

LONGHOPE PARISH COUNCIL

longhopeparishcouncil.org

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Parish Council Meeting

SUMMONS

To all Members of Longhope Parish Council;

Dear Councillor,

You are hereby summoned to attend the Meeting of the Council to be held in The Lachen Rooms, Longhope, Gloucestershire, 7pm on Monday 17th of November 2025 for the purpose of transacting the following Agenda business as shown. 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, Crime & Disorder, Health & Safety and Human Rights plus Social, Economic and Environmental matters.

All residents of the Parish are welcome to attend.

Yours faithfully



Charlotte Matthews
Clerk
(Locum)
11th November 2025

FILMING AND RECORDING OF COUNCIL MEETINGS Members of the public are permitted to film or record meetings, in a non-disruptive manner, to which they are permitted access. Whilst those attending meetings are deemed to have consented to the filming, recording or broadcasting of meetings, those exercising the rights to film, record and broadcast must respect the rights of other people attending under the Data Protection Act 2018.

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.

Housekeeping announcements

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 28th October 2025

For the council to approve the draft minutes.

5) County Councillors Report.

The council to receive the County Councillors report

6) District Councillors report

The council to receive the District councillors report.

7) Co-Options

For the council to resolve any requests for Co-Options received

8) Bus stop

To consider the location of additional bus stops.

9) Trees

To consider the quotes for tree surveys and to agree a contractor to undertake the work.

10) Play equipment

To agree a safety check on the Play equipment

To agree to a councillor undertaking play equipment visual checks on a weekly basis.

11) Allotments

To agree to clear and maintain the grounds that border the allotments

To agree to complete some works to plot 1 on the allotment to include raised beds and an appropriate access path to the plot.

12) Staffing Matters

- a) To agree the pay rates for the Clerk/RFO
- b) To agree the weekly hours for the Clerk/RFO
- c) To agree the job advert for the Clerk/ RFO
- d) To agree how long and where to advertise the position of the Clerk/ RFO
- e) To agree a January date of the meeting for the staffing committee

13) Rose Barton trust

To agree to resolve the Rose Barton Trustees.

14) Finance

a) To agree the following payments

Payee	Details	Method	Amount	Power	Budget
99Web	Website charges	S/O	£30.00	LGA 1972 s111	General Admin
AMGC	Grass cutting	FPO	£420		Grass cutting
C. Matthews	Locum Services	FPO	£440		Staff costs
C Matthews	Locum services additional 32 hrs hours	FPO	£702		Staff Costs
EE	Mobile phone monthly contract	DD	£34.64		Mobile Phone
Water plus	Allotments water rates	DD	£207.51		Water
		TOTAL	1645.55		

b) To receive the bank reconciliation up until 31st of October 2025

c) The council to receive a copy of the Council Bank Statements

d) To receive the Budget versus Spend

e) To agree the removal of all signatories that are no longer on council

f) To agree the additional signatories on all bank accounts

g) To agree to the subscription of Scribe Accounting software

g) To agree the budget for 2026/2027

15) Biosphere

To receive the correspondence from Forest of Dean District council and to agree the actions required.

16) planning

Town and Country Planning Act, 1990 (As Amended)

10 Rectory Meadow, Longhope, Gloucestershire, GL17 0LQ.

Erection of single storey side extension with associated works. Demolition of single storey extension.

The link below relates to forms, plans and any other documents giving details of an application(s) for planning permission which has been received by the District Council.

Copies of these documents will be forwarded to you.

https://publicaccess.fdean.gov.uk/online_applications/applicationDetails.do?activeTab=summary&keyVal=T3EELNHIGDJ00

For the council to agree to comments on the following planning applications

Dear Sir/Madam

Town and Country Planning Act, 1990 (As Amended)

10 Rectory Meadow Longhope Gloucestershire

Erection of single storey side extension with associated works. Demolition of single storey extension.

Revised plans/information have been submitted in respect of the above Planning Application you were recently consulted upon.

https://publicaccess.fdean.gov.uk/online_applications/applicationDetails.do?activeTab=summary&keyVal=T3EELNHIGDJ00

Open Forum

A period not exceeding fifteen minutes for members of the public to make statements and ask questions of the Council.

- (i) Each person will be allowed no more than three minutes to ask questions of an item on this agenda.**
- (ii) Questions may be answered but not debated by the Council.**
- (iii) Any issues which the Council deem require consideration will be referred to the appropriate committee or deferred to the next Council Meeting.**

Meeting Close

To Note - Date and time of next meeting – 19th January 2026 at 7pm, the Latchen rooms.

N.B It is not usual for the Council to hold meetings in December unless there are items that are considered urgent.