

# **LONGFORD PARISH COUNCIL**

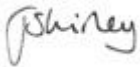
Email: [clerk@longford-pc.gov.uk](mailto:clerk@longford-pc.gov.uk) ~ Tel: 07759 118922

22<sup>nd</sup> February 2022

I hereby give notice that the meeting of Longford Parish Council will be held in **Longford Village Hall on Tuesday 1<sup>st</sup> March 2022 at 7.30pm.**

**Members of the Council** are hereby summoned to attend for the purpose of transacting the business as set out below.

**All residents** of the Parish are welcome to attend and a period of 15 minutes is set aside for members of the public to raise questions.



**Julie Shirley, Clerk to Longford Parish Council**

## **MEETING AGENDA 1<sup>st</sup> MARCH 2022**

- 1. To note attendance and apologies for absence**
- 2. To receive declarations of interest in items on the agenda**
- 3. To approve the minutes of the meeting held on 1<sup>st</sup> February 2022.**
- 4. To receive an update on outstanding matters not on the agenda.**
- 5. To consider applications to fill councillor vacancies by Co-option (5 vacancies).**

The meeting may be adjourned at this point for members of the Public to speak. (15 mins max)  
*Members of the public are welcome to speak regarding any matter on the agenda or any items they wish to bring to the attention of the Parish Council; the Parish Council is not permitted to make any decisions during the public session. Members of the public are not permitted to address the meeting once the public session is concluded.*

To receive a report from County Councillor (5 mins)  
To receive a report from the Borough Councillors (5 mins)

- 6. Finance / Procedures (30 mins)**
  - To receive the latest bank reconciliations (January) and budget versus spend report for the 2021/22 accounts.
  - To approve the invoices for payment:

<b>Invoice Date</b>	<b>Payee</b>	<b>Net</b>	<b>VAT</b>	<b>Gross</b>	<b>Budget</b>
28/02/22	Salaries February 2022	235.33	0	235.33	Admin
19/01/22	Greenfields Garden Services Ltd	1802.02	360.40	2162.42	P&OS
				£2397.75	

- 7. Parks, Open Spaces & Allotments**
  - To consider replacement options for the concrete benches at the playing field.
  - To appoint a grounds maintenance contractor for 2022
  - To approve the purchase of tree(s) to commemorate the Queen's Platinum Jubilee and agree planting location.
- 8. To agree arrangements for community events with Longford Village Hall**
  - Village fete on Jubilee weekend 2022.
- 9. To consider planning applications received after agenda published.**
- 10. To receive an update regarding Highways including 20 is plenty campaign**

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## **11. To receive reports from representatives for information only:**

- ) Allotments
- ) Finance
- ) Personnel
- ) Play Park & Playing Field
- ) Village Hall Working Group.

Next meeting: Tuesday 5<sup>th</sup> April 2022 7.30pm

## Minutes of the Parish Council Meeting held on Tuesday 1<sup>st</sup> 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 7<sup>th</sup> December 2021**

Council resolved to approve the minutes of the meeting held on 7<sup>th</sup> 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 22<sup>nd</sup> 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 19<sup>th</sup> 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 1<sup>st</sup> March 2022 at the village hall.

Meeting closed at 9.10pm.

**BANK RECONCILIATION 2021-22**

<b>BANK BALANCES 31 JANUARY 2022</b>	
Lloyds Bank – Treasurer's Account (current)	£78,034.50
<b>TOTAL MONIES IN BANK</b>	<b>£78,034.50</b>
<b>LESS OUTSTANDING CHEQUES</b>	
<b>TOTAL OUTSTANDING CHEQUES</b>	<b>£0.00</b>
<b>TRUE BALANCE AT 31/01/22</b>	<b>£78,034.50</b>
Opening Balance at 01/04/21	£79,618.75
Receipts year to date	£25,912.05
Sub-total	£105,530.80
Expenditure year to date	£27,496.30
<b>TRUE BALANCE AT 31/01/22</b>	<b>£78,034.50</b>

Signed Clerk ..... Date.....

Name

Signed Chairman ..... Date.....

Name

<b>LONGFORD PARISH COUNCIL</b>					
<b>BUDGET versus SPEND 2021/22</b>					
	<b>£</b>	<b>£</b>	<b>£</b>		
<b>INCOME</b>	<b>Budget</b>	<b>Received as at 31/01/22</b>	<b>Balance</b>	<b>Notes</b>	
Precept	20750	20750	0.00		
Allotments	500	505		£304 received March 2021	
Playing Field / Grants	300	3250			
<b>EXPENDITURE</b>	<b>Budget</b>	<b>Spent as at 31/01/22</b>	<b>Balance</b>	<b>Notes</b>	
Staff costs	7000	6096.89	903.11		
General Admin/expenses	2700	1576.42	1123.58		
Insurance	700	472.36	227.64		
Donations	250	40.00	210.00		
Parks/Open Spaces	4500	5358.98	-858.98		
Allotments	2000	490.28	1509.72		
Maintenance	2250	800.00	1450.00		
Training	300	599.00	-299.00		
IT	150	0.00	150.00		
Newsletter/Website	200	133.99	66.01		
New equipment	0	0.00	0.00		
Projects	1500	10425.00	-8925.00		
Earmarked Reserves contribution	0	0.00	0.00		
	21550	25992.92	-4442.92		
<b>EARMARKED RESERVES as at April 2021</b>					
Projects	5954				
Playground eqpt/fencing	15150				
Existing Notice Boards x 2	1600				
New Notice boards Fund	3199				
Defibrillators/cabinets	960				
Web/IT eqpt/Transparency fund	1550				
Fencing/other assets	5000				
Park furniture 12 benches	3600				
Annual inflation allowance	77				
<b>TOTAL RESERVES</b>	<b>31136</b>				

Meeting date: 1<sup>st</sup> March 2022

Agenda number: 7a

Topic: Replacement Bench Options



Glasdon - £375+VAT with free delivery  
Recycled plastic  
Fixing kit extra – approx. £35+VAT depending on surface

Like this one for the wildflower memorial garden



£1103+VAT+Delivery £105



Woodberry £700+VAT  
Recycled plastic

Like this one for the wildflower memorial garden



£1382+VAT+Delivery £105





Recycled plastic and concrete  
£485.30+VAT Brown  
£615.25+VAT Multi-colour  
Free delivery



£2591+VAT + Delivery £105



£996+VAT +Delivery £105