

LONGHOPE PARISH COUNCIL

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MINUTES OF THE PARISH COUNCIL MEETING HELD
IN THE LATCHEN ROOMS, LONGHOPE ON 9th JUNE 2025 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

Ms K Hearne, Clerk & RFO
Cllr Francis, Cllr Tradgett and Cllr Booth
27 members of the public.

1 APOLOGIES/STAFFING UPDATE

Cllr Francis advised that he and Cllr Tradgett are in place temporarily in order to become quorate, whilst the process of electing new Councillors continues.

2 DECLARATIONS OF INTEREST

Planning decisions will be deferred until the next meeting due to Cllrs Francis and Tradgett both being on the planning committee.

3 DISPENSATION REQUESTS

None.

4 MINUTES OF PREVIOUS MEETING – 17th MARCH 2025

It was **resolved** that the previous minutes cannot be signed off.

5 INQUORQATE COUNCIL – NEXT STEPS

- 5.1. Cllr Francis read out the names of five Councillors who have successfully been elected as of 6th June 2025 and will be welcomed officially at the next meeting.
- 5.2 There will be a short workshop for new councillors prior to the annual parish meeting.
- 5.3 The new Councillors will be provided with the three updated policies – Standing Orders, Financial Regulations and Councillor Code of Conduct, as well as the usual Acceptance of Office and Register of Member Interest. These documents will be signed by the new Councillors.

6 INTERNAL AUDIT

6.1 It was **resolved** that GAPTC will be appointed as internal auditors.

7 ANNUAL PARISH MEETING & AGM

7.1 It was **resolved** that these will take place at the next meeting.

8 POLICIES

8.1 Three new policies were approved – Standing Orders, Councillor Code of Conduct and Financial Regulations. These will be made available to the new Councillors in advance of the next meeting, and they will each sign each document.

9 CLERK JOB DESCRIPTION

9.1 This document was approved.

9.2 Cllr Francis advised that an employment committee would be appointed at the next meeting with at least three members.

10 FROZEN BANK ACCOUNTS

10.1 Cllr Francis acknowledged the situation. He advised that this should be taken forwards from the next meeting onwards by the new Councillors. Cllr Francis advised that he and Cllr Tradgett, as well as the Monitoring Officer, would offer their assistance to resolve this.

11 PUBLIC ISSUES

11.1 A previous Councillor provided a chronological list of events leading up to the bank accounts being frozen as well as details about the signatures required to unfreeze these accounts. She wanted the public to know (in advance of the new Councillors coming onto the Council), that efforts were made in various forms to make these public funds available again and thanked some individuals in particular.

11.2 A member of the public expressed concern about the Council. She attends many meetings but is unable to devote the time to being a Councillor, but still want to make sure the village thrives.

11.3 A member of the public asked Cllrs Francis and Tradgett why help wasn't offered to LPC from the District Council sooner. Cllr Francis responded that this is why they are acting Councillors now, so there is a foundation for the new Councillors to start from.

11.4 A member of the public who has been elected as a Councillors advised their aim is to unite the village. She advised that a simple apology would have resolved the banking situation.

11.5 A member of the public advised there were three dog poo bins left that need removing and are not being emptied.

11.6 A member of the public expressed concern about the defibrillators. Cllr Francis and the Clerk advised this was being managed and was in hand.

11.7 A member of the public asked if half of the precept had been received into the new account and the funds being used, it was confirmed this was the case.

11.8 A member of the public asked if the accounts were going to be audited, it was confirmed this was the case.

11.9 A member of the public advised that due to the freezing of the Rose Barton bank account, there hasn't been a party for the elderly for four years. She asked when this was going to take place again.

11.10 A member of the public asked if why the public haven't been given the consideration and chance to help. He asked that people are properly consulted going forwards.

12 TO RECEIVE THE CLERK'S REPORT

12.1 The Clerk advised the bank reconciliation has been provided as part of the meeting pack, and that her last session of CiLCA will be soon.

13 TO RECEIVE A REPORT FROM COUNTY COUNCILLOR

13.1 Apologies given.

14 TO RECEIVE REPORTS FROM DISTRICT COUNCILLORS

14.1 Work has started on the new local plan and the 5-acre sports centre is progressing. Local government reforms for unitary authority have been submitted. Cllr Francis is pleased both district councillors have stepped in to make LPC quorate. Groundwork and procedures have now been approved, and new councillors have come forward. They will be signed in at the next meeting after a workshop on councillor duties and responsibilities.

15 TO RECEIVE REPORTS FROM PARISH COUNCILLORS & COUNCIL REPRESENTATIVES

15.1 Cllr Booth advised that it has not been possible to make decisions due to being inquorate.

16 PLANNING

16.1 FODDC – APPLICATIONS APPROVED:

	LPA Ref / applicant	Location	Proposal
16.1.1	P0612/25/FUL Mr P Cuthbert	The Fir Patch, Yartleton Lane, May Hill	Change of use of land to tourism for the siting of shepherds hut, Parking/Turning Area, Refuse/Recycling Storage, Hardstanding, Decking Area, and Access (part retrospective). Deferred until next meeting.
16.1.2	P0496/25/PIP Mr M Stephens	Highways Farm, Ross Road, Longhope	Permission in principle for the erection of up to 3 dwellings with associated works. Deferred until next meeting.

17 FINANCE

19.1 ACCOUNTS FOR PAYMENT - It was **resolved** to settle the following accounts:

Ref	Payee	Inv. No.	Purpose	Method of payment	Net	VAT	Total
24.73	99 Web Ltd		Web management for March	Standing order	25.00	5.00	30.00
24.74	EE		Mobile phone monthly contract - March	DD	27.14	5.43	32.57
24.75	Water Plus		Water for allotments – 14.02.25 - 14.03.25	DD	12.96	0.00	12.96
24.76	Lloyds Bank		Service Charges	DD	4.25	0.00	4.25
24.77	PATA	24/0451/P PS	Payroll Fees Oct/Nov/Dec 2024.	Manual payment	31.05	0.00	31.05
24.78	PATA	24/0794/P PS	Payroll Fees Jan/Feb/Mar 2025.	Manual payment	37.35	0.00	37.35
24.79	Michael Phelps		Repayment of expenses	Manual payment	107.00	0.00	107.00
24.80	HMRC		PAYE	Manual payment	1,131.12	0.00	1,131.12
24.81	99 Web Ltd	SI-1241	Email account setup x2.	Manual payment	50.00	10.00	60.00
24.82	99 Web Ltd	SI-1200	Email account setup.	Manual payment	25.00	5.00	30.00
24.83	Lloyds Bank		Service Charges	DD	4.25	0.00	4.25
24.84	Public Works Loans		Repayment of loan for playpark	DD	1,599.14	0.00	1,599.14
24.85	EE		Mobile phone monthly contract - April	DD	28.87	5.77	34.64
24.86	99 Web Ltd		Web management for April	Standing order	25.00	5.00	30.00
24.87	Playdales	Quotation number 00001016 66	Payment for repairs following annual inspection	Manual payment	724.64	144.93	869.57
24.88	AMGC	Invoice #000012	Grass cutting – April	Manual payment	360.00	0.00	360.00
24.89	Water Plus		Water for allotments – 14.04.25 - 14.05.25	DD	1.25	0.00	1.25

24.90	Ms K Hearne		Repayment of expenses – Microsoft 365	Manual payment	84.99	0.00	84.99
24.91	Lloyds Bank		Service Charges	DD	4.25	0.00	4.25
24.92	EE		Mobile phone monthly contract - May	DD	28.87	5.77	34.64
24.93	GAPTC		Annual subscription fees	Manual payment	529.37	0.00	529.37
24.94	AMGC	Invoice #000022	Grass cutting – May	Manual payment	360.00	0.00	360.00
24.95	Not Just a Mower Man	Invoice no 0004	Payment for fence at playpark	Manual payment	1,720.00	0.00	1,720.00
24.96	99 Web Ltd		Web management for May	Standing order	25.00	5.00	30.00
				TOTALS:	6,946.50	191.90	7,138.40

18 DATES OF FUTURE MEETINGS AND ASSOCIATED TIMETABLE

Date	Time	Meeting	Venue
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

The meeting closed at 19.50.