payments received after the 1st November 2023 will incur a £1.00 administration fee.

PATA reserves the right to apply a £10 administration fee for late payment of invoices.

With thanks

E & OE

PATA (UK) ~ Chequers Bridge Centre ~ Painswick Road ~ Gloucester ~ GL4 6PR

T 01452 541244 **E** finance@pataglos.org.uk **W** www.pataglos.org.uk

Registered Office (as above) Registered charity no. 1124222. Company limited by guarantee, registered in England and Wales, company no. 6541176

Mr J Kay
Clerk to Longford Parish Council
PO Box 2281
Gloucester
GL3 9GT

2 September 2026



Dear John,

Working to Improve Sport and Play Facilities

Membership Renewal 2026 – Gloucestershire Playing Fields Association

Thank you for your continued support during the past year and we hope you will renew your membership with us for the year **commencing September 2026**.

Your Membership fee of £50 has been held at the same level as last year and a new membership form is enclosed for completion and return. It would help us tremendously if you could return this form (by email is fine) as it will keep our records up to date and will confirm that you are happy for us to continue to contact you, in compliance with the requirements of GDPR.

We continue to work very hard across the county and your valuable support enables us to offer the following services to many organisations like your own, in Gloucestershire and South Gloucestershire:

- GPFA newsletter
- Free assessment and report on your facilities
- Advice on general sources of funding and fundraising
- Advice on purchase and setting up of recreational areas/playgrounds
- Advice on refurbishing play areas
- Advice on suitability of play equipment, safety surfaces and their installation
- Technical advice on most aspects of sports ground equipment and management
- Access to grants and loans towards the provision of play and recreational facilities
- Provide advice on the Trustees' and Committees' areas of responsibility for play areas
- Reduced fees for training events we organise
- Liaise with councils in Gloucestershire to save playing fields in the county from development
- The GPFA Honourable Company of Gloucestershire Award for talented young sporting stars

I do hope you will wish to continue to support our hardworking charity and together we can improve playing fields throughout the county.

Yours sincerely,

Kay Lillington
Secretary/Advice Officer

President: Sybil Ruscoe DL

Chairman: Mr Nigel Thick

Secretary: Ms Kay Lillington

www.glospfa.org.uk

31 Cheltenham Road, Gloucester, GL2 0JF Tel: 07504 544413 Email: secretary@glospfa.org.uk

Established 1926 ~ Registered Charity No. 314301