

LONGHOPE PARISH COUNCIL MEETING

I hereby give notice that the ordinary meeting of Longhope Parish Council will be held at The Latchen Room, Longhope on Monday 19TH October 2026 at 7.00pm. Members of the Council are hereby summoned to attend for the purpose of transacting the business as set out below.

Bev Jelf, Parish Clerk & Responsible Financial Officer, 13th October 2026

1. **WELCOME AND INTRODUCTIONS**
2. **ATTENDANCE** – Council to record attendance (anticipated as Councillors Barker, McCoy, Williams, Noble and Francis, District Councillor Tradgett and County Councillor Graham)
3. **APOLOGIES** –
4. **DECLARATIONS OF INTERESTS AND DISPENSATIONS** –
5. **PUBLIC SESSION**- Members of the public, District Councillors and County Councillor will be invited to address the Council at this time.
6. **MINUTES OF PREVIOUS MEETINGS** - To resolve that the minutes of meeting held on 21st September 2026 form an accurate record of the events.
7. **LEAD MEMBER REPORTS**
 - a. **ALLOTMENTS** –
 - b. **TREES** – Planning permission has been approved.
 - c. **RECREATION GROUND COMMITTEE REP** –
 - d. **LATCHEN ROOMS REP** -
 - e. **DEFIBRILLATOR** –
8. **ACTIONS** – Council to receive updates on previous actions
 - a. **Bank Account** Number 478 to be closed. Funds will remain earmarked for the play area loan payments. Ongoing
 - b. **Solar Panels on Latchen Rooms** – Clerk to engage a solicitor to review the lease. Ongoing
 - c. **Speed Sign** – Waiting installation.
 - d. **Latchen Bus Shelter** – waiting for quotes
 - e. **Allotments** – lead member report
 - f. **Defibrillator** – Lead member report

g. Common Land – Council has engaged Land and Property Management, and an initial meeting has been held. Further meeting planned for October/November .

h. Legionella - Clerk to engage a specialist contractor to carry out a Legionella risk assessment for the Allotments. Initial quote has been received.

9. **Finance** – To receive the parish accounts, authorise payments as detailed, note income, spend against budget

(a)	Statement of Accounts as at 12th October 2026		
	Commercial Instant Access Account – ending 305	£	2605.38
	Commercial Instant Access Account- ending 478	£	31,870.36
	Community Account – ending 626	£	10445.70
	Community Account – ending 731	£	8355.58
	Community Account – ending 568	£	29,351.94
(b)	Section 137 of Local Government Act 1972		None
(d)	Payments made between meetings		
	Clerks' salary, HMRC	£	2436.95
	Croner Ltd	£	177.27
	Bank Service Charge	£	12.75
	Alston Asquith	£	600.00
	PATA	£	80.10
(e)	BACS Payments for Approval		
	Clerks' salary, HMRC, WFH (Oct)	£	Tbc 2265.15
	EE Phone contract	£	37.16
	99 Web SO	£	30.00
	ElanCity – Speed Sign	£	2993.99
	Hiscox – Insurance	£	tbc
(f)	Income Received – Since last meeting	£	
	Bank Interest 478	£	14.16
	Precept		17,500.00

10. **PLANNING APPLICATIONS** – To agree responses to recent applications, to ratify comments made between meetings and to note decisions

a. Received – None

b. Responded – None

c. Dealt with between meetings - None

d. Decided since last meeting – P/709/26/FUL - Construction of first floor level with dormer roof and erection of two storey rear extension and single storey side extension, front porch and erection of car port/garage with associated works. Demolition of first floor and ground floor rear garage and utility room. Low Greens, Station Lane, Longhope. Consent granted.

e. Withdrawn since last meeting – none

f. Appeals – No update

g. Enforcement – There are 18 enforcements with the FoDDC Enforcement Team. Updates will be provided when received.

11. **RISK REGISTER** - Council to resolve to adopt

12. **INTERNAL CONTROLS CHECK** – Council to review check sheet

13. **POLICIES** – Council to resolve to adopt

- a) Longhope Parish Council Safeguarding Policy
- b) Longhope Parish Council Conflicts of Interest Policy

14. **ITEMS FOR NEXT OR FUTURE MEETINGS** – Budget 27/28

15. **NEXT MEETING** – An Ordinary meeting of the Council is scheduled for 16th November at 7pm in The Latchen Room.

16. **FUTURE MEETINGS** : 21st December 2026, 18th January 2027, 15th February 2027 and 15th March 2027

17. **TRANSPARENCY AND PUBLIC ACCOUNTABILITY STATEMENT**

The Council acknowledges the public interest in matters affecting public funds, governances and employment practices. The Council is committed to conducting its business as openly and transparently as possible. However, certain matters must be considered in confidential sessions where public discussion could:

- Prejudice ongoing or potential legal proceedings
- Waive legal professional privilege
- Compromise the Council's ability to protect public funds
- Disclose personal or employment related information or
- Breach statutory obligations relating to confidentiality and data protection.

The Council commits to publishing such information, decisions and expenditure details as may be lawfully disclosed once legal and employment processes permit. Any final decisions involving public expenditure will be reported to the public at the earliest appropriate opportunity, subject to legal constraints.

18. CLOSE OF MEETING

PART B: EXCLUSION OF THE PRESS AND PUBLIC

In accordance with the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972, the Council resolved to exclude the press and public from the meeting for the following items due to the confidential nature of the business concerning legal proceedings and employment matters.

B18 CONFIDENTIAL ITEM: LEGAL AND GOVERNANCE MATTER

To receive a confidential update regarding legal matters affecting the Council, to consider the potential implications for the Council's finances and assets, to consider any recommendations from the Council's professional advisers and to resolve to pay the legal costs.

B19 CONFIDENTIAL ITEM: EMPLOYMENT MATTER

To receive a confidential update concerning an employment related matter, to consider to consider the potential implications for the Council's finances and assets, to consider any recommendations from the Council's professional advisers and to resolve to pay the legal costs.

B20 STAFFING

Council to consider the confidential timesheets submitted by the Clerks.

B21 CLOSE OF MEETING

The Clerk keeps a separate confidential minute file. This is not published and is only available to authorised councillors. Public minutes will state that full details are recorded in the confidential minutes. Any updates that can be shared will be reported at the next meeting of the council.