

# LONGHOPE PARISH COUNCIL

*longhopeparishcouncil.org*

Clerk: Kate Hearne  
7 The Napping, Longhope, Gloucestershire, GL17 0QW  
Email: [clerk@longhopeparishcouncil.org](mailto:clerk@longhopeparishcouncil.org)  
Phone: 07944321298

## To all members of the Parish Council:

You are summoned to attend the Parish Council meeting to be held on Tuesday 22<sup>nd</sup> April 2025 at **19:00** in the Latchen Rooms for the transaction of business on the following agenda.

**KATE HEARNE**  
**CLERK TO THE COUNCIL**  
14<sup>th</sup> April 2025

*Members of the public should be aware that being present at a meeting of the Council or one of its committees or sub-committees will be deemed as the person having given consent to being recorded (photograph, film or audio recording) at the meeting, by any person present.*

## **AGENDA**

### **1 APOLOGIES**

To receive apologies for absence.

### **2 DECLARATIONS OF INTEREST**

To receive declarations of interest from members in matters on this agenda or to be declared as arising during the meeting.

### **3 DISPENSATION REQUESTS**

To consider any requests for dispensations in respect of Disclosable Pecuniary Interests.

### **4 MINUTES OF MEETING HELD 17<sup>th</sup> MARCH 2025**

To approve the draft minutes.

### **5 COUNCILLOR ROLES & RESPONSIBILITIES**

5.1 To further discuss and update the roles and responsibilities of Councillors.

### **6 POLICIES**

6.1 To update on the work being done on LPC's policies, and to appoint individuals who will be part of this group and one person who will lead it.

### **7 INTERNAL AUDIT**

7.1 To discuss whether GAPTC should be approved as the internal auditors for this year's internal audit.

## **8 ALLOTMENT DRAIN**

8.1 To discuss the issue with the drain on the allotments.

## **9 ANNUAL PARISH MEETING & AGM**

9.1 To discuss the annual Parish meeting and the AGM.

## **10 STAFFING COMMITTEE**

10.1 To discuss the creation of a staffing committee to more effectively manage the Clerk, and to decide who will be on this committee.

## **11 CLERK JOB DESCRIPTION**

11.1 To approve the job description for the Clerk, which was taken from NALC's website and now been made specific to LPC (as there was not one previously in place).

## **12 DOG WASTE BIN EMPTYING**

12.1 To discuss who will take on this task until these bins are removed.

## **13 SPEED SIGN CABLES**

13.1 To discuss obtaining a quote for replacement cables, as the current ones are deemed unreliable.

## **14 PUBLIC ISSUES**

14.1 To allow comments / questions from the public (limited to 15 minutes, Standing Orders suspended)

## **15 TO RECEIVE THE CLERK'S REPORT**

## **16 TO RECEIVE A REPORT FROM COUNTY COUNCILLOR**

## **17 TO RECEIVE REPORTS FROM DISTRICT COUNCILLORS**

## **18 TO RECEIVE REPORTS FROM PARISH COUNCILLORS & COUNCIL REPRESENTATIVE**

## **19 PLANNING**

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

|        | <b>LPA Ref / applicant</b>    | <b>Location</b>                                 | <b>Proposal</b>                                                                                                                                                                                                                  |
|--------|-------------------------------|-------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 19.1.1 | P0294/25/FUL<br>Mr & Mrs Vale | Longhope:<br>Hopehill<br>Cottage, Hopes<br>Hill | Erection of a single storey extension to create sitting area and link to existing ancillary accommodation.                                                                                                                       |
| 19.1.2 | P0295/25/FUL<br>Lucy Brown    | Longhope:<br>Fenestra, Old<br>Hill              | Erection of a single storey extension to east elevation, new window to south elevation and internal alterations.                                                                                                                 |
| 19.1.3 | P1449/23/FUL                  | Longhope:<br>Stepps Farm,<br>Monmouth<br>Road   | Demolition of dutch barn. Erection of four four-bedroomed dwellinghouses with 20 car parking spaces to be provided for both the proposed dwellinghouses and the existing neighbouring dwellinghouses at the Stepps Farm complex. |

|        |                               |                                                      |                                                                                                                                                                                                      |
|--------|-------------------------------|------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 19.1.4 | P0344/25/FUL<br>Mr A Timbrell | Longhope: 2<br>Farmers Boy<br>Cottages, Ross<br>Road | Erection of a single storey extension to rear with associated works. Demolition of existing extension.                                                                                               |
| 19.1.5 | P0415/25/TCA                  | Longhope:<br>Paddock End,<br>Old Monmouth<br>Road    | Reduce crown of Weeping Beech on border of property adjacent to Old Monmouth Road by 20% to maintain the tree within its existing space and to prevent it causing interference with passing traffic. |
| 19.1.6 | P0385/25/LBC<br>D Rose-Price  | Longhope:<br>Court Leet,<br>Church Road              | Listed building consent to render the north gable elevation with a non-hydraulic lime render and hot mixed limewash finish.                                                                          |

## 20 FINANCE

20.1 To approve (retrospectively), accounts paid:

| Ref   | Payee          | Inv. No.        | Purpose                                    | Method of payment | Net             | VAT          | Total           |
|-------|----------------|-----------------|--------------------------------------------|-------------------|-----------------|--------------|-----------------|
| 24.73 | 99 Web Ltd     |                 | Web management for March                   | Standing order    | <b>25.00</b>    | <b>5.00</b>  | <b>30.00</b>    |
| 24.74 | EE             |                 | Mobile phone monthly contract - March      | DD                | <b>27.14</b>    | <b>5.43</b>  | <b>32.57</b>    |
| 24.75 | Water Plus     |                 | Water for allotments – 14.02.25 - 14.03.25 | DD                | <b>12.96</b>    | <b>0.00</b>  | <b>12.96</b>    |
| 24.76 | Lloyds Bank    |                 | Service Charges                            | DD                | <b>4.25</b>     | <b>0.00</b>  | <b>4.25</b>     |
| 24.77 | PATA           | 24/0451/<br>PPS | Payroll Fees Oct/Nov/Dec 2024.             | Manual payment    | <b>31.05</b>    | <b>0.00</b>  | <b>31.05</b>    |
| 24.78 | PATA           | 24/0794/<br>PPS | Payroll Fees Jan/Feb/Mar 2025.             | Manual payment    | <b>37.35</b>    | <b>0.00</b>  | <b>37.35</b>    |
| 24.79 | Michael Phelps |                 | Repayment of expenses                      | Manual payment    | <b>107.00</b>   | <b>0.00</b>  | <b>107.00</b>   |
| 24.80 | HMRC           |                 | PAYE                                       | Manual payment    | <b>1,131.12</b> | <b>0.00</b>  | <b>1,131.12</b> |
| 24.81 | 99 Web Ltd     | SI-1241         | Email account setup x2.                    | Manual payment    | <b>50.00</b>    | <b>10.00</b> | <b>60.00</b>    |
| 24.82 | 99 Web Ltd     | SI-1200         | Email account setup.                       | Manual payment    | <b>25.00</b>    | <b>5.00</b>  | <b>30.00</b>    |
|       |                |                 | <b>TOTALS:</b>                             |                   | <b>1,450.87</b> | <b>25.43</b> | <b>1,476.30</b> |

## 21 DATES OF FUTURE MEETINGS AND ASSOCIATED TIMETABLE

| Date    | Time  | Meeting                | Venue                   |
|---------|-------|------------------------|-------------------------|
| 19 May  | 18:30 | Annual Parish Council  | Latchen Rooms, Longhope |
| 16 Jun  | 19:00 | Monthly Parish Council | Latchen Rooms, Longhope |
| 21 Jul  | 19:00 | Monthly Parish Council | Latchen Rooms, Longhope |
| 15 Sept | 19:00 | Monthly Parish Council | Latchen Rooms, Longhope |

|        |       |                        |                         |
|--------|-------|------------------------|-------------------------|
| 20 Oct | 19:00 | Monthly Parish Council | Latchen Rooms, Longhope |
| 17 Nov | 19:00 | Monthly Parish Council | Latchen Rooms, Longhope |

## **22 CONFIDENTIAL BUSINESS**

22.1 It is proposed that the press and public be excluded from the remainder of the meeting, on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted

### **NB**

Requests for items to be included on the agenda must be advised, in writing, to the Clerk not less than 10 days prior to the meeting.

Requests for dispensations regarding interests must be advised, in writing – with reasons – by the Friday prior to the meeting.