

**Approved Minutes for the Meeting of
LONGHOPE PARISH COUNCIL
Held on Wednesday 5th June 2023 at 7pm
At The Latchen Room, Longhope**

Present: Parish Councillors – Cllr Richard Gough (Chairman), Cllr Gary Nicholas, Cllr Dave East, Cllr Lee Haines, Cllr Brobyn, Cllr Jackie Barker and Cllr Ant Moverley

8 members of the public in attendance.

Members were 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

No Apologies received.

3. Members declarations of Disclosable Pecuniary Interests & other Registerable Interests for items on the agenda.

None

4. To receive requests for Dispensations

None

5. Public Forum

A member of the public raised concerns over full (FOD DC owned) litter bins that were now overflowing. As these are the responsibility of FOD DC, and not LPC, one of the District Council Members in attendance will raise the matter directly.

*Concerns were also raised over the length of the grass on the roadside and island near the entrance to the village (opposite Longhope Business Park) Whilst the Council was aware of this, and had already logged it with County Highways, the best that could be done at this stage would be to chase the outstanding job with GCC Highways. **Action:** Clerk.*

Concerns were raised about apparently vacant plots at Longhope Allotments, including one permanently vacant plot, as well as the state of the banks at the front of the site. It was explained to the public that all plots were in fact let/allocated; however, this does not mean that all plot holders are actively working them. With regards to plot 1a, it had been previously agreed that this plot would be left vacant as it is prone to flooding and had proven difficult to let. Plot holders had previously agreed that they would keep the site clear and use it as a communal area, perhaps placing a table and chairs/bench, or using it as a space to distribute excess/unwanted crops. However, as it now seemed that this arrangement was not practical. A site visit would be arranged by the Council in due course and a report brought back to Council in due course.

*Concerns were raised about the state of the village storm drains, something that has been looked at numerous times in recent years. As this is a County Highways issue the matter would need to be raised, again, with GCC Highways. **Action:** Clerk*

6. Verbal report from County Councillor Philip Robinson

Cllr Robinson presented an update on the current work/news from Shire Hall: This included an announcement of an additional £4 million being awarded for Highways maintenance, this is to cover increased grit runs and pothole repairs. So far 39,000 potholes have been filled. This funding is on top of the existing £100 million allocated to highways.

The recent road safety scheme was funded with £550,000 from GCC and £50,000 from the Police and Crime Commissioner. This initiative has resulted in persistent speeders being targeted and fined, as well as vehicles linked to crimes being identified.

With the tree planting season now ended, and 130,000 trees having been planted, GCC have an overall target of planting million trees. GCC are encouraging land owners who are interested in tree planting to get in touch.

Finally, Cllr Robinson announced the most recent Build Back Better Initiative which is being targeted at youth activities and projects that will be targeted at the youth across the GCC area. Cllr Robinson has £3000 available. Cllr Robinson confirmed that he had already had communications from Cllr Nicholas about a possible project within Longhope and he will be happy to receive an application for consideration.

A member of the public raised a question about the speed limit on the A40, however Cllr Robinson explained that this was under the management of National Highways and not GCC. The member of the public will forward information to Cllr Robinson who will endeavour to get this passed to someone, at NH, who may be able to assist.

7. Verbal report from newly elected District Councillors

District Councillor John Francis explained that, following the recent elections, the Green party were the largest group of Council Members (but without a majority), they are followed by the Liberal Democrats. The Council Leader is now a Green Party Member, and other roles are to be distributed in due course.

Cllr Francis has been appointed to the Planning Committee. Cllr Francis offered his assurances that he will seek to attend meetings as often as possible, with the aim being to right the wrongs of the past.

District Councillor Dave Tradgett stated that his approach would be one of openness and collaboration. The 'new' Council wants a mix, to encourage participation.

The Council will seek to implement a new local plan, whilst 7700 new homes had been needed, this was now down to 5000. Cllr stated that he believes in "the right houses. In the right place and at the right price".

8. To approve the Minutes of the Annual Meeting of Longhope Parish Council, held on the 10th of May 2023.

*The Council resolved to accept the draft minutes, as circulated, as an accurate record of those meetings. They were duly signed by the Chairman. **Action:** Clerk*

9. Review any items, that required action, from the previous meeting, and receive an update on any outstanding items.

*All, but a few, items requiring action had been dealt with as appropriate. The Clerk is waiting to hear back from SLCC on membership arrangements and the approved purchase of the Arnold Baker 'Clerks' Handbook. **Action:** Clerk*

Cllr East had spoken to Coglan House, regarding the boundary wall. The matter is in hand and an appropriate contractor is being sought. It is likely that some trees are responsible and may need to be removed.

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 **Objection:** Council felt, given the likely increase of vehicle movements, over the access, which is apparently a bridleway, it had little choice but to object to this application. In addition, the Council agreed that concerns should be raised with the FOD DC Planning Officer about the 'piecemeal' approach that is being taken with this site. The Council would consider it to be more appropriate for the site, as a whole, to be dealt with. Thus, ensuring a comprehensive and inclusive strategy can be applied when considering the sites planning requirements. This approach has been taken in relation to other applications within the Village in recent Months. **Action:** Clerk.

11. Council to consider the proposed Traffic Regulation Order Scheme: Proposed 30mph Speed Limit in May Hill village, Gloucestershire.

Council considered the information supplied, whilst the Council agreed to support the proposal in principle, several comments and suggestions made. As such the Council felt that the suggested reduction in speed limit should be extended to Yartleton Lane as well as Judges Lane. Both routes are well used, either by local residents or visitors to a tourist camp site at Judges Lane. As one of the supplied maps seemed to indicate a mean speed well below the current limit, a query was also raised over the current average speed limits, and whether a simple speed reduction was the most effective way of managing speeding issues. Further information to be requested on this point. **Action:** Clerk

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.

Council offered their sincere thanks to Mrs Coull, who was in attendance at the meeting.

13. Adoption of the draft Internal Control Policy

Council agreed to adopt the Internal Control Policy drafted by Cllr Nicholas. **Action:** Clerk

14. Adoption of the draft Social Media Policy

Council agreed to adopt the Social Media Policy as drafted by Cllr Nicholas. **Action:** Clerk

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.**

Council agreed to form a Planning Committee and Staffing Committee, In addition, the Council agreed to form the following Working Parties: Finance, Flood Prevention, Community Emergency Action Plan, Neighbourhood Development Plan Renewal and LPC Action Plan 2023-2027.

- B. Consider the terms of reference for any committees and Working Parties formed under item 15(A).**

Terms of reference will be drafted for the Committees formed and presented to Council in due course. **Action:** Clerk

C. Appointment of Members to Committees and working parties, as formed under item 15(A)

Committee and Working Party Memberships are listed on the 'Councillor Contact and responsibilities' document attached to these minutes.

D. Distribution of individual Councillor Roles and Responsibilities.

Individual Councillor roles and responsibilities are listed on the 'Councillor Contact and responsibilities' document attached to these minutes.

(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.

Following discussion, it was agreed that any long-term projects would be recorded separately by the Chairman or Clerk and added to agendas as and when updates are available. In addition, a regular item would be added to agendas to ensure items have been actioned as agreed. Item to be worded as follows; "Review any items, which required action, from the previous meeting, and receive an update on any outstanding items".

Action: Clerk & Cllr Gough

17. Council to consider the availability and suitability of training courses available for Council Members, via GAPTC, and discuss LPC's requirements.

*The Clerk advised the Council on the range of courses currently available and the potential benefits, as well as the need to demonstrate professional development when applying for recognition under the Local Council Award Scheme. It was agreed that Councillors should aim to undertake appropriate training wherever available. Council already has budgeted an amount for training within its current financial year. Information on forthcoming Courses will be circulated to Councillors. **Action:** Clerk*

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.

Cllr Haines provided an update on his and Cllr Easts recent meeting with various Longhope Youths, which had been well attended. Cllr Haines had some ideas as to layouts and how this could be achieved. It was agreed that Cllr Haines would lead the bike track/Youth element. Whilst Cllr East would lead on the ecological improvements. There was a clear desire for the bike track area to progress quickly. As such, Cllr Haines would obtain a quote for fencing to ensure the area was safely separated from the ecological/dog walking space. These would be brought before an EGM of the Council to be held on the 19th July 2023.

As mentioned by GCC Councillor Robinson in the Public Forum, there may be some funding available for the youth element of this project, and it was agreed that Cllr Nicholas would proceed with an application, as soon as costings were available,

Action: Cllr East, Cllr Haines and Cllr Nicholas.

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.

*Council agreed to request. Cllr Nicholas shall present an update to Council a later date once all relevant information has been collated. **Action:** Cllr Nicholas*

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.

*On the basis that the May Hill Society do not hold a bank account in their own name, the Council agreed to amend the original grant approval. As such, payment may be released once the relevant account information is received from GCC. **Action:** Clerk*

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.

Following considerable discussion where various points were raised, including the concerns of various residents made to Council Members, the issue remained somewhat inconclusive. It was suggested that one option may be to install recycling bins. As the current bins are well used, for both Litter and dog waste, several Councillors felt that the proposed change may result in increased littering.

Whilst Cllr Moverley and Cllr Barker strongly recommended the proposal to Council no vote was taken at this time. Instead, prices will be sought, by Cllr Moverley, for the stickers/labels required to 'relabel' the bins, as being for dog waste only, and he shall present the information to Council in due course.

*Cllr East shall contact FOD DC to enquire about the possibility of recycling banks/bins being placed within Longhope. **Action:** Cllr Moverley & Cllr East*

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

*Cllr Moverley suggested contacting the local primary school to see if they would be interested in working together to raise awareness of speed and road safety, possibly by designing a road safety/speed sign. Council agreed in principle and Cllr Moverley will contact the school and report back to Council. **Action:** Cllr Moverley*

23. Receive Councillors Reports

None Received

24. Clerks Report

The Clerk advised the Council that its VAT reclaim of £7561.62 had now been received. The Clerk also updated the Council of an apparent change in policy at FOD DC Planning, which meant the Council would not automatically be consulted on discharge of condition applications. Clerk is querying this and seeking further information.

Clerk advised that after much chasing, the street cleaning SLA payment had now been received, albeit rather late and in breach of the Contract, from FOD DC.

Clerk advised Council that the grass cutting contractor has been chased for a response.

25. Council to acknowledge that its internal audit has been completed.

Council acknowledged that its audit has now been completed, and was carried out 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.

Having circulated the report in advance of the meeting, the Clerk took the opportunity to emphasise the amount of work that had gone into correcting the numerous issues and shortcomings raised in the Audit report conducted in the Autumn of 2022. In a little over 6 months the current Clerk had, amongst other things, been able to source and many of the missing documents, update the website with a significant volume of data, draft numerous required policies for approval by Council and implement new accounting software to provide transparency. As such, the Auditor was now able to provide the Council with something of a 'clean bill of health' by way of the AIAR section of the AGAR submission, This document, along with the Auditors full report and AGAR submissions shall be published online. Whilst a couple of recommendations had been listed in the report, these were based on issues identified in the 2022/23 year, and had already been implemented, either since January 2023 or from the start of the 2023/24 year.

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

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

The Internal Auditors Report for 2022/23 was accepted and approved in full.

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

Section 1 of the AGAR Statement was approved by Council and duly signed by the Chairman on behalf of Council. Clerk/RFO signed the form in advance of the meeting.

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

Section 2 of the AGAR Statement was approved by Council and duly signed by the Chairman on behalf of Council. Clerk/RFO signed the form in advance of the meeting.

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.

All items prepared by Clerk were approved. Chairman duly signed on behalf of Council.

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.

*Publication was approved. The inspection dates will be listed as Wednesday 7th of June 2023 to Friday 21st of July 2023. **Action:** Clerk*

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.

Council agreed to fill the Vacancy by Co-option. The position will be advertised as per the Councils agreed Policy. **Action:** Clerk

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.

Following discussion, it was agreed that Council had not authorised any 'wildflower' planting in this area, and it was now looking rather untidy. Council agreed that the area should be cut in full as previously agreed.

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

*Further discussion, over the points raised by members of public (during the public forum section), was had. In addition, general site maintenance was discussed, such as grass cutting and the banks at the front of the site. It was agreed that Cllr Moverley would conduct a site visit and report back to Council. **Action;** Cllr Moverley*

32. Public Forum

A member of the Public raised a question over the A40 bus shelter, which had been removed on grounds of safety. They were unhappy that it had not been replaced. The Chairman, with further information provided by the Clerk, explained that it had initially been delayed by the road closure, with further delays caused by the departure of the clerk who was in post at the time (and was supposed to obtain alternate quotes). Whilst Cllr Nicholas had previously obtained a quote for a brick-built shelter, this would have cost in excess of £4000, and with many of the bus routes servicing this stop now removed, questions as to the financial justification of such expenditure was raised by Council. Particularly at a time of financial uncertainty. However, it was agreed that the matter would be reviewed.

*A member of the public raised concerns over the state of the footpath and overgrown hedgerows along the A4136, at old Hill, which pose a danger to pedestrians, and make use of the bus stop difficult. To be logged with GCC Highways. **Action:** Clerk*

33. To receive the accounts/finance reports

- *Council approved the payment Schedule as circulated. Copy attached to these minutes.*
- *April & May 2023 monthly financial checks completed and verified by Cllr Gough.*
- *Council was advised that the bank reconciliation, up to May 31st 2023 had been completed, and all figures were in order.*
- *Council was provided a budget v 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.

*Council considered the issue, as explained by the Clerk, and it was agreed the most appropriate solution would be to change the Councils regular meetings back to the 3rd Monday of the Month. It was noted that the current schedule had only come about as a result of convenience for a past Clerk, rather than that of the Council. The Clerk will contact the Latchen Room Committee to check on availability of the meeting venue. **Action:** Clerk*

35. Next ordinary meeting of the Council scheduled for the 17th of July 202

36. Meeting Closed at 21:25

Chairman - Cllr Richard Gough

cllrgoughlpc@gmail.com

Planning, Flood Prevention Working Party
(Management of LPC'S Riparian Responsibilities),
Finance Committee, Staffing Committee, VAS & ANPR
Camera Management, Longhope Action Plan for
2023-27 Working Group, Community Emergency
Action Planning, Neighbourhood Development Plan
Renewal Working Party

Vice Chair - Cllr Dave East

cllreastlpc@gmail.com
07895 712019 – 01452 830020

Planning, Community Policing Liaison, Recreation
Ground Management Committee, Play Park
Inspections

Cllr Vicky Brobyn

cllrbrobynlpc@gmail.com
07786 036423

Latchen Room PC Representative, Staffing Committee,
Community Emergency Action Planning,
Neighbourhood Development Plan Renewal Working
Party, Recreation Ground Management Committee

Cllr Anthony Moverley

cllrmoverleylpc@gmail.com

Allotments, Environment, Flood Prevention Working
Party (Management of LPC'S Riparian
Responsibilities), Community Emergency Action
Planning,

Cllr Gary Nicholas

cllrnicholaslpc@gmail.com
07713 754922

Planning, Staffing Committee, GDPR Compliance,
Longhope Action Plan for 2023-27 Working Group,
ANPR Camera Data Management, Charitable Trusts,
Neighbourhood Development Plan Renewal Working
Party

Cllr Lee Haines

cllrhaineslpc@gmail.com
07875 763423

Snow Warden, Estate Maintenance, Highways &
Transport, VAS Camera Management, Flood
Prevention (Management of LPC'S Riparian
Responsibilities), Community Emergency Action
Planning, Neighbourhood Development Plan Renewal
Working Party

Cllr Jackie Barker

cllrbarkerlpc@gmail.com

Public Rights of Ways & By-ways, Disability &
Accessibility, Staffing Committee, Finance Committee

Longhope Parish Council

PAYMENTS & RECEIPTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1	Miscellaneous Income	03/04/2023		LPC		Receipt - Lloyds Bank	Lloyds Bank	Z	50.00		50.00
2	Miscellaneous Income	03/04/2023		LPC		Receipt - Lloyds Bank	Lloyds Bank	Z	40.00		40.00
9	Bank Interest	11/04/2023		LPC		Receipt - Bank Interest	Lloyds Bank	X	1.29		1.29
10	Bank Interest	11/04/2023		LPC		Receipt - Bank Interest	Lloyds Bank	X	17.98		17.98
1	Tree	11/04/2023		LPC		Payment - Estate	Mark Sealey Agriculture	S	-720.00	-144.00	-864.00
2	Tree	11/04/2023		LPC		Payment - Estate	Up & Under Landscape	E	-4,620.00		-4,620.00
3	Membership/Subscription	17/04/2023		LPC		Payment - GAPTC Annual	GAPTC	Z	-457.67		-457.67
4	Software	17/04/2023		LPC		Payment - Scribe	Starboard Systems	S	-595.00	-119.00	-714.00
5	Clerks Mobile Phone	17/04/2023		LPC		Payment - Clerks Mobile	EE IIMITED	S	-25.16	-5.03	-30.19
3	Allotments Rental	20/04/2023		LPC	Plot 6B	Receipt - R Wells	Rob Wells	E	35.00		35.00
4	Precept	21/04/2023		LPC	24049959	Receipt - Precept	Forest of Dean District	E	13,860.00		13,860.00
5	Allotments Rental	21/04/2023		LPC	Sue Frew 3A/3B	Receipt - Sue Frew	Sue Frew	E	40.00		40.00
6	Allotments Rental	21/04/2023		LPC	Mike Brooks 7C/7D	Receipt - Mike Brooks	Mike Brooks	E	40.00		40.00
7	Allotments Rental	21/04/2023		LPC	Turner 1C 1D 2C	Receipt - Dave Turner	Dave & Suzanne Turner	E	60.00		60.00
8	Allotments Rental	21/04/2023		LPC	Swift 2B / 2D	Receipt - Heather Swift	Heather Swift	E	40.00		40.00
11	Allotments Rental	24/04/2023		LPC	4C & 5A	Receipt - Parham Connolly	S Parham Connolly	X	40.00		40.00
12	Allotments Rental	24/04/2023		LPC	C Edmonds 7b	Receipt - C Edmonds	Clive Edmonds	X	20.00		20.00
6	Repayment of PWLB	24/04/2023		LPC		Payment - Public Works	Public Works Loan Board	X	-1,588.96		-1,588.96
7	Allotments Rental	25/04/2023		LPC	Unpaid Cheque	Payment - C Edmonds	Clive Edmonds	X	-20.00		-20.00
13	Allotments Rental	26/04/2023		LPC	Plot 5D	Receipt - S Bonser	Stephanie Bonser	X	20.00		20.00
14	Allotments Rental	26/04/2023		LPC	Plot 6A	Receipt - T Ingram	T Ingram	X	20.00		20.00
8	Website Administration	26/04/2023		LPC		Payment - Website	99 Web Ltd	S	-25.00	-5.00	-30.00
15	Allotments Rental	27/04/2023		LPC	Plot 6C & 6D	Receipt - C Williams 6C &	Clive Williams	X	40.00		40.00
16	Allotments Rental	27/04/2023		LPC	M Williams 5C	Receipt - M Williams	Meril Williams	X	20.00		20.00
17	Allotments Rental	03/05/2023		LPC		Receipt - Allotment Fees	Allotments	X	40.00		40.00
19	Bank Interest	09/05/2023		LPC		Receipt - Bank Interest	Lloyds Bank	X	1.16		1.16
20	Bank Interest	09/05/2023		LPC		Receipt - Bank Interest	Lloyds Bank	X	11.68		11.68
9	Clerks Mobile Phone	15/05/2023		LPC		Payment - Clerks Mobile	EE IIMITED	S	-25.16	-5.03	-30.19
18	Allotments Rental	20/05/2023		LPC		Receipt - Allotment Fees	Kaye Allotment Fees Plot	X	20.00		20.00
21	Glos PFA Grant	24/05/2023		LPC	GLOSPFA Play Park	Receipt - GLOS Playing	Gloucestershire Playing	X	2,000.00		2,000.00
22	FOD DC Street Cleaning	26/05/2023		LPC	2023/24 SLA	Receipt - FOD DC	Forest of Dean District	X	1,217.70		1,217.70
10	Website Administration	26/05/2023		LPC	Web Maintenance	Payment - Website	99 Web Ltd	S	-25.00	-5.00	-30.00

Longhope Parish Council
PAYMENTS & RECEIPTS LIST

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Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
23	Donation	31/05/2023		LPC	Fundraising	Receipt - Play Park	Play Park Fundraisers	X	440.00		440.00
Total									9,972.86	-283.06	9,689.80

Agreed by Council as being a true and accurate record of the above meeting:

Signed:

Dated: