

Minutes of the Parish Council Meeting held on Tuesday 1st February 2022 at 7.30pm at Longford Village Hall

1. Attendance noted as

Cllrs K Doherty (Chair), L Gough (Vice-Chair) J. Ford, C. Byers

Also present: Mrs J Shirley (Clerk)

Members of public present: None

Apologies: County Cllr Awford, Borough Cllr Ockelton, Borough Cllr Bocking

2. Declarations of interest in items on the agenda

None.

3. Approval of the minutes of the meeting held on 7th December 2021

Council resolved to approve the minutes of the meeting held on 7th December 2021.

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

None.

5. Co-option (5 vacancies)

There were no applications to fill councillor vacancies by Co-option (5 vacancies). It was noted that no election had been called for the latest vacancy and the Council is free to fill by co-option.

To receive a report from the County Councillor.

Council noted the report forwarded by Cllr Awford prior to the meeting.

To receive a report from the Borough Councillors.

Council noted the reports forwarded by Cllr Bocking and Cllr Ockleton prior to the meeting which were received by the Council.

6. Finance / Procedures

- 6.1. Council received the bank reconciliation and budget versus spend reports for December 2021.
- 6.2. Council approved the reimbursement of purchases and expenses for Clerk (£216.50).
- 6.3. Council considered options for restarting the newsletter and creating a Facebook page; Council resolved to create a Facebook page for Longford Parish Council with the Clerk as Administrator and all the Councillors as Editors. **Action: Clerk to create the page and draft a protocol for updating the page.**
- 6.4. Council resolved to appoint GAPTC for the independent audit 2021-22 at a cost of £195. **Action: Clerk.**
- 6.5. Council resolved to donate £250 to Gloucestershire Police for the bike marking event held on 22nd January, attended by 45 people. Council also agreed to arrange another date for January 2023; it was suggested to alternate quarterly dates with neighbouring parishes to provide the bike marking throughout the year. **Action: Clerk.**
- 6.6. Council approved the accounts for payment, proposed by Cllr Ford, seconded by Cllr Byers, all in favour. Payments were made using online banking, authorised by Cllr Doherty and Cllr Ford:

Invoice Date	Payee	Net	VAT	Gross	Budget
31/12/21	Salaries Dec & Jan	911.98	0	911.98	Admin
05/01/22	HMRC Q3 PAYE/NI	286.80	0	286.80	Admin
20/01/22	Greenfields Garden Services Ltd	330.00	66.00	396.00	P&OS
18/12/21	Community Heartbeat Trust (Solutions) Ltd	175.00	35.00	210.00	Projects
31/12/21	Hanman Split Ltd	57.83	11.57	69.40	Allotments

02/03/22	Churchdown Parish Council	45.00	0	45.00	P&OS
01/02/22	Expenses	189.70	26.80	216.50	Admin
				£2135.68	

7. Parks and Open Spaces & Allotments

- 7.1. Council considered quotes received to install rabbit proof fencing and resolved to appoint Greenfields at a cost of £20+VAT per metre, and Clerk to arrange a volunteer work party prior to fencing to remove all temporary items from fence line to allow access. **Action: Clerk.**
- 7.2. Council considered options for replacement or repair of the concrete benches at the playing field and instructed the Clerk to price up the options for new benches with installation. **Action: Clerk.**
- 7.3. Council reviewed the grounds maintenance specification for 2022 and agreed the specification which reduces the mowing of the small area on Sivell Close where the grass would be allowed to grow into a wildflower area. **Action: Clerk to invite tenders for consideration at the next meeting.**
- 7.4. Council received an update on the Sivell Close memorial wildflower area; it was agreed to allow the grass to grow for 2022 with a mown pathway and survey what species grow and review during the year. Cllr Doherty proposed that Council buys a small tree with a plaque *in memory to those who lost their lives during the covid-19 pandemic and in recognition of all those who worked so hard to keep essential services running*, seconded by Cllr Gough, all agreed. **Action: Clerk.**

8. To note arrangements for community events with Longford Village Hall

- 8.1. Village fete on Jubilee weekend 2022 – Cllr Doherty gave an update from the Village Hall for plans for the Jubilee weekend.
- 8.2. First Aid – to be held on Saturday 19th February 10am – 12pm.

9. Council considered the following planning applications:

Date received	App Ref	Address	Details	LPC Comments
14/12/2021	21/01499/FUL	1 Winter Gate Road, Longford	Garage conversion to living accommodation	Concern that the plot could be sub-divided in the future and want to ensure that there is a condition to prevent this becoming a separate plot.
21/12/2021	21/01485/FUL	4 Sherwood Green, Longford	Erection of a single storey side extension	No objection

10. Council discussed updates from Highways including 20 is plenty campaign

There has been no update from the Local Highways Manager; 20 is plenty posters had been displayed which seemed to have a beneficial impact on Sivell Close and Longford Lane but there is an issue with an increased number of school minibuses using Fircroft Road and Sivell Close to avoid the traffic at the junction on Tewkesbury Road / Longford Lane. **Action: Cllr Byers** to provide the Clerk with a list of the companies so that they can be contacted and reminded that school buses should only use main roads as advised by the head teacher at Milestone School.

The next item was brought forward.

11. 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.

- a) Council noted that the clerk's annual appraisal has been carried out.
- b) Council agreed a temporary reduction in clerk working hours with immediate effect as there is insufficient work to fill the contracted time and agreed to support the clerk by carrying out some of the on-site activities. The temporary arrangement will be reviewed in 6 months' time.

Cllr Gough left the meeting at 9pm.

12. To receive reports for information:

- Allotments – rent invoices will be issued in March with the increased price notified to ploholders 12 months ago. Cllr Doherty will contact the allotment competition judge to check availability and hold the competition in the autumn.
- Finance – Council is now using internet banking.
- Personnel – Clerk appraisal has been completed.
- Play Park & Playing Field – Cllr Byers will attend a playground inspection seminar in March and carry out regular visual inspections.
- Village Hall representative – the driveway lighting is inadequate, and it is hoped when the village hall install a cable for internet the same trench can be used to lay electricity for mains powered lighting. The village hall will draw down some of the Parish Council grant funding to match fund another grant.

Next meeting Tuesday 1st March 2022 at the village hall.

Meeting closed at 9.10pm.