

Longhope Parish Council  
Agenda for Parish Council meeting  
To be held at the Pavilion  
Longhope Recreation Ground  
On Monday 1<sup>st</sup> November 2021 at 7pm

1. Welcome and introductions
2. **Attendance and apologies for absences to be recorded** Parish Councillors' Cllr Gary Nicholas Cllr Jacky Barker, Cllr Geoff Bick, Cllr Vicky Brobyn, Cllr Richard Gough, Cllr Dave East, County Councillor Philip Robinson -District Councillors Jones and Robinson
3. Apologies received to be recorded.
4. Co-option to fill Vacancy as authorised by the District Council. 1 application received prior to deadline from Mr Dean White (as distributed)
5. **Minutes of previous meetings approved** – 4<sup>th</sup> October and 11<sup>th</sup> October as attached-
6. **Council to approve the adoption of Standing orders as distributed and in line with NALC/GAPTC model**
7. **Council to approve the Parish Council Emergency Plan (as distributed)**
8. **Declaration of interests of any matters on the agenda.**
9. **Public participation** – up to 15 minutes at the discretion of the Chair of the Council. Members of the Public are invited to speak to, ask questions of, the Parish Council at this point in the agenda. Council will consider the points raised but are not permitted to make decisions unless the matter is specified on the agenda. The public should not interrupt the meeting after the closing of the Public Participation item  
**A representation from the owner of the Nags Head relating to the Public Footpath is anticipated**
10. **Reports from County and District Councillors where available**
11. **Reports from Charitable Trusts representatives where the Council is the sole managing trustee- noting that no decisions can be taken at Parish Council meetings on Trust matters**
  - a) Rose Barton Trust
  - b) Recreation Trust
  - c) May Hill Trust
12. **Reports from Committees and Lead Councillor with lead responsibilities**
  - a. **Planning committee matters to be brought to the attention of Council:** Gary Nicholas, Richard Gough and David East.
    - **Applications to be considered** –  
PO123/21/DISCON-Longhope Business Park – Discharge of Planning Conditions  
P1761/21/TCA – Brook Lodge Latchen, Tree works
    - **Other planning matter**  
**Councillors East and Brobyn to propose that Standing Orders be suspended** in order to discuss matter already dealt with by the Parish Council within 6 months.  
Subject to above item being agreed by a majority of Council, Councillors are asked to consider and agree any actions in relation to the Nags Head public right of way footpath  
**Standing orders to be re-instated.**
  - b. **Infrastructure Working Group** (Dave East, Gary Nicholas, Leigh Stephens, Richard Gough Geoff Beck and Jacky Barker) including:
    - **Highways and Transport issues** (Cllr East)
    - **PROWS and Footpaths** (Cllr Beck)
    - **Water Environment Investment fund Project** – delegated to Working group at October Pc meeting.
    - **Playground equipment** (Cllr Gough) **and the following to be considered**
      - i. Confirmation of approval for Parish Council to agree to make grant applications to
        - Community Fund application 20186243 in respect of play equipment in the sum of £10k total project costs £40K
        - Request for Parish Council to agree to make grant application to GPFA in respect of tennis court refurbishment – sum to be requested to be agreed
      - ii. Fencing update
      - iii. Removal of debris/damaged equipment

- **Allotments (Cllr Nicholas) and the following to be considered**  
Council to confirm the following general allotments policy points ready for ratification of a formal allotment policy at the December meeting
    - I. For funding purposes allotments to have a break-even policy
    - II. Any funds unspent at the Council financial year end should be earmarked and moved to reserves
    - III. Priority should be given to residents of the Parish in the allocation of any future plots
    - IV. No new structures are permitted without the permission of the Council
    - V. Common paths should be maintained by plot holders
- c. **Community Working Group (Councillors Geoff Beck, Leigh Stephens, Dave East, Vicky Brobyn, Gary Nicholas, Jacky Barker) to provide updates on the following**
- Disability and Accessibility (Geoff Beck/Jacky Barker)
  - Flood Alleviation (Leigh Stephens/Richard Gough) **and the following to be considered**
    - i. Council to agree that resources will be stored/administered from Latcham Rooms in order to protect the identified place of refuge
    - ii. Council to agree that it is the responsibility of the Parish Council to maintain its premises/land to prevent where-ever possible flooding
    - iii. Council to agree that Councillors Stephens and Gough will attend Village Society meetings as representatives of the Parish Council within the remit of the Parish Council approved emergency plan
    - iv. Council to agree to publish contact details for flood resources on its website to enable local residents/voluntary organisations to purchase for themselves
  - Latcham Room update (Vicky Brobyn)
  - Dementia Awareness update (Leigh Stephens)
  - Jubilee Working Party update (Leigh Stephens) **and the following to be considered**
    - I. Council to approve budget of £1k to cover costs of bouncy castle/beacon
    - II. Council to approve policy that activities provided by the Parish Council will be delivered free of charge at point of supply
    - III. Council to agree that Cllr Stephens will liaise with other groups to ensure that there is not over-lap in provision of activities on day
  - Remembrance Day
    - i. Council to approve purchase of Wreath
    - ii. Council to delegate representation of the Parish Council to Chair of Council and/or Cllr East
  - Longhope Village Society email- as distributed  
It was stated that the PC will be invited to attend LVS meetings – Council to approve any other representatives other than for flooding issue /Jubilee Celebration liaison (see earlier items)
- d. **Governance Working Group (Councillors Gary Nicholas, Vicky Brobyn, Richard Gough, Jacky Barker)**
- Council to note update on finance matters including banking issues
  - **Finance Committee to obtain 3 quotes and in-house costings for grass cutting and maintenance of Parish council owned land**
  - Council to note update on staffing matters (without breaching data-protection)  
**Staffing committee to agree if it advises Council to adopt a Street Cleaning job role description which can be published in the public arena**
  - Storage of Archive and safe document storage update (Cllr Nicholas)
  - Email GMAIL - [Cllrsurnamelpc@gmail.com](mailto:Cllrsurnamelpc@gmail.com) - **Councillors have all set up**
13. **Finance matters**
- a) Financial report to be agreed — as distributed
  - b) Payment list to be approved -as distributed
  - c) Council to approve Standing Order for salary of employees –
  - d) Council to approve its Precept figure for 2022/23
  - e) Council to approve its budget for 2022/23

14. **Date of next meetings being 6<sup>th</sup> December 2021 commencing at 7pm and to take place at the Pavilion-**
15. **Any other matters for information purposes only.**
16. **Close of meeting**

Minutes of the Extraordinary Meeting of Longhope Parish Council  
Held on Monday 11th October 2021 7pm At The Pavilion, Longhope

Present:

Parish Councillors: Chairman Gary Nicholas, Jacky Barker, Richard Gough, Vicky Brobyn, Geoff Bick, David East and Leigh Stephens.

1. Apologies for Absence Belinda Holder- Clerk
2. Declarations of Interest None
3. Public Forum Nothing Raised
4. Planning Committee- It was agreed for the committee to now consist of Gary Nicholas, Richard Gough and David East.

Infrastructure working group will consist of Geoff Bick and Jacky Barker.

Jacky Barker also joined staffing and finance working groups and will aid Leigh Stephens with dementia awareness and Geoff Bick with disability awareness.

All councillors will work on updating Longhope's emergency plan.

There being no further business, the meeting closed at approximately 9:30pm

SIGNED:

DATE:

Longhope Parish Council  
Draft Minutes for Parish Council meeting  
held at the Pavilion Longhope Recreation Ground  
On Monday 4<sup>th</sup> October 2021 at 7pm

1. Welcome to members of the public and format of the meeting.
2. **Attendance and apologies for absences recorded** Parish Councillors' Cllr Gary Nicholas Cllr Geoff Bick, Cllr Vicky Brobyn, Cllr Richard Gough, Cllr Dave East, 14 members of public -
3. Apologies received from Cllr Leigh Stephens and County Councillor Philip Robinson - District Councillors Jones and Robinson did not attend
4. Co-option to fill Vacancy was discussed – Ms Jackie Barker was then co-opted and after signing the acceptance of office form, joined the Council (noting also the recent resignation of Cllr Toomey)
5. **Minutes of previous meetings approved** – 6<sup>th</sup> September as attached- Council agreed alteration on item 13 b- The Rose Barton 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** were invited - None
7. **Public session** – up to 15 minutes at the discretion of the Chair of the Council
  - a) Longhope Village Society Chair spoke requesting more wildflower areas in small areas around the village on land owned by the Parish Council -  
Also flood concerns with a meeting to be held in the next month at the Latcham Rooms and to see if a flood action group would be feasible. (Flood Action Group is supported nationally and would be independent of the PC but would be collaborative in its approach. Relevant Councillors would be invited to any such meeting.
  - b) Risk assessment for meeting –Signposted to Longhope PC website under recreation tab
8. **Reports from County and District Councillors** none available
9. **Reports from Charitable Trusts where the Council is the sole managing trustee.** Charity commission has updated the contact details for the 3 Charities and the on-line services can now be accessed. The Chair of the Trustee boards will take forward the necessary actions. Clerk of the Council advised of the legal difference from PC and Trusts and that any Trustee matters should be conducted independently of Parish Council meetings/ The PC RFO is not responsible for financial matters relating to the Trusts
  - d) Recreation Trust–
  - e) Rose Barton Trust
  - f) May Hill Trust
10. **Organisation of Committees and Lead Councillor responsibilities -agreed as per attached structure**
11. **Planning matters 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 – **No Comment**
  - b) P1625/21/TCA 1 The Orchards Church Road – **No Comment**
  - c) Discharge and Variation Conditions P0722/21/Ful **No comments**
  - d) P1648/21/TCA – Kingford, Napping Lane – Trees – **No comments**
12. **Highway and footpath matters**
  - a) Feedback from Councillors with responsibilities -  
Cllr D East has received comments of concern from members of the public regarding Monmouth Road and has followed up with the owners of the specific project.
  - b) Cllr Geoff Bick (Footpaths) gave feedback and will be meeting with Glos Highways Manager (Andrew Middleton) following conversations with County Councillor P Robinson and also with regard to footpath at Hopes Hill. Cllr Bick is following up . Member of the public interceded questioning on disability accessibility.

- c) General discussion on hedge owned by Two Rivers and ownership of the footpath. Cllr Barker asked if Glos Highways can serve notice on the owners on the hedge if it is overhanging the footpath- confirmed by Clerk
- d) The public interceded and raised other points in the village that need to be brought to the attention of Glos Highways, which Cllr Bick stated he would follow up
- e) Overgrowth at Brook End – cfwd  
**Finance Committee to obtain 3 quotes to come back to full council along with costing of in house to discuss at next meeting. –**
- f) Drains at the entrance to Nupend Gardens.  
Cllr Gary Nicholas provided follow up on behalf of the Council (declared an interest) A sink hole has appeared and Two Rivers have repaired it but it has carried on causing concern. A formal approach to Two Rivers has been made by the PC, seeking resolution - cfwd
- g) **Street Cleaning process and policy-** cfwd  
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) – cfwd – Council to call extra meeting to arrange committee membership. Monday 11<sup>th</sup> October – Clerk to arrange agenda item to agree committee membership to replace AT

### 13. Playgrounds and recreation matters

- a) Feedback from Working Party and Councillors with responsibility  
Recreation ground survey of play equipment and “wish list” of equipment is being distributed amongst Councillors who will then agree a specification and go out for tenders. Working party will agree meeting date
- b) Update on status of Longhope Play Park damaged equipment. **Removed**
- c) Removal of debris at bottom play area update - **completed**
- d) Fencing around the top section and side section around the play park described as dangerous and needing removal / replacement- **update on temporary fencing –cfwd**
- e) Grass cutting and upkeep on Council owned areas– **Finance Committee update on 3 quotes to come back to full council along with costing of in house to discuss at next meeting- cfwd**

### 14. Grant applications

No requests received

### 15. Queens Platinum Jubilee

Feedback from working party including a week of activities are being organised and planned and other organisations will be invited to join. Member of the public interceded. National scheme of lighting beacons including possibility of one on May Hill. Budget needed to be agreed by Full Council at November meeting.

### 16. Finance matters

- f) Cloud based Microsoft package £444.00 (Mircoshade). Clerk had been asked to obtain the terms of the contract and to give feedback. **Council agreed for** Clerk to discuss termination with providers providing that a copy of the backup can be obtained.
- g) Email GMAIL - [Cllrsurnamelpc@gmail.com](mailto:Cllrsurnamelpc@gmail.com) - feedback from Councillors received & clerk to change on website when all available. Clerk to send to details to Cllr Barker.
- h) Insurance renewal for Council discussed –Council agreed to accept from Came and Co without LTA in sum £1187.73. It was agreed that insurance is to be discussed at the May Annual Meeting

- i) AGAR report 3 to External auditors and independent internal auditor report submitted and have posted to the website. (see attached) noted
- j) the public inspection documents were delayed and therefore only an interim report from External Auditors will be received. 2 queries have been answered by Clerk. noted
- k) Financial report agreed — see attached
- l) Payment list agreed— see attached
- m) Council approved Standing Order for salary of clerk /handyman once payroll company has calculated net salary- Pending.
- n) S106/CIL payments outstanding – for information – non outstanding at the moment (Clerk to contact District Council planning officer to ask if there are any outstanding)

**17. Other correspondence received (see attached)**

- a. **Floodsax** – see attached/demonstration given – Council discussed way forward and agreed to store the ones supplied free from FODDC in the pavilion. Details should be published and co-ordination with the Flood Response Group. – **Community working group to lead**
- b. **General Complaints process** - from Monitoring Officer forwarded to all Councillors
- c. **Water Environment** Investment Fund Project – clerk to forward to **infrastructure** committee to lead
- d. **NAGS head correspondence -Council to suspend standing orders at next meeting to discuss again (proposed by Cllr East/Cllr Brobyn)**. A member of the public interceded.

**18. Archive storage**

- a. Safe document registry at Lloyds Bank system. Deeds and land registry documents were stored in this system but new system agreed to store in a safe/fireproof box – Budget agreed up to £100 - Cllr Nicholas to lead/arrange and to submit a list for record purposes
- b. Re-organisation of archives at the Sports Pavilion – ongoing -Council agreed to reimburse Cllr Nicholas in the sum of £ £38.02 for storage files etc

**19. Date of meetings commencing at 7pm and to take place at the Pavilion- date of next meeting being 1<sup>st</sup> November 2021 (meeting in January likely to be cancelled)**

**20. Any other matters for information purposes only.**

none

**21. Close of meeting at 20.31pm**