

LONGHOPE PARISH COUNCIL

Summons and Agenda for meeting of Longhope Parish Council To take place at the Latchen Room On Monday 4th April 2022 At 7.00 pm

1.		Welcome from Chair of Council
2.		Attendance to be recorded (anticipated) Parish Councillors' Cllr Gary Nicholas Cllr Jacky Barker, Cllr Geoff Bick, Cllr Vicky Brobyn, Cllr Richard Gough, Cllr Dave East, Cllr Leigh Stephens, Cllr D White County Councillor Philip Robinson , District Councillors Jones and Robinson
3.		Apologies received to be recorded.
4.		Minutes of previous meeting held on 7th March 2022 to be approved
5.		Declaration of interests of any matters on the agenda to be recorded
6.		Public participation – up to 15 minutes at the discretion of the Chair of the Council. Members of the Public are invited to speak to and/or ask questions of the Parish Council at this point in the agenda.
7.		Verbal Report from County Councillor Robinson
8.		Verbal report from District Councillors Jones and Robinson
9.		Reports from Charitable Trusts representatives for information purposes only
10.		Planning Committee matters
	a.	P0133/21/DISCON 8/3/22 P1829/21/FUL 15/3/22 P0328/22/FUL 22/3/22
	b	Concerns raised by member of the public re Works, noise and burning at Versarien Site
11.		Infrastructure Working Group updates:
	a	Highways and Transport issues (Cllr White)
	b	Tree clearance work and broken signs by Glos Highways update
	c	PROWS and Footpaths (Cllr Bick)- Footpath through staggered railings between The Willows and Latchen update
	d	Church light that was switched off update wording and photographs waiting to be forwarded to street light team
	e	Council to discuss the matter of the British Legion wish to relocate the war memorial currently located on the A4136 and any funding implications
	f	Allotments (Cllr Nicholas)- scanned allotment tenancy agreements or waiting list not yet received
12.		Community Working Group updates
	a	Disability and Accessibility (Cllr Bick/Cllr Barker)

	d	Latchen Room update (Cllr Brobyn)
	e	Jubilee Working Party update
	g	Community engagement and communication working party
	h	Council to consider the effects of the Ukrainian crisis and whether to adopt a proposal received from a villager to initiate a Parish fundraising effort
13.		RECREATION PROJECTS
	a	Playground equipment project – Council to re-visit the decision of delaying the project –subject to the suspension of standing orders. Electronic plans not yet received for website
	b	accessibility works at Recreation Ground update
14.		Governance Working Group Councillors update
	a	Litter cleaning and emptying of parish council litter bins Cllr East - Council to note the “6 month rule” and to consider if a suspension of standing orders is required
	b	Tree survey quotations update– not yet received
15.		Council to receive report from RFO on the following matters
		Financial reports and payment list to be approved
		Bank mandate changes update
		Council to approve the payment of the Chairman’s allowance in the sum of £250
		Council to approve appointment of internal independent auditor
		AGAR forms for completion by 30 th June 2022
16.		Council to consider if it wishes to access GAPTC training as distributed via email
17.		Council to note the date of its next meeting as Parish Assembly 11th April 7pm at Latchen Rooms and May 4th at Pavilion for AGM
18.		Any other business for information sharing purposes only
19.		Close of meeting

Financial reports April 22 meeting
Cash book

<u>DETAILS</u>	<u>vat invoice</u>	<u>DATE</u>	<u>CHQ NO</u>	<u>pay- ments</u>	<u>receipts</u>	<u>BALANCE</u>
opening current account bal- ance						1045.08
HMRC		12/04/2021	BP	-789.20		255.88
longhope pc		19/04/2021	trs		2000.00	2255.88
4 seasons work ltd (bus shel- ter)		20/04/2021	fpo	-420.00		1835.88
g nicholas		21/04/2021	fpo	-46.07		1789.81
GAPTC		21/04/2021	fpo	-438.14		1351.67
smiths		21/04/2021	fpo	-114.24		1237.43
s fowler indep audit		21/04/2021	1805	-70.00		1167.43
I barrett		28/04/2021	bp	-405.36		762.07
p sims		28/04/2021	bp	-215.00		547.07
longhope pc		13/05/2021	trs		18000.00	18547.07
I barrett		28/05/2021	bp	-186.72		18360.35
p sims		28/05/2021	bp	-198.80		18161.55
kompan		23/06/2021	fpo	-1.00		18160.55
kompan		23/06/2021	fpo	17827.94		332.61
p sims		28/06/2021	fpo	-198.80		133.81
p sims		01/07/2021	fpo	-16.00		117.81
p sims		28/07/2021	fpo	-238.80		-120.99
longhope pc		28/07/2021	trs		1000.00	879.01
PATA	no vat	03/08/2021	FPO	-39.65		839.36
SMITHS	c346096	03/08/2021	FPO	-29.70		809.66
WATERPLUS	no vat	03/08/2021	FPO	-44.35		765.31
HMRC		03/08/2021	FPO	-405.80		359.51
merlin waste dog bin		19/08/2021	DEP	160.00		519.51
p sims		31/08/2021	fpo	-200.00		319.51
r s crighton (locum clerk)		31/08/2021	fpo	-226.08		93.43
smiths		31/08/2021	fpo	-20.64		72.79
smiths inv 352287	352287	31/08/2021	fpo	-7.44		65.35
toolite (equipment for street c)		31/08/2021	fpo	-33.08		32.27
longhope pc		02/09/2021	trs		500.00	532.27
p sims		02/09/2021	fpo	-38.80		493.47
g 3older3s (concrete for notice board)		13/09/2021	fpo	-17.76		475.71
b holder		13/09/2021	fpo	-167.50		308.21
smiths of glos	c357437	13/09/2021	fpo	-34.62		273.59
longhope pc		02/09/2021	trns		1000.00	1273.59
b holder		27/09/2021	fpo	-795.43		478.16
b holder		27/09/2021	fpo	-26.00		452.16
pcc newent		28/09/2021	fpo	-200.00		252.16
p sims		27/09/2021	fpo	-228.07		24.09
longhope pc		08/10/2021	trans		2000.00	2024.09
allotment – frew		15/10/2021	re- ceipt		28.00	2052.09
allotment – acland		15/10/2021	re- ceipt		15.00	2067.09

g 4older4s – archive storage		11/10/2021	fpo	-38.02		2029.07
came and co insurance	no vat	11/10/2021	fpo	-1172.93		856.14
HMRC		11/10/2021	fpo	-38.60		817.54
waterplus	no vat	11/10/2021	fpo	-69.51		748.03
b holder expenses		11/10/2021	fpo	-49.10		698.93
pata payroll	no vat	11/10/2021	fpo	-31.75		667.18
pkf littlejohn	sb20213576	11/10/2021	fpo	-336.00		331.18
deposit account		27/10/2021	DEP		637.32	968.50
HMRC		27/10/2021	fpo	-4.40		964.10
b holder		27/10/2021	fpo	-751.83		212.27
p sims		27/10/2021	fpo	-212.27		0.00
deposit account		02/11/2021	trans		3000.00	3000.00
greenfields garden	3175687	03/11/2021	fpo	-2718.00		282.00
HMRC		03/11/2021	fpo	-4.40		277.60
b holder expenses		03/11/2021	fpo	-53.10		224.50
microshade	14868	03/11/2021	fpo	-147.99		76.51
deposit account		25/11/2021	trans		931.21	1007.72
HMRC		25/11/2021	fpo	-4.40		1003.32
b holder		25/11/2021	fpo	-725.83		277.49
p sims		25/11/2021	fpo	-212.27		65.22
b holder wfh		25/11/2021	fpo	-26.00		39.22
smiths of glos	c363972	25/11/2021	fpo	-7.44		31.78
smiths of glos	c360692	25/11/2021	fpo	-30.78		1.00
deposit account		10/12/2021	trans		116.39	117.39
deposit account		22/12/2021	trans		934.18	1051.57
b holder expenses		22/12/2021	fpo	-23.20		1028.37
b holder salary/wfh		22/12/2021	fpo	-751.83		276.54
smiths of glos	c367429	22/12/2021	fpo	-40.74		235.80
WATERPLUS	no vat	22/12/2021		-53.45		182.35
pata payroll	no vat	22/12/2021	fpo	-47.55		134.80
p sims		22/12/2021	fpo	-134.80		0.00
b holder		31/01/2022		-751.83		-751.83
b holder expenses		31/01/2021		-44.50		-796.33
g 4older4s – handyman role(holiday)		31/01/2021		-80.00		-876.33
deposit account		31/01/2021			876.33	0.00
deposit account		07/02/2022		0.00	40.00	40.00
deposit account		14/02/2022		0.00	5000.00	5040.00
grant to recreation charity		14/02/2022		-5000.00	0.00	40.00
21CC group ltd- beacon	41352	28/02/2022		-588.00	0.00	-548.00
b 4older salary/wfh		28/02/2022		-751.83	0.00	-1299.83
deposit account		28/02/2022		0.00	1299.83	0.00
b 4older salary/wfh		02/03/2022		-840.31		-840.31
ico		02/03/2022		-40.00		-880.31
HMRC		25/03/2022		-13.70		-894.01
wayleave		02/03/2022		0.00	109.94	-784.07
deposit account		07/03/2022		0.00	96.68	-687.39
deposit account		08/03/2022			350.00	-337.39
P East (tree)		08/03/2022		-350.00		-687.39
smiths of glos	vat	08/03/2022		-97.50		-784.89
smiths of glos	vat	08/03/2022		-32.10		-816.99
smiths of glos	vat	08/03/2022		-37.02		-854.01
deposit account		21/03/2022			840.31	-13.70

allotment 1b/2b		28/03/2022			71.00	57.30
allotment 4b 5a		28/03/2022			28.00	85.30
allotments 7A		28/03/2022			15.00	100.30
	NET INCOME/EXPENDI- TURE		- 32084	31038		

Payment list

Clerk expenses £30.10

HMRC £13.70

Smiths of Gloucester £97.50, £32.10, £37.02

Bank Reconciliations

bank account	descrip- tion	o/bal	income	expendi- ture	closing bal- ance	bank state- ment	
lloyds treasurers 02125731	current	1045.08	38889.19	38985.97	114.00	√	28/03/2022
NS&I 1		4416.81			4416.81		
NS&I 2		2814.78			2814.78		
lloyds business inst 07812478	savings	15941.62	40719.29	38622.25	18038.66	√	28/03/2022
totals		<u>24218.29</u>	<u>79608.48</u>	<u>77608.22</u>	<u>25384.25</u>		
INTER ACCOUNT TRANSFERS			-38622	38622			

Current account reconciliation		£
balance per statement 28/3/22		114.00
payment o/s		13.70
balance per cash book		100.30

		<u>ACUTAL</u> <u>YEAR TO</u> <u>DATE</u>	<u>BALANCE</u> <u>AVAILABLE TO</u> <u>SPEND</u>	
budget to date	<u>BUDGET</u>			
PRECEPT	24000	24000		
REC GROUND INCOME/grants	0	10500	10500	Includes £5k grant
allotment income	0	157	157	
inter account trans	0			
wayleave	110	110		
VAT to be reclaimed	4926			
street cleaning grant	1218	1218		
INCOME	30254	35985	10657	
CLERK / admin EXPENSES	630	410	220	
COUNCILLORS EXPENSES	250	0	250	
professional /AUDIT FEE	350	800	-450	
NET SALARY c	8200	5857	2343	
net salary h	2800	1894	906	
PAYE	0	1261	-1261	
PAYROLL ADMIN	200	119	81	
DATA SERVICES	460	148	312	
NEWSLETTERS /WEBSITE	300	0	300	
SUBSCRIPTIONS	510	478	32	
TRAINING	1000	0	1000	
INSURANCE	1000	1173	-173	
ALLOTMENTS expenses	-496	167	-663	
137 GRANTS	500	200	300	
OTHER GRANTS	400	5000	-4600	See £5k grant received
MAINTENANCE	1000	131	869	
WASTE COLLECTION	860	452	408	
PLAYGROUND INSPECTION	250	0	250	
GRASS CUTTING	136	0	136	
MAY HILL TREES	1000	0	1000	To earmarked reserves
TREE INSPECTION	500	350	150	
YOUTH FACILITIES	2000	0	2000	
ELECTIONS	1000	0	1000	To earmarked reserves
PLAY EQUIP	4330	20547	-16217	Budget 2020/1 spent 2021/2
REC GROUND PATH	674	0	674	
CONTINGENCY	2400	848	1552	Beacon/bus shelter
TOTAL EXPENDITURE	30254	39834	1077	
BALANCE	0		1077	

LONGHOPE PARISH COUNCIL
Draft minutes for meeting of Longhope Parish Council
at the Latchen Room
On Monday 7th March 2022
At 7.05 pm

1.	Welcome from Chair of Council
2.	Verbal Report from County Councillor Robinson Approved Budget increase of £38m including additional funding for road surfacing, Children and Young People, cycle routes, vulnerable adults, fire and rescue services Build Back Better Project funding update noted figures to date Recent visit to the village included a site visit on railings (see previous meeting) very unlikely Questions from the public invited • if there was a contingency fund for refugees • Questions on Disability accessibility through-out the Village raised again • Funding for Church
3.	Attendance recorded Parish Councillors' Cllr Gary Nicholas Cllr Jacky Barker, Cllr Geoff Bick, Cllr Vicky Brobyn, Cllr D White, Cllr Richard Gough, Cllr Dave East, Cllr Leigh Stephens and County Councillor Philip Robinson- 8 members of the public Non-attendance recorded of District Councillors Jones and Robinson
4.	Apologies received recorded -none
5.	Minutes of previous meeting held on 7th February 2022 approved Matters arising -Clerk is waiting for wording to report street light as discussed under public session at last meeting
6.	Declaration of interests of any matters on the agenda to be recorded
7.	Public participation – Funding for Church raised – Legal position of Parish Councils based on LO1-18 financial assistance to the Church read out. Lack of interest in the Parish Council demonstrated by the attendance of the public Grant for play equipment and current situation updates Lack of clarity of agenda on notice boards was raised Minutes in Parish Magazine or on notice boards was suggested Public session closed at 19.42

8.		Verbal report from District Councillors Jones and Robinson -none
9.		Reports from Charitable Trusts representatives for information purposes May hill Trust – update a tree has come down Recreation Committee Trust – grant received from Lottery Fund for tennis court fencing. Defibrillator installation on wall outside of the pavilion w/c 7/3/22 Kitchen improvement works completed
10.	a	Correspondence from May Hill Society seeking approval of PC for new signage (as distributed by email) Suspend standing orders -agreed to allow for a member of the Society to speak on this matter 5 signs delineate the May Hill area covering several Parish Councils, Glos Highways will give view on location of potential signs, design of signs to be agreed. Glos County Councillor has indicated grant £2k may be available. 2 locations would appear to be in the Longhope Parish- Dursley Cross and the junction of Barrel Lane Standing orders re-instated Council agreed to support in principle
	b	Council considered process for approval of any subsequent funding request for above signage (potential costs £6k to £10k) Grant form to be completed by the Society and to be submitted for Council's consideration
11.		Planning Committee matters (Cllrs Nicholas, Gough and East)
	b.	P0180/22/FUL Date: 16 February 2022 The Croft, Chessgrove Lane, Installation of ground mounted solar panel array. (distributed vial email) expires 9th March 2022- SUPPORT P0186/22TCA tree surgery at Kingsweir, Church Road dated 14 th February 2022 – EXPIRED 28 TH February (clerk did not receive comments back) - SUPPORT
12.		Infrastructure Working Group updates:
	a	Highways and Transport issues (Cllr White)- Lorries/tractors have been pushing the mud and filling the ditch in leading to potential flooding problems on top end of Church Road have been highlighted following complaints by public- Councillors have carried out remedial works by clearing out drains. Councillors wish to report to Glos Highways Manager that ditches need clearing throughout the village- Clerk sign at the junction at Monmouth Road " no 7.5 tonne lorries" photos/information to be sent by Cllr Bick to Clerk for reporting
	b	Council approved actions taken by Clerk on H & S grounds for works to tree deemed to be unsafe outside 8 Brookend and approved payment in sum of £350 Clerk to report to FDDC as it is in the conservation area Tree survey for Village previously completed 4 years ago -for trees on Council land 3 tenders to be sought based on previous specification – Councillors to send out and responses to be returned to Clerk Survey for May Hill Trust to be arranged separately by Trust
	c	PROWS and Footpaths (Cllr Bick)- Footpath through staggered railings between The Willows and Latchen – At the last meeting The Parish Council strongly request that Glos Highways remove them – Cllr Bick and Clerk have made formal request- update from Glos Highways is that they will not remove but will widen the gap and correct gradient. Council agreed to accept the remedial work and Clerk to inform Glos Highways Manager and c.c. Philip Robinson 3 Trees down has been reported to Glos Highways but in the mean-time Councillors had removed one and Glos Highways have removed the other 2 trees reported

	d	Allotments (Cllr Nicholas)- numbering system approved rent fees approved for 2022/23 at the moment at £15 for first plot more than one plot is charged £14 for each one – Council agreed to charge £15 per plot Clerk to be sent details of waiting list and a scanned copy of TA (Cllr Nicholas) Clerk to check for any issues and make recommendations to Councillors of any amendments Numbered plan provided by Cllrs Nicholas and Gough discussed and accepted
13.		Community Working Group updates
	a	Disability and Accessibility (Cllr Bick/Cllr Barker) see above points
	b	Flood Alleviation (Cllr Stephens/Cllr Gough)- flood saxs now at Latchen Rooms
	c	Village Society update (Cllrs Stephens and Gough)- remove from agenda
	d	Latchen Room verbal update (Cllr Brobyn)- Minutes distributed via email
	e	Jubilee Working Party (Cllr Stephens/Cllr Brobyn/Cllr Nicholas/Cllr East) Liaison with the Manor and Old Rectory has taken place. Accessibility issues noted. Open meeting to be arranged for 21 th March 2022 at 7pm– venue to be confirmed PC supporting via Beacon, children’s inflatables and face painters
	g	Community engagement – survey on general issues and communication with the public- working party agreed Cllr Brobyn, Cllr Nicholas, Cllr White, Cllr Barker, Cllr Stephens
	h	Cllr Bick asked the Council to discuss matters relating to the Church light which was switched off by the Church. Cllr Nicholas will forward wording and photographs to clerk who will forward to street light team as discussed under public session at last meeting
	i	Cllr Bick asked the Council to discuss matters relating to the Hobbs Nature reserve trust, and asked if the Council would nominate a ex-officio trustee- Council agreed Councillor Bick
14.		RECREATION PROJECTS
	a	Playground equipment project – fund raising and public awareness update- Public information of the publication of plans discussed with comments to clerk and plans will be put on noticeboards and electronic copy on the website Council discussed if they wish to re-visit the decision of delaying the project – Clerk to put on next agenda including the suspension of standing orders. Proposed to suspend standing orders to allow meeting to continue -agreed
	b	accessibility works at Recreation Ground update no specification yet agreed by Council or opened up for tendering process
15.		Governance Working Group Councillors update
	a	Grass cutting contract has been offered and accepted -start date April 2022 –clerk to request dates for cutting schedule and Clerk to inform the other contractors that they were unsuccessful
16.		Council received report from RFO on the following matters
		Update on banking issues- 2 more signatures added to mandate (Dean and Richard) and additional form signed for clerk to access- Geoff is also to be added
		Financial reports approved including salary increase as distributed via NALC
		Payment list approved
17.		Council considered if it wishes to access GAPTC training as distributed via email -Cllrs to inform Clerk - Clerk to order Good Councillors Guide from GAPTC
18.		Council agreed the date of its next meeting as April 4 th May 4 th at Pavilion unless the Latchen Room is available for AGM and Parish Assembly 11 th April 7pm at Latchen Rooms
19.		Any other matters for information purposes Speed camera data – Church Road and Latchen – to be put on notice boards

		Wayleave receipt has been paid into the bank ICO fees paid and registration updated- direct debit agreed to be set up HMRC Vat reclaim update – unique number and further information has been obtained and to be emailed to clerk Appraisal completed at 6 month period of employment
20.		Close of meeting 21.36