

MICKLETON PARISH COUNCIL MINUTES

Minutes of the meeting of Mickleton Parish Council held on Wednesday 27 May 2026, in King George's Hall, at 7.00pm.

Mickleton Parish Council (MPC)
Gloucestershire County Council (GCC)
Cotswold District Council (CDC)

PRESENT:

Councillors Chris Cottam (CC), Andy O'Neill (AON), Kevin Fletcher (KF), Jerry Arnall (JA), Phil Britt (PB) and Anna Scott (AS)
County Councillor Tom Bradley (TB), District Councillor Tom Stowe (TS) and the clerk, Elaine Fuoco-Lang (EFL), were also in attendance (TB and TS attended at 7.49pm following another meeting)
Plus 0 members of the public

Business to be transacted:

01. Chairman

a. To resolve to elect a chairman of Mickleton Parish Council
Council resolved to elect Chris Cottam as chairman of Mickleton Parish Council.

EFL

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

EFL

c. To resolve to elect a vice-chairman of Mickleton Parish Council
Council resolved not to elect a vice-chairman of Mickleton Parish Council.

d. Delivery by the vice-chairman of the council of his/her acceptance of office form
Not required.

02. To receive apologies for absence: apologies to be accepted/not accepted by council
District Councillor Gina Blomefield (GB) gave her apologies and District Councillor Tom Stowe (TS) and County Councillor Tom Bradley (TB) will attend following another meeting.
Councillor Mike Brain (MB) did not attend.

EFL

03. Declarations of interest:

a. To make declarations of interest on the items on the agenda
None to declare.

b. To consider any dispensation requests
None to consider.

04. To confirm the minutes of the parish council meeting held on 22 April 2026

It was RESOLVED to approve the minutes of the parish council meeting held on 22 April 2026 as a true and accurate record of that meeting, accepted and signed by the chairman.

EFL

05. 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

Initialed.....

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.

Reports

06. To receive the clerk's report
See APPENDIX A for the full report.

Matters arising

MPC did not receive any requests to run an election in connection with the resignation of Joanne Piper-Bourn. MPC is therefore able to continue co-opting for this and other vacancies.
Chris Cottam's chairman's declaration of acceptance of office was received on 22 April 2026.
There are a number of long-term outstanding items including: photos/blurbs for the website, councillor training, removal of Christmas tree lights and an update regarding the cycle racks.

PB/MB/AON/KF/CC ALL COUNCILLORS TO CHECK

The step at the churchyard has been repaired.

Clerk's report

Thank you to all who attended and presented at the Annual Parish Assembly.
Thank you to the group that has replenished the village planters.

07. To receive a report from Gloucestershire County Council

TB's report included:

TB asked if MPC had received an email regarding salt allocation for winter, the clerk confirmed that MPC had not received an email.

TB is still in communications regarding signage and road markings at 'Page's corner' on Stratford Road.

TB raised other issues of signage (including Bakers Hill), but these were rejected on the basis that there had been no serious accidents and funding was not available.

Broadway Road Closure will be in place from 6–10 July, which will be a full 24-hour closure.

Reorganisation of local government: the new administration voted to join the Bristol-led authority, and TB made it clear that he felt this was the wrong decision. However, this does require further unanimous approval.

Environment Scrutiny Committee raised the issue of poor-quality pothole repairs and the fact that there is no data on failed pothole repairs.

There will be no new applications accepted for Community Speed Watch cameras.

Local issues include the South West local plan and the Robin bus service contract renewal in October.

TB spoke to the public right of way (PROW) team regarding access and concerns regarding traffic speeding on a PROW. It was confirmed that there are no restrictions regarding access unless this is causing an obstruction, and pedestrians always have authority over vehicles.

Since being elected last May, TB has helped over 500 constituents.

08. To receive a report from Cotswold District Council

TS's report included:

At CDC's AGM last week TS was elected as leader of the opposition and GB as chair of Overview and Scrutiny. GB is also part of the countywide scrutiny and local government reorganisation, alongside the opposition candidate.

Local Plan: The Regulation 19 consultation which was due at end of summer 2026 has been delayed.

Mickleton Parish Council

Initialed.....

There was a general discussion regarding the development at Long Marston.

Policies

09. To note approval of the following documents without amends except where noted:

General

- a. Biodiversity policy
- b. Cemetery Bench policy
- c. Code of Conduct
- d. Community Speed Watch
- e. Complaints Procedure
- f. Co-option policy
- g. Developer protocol
- h. Document Retention policy
- i. Games Area policy (AMENDED)
- j. Grants Policy
- k. Health and Safety statement
- l. Media policy
- m. Media and communications policy
- n. Internal Control statement
- o. Reserves policy

Employment

- p. Dignity at Work policy
- q. Disciplinary policy
- r. Sickness Absence policy (AMENDED)
- s. Training policy
- t. Equality and Diversity/Sexual Harassment policy
- u. Flexible working policy
- v. Grievance policy
- w. Homeworking policy
- x. Lone Working policy

Data

- y. Information Security
- z. IT policy
- aa. Privacy policy
 - i: councillors and staff
 - ii: general public
- bb. Publication Scheme and Guide

It was RESOLVED to adopt items a–bb without amendment (dates would be updated) with the exception of items i and r (as circulated). It was also noted that item l should state social media policy and councillors are now responsible for this, not the chairman.

EFL

Other council business

10. To review the inventory of assets

a. To confirm the revised asset register – as circulated by the clerk

CONFIRMED by council. A comment was made regarding the church car park ownership. The clerk to follow up on this.

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).

11. To note confirmation of arrangements for insurance cover:

a. Cover is appropriate in respect of all insurable risks

NOTED by council

EFL

b. Cover is fit for purpose

NOTED by council

EFL

12. To review the council's and staff subscriptions to other bodies

Council AGREED to remain members of the Gloucestershire Association of Local Councils (GALC) (which gives MPC access to the National Association of Local Clerks (NALC)), the Institute of Cemetery and Crematorium Management (ICCM) and the Information Commissioner's Office (ICO) [MPC is required to register with the ICO: Data Protection Act 2018]. The clerk is a member of the Society of Local Council Clerks (SLCC).

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

For 2025/2026 this was set at £11.10 per member of the electorate (December 2025 electorate = 1719), so MPC is well within the limits. For 2025/2026 £650 was awarded (two grants), as per budget and MPC's grants policy, and a £100 donation for a wreath for Remembrance Sunday.

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

Council RESOLVED to hold full council meetings at 7pm on the following dates:

2026: 24 June, 26 August, 23 September, 28 October and 25 November

2027: 27 January, 24 February, 28 April and noted that the annual meeting of the council would not be held on a Wednesday but on Friday 21 May to comply with legislation regarding parish council elections next year.

EFL

Finance

15. Documents circulated prior to the meeting

a. To review and approve bank signatories

AGREED BY COUNCIL to keep the current signatories: CC and JA

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

Direct Debit:

BT (this contract has now been cancelled, awaiting final bill)

Grundon Waste – Cemetery bin

Nest pension

Mickleton Parish Council

Initialed.....

Information Commissioner's Office
Scribe accounts
Scribe cemetery
Lloyds bank charges

Standing Orders:

Smart Cut
Clerk salary
HMRC PAYE/NI

Auto renew on debit card:

Clerk sim
MUGA sim
HP instant inks
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. Noted that CC accidentally authorised the following payments prior to the meeting (23.05.26). (See below and full list of payments at APPENDIX B).

Payments totalled £5250.93.

*Hall hire – Apr	34.00	BACS	LGA 1972 s134(4)
*Insurance	767.59	Debit card	LGA 1972 s111
*GALC councillor training JA BBC1	45.00	BACS	LGA 1972 s111
*Smart Cut moss	180.00	BACS	Open Spaces Act 1906 ss9-10
*Contractor speed camera/playing field	70.00	BACS	Open Spaces Act 1906 ss9-10
*Clerk salary – May payroll	1662.44	Standing order	LGA 1972 s112

e. To note receipts (signed by two councillors)

NOTED BY COUNCIL received £1269.85.

Interest	49.85
Cemetery fees	1160.00
Drain JPF refund	60.00
TOTAL	1269.85

f. To note bank reconciliation 1–30 April 2026

NOTED BY COUNCIL.

EFL

g. To confirm clerk's overtime to be paid in June's salary

CONFIRMED BY COUNCIL to pay 12 hour's overtime.

EFL

h. To note completion of the annual internal control check

NOTED by council that this was completed by CC and JA on 27 May 2026.

EFL

i. To note return and publication of the Annual Community Infrastructure Levy Report, as required by Cotswold District Council

NOTED by council: From 01/04/25 to 31/03/26 MPC has spent £708.32 in relation to the games area and junior playing field: games area fencing repairs and works to log walk and mega swing play equipment, as identified by ROSPA annual safety checks. This leaves £2,925.80 carried over to 2026/2027, to be spent in a five-year period.

Quotations

16. To agree any quotations/works required at the Junior Playing Field/games area:
a. following the ROSPA report

To agree works: fencing and hip twister will be looked at by a contractor and the skatepark ramp painting was awarded to quote A: Raddi Ramps £625. It was noted that, as minuted in April 2026, all risks are low or very low.

EFL

i. to consider using Community Infrastructure Levy funds for item 16a

Council agreed to use CIL funds.

EFL

b. following changes to the games area facility agreed at April's meeting
Council decided against using a third party (Grondon Waste which collects the cemetery bin costs estimated £23 extra per month based on a fortnightly collection). Clerk to advise if there are any issues.

EFL

Audit

17. To consider, approve and sign the Annual Governance Statement 2025–2026 (Section 1 of the Annual Governance and Accountability Return 2025–2026)

It was AGREED by council to answer YES to items 1–10 (excluding item 9: N/A) and to approve and sign this document.

EFL

18. To consider, approve and sign the Annual Accounting Statement 2025–2026 (Section 2 of the Annual Governance and Accountability Return 2025–2026)

It was AGREED by council to approve and sign this document.

EFL

19. To confirm:

a. the publication of the Annual Governance and Accountability Return and items required by the external auditor before 1 July 2026

Council CONFIRMED to return the above before the deadline and publish the required documents on the website.

EFL

b. the period for the exercise of public rights to inspect the accounting records

Council CONFIRMED to set the period for the exercise of public rights for Wednesday 3 June – Tuesday 14 July 2026.

EFL

Planning

20. To consider/ratify the following planning applications:

Noted none received.

a. To consider any urgent planning applications received since the publication of the agenda
None received.

b. To receive an update on planning permissions/refusals

CDC approved the following:

26/00603/FUL Full Application for Proposed extension to form additional living accommodation

along with removal of cedar tree at Chelsea Gardens, Back Lane 30.04.26.

Cemetery

21. New cemetery:

a. to approve:

i. the layout of the new cemetery

Approved by council to approve the circulated plan.

EFL

ii. the headstone position in the new cemetery

Approved by council that the headstone position should match the current cemetery, so that the rear of headstones will be visible from the path (as per the plan at item ai).

EFL

TS AND TB attended at 7.49 pm and presented their reports.

iii. any provision for excess spoil

Agreed by council not to provide an area or storage for excess spoil, but to require gravediggers to remove excess spoil.

EFL

b. to discuss consecration of the site and to agree whether or not this is required

Agreed by council to consecrate the cemetery.

The clerk advised council that the Institute of Cemetery and Crematorium Management (ICCM) and St Lawrence's Church advised against consecration of the parish cemetery because of cost to the electorate and the impact of faculty rules on MPC and graveowners, particularly in relation to memorial safety and exhumation.

EFL

c. to note other new cemetery expenditure identified to date (to come from earmarked reserves)

Noted by council (items include turning water on and bin provision).

EFL

Working groups

22. To:

a. confirm new representatives/working group members for the following:

i. community speedwatch

The clerk noted (as at 11am on 27 May 2026) that there are currently 1255 vehicles which have triggered the camera which require verification since 20 May 2026.

KF and JA were confirmed as representatives.

EFL

It was resolved, on the motion of the chair, to suspend standing orders sufficiently to allow the meeting to allow business to be completed.

ii. games area working groups

KF and JA were confirmed as representatives.

EFL

iii. neighbourhood plan

Councillor Chris Cottam was confirmed as a representative, with Councillor Mike Brain TBC. See

APPENDIX C.

EFL

b. consider disbanding the climate working group
Agreed by council.

EFL

c. consider setting up a transport working group
KF and JA were confirmed as representatives, and the community speedwatch group would be part of this group.
Agreed by council.

EFL

23. To receive a report from the Climate Working Group
None given.

24. To receive a report regarding the Community Speed Watch (CSW) camera
None given, but see clerk's note at 22ai.

25. To receive a report from the Neighbourhood Plan working group
See APPENDIX C.

Other items

26. To note checks of the following:

- a. Junior Playing Field playground (weekly) 22.04.26, two reports missing, 14.05.26, 22.05.26.
- b. Games Area (weekly) 23.04.26, 30.04.26, 07.05.26, 14.05.26, 22.05.26.
- c. Churchyard and cemetery (fortnightly) 11.05.26, 20.05.2026.
- d. Defibrillators (monthly) All checks done.

The clerk noted: MPC's insurance document Special Events and Activities guidelines was recirculated to all councillors on 05.05.2026. Regarding checks that are a requirement of MPC's insurance policy, the clerk reminded councillors that weekly play area checks must be carried out as per the above document. In the past the clerk has highlighted the legal position regarding the claim period which MPC needs to be aware of: claimants have 3 years from the date of any incident to make a claim, and minors have until 3 years after their 18th birthday to make a claim.

27. To receive correspondence

CORRESPONDENCE

MPC was copied into a number of objection emails regarding the Strategic Allocation Site E1 (Long Marston Airfield/Meon Vale Expansion) and SG 19 and the Associated Option W3 Preferred Highway Option.

MPC is liaising with mowing contractors regarding a complaint about cemetery maintenance in regard to overgrown areas.

It was confirmed that a gate adjacent to the PROW at Greyrick Court is not Highways' responsibility, so this is a private matter.

A councillor raised concerns re the bollard crossing on the High Street by Milking Pail. This was raised with TB who is speaking to highways officers to see what can be done at this particular site

Initialed.....

to try to make it safer for pedestrians. He will inform MPC when he has some potential options to take forward.

A councillor raised concerns regarding traffic speeding on a PROW, which was raised with GCC [as noted in TB's report].

A member of the public contacted MPC regarding adopting the BT kiosk in the village. They were advised that Mickleton Parish Council did consider this at its October 2025 meeting and decided against adopting the kiosk. This was raised at MPC's parish assembly last year, but members of the public could not think of a use for the kiosk. The council is aware that books are available at the King George's Hall and there is a defibrillator at the Morrison's daily shop. MPC has been advised that this is a grade II listed structure, so it will remain in place.

A member of the public contacted MPC regarding speeding issues. They were signposted to the police and informed that MPC has speedwatch camera and a speed sign, with another speed sign planned, but that it has to wait for higher authorities.

28. To confirm the date of the next parish council meeting: 24 June 2026.

The chairman closed the meeting at 8.37 pm.

Signature of Chairman upon approval of the minutes

APPENDIX A

Matters arising

MPC did not receive any requests to run an election in connection with the resignation of Joanne Piper-Bourn. MPC is therefore able to continue co-opting for this and other vacancies.

Chris Cottam's chairman's declaration of acceptance of office was received on 22 April 2026.

Training is available for new councillors and those who have not taken the Being a Better Councillor courses, as per MPC's training policy. Chairman training is also available. Training has to be booked by the clerk (GALC policy).

There are a number of long-term outstanding items including: photos/blurb for the website, councillor training, removal of Christmas tree lights and an update regarding the cycle racks. The community speedwatch camera is back in place ready for verification, to be discussed at item 22ai.

Clerk's report

Thank you to all who attended and presented at the Annual Parish Assembly.

Thank you to the group that has replenished up village planters.

MPC's insurance document Special Events and Activities guidelines was recirculated to all councillors on 05.05.2026. Regarding checks that are a requirement of MPC's insurance policy, the clerk reminded councillors that weekly play area checks must be carried out as per the above document. In the past the clerk has highlighted the legal position regarding the claim period which MPC needs to be aware of: claimants have 3 years from the date of any incident to make a claim, and minors have until 3 years after their 18th birthday to make a claim.

A drain has been cleared at the junior playing field, and council has requested quotes to consider replacing the current drain cover with a manhole cover, which will prevent soil and grass entering the system.

Further to MPC's decision in April, the BT broadband and phone contract has not been renewed. There is a final bill of £17.67 to be collected by direct debit on 3.06.2026. Information regarding the MPC mobile phone number has been advertised.

Posters for community events at the games area and sports field have been advertised.

An article about MPC achieving the bronze LCAS award has been posted on the website.

Neighbourhood Plan information has been published on the website.

MPC has received an email from Starboard Systems Limited (Scribe) (accounts and cemetery software) to confirm that it has entered into a compliant Data Processing Agreement (DPA) and confirms that the email is 'written and binding' evidence required by MPC's internal auditor to verify MPC's compliant contractual arrangements with third-party software providers.

It has been reported that there are items on MPC property. MPC will contact the owner once supplied with further details.

Dogs are not allowed in the junior playing field except to be on the public right of way. A large dog off the lead was reported to the police and their advice was circulated to councillors:

If any dog/dogs are behaving aggressively call 999. If you just want to inform the police of a similar incident then contact the local PCSO or call 101.

The National Association of Local Councils (NALC) reported that it is bitterly disappointed that the government's legislative programme in yesterday's King's Speech failed to include measures to enable remote and hybrid council meetings permanently, and are deeply concerned by the absence of legislation to strengthen the standards regime in local government.

Gloucestershire Association of Local Councils (GALC) has invited member councils to submit motions for consideration at the GALC Annual General Meeting 2026.

APPENDIX B

MICKLETON PARISH COUNCIL			
May-26			
NAME	AMOUNT	METHOD	POWER TO SPEND
PAYMENTS			
Clerk sim card – Apr	4.90	Direct debit	LG(FP)A 1963 s5
Games area sim card – Apr	4.40	Direct debit	LG(FP)A 1963 s5
BT broadband/phone – Apr	62.89	Direct debit	LG(FP)A 1963 s5
Microsoft 365 software – Mar	12.10	Direct debit	LGA 1972 s111
Lloyds bank charges	4.25	Direct debit	LGA 1972 s111
Nest pension – May payroll	177.75	Direct debit	LGA 1972 s112
National insurance/PAYE – May payroll	493.26	BACS	LGA 1972 s112
*Clerk salary – May payroll	1662.44	Standing order	LGA 1972 s112
Smart Cut Grounds maintenance – May	800.58	Standing order	Open Spaces Act 1906 ss9-10
Grundon Waste – Cemetery bin	56.00	Direct debit	LGA 1972 s214(2)
Scribe accounts	42.00	Direct debit	LGA 1972 s111
Scribe cemetery	27.60	Direct debit	LGA 1972 s111
HP instant inks	28.99	Direct debit	LGA 1972 s111
*Hall hire – Apr	34.00	BACS	LGA 1972 s134(4)
Drain JPF	312.00	Debit card	Open Spaces Act 1906 ss9-10
*Insurance	767.59	Debit card	LGA 1972 s111
Post office charge return speed camera	15.45	Debit card	LGA 1972 s111
Bitdefender anti-virus	84.99	Direct debit	LGA 1972 s111
*GALC councillor training JA BBC1	45.00	BACS	LGA 1972 s111
Refreshments parish assembly	40.18	Debit card	LGA 1972 s111
Stamps 2nd class	14.56	Debit card	LGA 1972 s111
*Smart Cut moss	180.00	BACS	Open Spaces Act 1906 ss9-10
*Contractor speed camera/playing field	70.00	BACS	Open Spaces Act 1906 ss9-10
Bouncy castle	310.00	Debit card	LGA 1972 s145
TOTAL	5250.93		

APPENDIX C

Neighbourhood Plan Update

Recent Activity

- Kick off meeting held with potential representatives for the Steering Group on 5th May.
- Steering Group confirmed as: Five members of the public and Councillor Chris Cottam and Mike Brain (TBC). Two members of the public would be chair and project manager
- First working session 19th May resulted in 1st draft statements for:
 - Our Vision for Mickleton
 - Purpose of the Neighbourhood Planning Group

Initialed.....

- Objectives
- Suggested Focused Policy Themes
- Suggested Additional Community Development Project Themes

These will be reviewed and refined ahead of next meeting targeted for June 23rd.

- A document repository has been created and communicated, to facilitate shared development and editing of key documents.
- Rebecca and Chris have begun a detailed definition of a communication and engagement plan.

Key Next Steps

- Initial engagement activities with village community.
- Re-engagement with Mark Harrison (CDC Neighbourhood Planning Advisor).
- Validation and finalization of initial statements.
- Evidence gathering on the policy themes.
- Procurement for planning consultant (define scope and seek prices)
- Decisions around approach to possible budget:

Item	Budget (£)
Venues for meetings and community events, including refreshments: Estimate 8 Steering Group meetings per year over 2 years = 16 meetings Estimate 2 Large community events at KGH per year over 2 years = 4 events	£ 500 £ 1,000
Printing and other materials for community & stakeholder engagement: Could include posters, leaflets etc. Estimate 4 per year over 2 years = 8 leaflets	£ 600
Website hosting and management	Likely not needed.
Professional Consultancy Support: Process expertise and Policy drafting. Estimate on-going support for duration. Professional expertise based on specific topics e.g. Water Management or Landscape Design. Estimate 2 such requirements over the duration of the project.	£ 7,500 £10,000
Travel to meetings and events	Likely not needed.
Provisional sum for surveys: Small surveys without the need for professional deduplication can be done with MS Forms Possible need for more specific surveys e.g. structural condition of 'Community Assets' such as Sports Pavillion or KGH.	£ 0 £ 5,000
Other Miscellaneous expenses	£ 500
Contingency @20%.	£ 5,020
Total for whole project over duration of project	£30,120

Potential Funding Sources

Item	Budget (£)
Allocation from MPC Budget	
Grants / Formal Support Programs	

Mickleton Parish Council

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Initialed.....

Personal Donations	
Potential offset from increase in CIL	