

## **MICKLETON PARISH COUNCIL MINUTES**

Minutes of the meeting of Mickleton Parish Council held on Wednesday 25 October 2023 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), Geoff Mayling (GM), Andy O'Neill (AON) and Graham Tyler (GT)  
District councillor Gina Blomefield (GB) and the clerk, Elaine Fuoco-Lang (EFL), were also in attendance. County councillor Lynden Stowe did not attend.  
Plus 4 members of the public

251023/01 To note that Councillor Francis has tendered her resignation  
Noted, and JPB noted her contribution to MPC.

251023/02 To receive apologies for absence  
Apologies were given by GB on behalf of district councillor Tom Stowe (TS).

251023/03 To make declarations of interest on the items on the agenda  
None declared.

251023/04 To confirm the minutes of the parish council meeting held on 23 August 2023  
It was RESOLVED to approve the minutes of the parish council meeting held on 23 August 2023 as a true and accurate record of that meeting, accepted and signed by the chairman.

270923/05 To receive the clerk's report  
Matters arising from August's meeting

1. The skatepark at the games area has not yet been painted because of the weather and contractor illness. The contractor keeping MPC updated, and this will either be done when conditions permit/availability or will be moved to the spring.
2. Some of the junior playing field repairs highlighted by RoSPA have been carried out and the working group informed.
3. Parish Online: a free extension was granted and access set up by clerk for councillors who requested this following August's meeting. Full payment will begin 23 November 2023 at a reduced fee of £77.

### Clerk's report

1. Further to the resignation of Councillor Francis the position was advertised but no electors came forward.

Following Councillor Hall's resignation in the interim period since publishing the agenda a vacancy notice has been advertised. The vacancy will be filled by

Initialed.....

election if a request from 10 local government electors for the parish is received by 10 November 2023, otherwise the parish council may fill the seven vacancies by co-option.

EFL has informally re-raised the issue of number of seats with CDC, as MPC has 11 seats and has just 4 councillors, which requires all councillors to be present for MPC to legally hold a meeting, and gives no allowance for illness/holiday. We have advertised information on becoming a councilor in noticeboards, MPC's website, social media and the Mickleton magazine. Following a conversation with the head of Mickleton Primary School this week, he kindly offered to send information to the parents.

2. The defibrillator at the village shop has been replaced with a spare machine as the battery was displaying 'low', it is a newer model and we were advised not to purchase batteries for the older machines as they are nearing the end of their life. We have now had the primary school's loan defibrillator returned as the school now has its own defibrillator. The school thanked the parish council for the loan. We will use this spare machine to replace other aging machines when appropriate.
3. The cemetery memorial safety report carried out by Memsafe has been received and EFL is contacting/being contacted by relatives.
4. EFL is pleased to report that, despite delays between the contractor and insurance company, the information shelter/former bus shelter on Chapel Lane has been repaired.
5. Further to information discussed at our last meeting regarding a Neighbourhood Development Plan, unfortunately the simple plan was not for new developments or to receive a Community Infrastructure Levy (CIL). MPC will look to address this, but with reduced councillor numbers and no forthcoming interest from the public it continues to be a challenge. EFL had an informal conversation with Joseph Walker, the Community Partnership officer at CDC, and will feed back information to MPC in due course.
6. There were no grant applications received, so the next round of grants will be advertised in the new year.
7. Signage at the skatepark but was removed and will be replaced.
8. There is an issue with the games area mobile phone which we are looking into.
9. January's meeting will be rearranged as we will not be quorate. EFL is awaiting a reply from KGH regarding booking the hall and we will announce this in due course.

251023/06 Finance:

a. To receive the financial statement

AGREED BY COUNCIL

EFL

b. To approve payments

AGREED BY COUNCIL

EFL

c. To note receipts

AGREED BY COUNCIL

EFL

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

NOTED

e. To note bank reconciliation: 1–30 September 2023

NOTED

f. To note internal quarterly check

NOTED

g. To note receipt of quarterly budget report sent on 30 September 2023

NOTED

251023/07 To receive any representations/questions from members of the public – 15 mins max

1. Member of the public: in order to avoid minor flooding, how do we get leaves opposite Three Ways removed? What about the bushes over the path? JPB stated that this is a Highways issue. GB talked about the roadsweeper issues as discussed in previous meetings, and talks regarding ditches/roadsweeping continued.

251023/08 To receive a report from Cotswold District Council

MPC received the following report from GB:

CDC Finances

Breaking news is that following consultation by Human Engine, CDC with the other councils sharing ownership of Publica for back-office support it has been decided to bring more of the services currently provided by Publica back to CDC. At a briefing for our Conservative group earlier this week a cost of £150,000 was mooted for managing this, but that seems very modest when considering the amount of change anticipated. A big issue would be the responsibility for pension liability and generally deciding how the staff want to be redeployed or indeed whether they will want to continue at all.

Finances are in a tricky position and significant cuts to services are required to balance the books. The budget set in February required the use of £861k of council reserves to deliver a balanced budget, a recent Revenue Budget Forecast projected a £448k overspend, meaning a potential £1,309k (10% of total budget) of reserves being required to balance the budget.

Clean and Green Team have been disbanded.

Telephone/Customer Services hours to be reduced to 9am-2pm.

Initialed.....

### Visitor Information Centres (VICs)

Following the decision to remove grant funding to VICs across the district, the Conservative group ran a petition asking for the cabinet to reverse the cuts. Over 2,000 signed the petition, including 1000 CDC residents. As a result, a debate was held at Full Council on 20th September. Council voted to ignore the petition, with councillors voting 21 against and 10 for the petition.

Sadly, this means that the vital CDC grant support to VICs, which has been in place for many years, will come to an immediate end, putting the future of some of the VICs, including Chipping Campden, in peril, and they are likely to either hugely scale back their activities or close altogether.

### Public Conveniences

A review into the provision of public toilets is being carried out. Overview & Scrutiny has been asked by Cabinet to look at options for providing this Service, which is a non-statutory requirement for local councils. A Task & Finish group has been set up who will report back in January. One of the options to be considered is their adoption by Town or Parish Councils.

### Boundary Review

The boundary commission has been notified to carry out a review of District Council Ward Boundaries ahead of the next CDC Elections in 2027. Currently, the smallest ward in Cirencester is 1,500 electors. The largest is Campden & Vale, with 5,200 electors (2,600 each!)

### CDC Local Plan Housing Requirement

The review of the adopted Local Plan's housing requirement has been undertaken. This concludes that the local housing need of the district has not changed significantly and the adopted Local Plan housing requirement does not require updating.

### Garden Waste Licence

There's still time to apply for your garden waste licence for the coming year. It costs £57 (per licence) for an annual subscription - 1 April 2023 to 31 March 2024. If you are new to the service and need a bin, this can be ordered when subscribing [https://www.cotswold.gov.uk/gardenwaste?mc\\_cid=ff2f0189dc&mc\\_eid=9720e6feff](https://www.cotswold.gov.uk/gardenwaste?mc_cid=ff2f0189dc&mc_eid=9720e6feff)

### Cotswold Voluntary Wardens

Cotswold National Landscape (AONB) are fortunate to have a collective of over 400 volunteer wardens. The Cotswold Voluntary Wardens were established in 1968 and have continued to grow year on year. Anyone can join – all you need is enthusiasm for the Cotswolds and a willingness to offer your time and skills to help keep the Cotswolds special. <https://www.facebook.com/groups/cotswoldwardens>

### Questions:

GM asked if CDC was taking planning in house. GB replied yes. GM asked if CDC could give an update on planning application 22/02148/FUL. GB replied that there is still no decision, but TS was involved with this application. Discussions on other planning applications were held, including Stratford-upon-Avon (item 251023/10j).

Initialed.....

251023/09 To receive a report from Gloucestershire County Council  
No report received.

251023/10 To consider the following planning applications:

- a. 23/02756/FUL Full Application for Erection of porch and log store and retrospective consent for addition of link extension, replacement of rainwater pipes, opening up of external wall, fenestration alterations, internal alterations and associated works at The Cedars, Ivy House Lane

MPC: Retrospective approval for works carried out without planning permission. The link is not that visible from the public realm and presumably has been in place for some time without any objector drawing attention to it. No objection to the porch and log store. Regarding the works carried out without planning permission, CDC should look for some retrospective alterations to what has been previously created.  
AGREED BY COUNCIL

**EFL**

- b. 23/02543/LBC Listed Building Consent for Erection of porch and log store and retrospective consent for addition of link extension, replacement of rainwater pipes, opening up of external wall, fenestration alterations, internal alterations and associated works at The Cedars, Ivy House Lane

MPC: AS ABOVE  
AGREED BY COUNCIL

**EFL**

- c. 23/02567/FUL Full Application for Erection of ground floor porch and second floor extension with Juliet balcony and alterations to external wall finish, roof works and fenestration at Abbots Ground Cottage, Broad Marston Lane

MPC: The second-floor rear extension could have an overpowering effect on the occupants of the adjoining semi. This is a potential issue and planners may wish to visit the neighbour's property before deciding the application.

AGREED BY COUNCIL

**EFL**

- d. 23/02702/CLEUD Certificate of Lawful Existing Use or Development under Section 191 of the Town and Country Planning Act 1990 for erection of a dwelling with associated residential garden land at Mickleton Nurseries, Stratford Road

MPC: No comment

AGREED BY COUNCIL

**EFL**

- e. 23/02814/FUL Erection of boundary wall at The Old Vicarage, Church Lane

MPC: In an area of predominately limestone buildings and walls, planners should consider whether a limestone wall is more appropriate than a brickwork wall for a designated heritage asset in the Conservation Area. In principle, Mickleton Parish

Initialed.....

Council would not object to the wall and associated works.

AGREED BY COUNCIL

**EFL**

- f. 23/02815/LBC Erection of boundary wall at The Old Vicarage Church Lane  
MPC: AS ABOVE  
AGREED BY COUNCIL  
**EFL**
- g. 23/02831/FUL Full Application for Conversion of detached garage to form ancillary annexe with installation of dormer and rooflights at Rondo House Vine Court, High Street  
MPC: The use of this annexe is not stated. It could be regarded as a self-contained unit/dwelling. If the planners are mindful to approve this application, they could consider adding a clause that the annexe should be for the sole use of the occupants of Rondo House.  
AGREED BY COUNCIL  
**EFL**
- h. 23/03076/TCONR Works to trees in conservation areas for T1 & T2 pair of Leylandii growing in close proximity. Fell – Trees are becoming too large for garden and there is evidence of subsidence cracking on the cottage at Ivy Cottage, High Street  
MPC: These trees are prominent in the street scene and contribute to its character. They are alien species. It would be appropriate to replace them with native species.  
AGREED BY COUNCIL  
**EFL**
- i. 23/03051/FUL Full Application for Erection of single storey rear extension (revised scheme) at Lamb House, High Street  
MPC: Objection comments  
This is a slightly amended design to a previous application. The documents submitted with this application do not show that there will be a significant impact on Hove Cottage, an adjoining dwelling. Hove Cottage that looks onto the land for this application has small windows and they will be 3.2m distant from a wall of this extension. The drawings do not show the windows of Hove Cottage. There will be a loss of sunlight to Hove Cottage. The extension will be overbearing and overshadow Hove Cottage, especially as the extension has a pitched roof.  
Although not a listed building, Lamb House is in the Conservation Area (CA), and we question whether this extension improves the appearance of Lamb House and the appearance of the CA. Planners should visit this dwelling and Hove Cottage if they are mindful to approve this application.  
AGREED BY COUNCIL  
**EFL**

Initialed.....

j. Stratford-upon-Avon District Council:

Hybrid Planning Application comprising: a) FULL application for 376 homes, including 132 affordable homes, car parking and all ancillary enabling works, including associated highway, drainage and landscape works and demolition of existing buildings/structures b) OUTLINE application (matters reserved relating to site access, landscaping, appearance, layout and scale) for a serviced parcel of land for a future primary school at Phase 1B, Long Marston Airfield, Campden Road, Lower Quinton, Stratford-upon-Avon

MPC: 23/01794/OUT Objection comments

The proposal would have an unacceptable and adverse impact on village and rural road networks, especially the B4632, Mickleton and surrounding villages, due to the inevitable increased traffic which would increase noise and air pollution, all decreasing pedestrian safety. Is there any evidence of any traffic/assessments being carried out? What data is there on the perceived percentage of traffic travelling through Mickleton? It would have unfavourable highway safety issues on the following: traffic generation, road capacity (especially on B4632), visibility, car parking, effects on pedestrians and cycle safety. There would be further congestion on local roads and indeed encourage commuters to create rat runs along minor roads. Public services would be possibly impacted on water attenuation. Has any data been prepared regarding existing water pressure on the existing new build? We need to see how the scheme has been prepared with regard to the effect on biodiversity and the natural topography of the area. Indeed, the scheme would have an adverse effect on local infrastructure which would be detrimental to the character of Mickleton, increasing density through over development and creating a deleterious appearance to our landscape. In addition, we would be concerned about the effect that a potential 800 or more occupants would have on local schools and medical facilities in the area. Land is designated for a school, but a condition that a school and any other facilities would not be provided until a significant number of dwellings are occupied (like the previous application for this site) should be avoided.

AGREED BY COUNCIL

**EFL**

k. To note decision in relation to 22/02148/FUL Detached garage with ancillary accommodation in roof space at Grey Gables, Church Lane

MPC: Objection comments

As a consultee we are concerned to hear from our District Councillors that CDC Planners "are minded to approve this application based upon additional information received" that was not in the public domain. We have been given only seven days to respond.

We note that the additional information comprises two very basic drawings and a revised document from the Conservation officer (CO).

The CO has established that some materials and some aspects of design are now more in line with the Cotswold Design Guide, the staircase is now internal and the ridge to the roof is, we think, now shown 150 mm lower on the drawings.

Initialed.....

However the CO in the original document of 22 July 2022 made significant reference (concerns) to "highly visible from the public footpath" "dominates views of the Grade 1 listed church..." "is disproportionately large....." "harmful visual impact on the character and appearance and on the area by its excessive size and close proximity to the public footpath" "comments in the paragraph re the Cotswold Design Guide, "..... detrimental impact of the character and appearance of the area including the setting of the nearby listed buildings....." "..... considered contrary to policies...."

As a result of the above the CO objected to the application.

In our opinion the aforementioned concerns raised by the CO have not been addressed by revised materials, changes in design and the slightly lower roof ridge. They remain to be resolved.

Our previously submitted concerns regarding the effect of openness to the Conservation Area (CA), harmful effect of the setting to the closeness of the listed buildings, views out of the CA, the effect to Milking Pail Lane, unduly dominant in the outlook to neighbouring dwellings, in our opinion have not been satisfactorily resolved.

We therefore continue to object to this planning application.

AGREED BY COUNCIL

- I. To consider any urgent planning applications received since publication of the agenda  
23/03306/TCONR Works to trees in conservation areas for Horse Chestnut - prune branches from tree at Tudor Cottages back to property boundary at 2 Tudor Cottage, High Street  
MPC: No objection  
AGREED BY COUNCIL  
**EFL**

- m. To receive an update on planning permissions/refusals

Cotswold district council has permitted/has no objection to the following:  
22/03630/LBC Re-roofing of existing building, including converted stable block and mono-pitch link roof, and addition of 3no. rooflights and re-construction of chimney (converted stable block/coach house) – The Old Vicarage, Church Lane

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

23/01648/FUL Full Application for Erection of front porch (retrospective) – 21 Nursery Close

23/01934/FUL Single storey rear extension and new entrance porch, remove existing utility room – 56 Cedar Road

Initialed.....

An appeal under section 78 of the Town and Country Planning Act 1990 has been dismissed in relation to the following:

22/01168/FUL Wykum High Street

Demolition of existing garage and creation of parking area

251023/11 To discuss and agree the parish council's draft action plan for 2024

[EFL: apologies for the omission, this should read 2024/2025]

AGREED BY COUNCIL

251023/12 To appoint an internal auditor (Gloucestershire Association of Parish and Town Councils) who is competent and independent of the council

AGREED BY COUNCIL to appoint a GAPTC-approved internal auditor

**EFL**

251023/13 To vote on purchasing a defibrillator for the community games area

AGREED BY COUNCIL to purchase a Zoll AED from Community Heartbeat Trust £2520 ex fitting and VAT.

**EFL**

251023/14 To agree to use Memsafe to conduct memorial safety checks of 'amber warning' memorials in the churchyard on a bi-annual basis

[EFL: This should read every year/two years]

It was AGREED BY COUNCIL to have the checks carried out between one and two years

**EFL**

251023/15 To agree to use Memsafe to conduct memorial safety checks of 'amber warning' memorials in the cemetery on a bi-annual basis

[EFL: This should read every year/two years]

It was AGREED BY COUNCIL to have the checks carried out between one and two years

**EFL**

251023/16 To confirm the annual charge for Mickleton Primary School in relation to the hire of the multi-use games area, following a change to the requirements agreed in June 2023

AON abstained from this vote

AGREED BY COUNCIL

**EFL**

251023/17 Policies to adopt/amend:

- To amend the training policy  
AGREED BY COUNCIL  
**EFL**
- To adopt the defibrillator risk assessment  
AGREED BY COUNCIL
- To adopt the Junior Playing Field risk assessment  
AGREED BY COUNCIL

Initialed.....

- To amend the privacy statement for the general public  
AGREED BY COUNCIL  
EFL
- To amend the current Data Protection Policy (now a privacy statement for staff/councillors)  
AGREED BY COUNCIL  
EFL

230823/18 To note weekly checks of junior playing field playground and games area  
It was noted that not all weekly checks had been received but these must be carried out as per the terms of our insurance policy. It was recommended, as per the terms of reference, that councillors liaise to ensure that these are carried out.

JPB/GM/GT

230823/19 To note weekly defibrillator checks

It was noted these have been carried out and the clerk has conducted a monthly check of this via the online system.

230823/20 To confirm Remembrance Sunday arrangements

GM volunteered to lay the parish council's wreath following the remembrance service at St Lawrence's Church on 12 November.

EFL/GM

230823/21 To confirm Christmas arrangements: Friday 15 December 2023

MPC CONFIRMED that the Bretforton Band and Reverend Craig Bishop had agreed to the above date for the annual outdoor carol concert. Councillors to liaise over further arrangements.

JPB/GM/AON/GT

251023/22 Correspondence

1. MPC had an informal discussion with Highways regarding the potential locations for grit bins, but was informed that the locations did not fit the criteria for the installation of bins: Mickleton Primary School is not Highways, Back Lane/Broad Marston Lane/Granbrook Lane there isn't any steep gradient, both roundabouts in the village and the bend at the High Street are on the primary route for gritting, so no grit bins are allowed in that proximity.
2. Information regarding former councillor Francis's information on the plantation has been passed to councillors to investigate/take further, as advised by EFL.
3. Cotswold Edge: Highways informed us that works have been postponed and will be reprogrammed, this has since been carried out.
4. Highways have carried out repairs to the bus pull in at Granbrook Lane and a drain cover in Chapel Lane has been marked up. This was reported on behalf of a villager who raised the issues. It was noted by a member of public that there were issues with the edges of the bus pull in, so EFL has raised this with Highways, who have stated that it has now been rectified.
5. A member of the public raised a query regarding benches and a sign at the Three Bees Garden. EFL contacted the garden's organiser who stated that these

Initialed.....

can be used by MPC. MPC could use these to replace some damaged benches, but person power is required. Councillors to advise.

6. Resident queried weeds down Broad Marston Lane and was signposted to Highways and also advised that they check their deeds.
7. We have received comments regarding grass cutting being missed at the cemetery and also an issue of overgrown plots in the cremation area. EFL has raised this with the burial authority and has met with Smartcut.
8. EFL raised a query to Highways on 20.10.23 regarding flooding at both ends of the village following residents' queries.
9. MPC has been informed by the residents that the stone wall at Bearcroft Gardens and the junior playing field was due to be repaired.
10. MPC was contacted by the Road Safety & Traffic Management Officer regarding the new speed camera. A triage form was sent and returned, but we are awaiting feedback.

Various items circulated to councillors:

CDC

- Cotswold District Council has welcomed the news that the Cotswold National Landscape Board has dropped plans to designate the Cotswolds as a National Park.
- Principal Planning Policy Officer at CDC circulated information regarding Gloucestershire's Call for Sites for Gypsy, Roma, Traveller, Travelling Showpeople & Bargee communities, *but the deadline has now passed*.
- Various funding information.

POLICE

- Councillor Advocacy Scheme, a new project with the aim of creating and strengthening relationships between the neighbourhood policing team and local councillors.

251023/23 Agenda items for the next parish council meeting

To discuss the cemetery wall repairs

**EFL**

251023/24 To confirm the date for the next parish council meeting: 29 November 2023

CONFIRMED

*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 to the points below. No other business will be discussed.*

251023/25 To amend clerk's employment contract regarding working hours

AGREED BY COUNCIL

**EFL**

Initialed.....

251023/26 To agree to pay clerk's expenses, as per the employment contract

AGREED BY COUNCIL

EFL

251024/27 Annual salary review as per financial regulation 4.4

AGREED BY COUNCIL

EFL

**There being no further business, the chairman closed the meeting at 9.16pm**

Initialed.....

Invoices for payment approval		
September and October 2023		
NAME	AMOUNT	METHOD
<b>PAYMENTS</b>		
BT Group – August	51.54	Direct debit
Nest pension – August	104.24	Direct debit
National insurance – August	242.02	BACS
Google email addresses – August	9.20	Direct debit
HP instant inks – September	22.49	Direct debit
Clerk salary – September	1291.57	BACS
Lebara mobile – September	4.90	Direct debit
Grundon Waste – Cemetery bin	47.69	Direct debit
Smartcut Grounds maintenance – September	633.92	Standing order
Plantool fencing (insurance claim)	413.30	Debit card
Plantool fencing (insurance claim)	83.86	Debit card
Lavish construction excess (insurance claim)	125.00	Debit card
Microsoft 365	12.36	Direct debit
Defib Warehouse pads 1 or 2	77.94	BACS to JPB
Defib Warehouse pads 2 of 2	77.94	BACS to JPB
GAPTC July training (clerk data protection 3/3)	30.00	BACS
Post Office 2nd class stamps	12.00	Debit card
KGH August	30.00	BACS
Memsafe cemetery testing	1,224.60	BACS
BT Group – September	51.54	Direct debit
Nest pension – September	104.56	Direct debit
National insurance – September	244.04	BACS
Google email addresses – September	9.20	Direct debit
HP instant inks – October	22.49	Direct debit
Clerk salary – October	1291.37	BACS
Lebara mobile – October	4.90	Direct debit
Grundon Waste – Cemetery bin	47.53	Direct debit
Smartcut Grounds maintenance – October	633.92	Standing order
Microsoft 365	12.36	Direct debit
<b>TOTAL</b>	<b>6916.48</b>	
<b>RECEIPTS</b>		
Interest	92.53	
Cemetery fees	1300.00	
Precept payment 2 of 2	9625.00	
Clean and green grant planters	199.01	
VAT reclaim	652.43	
Insurance fencing reclaim (ex vat)	488.80	
<b>TOTAL</b>	<b>12357.77</b>	