

LONGHOPE PARISH COUNCIL

To all members of the Council

You are hereby summoned to attend a Meeting of Longhope Parish Council for the purpose of transacting the following business.

All Residents of the Parish are welcome to attend, and a short period of time will be set aside for members of the public to make statements or raise questions.

Signed

Gary Nicholas - Clerk to the Council

29th May 2023

Agenda for the Meeting of LONGHOPE PARISH COUNCIL To be held on Monday 5th June 2023 at 7pm At The Latchen Room, Longhope

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status, and any disability) crime and disorder, Health and Safety and Human Rights.

- 1. Welcome from Chair of Council (including Safety Evacuation Notice)**
- 2. Apologies for absence**
- 3. Public Forum**
 - Members of the Public are invited to speak and/or ask questions of the Parish Council at this point in the agenda. 10 minutes will be allocated, to be used at the discretion of the Chair of the Council. Members are not entitled to participate in any other part of the Councils meeting
 - Council will consider points raised, but neither debate nor decision making is permitted within the public forum. Members of the public are not permitted to take part in the meeting once the Public Forum has closed, and the Councils Standing Orders been resumed.
- 4. Verbal report from County Councillor Philip Robinson, if in attendance**
- 5. Verbal report from District Councillor Members John Francis and Dave Tradgett, if in attendance**
- 6. Declaration of interest in any agenda items**
- 7. To receive requests for Dispensations**
- 8. To approve the Minutes of the Annual Meeting of Longhope Parish Council, held on the 10th of May 2023.**
- 9. Review any items, that required action, from the previous meeting, and receive an update on any outstanding items.**
- 10. To Consider Planning Applications Received:**
 - P0476/23/FUL | Change of use of part of agricultural yard to storage of scaffolding materials (B8) (retrospective). | Preecemoor Farm School Lane Longhope Gloucestershire GL17 0LJ

- 11. Council to consider the proposed Traffic Regulation Order Scheme: Proposed 30mph Speed Limit in May Hill village, Gloucestershire.**
- 12. Council to acknowledge, and record their thanks, for the floral hanging baskets installed at both bus stops on the Latchen by local resident Tina Coull.**
- 13. Council to consider adopting the draft Internal Control Policy presented by Cllr Nicholas**
- 14. Council to consider adopting the draft Social Media Policy as presented by Cllr Nicholas**
- 15. Council to consider the following items, to ensure the efficient management of LPC business is maintained.**
 - A. Council to consider the formation of Committees and working parties to oversee, and manage, key areas of Council business, under Standing Order 4.**
 - B. Consider the terms of reference for any committees and Working Parties formed under item 15(A).**
 - C. Appointment of Members to Committees and working parties, as formed under item 15(A)**
 - D. Distribution of individual Councillor Roles and Responsibilities.**

(Please note, no power of Council authority is delegated to individual Councillors, ultimately any matters requiring decision making or expenditure must be referred to full Council.)
- 16. Council to review, and approve inclusion as a Standing Agenda item, the 'Items to be Actioned' document as circulated by Cllr Gough. The aim being to improve awareness, and progress of, outstanding/unresolved Council business and projects.**
- 17. Council to consider the availability and suitability of training courses available for Council Members, via GAPTC, and discuss LPC's requirements.**
- 18. Council to receive update from Cllr East and Cllr Haines on recent meeting with village youths and the possible improvements to the land at the rear of the Latchen Room. Primarily a youth bike track/jump area and ecological improvements.**
- 19. Council to consider a request, by Cllr Nicholas, for approval to carry out further research into the viability/affordability of the installation of 'On-Street' Electric Vehicle Charging points within the village.**
- 20. Council to consider amending the approval (as per item 11 in the 5th of December 2022 LPC Meeting Minutes) of the grant application made by the May Hill Society, under s137 of the Local Government Act 1972, so that payment may be made directly to Gloucestershire County Council, who will receive the funds on behalf of the May Hill Society.**
- 21. Council to consider a proposal from Cllr Moverley, for the removal of 50% of the public use mixed waste (ie. litter and dog waste) bins, with the remaining bins being**

used solely for dog waste ie. No litter to be deposited. Instead, residents are to be encouraged to take home and recycle.

22. Council to consider a proposal from Cllr Moverley, on raising Speed awareness, particularly in the area surrounding Hope brook School.

23. Receive Councillors Reports

24. Clerks Report

25. Council to acknowledge that its internal audit has been completed by an independent and competent person, who was appointed via GAPTC (as agreed under item 26, Minutes for LPC Meeting held on 3rd April 2023

26. Council to review the Auditors Report, and consider any recommendations made.

27. Council to review the draft Annual Governance and Accountability Return

A. Council to approve the Annual Internal Auditors Report 2022/23

B. Council to approve Section 1 – Annual Governance Statement 2022/23, as completed by the Clerk. Chairman to sign once approved.

C. Council to approve Section 2 – Accounting Statement 2022/23, as completed by the Clerk. Chairman to sign once approved.

D. Council to approve the supplementary information to be submitted with Section 2 above, ie. Annual bank reconciliation up to the 31st of March 2023, and an explanation of any significant variances, between the figures quoted for 2021/22 and 2022/23, on the section 2 form. Chairman to sign when approved.

28. Council to approve the publication, upon its website and public noticeboards, of the 'Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return' for the 2022/23 financial year.

29. Council to resolve to fill the ordinary vacancy amongst its Members by way of co-option, and in accordance with the Councils approved co-option policy.

30. Council to consider its previously agreed position on the grass area at the front of the Allotment site and decide whether this area should be mown as previously agreed.

31. Council to receive an update on the Allotment Site and consider the need for a detailed site inspection.

32. Public Forum

- Members of the Public are invited to speak and/or ask questions of the Parish Council at this point in the agenda. 10 minutes will be allocated, to be used at the discretion of the Chair of the Council.

33. To receive the accounts/finance reports

- To approve the payment Schedule
- To Confirm that the monthly financial check has been carried out for April & May 2023
- To acknowledge the bank reconciliation, up to May 31st 2023 has been completed.

- To receive the budget versus spend report for the 2023/24 year up to May 31st.

34. Council to consider the effect that the current meeting schedule has on the preparation of monthly financial reports, and the limited period of publication that will frequently occur. Council to consider any measures that can be taken to mitigate the impact of this issue.

35. Next ordinary meeting of the Council scheduled for the 3rd of July 2023

36. Close of meeting