

MICKLETON PARISH COUNCIL MINUTES

Minutes of the meeting of Mickleton Parish Council held on Wednesday 26 April 2023 held in King George's Hall at 7.30pm.

Mickleton Parish Council (MPC)
Gloucestershire County Council (GCC)
Cotswold District Council (CDC)

PRESENT:

Joanne Piper-Bourn (chairman) (JPB), Elana-Mae Hall (EMH), Graham Tyler (GT) and Andy O'Neill (AON)
District councillor Gina Blomefield (GB) and the clerk, Elaine Fuoco-Lang (EFL), were also in attendance
Plus 2 members of the public

230426/01 To receive apologies for absence

Apologies were received from councillors Elizabeth Waddell (EW), Geoff Mayling (GM), district councillor Tom Stowe (TS) and county councillor Lynden Stowe (LS) No apologies received from councillor Tim Jones (TJ)

230426/02 To make declarations of interest on the items on the agenda

None declared

230426/03 To confirm the minutes of the parish council meeting held on 5 April 2023

It was RESOLVED to approve the minutes of the parish council meeting held on 5 April 2023 as a true and accurate record of that meeting, accepted and signed by the chairman.

EFL

230426/04 To receive the clerk's report

Following the internal audit MPC has received an in-depth report this week and this will be reviewed this to see if any changes are necessary to the systems of internal control.

MPC will be updating its financial regulations at its May meeting, so that any comments in relation to the above are considered – the review of the financial regulations was due to take place by 26.04.23 but has been deferred until 24.05.23.

MUGA representatives have been sent a risk assessment template to complete.

JPB/GT

Risk assessments for the coronation, and specifically for the tug-of-war competition, have been carried out, as a requirement of MPC's insurance policy.

RoSPA reports have been circulated to councillors. Councillors to alert the clerk regarding actions to take.

JPB/GT/GM

Initialed.....

230426/05 Finance – documents circulated prior to the meeting**a. To receive the financial statement**

AGREED BY COUNCIL

EFL

b. To approve payments

It was RESOLVED to approve payments (see attached)

EFL

c. To note receipts

NOTED (see attached)

d. To note bank reconciliation: 1–31 March 2023

NOTED

e. To note councillors' receipt of annual accounts

NOTED

f. To note receipt of the annual internal audit report 2022/2023 for the Annual Governance and Accountability Return

NOTED – The internal auditor has answered NO on the Annual Internal Audit Report Internal Control Objective item B and given the following explanation: "Financial Regulations state that two signatories should authorise online payments, but these are currently authorised by one signatory. Council will amend the instructions to the bank to ensure that two signatories make online payments."

g. To note increase in clerk's salary by one SCP point from 1 April 2023, as per the contract of employment

NOTED

EFL

230426/06 To provide members of the public/press with the opportunity to comment on items on the agenda or raise items for future consideration – in accordance with standing orders this will not exceed 15 minutes and five minutes per person

Q1: Can MPC provide an update regarding the damaged information shelter on Chapel Lane?

A1: An update was provided at the 05.04.23 meeting and is with the insurers. The structure has been assessed and MPC has erected fencing (the clerk thanked GT for his assistance), as per their advice, and is waiting to hear more.

Q2: Can MPC provide an update regarding the resurfacing at the Cotswold Edge junction?

JPB stated that she would contact LS.

JPB

230426/07 To receive a report from Cotswold District Council

GB stated that the tragedy of the death of three pupils from Chipping Campden school is very sad.

Initialled.....

Social housing: the government has an ombudsman so that tenants can get problems resolved, but GB is happy to be an intermediary if necessary. GB stated, in relation to item 21, that CDC may have high-viz vests and grabbers which MPC can have.

JPB read out the following report from TS
Mickleton Notice Board

Unfortunately, I'm currently blocked from posting anything onto the Mickleton Noticeboard Facebook page, so I'm aware that residents of Mickleton have recently missed out on important updates about delayed bin collections, voter registration and escalating complaints for social housing tenants.

Dog Mess

Thank you to residents who've contacted me recently regarding dog mess hotspots around the village. Unfortunately, this does seem to be a widespread problem. GB and I have been putting up signs where we can. If anyone thinks there is an area where signage would be beneficial, please let us know and we will organise some additional signs.

Social Housing Complaints

We are in regular contact with regards to escalating complaints on behalf of social housing tenants who struggle to get satisfactory service from social housing providers. The government has launched a new campaign and charter for social housing residents.

Social Housing Complaints – Make Things Right

Social housing should be safe, secure and well maintained. If you have an issue with your landlord, it's now easier to make things right.

- repairs and maintenance
- issues with communal areas
- health and safety issues
- anti-social behaviour
- customer service

New charter for social housing residents – says every resident should expect to:

- Be safe in their home
- Know how their landlord is performing
- Have their complaints dealt with promptly and fairly
- Be treated with respect, backed by a strong consumer regulator for tenants
- Have their voice heard by their landlord
- Have a good quality home and neighbourhood to live in
- Be supported to take their first step to ownership

Residents can now escalate complaints directly to the housing ombudsman without delay. Further information can be found at:

<https://socialhousingcomplaints.campaign.gov.uk/>

EFL

230426/08 To receive a report from Gloucestershire County Council

Nothing to report

Initialed.....

230426/09 To note the requirement to review the asset register, and update as necessary, for approval at the annual meeting of the parish council

NOTED – to review and note damage to any asset

JPB/EMH/GT/GM/AON

230426/10 To note insurance provision from 1 June 2023 – continuation of 3-year agreement Aviva/BHIB (year 2) £624.48

NOTED

230426/11 To confirm the Annual Community Infrastructure Levy Report, as required by Cotswold District Council

CONFIRMED

EFL

230426/12 To consider the following planning applications:

a. 23/01075/FUL Full Application for Erection of a dwelling at Land South West of Willow Tree Cottage Gloucester Lane

MPC agreed to submit the following comment of objection:

In our opinion, the first reason for refusal still stands for this current application, namely that a dwelling (any dwelling) on this site would cause the loss of garden land that contributes to the open grain of the development to the rear of Pound Lane. Together with the loss of grassed area to create a drive would fail to respect the character and appearance of the area which is contrary to the Local Plan Policy EN2 and Section 12 of the NPPF.

The appeal decision has established that the inspector has endorsed this first reason for refusal. The inspector felt that there was sufficient grounds for refusal. As the inspector upheld this reason, then in our opinion it still applies for this application and we object to this application.

As the applicant does not own the land over which vehicular access is required to the site (and no owner has been identified), if this area is not properly formed then the grassed area will quickly become a complete mess and further affect the character and appearance of the area.

EFL

b. To consider any urgent planning applications received since publication of the agenda

23/01324/TCONR Works to trees in conservation areas for Works to trees at The Schoolmasters House Chapel Lane

MPC agreed to submit a comment of no objection

EFL

c. To receive an update on planning permissions/refusals

Cotswold District Council has permitted/has no objection to:

22/01296/FUL 1C Furrow Way Change of use of land from amenity space to residential land and erection of a fence

22/04459/FUL Erection of first floor extension, front extension, dormers and associated works at 47 Meon Road Mickleton

Initialled.....

22/02967/FUL | Erection of a rear single storey flat roof extension Hidcote Cottage High Street

23/00903/TCONR Tree works Stoneleigh Ivy House Lane

Planning appeal:

Town and Country Planning Act 1990 – Appeal under section 78

22/01168/FUL – Wykum High Street – Demolition of existing garage and creation of parking area

230426/13 To note weekly junior playing field playground and multi-use games area checks

NOTED – the handyman has carried out works to area under the swings. This has been noted in the RoSPA report – to check and report to clerk

JPB/GT/GM

230426/14 To resolve to add to the cemetery rules and regulations fees regarding the relinquishing of plots and transfer of the Exclusive Right of Burial, as recommended by the Institute of Cemetery and Crematorium Management (ICCM)

RESOLVED Refunds to be on a pro-rata basis, for full years only, less a £35 administration fee. No refund given if the amount due is less than £50.

EFL

230426/15 To confirm membership of the ICCM, as agreed at December's meeting – £95

CONFIRMED

EFL

230426/16 To resolve to purchase anti-virus software

RESOLVED to purchase Bitdefender

EFL

230426/17 To resolve to purchase Microsoft 365 software

RESOLVED to purchase Microsoft 365 for business £10.30 standard per user 123.60 for one year (excluding VAT)

EFL

230426/18 Defibrillators:

a. To resolve to adopt changes to the terms of reference for the defibrillator working group

RESOLVED, with changes to MPC representatives to remove TJ and include EMH. The clerk has advised MPC that members of the public should not carry out the checks as it is MPC's responsibility – as per GAPTC/insurance advice.

AON to set up a meeting

AON

Initialled.....

b. To vote on registering with 'Circuit', the national defibrillator network and preferred ambulance service platform

Agreed to register and keep both WEBNOS and CIRCUIT systems at present

EFL

c. To vote on whether to carry out defibrillator health checks

AGREED to carry out health checks – AON to confirm prices

AON

230426/19 To confirm the annual charge for Mickleton Primary School in relation to the hire of the multi-use games area

DEFERRED – to set up a meeting to discuss with Mickleton Primary School. It was noted the current agreement runs until term ends in July.

EFL/JPB/AON

230426/20 King Charles III coronation

a. To resolve to accept the terms of reference for the coronation working party
RESOLVED

b. To give an update on the coronation celebrations

An update was given by EMH. AON requested that it was added to the minutes that thanks were due to JPB and EMH as their work was over and above that required of a councillor.

c. To discuss ideas regarding the commemoration of the coronation

MPC discussed the possibility of a tree/hedge plaque and further discussion would be held following GM's findings regarding the tree/hedge boundary in relation to the Junior Playing Field. Alternative ideas were a tree on MPC-owned land at the MUGA.

230426/21 To resolve to purchase litter-picking equipment: hoops, hi-vis vests, grabbers

RESOLVED if CDC/GB is not able to supply

EFL

230426/22 To receive correspondence

Mathew Parker, Road Safety Engineer, informed MPC that its application is now with the police who will arrange a site visit to finalise the exact location of the ANPR camera.

The litter pickers asked if they were allowed to collect litter on the Oak Grange development. MPC informed them that this is covered by the maintenance contractor who is paid by the development's residents to carry out maintenance of the grounds. There would also be insurance implications.

MPC wrote to the police regarding school parking.

Mickleton Primary School were contacted by MPC regarding the on-loan defibrillator, as it learned that there were funding opportunities the school could take advantage of and that the government should be contacting all schools

Initialed.....

regarding the provision of a defibrillator – MPC asked if the school had been contacted by the government and is awaiting information.

MPC has received thanks from all Cotswold Friends, Hedgehog Bus and Mickleton Archives following their successful grant applications.

It was reported that a bench on the High Street on corner of Pound Lane is damaged.

JPB/EMH/GT/GM/AON

TS has been contacted following a report of dogs in the junior playing field.

TS

230426/23 To note agenda items for the next parish council meeting

None noted

230426/24 To confirm the date for the next parish council meeting (annual meeting of the parish council): 24 May 2023

CONFIRMED

There being no further business, the chairman closed the meeting at 9.24pm

Initialed.....

MICKLETON PARISH COUNCIL			
Invoices for payment approval			
NAME	AMOUNT	METHOD	
PAYMENTS			
BT Group – March	51.54	Direct debit	paid
Nest pension – March	121.43	Direct debit	paid
National insurance – March	354.42	BACS	paid
Google email addresses – March	9.20	Direct debit	paid
Sage payroll – April	8.40	Direct debit	paid
HP instant inks – April	22.49	Direct debit	paid
Planttool Ltd – Fencing for shelter – insurance	89.40	Debit card	paid
Grundon Waste – Cemetery bin	47.69	Direct debit	paid
Smartcut Grounds maintenance – April	495.49	BACS	
Clerk Salary – March	1445.80	BACS	
Lebara mobile	0.99	Debit card	paid
ICCM membership	95.00	BACS	
RoSPA checks JPF and MUGA	389.40	BACS	
Coronation spend			
Unibos Ltd – Bean bag game	15.39	Debit card	paid
Chunky Hamster – Stickers	9.49	Debit card	paid
ENG (from amazon) – Sweet bags	8.65	Debit card	paid
Garden Games Ltd – Bean bags	13.39	Debit card	paid
The 3D Shop Limited – Flag large	4.99	Debit card	paid
Amazon EU S.à r.l., UK Branch – Vouchers	40.00	Debit card	paid
Amazon Services Europe – Crowns	56.94	Debit card	paid
Amazon Services Europe – Ribbon	6.59	Debit card	paid
Amazon Services Europe – Games kit	61.98	Debit card	paid
Amazon Services Europe – Flags	74.85	Debit card	paid
Direct Source – Medals	426.60	Debit card	paid
Safetec Direct Ltd – Gloves	17.46	Debit card	paid
St John's Ambulance	253.44	BACS	
B&W toilet hire	216.00	BACS	
Tower Trophies – tug of war shield	91.40	Debit card	paid
TOTAL	4428.42		
RECEIPTS			
Bank interest	30.82		
Cemetery fees	1400.00		
TOTAL	1430.82		