

Longhope Parish Council
Agenda for Parish Council meeting
To be held at the Pavilion
Longhope Recreation Ground
On Monday 4th October 2021 at 7pm

1. Welcome and introductions
2. **Attendance and apologies for absences to be recorded** Parish Councillors' Cllr Gary Nicholas
Cllr Audrey Toomey, Cllr Geoff Bick, Cllr Vicky Brobyn, Cllr Richard Gough, Cllr Dave East, County
Councillor Philip Robinson -District Councillors Jones and Robinson
3. Apologies received from Cllr Leigh Stephens.
4. Co-option to fill Vacancy
5. **Minutes of previous meetings approved** – 6th September as attached- Council are asked to
agree alteration on item 13 b- The Rose Bank Trust is not a Parish Council bank account and
therefore the PC does not have the authority to award grants from it. The Council are asked to
approve grant of £200 from the Parish Council current account.
6. **Declaration of interests of any matters on the agenda.**
7. **Public session** – up to 15 minutes at the discretion of the Chair of the Council
8. **Reports from County and District Councillors where available**
9. **Reports from Charitable Trusts where the Council is the sole managing trustee**
 - a) Rose Barton Trust
 - b) Recreation Trust
 - c) May Hill Trust
 - d) Any other – to be identified
10. **Organisation of Committees and Lead Councillor responsibilities**

The Clerk has prepared an organisational chart to be put on the website based on the structure
agreed at the previous meeting but having worked through the finances, the Clerk would like to
make further recommendations to clarify and provide structure (see attached)
11. **Planning matters to be considered:**

**Feedback from Committee and Councillors with responsibility on the following applications in
order for Council to agree a response**

 - a) 21/0068/FDROMP -Periodic second review of mineral planning permission for applications
DF1270/1/G (county ref. 97/5007FDROMP) consent dated 09.04.1997 Wilderness Quarry, -
emailed 18th September
 - b) P1625/21/TCA 1 The Orchards Church Road
Remove 1 x Flowering Cherry as tree is outgrowing its situation. A replacement tree
will be planted in a more suitable location in the garden. – emailed 23rd September
12. **Highway and footpath matters**
 - a) Feedback from Councillors with responsibility
 - b) Overgrowth at Brook End –

**Finance Committee to obtain 3 quotes to come back to full council along with costing
of in house to discuss at next meeting.**
 - c) Drains at the entrance to Nupend Gardens. **Cllr Gary Nicholas to provide follow up on
behalf of the Council**
 - d) Street Cleaning process and policy- **Staffing committee to agree a job role description
which can be published in the public arena** and RFO provides evidence of funding
sources within the financial reports in the sum of £1217.70 (20/21)
13. **Playgrounds and recreation matters**
 - a) Feedback from Committee and Councillors with responsibility
 - b) Update on status of Longhope Play Park damaged equipment. **subcommittee to report**
 - c) Removal of debris at bottom play area update

- d) Fencing around the top section and side section around the play park described as dangerous and needing removal / replacement- **update on temporary fencing**
- e) Grass cutting and upkeep on Council owned areas– **Finance Committee was asked to obtain 3 quotes to come back to full council along with costing of in house to discuss at next meeting**

14. Grant applications

No requests received – see update on approval of draft minutes

15. Queens Platinum Jubilee

Feedback from working party including Specific, Manageable, Accountable Targets (**SMART**) to be agreed

16. Finance matters

- a) Cloud based Microsoft package £444.00 (Mircoshade) to be considered in May 2022. **Clerk to ask for the terms of the contract and to assess the amount of information stored**
- b) Email GMAIL - Clrsurnamelpc@gmail.com - **feedback from Councillors & clerk to change on website when all available**
- c) Insurance renewal for Council to be discussed –LTA from Came and Co and quotations based on like for like cover sought from Community First, Community Action Suffolk.
- d) AGAR report 3 to External auditors and independent internal auditor report submitted and have posted to the website. (see attached)
- e) the public inspection documents were delayed and therefore only an interim report from External Auditors will be received.
- f) Financial report agreed — see attached
- g) Payment list discussed— see attached
- h) Council approved Standing Order for salary of clerk once payroll company has calculated net salary- pending.
- i) S106/CIL payments outstanding – for information

17. Other correspondence received (see attached)

- a. **Floodsax** – see attached – Council to agree way forward
- b. **Complaints process** – see attached- from Monitoring Officer
- c. **Water Environment** Investment Fund Project

18. Archive storage

- a. Safe document registry at Lloyds Bank system. Deeds and land registry documents were stored in this system but a new system to be agreed
- b. Re-organisation of archives at the Sports Pavilion – ongoing -Council is asked to reimburse Cllr Nicholas in the sum of £ £38.02 for storage files etc

19. Date of meetings confirmed as 1st Monday of month commencing at 7pm and to take place at the Pavilion- date of next meeting being 1st November 2021

20. Any other matters for information purposes only.

21. Close of meeting

Longhope Parish Council
Draft Minutes for Parish Council meeting
held at the Pavilion
Longhope Recreation Ground
On Monday 6th September at 7pm

1. Welcome and introductions
2. **Attendance and apologies for absences to be recorded** Parish Councillors' Cllr Gary Nicholas Cllr Audrey Toomey, Cllr Geoff Bick, Cllr Vicky Brobyn, Cllr Richard Gough, Cllr Dave East, Cllr Leigh Stephens and 13 members of the public. Apologies received from County Councillor Philip Robinson -District Councillors Jones and Robinson did not attend
3. **Minutes of previous meetings approved** – 26th August 2021 and 3rd of August 2021 as distributed
4. **Council agreed to adopt NALC code of conduct.** Councillors discussed current issues including reports from members of the public that comments have been alleging bullying by the Chair.
5. **Confirmation was given that declaration of interest forms had been submitted to the District Council**
6. **Declaration of interests of any matters on the agenda.** - None
7. **Public session** – up to 15 minutes at the discretion of the Chair of the Council
 - a) Financial aspects of the Council including Audit accounts published since 2018/19 and members of the public would like 19/20 & 20/21 (**RFO** to put on the website)
 - b) Pathways on A40 are overgrown, the matter has been raised with Highways and hedges have been cut back but the paths have now had soil deposited
 - c) Hopeswood park (County Councillor matter)- pathway with barrier towards bus stop, photographs were brought to the meeting, and it was felt that it was dangerous because the main gate is opening onto the road. LPC Highways committee have previously looked at it. It was suggested that a numerical code lock be used and shared with the local members of the public. The matter will be referred to the District and County Councillors -**Clerk**
8. **Reports from County and District Councillors – none available**
9. **Organisation of Committees and Lead Councillor responsibilities were discussed**

The Clerk will prepare an organisational chart to be put on the website based on the following

Staffing – 3 members Cllr Audrey Toomey and Cllr Gary Nicholas and Cllr Vicky Brobyn

Planning – Terms of referenced available – meeting as and when – Cllr Audrey Toomey, Cllr Gary Nicholas and Cllr Richard Gough

Finance- Cllr Audrey Toomey, Cllr Gary Nicholas and Cllr Richard Gough - No Terms of reference yet- as and when

Disability and Accessibility lead Councillor Cllr Geoff Bick

Recreation Trustee Group (Not committee) - Cllr Gary Nicholas, Cllr Audrey Toomey +2 to be agreed at Trustee meeting

Jubilee Working Party – Cllr Vicky Brobyn, Cllr Leigh Stephens, Cllr Gary Nicholas, Cllr Dave East, SMART Terms of Reference to be agreed

Flood Alleviations Lead Councillor – Cllr Leigh Stephens – Emergency Plan to be updated as a starting point.

Public Rights of Way/Byways – Lead Councillor Cllr Audrey Toomey

Highways and Transport Lead Councillor responsibility – Cllr Dave East

Latcham Committee – Lead Councillor Cllr Vicky Brobyn

Dementia Awareness Lead Councillor responsibility - Cllr Leigh Stephens

12. Planning matters considered and it was agreed that:

The process for receiving planning application consultations including if there is to be referral to planning committee- Paper plans are sent to Chair who will inform Clerk for agenda purposes, Committee members makes site visits to be able to inform Council, Agenda item for full Council

for discussion/agreement of comments and Clerk to submit to portal. **Terms of Reference for Committee previously agreed July 21**

Feedback from Committee and Councillors with responsibility on the following applications-

- a. P1072/21/FUL Tree Tops Yartleton Lane May Hill -Raising of roof height to allow for additional living space. Erection of a single storey, two storey extension and carport. – withdrawn - noted
- b. P0843/21/FUL Hortland (The Annexe Building) , Church Road, Replacement of the existing metal structure and metal roof with a decking area. **SUPPORT**
- c. P1265/21/AG Barn At Colemans Wood Hopes Hill -Prior notification for the erection of agricultural building for storage of timber and forestry machinery.**NO COMMENT**
- d. P1220/21/FUL Hill House, Barrel Lane, the replacement (in part) of the existing roof over the ground floor patio with a balcony **SUPPORT**
- e. P1438/21/TPO – Hobbs Lane -Crown lift all oak trees –Support with **COMMENTS** – **removal of tree a replanting scheme with similar native species to be adopted would be requested**

22. Highway and footpath matters

- e) Feedback from Councillors with responsibility
- f) Diversion of footpath DLH17 at Old Nags Head considered following email communication from applicant. (Considered 12 months ago). Following a site visit Cllr Leigh Stephens gave an explanation. Cllr Audrey Toomey gave the background to the previous Council decision to object where Councillors felt that the moving of the footpath would be closer to dangerous blind bends, North Dean Footpath Association has already objected, the Ramblers Society also objected. Previous minutes from June 20 was referred to. No updated application or appeal has been received by LPC. **Council** agreed for **Clerk** to reply to the resident referring to the comments already made.
- g) “Twenty is plenty correspondence” (as distributed). **Clerk** to acknowledge county wide “20 is plenty” letter
In May Hill a speed/volume recording exercise was undertaken between 18th August to beginning of September. Formal results awaited. May Hill is currently at national speed limit, and although it is recognised that May Hill falls into 3 parishes, May Hill resident would like LPC to support “Twenty is Plenty” scheme. Resident has also suggested that a donation be given to support WHITE GATES initiative. GCC Highways has been approached. Council agreed for Clerk to send a letter of support for the May Hill resident. **Cllr Audrey Toomey to provide contact details and draft for Clerk to send.**
- h) Overgrowth at Brook End – members of the public have cut the overgrowth and Council gave thanks to the volunteers. Trees are overhanging the path. 4 Seasons are call-up contractor for Council and had assured Chair that it would be cut last Friday. Quotes have been received from 2 sources earlier in year and 1 quote received last week. It was noted that some trees are outside the riparian ownership of the Council.
Grass cutting and overgrowth management on other sites were identified: 2 strips at front of rectory meadow, land behind Latcham, front of allotment and brook end were listed as needing maintenance. RFO advised on protocol of obtaining quotes and that a standardised outline of works would be required. Discussion on whether an in-house option was viable (previous decision of Council) also took place at which the public interceded and the discussion became entangled with staffing matters. The Clerk advised that if the generic job description was in the public domain, this component of the role could be discussed in open session but not the individual employed in the role or that

specific person's ability or training. Council continued to discuss historic decisions and options going forward. It was agreed that the **Finance Committee would seek to obtain 3 quotes to come back to full council along with costing of in house to discuss at next meeting.**

- i) Drains at the entrance to Nupend Gardens - Cllr Geoff Bick had referred the matter to GC Councillor – It was reported by Cllr Gary Nicholas that the land is in the ownership of Two Rivers and some areas have not been adopted by Glos Highways. The drains have been jetted and are waiting for camera investigation. Residents have also reported the matter in previous years. **Cllr Gary Nicholas to follow up on behalf of the Council**
- j) Street Cleaning process and policy- adjourned to the end of the meeting for a closed session. **Staffing committee to agree a job role description which can be published in the public arena and to consider job title change to Maintenance person** and RFO to provide evidence of funding sources within the financial reports at the next meeting.

23. Playgrounds and recreation matters

Feedback from Committee and Councillors with responsibility

- f) Update on status of Longhope Play Park including damaged equipment was discussed and Council agreed to arrange for the removal of the damaged equipment and to make the area safe. Based on advice from GAPTC, Tenders to be requested from national database for projects over 25k. **Council agreed a subcommittee of Cllr Gary Nicholas, Cllr Vicky Brobyn, Cllr Leigh Stephens and Cllr Richard Gough to move the project forward.** Funding sources such as National Lottery play fund, GPFA grants suggested to be explored.
- g) Debris at bottom play area to be cleared soon
- h) Fencing around the top section and side section around the play park described as dangerous and needing removal / replacement- **Cllr Gary Nicholas to arrange for Handyman to put temporary fencing up**
- i) Grass cutting and upkeep on Council owned areas– see previous item

24. Grant applications

- a. Feedback from Committee and Councillors with responsibility (Finance committee)
- b. Lords Larder Foodbank – Council agreed £200 from Rose Barton Trust account- **Councillor Gary Nicholas to arrange**

25. Queens Plantinum Jubilee

- a. Feedback from working party at next meeting
- b. Specific, Manageable, Accountable Targets (**SMART**) to be agreed at next meeting
- c. Ideas and arrangements to be considered by working party

26. Finance matters

- a. Cloud based Microsoft package £444.00 (Mircoshade) to be considered in May 2022. **Clerk to ask for the terms of the contract and to assess the amount of information stored**
- b. Email and web hosting package reviewed: As Councillors are having ongoing issues with .org emails, Council agreed to move to GMAIL. Web site to continue as currently operating effectively.
- c. Insurance renewal for Council discussed – Policy details needed for Clerk to look for alternative quotes, also to seek LTA from Came and Co, Community First, Community Action Suffolk. **Delegated Authority to Clerk for best value for same cover.**

- d. AGAR report 3 to be submitted to External auditors noted with extension to 15th September. – RFO reported that the financial records for the year ended 31/3/21 were required in order to complete the AGAR forms but it would appear that AGAR 3 would be the appropriate form to complete. Council has previously approved the signing of the forms.
- e. Financial report agreed – as distributed – see attached
- f. Payment list discussed- as distributed – see attached
- g. Council approved Standing Order for salary of clerk once payroll company has calculated net salary. A year end reconciliation will ensure that the remuneration matches the total net pay for the year.
- h. Council approved payroll operation process – clerk’s pay will be consistent, chair will inform PATA of handyman
- i. At a previous meeting Council had been informed that it was the responsibility of Councillors for ensuring the integrity of the financial systems. The Clerk advises Council that it has **responsibility for ensuring that there is a sound system** of internal control, including arrangements for the preparation of the Accounting Statements and therefore Council agreed the Annual Governance statement as attached

27. Other correspondence received

- a. Council agreed policy on acknowledging/actioning correspondence received from parishioners – **Clerk** to acknowledge, distribute and bring to meeting for response
- b. Request from Lydbrook Parish Council on procedure for Remembrance Parade was noted. It was reported that in Longhope the police close the road with an informal arrangement with British Legion. **Clerk to respond.**
- c. Council agreed process on communication within Council – c.c. all councillors to all emails.

28. Date of meetings confirmed as 1st Monday of month commencing at 7pm and to take place at the Pavilion- date of next meeting being 4th October

29. Any other matters for information purposes only.

Cllrsurnamelpc@gmail.com - clerk to change on website when available

Safe document registry at Lloyds Bank system. Deeds and land registry documents were stored in this system but a new system will be required.

Archive storage policy adopted in July 21 to be carried out by Councillors

Closed session due to staffing matters being discussed – see above item

30. Close of meeting 21.56pm

Financial reports

Financial reports for year ended 31/3/21 – AS SUBMITTED FOR EXTERNAL AUDITORS

Cash book

01/04/20-31/03/2021	CURRENT CASH BOOK			
<u>DETAILS</u>	<u>DATE</u>	<u>CHQ NO</u>	<u>transactions</u>	<u>BALANCE</u>
opening current account balance				17356.22
expenditure	01 April 2020	1796	-326.20	17030.02
interest on investment a/cs NSI	to 31/3/21	deposit	51.69	17081.71
interest on deposit account 478	to 31/3/21	deposit	3.56	17085.27
precept	01/04/2020	deposit	12000.00	29085.27
street cleaning grant	15/05/2020	deposit	1217.70	30302.97
interact transfers	to 31/3/21	deposit	34456.96	64759.93
interact transfers	to 31/3/21	current	-34456.96	30302.97
vat income	01/11/2020	deposit	5946.06	36249.03
precept	01/09/2020	deposit	12000.00	48249.03
glos county council	12/03/2021	deposit	13495.00	61744.03
may expenditure	01/05/2020	exp	-3091.21	58652.82
inter act trans	17/06/2020	rec	0.00	58652.82
allotment rent	16/06/2021	rec	81.00	58733.82
june exp	01/06/2020	exp	-1819.66	56914.16
july exp	01/07/2020	exp	-653.72	56260.44
interact transfers	01/08/2020	rec	0.00	56260.44
aug exp	01/08/2020	exp	-5579.72	50680.72
sept exp	01/09/2020	xp	-1203.10	49477.62
inter act trans	01/10/2020	rec	0.00	49477.62
allotment rent	20/10/2020	rec	15.00	49492.62
oct expenditure	01/10/2020	exp	-5221.30	44271.32
inter act trans	01/11/2020	rec	0.00	44271.32
nov expenditure	01/11/2020	exp	-4097.60	40173.72
dec expenditure	01/12/2020	exp	-9112.37	31061.35
inter act trans	01/12/2020	rec	0.00	31061.35
jan expenditure	01/01/2021	exp	-2919.79	28141.56
inter act trans	01/01/2021	rec	0.00	28141.56
wayleave	20/01/2021	rec	109.94	28251.50
inter act trans	01/02/2021	rec	0.00	28251.50
feb exp	01/02/2021	exp	-1883.08	26368.42
inter act trans	01/03/2021	rec	0.00	26368.42
mar expenditure	01/03/2021	exp	-2150.13	24218.29
	NET INCOME/EXPENDITURE		6862.07	

<u>budget to date</u>	<u>BUDGET</u>	<u>ACTUAL YEAR TO DATE</u>	<u>BALANCE AVAILABLE TO SPEND</u>	<u>BALANCE WAITING TO BE RECEIVED</u>
PRECEPT	24000	24000		
REC GROUND grant	0	13495		
bank interest deposit account	0	55		
inter account trans	0	0		
wayleave	110	110		
VAT to be reclaimed	4926	5946		
allotment income	796	96		
street cleaning grant	1218	1218		
INCOME	31050	44920	0	0
CLERK / admin EXPENSES	630	630	0	
COUNCILLORS EXPENSES	250	0	250	
professional /AUDIT FEE	350	565	-215	
NET SALARY c	8200	10161	-1961	
net salary h	2800	1146	1654	
PAYE	0	2982	-2982	
PAYROLL ADMIN	200	133	67	
DATA SERVICES	460	419	41	
NEWSLETTERS /WEBSITE	300	255	45	
SUBSCRIPTIONS	510	931	-421	
TRAINING	1000	165	835	
INSURANCE	1000	964	36	
ALLOTMENTS (exp)	300	463	-163	
137 GRANTS	500	0	500	
OTHER GRANTS	400	2497	-2097	
MAINTENANCE	1000	3068	-2068	
WASTE COLLECTION	860	1756	-896	
PLAYGROUND INSPECTION	250	120	130	
STREET CLEANING (expt)		1163	-1163	
GRASS CUTTING	136	1119	-983	
MAY HILL TREES	1500	540	960	
comm land project	0	0	0	
youth facilities	2000	0	2000	
notice board	0	878	-878	
elections	1000	0	1000	
chair allowance		250	-250	
PLAY EQUIP	4330	7853	-3523	
REC GROUND PATH	674	0	674	
CONTINGENCY	2400	0	2400	
TOTAL EXPENDITURE	31050	38058	-7008	

bank reconciliations	1/4/20	to	31/3/21						
bank account	description	o/bal	income	interest/dividends	inter account	expenditure	closing balance	bank statement	
lloyds treasurers 02125731	current	4440.06	205.94		34456.96	38057.88	1045.08	√	1045.08
NS&I 1		4385.24		32			4416.81	√	4416.81
NS&I 2		2794.66		20			2814.78	√	2814.78
business inst 07812478	savings	5736.26	44658.76	3.56	34456.96		15941.62	√	15941.62
totals		17356.22	44864.70	55.25		38057.88	24218.29		24218.29

AGAR report		2020	2021	variance	%			
balances bfwd	box 1	22555	17133					
precept	box 2	22000	24000	2000	9			
other receipts	box 3	6676	20920	14244	213	recreation equip grant		
staff costs	box 4	7510	14289	6779	90	2 clerks		
loan repayments	box 5	0	0	0				
all other payments	box 6	26587	23545	-3042	-11	note £224diff from 2019/20		
balances cfwd	box 7	17134	24218	7084	41	pending further expenditure		
bank and cash balances	box 8	17133	24218	7085	41			
fixed assets	box 9	24123	24123					
total borrowings	box 10	0	0					

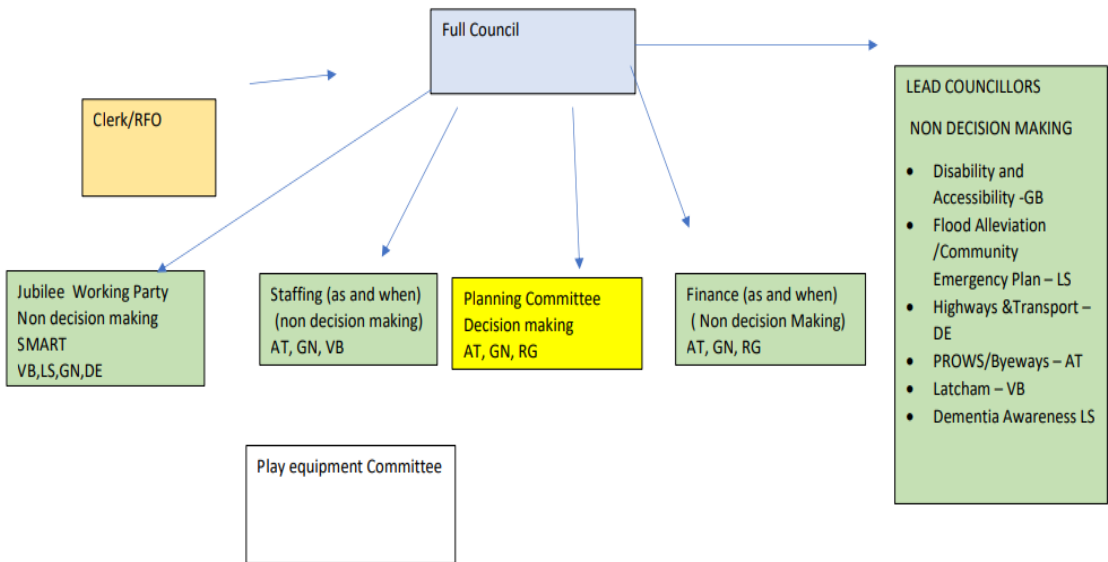
Breakdown of Reserves are required

RFO strongly recommends

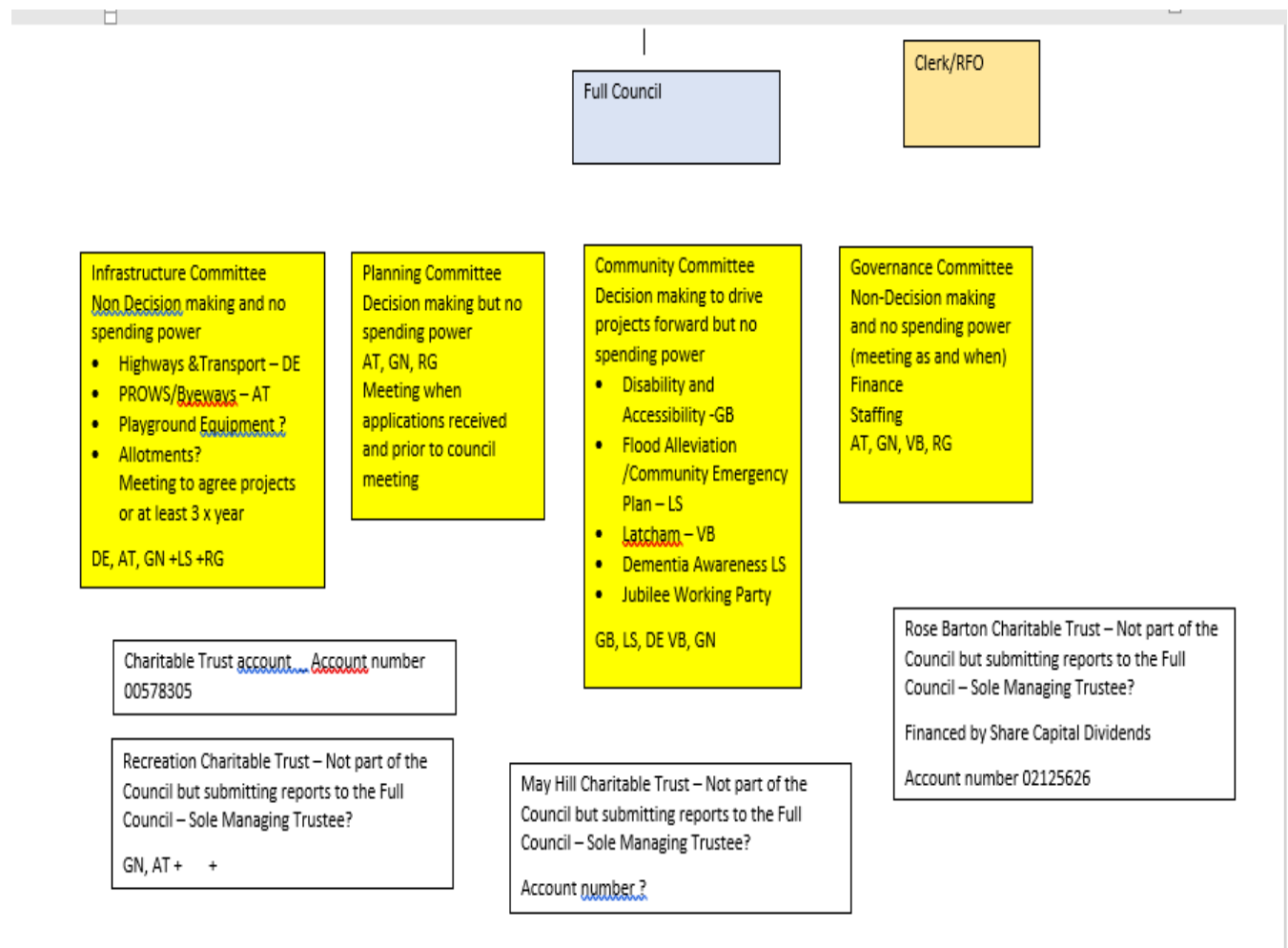
- To use the treasurers account as a current account and only transfer balance at end of year to the Business instant account (reserves)– the amount of inter account transfers is causing a lot of work and lack of transparency
- To agree what and who has control over the NS&I accounts and why they are kept separate from the deposit account
- To make a clear separation from the charitable trust accounts – which should be operated by the trustees and not the parish council

Organisational Chart

As agreed by Council



Suggested by Clerk



Reasons

- To include lead Councillors into the committee structure to encourage working together/sharing experiences and building sustainability
- To clearly show that the Charitable trusts are not part of the Parish Council and should be kept separate in financial and decision making but still provide information to Full Council
- To show decision making and spending powers

Following previous correspondence and a request for the supply of 'hydro snakes' and 'floodsax' to be held by the Parish Councils. The District Council has allocated 10 packs of floodsax and 8 packs of hydrosnakes for your Parish, which has been agreed following your request. The FloodSax can be deployed as appropriate to protect vulnerable residents from flooding incidents. Unfortunately, due to the limited budget, this is not the number have pack originally requested. I will be in contact soon to agree arrangements for delivery of your packs, or please contact myself by reply to this email or on telephone 01594 812538.

If you require further stocks, they can be ordered direct from the Suppliers:

FloodSax Sandless Sandbags: Kingfisher Direct (website: kingfisherdirect.co.uk) £31.99 per pack (of 5)

Gravitas Hydrosnake Instant Sandbag: Wickes (website wickes.co.uk) £19.00 per pack (of 2)
However, the Council will arrange a bulk order if there is sufficient demand from the Parishes.

Correspondence b- monitoring officer

Part 2: Complaints Process - Initial Assessment

5.1 Where a complaint regarding the conduct of a District Council Member, Town or Parish Member of one of the Councils in the Forest of Dean district is received it shall be referred to the District Council's Monitoring Officer (MO).'

Accordingly, it is the responsibility of the MO to decide whether a complaint warrants an investigation or any other relevant course of action.

If you receive any complaints about the conduct of town/parish councillors, I should be most grateful if you could forward them to me as soon as possible and send the complainant an acknowledgement informing them of this, explaining code of conduct complaints fall within my remit.

I have also noticed some councillors have replied to me on standards matters via personal email addresses. Please could you remind members of the MO's role in handling standards complaints as set out above as well as the importance of using official council email addresses for any council communications due to confidentiality issues.

Correspondence c Water Environment Investment Fund Project

Myself and my colleague; Sarah Wells from the Farm and Wildlife Advisory Group (FWAG) are delivering an Environment Agency; Water Environment Investment Fund Project across the Westbury Brook catchment and Walmore Common of which the Longhope Parish Council a large area of. We are about to begin engagement of landowners over the next two years through farm visits and bespoke reports that advise measures to improve water quality. Community engagement through citizen science water quality monitoring and building a detailed understanding of this area will be key to driving valuable outcomes for water quality that also support natural flood management and habitat improvement.

Perhaps we could organise a meeting to discuss more details of the project in order to gain the parish council's insight and how we can effectively engage the local community in this project.

