LONGFORD PARISH COUNCIL
c/o 8 Mildenhall Way, Quedgeley, Gloucester, GL2 2DH
Email: clerk@longford-pc.gov.uk Tel: 07759 118922

Minutes of the Parish Council Meeting held on

Tuesday 22nd September 2026 at 7.00pm at Longford Village Hall

Attendance noted as
C Byers (Vice-Chair), L Gough, C Young, D Melvin, J Tyler and C Tyler.
Also present: Mr J Kay (Clerk) and one member of the public.

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, Cllrs K Doherty and G Bocking (all personal).

2. **To receive declarations of interest in items on the agenda**
   Cllr Gough declared a non-pecuniary for Minute 10d

3. **To approve the minutes of the meeting held on 28th July 2026**
   The minutes were signed by the Vice-Chair as a true record of the meeting.

4. **To receive an update on outstanding matters not on the agenda.**
   It was highlighted that an ongoing issue of multiple mobile homes being situated at the Stables, Longford, including a breach of planning permissions, issues with sewerage and non-payment of council tax continues. The Clerk agreed to check emails sent to GCC by the previous Parish Clerk and enquire on progress. **Action: Clerk**

5. **Public Participation**
   A member of the public highlighted the parking problems experienced on Saturday (19th September) when both football and a hire of the village hall were on at the same time. The Councillors discussed the issue, considering alternatives for additional parking and a letter regarding parking sent to football club by previous Parish Clerk.

6. **Report from County & Borough Councillor**.
   It was noted that the Borough Councillor, Rai had submitted a written update. No update or apologies had been received from GCC Councillor Hands.

7. **Planning**
   a) The Councillors discussed the premises licence application - Planning Application 26/00777/FUL - 350 Longford Lane Longford Gloucester Gloucestershire: Front, side and rear single storey extension. **IT WAS RESOLVED** that the Parish Council had no objection to the application. **Action: Clerk**
   b) There was no update from the Cox's Brook Solar Farm Community Liaison Group.

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

9. **Finance**
   a. Council received the latest bank reconciliation and confirmed the balance £70,712.51 matches the bank statement as of 9th September 2026.
   b. Council received the updated 2026-27 budget report.

Signed ……. Date ……

c. The following payments were approved

Supplier	Details	Payment
John Kay	Salary	£241.20
Pata Payroll	Payroll	£40.35
HMRC	PAYE/NIC	£482.40
	Total	**£763.95**

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10. Parks, Open Spaces & Allotments

a) Cllr Byers reported that lots of watering was required over the summer period due to the hot weather and provided an update on replacement trees in the open space areas including 200 whips for the allotments. Tree stakes and rails would be required to protect the young trees. Cllr Byers had obtained a Belfast sink to make a wildlife pond.
IT WAS RESOLVED to purchase 1litre of Grazon and a sprayer to treat brambles.

b) **IT WAS RESOLVED** to provide one bat/swift box on a tree, as an alternative to the Village Hall. **Action: Cllr Byers**

c) The storage box had been installed, the spare padlock had been used. **IT WAS RESOLVED** to purchase another padlock from Gloucester Locksmiths.

d) **IT WAS AGREED** for Cllrs Harris and Byers to agree the style and location for the memorial bench/plaque.

e) **IT WAS RESOLVED** that working parties would be carried out at 11am on 3rd October 2026.

11. To receive reports from representatives:

- Allotments: **IT WAS AGREED** to encourage plot holders to use rainwater rather than the provide additional taps at the allotments. Most of the vacant plots have been leased. The new marker posts have not been delivered. **Action: Clerk**
- Finance: To be considered in minute 13.
- Personnel: To be considered in minute 13.
- Playing Field: No further updates.
- Village Hall: The kitchen upgrade is almost complete.

Cllr Melvin confirmed she would forward correspondence on fly tipping at various locations to the Parish Clerk and it was noted fly tipping was on the increase as a result of the Hempstead recycling and waste centre being closed for several months.

IT WAS RESOLVED that, because of the confidential nature of the business to be transacted, the public and press leave the meeting.

12. **IT WAS RESOLVED** to confirm the Clerk has successfully completed the probationary period and approve the permanent appointment.

13. Next Meeting Date.

It was noted the next meeting of Longford Parish Council is at 7pm on Tuesday 24th November 2026.

Meeting closed at 7:55pm.

Signed …….. Date ……

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 November 2026 to 11 November 2026

Money In	£64.42	**Balance on 01 November 2026**	£2,034.20
Money Out	£0.00	**Balance on 11 November 2026**	£2,098.62

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
04 Nov 26	C BYERS CHRIS B 200000001858750510 771516	FPI	29.95		2,064.15
09 Nov 26	INT (GROSS) T/FER FROM 934806592405		34.47		2,098.62

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						

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Longford Parish Council

Financial Report as at: **10-Nov-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		-£ 1,650.95		
Expenditure - October		-£ 3,434.97		
Expenditure - November		£ -		
Income - April		£ 20,805.57		
Income - May		£ 50.51		
Income - June		£ 23.70		
Income - July		£ 78.77		
Income - August		£ 51.32		
Income - September		£ 16,182.74		
Income - October		£ 29.67		
Income - November		£ 64.42		
Transfer of Funds		-£ 70,000.00	£ 70,000.00	
Transfer of Funds (26th August)		£ 5,000.00	-£ 5,000.00	
Transfer of Funds (28th September)		-£ 18,000.00	£ 18,000.00	
Transfer of Funds (22nd October)		£ 3,000.00	-£ 3,000.00	
Totals		**£ 2,098.62**	**£ 80,000.00**	**£ 82,098.62**

Accounts for Payment:	**Nov-26**			Total
Mr John Kay	Salary			£ 419.20
Mr John Kay	Travel & Expenses			£ 238.20
Glebe Contractors	Grass Cutting			£ 228.00
Village Hall	Contribution to PA/Sound Sysytem Installation			£ 5,000.00
				£ 5,885.40

LLOYDS BANK

Commercial Instant Access Account Statement

Printed: 11 November 2026

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

Sort code 30-93-48 Account number 06592405
BIC: LOYDGB21066 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 (£)
22 Oct 26	PARISH COUNCIL OF 309348 00528705	TFR		3000.00	80000.00
28 Sep 26	PARISH COUNCIL OF 309348 00528705	TFR	18000.00		83000.00
26 Aug 26	PARISH COUNCIL OF 309348 00528705	TFR		5000.00	65000.00
27 May 26	PARISH COUNCIL OF 309348 00528705	TFR	20000.00		70000.00
23 Apr 26	PARISH COUNCIL OF 309348 00528705	TFR	50000.00		50000.00
25 Jul 16	TO 30934800528705	TFR		1000.00	0.00
06 Dec 05	TFR	OTH		3000.00	1000.00
05 Dec 05	CONTRA ENTRY	OTH	3000.00		4000.00
05 Dec 05	TRANSFER	OTH		3000.00	1000.00
15 Jun 05	TRANSFER	OTH		10000.00	4000.00
09 Mar 05	TRANSFER	OTH		3000.00	14000.00
06 Dec 04	TRANSFER	OTH		2000.00	17000.00
03 Jun 04	TRANSFER	TFR	5003.00		19000.00
05 Mar 04	TRANSFER	OTH		2000.00	13997.00
02 Apr 03	TEL STATEMENT FEE	CHG		3.00	15997.00
07 Mar 03	TRANSFER	OTH		2000.00	16000.00
13 Nov 02	TRANSFER	OTH		2000.00	18000.00
11 Oct 02	INITIAL DEPOSIT	OTH	20000.00		20000.00

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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/.

Travel and Expenses Claim

Use Code E-essential C-casual	Vehicle Registration	Cubic Capacity	*Office Use* *Rate/* *Lump sum*
C			55p per mile

Name JOHN KAY

Date	Destination	Details	Miles	Parking	Fares	Net	Vat	Gross
01/04/2026	n/a	April Home Office Allowance (electricity, broadband, heating)				£24.00	£0.00	£24.00
01/05/2026	n/a	May Home Office Allowance (electricity, broadband, heating)				£24.00	£0.00	£24.00
01/06/2026	n/a	June Home Office Allowance (electricity, broadband, heating)				£24.00	£0.00	£24.00
01/07/2026	n/a	July Home Office Allowance (electricity, broadband, heating)				£24.00	£0.00	£24.00
01/08/2026	n/a	August Home Office Allowance (electricity, broadband, heating)				£24.00	£0.00	£24.00
01/09/2026	n/a	September Home Office Allowance (electricity, broadband, heating)				£24.00	£0.00	£24.00
01/10/2026	n/a	October Home Office Allowance (electricity, broadband, heating)				£24.00	£0.00	£24.00
01/11/2010	n/a	November Home Office Allowance (electricity, broadband, heating)				£24.00	£0.00	£24.00
10/04/2026	Longford	Hand-over meeting with Julie	12			£6.60	£0.00	£6.60
26/05/2026	Longford	Parish Meeting	12			£6.60	£0.00	£6.60
16/07/2026	Longford	Allotment Visit	12			£6.60	£0.00	£6.60
28/07/2026	Longford	Parish Meeting	12			£6.60	£0.00	£6.60
22/09/2026	Longford	Parish Meeting	12			£6.60	£0.00	£6.60
25/09/2026	Longford	Meeting Cllr Byers	12			£6.60	£0.00	£6.60
24/11/2026	Longford	Parish Meeting	12			£6.60	£0.00	£6.60
							TOTAL	£238.20

I certify that:

(a) Where I have used the above motor vehicle(s) on official business my policy of motor insurance indemnifies the employer against any third party claims arriving out of use of that vehicle.

(b) The particulars in this claim are correct and I have incurred expenditure additional to that which I would normally have incurred. I attach receipts where applicable.

(c) I understand that the mileage allowance is at the current Local Government mileage allowance rate.

Signed *(Claimant)*……*J Mr Kay*…….. *Date……24/11/26*…….... **Signed *(Chair/Vice-Chair)*…….. *Date*……..**

Glebe Contractors
Landscape Management

Invoice No.
21519

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

Customer's Order No.	Job No.	Account No.	Date of Supply	Invoice Date
John Key - Email dated 29.07.26		LON02		11/11/2026

Invoice to:	Delivery to (if different from left):
Longford Parish Council P O Box 2281 Gloucester GL3 9GT clerk@longford-pc.gov.uk	

Code	Quantity	Details	Price	Amount
		Longford Sandhurst Lane verges		
4001	1.00	To carry out the initial cut to the verges along Sandhurst Lane as per quotation no. GM6464 dt. 20.05.26.	£190.00	£190.00

Non-delivery or discrepancies must be notified within 3 days of receipt of invoice otherwise claims cannot be accepted. E.& O.E

SafeContractor APPROVED

City & Guilds NPTC

Terms:

Payment due by 28 December 2026

For BACS payments:
Account No: 31429360 Sort Code: 30 54 66

VAT Reg. No. 487 5078 44

Sub Total	£190.00
VAT 20.00%	£38.00
TOTAL	£228.00

Directors: K&J Jones

Invoice & Order Confirmation

Audio Visual Direct Ltd
Dr Fox's Building, Knightstone Island
Weston-super-Mare, BS23 2AD

01934 906875 accounts@audiovisualdirectuk.co.uk www.audiovisualdirectuk.co.uk

Longford Village Hall
Longford Lane
Longford, Gloucester
Gloucestershire
GL2 9EL

Ship To

Longford Village Hall
Longford Lane
Longford, Gloucester
Gloucestershire
GL2 9EL

Tax Date	Invoice No	VAT Number	Purchase Order No
27/10/2026	AVD2313	992 0192 12	Phil

Payment Terms
See below

Description	Qty	Rate	VAT Rate	Total
Supply & Install the following equipment: 1 x Sound System including, simple to use, Combined Mixer/Amplifier with sufficient inputs and connection lead to enable music to be played from iPad/Mp3/Laptop/Smart Phone (Toa/Pulse). 4 x Wall mounted Speakers (APART) in white - recommended for the clarity and versatility for both vocal and music. Fixed as discussed. 2 x Wireless Microphone System including receiver unit - Lapel & Headset (for presenter use), Hand-held (for audience/congregation use) (JTS). 1 x Professional Bluetooth Receiver for playing music. 1 x AV Cabinet to house/store all PA Equipment/Remotes etc. Sturdy, Lockable Metal Compact (rack type with shelves) Wall Mounted. 1 x Induction Hearing Loop System including Induction Loop Amplifier - Optimum power for size of Hall & Induction Loop Cable as required (available in colours to suit surroundings). Commissioned & Connected to proposed amplifier. Installation start date to be confirmed. Where we have quoted for installation and applicable this includes all cables, fly leads, connectors, surface trunking (as necessary) and mounts. Where possible we will try to utilise existing cabling, this will then assist with maintaining the fabric of the building. Where stated, all fully installed, connected to electrical mains sockets (sometimes using extensions) and commissioned with basic training. We will uninstall redundant/replaced equipment & cabling if required/necessary. PAYMENT TERMS Invoice total paid or 50% due on receipt of invoice (no later than five days to secure the installation date please). Balance within five days of satisfactory completion. Method - Bank Transfer to: Lloyds Bank - Sort Code: 775010 - Account: 43064068 We also accept Cheques made payable to Audio Visual Direct Ltd sent to the address shown above.		5,922.00	Standard	5,922.00

VAT Summary	Sub Total	£5,922.00
1,184.40 @ 20.0% ;	VAT Total	£1,184.40
	Total	£7,106.40

Thank you for placing your order with Audio Visual Direct Ltd

Longford Parish Council

MONTHLY PAY ANALYSIS

Tax Week: 34 **Tax Month:** 8

Emp Ref		Employee Name	Total Gross	Total Taxable Gross	Tax Paid	Employee NIC	Employer NIC	Employee Pension	Employer Pension	Student Loan	Other Deductions	Net Pay	Contracted Hours
3	J	Kay	524.00	524.00	104.80	0.00	16.05	0.00	0.00	0.00	0.00	**419.20**	25.00 Month
		Grand Total :	524.00	524.00	104.80	0.00	16.05	0.00	0.00	0.00	0.00	**419.20**	

Proposed Budget Spreadsheet: 2027/28

Expenditure	2026/27 Budget	2026/27 Actual	2026/27 Predicted	2027/28 Draft Budget	2027/28 Draft Budget
Staff Costs	£ 7,100	£ 3,693	£ 7,100	Staff Costs	£ 7,384
Office Admin & Expenses	£ 2,500	£ 1,402	£ 2,500	Office Admin & Expenses	£ 2,600
Insurance	£ 900	£ 816	£ 816	Insurance	£ 936
Donations	£ 150	£ -	£ 150	Donations	£ 156
Parks & Open Spaces	£ 11,500	£ 5,815	£ 11,500	Parks & Open Spaces	£ 11,960
Allotments	£ 3,500	£ 2,402	£ 3,500	Allotments	£ 3,640
Maintenance	£ 1,500	£ 408	£ 1,000	Maintenance	£ 1,560
Training	£ 500	£ 490	£ 500	Training	£ 520
IT & Software	£ 1,500	£ 967	£ 1,500	IT & Software	£ 1,560
Newsletter	£ -	£ -	£ -	Newsletter	£ -
New Equipment	£ 1,280	£ 566	£ 1,280	New Equipment	£ 1,331
Projects	£ 4,000	£ 822	£ 4,000	Projects	£ 4,160
Devolution Contingency	£ 1,000	£ -	£ 500	Devolution Contingency	£ 1,040
TOTAL ALLOCATION	**£ 35,430**	**£ 17,381**	**£ 34,346**		**£ 36,847**

RECEIPTS 26/27	2026/27 Budget	2026/27 Actual	2026/27 Predicted
Precept	£ 35,500	£ 32,310	£ 32,310
Allotment Rents	£ 1,100	£ 536	£ 600
VAT	£ -	£ 3,872	£ 3,872
Grants/Other Income	£ 330	£ 504	£ 600
Total Receipts	**£ 36,930**	**£ 37,222**	**£ 37,382**

Bank Reconciliation

Bank Balance at 1st April 2026	£ 65,206
Receipts 26/27 (actual)	£ 37,222
Expenditure 26/27 (actual)	£ 17,381
Bank Balance at October 2026	£ 85,047
Estimated income (Nov to Mar)	£ 160
Estimated spend (Nov to Mar)	£ 16,965
Estimated Bank Balance at Mar 2027	**£ 67,922**

Notes

Average Monthly Spend = £2.4k (approx)

Therefore we should have between £7.5k - £29k in General Reserve (3 to 12 months).

Estimated General Reserve at March 2026 = £67k

I have allowed 4% increase on 2027/28 across all budgets

Actual Figures as at 28th October 2026

DRAFT Precept Calculation

	Previous			Current
	2023/24	**2024/25**	**2025/65**	**2026/27**
Precept	£ 31,740	£ 31,530	£ 32,030	£ 32,310
Tax base	883.21	877.27	891.37	£ 899.23
Band D Property	£ 35.94	£ 35.94	£ 35.93	£ 35.93

	Proposed 0%	Proposed 2%	Proposed 5%
	2027/28	**2027/28**	**2027/28**
Precept	£ 32,310	£ 32,956	£ 33,930
Tax base	899.23	899.23	899.23
Band D Property	£ 35.93	£ 36.65	£ 37.73
Total Annual Incease	-£ 0.00	£ 0.72	£ 1.80
Increase (per week)	-£ 0.00	£ 0.01	£ 0.03
Additional Precept =	**£ -**	**£ 646.00**	**£ 1,620.00**

Note: Band D rate = (Precept/tax base)
Note: 2026/27 Tax Base Figure used in 27/28 calcs
Note: 2027/28 Tax Base Figure expected in December 2025
Note: Precept needs to be rounded up to nearest £10
Note: Precept needs to be agreed by Council at Janaury meeting.

DRAFT WhatsApp Communications Policy

To be reviewed by Longford Parish Council on 24th November 2026.

1. Introduction

This policy outlines the appropriate use of WhatsApp by Councillors and staff when conducting council business. It ensures compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, and promotes transparency, accountability, and data security.

2. Scope

This policy applies to any use of WhatsApp for Council-related communication by all Councillor's and staff of Longford Parish Council.

Councillors and staff have the option of being included in the use of WhatsApp, it is not mandatory.

3. Policy Statement

WhatsApp may be used for informal communication and coordination where no other secure or official channel is available.

However, it must not be used for:

- Sharing personal/sensitive data without explicit consent, or a legitimate lawful basis.
- Making formal decisions or conducting statutory council business.
- Communicating with children (noting Article 8 of the UK GDPR specifically prohibits use for communications with children under the age of 13 years).

4. Legal Compliance

All use of WhatsApp must comply with relevant legislation, including, but not limited to the following:

- **UK GDPR (2018):** Ensuring lawful, fair, and transparent processing of personal data.
- **Data Protection Act 2018**: Protecting individuals' rights and ensuring secure handling of data.
- **Freedom of Information Act 2000**: Ensuring records of council business are accessible where required (WhatsApp is not to be used for official Council business).
- **Local Government Act 1972**: Requiring formal decisions to be recorded.

To be reviewed by Longford Parish Council on 24th November 2026.

5. Acceptable Use

The below table provides non-exhaustive examples of where WhatsApp may or must not be used:

WhatsApp may be used for	**WhatsApp must not be used for**
Arranging non statutory meetings	Arranging statutory or official meetings
Sharing public event information	Discussing confidential or sensitive matters
Emergency coordination	Making or recording decisions
Arranging to informally meet, e.g Twinberrow	Sharing personal data without a lawful basis
Sharing of photos of Council events.	

6. Data Protection and Security

Devices used for WhatsApp should be password-protected. Personal data should not be shared via WhatsApp.

If a device containing a WhatsApp application used for Council discussion is lost or stolen, the Council must be notified immediately.

7. Records Management

WhatsApp messages must not be used for activity that may constitute council records.

8. Monitoring, Enforcement and Breaches

Councillors ??? are the administrators of the groups.

The Chair and/or Clerk will review WhatsApp use if a complaint or data breach occurs in accordance with our Complaints Policy.

Additionally, the Council may temporarily prohibit the use of WhatsApp during any investigation.

Where a policy breach relates to personal data processing, a referral may need to be made to the Information Commissioner's Office (ICO) in accordance with data protection regulations.

Breaches of this policy will be investigated and may lead to formal action under the Council's Code of Conduct.

Any members found to have breached the Council's Code of Conduct will be removed from the WhatsApp groups.

The decision of the Chair and/or Clerk is final.

9. Best Practice Guidelines

Communications should be in line with the Council's Code of Conduct and the Civility & respect pledge.

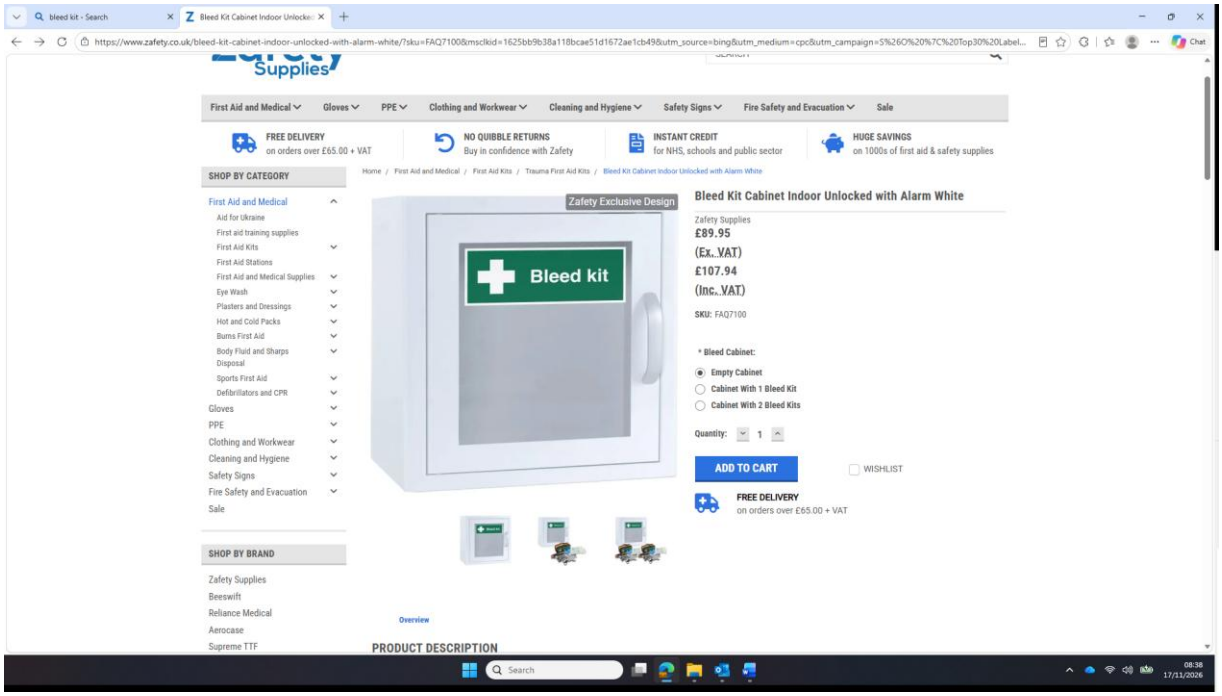
Councillors and Staff should adhere to our Social Media and IT Security Policies with all WhatsApp communications.

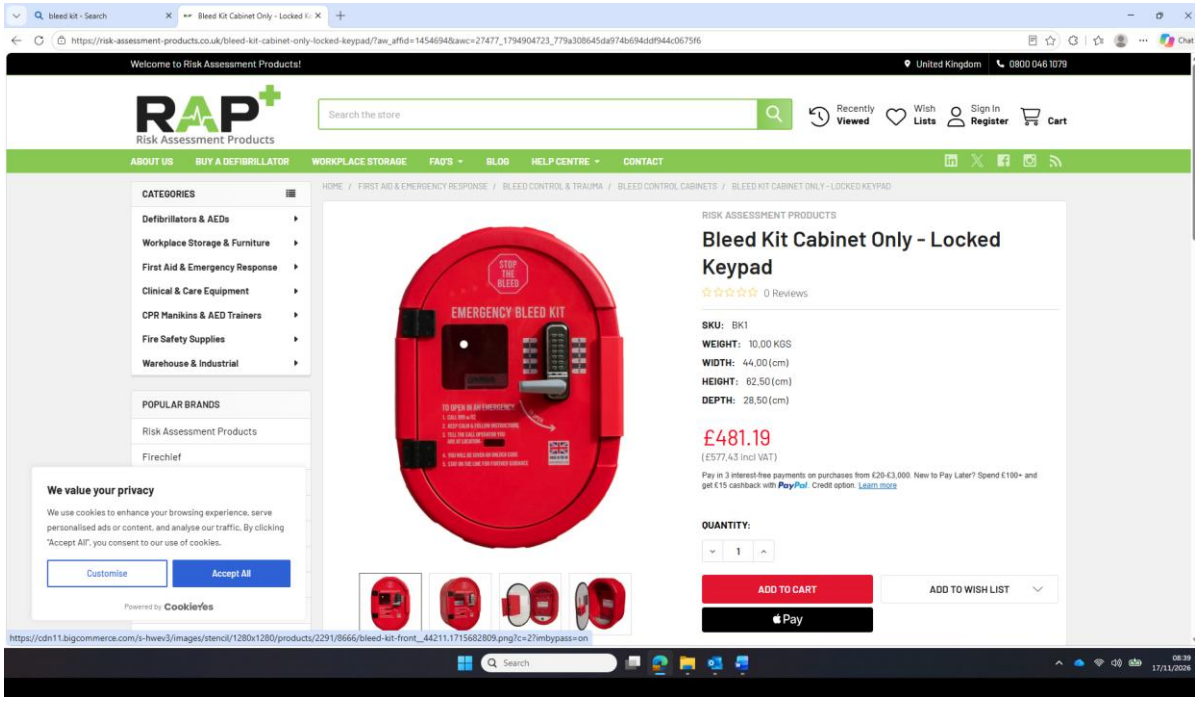
All members to have their name displayed on the WhatsApp groups.

10. Review

This policy will be reviewed every 4 years.

Bleed Kit Examples/Options





Bleed Kit Examples/Options

