

LONGHOPE PARISH COUNCIL

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MINUTES OF THE PARISH COUNCIL MEETING HELD
IN THE LATCHEN ROOMS, LONGHOPE ON 16th SEPTEMBER 2024 AT 19:00

[These minutes remain in draft form until approved at a subsequent meeting of the Council]

Abbreviations used

FODDC: Forest of Dean District Council
GAPTC: Gloucestershire Association of Parish & Town Councils
GCC (RoW): Gloucestershire County Council (Rights of Way)
GH: Gloucestershire Highways
ICO: Information Commissioners Office
LAHM: Local Area Highways Manager
NALC: National Association of Local Council Clerks.

PRESENT

Cllr Acland (Chairman), Cllr Wyman, Cllr Barker, Cllr Clare Farman and Cllr McCoy
Ms K Hearne, Clerk & RFO
District Cllr Tradgett
County Cllr Robinson (GCC)
Eight members of the public.

1 DECLARATIONS OF ACCEPTANCE OF OFFICE

1.1 Cllr Clare Farman was co-opted onto the Council. Clerk confirmed this was in place of Cllr Rob Seabrook. The notice was published on 26th April by the previous Locum Clerk and FODDC confirmed not enough signatures were received to fill the position by election.

2 APOLOGIES

District Cllr Francis (FODDC)
Cllr Phelps
Cllr John Farman gave apologies, and his resignation was also announced.

3 DECLARATIONS OF INTEREST

None

4 DISPENSATION REQUESTS

None

5 MINUTES OF PREVIOUS MEETING – 15 JULY 2024

It was **resolved** to accept the minutes as a true record of the meeting; they were signed by the Chairman.

6 MATTERS ARISING

6.1 re minute 6.1 – There was an internal issue recently whereby a 'review and refresh' on Data Protection and Code of Conduct was deemed necessary. All policies need to be reviewed but these mentioned above will be prioritised. Cllr Clare Farman has experience of writing and implementing policies through her work as a Senior Manager for a charity and will aid the Clerk and Councillors in this task. She will also lead an internal discussion/training on GDPR for the Parish Council Members. Cllr McCoy will continue with his work on the Health and Safety side of things.

6.2 re minute 13.1 – The signs still need to be updated but these need to be put up urgently. It was confirmed the Parish will be responsible for the cost and Cllr McCoy volunteered to put these up and get materials, for which he will be reimbursed. Cllr Wyman will go to the Recreation Ground meeting on Wednesday to discuss this further with them.

6.3 re minute 15 – Cllr Wyman inspected these on 16th September and the Parish will now contact various people for advice, including the Forestry Commission, National Trust and FODDC.

7 FROZEN BANK ACCOUNTS

7.1 Clerk advised the bank accounts unfortunately remain frozen and the process of trying to get them unfrozen was still ongoing. Some of this cannot be discussed at this stage due to legal implications, and the Council appreciates the Parishioner's understanding and patience in this matter.

7.2 Cllr Tradgett asked if the new Monitoring Officer at FODDC has been approached since they took the post, Cllr Acland will action this.

8 INSURANCE POLICY

8.1 It was **resolved** to renew this policy when it is due on 30th September. The price has been fixed for three years and it is usually paid annually. This payment request will come in retrospectively in next month's meeting.

8.2 The Recreation Ground will eventually need their own separate policy going forward as agreed last year, however, this will be actioned once further discussions have been had with the Recreation Committee to discuss how it should be split out. Cllr Wyman will arrange a date for a meeting.

8.3 Confirmed the policy covers legal expenses up to £100,000.

9 PLAYPARK

9.1 Whilst this is part of the Recreation Ground, this is the responsibility of the Parish.

9.2 The Clerk has contacted Playdates who advised a regular annual inspection package was not taken up when installed. They will send us a quote for this as well as advise on conducting regular inspections ourselves going forward.

10 LION MEMORIAL

10.1 The Clerk has inspected this and advised that the damage is just to the kerb, not the memorial itself. A member of public will pass us the contact of the mason used at the church in order to get a quote to pass to the car insurance company.

10.2 It was also advised the memorial was not covered by insurance and will need to be added to the policy, however this could also possibly be fixed or maintained by the War

Commission or War Memorial Trust.

10.3 A member of the public advised it was Grade II listed.

11 DOG POO BINS

11.1 Currently the Councillors and Clerk have been emptying these bins themselves and putting the waste into their own bins. A license is required for these to be emptied but this was not actioned when the dog poo bins were installed.

11.2 It was resolved to remove the final four dog poo bins, as the 'normal' black bins can take bagged dog waste. Three new black bins will be ordered to replace capacity.

Action: Clerk to find out how best to dispose of the dog poo bins and order more black bins.

12 DEFIBRILLATORS

12.1 It was **resolved** to accept the new defibrillators policy document, incorporating the relevant Risk Assessment and Check Sheet, devised by Cllr McCoy.

12.2 It was **resolved** to accept that the Risk Assessment and Method Statements incorporated in the above Policy is suitable to be used as a template for future use against LPC's H&S Policy Document.

12.3 The appropriate budgeting strategy to cover defibrillator support going forward based on Cllr McCoy's proposal – this will be included in next month's budget.

13 EVOLIS SPEED SIGN

13.1 It was **resolved** to accept the new Evolis Speed Sign policy document, incorporating the relevant Risk Assessment and Method Statement, devised by Cllr McCoy.

13.2 It was **resolved** to agree that the Risk Assessment and Method Statements incorporated in the above Policy is suitable to be used as a template for future use against LPC's H&S Policy Document.

14 PUBLIC ISSUES

14.1 A member of the public asked if the new policies will be added to the website - this was confirmed.

14.2 A member of the public asked about Coleman's Wood where trees have seemingly been felled in preparation for building work without planning permission. This backs on to a nature reserve and the member of public is concerned about the impact this felling would have on this. Cllr Barker confirmed this had been flagged and the Planning Enforcement Officer Paul Bignell has visited the site and requested work is stopped. This is ongoing.

14.3 A member of the public advised that the water trough by Central Stores was on his land and he was concerned this was not being maintained. He offered to get his solicitor to draw up a peppercorn rent agreement. This has been previously raised and is ongoing.

15 TO RECEIVE THE CLERK'S REPORT

15.1 Commenced the CiLCA qualification – attended the first of four sessions last week.

15.2 Email addresses and website to be updated to '.gov.uk' - funding available.

15.3 Will get old Councillor email accounts closed down.

15.4 Cut new noticeboard keys (there were previously only one for each).

15.5 Various ongoing updates to the website.

15.6 Advised items in the previous budget will start to be addressed in coming meetings.

15.7 Now have access to the current bank account

15.8 Have taken over the Facebook page from Cllr John Farman.

15.9 Circulated the bank reconciliation report.

16 TO RECEIVE A REPORT FROM COUNTY COUNCILLOR

16.1 Mark Hawthorne has stood down as the Leader of the County Council after 14 years at the helm, having been a councillor for 26 years. He's brought over a billion pounds in investment to the county. The A417 and the Fastershire programme being just two examples. He's remaining in Cabinet for the time being (with the Public Health portfolio) but he won't be standing for re-election in May as he wants to pursue new interests.

16.2 The new Leader is Stephen Davies, previously the Cabinet member for Children's Services. Stephen and Cllr Robinson have worked very closely on many things related to children and schools.

16.3 Education - The latest Alternative Provision (formally PRUs) site for The Altus School, The Eastbrook Centre, in Gloucester is now open has received its first students. It accommodates 48 Key Stage 4 students (Years 10 and 11) and offers a huge improvement in the quality of learning environment for vulnerable learners. Contractors completed the necessary adaptations over the summer. People involved are pleased with this latest addition's array of premises, and staff are already enjoying working in their much-improved surroundings.

16.4 Schools - Investing over £2 million to fit solar panels to nearly all the maintained schools in the County. A pilot scheme is already in place with one school in each Gloucestershire district. The Forest pilot is at Woolaston Primary. The scheme will reduce CO2 emissions by over 500 tonnes each year and generate over £4,000 for each school in annual savings on electricity bills. It's expected that the panels will have a lifespan of twenty years.

16.5 Green matters - completed a 9-year project to have LED streetlights throughout the County, meaning a more reliable service. Outages have been reduced by half and energy consumption and carbon emissions are down by 70%. Just awarded a new £13.5 million five-and-a-half-year contract (Milestone Infrastructure) to maintain 63,000 streetlights and over 8,000 illuminated signs.

16.5 Skills - At the beginning of August, Gloucestershire's Employment and Skills Hub passed the landmark of having had over 2,000 referrals. The Hub was launched as furlough ended in September 2021, so it's now been running for three years. It took two years to reach 1,000 referrals and just one year to double that number. GCC wants to offer the best possible support to all residents whether they need a new career or are considering retraining. Early careers advice, apprenticeships, adult education through to specialist support for those with disabilities are all on offer. The Employment and Skills hub is a resource for people at any stage in their career.

17 TO RECEIVE REPORTS FROM DISTRICT COUNCILLORS

17.1 There has been a traffic order at Hopes Hill.

17.2 A traffic survey has been carried out on the area where the memorial is. There has been a lot of discussion about how to combat the speeding here. The sample taken was deemed as not appropriate or reflective of the situation. This will be an ongoing discussion.

17.3 There is consideration at the moment of the 50 limit in this area being reduced to 40.

17.4 Achievements over the last year:

- Services that were outsourced are now being brought back in-house.
- There is now an Ethical Investment Policy.
- Diesel waste vehicles are being replaced with electric ones.
- Aiming for carbon neutrality by 2030.
- Look out for active travel grants which can be applied for.

- Solar panels are appearing on public buildings.
- A water improvement group has been formed.
- There is now a Rural Business Grant.

18 TO RECEIVE REPORTS FROM PARISH COUNCILLORS & COUNCIL REPRESENTATIVES

18.1 Cllr Wyman will write a generic letter for hedges, etc. to be able to distribute in the area where necessary.

18.2 Cllr Barker has been liaising with Highways regarding grass verges and hedgerows, and some have been addressed already. There was no action from the latest Latchen meeting.

18.3 Cllr McCoy advised the defibrillator at the Latchen was deployed but is now back in service. Batteries for the speed display signs will be ordered and the sign itself may be moved up towards the church as there is no pavement where it currently is making maintenance difficult.

18.4 Cllr Acland advised there are two vacant plots at the allotment. He has reported the pathway between The Latchen and The Willows to Two Rivers.

19 PLANNING

19.1 FODDC – APPLICATIONS RECEIVED: to agree response(s)

	LPA Ref / applicant	Location	Proposal	Response
19.1.1	P1016/24/FUL Mr P and Mrs K Davis	Longhope: The Barn House Station Lane	Erection of a dwelling with detached garage and demolition of existing outbuilding.	An extension has been requested as this has only just been received.

19.2 Longfield Manor House – The facility sounds beneficial, but this should read Longhope Manor not Longfield. Clerk will advise planning of the error.

19.3 Cherry tree crown reduction – no objection.

19.2 FODDC – DECISIONS NOTIFIED:

19.2.1	P0745/24/FUL	Little London: The Laurels, Longhope Road	Installation of 6Kw solar power panel array (2 rows of 10 panels each). Application withdrawn.
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20 FINANCE

20.1 ACCOUNTS FOR PAYMENT - It was **resolved** to settle the following accounts retrospectively.

Ref	Payee	Inv. No.	Purpose	Method of payment	Net	VAT	Total
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24.26	99 Web Ltd		Web management for July	Standing order	25.00	5.00	30.00
24.27	99 Web Ltd		Web management for August	Standing order	25.00	5.00	30.00
24.28	EE		Mobile phone monthly contract - July	DD	25.16	5.03	30.19
24.29	EE		Mobile phone monthly contract - August	DD	25.16	5.03	30.19
24.30	Water Plus	Wp-INV063 31413	Water for allotments – 14.06.24-14.07.24	DD	13.48	0.00	13.48
24.31	Water Plus	Wp-INV066 24684	Water for allotments – 14.07.24-14.08.24	DD	15.63	0.00	15.63
24.32	A M Groundcare	0493	Grass cutting – Issue date 06.08.24	Manual payment	340.00	68.00	408.00
24.33	A M Groundcare	0510	Grass cutting – Issue date 30.08.24	Manual payment	340.00	68.00	408.00
24.34	HMRC		Quarterly PAYE	Manual payment	741.99	0.00	741.99
				TOTALS	1,551.42	156.06	1,707.48

20.2 ACCOUNTS FOR PAYMENT - It was **resolved** to settle the following accounts.

Ref	Payee	Inv. No.	Purpose	Method of payment	Net	VAT	Total
24.35	99 Web Ltd		Web management for September	Standing order	25.00	5.00	30.00
24.36	EE		Mobile phone monthly contract - September	DD	25.16	5.03	30.19
				TOTALS	50.16	10.03	60.19

21 ITEMS FOR FUTURE MEETINGS

- 21.1 Regular inspection of water trough near Central Stores.
- 21.2 Regular inspections of trees at May Hill.
- 21.3 Handyman.
- 21.4 Work to the A40 bus shelter.

22 DATES OF FUTURE MEETINGS AND ASSOCIATED TIMETABLE

Date	Time	Meeting	Venue
21 Oct	19:00	Monthly Parish Council	Latchen Rooms, Longhope
18 Nov	19:00	Monthly Parish Council	Latchen Rooms, Longhope

The meeting closed at 21.05.