

MICKLETON PARISH COUNCIL MINUTES

Minutes of the meeting of Mickleton Parish Council held on Wednesday 24 July 2024 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), Rosemarie Donaldson (RD), Chris Cottam (CC), Emile Dodin (ED), Andrew Tomlinson (AT) and district councillor Tom Stowe (TS)

The clerk, Elaine Fuoco-Lang (EFL), was also in attendance

District Councillor Lynden Stowe (LS) did not attend

Plus 1 member of the public

Business to be transacted:

240724/01 To receive apologies for absence: to be accepted or noted by council
District councillor Gina Blomefield (GB) gave her apologies.
Graham Tyler (GT) gave his apologies, which were accepted by council.

240724/02 To co-opt the following councillors:

- a. Chris Cottam
- b. Emile Dodin
- c. Andrew Tomlinson

All of the above [a, b and c] were co-opted by Mickleton Parish Council.

240724/03 To make declarations of interest on the items on the agenda

GM and JPB both declared an interest in item 240724/22.

RD declared an interest in item 240724/24.

The clerk noted that, due to unforeseen circumstances, RD left the meeting.

240724/04 To confirm the minutes of the annual meeting of the parish council held on 29 May 2024

It was RESOLVED to approve the minutes of the parish council meeting held on 29 May 2024 as a true and accurate record of that meeting, accepted and signed by the chairman.

240724/05 To receive the clerk's report

Matters arising

No further update on the community speedwatch camera/white gates/road markings.

MPC is trying to set up a new speedwatch group, as volunteers are required to carry out vehicle verification, letter requests and provide a monthly report to MPC.

Initialed.....

The churchyard gate issues have been fixed.

The external audit documentation, as approved at May's meeting, is with the external auditors, PKF Littlejohn, and is currently being processed.

Some photographs of MPC's assets are still outstanding from councillors.

EFL and ALL COUNCILLORS

We are still awaiting:
Cemetery wall repairs.

EFL has been informed that the tree next to the churchyard wall in a landowners' field will be removed.

EFL

Clerk's report

I met with a Caloo contracts manager who admitted that two fencing panels that have shown up on the RoSPA report have been cut too short, so these will be replaced free of charge.

An area of the churchyard where mowing was not carried out by the contractors was reported, and this needs to be monitored and checks to be set up by councillors going forward.

A headstone in cemetery been cordoned off, as it was identified as an 'amber' warning, with movement at the base, in August 2023, and it has now moved further. The family has been informed regarding making this safe.

Highways has asked about our salt requirements, and EFL has contacted TOPS to see if MPC needs more supplies and if they are happy to accept delivery. JPB or GT to visit and follow up.

JPB/GT

The following street signs have been reported to CDC:
Mill Street, Cotswold Edge, Greyrick Court and Ballards Close.
A full bin at the JPF and damage to a bin at the JPF has been reported.

Flooding at the bottom of Bakers Hill was reported by via GCC's 'fix my street'. This was passed on to Thames Water, who attended within one hour.

JPB raised issues of safety on Stratford Road corner by the farm shop and senior playing field.

The bench on High Street/Church Lane by the telephone box is beyond economic repair, so this will be replaced with one of the donated Three Bees benches.

Following the email upgrade, just one councillor needs to set this up, and all email

Initialled.....

addresses are on the website and the newly co-opted councillors' information will be added.

To note that Mickleton Primary School is unable to commit to hiring the community games area facilities going forward, which would be paid from the budget it receives from GCC. There is no legal power MPC can use to provide curriculum activities, as that is the remit of GCC, and general hire of the community games area will be discussed at 240724/13.

EFL circulated information regarding a Neighbourhood Development Plan to council to perhaps consider once MPC has a larger number of councillors. Noted that this should not just be on the shoulders of MPC, but involve individuals/groups etc. EFL gave the Community Partnership Officer's details, along with funding information.

MPC's annual registration with the Information Commissioner's Office has been renewed.

An automatic pension re-enrolment assessment was completed by the payroll company, as required by The Pensions Regulator, and no action was needed to be taken. MPC to complete its re-declaration of compliance on The Pensions Regulator website.

JPB

240724/06 Finance:

- a. To receive financial statements

Received by council

- b. To approve payments

It was RESOLVED to approve payments

JPB

- c. To note receipts

Noted by council

- d. To note bank reconciliations:

- i: 1–31 May 2024

Noted by council

- ii: 1–30 June 2024

Noted by council

- e. To note quarterly internal checks: 21.06.24

Noted by council

- f. To note receipt of quarterly budget report: 09.07.24

Noted by council

- g. To approve clerk's overtime

Approved by council

240724/07 To provide members of the public with the opportunity to comment on items in respect of the business on the agenda (maximum time 15 minutes and 5 minutes per person as per Standing Order 3 e–g)

Initialed.....

Questions which did not relate to any items on the agenda were raised regarding the closed churchyard. JPB and ED agreed to meet the resident to discuss.

JPB/ED

240724/08 To receive a report from Cotswold District Council
TS submitted the following report.

Publica Transition:

The initial estimated cost of transition was £200k, which grew to £500k. Now an additional cost of £300k of redundancies have been added, for phase one only.

Ongoing costs and extra costs to deliver services once the transition is completed is £356k per year, for phase one only.

Cumulative additional costs of £1.1 million by 2027/2028.

Planning:

The new government has plans to build significantly more homes. The impact of these plans on the district will be monitored.

Alleyway:

TS was pleased that, after discussions, Bromford Housing has cleared the alleyway between Cedar Road and Granbrook Lane.

240724/09 To receive a report from Gloucestershire County Council
No report given.

240724/10 To consider the following planning applications:
To ratify comments submitted to CDC on 27.06.24 regarding:

- a. 24/01436/FUL Full Application for Proposed side extension to existing dwelling (renewal of 21/02231/FUL) at Wentworth House, Broadway Road

MPC agreed to submit a general comment:

This is a big well-designed extension and set back from the road. From a public realm perspective there are no comments. However, there are possible privacy issues from the neighbour. The Planning Officer should therefore visit the site.

The clerk noted: Further to a conversation with the applicant, the following was submitted to the planning officer from EFL:

I am unaware if the parish council knew that the subject of privacy concerns had already been noted by the case officer in the original application, which include the statement: "... is considered not to materially detract from the privacy of the occupants of the neighbouring dwellinghouse" under the old application reference, and the application was approved by CDC.

- b. 24/01421/FUL Full Application for proposed two storey side extension, single storey rear extension, bay window to front elevation and chimney to side elevation at 33 Ballards Close

Following a revised application, received on 26/06/2024, MPC agreed to submit a comment of no objection [this application has since been permitted, as at 240724/10i]

Initialled.....

- c. 24/01254/FUL Full Application for Replacement of existing shed with 20x10ft wooden shed/workshop at Stoneleigh, Ivy House
MPC agreed to submit a comment of no objection [this application has since been permitted, as at 240724/10i]
- d. 24/01452/FUL Full Application for Erection of single storey side and front extension and loft conversion with dormers at 25 Ballards Close
MPC agreed to submit a comment of no objection
- e. 24/01646/AGFO Agricultural or Forestry Notification for Prior notification for the erection of a new access track at Land (E) 415631 (N) 241818 Aston Subedge
MPC agreed to submit a comment of no objection [this application did not require approval, as at 240724/10i]
MPC agreed to ratify the above

To consider new applications

- f. 24/01623/FUL Installation of two canopies at Mickleton Primary School, Broad Marston Lane
MPC agreed to submit a comment of no objection
EFL
- g. 24/01975/LBC Listed Building Consent for replacement of rooflight, windows, external doors and repairs to dormer window at The Old School Hall, Back Lane
MPC agreed to submit a comment of no objection
EFL
- h. To consider any urgent planning applications received since publication of the agenda
 - 24/01873/FUL Full Application for Conversion of existing barn (revision to previous permission ref. 23/01647/AGRPAN to include extension and outbuilding) and replacement of existing dwelling (including removal of large agricultural shed) at Abbots Ground Farm, Broad Marston Lane
MPC agreed to submit a comment stating that a condition was imposed that the existing dwelling be demolished.
EFL
- i. To receive an update on planning permissions/refusals

Cotswold district council has permitted/has no objection to:

24/00388/FUL Erection of single storey rear extension at Hillview Cottage, High Street

24/00942/FUL Full Application for Replacement of timber and steel windows to front elevation with new steel windows at Millbank Cottage, Mill Lane

24/01421/FUL Full Application for Proposed two storey side extension, single storey rear extension, bay window to front elevation and chimney to side elevation at 33 Ballards Close

24/01254/FUL Full Application for Replacement of existing shed with 20x10ft wooden shed/workshop at Stoneleigh, Ivy House

Initialed.....

24/01436/FUL Full Application for Proposed side extension to existing dwelling (renewal of 21/02231/FUL) at Wentworth House, Broadway Road

Prior Approval not required – AGFO

24/01646/AGFO Agricultural or Forestry Notification for Prior notification for the erection of a new access track at Land (E) 415631 (N) 241818 Aston Subedge Gloucestershire

240724/11 To confirm updates to the following terms of reference for representatives/ working groups, to be reviewed annually:

- a. Burial
- b. Junior playing field
- c. Maintenance of grounds
- d. Games area
- e. Planning
- f. Policies
- g. Sports club
- h. Community activities
- i. Defibrillators
- j. Litter picking
- k. Climate

Agreed by council

EFL

240724/12 To vote on the following changes at the multi-use games area:

- a. purchasing a storage container (using s106 funds) to store one set of tennis nets

Council agreed to set a limit of £1,500 ex vat.

JPB

- b. to keep court 1 as a tennis court and court 2 as a netball court

Agreed by council

JPB

240724/13 To review the hire charges for the community games area

Council voted to amend the hourly charge for one court or the MUGA from £5 to £6 per hour, as of 1 September 2024.

EFL

240724/14 To vote on actions to take regarding the RoSPA reports – junior playing field and games area

Council agreed to accept the quote from Kompan Ltd, and to obtain further advice/quotes on other items which were flagged as requiring painting (maintenance not a safety issue).

EFL

260624/15 To agree Community Infrastructure Levy (CIL) funds can be put towards RoSPA repairs to the junior playing field equipment and games area

Initialed.....

MPC has £2,516.47 to spend: [Community Infrastructure Levy \(CIL\) Reports - Mickleton Parish Council](#)

Agreed by council

EFL

240724/16 To approve scope of works as outlined in the tree report

Council agreed to accept the quotation from Treotech Ltd

EFL

240724/17 To note works required in the current cemetery

Noted by council

240724/18 To vote on carrying out works to landscape the new cemetery

Council voted to accept the quotation from Smart Cut Ltd

EFL

240724/19 To note that Memsafe will be carrying out headstone safety checks in relation to the 'amber' warnings in both the cemetery and closed churchyard, as per minute reference 251023/14

Noted by council

EFL

240724/20 To approve Memsafe carrying out repairs to approximately eight 'amber' warning headstones in the churchyard

Agreed by council

EFL

240724/21 To vote on action to take regarding headstones in Mickleton Cemetery which have failed the safety inspection and have not been repaired

Agreed by council to take Memsafe's advice on either laying flat or part-burying headstones, as per health and safety requirements and Institute of Cemetery and Crematorium advice.

EFL

240724/22 To confirm arrangements and agree any costs for the Family Sports Day: Monday 26 August 2024

Council agreed to cap costs at £250.

Council agreed to change the location of the event to the Senior Playing Field.

EFL AND ALL COUNCILLORS

240724/23 To receive a report from the Climate Working Group

AON has attended a county association training course on Biodiversity and Climate Change.

240724/24 To vote on arrangements for the annual outdoor Christmas carol service

Council agreed to accept the offer from the Three Ways Hotel to hold the annual outdoor carol service outside their premises.

EFL

Initialed.....

240724/25 To note weekly checks of junior playing field playground and games area
One report missing for both sites in June.
No JPF checks received since 1.7.24.
Noted that broken slats in the fencing have been repaired.

240724/26 To note defibrillator checks
Noted all done but the KGH update has not been done on The Circuit. Reports need to be updated on both Webnos and The Circuit systems.
EFL noted that defibrillator pads will expire on 28.08.24 for KGH and The Leasows please see EFL to ensure these are exchanged by this date.

JPB/AON

240724/27 To receive correspondence

Queries were signposted to the police included:

- Concerns over speeding and increased volume of traffic on Broad Marston Lane.
- PCSO Paul Hancock carried out a speed check in relation to a previous concern regarding speeding traffic on Chapel Lane at school drop-off time.

Queries were signposted to GCC included:

- Individuals cycling on footpaths. Although only enforceable by the police, the public rights of way officer has asked the Cotswold wardens to put up some 'no horse-riding or cycling, footpath only' signs
- Overgrowth on Stratford Road and Cedar Lane
- Complaint regarding Chapel Lane repairs

Queries were signposted to CDC included:

- Issues regarding planning

240724/28 To note agenda items for a future parish council meeting
Query regarding the Neighbourhood Development Plan

EFL to pass information to ED

240724/29 To confirm the date for the next parish council meeting: 25 September 2024

The chairman closed the meeting at 9.04pm

Initialed.....

MICKLETON PARISH COUNCIL		
Payments for approval		
June and July 2024		
NAME	AMOUNT	METHOD
PAYMENTS		
Clerk mobile – June	4.90	DIRECT DEBIT
MUGA mobile – June	4.40	DIRECT DEBIT
BT Group – June	41.94	DIRECT DEBIT
Google email addresses – May	8.70	DIRECT DEBIT
Microsoft 365 – June	12.36	DIRECT DEBIT
HP instant inks – June	25.49	DIRECT DEBIT
Grundon Waste – Cemetery bin – May	50.93	DIRECT DEBIT
Nest pension – June payroll	120.79	DIRECT DEBIT
National insurance/PAYE – June payroll	323.12	STANDING ORDER
Clerk salary – June payroll	1492.91	STANDING ORDER
Smartcut Grounds maintenance – May	633.92	STANDING ORDER
King George's Hall – May	60.00	BACS
Information Commissioner's Office (ICO)	35.00	DIRECT DEBIT
Stockwell Davies tree report	766.80	BACS
Clerk mobile – July	4.90	DIRECT DEBIT
MUGA mobile – July	4.40	DIRECT DEBIT
BT Group – July	41.94	DIRECT DEBIT
Google email addresses – June	6.00	DIRECT DEBIT
Microsoft 365 – July	12.36	DIRECT DEBIT
HP instant inks – July	25.49	DIRECT DEBIT
Grundon Waste – Cemetery bin – June	50.75	DIRECT DEBIT
Nest pension – July payroll	120.79	DIRECT DEBIT
National insurance/PAYE – July payroll	323.32	STANDING ORDER
Clerk salary – July payroll	1492.71	STANDING ORDER
Smartcut Grounds maintenance – June	633.92	STANDING ORDER
King George's Hall – June	30.00	BACS
King George's Hall office hire	947.65	BACS
TOTAL	7,275.49	
August		
Clerk mobile – August	4.90	

Initialed.....

MUGA mobile – August	4.40	
BT Group – August	41.94	
Google email addresses – July	6.00	TBC
Microsoft 365 – August	12.36	
HP instant inks – August	25.49	
Grundon Waste – Cemetery bin – July	50.75	TBC
Nest pension – August payroll		TBC
National insurance/PAYE – August payroll		TBC
Clerk salary – August payroll		TBC
Smartcut Grounds maintenance – July	633.92	
King George's Hall – July	30.00	
TOTAL	TBC	
RECEIPTS		
Interest	106.28	
Cemetery fees	2,825.00	
VAT	666.84	
TOTAL	3598.12	