

**Draft Minutes of the Meeting of
LONGHOPE PARISH COUNCIL
held online on Monday 20th July 2020**

PRESENT: Cllrs. S Collins, G Nicholas, L Haines and A Toomey

IN ATTENDANCE: Mr A Maliphant (Clerk), County Cllr. B Robinson and 4 local residents

1. Apologies for absence were received from Cllr. C Griffiths
2. There were no declarations of interest
3. There was no discussion in Public Forum

4. Planning

The circulated planning report was received with thanks. After discussion, it was agreed there were no objections to the following proposals:

- P0063/20/DISCON discharge of planning condition at Land Off Old Monmouth Road
- P0674/20/FUL construction of detached triple bay garage at Hill House, Barrel Lane

There was further discussion about the following proposals:

- P0916/20/FUL change of use of barn at Dick Whittington Farm Park
- P0939/20/FUL infill barn at Dick Whittington Farm Park

It was agreed to object to both these proposal, on the grounds they would lead to increased traffic to the site, causing further issues at the junction with the main road where there is no safe pedestrian walkway or cyclepath.

5. The minutes of the meeting on June 15th were agreed as a true record, to be signed when conditions permit.

6. Members' Reports

GN presented the proposal from allotment holders to improve access by swapping the large gate at the bottom corner of the site with the pedestrian gate at the top. Some of the fencing would need to be repaired as part of the work, which the allotment holders were offering to carry out if the parish council provided the materials. This proposal was agreed within an expenditure budget of £200. **ACTION: GN/AM**

GN added that one of the allotment holders was having to give up their plot, but as it had a tendency to flood in bad weather, the question arose as to whether to re-let it or not. After discussion it was agreed to offer the plot to the next person on the waiting list, explaining about the boggy conditions in winter and offering an annual fee of only £10 accordingly. **ACTION: GN/AM**

AT reported that the dead tree that was being used for firewood on the top of May Hill had been cut up and removed.

BR reported that both District and County Councils were now holding their meetings online. Highways operations were continuing, any local work for the lengthsman should be reported to BR. Leisure facilities were being allowed to reopen from July 26th, and the District Council was reviewing the issues around reopening swimming pools.

7. Committee Reports

(a) Latchen Room Management Committee

LH reported that the Latchen Room was hoping to reopen on August 1st, and control measures were being put in place including risk assessments from potential hirers.

(b) Recreation Ground Management Committee

It was agreed that any health and safety issues should be taken to the next Recreation Ground trustee meeting. It was also agreed to chase the play safety inspectors for an inspection date, to facilitate reopening of the play areas. **ACTION: GN/AM**

8. Clerk's Report & Correspondence

The clerk reported there had been no response from contractors to the brief for street cleaning and handyman work. After discussion it was agreed to advertise for an employee to take on the role, following confirmation at the next meeting of the budget implications. **ACTION: AM**

The clerk gave feedback on a firm's offer to review the parish council's website in the light of new Government regulations about accessibility. After discussion it was agreed to get further quotes for review at the next meeting. **ACTION: AM**

GN added that the website was now slightly outdated, and it was agreed that update work might be included in an accessibility contract.

The clerk presented a modification to the protocol for online meetings as suggested by a member of the public, allowing all attending to remain unmuted during the meeting unless discussions got out of hand, which was agreed unanimously.

Correspondence included:

- Mobile Covid testing at Cinderford RFC on 27th & 28th July, which was agreed to be posted on the website and noticeboard
- Offer to improve footings by a May Hill bench, which was gratefully accepted
- Email about a manhole cover on the Latchen, which the clerk would follow up with a call to Severn Trent
- Issue around a retaining wall on the A40

9. Finance

The following invoices were approved for payment:

Merlin Waste	109.20	Dog waste collection
Glebe Contractors	121.07	Parish grass cutting
PATA (UK)	23.25	Payroll costs
HMRC	653.72	PAYE
Andrew Maliphant	1461.96	Salary - June
Andrew Maliphant	37.33	Expenses - June

It was agreed to transfer £3,000 from the reserve to the treasurer's account.

The monthly financial report was received with thanks. SC noted that as chairman he was no longer permitted to carry out the role of internal financial controller. LH offered to take on the role, and it was also agreed to review the financial regulations at the next meeting.

In terms of approving payments online, GN would apply to be able to carry out that task, and it was agreed that AT would become a third signatory to the accounts.

As the internal auditor's report had only just been received, giving councillors little time to review the figures, it was agreed to ask the external auditor for an extension of the Annual Return deadline to the end of August. **ACTION: AM**

There was considerable discussion about the practicalities of planting fruit trees on land behind the Latchen Room, as previously approved in principle. It was agreed that the clerk would circulate quotes received so far from plant nurseries for discussion at the next meeting. **ACTION: AM**

10. Next Meeting - Monday 21st September 2020 at 7 pm.

Standing Orders were suspended at the end of the meeting in order that the Council could continue in "closed session" under the provisions of The Public (Admissions to Meetings Act 1960) as the business to be discussed was considered to be of a confidential nature.

Signed:.....Chairman. Date:.....