

MICKLETON PARISH COUNCIL MINUTES

Minutes of the meeting of Mickleton Parish Council held on Wednesday 23 August 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), Cathy Francis (CF), Geoff Mayling (GM) and Andy O'Neill (AON)
County councillor Lynden Stowe (LS), district councillor Gina Blomefield (GB) and the clerk, Elaine Fuoco-Lang (EFL), were also in attendance
Plus 1 member of the public

The chairman opened the meeting to congratulate the clerk in achieving the Certificate in Local Government Administration (CILCA) qualification, which means that she is now a qualified clerk.

230823/01 To receive apologies for absence
Apologies were received from councillors Elana-Mae Hall (EMH), Graham Tyler (GT) and district councillor Tom Stowe (TS).

230823/02 To make declarations of interest on the items on the agenda
None declared.

230823/03 To confirm the minutes of the parish council meeting held on 28 June 2023
It was RESOLVED to approve the minutes of the parish council meeting held on 28 June 2023 as a true and accurate record of that meeting, with the following caveat for item 230628/23: *The date should have read 23 August 2023, as agreed by MPC at May's annual meeting*, accepted and signed by the chairman.

EFL

230823/04 To receive the clerk's report
The clerk is awaiting details of plans regarding the Plantation so that this can become an agenda item. However, this and any other assets which need repair need to be brought to the clerk's attention and items to be discussed can go on the agenda. It has already been noted at previous meetings that all assets should be logged, preferably with a photograph of their condition, and councillors are aware of this.

MPC is awaiting a third defibrillator quote for a solar-powered machine which could be sited at the multi-use games area. It is also awaiting clarification on a few points from the quotes it has – this will be on September's agenda.

A memorial safety check has taken place in the cemetery and has highlighted 13 'fails', which mean that the headstones require repair. These have been tagged and banded so that families know to contact the office and posters have been put up too. We are

Initialed.....

awaiting a report, and once the report has been reviewed this will be brought to full council.

No grant applications have been received despite advertising mid July to mid August.

Assets of Community Value update – the solicitors have been working on this since February 2023 and have contacted me to state: “we have validated both applications and have written to the parties who they consider having an interest in the properties to see whether they would like to make any representations regarding each nomination.”

Information shelter damage – further to the updates the clerk has given at May and June's parish council meetings: There have been delays due to an agreement between the insurance company and contractor being escalated to management level. The contractor also apologises, but he has lost a member of staff who was dealing with this. The next step is to agree traffic management with the insurance company and Highways, as pedestrian diversions will need to be put in place.

Thank you to GB for keeping us updated regarding road sweeping. Mickleton missed its spring clean as there were issues with the equipment. This has now been rectified and the road sweep was carried out on 10 August and another is timetabled for mid October.

Graffiti was removed from junior play area – thanks to chairman JPB.

CDC crowdfunding information and training opportunities been circulated to councillors.

The clerk would like to thank MPC for the training opportunity in relation to the CiLCA qualification, which means that she has gained qualified-clerk status.

230823/05 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)

EFL

- d. To note bank reconciliation: 1–30 June 2023
NOTED

EFL

- e. To note bank reconciliation: 1–31 July 2023
NOTED

EFL

- f. To note receipt of quarterly budget report sent on 30 June 2023
NOTED

EFL

Initialed.....

g. To note quarterly check

This has been deferred as a councillor was asked to carry out these checks, but there have been no volunteers. GM stated he is happy to volunteer for this check.

GM/EFL

230823/06 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: Thank you for the update regarding the information shelter.

Q2: Thank you to GCC regarding the planned Cotswold Edge work – is this just the highway and not the footpaths? LS confirmed it was just the highway.

Q3: Why are engineering marks in the village? These are not MPC, CDC or GCC – they could be a utility company.

230823/07 To receive a report from Gloucestershire County Council

Not much to report back: still a delay regarding the speed camera and white gates on Stratford Road – struggling to get this progressed due to lack of staff. There are interesting figures from Chipping Campden's camera – information in the Campden Bulletin.

GB asked LS about EV charging and how widespread it was. LS stated that he cannot think of anywhere in Mickleton.

AON: can GCC update regarding a black bollard on High Street near the phone box which has been knocked over – this has been reported.

GM: Is there a policy on Airbnb properties in Mickleton? GB stated that CDC has no statutory powers, but it has been identified as a problem.

230823/08 To receive a report from Cotswold District Council

GB supplied the following report:

CDC has received a grant of £764,292 from the Rural England Prosperity Fund. Of this £410,000 will be for grants to businesses where matched funding will be expected, £100,000 for active travel, £150,000 for heritage buildings and £104,292 for grants to town and village halls and community buildings primarily to improve their energy efficiency – applicants will have to contribute some of the funding of at least 20%. If MPC or any other organisation is interested, GB would strongly recommend that you start the application process as quickly as possible. Please come to either TS or GB for more support if needed.

Town and Parish forums – the one in Moreton-in-Marsh has been rescheduled to 28th September starting at 6pm.

Cotswold National Landscape – Caring for the Cotswolds grants scheme opened on 3rd July and runs until 29th September. The scheme is open to charities, town and parish councils and other non-profit organisations in the Cotswolds AONB.

Projects are sought in the four key themes of – conservation of habitats and species, heritage and landscape, improving access and education.

Initialed.....

https://www.cotswoldsaoib.org.uk/about-us/latest-news/?fbclid=IwAR0KvkJEb9j7_3Ql5bCpJEjuaMcGW9QF2Hf8WIFn3t2YLDNlxiYiYjHg828

In addition to installing solar photovoltaic panels on CDC's own buildings, CDC is looking to support residents wishing to add these to their own homes by entering into an arrangement with Switchd Ltd, trading as MakeMyHouseGreen, to co-brand and promote a district-wide domestic rooftop solar group purchasing scheme.

Bromford have reorganised themselves and it seems harder and harder to make contact – everyone has to call the same main number and the assumption seems to be that you are a 'customer' i.e. tenant and you are asked to input your account reference which, not being a customer, GB does not have. Having tried to reach Bromford by phone or email she popped into their offices in Tewkesbury and had a very productive hour and a quarter on the phone with Dave Grinter who is one of their senior managers. The person who will be replacing GB's previous regular contact should have returned to work this week having been on sick leave and will be in a position to set up a meeting with me in October. Please continue to let me know if you are aware of any issues where liaison with Bromford would be helpful.

GB also wanted to remind Mickleton of the advantages of having a Neighbourhood Plan in order to get the full 25% CIL money from new developments. Woodstock in West Oxon has done a very simple one just identifying two green spaces and that has ticked the boxes for the 25%.

The Tourist Information Centre has had its £10,000 a year grant from CDC withdrawn as has Stow-on-the-Wold, Tetbury and Bourton-on-the-Water. Without this funding it will struggle to continue to provide its services which are so important to the local tourist businesses. Please encourage people to sign the petition asking CDC to reconsider its decision.
<https://www.chippingcampdenonline.org/support-chipping-campden-information-centre>

GM questioned GB regarding the progress of the Strategic Housing and Economic Land Availability Assessment (SHELAA). GB stated that it is delayed but CDC is working on it, but it is unlikely to have an update in September this year.

230823/09 To consider the following planning applications:

From Cotswold District Council:

- a. To note the following planning application: 23/01991/TCONR T1 Silver Birches X 4 Reduce by 2m and shape and thin. T2 Conifers (rear of house) Cut back to collar to reduce back from house – Mickleton House, High Street (note already approved by Cotswold District Council)

Noted

Initialed.....

- b. 23/02383/LBC Listed Building Consent for Demolition of existing conservatory and replacement with new single storey extension and erection of detached annex – Orchard Cottage, Chapel Lane

This is a listed building Grade 2 within the Conservation Area. The flat roofs to the extension and annex are harmful to the significance of this designated heritage asset and also detract from the setting of this listed building. We question whether flat roofs conform to the Cotswold Design Code.

Planners should consider imposing a condition on any consent restricting the use of the annex to the enjoyment of the occupant of the main building.

MPC: Objection

AGREED by council

EFL

- c. 23/02382/FUL Full Application for Demolition of existing conservatory and replacement with new single storey extension and erection of detached annex – Orchard Cottage, Chapel Lane

Comment as above (23/02383/LBC)

MPC: Objection

AGREED by council

EFL

- d. 23/02224/FUL Full Application for Erection of single storey side/link extension and associated works – Willowbrook, Stratford Road

MPC: No objection

AGREED by council

EFL

From Stratford-on-Avon District Council:

- e. 22/03664/REM Submission of Reserved Matters application (internal access, appearance, landscaping, layout and scale) for 60 Affordable dwellings, including all associated works which includes a substation, pursuant to planning permission 23/00138/VARY (below)

MPC: No objection

AGREED by council

EFL

- f. 23/00138/VARY Variation of conditions 3, 7, 8, 9, 13, 19 and 24 of outline planning permission 20/02745/OUT to seek approval for changes to the approved parameters plan (condition 3), changes to the parameter plan reference in existing conditions (conditions 7, 8, 9 and 13), changes to the quantum of open space to be provided (condition 8), changes to the external ambient noise levels to be adhered to (condition 19) and changes to the referenced flood risk assessment relating to surface water drainage (condition 24)

Initialed.....

MPC: No objection
AGREED by council
EFL

- g. To consider any urgent planning applications received since publication of the agenda
23/02372/FUL Full Application for Erection of a porch, conversion of the loft and other associated works – 19A Pound Lane
We are concerned that large dormers will upset the balance of the pair of dwellings and the street scene. Velux roof lights would better suit the street scene.
MPC: Objection
AGREED by council
EFL

- h. To receive an update on planning permissions/refusals
CDC No prior approval required:
23/01647/AGRPAN Agricultural to residential PAN for Prior approval for the change of use of agricultural building to No.1 dwellinghouse (Use Class C3) and for building operations reasonably necessary for the conversion – Abbotts Ground Farm, Broad Marston Lane
CDC has permitted/has no objection to:
23/01638/FUL Single storey rear extension – Broadway House, 1 Hidcote View

23/01863/TCONR T1–T3 Conifer Fell ground level – Little Tudor, Back Lane

23/01991/TCONR T1 Silver Birches X 4 Reduce by 2m and shape and thin. T2 Conifers (rear of house) Cut back to collar to reduce back from house – Mickleton House, High Street
23/00311/FUL Full Application for erection of single storey rear and side extension, 3 x pergolas, greenhouse and other associated works – 3 Tillage Close

22/01804/FUL Full Application for Demolition of existing conservatory and erection of single-storey rear/side extension – Cedar Cottage, High Street

23/01515/FUL Replace existing uPVC dormer windows with hardwood framed windows – Vine Cottage, High Street

230823/10 To note the external auditor's report
PKF Littlejohn, the external auditors, state that: Regarding Sections 1 and 2 of the AGAR, no matters have come to their attention giving cause for concern and relevant legislation and regulatory requirements have been met, except the comment below, see 230823/11.
Noted
EFL

230823/11 To agree the revised AGAR Section 2 Accounting Statements, with restated figures for boxes 4 and 6 for the previous year 2021/2022.

Initialed.....

There is one comment which states that in relation to 2021/2022 figures: the AGAR was not accurately completed in regard to self-employed costs, which should not go in box 4 'staff costs' but in box 6 'all other payments'.

Unfortunately, this was not flagged during last year's audit despite PKF Littlejohn requesting a breakdown of salary, national insurance and pension payments for both clerks for 2021/2022.

AGREED by council to restate the figures. This will conclude the audit for 2022/2023 and items will be published as required by the Accounts and Audit Regulations 2015.

EFL

230823/12 To approve terms of reference for the following working groups:

a. Burial
RESOLVED

EFL

b. Junior playing field
RESOLVED

EFL

c. Maintenance of grounds
RESOLVED

EFL

d. Games area
RESOLVED

EFL

e. Planning
RESOLVED

EFL

f. Policies and procedures
RESOLVED

EFL

g. Sports club
RESOLVED

EFL

The clerk noted that risk assessments must be drawn up for the junior playing field and the defibrillators working group.

230823/13 Policies to adopt/amend:

a. To adopt the Information Commissioner's Office publication scheme
RESOLVED

EFL

b. To amend the Information Commissioner's Office publication scheme guidance, to include information on vexatious claims
RESOLVED

EFL

Initialed.....

230823/14 To note weekly checks of junior playing field playground and games area
It was noted that not all checks had been carried out and councillors to communicate regarding holidays/when they are unable to do checks as these are a requirement of MPC's insurance policy.

JPB/GM/GT

230823/15 To vote on quotations received regarding painting the skateboard ramps at the games area on an annual basis

AGREED by council to use Radium Ramps for this year only at a cost of £595.00

EFL

230823/16 To note an update the games area risk assessment

NOTED

EFL

230823/17 Games area open day: to agree costs

[Note this should read 'open afternoon', not open day]

This was capped at £500

AGREED by council

230823/18 To approve handyman to carry out junior playing field and games area repairs (list circulated to councillors) as identified in weekly checks/RoSPA reports

AGREED by council

EFL

230823/19 To agree a two-year review of cemetery fees – next review August 2024

AGREED by council to review this in 2024

EFL

230823/20 To vote on purchasing an annual licence for Parish Online mapping software – £88

AGREED by council, but clerk to request a free extension first

EFL

230823/21 To receive correspondence

CDC/GCC/Police issues have been referred to the correct authority:

Parking Back Lane – police matter

Overgrown hedges – GCC

Planning comments – CDC

The clerk submitted the following to Highways on behalf of a parishioner who was unable to contact them: concerns regarding the pavement at the bus pull-in on Granbrook Lane, drain cover in Chapel Lane and weeds at Nursery Close.

Bearcroft Gardens/Junior playing field wall

Further to advice from our county association and our insurance company, paperwork circulated to council suggests that this is not MPC's responsibility. MPC has written to residents with this information and to highlight issues with the wall.

Initialed.....

Gloucestershire Constabulary is currently delivering a project called Commercial Vehicle Watch as part of the Department for Transport's National Roads Policing Review. It runs until the end of the year and further details are on MPC's website.

MPC has been successful in applying for funding in relation to planting up the planters in the village, but EFL has been informed that CDC is not continuing the 'Clean & Green' scheme in the future.

Cotwold Edge Road closure on 8 September – notices will be put up.

230823/22 To note agenda items for the next parish council meeting

- Training policy to be updated to include compulsory Gloucestershire Association of Parish and Town Council's 'Being a Better Councillor' for all new councillors or councillors who have not attended this course
- Quotes regarding a potential solar-powered defibrillator for the multi-use games area
- CF to submit information in relation to the Plantation to the clerk

230823/23 To confirm the date for the next parish council meeting: 27 September 2023

Pursuant to section 1 (2) of the Public Bodies (Admission to meetings) Act 1960, it is resolved that because of the confidential nature of the business to be transacted that the meeting be held in private session to discuss the points below. No other business will be discussed.

230823/24 To vote on decisions regarding exclusive right of burial transfers for the following plots: 76, 481, 499, 438A and 131

Transfers can go ahead as advised by the Institute of Cemetery and Crematorium Management

AGREED by council

EFL

230823/25 To vote on a decision regarding historical pre-purchase of exclusive right of burial for plot 568A

No extra charge due from owner

AGREED by council

EFL

230823/26 To agree 3-month continuation of clerk's increased hours

AGREED by council

EFL

230823/27 To note clerk's salary increase for completing the Certificate in Local Council Administration (CiLCA) qualification – as per the clerk's contract of employment

AGREED by council

EFL

Initialed.....

There being no further business, the chairman closed the meeting at 9.23pm

CHAIRMAN'S SIGNATURE:

MICKLETON PARISH COUNCIL			
Invoices for payment approval			
July and August 2023			
NAME	AMOUNT	method	
PAYMENTS			
BT Group – June	51.54	direct debit	paid
BT Group – July	51.54	direct debit	paid
Nest pension – June	117.81	direct debit	paid
Nest pension – July	102.10	direct debit	paid
National insurance – June	330.65	bacs	paid
National insurance – July	228.15	bacs	paid
Google email addresses – June	9.20	direct debit	paid
Google email addresses – July	9.20	direct debit	paid
Sage payroll – July	9.60	direct debit	paid
Sage payroll – August	9.60	direct debit	paid
PATA Payroll	105.70	bacs	paid
HP instant inks – July	22.49	direct debit	paid
HP instant inks – August	22.49	direct debit	dd due 22.8.23
Clerk salary – July	1268.79	bacs	paid
Clerk salary – August	1288.43	bacs	set to pay 31.8.23
Grundon Waste – Cemetery bin	29.39	direct debit	paid
Grundon Waste – Cemetery bin	65.83	direct debit	paid
Smartcut Grounds maintenance – July	633.92	standing order	paid on last day of month
Smartcut Grounds maintenance – August	633.92	standing order	paid on last day of month
Lebara mobile	0.99	debit card	paid
Lebara mobile	0.99	debit card	paid
King George's Hall – hire	30.00	bacs	paid
King George's Hall – annual charge	861.50	bacs	
Information Commissioners Office	35.00	direct debit	paid
Wilko envelopes	2.50	debit card	paid
Amazon WD40	4.25	debit card	paid
Amazon tie wraps MUGA	5.93	debit card	paid
Amazon chain MUGA	21.16	debit card	paid
Tennis net	29.16	bacs	paid
Easy PC accounts	90.00	bacs	paid
GAPTC internal audit	263.90	bacs	
Microsoft365	12.36	direct debit	paid
PKF Littlejohn external audit	378.00	bacs	paid
TOTAL	6726.09		

RECEIPTS			
Bank interest	70.69		

Initialed.....

Cemetery fees	720.00		
VAT refund	1152.50		
TOTAL	1943.19		