

MICKLETON PARISH COUNCIL MINUTES

Minutes of the meeting of Mickleton Parish Council held on Wednesday 28 May 2025 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), Chris Cottam (CC), Emile Dodin (ED) and Kevin Fletcher (KF)
County Councillor Tom Bradley (TB), District Councillor Tom Stowe (TS) and the clerk, Elaine Fuoco-Lang (EFL), were also in attendance
Gina Blomefield (GB) gave her apologies (item 3)
Plus three members of the public

Business to be transacted:

01. Election of the chairman of the council
JPB was nominated as chair – unanimously agreed.

02. Acceptance of office forms:

a. Delivery by the chairman of the council of his/her acceptance of office form
The chairman signed the declaration of acceptance of office.

EFL

Items 23–25 were brought forward at this point as requested by a member of the public, and granted by JPB.

03. To receive apologies for absence: apologies to be accepted/not accepted by council

AON and TE gave their apologies, which were accepted by council.

GB gave her apologies.

EFL

04. To make declarations of interest on the items on the agenda

None declared

05. To confirm the minutes of the parish council meeting held on 25 April 2025

It was RESOLVED to approve the minutes of the parish council meeting held on 25 April 2025 as a true and accurate record of that meeting, accepted and signed by the chairman.

EFL

06. To confirm election of representatives/working groups – information circulated to councillors

Confirmed as at APPENDIX A (and also on MPC's website).

Mickleton Parish Council

King's George's Hall, Chapel Lane, Mickleton, Chipping Campden, GL55 6SD
01386 430 393 | clerk@mickletonparishcouncil.gov.uk | mickletonparishcouncil.gov.uk

Initialed.....

EFL

07. To receive the clerk's report

A number of matters arising are still outstanding from February and April's meetings and reminders have been sent):

Games area:

Councillors to liaise to help provide measurements for the games area storage unit.

JPB/TE

Cemetery works

Burial representatives to draw up a scheme of works to remove brambles and self-seeded trees to ensure this covers everything MPC needs to be completed by our contractors.

JPB/ED

Website

Website information and/or a photo are needed from councillors ED and TE, and a photo is needed from KF.

ED/TE/KF

Training

To note that councillors who have not taken or signed up to the training course, as per the Training Policy, please identify dates and contact EFL, who has to do all GAPTC bookings

GM/AON/TE/KF

Bus shelters Stratford Road

The bus shelter lighting issue is not resolved and needs further investigation.

JPB

Trusteeships: These are still in hand.

EFL

Churchyard wall

MPC now has formal diocese approval regarding the works to the churchyard wall, and has informed both the wall and stump remover contractors. The wall contractor hopes to start works in July [once the stump has been removed].

MPC has set the following dates:

A Family Sports Day will be held at the Senior Playing Field (off Long Marston Road) on 6 July 2025.

There will be an open weekend at the Community Games area on 9–10 August 2025. More information will be available on the council's website, noticeboards and Facebook page in due course. JPB to provide the clerk with posters advertising the events.

JPB/EFL

CLERK'S NOTES

Mickleton Parish Council

King's George's Hall, Chapel Lane, Mickleton, Chipping Campden, GL55 6SD
01386 430 393 | clerk@mickletonparishcouncil.gov.uk | mickletonparishcouncil.gov.uk

Initialed.....

Roads

GCC highways has informed us that surface dressing on Bakers Hill will start on 23 June 2025 for three days (dates are provisional). Information has been posted on the website, Facebook and will go into the noticeboards.

ROSPA items

Our skatepark specialist who painted the ramps last year has informed us that the ROSPA report stating that there is corrosion is surface rust and the panels would take 20+ years to corrode, so we will continue to paint the ramps every two years/as advised.

MPC's contractor has made repairs (as per ROSPA safety report which highlighted very low and low risk items only), to the outer games area fence, the inner fence and the hip twister. He is looking at the JPF gate (this is done each year, but wet weather means it swells up).

Other repairs

The gate panels for the cemetery extension gate have been repaired. Work will be starting on the cemetery wall.

BT kiosk

MPC raised this at the parish assembly and no group came forward wishing to adopt the kiosk. MPC's main reply to CDC was that no one had any thoughts regarding practical use as MPC has a 'library' at the village hall, a defibrillator very close at the shop and an information shelter in the village (the latter two are within sight of the kiosk). CDC understand a reticence to take something on with no obvious future use. Subject to formal agreement, they stated that they were keen to propose that we ask BT to hold open the offer of adoption for any kiosks which are decommissioned but retained on site, so that if there's an idea in the future, a kiosk can then be put back into community service.

Cemetery

Memsafe has carried out repairs to headstones in the churchyard and laying flat of unsafe headstones in the cemetery. Some headstones in the churchyard are split, so these cannot be repaired as the stone will break, but there is no safety concern.

Games area

A hedge near the community games area is overgrown and MPC reported this to GB who has contacted Bromford to ensure this is on their schedule for later in the year.

A crack in the tarmac was raised with the installers and this was deemed to be safe if the post does not move, JPB to monitor.

JPB

Newspaper articles and photos have been lent to Mickleton Archives to publish on their website.

Initialed.....

Items which have been sent to councillors include:
Details of upcoming public meetings on flooding and river pollution.

Information regarding legislation in relation to trees in a Conservation Area: CDC has no statutory powers to condition (or order) a replacement tree to be planted. The legislation relating to trees protected by a TPO is slightly different in that CDC has the powers to condition a replacement tree if it grants consent to fell, which it uses to secure replacement tree planting.

Various funding opportunities circulated:
Climate change fund from GCC
CDC is inviting applications for funding from the UK Rural England Prosperity Fund (REPF) to support projects that boost rural communities and economies.

08. 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). At the close of this item, members of the public will no longer be permitted to address the council.

A parishioner had no questions, but made comments, including that they were pleased that MPC is following up on discussions on 20's plenty.

09. To receive a report from Gloucestershire County Council
JPB welcomed TB, who stated it was both a huge honour and privilege to be elected as county councillor. TB serves on the Environment Committee and the Commons & Rights of Way Committee.

TB noted that the CDC administration has some different priorities: 20mph/traffic signs/child social services. He also mentioned the local government reorganisation, and that there will be a vote regarding how Gloucestershire will be divided (a single authority or 'east' and 'west'). The vote will be in November 2025 and there will be a response by June 2026 regarding the option which Gloucestershire will go with. Locally, residents have contacted TB regarding cutting back overgrowth and clearing the pavement on Stratford Road.

10. To receive a report from Cotswold District Council
TS reported on the flood alleviation that has been carried out by Highways which will mean the culverts, ditches and gullies in relation to Granbrook Lane and Broadway Road are cleared (there is a high-voltage cable preventing final works, but this has been raised with the appropriate authority).

TS touched on the local plan. Since the new government came to power, there will be more housing: following the updated National Planning Policy Framework (NPPF), housing delivery in the Cotswold District has been increased from around 500 per year to around 1,000 per year. CDC can no longer develop a five-year housing supply, only a 1.8-year plan. This now means that the Local Plan Policies DS 1, 2, 3 and 4 are now out of date. From a planning decision point of view, all future housing applications will need to be assessed against paragraph 11 of the NPPF, as the CDC

Initialed.....

local plan is dismissed and NPPF para 10 and 11 will be used, which means that the bar is much higher for refusal. The emphasis is now that permission should be given unless there is a strong reason for refusing the proposed development or there are any adverse impacts which would significantly and demonstrably outweigh the benefits.

There will be a window where CDC does not have a local plan and where strategic policies are not in place. It will take 12–18 months to create a new local plan, and then this will be disbanded to the unitary authority. CDC want to get a new local plan adopted, as this will then stand and be relevant until the new unitary authority forms its own plan.

So the vast majority of development needs to be outside National Landscapes (previously Area of Outstanding Natural Beauty (AONB)). TS confirmed that the Strategic Housing and Economic Land Availability Assessment (SHEELA) is still relevant, but areas outside this can be developed on.

11. To note approval of the following documents:

- a. Biodiversity policy
- b. Cemetery Bench policy
- c. Code of Conduct
- d. Community Speed Watch
- e. Complaints Procedure
- f. Dignity at Work policy
- g. Disciplinary policy
- h. Document Retention policy
- i. Equality & Diversity policy
- j. Financial Regulations
- k. Flexible working policy
- l. Games Area Hiring policy
- m. Grants Policy
- n. Grievance policy
- o. Health and Safety statement
- p. Homeworking policy
- q. Information Security
- r. Internal Control
- s. Lone Working policy
- t. Privacy policy
 - I: councillors and staff
 - II: general public
- u. Publication Scheme and Guide
- v. Reserves policy
- w. Risk Management strategy
- x. Sexual Harassment policy
- y. Social media policy
- z. Sickness Absence policy

Initialed.....

- aa. Standing Orders
- bb. Training policy
- cc. Office/home office risk assessment
- dd. Litter picking risk assessment
- ee. Junior Playing Field risk assessment
- ff. Community Games Area risk assessment
- gg. Events risk assessment
- hh. Defibrillators risk assessment
- ii. Community activities risk assessment

It was noted that any dates referred to in the policies would be updated.
It was RESOLVED to adopt items a–ii without amendment with the exception of item m, Grants Policy, which would be amended to state that grants would be awarded in October (not September).

EFL

12. To review the inventory of assets

- a. To confirm the revised asset register – as circulated by the clerk.
The community games area figure has been adjusted to £188,114, removing non-asset elements, as recommended by the clerk and advised by GAPTC.
CONFIRMED by council

EFL

- b. To note any damage to assets
NOTED by council that there are no further damaged items/items that need attention except for those already being dealt with (including the ROSPA safety report) or noted in matters arising

13. To note confirmation of arrangements for insurance cover:

- a. Cover is appropriate in respect of all insurable risks
Fencing cover has been increased and playground equipment decreased, as recommended by the clerk and advised by GAPTC. This means that a three-year policy will cost less than discussed last month: £740.32 as opposed to £777.63 for year one [to be paid via debit card on Friday 30 May before the policy expires].

NOTED by council

EFL

- b. Cover is fit for purpose
NOTED by council

EFL

14. To review the council's and staff subscriptions to other bodies
AGREED to remain membership of Gloucestershire Association of Parish and Town Councils (GAPTC) (which gives us access to the National Association of Local Clerks (NALC)), the Institute of Cemetery and Crematorium Management (ICCM) and the Information Commissioner's Office (ICO), and the clerk is a member of the Society of Local Council Clerks (SLCC).

Initialed.....

15. To review the council's expenditure incurred under s.137 of the Local Government Act 1972

NOTED by council that for 2024–2025 this spend was £1,200: £1,100 awarded as per MPC's grants policy, and a £100 donation for a wreath for Remembrance Sunday. This is well within the £10.81 per elector sum.

16. To determine the time and place of ordinary meetings of the council up to and including the next annual meeting of the council

2025

Council RESOLVED to hold meetings at the slightly earlier time of 7pm on the following dates:

2025

25 June

No meeting in July

27 August

No meeting in September

22 October

26 November

No meeting in December

2026

28 January

25 February

No meeting in March

22 April

27 May – Annual meeting of the council

EFL

17. Finance – documents circulated prior to the meeting

a. To review and approve bank signatories

AGREED BY COUNCIL to keep the current signatories: JPB, GM, AON, CC

b. To review and approve list of regular direct debit/standing order payments

Direct Debit:

BT Group

Google email addresses

Grundon Waste – Cemetery bin

Nest pension

Information Commissioner's Office

Standing Orders:

Smart Cut

Clerk salary

HMRC PAYE/National Insurance

Auto renew on debit card:

Clerk mobile

Initialed.....

Games area mobile
HP instant inks (currently free, restarting November 2025)
Microsoft 365
Bitdefender
AGREED BY COUNCIL to approve this list

- c. To receive the financial statement (signed by chairman)
RECEIVED by council

EFL

- d. To approve payments (signed by two councillors and to note authorised signatory)
AGREED BY COUNCIL, authorised signatory CC (see below and full list at APPENDIX B)

EFL/CC

*Clerk salary – May payroll incl overtime	1698.18	Standing order	LGA 1972 s112
*National insurance/PAYE – May payroll	515.71	BACS	LGA 1972 s112
*Hall hire – April	30.00	BACS	LGA 1972 s134(4)
*GAPTC training climate CC	45.00	BACS	LGA 1972 s111
*Station nurseries plants	90.69	BACS	Open Spaces Act 1906 ss9-10
*Clerk SLCC PIALC course	144.00	Debit card	LGA 1972 s111

- e. To note receipts (signed by two councillors)
NOTED BY COUNCIL

Interest	34.45
Cemetery fees	400.00
CIL payment	1,468.13
Precept	33,938.00
VAT refund	1,888.28
Insurance excess refund	125.00
TOTAL	37,853.86

- f. To note bank reconciliation 1–30 April 2025
NOTED by council

EFL

Initialed.....

g. To note completion of the annual internal control check
NOTED by council that this was completed by JPB and CC on 28 May 2025

EFL

h. To confirm the Annual Community Infrastructure Levy Report, as required by Cotswold District Council
NOTED by council: From 1/4/24 to 31/1/25 MPC has spent £2,751.73 in relation to the games area and junior playing field: Painting skate ramps, replacement of adult gym equipment safety signs and maintenance and repairs of play equipment, as identified by ROSPA annual safety checks. This leaves £90.99 carried over to 2025/2026. As of 28/05/2025 MPC has received further CIL funds, so it currently has £1,559.12 of Community Infrastructure Levy funds, to be spent in a five-year period.

i. To confirm clerk to take PIALC (Principles of Internal Auditing Local Councils) training: £120

AGREED BY COUNCIL

EFL

18. To approve and sign the Annual Governance Statement 2024–2025 (Section 1 of the Annual Governance and Accountability Return 2024–2025)
It was AGREED by council to answer YES to items 1–8 (item 9 is n/a) and to approve and sign this document.

EFL

19. To approve and sign the Annual Accounting Statement 2024–2025 (Section 2 of the Annual Governance and Accountability Return 2024–2025)
It was AGREED by council to approve and sign this document.

EFL

20. To confirm the publication of the Annual Governance and Accountability Return and the period for the exercise of public rights to inspect the accounting records
It was AGREED by council to publish the Annual Governance and Accountability Return and set the period for the exercise of public rights to inspect the accounting records for Tuesday 3 June – Monday 14 July 2025.

EFL

21. To consider the following planning applications:

- a. Update to 24/03402/FUL Full Application for Erection of single storey extension at Ninevah Bridge Cottage, Campden Road (consider)
This is a modification to original request to use a pitch roof instead of flat.
This is in line with the suggestion from MPC.
MPC agreed to submit a comment of no objection

EFL

- b. Works to trees in conservation areas for T1 – Blue Spruce. Approx 10 m high.

Initialed.....

Growing too close to garden boundary wall. Remove to ground level at Goldby House [25/01289/TCONR] (ratify)

MPC agreed to submit a comment of no objection

- c. To note comments to Northern Trust in relation to proposed outline planning application for around 60 homes at land west of Broad Marston Lane
MPC publicised a letter it received from Northern Trust, which proposed that an outline planning application would be submitted to CDC in the near future. MPC consulted with CDC Planning about this request being outside the permission of the existing Local Plan, which precludes further development in Mickleton until a new Local Plan is created, or 2031, whichever occurs sooner.

CDC Planning responded that the new National planning rules effectively make the Local Plan out of date, and as such CDC is obliged to consider any and all new applications. MPC submitted a formal response to Northern Trust in advance of the clarification from CDC, advising that the request was premature and in conflict with the Local Plan.

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

25/01526/FUL Erection of single storey rear extension, replacement door to garage and installation of external flue at 29 Glass House Road.

MPC agreed to submit a comment of no objection

EFL

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

25/00942/TCONR Pollarding of the Horse Chestnut in the rear garden of 2 Tudor Cottages. Approved: 1/5/25.

25/01289/TCONR Works to trees in conservation areas for T1 – Blue Spruce. Approx 10 m high. Growing too close to garden boundary wall. Remove to ground level at Goldby House. Approved: 21/5/25

22. To consider quotations for works to equipment on the Junior Playing Field following the ROSPA report

Log walk manufacturer (Hags) to replace shackle and bushes and inspect: £318.32 ex VAT

Swing group manufacturer (Playdale) to dismantle and check and look at slide climber: £150 ex VAT

APPROVED by council

23. To receive a report from the Climate Working Group

MPC's Hedgehog Highways initiative has been successfully launched with promotional pieces in the usual places, and a presentation to Mickleton

Initialed.....

Primary School which was well received got the children engaged.
10 Hedgehog Highway signs were acquired and will be distributed to the first residents to record new Hedgehog Highways.
First results for logging Hedgehog Highway Holes and sightings have significantly raised Mickleton up the league table of local villages.
Parishioners have sent in some photos and a video which will be posted on the website.
The cycle rack program has been reviewed and the current status documented so we can agree the steps necessary for completion in the coming weeks.
The 20's Plenty initiative is to have a dedicated focus group and so will be removed from the list of possible projects for the Climate Group.

24. To receive a report regarding the Community Speed Watch (CSW) camera
The highest speed recorded in April was 62mph.
Appendix C

25. 20's plenty

- a. To agree to set up a 20's plenty working group
Agreed by council

EFL

- b. To approve terms of reference for the group [members JPB, KF and one member of the public]
Agreed by council

EFL

- c. To agree to circulate a national survey and collect data
Item deferred: to be discussed by the working group

JPB/KF

26. Community games area:

- a. To confirm the spending limit for the open day event (9–10 August)
To purchase footballs, tennis balls and tennis rackets (as per JPB email of 28.05.25) maximum spend of £150 to cover equipment and refreshments. JPB to provide link to EFL to purchase goods.

JPB/EFL

27. To receive a report regarding the sports field pavilion
GM presented a report on the above to MPC (awaiting report)

28. To note checks of the following:

- a. Junior Playing Field playground (weekly) all four reports have been received, as have those of the games area (EFL apologises for omitting the games area checks from the agenda).
- b. Churchyard and cemetery (fortnightly)
Reports received

29. To note defibrillator checks

Noted that checks have been completed

Initialed.....

30. To receive correspondence

Cones were reported as being left in the Plantation. A councillor followed up on this and noted that they were removed. It is not believed that they were left over from GCC works.

A resident queried speeding on Broadway Road. Information was given on what MPC is currently doing regarding speeding, but confirmed that there is currently no active speedwatch group in the village. The council has no plans in this financial year to add any further cameras/speed signs, but it is waiting to hear from GCC regarding the relocation of a speed sign on Granbrook Lane.

A resident asked why is there no option to add an image to the 'contact us' email. This has now been actioned by our web team.

MPC was contacted by a member of the public who is involved with a local charity regarding putting a bleed kit in with MPC defibrillators. He will supply two sponsored kits (which will be replaced as needed at no cost to the public) at the village store and games area defibrillators.

There were concerns from four residents regarding the Northern Trust correspondence, and these were replied to and passed to the planning representatives for information.

The village planters were replanted, with thanks to the Gardening Club volunteers.

A resident who has interest in 20's plenty initiative has sent out a letter to all 50 Tewksbury District PCs suggesting they write to new GCC officers stating that they are in support of the 20's plenty scheme.

A resident has raised the issue of graffiti/vandalism in relation to the fencing/wall at Bearcroft Gardens/Junior Playing Field, which the residents own and must maintain. MPC has no powers regarding vandalism, this is a police matter. The resident mentioned the litter in the JPF, and articles were published on the website and Facebook. EFL has raised the issue of signage with TS.

More reports of dog excrement in Pound Lane. EFL has informed the resident that this is a CDC issue and has raised the issue of signage with TS.

JPB has received and accepted a letter of resignation from GM as of 1 June 2025.

31. To confirm the date of the next parish council meeting: 25 June 2025 at 7pm in King George's Hall.

The chairman closed the meeting at 8.36 pm

Initialed.....

Signature of Chairman upon approval of the minutes

APPENDIX A

[UPDATED after the meeting by removing GM from this list following his resignation]

BURIAL BOARD REPRESENTATIVES

Councillor J. Piper-Bourn

Councillor E. Dodin

CLIMATE CHANGE WORKING GROUP

Councillor A. O'Neill

Councillor C. Cottam

DEFIBRILLATOR WORKING GROUP

Councillor A. O'Neill

Councillor J. Piper-Bourn

JUNIOR PLAYING FIELD REPRESENTATIVES

Councillor J. Piper-Bourn

Councillor E. Dodin

Councillor K. Fletcher

KING GEORGE'S HALL TRUSTEE

TBC

LITTER PICKERS WORKING GROUP

Councillor C. Cottam

MAINTENANCE OF GROUNDS REPRESENTATIVES

Councillor J. Piper-Bourn

Councillor E. Dodin

Councillor K. Fletcher

MULTI-USE GAMES AREA REPRESENTATIVES

Councillor J. Piper-Bourn

Councillor T. Ellis

NANNY MILLARD CHARITY

Councillor J. Piper-Bourn

MICKLETON POOR'S LAND TRUST

Councillor A. O'Neill

PLANNING REPRESENTATIVES

Mickleton Parish Council

King's George's Hall, Chapel Lane, Mickleton, Chipping Campden, GL55 6SD
01386 430 393 | clerk@mickletonparishcouncil.gov.uk | mickletonparishcouncil.gov.uk

Initialed.....

Councillor A. O'Neill
Councillor C. Cottam
Councillor K. Fletcher

POLICIES AND PROCEDURES WORKING GROUP

Councillor A. O'Neill
Councillor J. Piper-Bourn

SNOW/FLOOD WARDEN

Councillor J. Piper-Bourn

SPORTS CLUB REPRESENTATIVE

Councillor C. Cottam

WEBSITE AND COMMUNICATIONS REPRESENTATIVES

Councillor J. Piper-Bourn

APPENDIX B

MICKLETON PARISH COUNCIL			
May-25			
NAME	AMOUNT	METHOD	
PAYMENTS			
Clerk sim card – May	4.90	Direct debit	LG(FP)A 1963 s5
Games area sim card – May	4.40	Direct debit	LG(FP)A 1963 s5
BT broadband/phone – May	44.63	Direct debit	LG(FP)A 1963 s5
Google email addresses – April	6.00	Direct debit	LGA 1972 s142
Microsoft 365 software – May	12.36	Direct debit	LGA 1972 s111
Nest pension – May payroll	141.92	Direct debit	LGA 1972 s112
*National insurance/PAYE – May payroll	515.71	BACS	LGA 1972 s112
*Clerk salary – May payroll incl overtime	1698.18	Standing order	LGA 1972 s112
Smart Cut Grounds maintenance – May	800.58	Standing order	Open Spaces Act 1906 ss9-10
Grundon Waste – Cemetery bin	53.71	Direct debit	LGA 1972 s214(2)
*Hall hire – April	30.00	BACS	LGA 1972 s134(4)
Lloyds bank charges	4.25	Direct debit	LGA 1972 s111
Mijan accountancy software	108.00	BACS	LGA 1972 s111
Scribe cemetery software	1858.80	BACS	LGA 1972 s111

Initialed.....

Lock for Games area	25.00	Debit card	Open Spaces Act 1906 ss9-10
Clerk eye test	30.00	Debit card	The Health and Safety (Display Screen Equipment) Regulations 1992
Hedgehog signs	30.50	Debit card	
Printer	134.99	Debit card	LGA 1972 s111
Bitdefender	74.99	Debit card	LGA 1972 s111
*GAPTC training climate CC	45.00	BACS	LGA 1972 s111
*Station nurseries	90.69	BACS	Open Spaces Act 1906 ss9-10
*Clerk PIALC course	144.00	TBC	LGA 1972 s111
TOTAL	5858.61		
RECEIPTS			
Interest	34.45		
Cemetery fees	400.00		
CIL payment from CDC	1,468.13		
Precept 1 of 2	33,938.00		
VAT refund	1,888.28		
Insurance excess refund	125.00		
TOTAL	37,853.86		
* TO BE AUTHORISED AT THE MEETING			

Appendix C

Apr-25			
LOCATION	MPC		
SPEEDERS VERIFIED	1268	-2337.5	
MAX SPEED (MPH)	62		
VEHICLE COUNT	25542		
85 PERCENTILE(MPH)	44		
GREEN <=30MPH	11348	54%	
YELLOW >30<36	8251	41%	
RED >=36	5943	5%	

Initialed.....

ILLEGAL*			
	QED	100%	