

MICKLETON PARISH COUNCIL MINUTES

Minutes of the meeting of Mickleton Parish Council held on Wednesday 25 June 2025 in King George's Hall at 7.00pm.

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), Emile Dodin (ED) and Tim Ellis (TE)
The clerk, Elaine Fuoco-Lang (EFL), was also in attendance
Plus three members of the public (two members joined at 7.30pm)

Business to be transacted:

01. To note the resignation of Councillor Geoff Mayling
JPB thanked Geoff Mayling and wished well in new endeavours.

Following the resignation, MPC informed CDC and advertised the vacancy on 4 June 2025, but no members of the electorate came forward by the 24.06.25 deadline, so there will be no election in connection with the resignation and MPC is free to co-opt.

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

County councillor Tom Bradley (TB) gave his apologies, and district councillors Gina Blomefield (GB) and Tom Stowe (TS) also gave their apologies.
Kevin Fletcher (KF) gave his apologies, which were accepted by MPC.

EFL

03. To make declarations of interest on the items on the agenda
None declared

04. To confirm the minutes of the annual meeting of the parish council held on 28 May 2025

It was RESOLVED to approve the minutes of the parish council meeting held on 28 May 2025 as a true and accurate record of that meeting, accepted and signed by the chairman.

EFL

05. To receive the clerk's report

MATTERS ARISING still outstanding:

Games area:

Councillors to liaise urgently with JPB to help provide measurements for the games area storage unit, but s106 funds may expire on 15 July 2025.

JPB/TE

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.....

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 county association bookings.

AON/TE/KF

Bus shelters Stratford Road

The issue regarding the lights not working is not resolved, this needs further investigation.

JPB

Trusteeships

These are still in hand.

EFL

Not all of the policies approved last month have been updated online to date (due in part to a number of burial administration queries), but all policies are accurate regarding content (except dates), and these will be actioned.

EFL

CLERK'S REPORT

The external audit information has been published online and submitted to the external auditors prior to the 30 June 2025 deadline.

MPC has contacted families whose details it has following the laying flat of memorials in the cemetery because of safety reasons. Unfortunately, families do not always provide MPC with up-to-date contact information, so MPC does not have the necessary details for all families. However, if families contact MPC, EFL will be able to advise them of the next legal steps to take if they wish the memorial to be restored to an upright position.

To confirm that bleed control kits have been installed in with the defibrillators at the Leasows and KGH, and will be managed by the person who installed them if they are used.

Churchyard wall

No further update or date set as yet, but this is in hand.

Cemetery maintenance

The cemetery tap was not working properly and has now been replaced and the cemetery extension tap had a minor repair (this is not in use at present).

Initialed.....

MPC has had to pay to clear the blocked drain at the cemetery, as it appears that cement has been washed down the drain. This will cost £160 +VAT and is booked in for 11 July 2025.

A broken fence behind churchyard gate has been reported to the landowner to ask if it is their responsibility, and MPC requested if the PROW could be cleared of brambles/nettles.

An engineer checked the mega swing at the JPF, MPC is awaiting his report, but all was fine with the equipment and he sanded down the wood on the slide climber. MPC is awaiting a date from another engineer re the log walk, but all is fine from a safety point of view.

BT has responded to CDC's consultation response. It has confirmed that the telephony will be removed and the box retained. However, the offer to adopt will remain open – to either MPC or another qualifying entity.

CDC asked MPC to complete a form: Cotswold District Facilities Study retail/strategic and local facilities in village. This information will feed into the Cotswold District Council's Settlement Role and Function Study, to build up a picture of the settlements in Cotswold District, and how they relate to each other. The conclusion will outline the role and function of the district's large and medium-sized settlements, recommending a hierarchy of Principal Settlements, Non-Principal Settlements and Rural Settlements which will feed into the district's next Local Plan.

The sports day event has been advertised on web/noticeboards and Chipping Campden Bulletin and leaflets will be circulated to residents.

The position of our insurer regarding bouncy castles was circulated to councillors, which is that they do not recommend or insure bouncy castles, so any injury would fall to the provider. MPC has followed advice given in the special events document issued by the insurance company, and confirms that the supplier has public liability insurance and MPC will follow the recommendations. Information regarding risk assessments and data protection signage regarding photographs being taken was also passed to councillors.

The .co.uk email has been deleted (as per the web provider's advice MPC kept this active for one year).

Items which have been sent to councillors included:
Society of Local Council Clerk's (SLCC) documents:
Government to Consult on Revised National Planning Policy Framework (NPPF) later this year
Government Consultation on Reforming Planning Committees

AGM information for Gloucestershire Association of Parish and Town Councils (GAPTC). EFL gave MPC's apologies.

Initialed.....

National Association of Local Councils (NALC) updated publication 'local councils explained'

EFL passed the Principles of Internal Auditing Local Councils (PIALC) qualification, and would like to thank MPC for its support.

06. Finance:

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

RECEIVED by MPC

EFL

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

APPROVED by MPC and the authorised signatory: Joanne Piper-Bourn

Items to be authorised at the meeting are below, all transactions, including those via BACS/Direct debit/bank card, are listed in Appendix A

*National insurance/PAYE – June payroll	433.15	BACS	LGA 1972 s112
*Clerk salary – June payroll	1567.62	Standing order	LGA 1972 s112
Smart Cut Grounds maintenance – June	800.58	Standing order	Open Spaces Act 1906 ss9-10
*Hall hire – May	30.00	BACS	LGA 1972 s134(4)
*Terry Small maintenance cemetery/MUGA	270.00	BACS	Open Spaces Act 1906 ss9-10
*Memsafe cemetery/churchyard works	1283.10	BACS	Open Spaces Act 1906 ss9-10
*GAPTC training planning EFL	45.00	BACS	LGA 1972 s111
*Plumber cemetery and new cemetery works	134.40	BACS	Open Spaces Act 1906 ss9-10

EFL/JPB

- c. To note receipts (signed by two councillors)

Interest	33.51
Cemetery fees	400.00

NOTED by MPC

EFL

- d. To note bank reconciliation: 1–31 May 2025 (signed by two councillors)

NOTED by MPC

EFL

- e. To note that the Annual Community Infrastructure Levy Report has been returned to Cotswold District Council and published on Mickleton Parish Council's website

NOTED by MPC

Initialed.....

- f. To confirm that Community Infrastructure Levy (CIL) funds can be put towards RoSPA-related repairs to the junior playing field equipment and community games area

AGREED by MPC

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

08. To receive a report from Gloucestershire County Council

TB submitted the following report, read by CC:

Council

The first meeting of the new Cabinet took place last week. A number of new initiatives are being pushed by the new Cabinet, including the purchasing of new battery-powered fire engines – these will have cost implications and savings will need to be found in other existing budgets. Cllr Joe Harris (formerly leader of CDC), the new Cabinet Member for Highways, has made clear that public expectations will need to be ‘managed’ with regard to highways and that they are unable to fulfil the promises made during the election campaign with regard to improving the county’s roads.

The Environment Committee (of which I am a member) has held an informal session to examine our work programme for the year. This includes some annual items (such as examination of the Council’s Climate Action Plan) as well as some items passed on from the previous Committee. I have suggested that the Committee should hold a session to examine quarrying in the County and its impacts, as well as to look at both car-parking and EV infrastructure in a joint session.

Highways

I had a meeting with the area highways representatives to discuss a number of pieces of casework and to examine the forward work programme. I will be having regular meetings going forward to keep on top of workplans.

Bakers Hill is closed this week (daytime only) for repairs and surface dressing.

09. To receive a report from Cotswold District Council

TS submitted the following report, read by CC

Rob Weaver – CDC CEO is stepping down on Monday 30 June after a 4½ year Tenure.

I was on the Performance and Appointments Committee Panel which conducted interviews on Monday 23 June for a replacement on an interim basis.

Following the interviews a suitable candidate was selected and this decision will be ratified at an extraordinary meeting of Full Council on Thursday 26 June 2025.

Initialed.....

We would urge all Parish and Town Councillors to attend the following event on Teams, hopefully you received the invite:

Cotswold District Council: Town and Parish Briefing on the 5-Year Housing Land Supply – 9 July 2025 6–7pm

We are pleased to invite all Town and Parish Councillors to an important Briefing on the 5-Year Housing Land Supply – a vital framework underpinning effective planning and housing delivery across the UK.

This session will provide valuable insight into how the housing land supply shapes local development and ensures sustainable growth in our local communities throughout the Cotswold District.

The briefing will be led by Matt Britton, Principal Planning Policy Officer, with support from colleagues from the Planning Team, who will be on hand to answer your questions.

GB submitted the following report, read by CC

Following a retrofit road show organised by CDC in Kemble, which regrettably I was unable to attend, I have asked the retrofit officer Justine Mallinson to organise one in Campden and Vale and she is happy to enable this. The event was very well received by everyone who attended and the advice was found to be informative and helpful especially regarding how to achieve the cost benefit for expenditure.

Because I was so interested I visited Redbridge & Sons, one of the companies asked to assist in the presentation, and was very impressed with their expertise, knowledge and realistic expectations of what can be achieved within an affordable budget. I hope that some of the residents in Weston-sub-Edge [Mickleton] will be interested in attending such an event, which would also include other sources of advice.

10. To ratify amends to the Annual Governance and Accountability Return Section 2 boxes 11a and b after seeking advice from the external auditors
Boxes 11a and b of the Section 2 form have been amended (now ticked) and initialled. PKF Littlejohn recommended amending the form and ratifying at this meeting. The updated document is on the website and has been sent to the external auditors.

MPC agreed to RATIFY this amendment

EFL

11. To consider/ratify the following planning applications:
- a. 25/01675/FUL Full Application for Erection of single storey kitchen extension to side elevation at 21A Arbour Close
MPC agreed to submit a comment of NO OBJECTION
EFL
 - b. 25/01729/FUL Full Application for External alterations to French door opening, addition of bullseye window to front elevation and two Velux rooflights to rear roof slope at Ostlers Cottage 4 Greyrick Court
MPC agreed to submit a comment of NO OBJECTION
EFL
 - c. 25/01661/LBC Listed Building Consent for Lime based plaster rendering to front, side and rear elevations and associated works at Myrtle House High

Initialed.....

Street

MPC agreed to submit a comment of NO OBJECTION

EFL

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

None received

e. To receive an update on planning permissions/refusals

None received

12. To confirm updates to the following terms of reference for representatives/ working groups, to be reviewed annually:

- a. Burial
- b. Junior playing field
- c. Maintenance of grounds
- d. Games area
- e. Planning
- f. Policies
- g. Sports club
- h. Community activities
- i. Defibrillators
- j. Litter picking
- k. Climate
- l. 20's plenty

MPC confirmed items a to l did not have any amends.

EFL

13. Grants:

- a. To confirm grant amounts

It was CONFIRMED by MPC to set a limit of £275, and to award up to four grants

EFL

- b. To note that grants will be advertised in August 2025 and considered at October's meeting, as per the grants policy

NOTED by MPC

EFL

14. To review the community games area hire costs

MPC agreed not to increase costs at present.

15. To note works required in the current cemetery

This was approved last year and no additional items have been raised regarding the works to self-seeded trees/brambles. The contractor will honour last year's quoted price: £240.64 +VAT.

NOTED by MPC

EFL

Initialed.....

16. To approve works required in the cemetery extension
Soil, which has been dumped in the cemetery extension, and stone needs to be removed, thistles treated, overseeding of grass and some vegetation work.
Our mowing contractor has quoted £1,343.63 +VAT which is still within the new cemetery budget.
Approved by MPC

EFL

17. To vote on actions related to two historic plots owned by the council
a. To vote on permission to grant the erection of a wooden cross with a plaque for each grave
MPC voted to grant permission, subject to b, below

EFL

b. To vote on any charge in relation to the above
For the erection only of a wooden cross with a plaque, maximum cross size of 38cm x 19cm, will be allowed free of charge. There would be a charge of £50 for any larger wooden crosses on these MPC-owned plots.

EFL

18. To vote on arrangements for the annual outdoor Christmas carol service 2025
a. To vote on whether Mickleton Parish Council is holding an annual carol concert
MPC agreed to hold this event
b. To vote on applying for an official road closure
MPC agreed to apply for an official road closure
c. To confirm who the main councillor contact will be
CC will lead and work with AON

CC/AON

19. To receive a report from the Climate working group
CC gave the following report:
Momentum for the hedgehog initiative continues to build. Photos and a video have been posted on the website. MPC received praise from a parishioner who, coincidentally, is a trustee for the British Hedgehog Preservation Society. An opportunity for further engagement and collaboration exists and is being actively followed.

A reminder has been sent to the primary school to submit photos and stories to receive a Hedgehog Highway sign.

A spin-off from the hedgehog engagement with the school is a request to assist with creating a wild garden area.

The cycle rack program continues to progress. Status discussions are in progress with all the original target sites. Specific actions to be taken will be determined based on the unique circumstances for each site.

The group has started to think about a next project, reviewing data from historic surveys.

Initialed.....

There is a strong need to balance opportunity against what can be delivered in practice.

20. To receive a report regarding the Community Speed Watch (CSW) camera Data up to May 2025: verified 1,351 speeding offences. The maximum speed recorded was 60mph. Speed adherence on this stretch of road is classed as 'poor'. See Appendix B

21. 20's plenty

- a. To receive a report from the 20's plenty working group
During the first meeting of the group good headway was made, and a draft proposal for a flyer to introduce 20's plenty in Mickleton has been drawn up.
- b. To vote on 20's plenty information delivered to each household in Mickleton
AGREED by MPC

22. To note checks of the following:

- a. Junior Playing Field playground (weekly): 3 received, but 1 missing
- b. Games Area (weekly): 1 missing, 3 received, but 1 missing
- c. Churchyard and cemetery (fortnightly): 2 received
- d. Defibrillators (monthly): all checks completed

23. To receive correspondence

A resident asked for information about speed camera, including if people are prosecuted, and was given further information.
Issues with street signs at Hill View Close, and ongoing at Ballards Close, were sent to CDC.

24. To confirm the date for the next parish council meeting: 27 August 2025 (at 7pm)

The chairman closed the meeting at 7.39 pm

Signature of Chairman upon approval of the minutes

Initialed.....

Appendix A

MICKLETON PARISH COUNCIL			
Jun-25			
NAME	AMOUNT	METHOD	
PAYMENTS			
Clerk sim card – June	4.90	Direct debit	LG(FP)A 1963 s5
Games area sim card – June	4.40	Direct debit	LG(FP)A 1963 s5
BT broadband/phone – June	44.63	Direct debit	LG(FP)A 1963 s5
Google email addresses – May	6.00	Direct debit	LGA 1972 s142
Microsoft 365 software – June	12.36	Direct debit	LGA 1972 s111
Lloyds bank charges	4.25	Direct debit	LGA 1972 s111
Nest pension – June payroll	128.48	Direct debit	LGA 1972 s112
*National insurance/PAYE – June payroll	433.15	BACS	LGA 1972 s112
*Clerk salary – June payroll	1567.62	Standing order	LGA 1972 s112
Smart Cut Grounds maintenance – June	800.58	Standing order	Open Spaces Act 1906 ss9-10
Grundon Waste – Cemetery bin	53.90	Direct debit	LGA 1972 s214(2)
*Hall hire – May	30.00	BACS	LGA 1972 s134(4)
*Terry Small maintenance cemetery/MUGA	270.00	BACS	Open Spaces Act 1906 ss9-10
*Memsafe cemetery/churchyard works	1283.10	BACS	Open Spaces Act 1906 ss9-10
*GAPTC training planning EFL	45.00	BACS	LGA 1972 s111
Computer mouse	49.99	Debit card	LGA 1972 s111
CSW camera letters Oct-Dec	21.70	BACS	LGA 1972 s111
CSW camera letters Jan-Mar	46.90	BACS	LGA 1972 s111
Insurance	740.32	Debit card	LGA 1972 s111
Playdale Junior Playing Field/ROSPA works	180.00	BACS	Open Spaces Act 1906 ss9-10
Information Commissioner's Office (ICO)	47.00	Direct debit	LGA 1972 s111
Plumber cemetery and new cemetery works	134.40	BACS	Open Spaces Act 1906 ss9-10
Cemetery drain	192.00	Debit card	Open Spaces Act 1906 ss9-10
TOTAL	6100.68		

Initialed.....

RECEIPTS			
Interest	33.51		
Cemetery fees	400.00		
TOTAL	433.51		

* TO BE AUTHORSIED AT THE MEETING

APPENDIX B

May-25		
LOCATION	MPC	
SPEEDERS VERIFIED	1351	-2281.5
MAX SPEED (MPH)	60	
VEHICLE COUNT	29092	
85 PERCENTILE(MPH)	42	
GREEN <=30MPH	13155	53%
YELLOW>30<36	10023	42%
RED >=36	5914	5%
ILLEGAL*	61	
	QED	100%