

NOTICE OF THE ANNUAL MEETING OF MICKLETON PARISH COUNCIL

Dear Councillor

I hereby give you notice that the annual meeting of the parish council of the above-named parish will be on Wednesday 27 May 2026 at 7.00pm, to be held at King George's Hall, Chapel Lane, Mickleton.

All members of the council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting, as set out hereunder.

Dated this 20 May 2026

Elaine Fuoco-Lang – Clerk to the Parish Council

Business to be transacted:

01. Chairman

- a. To resolve to elect a chairman of Mickleton Parish Council
- b. Delivery by the chairman of the council of his/her acceptance of office form
- c. To resolve 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

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

03. Declarations of interest:

- a. To make declarations of interest on the items on the agenda
- b. To consider any dispensation requests

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

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 Order 3 e–g). At the close of this item, members of the public will no longer be permitted to address the council.

Reports

06. To receive the clerk's report

07. To receive a report from Gloucestershire County Council

08. To receive a report from Cotswold District Council

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

Other council business

- 10. To review the inventory of assets
 - a. To confirm the revised asset register – as circulated by the clerk
 - b. To note any damage to assets

- 11. To note confirmation of arrangements for insurance cover:
 - a. Cover is appropriate in respect of all insurable risks
 - b. Cover is fit for purpose

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

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

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

Finance

15. Documents circulated prior to the meeting

- a. To review and approve bank signatories
- b. To review and approve list of regular direct debit/standing order payments
- c. To receive the financial statement (signed by chairman)
- d. To approve payments (signed by two councillors and to note authorised signatory)
- e. To note receipts (signed by two councillors)
- f. To note bank reconciliation 1–30 April 2026
- g. To confirm clerk's overtime to be paid in June's salary
- h. To note completion of the annual internal control check
- i. To note return and publication of the Annual Community Infrastructure Levy Report, as required by Cotswold District Council

Quotations

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

- a. following the ROSPA report
 - i. to consider using Community Infrastructure Levy funds for item 16a
- b. following changes to the games area facility agreed at April's meeting

Audit

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

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

19. To confirm:

- a. the publication of the Annual Governance and Accountability Return and items required by the external auditor before 1 July 2026
- b. the period for the exercise of public rights to inspect the accounting records

Planning

20. To consider/ratify the following planning applications:

- a. To consider any urgent planning applications received since the publication of the agenda
- b. To receive an update on planning permissions/refusals

Cemetery

21. New cemetery:

- a. to approve:
 - i. the layout of the new cemetery
 - ii. the headstone position in the new cemetery
 - iii. any provision for excess spoil

- b. to discuss consecration of the site and to agree whether or not this is required
- c. to note other new cemetery expenditure identified to date (to come from earmarked reserves)

Working groups

22. To:

- a. confirm new representatives/working group members for the following:
 - i community speedwatch
 - ii games area working groups
 - iii neighbourhood plan
- b. consider disbanding the climate working group
- c. consider setting up a transport working group

23. To receive a report from the Climate Working Group

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

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

Other items

26. To note checks of the following:

- a. Junior Playing Field playground (weekly)
- b. Games Area (weekly)
- c. Churchyard and cemetery (fortnightly)
- d. Defibrillators (monthly)

27. To receive correspondence

28. To confirm the date of the next parish council meeting