

LONGFORD PARISH COUNCIL

Email: longfordpc@outlook.com Tel: 07759 118922

Minutes of the Council Meeting held on 5th March 2019 at 7.30pm in Longford Village Hall

- Present:** Cllrs A. Williams (Chair), K. Bates, E. Doherty, K. Doherty, L. Gough, P. Gough
Also present: J. Shirley (Clerk)
Public: One
Apologies: Cllr M. Hamblett, Borough Cllr D. Waters
- Declarations of interest in items on the agenda:** None.
- Approval of the minutes of the meeting** held on 5th February 2019. Cllr K. Doherty proposed accepting the minutes as circulated, Cllr Bates seconded, all in favour with one abstention. Council resolved to approve the minutes.
- Review outstanding actions from previous meeting:** item 7.1 risk assessments is ongoing and item 8.9 repairing/updating the vehicle barrier at the village hall is ongoing.
- Consider changes to order of business:** none.

The meeting was opened for questions and comments from the public.

A member of public addressed the meeting regarding the new football pitch at the new estate that is in Innsworth parish; Tewkesbury Borough Council has previously been in contact with the Longford football club regarding the running of that pitch.

The same member of public raised the issue of dog fouling on the football pitch which continues to be an issue. Cllr P. Gough has some signs from Tewkesbury Borough Council that he will provide for the playing field. The member of public also commented regarding item 7.5 that he will refer enquiries about hiring the playing field to the Clerk.

Member of public left the meeting.

Report from the County Councillor: No report

Report from the Borough Councillors: No report

6. Planning

6.1. Council noted the following planning decisions issued by Tewkesbury Borough Council:

Application No:	Address	Details	LPC Comments	TBC Decision
18/00457/FUL	6 Lewis Avenue Longford	First floor rear extension revised plans	No comments	PERMIT 12/02/19

6.2 To consider the following planning applications:

Date received	App Ref	Address	Details	LPC Comments
06/02/2019	18/01284/APP	Land North of Innsworth Lane	Approval of Reserved Matters pursuant to Outline planning permission ref: 15/00749/OUT, for the provision of site infrastructure including primary road carriageway and attenuation ponds along with associated engineering works.	No comments.

Signed

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7. Groups / Meetings / Reports

7.1 To receive reports from representatives for information only:

- Allotments: The Clerk reported that the trophy for Best Kept Allotment is now with Cllr Hamblett. The water leak in the standpipe has been fixed free of charge. The Clerk is in the process of updating the tenant list, and Tewkesbury Borough Council is producing an updated scale plan of the allotments.
- Finance: Cllr E Doherty volunteered to contact the bank about internet access for the Clerk to view the bank statements.
- Personnel: Nothing to report.
- Play Park & Playing Field: Play park inspections will be carried out in April.
- Village Hall Committee. Minutes were circulated by email to all councillors. Cllr Bates will attend the next meeting.
- Village Hall Working Group: Cllr K Doherty reported on recent meetings. Community consultation contract to be signed by the Chairman of the Council; Councillors to contact the Clerk with any queries by 11th March after which the Contract will be signed. **Action: Clerk/Councillors**

7.2 Cllr E Doherty gave a verbal update on the Vehicle Activated Sign (VAS); Highways have now advised that a speed survey will be needed for each proposed location for a VAS. Council expressed their frustration at the lack of progress. **Action: Clerk** to contact the Local Highways Manager.

7.3 Council discussed options for tackling the issue of dog fouling on the playing field. **Action: Clerk** to find out about CCTV for the playing field and grants available that might fund CCTV. **Clerk** also to confirm how reports of dog fouling can be reported to Tewkesbury Borough Council and make signs up for the playing field.

7.4 Cllr E Doherty reported on the condition of the stored notice boards; the existing notice board on Sivell Close recently needed some work and the ones in store are in similar condition. Cllr Bates proposed purchasing a new notice board for the village hall driveway, seconded by Cllr E Doherty, to a maximum of £1500. The old notice board from the village hall to relocate to allotments. Cllr P Gough requested Council look at putting a notice board along Tewkesbury Road. **Action: Clerk** to prioritise replacing the one at the village hall and allotments.

7.5 Council agreed to delegate authority to the Clerk for playing field hire requests eg bouncy castles etc and for the Clerk to draft a policy for playing field hire. **Action: Clerk.**

8. Finance / Procedures

8.1 Council received the latest bank reconciliation (January) and budget versus spend report for the 2018/19 accounts

8.2 Council approved the payment of expenses for Clerk.

8.3 Council received the Clerk timesheets for February 2019.

8.4 Council agreed to appoint Unwin Forestry Consultancy to carry out tree survey at the playing field at a cost of £400+VAT. **Action: Clerk.**

8.5 Council considered the options for lighting the village hall driveway and preferred to explore solar lighting. **Action: Clerk** to look for sturdy low-height lighting that can be installed into the tarmac.

8.6 Cllr K Doherty proposed appointing GAPTC to carry out the independent audit 2018/19 at a cost of £160, seconded by Cllr L Gough, agreed by all. **Action: Clerk.**

8.7 Council considered the recommended list of council policies and agreed that the Clerk should draft policies for agreement by Council a couple at a time. **Action: Clerk.**

8.8 Council agreed to install sensor lighting for the defibrillator cabinet at the village hall and authorised the Clerk to make the arrangements. **Action: Clerk.**

8.9 Council discussed re-painting of the youth pod and agreed to delegate authority to the clerk to spend up to £800 on the work. **Action: Clerk** to strive for 3 quotes in accordance with Financial Regulations and organise the work.

Signed

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- 8.10 Council agreed to the provision of community first aid courses in conjunction with Gloucestershire County Council (free of charge). **Action: Clerk** to liaise with GCC and the Village hall.
- 8.11 To approve the accounts for payment:

Date	Payee	Net	VAT	Gross	Budget
05/03/19	February 2019 Pay and expenses	£459.80	£2.63	£462.43	Admin
11/02/19	GAPTC – training	£10.00	£0	£10.00	Training
06/02/19	Information Commissioner’s Office (data protection) Annual Direct Debit	£40.00	£0	£40.00	Admin
	Total	£509.80	£2.63	£512.43	

9. Council received a list of the previous month’s correspondence for information.
10. Council noted that parish and borough elections are taking place on 2nd May 2019 (deadline for nominations 4pm 3rd April 2019).
11. Council agreed to hold a meeting on 2nd April at 7.30pm to approve the year end accounts and discuss arrangements for the annual parish meeting. Council also agreed to change the meeting date for May to **Monday 13th May 7.30pm** due to the rules regarding meeting after the parish elections.
12. 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.
- Council agreed to pay the previous clerk the pro-rata holiday days due for 2018/19 at the contracted level if the clerk can produce the contract or at the current legal amount if the contract cannot be located (5.6 weeks pro-rata).

Council noted that the next meeting is 2nd April 2019 at 7.30pm.

Meeting closed at 9.10pm.

Signed

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Date