

MICKLETON PARISH COUNCIL MINUTES

Minutes of the meeting of Mickleton Parish Council held on Wednesday 25 September 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), Andy O'Neill (AON), Chris Cottam (CC) and Emile Dodin (ED)

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

District Councillor Lynden Stowe (LS) did not attend

Plus two members of the public

Business to be transacted:

250924/01 To note that Councillor Donaldson has tendered her resignation
JPB thanked Councillor Donaldson for her contribution to MPC. The vacancy was advertised but no candidates came forward. There are four vacant seats on the council, which can continue to be filled by co-option.

250924/02 To receive apologies for absence: to be accepted or noted by council
Councillors Geoff Mayling (GT), Graham Tyler (GT) and Andrew Tomlinson (AT) gave their apologies, which were all accepted by council.
District councillors Gina Blomfield (GB) and Tom Stowe (TS) also gave their apologies.

250924/03 To make declarations of interest on the items on the agenda
JPB declared an interest in item 250924/12 a, as secretary of Mickleton Rangers Football Club.

250924/04 To confirm the minutes of the parish council meeting held on 24 July 2024
It was RESOLVED to approve the minutes of the parish council meeting held on 24 July 2024 as a true and accurate record of that meeting, accepted and signed by the chairman.

250924/05 To receive the clerk's report

Matters arising

Maintenance/assets

All three benches donated by the Three Bees' garden have been used to replace damaged benches in the village. One bench was owned by a parishioner and has been returned to her, as recommended by MPC's insurance company.

Junior Playing Field (JPF)

Works agreed at July's meeting (minute reference 240724/14), in relation to the ROSPA report, have been carried out.

Mickleton Parish Council

Initialled.....

A wasp nest was dealt with.

Hedging will be arriving with Cllr Mayling in November, so councillors to liaise on this.

ALL COUNCILLORS

Multi-use Games Area (MUGA)

Maintenance to the adult gym equipment (hip twist) has been carried out. Adult gym equipment signs have been replaced as per the ROSPA report. Fence works (free of charge) are to be carried out by Caloo on 30.09.24.

To confirm that court 1 has been changed to a netball court and court 2 to a tennis court, and information updated on the website [it was agreed in July's meeting, agenda item 240724/12b, 'to keep court 1 as a tennis court and court 2 as a netball court' but courts/sports were mixed up. It should be noted that court 2 does not have a netball facility].

Cemetery

New cemetery landscaping has started: weeds have been cut, the hedge trimmed and most of the site power harrowed. The grass seeding will take place in spring, as excess soil needs to be removed, which also contains stone.

Soil removal around the perimeter of the current cemetery has been started.

Mowing contractors have been informed of areas to improve on in the churchyard and cemetery, which have been actioned.

Council business

Community speedwatch camera: there are further delays, but hopefully this will be installed (by Highways) by the end of the year. A councillor is liaising re signage/markings to go with this.

CC

MPC is still trying to set up a new speedwatch group, as volunteers are required to carry out administrative tasks in relation to the camera.

The family sports day was a success, and articles have been published on the MPC and sent to the Mickleton Magazine and Chipping Campden Bulletin. Most of the funds were raised for the playing field, but some money was raised from the tombola, which totalled £10.00, to be added to the £6.30 raised earlier in the year, to go towards defibrillator maintenance. Funds are to be deposited.

JPB/EFL

All .gov.uk email addresses and councillor responsibilities are now on the website.

MPC has completed its re-declaration of compliance on The Pensions Regulator website.

Outstanding issues

The self-sown tree owned by a third party near to the churchyard wall should be removed by the landowner next week.

Mickleton Parish Council

Initialled.....

Cemetery wall repairs are still outstanding by the contractor. The burial group are meeting on Friday to discuss with the clerk.

MPC is awaiting permission for works to trees on the JPF from the trustees.

CLERK'S REPORT

MPC has received the second precept payment of £10,500.

Cotswold District Council has been alerted to a scam which is targeted at parish councils and emailing businesses for payment. More information is on the MPC website. MPC's website providers have passed on information to the Central Digital and Data Office and recommended that MPC request the removal of its details from their website, but this was refused.

The .co.uk domain has been taken over by our .gov.uk providers, and MPC has been advised to keep the domain for a few years. The charge for the domain is £15 per year.

Incidences of graffiti and vandalism at the MUGA have been reported to the police. Police are appealing for CCTV footage, more information is on the website.

CDC has successfully prosecuted an individual for breaching their duty of care after a fly-tip was found near Andoversford. MPC has put up posters in noticeboards about duty of care in relation to waste – provided by CDC.

CDC will be renewing the Public Spaces Protection Order across the Cotswold District for a further three years with regard to dog fouling – effective January 2025.

The Office of the Police and Crime Commissioner for Gloucestershire is carrying out a survey requesting residents' views on crime – details on MPC's website.

Various reports/events were circulated to council, including:

CDC forum on Cost of Living

GAPTC AGM report

Funding information

Gloucestershire Local Resilience Forum

Gloucestershire County Council's Local Development Guide

Training

CC has completed his Being a Better Councillor training and has signed up to planning training

250924/06 Finance:

a. To receive the financial statement

APPROVED BY COUNCIL

EFL

b. To approve payments

APPROVED BY COUNCIL

EFL

Initialed.....

c. To note receipts
APPROVED BY COUNCIL

EFL

d. To note bank reconciliation: 1–31 July 2024
NOTED BY COUNCIL

EFL

e. To note bank reconciliation: 1–31 August 2024
NOTED BY COUNCIL

EFL

250924/07 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)

Q1: A member of the public commented on the lack of presence of the clerk in the office, and believed items on the agenda referring to this were the wrong decision.

250924/08 To receive a report from Cotswold District Council
No report given

250924/09 To receive a report from Gloucestershire County Council
No report given

250924/10 To consider the following planning applications:
TO RATIFY THE FOLLOWING:

a. 24/02264/TCONR Works to trees in conservation areas at Greystones, Chapel Lane
No objection

AGREED BY COUNCIL

EFL

b. 24/02260/TCONR Works to trees in conservation areas at Chapel Lane
No objection: This is an application submitted on behalf of Mickleton Parish Council (MPC) following a tree survey of trees which are owned by/fall under the maintenance duties of MPC. [approved by CDC, see k below]

AGREED BY COUNCIL

EFL

c. 24/02365/TCONR Works to trees in conservation areas at Four Seasons Residential Home, Back Lane

No objection [approved by CDC, see k below]

AGREED BY COUNCIL

EFL

d. 24/02441/TCONR Works to trees in conservation areas detailing recommended works to the trees at St Lawrence's Church, Church Lane

No objection: This is an application submitted on behalf of Mickleton Parish Council (MPC) following a tree survey of trees which are owned by/fall under the maintenance duties of MPC. [approved by CDC, see k below]

AGREED BY COUNCIL

Initialed.....

EFL

e. 24/02443/TCONR Works to trees in conservation areas at St Lawrence's Church, Church Lane

No objection: This is an application submitted on behalf of Mickleton Parish Council (MPC) following a tree survey of trees which are owned by/fall under the maintenance duties of MPC. [approved by CDC, see k below]

AGREED BY COUNCIL

EFL

TO CONSIDER THE FOLLOWING:

f. 24/02334/FUL Full Application for Erection of conservatory to side elevation at 55 Cedar Road

No objection

AGREED BY COUNCIL

EFL

g. 24/02434/FUL Full Application for Demolition of conservatory, two storey extension and porch alteration at 46 Granbrook Lane

No objection

AGREED BY COUNCIL

EFL

h. 24/02484/LBC Listed Building Consent for Internal alterations including removal of lift between ground and first floors, replacement of floor finishes, alterations to kitchen layout, removal of the lift installed in 2017 and reinstatement of the first-floor structure, reconfiguration of partition walls, replacement sanitaryware and alterations to the attic bedroom at 1 The Manor Church Lane

No objection

AGREED BY COUNCIL

EFL

i. 24/02503/FUL 4 Webbs Cottages Stratford Road

Object: MPC has concerns over the scale of the proposed extension. It also has concerns over the modern-style cladding presented in the proposed elevations, although there is no detail about materials and their construction. MPC also has concerns over highway implications arising from changed access.

AGREED BY COUNCIL

EFL

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

24/02717/FUL 3 Market Garden Close (Part retrospective) Construction of home office/studio

Object: MPC has concerns over the scale of the proposed building. It also has concerns that the proposed materials (larch cladding and aluminium doors and windows) are significantly out of character with the Oak Grange development, particularly as permitted

Initialled.....

development rights were removed from the development in order to protect the character of the site and surrounding area. MPC is also concerned that there may be an issue with overall height of the proposed building arising from differences in ground level between neighbouring properties.

AGREED BY COUNCIL

EFL

k. To receive an update on planning permissions/refusals

To note that the following application which MPC objected to has been withdrawn:

24/02143/FUL Full Application for Demolition of existing dwelling and garage and erection of one self-build dwelling and garage with associated works at Darlings Barn, High Street

CDC has permitted/had no objection to:

24/00681/LBC Listed Building Consent for Erection of ground floor rear extension, various internal alterations and associated landscaping at The Old Vicarage, Church Lane

24/00680/FUL Full Application for Erection of ground floor rear extension, various internal alterations and associated landscaping at The Old Vicarage, Church Lane

24/02260/TCONR Works to trees in conservation areas for (T42) - Red Horse Chestnut - Prune to give 0.5m clearance from service cables/ Prune crown width to 0.5 metres beyond kerb line to a height of 5.5 metres at Street Record, Chapel Lane

24/01975/LBC Listed Building Consent for Replacement of rooflight, windows, external doors and repairs to dormer window The Old School Hall, Back Lane

24/01452/FUL Full Application for Erection of single storey side and front extension and loft conversion with dormers at 25 Ballards Close

24/02365/TCONR Works to trees in conservation areas for 2 x Dead dying or diseased Prunus species at approximately 12' in height. To be fully removed 2 x over mature cupressus / conifers at approximately 12' to be fully removed 2 x over mature / self sown Ilex species at approximately 15' and 18' to be fully removed at Four Seasons Residential Home, Back Lane

24/02441/TCONR Works to trees in conservation areas detailing recommended works to the trees at St Lawrence's Church, Church Lane

24/02443/TCONR Works to trees in conservation areas at St Lawrence's Church, Church Lane

Cotswold district council has refused:

24/01402/LBC Listed Building Consent for Replacement of existing damaged fireplace with stove and replacement of damaged fireside surround with new surround of similar type at Myrtle House, High Street

Initialed.....

24/01392/LBC Listed Building Consent for Renewal and repair of external render to front of house at Myrtle House, High Street

An appeal under section 78 of the Town and Country Planning Act 1990 has been made in relation to the following application: 23/02831/FUL Rondo House, Vine Court, High Street

250924/11 External audit:

a. To note the external auditor's report

NOTED BY COUNCIL

b. To confirm the duration of the publication of the 'notice of conclusion of audit'

AGREED BY COUNCIL that this would be for a period of 14 days

EFL

250924/12 To consider and award grant applications received from the following:

a. Mickleton Rangers

b. Mickleton Community Archives

c. Stroud and District Citizens Advice Bureau

d. Cotswold Friends

AGREED BY COUNCIL to split the remaining budget equally between the four applicants.

[MPC was alerted after the above vote that a decision had been taken despite declarations of interest being made, resulting in MPC being inquorate for item a.

It has been advised that at the next meeting, if relevant, a dispensation request can be made, as per the Localism Act 2011. The decision regarding agenda item 250924/12a will be reconsidered and the decision regarding items b, c and d will be ratified.]

EFL

250924/13 To consider contracting out preliminary groundworks for the installation of a hedge at the Junior Playing Field

AGREED BY COUNCIL to hire Smart Cut to carry out the above, totalling £597.50 ex VAT. It was noted that extra costs would be incurred for mulch.

EFL

250924/14 Cemetery fees:

a. To review cemetery fees

AGREED BY COUNCIL to amend as per Appendix A

EFL

b. To review the length of time the exclusive rights of burial are granted for

AGREED BY COUNCIL to reduce this, as per Institute of Crematorium and Cemetery Management (ICCM) advice, from 100 years to 75 years

EFL

c. To review cemetery rules and regulations

AGREED BY COUNCIL to make minor amends. Clerk to update and publish on the website

EFL

d. To agree an annual review of fees for the current cemetery: September 2027

Council noted the date error, and the fees will be reviewed in September 2025

AGREED BY COUNCIL

EFL

250924/15 Policies to adopt/amend:

a. Social Media Policy

AGREED BY COUNCIL

EFL

b. Homeworking Policy

AGREED BY COUNCIL

EFL

c. Flexible Working Policy

AGREED BY COUNCIL

EFL

250924/16 To decide the recipient of the Annual Outdoor Carol Service Christmas Collection

It was AGREED BY COUNCIL that this year's collection would be to raise funds for the Air Ambulance

EFL

250924/17 To receive a report from the Climate Working Group

AON gave a report to MPC regarding a meeting he had with Chipping Campden Town Council regarding potential collaboration on environmental matters.

AON

250924/18 To note checks of:

a. junior playing field playground (weekly)

Only two reports were received in July, August and to date in September

b. games area (weekly)

One report missing (when JPB was unavailable)

c. churchyard and cemetery (fortnightly)

ED started these checks on 23/8/24, and these have been carried out fortnightly since

GM/GT/JPB/ED/AON/AT

250924/19 To note defibrillator checks

The clerk noted that checks had been reported to both Webnos and The Circuit

250924/20 To approve changes to the clerk's contract regarding working remotely

AGREED BY COUNCIL

EFL

250924/21 To note the completion of a working from home risk assessment

NOTED BY COUNCIL

250924/22 Correspondence

A resident queried if the renaming of Tewkesbury Council to North Gloucestershire Borough Council meant that MPC would be affiliated in any way. It was confirmed that this is not the case.

Initialed.....

A resident queried who was responsible for overgrowth near the balancing pond/back of Meon Road. This is the management company for the Shepherd's Fold estate.

Queries were signposted to the police included:

MUGA issues, as noted earlier

Queries signposted to GCC included:

Public Rights of Way

Queries were signposted to CDC included:

Catering street licence

Hedging (the resident had contacted GCC and were then referred back to GCC by CDC)

A bonfire

250924/23 Agenda items for a future parish council meeting

AON: first-aid day

250924/24 To confirm the date for the next parish council meeting: 23 October 2024

Confirmed by council

The chairman closed the meeting at 8.12pm

MICKLETON PARISH COUNCIL		
Invoices for payment approval		
Sep-24		
NAME	AMOUNT	METHOD
PAYMENTS		
Clerk mobile – August	4.90	Direct debit
MUGA mobile – August	4.40	Direct debit
BT Group – August	41.94	Direct debit
Google email addresses – July	6.00	Direct debit
Microsoft 365 – August	12.36	Direct debit
HP instant inks – August	25.49	Direct debit
Grundon Waste – Cemetery bin – July	50.75	Direct debit
Nest pension – August payroll	133.46	Direct debit
National insurance/PAYE – August payroll	398.78	BACS
Clerk salary – August payroll	1615.99	Standing order
Smartcut Grounds maintenance – July	633.92	Standing order
King George's Hall – July	30.00	BACS
Defibrillator g3 pads	120.35	Debit card
Safetec Gloves	20.34	Debit card
PKF Littlejohn	378.00	External audit

Initialed.....

Clerk mobile – September	4.90	Direct debit
MUGA mobile – September	4.40	Direct debit
BT Group – September	41.94	Direct debit
Google email addresses – August	6.00	Direct debit
Microsoft 365 – September	12.36	Direct debit
HP instant inks – September	25.49	Direct debit
Grundon Waste – Cemetery bin – August	70.32	Direct debit
Nest pension – September payroll	120.79	Direct debit
National insurance/PAYE – September payroll	323.12	BACS
Clerk salary – September payroll	1492.91	Standing order
Smartcut Grounds maintenance – August	633.92	Standing order
tower trophies	13.95	Debit card
Graffiti remover	39.00	Debit card
Wasp nest removal	96.00	BACS
Grundon Waste – Cemetery bin – September	51.14	Direct debit
vale press	80.00	BACS
GAPTC councillor course (CC) 1/2	45.00	BACS
GAPTC councillor course (CC) 2/2	45.00	BACS
Kompan JPF works	1894.03	BACS
TOTAL	8078.17	
RECEIPTS		
Interest	91.03	
Cemetery fees	3475.00	
Precept 2nd payment	10500.00	
TOTAL	14066.03	

APPENDIX A

Table of Fees

	Parishioners/Residents	Non-parishioners/Non-residents*
Exclusive Right of Burial (EROB) Deed (75 years) :		
BURIAL PLOT:	£200	£400
CREMATION PLOT:	£175	£350
Transfer fee	£50.00	£50.00
Please note:		
The exclusive rights of burial must be held by a living owner and transferred as per the Local Authorities' Cemetery Order 1977. For more information, please contact the clerk.		
FIRST INTERMENT (IN ADDITION TO EROB, IF NOT ISSUED PREVIOUSLY)		
FULL BURIAL:		
Adult – earthen grave	£400.00	£800.00
ASHES INTERMENT:		
Adult – ashes only	£200.00	£400.00
BURIAL OR CREMATION PLOT: Child (under 12 years)	no charge	no charge
FURTHER INTERMENT WITHIN AN EXISTING GRAVE (EROB MUST BE PRODUCED)		
FULL BURIAL:		
Adult – earthen grave	£400.00	£800.00
ASHES INTERMENT:		
Adult – ashes only	£200.00	£400.00
BURIAL OR CREMATION PLOT:		
Child (under 12 years)	no charge	no charge
BURIAL OR CREMATION PLOT:		
Stillborn and children not exceeding one month	no charge	no charge
MONUMENTS, GRAVESTONES, TABLETS		
All fees include additional inscriptions		
Headstone:	£250.00	£250.00
Tablet:	£200.00	£200.00