

Longhope Parish Council

Agenda for Parish Council meeting
held at the Pavilion
Longhope Recreation Ground
On Monday 6th December 2021 at 7pm

1.		Welcome from Chair of Council
2.		Attendance to be recorded (anticipated) Parish Councillors' Cllr Gary Nicholas Cllr Jacky Barker, Cllr Geoff Beck, Cllr Vicky Brobyn, Cllr Richard Gough, Cllr Dave East, Cllr Leigh Stephens, County Councillor Philip Robinson , District Councillors Jones and Robinson
3.		Apologies received to be recorded.
4.		Minutes of previous meeting held on 1st November 2021 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. 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
7.	a	Verbal Report from County Councillor Robinson
	b	Matters arising from previous meeting to be followed up Building back better – application from Longhope Pc Highways funding – application from Longhope Pc Hopeswood Park footpath Staggered railings at Nupend Gardens Disability access in the Village
8.		Verbal report from District Councillors Jones and Robinson
9.		Council to elect Vice-Chair of Council
10		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 and the purpose of this agenda item is to update the Council (and record in the minutes for public awareness) any matters arising from recent Trust Management meetings
	a	Rose Barton Trust
	b	May Hill Trust
	c	Recreation Trust
11		Council to elect Cllr White to Committee and working parties
		Reports from Committees and Councillors with lead responsibilities
12	a	Planning Committee matters (Cllrs Nicholas, Gough and East)
13		Infrastructure Working Group (Dave East, Gary Nicholas, Leigh Stephens, Richard Gough Geoff Beck and Jacky Barker) including the following:
	a	Highways and Transport issues (Cllr East) Longhope Business Park – email correspondence from Glos Highways distributed
	b	PROWS and Footpaths (Cllr Beck)-
	c	Water Environment Investment fund Project – delegated to Working group at October Pc meeting
	d	Playground equipment (Cllr Gough) Grant application update – Lottery Community Fund Grant application update-GPFA – tennis court refurbishment £2k Play park equipment specification Council to approve application to Public Works Loan Board and sum to be agreed Council to note that a donation has been received for play park equipment in the sum of £500 to be designated as earmarked reserve for play park project
	e	Allotments (Cllr Nicholas) Tenancy agreement draft to be agreed

14		Community Working Group (Councillors Geoff Beck, Leigh Stephens, Dave East, Vicky Brobyn, Gary Nicholas, Jacky Barker)
	a	Disability and Accessibility (Cllr Beck/Cllr Barker)
	b	Flood Alleviation (Cllr Stephens/Cllr Gough)
	c	Village Society update (Cllrs Stephens and Gough)
	d	Latchen Room verbal update (Cllr Brobyn)
	e	Dementia Awareness update (Cllr Stephens)
	f	Jubilee Working Party (Cllr Stephens/Cllr Brobyn)
15		Governance Working Group Councillors Nicholas, Brobyn, Gough, Barker
	a	Grass cutting contract quotations
	b	Update on banking issues Council to agree signatories for NS & I bank accounts Council to agree if NS&I bank accounts are to be maintained or funds transferred to PC bank account (deposit accounts) as earmarked reserves
	c	Financial reports to be approved
	d	Payment list to be approved Council to approve request for a green waste bin licence in the sum of £42 (Cllr Nicholas)
	e	Council to consider and approve its Precept/budget for 2022/23 Council to approve that the precept is paid directly into the PC current account
	f	Staff matters – Council to go into closed session for confidential business
16		Council to agree the date of its next meeting
17		Any other matters for information purposes
18		Close of meeting

Draft Minutes for Parish Council meeting
held at the Pavilion
Longhope Recreation Ground
On Monday 1st November 2021 at 7pm

1. Welcome and introductions from Chair of Council
2. **Attendance** Parish Councillors' Cllr **Gary Nicholas** Cllr **Jacky Barker**, Cllr **Geoff Beck**, Cllr **Vicky Brobyn**, Cllr **Richard Gough**, Cllr **Dave East**, Cllr **Leigh Stephens**, County Councillor **Philip Robinson** -. 7 Members of the public attended.
3. No Apologies received to be recorded. District Councillors Jones and Robinson did not attend
4. Co-option to fill Vacancy as authorised by the District Council. 1 application received prior to deadline from Mr Dean White (as distributed). Acceptance form duly signed.
5. **Minutes of previous meetings approved** – 4th October and 11th October as attached.
6. **Council approved the adoption of Standing orders as distributed and in line with NALC/GAPTC model**
7. **Council approved the Parish Council Emergency Plan (as distributed) with amendments as presented at meeting.**
8. **There were no Declaration of interests of any matters on the agenda.** Cllr Nicholas declared a non-pecuniary interest in planning application P1761/21/TCA
9. **Public participation** – up to 15 minutes at the discretion of the Chair of the Council. Members of the Public were invited to speak to and/or 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
 - **Cllr D East /Bick** were thanked for clearing pathway on the A40 which is the responsibility of Glos Highways and who are now taking some actions.
 - **discussion on why the public session is separate on the agenda. The Clerk gave the legal reasons.**
 - **Recreation committee item referred to Trustees**

A representation from the owner of the Nags Head relating to the Public Footpath focused on North/South direction on the map and queried safety grounds used by the Parish Council for its objection. It was stated that the District Council approved the application. The confusion over the Parish Council statement in the email was already raised.

Public Forum closed at 19.18pm

10. **Verbal Report from County Councillor Robinson**
 - Tree planting by the Climate Change Dept at County Council- GCC seeking landowners who might be interested
 - Severn Edge Fusion Plant -at Oldbury and Berkeley- progress of project noted.
 - Build Back Better Councillor Scheme up to £40k available over 4 years, looking for community-based applications. Longhope PC are interested in applying for some funding. Councillor Robinson gave an explanation of the process to apply.
 - Highways Local Funding £30k available via County Councillor
 - 35 families from Afghanistan will be settled in Gloucestershire by the County Council, this will involve housing and ongoing support. GARAAS (Local charity) will be co-ordination (Gloucestershire Association for Refugees and Asylum Seekers)
 - County Councillor Robinson invited questions, Parish Councillors raised points including lack of actions from Highways and example being crash barriers up to May Hill knocked down earlier in the year. The storm drains were also highlighted. Photographs and written emails are requested
 - Hopeswood Park lack of footpath again highlighted to County Councillor Robinson who asked for a meeting with the specific residents.
 - Staggered railings at the rear of Nupend Gardens cause difficulties. It was suggested that the Highways Manager (Andrew Middlecote) and County Councillor meet with Parish

Councillors with a village walk-about. Andrew Middlecote has visited and responded to Cllr Bick.

- Member of the public spoke on other disability issues within the Village and asked that the County Councillor look at the other areas.
- Parking on drop kerbs was raised. County Councillor Robinson confirmed that it was an enforcement issues.
- Member of the public stated that the elderly in the village have been let down by the County Council. Example stated of the withdrawal of the bus service. It was stated that whilst the bus company and the County Council have some partnership working, the County Council are not responsible for the time-tabling/scheduling of the bus routes.

District Councillors reports were not 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

- Rose Barton Trust – 11th October meeting agreed the annual accounts 20/21 and have been submitted to Charity Commission. Bank account changes are in process
- Recreation Trust- 11th October meeting agreed the annual accounts 20/21 and have been submitted to Charity Commission- Dave East has been appointed to the Recreation Trust
- May Hill Trust -11th October meeting agreed the annual accounts 20/21 and have been submitted to Charity Commission. Bank account changes are in process

12. Reports from Committees and Lead Councillor with lead responsibilities

Planning committee matters to be brought to the attention of Council: Gary Nicholas, Richard Gough and David East.

- **Applications considered –**

PO123/21/DISCON- Longhope Business Park – Discharge of Planning Conditions –

No comment

P1761/21/TCA – Brook Lodge Latchen, Tree works – Discussions

Ownership of land was queried.

The effect of the work on the integrity of the bank was also queried.

Concerns over removal of trees to allow for car parking.

Aesthetics on conservation area

Re-planting not like for like

Council agreed to objection- clerk to submit

- **Council did not wish to call another meeting P1801/21/TCA – no comments**

- **Other planning matter**

Councillors East and Brobyn proposed that Standing Orders be suspended in order to discuss matter already dealt with by the Parish Council within 6 months. - **Agreed**

This allowed the 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 following the presentation made in the public session.

Councillor Nicholas gave the historic background to the Council's decision. The Council felt that the safest place for the path was the middle of the car park leading to the crossing point for crossing the road. The crossing point was the only concern. The Parish Council were requested to make an email to withdraw their objection, this would stop any need for an appeal. Cllr Brobyn proposed that the Council changes its opinion on the position of the footpath, this was supported Cllr Stephens, Cllr White, Cllr East, to support the application to change the crossing point.

Cllr Nicholas felt that the Council position was supported by the rambling association.

Cllr Barker felt that there was no designated crossing point on the road. 5 voted for, 1

against, abstentions 2. The Council agreed to write to the PROW to change the footpath.

Standing orders re-instated.

13. **Infrastructure Working Group** (Dave East, Gary Nicholas, Leigh Stephens, Richard Gough Geoff Beck and Jacky Barker) including:
- **Highways and Transport issues** (Cllr East) – a lot of concerns regarding bollards outside Longhope Business Park. The owners are responsive to complaints. The lack of signage and lighting is causing problems. Previous raised road markings are still visible. Clerk to write to Glos Highways.
 - **PROWS and Footpaths** (Cllr Beck)- Hopeshill footpath have been added to Community maintenance gang (Glos Highways)
 - **Water Environment Investment fund Project** – delegated to Working group at October Pc meeting. - cfwd
 - **Playground equipment** (Cllr Gough) **and the following were considered**
Confirmation of approval for Parish Council to agree to make grant applications to
 - Lottery Community Fund application 20186243 in respect of play equipment in the sum of £10k has been submitted and approved £10k (total project costs £40K)
 - Request for Parish Council agreed to make grant application to GPFA in respect of tennis court refurbishment – sum to be requested £2k
 - Play Park equipment specification to be agreed
Fencing update – bottom fencing removed, top still in situ
Removal of debris/damaged equipment completed

14. **Allotments** (Cllr Nicholas) **and the following considered**
- Council confirmed the following general allotments policy points ready for ratification of a formal allotment policy at the December meeting - **Clerk**
 - Agreed funding purposes allotments to have a break-even policy
 - Any funds unspent at the Council financial year end should be earmarked and moved to reserves -agreed
 - Priority should be given to residents of the Parish in the allocation of any future plots – agreed (tenancy agreements alterations to be agreed at next meeting)
 - No new structures are permitted without the permission of the Council - agreed
 - Common paths should be maintained by plot holders -agreed
 - Allotment year end to be financial year.

15. **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) no points other than already discussed
 - Flood Alleviation (Leigh Stephens/Richard Gough) **and the following were agreed**
 - As per adopted policy statements.
 - Council agreed 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
 - Council agreed for Clerk to publish contact details for flood resources on its website to enable local residents/voluntary organisations to purchase for themselves
 - Latchen ground floor to be given priority for floodsax
 - Latchen Room verbal update (Vicky Brobyn) -hearing loop is being fitted soon. An outside seat will be installed in memory of residents who helped raise funds. New committee members were noted.
 - Dementia Awareness update (Leigh Stephens)- Dementia UK has been contacted. Signposting Leaflets can be put in PC notice boards
 - Jubilee Working Party update (Leigh Stephens/Vicky Brobyn) **and the following were agreed**
 - Council approved budget of £1k to cover costs of bouncy castle/beacon
 - Council approved policy that activities provided by the Parish Council will be delivered free of charge at point of supply

- Council agreed that Cllr Stephens will liaise with other groups to ensure that there is not over-lap in provision of activities on day (LVS and Church)
- Remembrance Day
Council approved that the Chair (personally) purchase of Wreath -£25
Council delegated representation of the Parish Council to Cllr D East
- Longhope Village Society email- as distributed
It was stated that the PC will be invited to attend LVS meetings – Council approved representatives for flooding issue /Jubilee Celebration liaison (see earlier items)

16. Governance Working Group (Councillors Gary Nicholas, Vicky Brobyn, Richard Gough, Jacky Barker)

- Council noted 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 -cfwd**
- 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 -cfwd
- Storage of Archive and safe document storage update (Cllr Nicholas) – fire proof storage box £54.99 - approved
- Email GMAIL - Cllrsurnamelpc@gmail.com - Councillors have all set up -

16. Finance matters

- Financial report agreed — as distributed
- Payment list approved -as distributed
- Council to approve Standing Order for salary of employees – cfwd
- Council to approve its Precept figure for 2022/23 – cfwd -pending workshop
- Council to approve its budget for 2022/23 – cfwd- pending workshop

17. Date of next meetings being 6th December 2021 commencing at 7pm and to take place at the Pavilion-

18. Any other matters for information purposes only. – Vote Vice Chair – New Councillor onto working groups

19. Close of meeting 20.51