

MICKLETON PARISH COUNCIL MINUTES

Minutes of the meeting of Mickleton Parish Council held on Wednesday 23 April 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), Tim Ellis (TE) and Kevin Fletcher (KF)
District Councillor Gina Blomefield (GB) and the clerk, Elaine Fuoco-Lang (EFL), were also in attendance
County Councillor Lynden Stowe (LS) did not attend
Plus 1 member of the public

Business to be transacted:

01. To note the resignation of Councillor Andrew Tomlinson
JPB thanked AT for his contribution to MPC.
Noted by council.

02. To receive apologies for absence: apologies to be accepted/not accepted by council
AON gave his apologies, which were accepted by council.
GB gave apologies for District Councillor Tom Stowe.

03. To make declarations of interest on the items on the agenda
Declarations of interest were made by councillors JPB and GM in relation to item 22.

04. To confirm the minutes of the parish council meeting held on 26 February 2025
To note: GM was noted as the authorised signatory at item 05b at the meeting, but minutes have been updated to add a note that this was actually carried out by JPB.
It was RESOLVED to approve the minutes of the parish council meeting held on 26 February 2025 as a true and accurate record of that meeting, accepted and signed by the chairman

EFL

05. To receive the clerk's report
A number of MATTERS ARISING are outstanding from February's meeting, please can councillors see the minutes and reminder email sent 01.04.2025.

Games area:

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

JPB/TE

Junior playing field

Councillors to liaise regarding which cap is missing from the rocker dog and provide

Mickleton Parish Council

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Initialed.....

further information regarding an issue about fencing which was raised.

JPB/GM/ED/KF

Cemetery works

Following tree works, an email was sent to the 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 the 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 Gloucestershire Association of Parish and Town Councils (GAPTC) bookings:

GM/AON/TE/KF

Bus shelters Stratford Road

The contractor has cut back brambles, cleaned the panels and looked into why the light/lights are not working, but the issue is not resolved and needs further investigation.

JPB

No further update re Churchyard wall repairs, as MPC is awaiting diocese approval and stump removal before these can begin.

Other items:

Broken paving at the churchyard following tree works has been fixed and the church informed.

MPC's comments on the South Warwickshire Plan consultation were submitted by CC. These were also shared with Weston Sub-Edge Parish Council and published on MPC's website.

Trusteeships

These are still with the GAPTC, as further information has been received and clarification is being sought.

Confirm that AON can now access The Circuit to record defibrillator checks.

CLERK'S NOTES

Following the resignation of Cllr Tomlinson, MPC informed CDC and advertised the vacancy on 3 March 2025, but no members of the electorate came forward by the 21 March 2025 deadline, so there will be no election in connection with the resignation and MPC is free to co-opt. This brings the total number of vacant seats to four.

Initialed.....

First of two precept payments was received from CDC on 17.04.25 for the amount of £33,938.00, and the second payment for the remainder of the precept will be paid in September.

The Ministry of Housing, Communities and Local Government has advised that the appropriate sum for the purpose of Section 137 spending limit for 2025–2026 is £11.10.

Regarding headstone safety, the church has approved the laying flat of memorials which have failed the safety checks in the cemetery and repairs which may be needed in the churchyard. MPC is awaiting a date from Memsafe to carry these out.

Village planters have been planted, with thanks to the gardening club volunteers, and an article has been posted on MPC's website.

The 10-year-old printer broke and it was not economically viable to fix so was replaced and the printer has free ink until mid November. After that HP Instant ink will be £28.99 a month, but a set of cartridges is £85 including VAT, so this is the most cost-effective option.

The noticeboard at the JPF has been removed as it fell apart and is beyond repair.

The £125 excess fee in relation to the insurance claim from March 2023 has now been credited to MPC's main bank account.

White gates and signage have been installed on Stratford Road, these are GCC's property.

Smart Cut has seeded the cemetery extension.

The litter group leader has changed. MPC thanks the outgoing leader, who is still involved in the group, and welcomes the new leader.

Another successful Parish Assembly was held on 26 March 2025.

ROSPA

Annual safety checks reports were carried out in April for the games area and Junior Playing Field have been circulated to council. All remedial works identified are low or very low risk. Any other comments by end of April please before EFL obtains quotes.

GM

Devolution

GAPTC has set up a Devolution Working Group and established 'hubs' to foster collaboration among local town and parish councils. MPC has been assigned to the Cotswold 1 Hub, which includes councils from Blockley, Bourton-on-the-Hill, Bledington, Ebrington, Willersey, Bourton-on-the-Water, Chipping Camden, Moreton-in-Marsh, Northleach with Eastington, Stow-on-the-Wold and Upper Rissington. MPC

Initialed.....

has been invited to collaborate with Bourton-on-the-Water Parish Council for initial discussions on how the devolution of local services from the District and County Councils could benefit our area. EFL has stated that MPC is interested in participating in a meeting.

Items which have been sent to councillors include:

- GAPTC National Planning Policy Framework webinar information to planning
- Government guidance on its revised approach to Green Belt in England
- Planning and Infrastructure Bill Introduced to Parliament
- GAPTC training dates circulated in March – included training up to June 2025
- GAPTC's Climate Toolkit for Parish and Town Councils
- GAPTC information on devolution webinar
- Gloucestershire Police and Crime Prevention Plan 2025–2029
- Martyn's Law information
- Funding opportunities, including the Chipping Campden Community Trust, who contacted MPC: Chipping Campden Community Trust grants to organisations such as the Parish Council, local schools and clubs, and individuals who need support for projects or equipment not available from statutory sources

06. Finance:

a. To receive the financial statement (signed by chairman)

AGREED BY COUNCIL

EFL

b. To approve payments (signed by two councillors and to note authorised signatory)

AGREED BY COUNCIL, authorised signatory JPB (see below and full list at APPENDIX A)

EFL/JPB

NAME	AMOUNT	METHOD	LEGAL POWER TO SPEND
*GAPTC subscription	624.16		LGA 1972 s143 (1) (b)
*National insurance/PAYE – April payroll	433.15	BACS	LGA 1972 s112
*Clerk salary – April payroll	1,567.62	Standing order	LGA 1972 s112
*Smart Cut Grounds maintenance – April	800.58	Standing order	Open Spaces Act 1906 ss9-10
*Hall hire – March Assembly	30.00	BACS	LGA 1972 s134(4)
*GAPTC internal audit	285.00	BACS	LGA 1972 s111
*ICCM Membership	105.00	BACS	LGA 1972 s111

Initialed.....

*Smart Cut cemetery extension works	1,998.60	BACS	LGA 1972 s214(2)
*ROSPA play safety checks	417.60	BACS	Open Spaces Act 1906 ss9-10

* TO BE AUTHORISED AT THE MEETING

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

RECEIPTS	
Pay Pal (MUGA hire 2024/2025)	423.95
Interest	79.33
Cemetery fees	800.00
VAT refund	533.28
TOTAL	1,836.56

EFL

d. To note bank reconciliation: 1–28 February 2025 (signed by two councillors)
NOTED BY COUNCIL

EFL

e. To note bank reconciliation: 1–31 March 2025 (signed by two councillors)
NOTED BY COUNCIL

EFL

f. To note internal quarterly checks
Carried out by ED 23.04.2025
NOTED BY COUNCIL

EFL

g. To note councillors' receipt of annual accounts (annual budget report sent 07.04.2025 and detailed accounts report sent 08.04.2025)
NOTED BY COUNCIL

EFL

h. To note any unexplained variances regarding item 06g
NOTED BY COUNCIL

	Budget	Spend	Variance	Comments
Expenditure				
MUGA (Games area) s106				As reported previously in budget reports and at meetings, MPC needs to spend this before 16 July 2025. JPB/TE, please provide measurements for MPC-agreed storage urgently, along with any storage preferences.
	3,724.14	0.00	3,724.14	
Junior Playing Field play equipment/hedge	3,000.00	1,348.30	1,651.70	This was in relation to the JPF boundary hedge. MPC used Community

Initialed.....

				Infrastructure Levy (CIL) funds for the ROSPA-related issues regarding the play equipment this year.
Salaries	27,500.00	24,244.30	3,255.70	MPC now uses PATA to provide a more accurate salary forecast. This budget included overtime which was not used due to fewer cemetery-related issues.
Training	1,000.00	270.00	730.00	Councillors who have not taken up training please do look at GAPTC's website and email me to book.
Closed churchyard	6,000.00	1,662.50	4,337.50	Awaiting Memsafe works to memorials and churchyard wall repairs (waiting for diocese approval and stump removal).
Defibrillators maintenance	1,200.00	223.29	976.71	Covers a new machine to replace the machine at King Goerge's Hall.
MUGA maintenance	2,000.00	73.23	1,926.77	MPC used CIL funds this year.
Cemetery extension	8,000.00	1,165.07	6,834.93	Project not yet complete. More spend to be discussed at April's meeting.
Income				
MUGA hire	1,200.00	513.95	-686.05	When the budget was set the school wanted to use the MUGA, then there was a change of mind, so all except £90 is from casual bookings.
Cemetery bin/maintenance (not mowing)	2,592.00	5,377.32	-2,785.32	Works on soil removal and unknown tree works of nearly £3,500.
Cemetery income	6,500.00	9,810.00	3,310.00	Income was higher than budgeted.
Asset/other maintenance	3,000.00	4,077.66	-1,077.66	Tree survey/works at JPF/plantation, benches and heater installations.

EFL

i. To note receipt of the annual internal audit report 2024–2025 for the Annual Governance and Accountability Return

NOTED BY COUNCIL

EFL

j. To note receipt of the annual internal audit narrative report

NOTED BY COUNCIL

EFL

k. To note increase in clerk's salary by one SCP point from 1 April 2025, as per the contract of employment

NOTED BY COUNCIL

EFL

Initialed.....

I. To note overtime to be paid in May's salary
NOTED BY COUNCIL to pay 10 hours' overtime.

EFL

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). At the close of this item, members of the public will no longer be permitted to address the council.
No questions were asked

08. To receive a report from Gloucestershire County Council
No report given

09. To receive a report from Cotswold District Council
GB noted the pre-election period. Councillor Joe Harris is standing down at CDC. More information on unitary authority to come, but this is probably three years away. GB has asked Bromford to speak to Overview and Scrutiny. GB is always interested in dealing with any issues relating to housing associations.

GM asked about the current status of the CDC local plan. GB is disappointed by the delays. The goalposts have changed in view of the National Planning Policy Framework.

10. To consider/ratify the following planning applications:

- a. 25/00648/TCONR Works to trees in conservation areas for T1 Mixed conifers at side of house including garden stretch. Reduce overhang back to the wall at Mickleton House, High Street (to ratify no objection comment submitted 12/03/25)
AGREED BY COUNCIL
- b. 25/00781/TCONR Works to trees in conservation areas for T1 Holm Oak, Recommendation is to reduce by 2-3 metres and shape at Mickleton House, High Street (to ratify no objection comment submitted 26/03/25)
AGREED BY COUNCIL
- c. 25/00923/TCONR Works to trees in conservation areas for T1 - Silver Birch fell at Butchers Arms Chapel Lane (to ratify no objection comment submitted 31/03/25)
AGREED BY COUNCIL
- d. 25/00942/TCONR Works to trees in conservation areas for T1: Horse Chestnut at 2 Tudor Cottage, High Street (to ratify no objection comment submitted 02/04/25)
AGREED BY COUNCIL

Initialed.....

- e. 25/00884/FUL Full Application for Dropped kerb to allow vehicle access onto the property at 18 Granbrook Lane (to consider)
AGREED BY COUNCIL no objection

EFL

- f. To consider any urgent planning applications received since publication of the agenda
No applications received

- g. To receive an update on planning permissions/refusals
CDC has permitted/has no objections to the following:

24/01623/FUL Installation of two canopies at Mickleton Primary School

24/02503/FUL Two-storey side extension with single-storey garage, associated works, and landscaping at 4 Webbs Cottages

25/00277/TCONR Various tree works at 1 Greyrick Court

25/00258/FUL Erection of single-storey rear extension, alterations to porch, repositioning of front door and replacement windows at 19 Cotswold Edge

25/00781/TCONR Works to trees in conservation areas for T1 Holm Oak, Recommendation is to reduce by 2-3 metres and shape at Mickleton House, High Street

25/00648/TCONR Works to trees in conservation areas for T1 Mixed conifers at side of house including garden stretch. Reduce overhang back to the wall at Mickleton House, High Street

25/00923/TCONR Works to trees in conservation areas for T1 - Silver Birch fell at Butchers Arms Chapel Lane

11. To vote on the purchase of cemetery software (to be used for the cemetery extension and the current cemetery)
AGREED BY COUNCIL to award this to quote A, Scribe, at a cost of £1644 for the cemetery extension and current cemetery

EFL

12. To confirm the Annual Community Infrastructure Levy Report, as required by Cotswold District Council
DEFERRED until May 2025, as report from not received from CDC.

13. Policies to implement/amend:
a. Sexual harassment policy (implement)
AGREED BY COUNCIL

Initialed.....

EFL

b. Financial regulations (amend)

AGREED BY COUNCIL

EFL

c. Standing orders (amend)

AGREED BY COUNCIL

EFL

14. Asset register:

- a. To note the requirement to review the asset register, and update as necessary,
for approval at the annual meeting of the parish council

NOTED BY COUNCIL

EFL

15. To consider the insurance provision from 1 June 2025

AGREED BY COUNCIL to award this to quote B, Clear Councils, at a cost of £777.63 for a 3-year deal. Noted that because of the insurance claim in March 2023 in relation to the information shelter, that other quotes were a minimum of £2,900 and the claim would be taken into account until 2028.

EFL

16. To resolve to renew the membership of the Institute of Cemetery and Crematorium Management (ICCM): £105

COUNCIL RESOLVED to renew this membership

EFL

17. To resolve to renew the accounting software Easy PC accounts: £108

COUNCIL RESOLVED to renew this software

EFL

18. To resolve to auto-renew the Bitdefender anti-virus software: £74.99

COUNCIL RESOLVED to renew this software UNLESS Microsoft 365 free software was sufficient [it was deemed this was insufficient, so Bitdefender was auto-renewed]

EFL

19. To note Mickleton Parish Council's response to Cotswold District Council regarding the consultation in relation to decommissioning the telephone kiosk: High Street/Church Lane

NOTED BY COUNCIL that comments were submitted to CDC.

The clerk also noted that if MPC was to adopt the kiosk it would have to ensure it was covered by the insurance policy.

20. To consider installing an additional dog waste bin at a cost of £210

Council CONSIDERED this and RESOLVED NOT to install an additional bin at public expense.

EFL

Initialed.....

21. Community games area:

- a. To consider a date for a community games area open day
Council RESOLVED to hold an open weekend on 9–10 August 2025
- b. To confirm the spending limit for the event
Council deferred this decision to obtain prices
ALL councillors to liaise/research this

22. Family sports day:

- a. To consider a date for a family sports day
Council RESOLVED to hold the above on 6 July 2025
All councillors
- b. To confirm the location of the event
Council RESOLVED to hold the event at the Senior Sports field (off Long Marston Road)
CONFIRMED BY COUNCIL
- c. To confirm the spending limit for the event
Council RESOLVED to have a spending limit of £300

23. To receive a report from the Climate Working Group

- a. To confirm spend for hedgehog highway promotion
COUNCIL RESOLVED to purchase signs at a cost of £30.50.
EFL

After an extended period of limited activity in search of viable projects, the group held a relaunch meeting on 31 March at the Three Ways Hotel. The group now comprises Councillor Andy O'Neill, Councillor Chris Cottam and two members of the public. The agenda reviewed several items that touch on Climate, including:

Results from previous parishioner surveys regarding climate topics

20's Plenty

Cycle Racks

Biodiversity Policy and Action Plan

Potential Plantation Project

Climate Tool Kit from Gloucester Association of Parish and Town Councils (GAPTC)

Hedgehog Highways

Hedgehog Highways was selected as something specific and timely with general interest for the village, especially as May 5 to 11 is British Hedgehog Week. MPC is asking people to create holes for Hedgehog Highways in their gardens, and record the location onto a special map. MPC has collaborated with Men in Sheds and Campden Home Nursing who are offering a Hedgehog House for £25. Full details have been communicated through all the usual channels.

As an incentive, MPC is offering free 'Hedgehog Highway' signs to the first 10 residents who register their new Highway Holes.

24. To receive a report regarding the Community Speed Watch (CSW) camera

Initialed.....

See APPENDIX B

February wasn't a complete month as there were operational issues with the camera.

The highest speed recorded in March was 62mph.

The results include buses and lorries going through at over 50mph.

25. To note checks of the following:

a. Junior Playing Field playground (weekly)

No JPF checks confirmed via email since 21 March 2025 – an email was received today (23.04.2025) to state that weekly checks have been carried out each week.

b. Games Area (weekly)

No MUGA checks confirmed via email since 27 March 2025 – an email was received today (23.04.2025) to state that weekly checks have been carried out each week.

The clerk has again circulated information from the insurance company who require a report each week, as if a safety-related claim was to be made it would be treated as being uninsured.

c. Churchyard and cemetery (fortnightly) all reports received

26. To note defibrillator checks

Three of the defibrillators were not checked by mid April, and this was reported to the group on 22.04.25, these have since been carried out.

27. To receive correspondence

- A resident enquired about erecting hedgehog signs, and MPC asked GCC Highways: GCC Highways will not sanction residents erecting such signs anywhere on the highway. If a resident wants to put such a sign on private land GCC will typically not object unless there is a highway-related risk. GCC can install an official small animal warning sign if there is clear evidence of a crossing point on a road being used frequently. This is treated like any other highway sign.
- Overflowing bin outside the village shop was reported to a councillor, this is the responsibility of CDC and it was resolved.
- The clerk updated a list of who people can report things to on the website.
- A resident raised the issue that many of the cycle racks have not been installed, this is being dealt with by the Climate group.
- Circulated 20's plenty information to councillors from a resident.

Initialled.....

- Bollard in information shelter has been raised and passed to a councillor to look into.

28. To confirm the date for the next parish council meeting (annual meeting of the parish council): 28 May 2025

The chairman closed the meeting at 8.54pm

Signature of Chairman upon approval of the minutes

APPENDIX A

NAME	AMOUNT	METHOD	
PAYMENTS			
Clerk sim card – March	4.90	Direct debit	LG(FP)A 1963 s5
Games area sim card – March	4.40	Direct debit	LG(FP)A 1963 s5
BT broadband/phone – March	41.94	Direct debit	LG(FP)A 1963 s5
Google email addresses – February	6.00	Direct debit	LGA 1972 s142
Microsoft 365 software – March	12.36	Direct debit	LGA 1972 s111
HP instant inks – March	25.49	Direct debit	(LGA 1972 s111
Nest pension – March payroll	124.93	Direct debit	LGA 1972 s112
National insurance/PAYE – March payroll	347.81	BACS	LGA 1972 s112
Clerk salary – March payroll	1,533.12	Standing order	LGA 1972 s112
Smart Cut Grounds maintenance – March	633.92	BACS	Open Spaces Act 1906 ss9-10
Grundon Waste – Cemetery bin	53.33	Direct debit	LGA 1972 s214(2)
Hall hire – February	30.00	BACS	LGA 1972 s134(4)
Lloyds bank charges	4.25	Direct debit	LGA 1972 s111
*GAPTC subscription	624.16		LGA 1972 s143 (1) (b)
Treetech churchyard works	1,575.00	BACS	Open Spaces Act 1906 ss9-10

Initialed.....

Treetech cemetery area works	4,167.80	BACS	Open Spaces Act 1906 ss9-10
Station Nurseries	67.00	BACS	Open Spaces Act 1906 ss9-10
Clerk sim card – April	4.90	Direct debit	LG(FP)A 1963 s5
Games area sim card – April	4.40	Direct debit	LG(FP)A 1963 s5
BT broadband/phone – April	42.71	Direct debit	LG(FP)A 1963 s5
Google email addresses – March	6.00	Direct debit	LGA 1972 s142
Microsoft 365 software – April	12.36	Direct debit	LGA 1972 s111

Nest pension – April payroll	128.48	Direct debit	LGA 1972 s112
*National insurance/PAYE – April payroll	433.15	BACS	LGA 1972 s112
*Clerk salary – April payroll	1,567.62	Standing order	LGA 1972 s112
*Smart Cut Grounds maintenance – April	800.58	Standing order	Open Spaces Act 1906 ss9-10
Grundon Waste – Cemetery bin	53.90	Direct debit	LGA 1972 s214(2)
*Hall hire – March Assembly	30.00	BACS	LGA 1972 s134(4)
Lloyds bank charges	4.25	Direct debit	LGA 1972 s111
*GAPTC internal audit	285.00	BACS	LGA 1972 s111
*ICCM Membership	105.00	BACS	LGA 1972 s111
Refreshments Parish Assembly	44.24	Debit card	LGA 1972 s111
*Smart Cut cemetery extension works	1,998.60	BACS	LGA 1972 s214(2)
*ROSPA play safety checks	417.60	BACS	Open Spaces Act 1906 ss9-10
	15,195.20		
* TO BE AUTHORISED AT THE MEETING			

APPENDIX B

Mickleton Parish Council

King's George's Hall, Chapel Lane, Mickleton, Chipping Campden, GL55 6SD
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Initialed.....

Feb-25			Mar-25		
LOCATION	MPC		LOCATION	MPC	
SPEEDERS VERIFIED	595	-1637.5	SPEEDERS VERIFIED	2004	-4161.5
MAX SPEED (MPH)	60		MAX SPEED (MPH)	62	
VEHICLE COUNT	12545		VEHICLE COUNT	32723	
85 PERCENTILE(MPH)	48		85 PERCENTILE(MPH)	49	
GREEN <=30MPH	5376	56%	GREEN <=30MPH	14025	56%
YELLOW>30<36	3299	39%	YELLOW>30<36	8371	38%
RED >=36	3870	5%	RED >=36	10327	6%
ILLEGAL*	21		ILLEGAL*	79	
	QED	100%		QED	100%