

Minutes of the Annual Parish Council Meeting held on Tuesday 23rd May 2023 at 7.30pm at Longford Village Hall

1. **Declarations of Acceptance of Office signed, and Councillors completed Register of Interests**
2. **To elect Chair of Longford Parish Council and receive Chair's Declaration of Acceptance of Office.** Cllr Doherty proposed Cllr Ford, seconded by Cllr Byers. All in favour. The Council received the Chair's Declaration of Acceptance of Office
3. **To elect Vice-Chair of Longford Parish Council.** Cllr Doherty proposed Cllr Byers, seconded by Cllr Harris. All in favour.
4. **To appoint officers and representatives to the LPC working groups / external bodies**
Allotments: Cllr Doherty, Cllr Ford
Environment: Cllr Byers, Cllr Doherty
Finance: Cllr Meek, Cllr Ford
Flooding: Cllr Gough, Cllr Doherty
Highways: Cllr Harris, Cllr Byers, Cllr Gough
Personnel: Cllr Doherty, Cllr Young
Planning: Cllr Harris, Meek
Play Park: Cllr Byers, Cllr Meek
Village Hall: Cllr Doherty, Cllr Young.
5. **To agree meeting dates for 2023/24.** It was agreed to continue meeting on the first Tuesday of each calendar month at the earlier time of 7.00pm except for August and January when there are no meetings.
6. **Attendance noted as**
Cllrs J Ford (Chair), C Byers (Vice-Chair), L Gough, K Doherty, R Harris, R Meeks, C Young
Also present: Mrs J Shirley (Clerk)
Members of public present: One.
Apologies: None.
7. **Declarations of interest in items on the agenda**
None.
8. **Approval of the minutes of the meeting held on 4th April 2023**
Council resolved to approve the minutes of the meeting held on 4th April 2023. Proposed by Cllr Gough, seconded by Cllr Byers, all in favour.
9. **To consider applications to fill councillor vacancies by Co-option (2 vacancies)**
No applications received.

Member of public requested an update on the plans for the vehicle access gates. Plans were shared and there was a short discussion of securing the gates by padlock.

10. Finance / Procedures

- a) The Clerk confirmed that council meets the eligibility criteria. Cllr Byers proposed adopting the General Power of Competence, seconded by Cllr Doherty, all in favour.
- b) To consider a quote for CCTV and lighting and note that council will receive grant money for CCTV. Deferred to next meeting as grant amount still not confirmed by Tewkesbury Borough Council.
- c) Council approved the iPad agreement. Councillors signed the agreements and iPads were allocated to members.
- d) Council reviewed the Standing Orders; Cllr Meeks requested that on the next review all references to 'he' be amended to 'she/they', Cllr Ford requested that Chairman be known as Chair on the next review.
- e) Council reviewed the Financial Regulations and noted that these include payment controls on the Council's debit cards.

- f) Council reviewed the Code of Conduct
- g) Council reviewed its banking arrangements and agreed to continue with Lloyds Bank. Authorised signatories confirmed and it was agreed to add Cllr Young as a signatory and check status of previously submitted form to add Cllr Harris and Cllr Meek as signatories. It was confirmed that ex-Cllr E Doherty be removed as a signatory. The direct debits were also reviewed and confirmed as:
Information Commissioners Office – annual DD £35
WaterPlus – monthly variable DD
- h) Council approved the application of debit card for the clerk.
- i) Council reviewed the asset register.
- j) Council agreed the dates (5th June to 14th July 2023) for the Public Rights & Publication of Annual Governance & Accountability Return.
- k) Council received the latest bank reconciliations for the 2023/24 accounts.
- l) Council received the Independent Audit Report for 2022/23 and noted the recommendations to include controls for the debit card within the financial regulations and internal checks and to adopt GDPR policies. The debit card payment controls were included in the Financial Regulations review (item e above). **Action: Clerk.**
- m) Council approved the Annual Governance Statement (section 1) for 2022/23
- n) Council approved the Annual Accounting Statements (section 2) for 2022/23
- o) Council approved contributing 50% of the cost for the Clerk to attend the SLCC National Conference 11/12 October (full cost is £499+VAT).
- p) Cllr Doherty proposed the purchase of AdvantEDGE Service Manager to track outstanding tasks, seconded by Cllr Gough. All in favour. **Action: Clerk.**
- q) Council approved the purchase of a notice board at a cost of £675+VAT to be installed on the existing posts on Horsbere Drive where the Innsworth sign will be removed, pending approval by Gloucestershire Highways. **Action: Clerk.**
- r) To consider the quotes to remove mistletoe from the playing field tree. Deferred to September meeting as the work cannot be undertaken until November.
- s) Council considered the quotes for vehicle access barriers to the playing field and accepted Quote 3 at £7,126+VAT. Cllr Byers will contact the neighbouring properties to make them aware and discuss any concerns, Cllr Young will discuss the plans with the Village Hall Committee, and both will feedback to the Clerk before the contract is finalised. **Action: Cllr Byers, Cllr Young, Clerk.**
- t) Council approved reimbursement of expenses to the Clerk (December 2022-May 2023) totalling £492.73.
- u) Council approved payment of invoices totalling £3,367.63.

11. Parks, Open Spaces & Allotments

- a) A report was received from Cllr Byers regarding the community orchard and wildflower areas on the playing field and Sivell Close. The vandalised mountain ash has been replaced with a new tree. Twelve trees to be ordered in the autumn for the community orchard, fruit trees also to be purchased in September to be planted around the horse chestnut tree. Plan to be presented at the July meeting to be approved by Council. Cllr Byers requested the oak tree be protected by TPO.
- b) Council received the annual play inspection report and authorised the Clerk to arrange repairs. Clerk also to get quotes for removal of 2 branches from the sycamore that overhangs the play area and causes algae to grow on the safety surface. **Action: Clerk.**
- c) Council approved installation of prohibition signage on the five entrance ways to the playing field as per the sign on the Sivell Close entrance. **Action: Clerk.**
- d) To agree next working party dates. Deferred to next meeting.
- e) Council declined the request to site a textile recycling unit for Air Ambulance at the village hall due to previous issues with recycling units in the past. Access would also be difficult for the company to empty the unit. **Action: Clerk.**
- f) Council received the dates and plan for the village hall car boot sales and had no concerns.

12. To consider planning applications.

23/00441/FUL - Land To The West Of Twigworth Court Farm Tewkesbury Road Twigworth.
Installation of ground mounted solar to export up to 16 MW (AC) electricity, comprising photovoltaic panels and associated infrastructure and works. Council objects on the grounds of the location is in floodplain, increased volume of traffic during construction on an already congested route, noise impact on residents. **Action: Clerk.**

13. Highways

- a) There was no update from the Road Safety Working Group.
- b) Council received an update on the request for Highways to install a barrier across Sandhurst Lane to be used when the road is flooded. Examples of flood barriers in use have been sent to Gloucestershire Highways, no response received to date. **Action: Clerk to follow-up with County and Borough Councillors.**

14. To receive reports from representatives for information only:

- Allotments: taps have been repaired. Allotment competition will take place on 18th July. **Action: Clerk to advertise the competition to allotment holders.**
- Environment: all covered during the meeting.
- Finance: no update.
- Personnel: no update.
- Play Park & Playing Field: plaque for Queen's Canopy has been received. Cllr Byers suggested it could be installed on a stone boulder or polished granite. To be discussed at the next meeting. **Action: Clerk.**
- Village Hall: Summer Fayre 1st July. Hall to be decorated 15/16th July. Volunteers needed.

Next Meeting to be held on 6th June 2023 at 7.00pm.

Meeting closed at 9.40pm.