

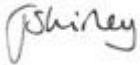
LONGFORD PARISH COUNCIL

www.longford-pc.gov.uk ~ Tel: 07759 118922

28th March 2023

I hereby give notice that the meeting of Longford Parish Council will be held in **Longford Village Hall on Tuesday 4th April 2023 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 4th APRIL 2023

- 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 7th March 2023.**
- 4. To receive an update on outstanding matters not on the agenda.**

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 the Borough Councillors (5 mins)

5. Finance / Procedures (30 mins)

- a) To receive the latest bank reconciliations and budget versus spend report for the 2022/23 accounts.
- b) To consider a quote for CCTV and lighting and note that council will receive grant money for CCTV.
- c) To consider purchase of computer tablets for councillors as previously agreed in Dec 2021.
- d) To consider making a donation to S.A.R.A. in memory of County Councillor Philip Awford.
- e) To approve the spraying of the football pitch with herbicide at a cost of £230 inc VAT.
- f) To approve the invoices for payment.

6. Parks, Open Spaces & Allotments (30 mins)

- a) To receive an update on tree planting / wildflower areas and make decisions as needed – Cllr Byers
- b) To review the decision to plant an Oak tree to commemorate the King's Coronation – Cllr Byers.
- c) To consider planting a tree in recognition of the work by County Councillor Phillip Awford.
- d) To discuss delivery of the Bee-Squared project.
- e) To agree working party dates.

7. Planning:

- a) To consider planning applications received after publication of agenda.

8. Highways:

- To receive an update from the Road Safety Working Group
- To discuss installation of a barrier across Sandhurst Lane to be used when the road is flooded.

9. To receive reports from representatives for information only:

- Allotments
- Environment
- Finance
- Personnel
- Play Park & Playing Field
- Village Hall.

Next meeting: Annual Meeting of the Parish Council will be on Tuesday 23rd May 2023 7.30pm.

Minutes of the Parish Council Meeting held on Tuesday 7th March 2023 at 7.30pm at Longford Village Hall

1. Attendance noted as

Cllrs J Ford (Chair), L Gough (Vice-Chair), K Doherty, D Melvin C Young

Also present: Borough Cllr Bocking, Mrs J Shirley (Clerk)

Members of public present: One.

Apologies: Cllrs C Byers, R Harris, R Meek, County Cllr Awford, Borough Cllr Ockleton.

2. Declarations of interest in items on the agenda

None.

3. Approval of the minutes of the meeting held on 7th February 2023

Council resolved to approve the minutes of the meeting held on 7th February 2023. Proposed by Cllr Gough, seconded by Cllr Young, all in favour.

4. To receive an update on outstanding matters not on the agenda. None.

One member of public addressed the meeting regarding recent roadworks and the lack of notification from Gloucestershire Highways.

To receive a report from County Cllr Awford. No report.

To receive a report from the Borough Councillors. Cllr Bocking forwarded his report by email prior to the meeting and ran through the main points. Cllr Bocking has distributed letters around the parish regarding two planning applications (Chestnut Farm and land south of Horsbere Drive). There has been a successful campaign with the developer for a new pedestrian crossing in Innsworth. Tewkesbury BC has approved its budget which equates to a £5 annual increase on Band D properties.

5. Finance / Procedures

- Council received the bank reconciliation and budget analysis reports for the year to date.
- Council **resolved** to accept the quote to apply weed-spray to the kerbside edges throughout Longford at a cost of £1215+VAT for 3 applications. **Action: Clerk.**
- Council approved invoices for payment. Proposed by Cllr Doherty, seconded by Cllr Gough and all in favour.

Invoice Date	Payee	Net	VAT	Gross	Budget
28/02/23	Salaries February 2023	Tbc	0	Tbc	Admin

6. Parks, Open Spaces & Allotments

- A report was received from Cllr Byers regarding the community orchard and wildflower areas on the playing field and Sivell Close. Council agreed to arrange a once monthly volunteer work party to litter pick and carry out minor works on the playing field. Dates to be arranged but each workday will be after the monthly council meeting so that tasks can be co-ordinated. **Action: Clerk / Cllr Byers.**
- Cllr Gough proposed purchasing an oak tree to commemorate the King's Coronation to be planted in the corner by the basketball court, seconded by Cllr Melvin. All in favour. **Action: Clerk.**

7. To consider planning applications.

- a) To consider planning applications:
- 23/00142/FUL 3 Chesterton Court, Longford. Replace Existing Conservatory with a Single Storey Rear Extension, Summerhouse and New Garden Wall (As Built Application ref previous Approval 12/00824/FUL and 14/00027/FUL.) Council noted the points raised in the objections on the application and **resolved** to submit concerns regarding the overall impact on neighbouring properties. **Action: Clerk.**
 - 23/00070/FUL 12 Sivell Close, Longford. Removal of conservatory and construction of two-storey rear extension. No objection.
- b) Council ratified the objection to application 23/00044/OUT Land at Horsbere Drive, Longford for 21 apartments.

8. Highways

- a) Council received an update from the Road Safety Working Group. Cllr Byers is still awaiting training on speed cameras for community speedwatch. Grant application for mobile VAS outcome still undecided.

9. To receive reports from representatives for information only:

- Allotments: a letter has been sent to the new landowner regarding the water supply. Allotment competition to be arranged in July as per previous years. **Action: Cllr Doherty** to contact the judge to agree a date.
- Play Park & Playing Field: monthly inspection has been carried out. The playing field and play area hedges have been cut back. The safety surface needs a clean.
- Environment: all covered during the meeting.
- Finance: internal audit is in progress.
- Personnel: Clerk's annual appraisal was carried out on 7th March 2023.
- Village Hall: Cllr Young updated the meeting on latest Village Hall meeting. A list of the planned car boot dates will be provided to the Clerk. The village hall has agreed to swap meeting dates so that the parish council can hold the May meeting on 23rd May.

Next Meeting to be held on 4th April 2023 at 7.30pm with the Annual Parish Meeting to be held beforehand at 7pm.

Meeting closed at 9pm.

Bank Account Reconciled Statement

Lloyds Current

Statement Number	11	Bank Statement No.	11
Statement Opening Balance	£60,058.84	Opening Date	01/02/23
Statement Closing Balance	£58,299.38	Closing Date	28/02/23
True/ Cashbook Closing Balance	£58,299.38		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
01/02/23	DD230201WP	WaterPlus	39.61	0.00	60,019.23
06/02/23	BACS230206DKST	David Kaspar Fruit Trees	270.00	0.00	59,749.23
06/02/23	BACS230206GAPT C	GAPTC	25.00	0.00	59,724.23
06/02/23	BACS230206GFS	Greenfields Garden Services Ltd	450.00	0.00	59,274.23
06/02/23	BACS230206GFSL	Greenfields Garden Services Ltd	610.80	0.00	58,663.43
06/02/23	BACS230206GOT	Gloucestershire Orchard Trust	25.00	0.00	58,638.43
06/02/23	BACS230206JS	Salaries	361.05	0.00	58,277.38
15/02/23	DC230215FIL	Fasthosts Internet Ltd	12.00	0.00	58,265.38
17/02/23	BACS230217ETB	Elaine & Trevor Bailey	0.00	40.00	58,305.38
17/02/23	DC230217LR	Land Registry	6.00	0.00	58,299.38

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	1799.46	40

Reconciled by Julie Shirley

Signed _____

Clerk / Responsible Financial Officer

Chair

Date _____

Financial Budget Comparison

Comparison between 01/04/22 and 28/02/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		2022/23	Reserve Movements	Actual Net	Balance
INCOME					
COUNCIL					
10	Precept	£23,000.00	£0.00	£23,000.00	£0.00
20	Allotment Rents	£1,000.00	£0.00	£535.70	£-464.30
30	Grants and other income	£0.00	£1,000.00	£1,760.00	£760.00
99	VAT reclaim	£0.00	£0.00	£3,354.44	£3,354.44
Total COUNCIL		£24,000.00	£1,000.00	£28,650.14	£3,650.14
Total Income		£24,000.00	£1,000.00	£28,650.14	£3,650.14
EXPENDITURE					
COUNCIL					
100	Staff Costs	£8,000.00	£0.00	£4,524.92	£3,475.08
110	Office admin / expenses	£2,700.00	£0.00	£2,047.58	£652.42
120	Insurance	£700.00	£0.00	£472.36	£227.64
130	Donations	£250.00	£0.00	£1,077.50	£-827.50
140	Parks & Open Spaces	£6,000.00	£157.92	£8,190.90	£-2,032.98
150	Allotments	£2,000.00	£2,360.00	£3,210.88	£1,149.12
160	Maintenance	£2,250.00	£0.00	£2,154.90	£95.10
170	Training	£600.00	£0.00	£125.00	£475.00
180	IT incl software	£2,000.00	£0.00	£946.40	£1,053.60
190	Newsletter, website, email	£300.00	£0.00	£145.00	£155.00
200	New equipment	£0.00	£0.00	£0.00	£0.00
210	Projects	£2,000.00	£20,348.00	£21,348.00	£1,000.00
999	VAT Payments	£0.00	£0.00	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/22 and 28/02/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

	2022/23	Reserve Movements	Actual Net	Balance
Total COUNCIL	£26,800.00	£22,865.92	£44,243.44	£5,422.48
Total Expenditure	£26,800.00	£22,865.92	£44,243.44	£5,422.48
Total Income	£24,000.00	£1,000.00	£28,650.14	£3,650.14
Total Expenditure	£26,800.00	£22,865.92	£44,243.44	£5,422.48
Total Net Balance	-£2,800.00		-£15,593.30	



RBLI POSTAL ORDER FORM

Royal British Legion Industries Ltd | Hall Road | Aylesford | Kent | ME20 7NL | Tel: 08081 969505 | Email: shop@rbli.co.uk

Please complete the order form below, and follow the payment instructions at the bottom to order your products, before sending this form to:

RBLI Shop, Royal British Legion Industries Ltd, Royal British Legion Village, AYLESFORD, ME20 7NL.

RBLI is delighted to supply plaques on behalf of The Queen's Green Canopy (QGC) – a unique tree planting initiative created to mark Her Majesty's Platinum Jubilee in 2022, by inviting people from across the United Kingdom to "Plant a Tree for the Jubilee".

If stakes are selected, the plaque will come with x2 Corten Steel stakes that attach to the plaque with the included fittings. The stakes can then sink into the ground so that the plaque can be freestanding. The prices include shipping. Please select your options below:

1. YOUR ORDER

PRODUCT	SIZE	PRICE PER ITEM £	QUANTITY	WITH STAKES	TOTAL
<i>The Queen's Green Canopy Plaque English version</i>	<input type="radio"/> A4	£129.99	e.g. 1	<input checked="" type="checkbox"/> / <input type="checkbox"/>	eg. £154.99
	<input type="checkbox"/> A5	£119.99		(+£25)	
The Queen's Green Canopy Plaque English version	<input type="checkbox"/> A4	£129.99		<input checked="" type="checkbox"/> / <input type="checkbox"/>	
	<input type="checkbox"/> A5	£119.99		(+£25)	
The Queen's Green Canopy Plaque Bilingual Welsh/ English version	<input type="checkbox"/> A4	£129.99		<input checked="" type="checkbox"/> / <input type="checkbox"/>	
	<input type="checkbox"/> A5	£119.99		(+£25)	
Please Note: These Plaques are made to order by our veterans, and therefore have a up to a six week delivery time from the point of order.				Sub-total:	

2. DELIVERY DETAILS

Name:

Postal Address:

Post Code: Contact Number:

Email Address:

3. PAYMENT DETAILS

Please circle the chosen payment method

- Cheques:** Please make cheques payable to **Royal British Legion Industries Ltd** and post to **RBLI Shop, Royal British Legion Industries Ltd, Royal British Legion Village, AYLESFORD, ME20 7NL.**
- BACs:** For BACs payments please include the word **'SHOP'** and your **postcode as payment reference** and send payment to; **Royal British Legion Industries Ltd.,** Account No. **30201014,** Sort Code **20-54-29.**

4. KEEPING IN TOUCH

From time to time we'd love to keep you updated about other products and services by post or email, please tick the boxes below to tell us if you'd like us to keep in touch and how. You have the right to opt out or update your details at any time by contacting RBLI on the details listed at the top of this page.

I would like to be kept updated; New Products, Special Offers and Newsletters Charity Updates and Events
I would like to be contacted via; Email Post

5. Please send your completed form and cheque to RBLI Shop, Royal British Legion Industries Ltd, Royal British Legion Village, AYLESFORD, ME20 7NL. If payment is to be made by BACs this form can also be emailed to shop@rbli.co.uk



Longford Parish Council

Expenditure transactions - approval list

Start of year 01/04/22

No	Payment Reference	Gross	Vat	Net	Invoice date	Details	Invoice
1119		£599.87	£0.00	£599.87	31/03/23	GAPTC - 2023/24 subscription fees	Subs
		£599.87	£0.00	£599.87	GAPTC - Total		
1118		£118.80	£19.80	£99.00	21/03/23	Greenfields Garden Services Ltd - Re-secure bolts on the firemans pole to the play equipment	INV-1156
		£118.80	£19.80	£99.00	Greenfields Garden Services Ltd - Total		
		£270.60	£0.00	£270.60	Confidential		
Total		£989.27	£19.80	£969.47			

Signature _____

Signature _____

Date _____