

MICKLETON PARISH COUNCIL MINUTES

Minutes of the meeting of Mickleton Parish Council held on Wednesday 24 June 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), Kevin Fletcher (KF), Jerry Arnall (JA) and Phil Britt (PB)
County Councillor Tom Bradley (TB), District Councillor Gina Blomefield (GB) and the clerk, Elaine Fuoco-Lang (EFL), were also in attendance
Plus 0 members of the public

Business to be transacted:

01. To receive apologies for absence: apologies to be accepted/not accepted by council
District Councillor Tom Stowe (TS) gave his apologies.
Councillors Mike Brain (MB) and Anna Scott (AS) gave their apologies, which were accepted by council.
Councillor Andy O'Neill (AON) did not attend.

EFL

02. Declarations of interest:

- a. To make declarations of interest on the items on the agenda
None.
- b. To consider any dispensation requests
None.

03. To confirm the minutes of the parish council meeting held on 27 May 2026

It was RESOLVED to approve the minutes of the parish council meeting held on 27 May 2026 as a true and accurate record of that meeting, accepted and signed by the chairman.

EFL

04. 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.

Reports

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

Matters arising

There are still a number of long-term outstanding items as noted at previous meetings.

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

Clerk's report

Items to note from the main report at APPENDIX A:

Mickleton Parish Council

King's George's Hall, Chapel Lane, Mickleton, Chipping Campden, GL55 6SD
07769 382661 | clerk@mickletonparishcouncil.gov.uk | mickletonparishcouncil.gov.uk

Initialed.....

From 6 April 2026, employers will have a legal duty to keep adequate records to show they are complying with holiday entitlement and holiday pay rules. Failure to do so will become a criminal offence with potential penalties applied. The clerk noted that full records are kept.

Updates since the publication of the clerk's report

CDC has replied to say that it is redacting councillor addresses in relation to the declaration of interest form following changes in legislation that are coming into effect from 29 June 2026. Painting of play equipment has begun in the junior playing field.

Requested a refund of £30 in relation to an overcharge for the bouncy castle hire.

06. To receive a report from Gloucestershire County Council

TB gave the following report:

MPC will be notified re winter salt supply.

Broadway Road closure 6-10 July will be a full 24-hour closure.

The relocation of the speed sign to Granbrook Lane has been booked in for later in the year.

GB noted that speed cameras can be requested in relation to planning applications.

At GCC's meeting TB asked to reinstate support for CSW cameras, but this will be on GCC's next agenda.

TB received a poor response to prioritising Gloucestershire food and drink products.

TB asked about devolution and was informed that the Gloucestershire decision would be on 15 July 2026.

TB has been assisting members of the public regarding questions about drainage at Canada Lane and Gloucester Lane access.

Vegetation at Greyrick Court has been cut back.

07. To receive a report from Cotswold District Council

GB gave the following report:

LGR: no shape of the unitary authorities is currently known.

A by-election will be held on 2 July in relation to Joe Harris stepping down.

There will be a planning change in October: the call in for household developments will no longer be required, it will be a planning officer's decision.

Overview & Scrutiny called in planning enforcement to give a report: there are approximately 650 cases outstanding.

Bin collections will be changing in future, soft plastic will be added to the collection, but residents will have to supply their own bag. The size of the black bin will be reducing. Bring banks will also be phased out.

Discussion about 2 July 2026 Mickleton Against Inappropriate Development event.

KF noted Ballards Close rubbish is strewn across road.

PB asked a question on behalf of KGH: the hall pays over £400 community rates and they get nothing for this, they previously didn't pay anything.

EFL noted a query regarding a dog waste bin, and will let CDC know which bin this related to.

EFL

Finance

08. Documents circulated prior to the meeting

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

RECEIVED by council [noted that this will be signed after the meeting]

EFL

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Initialed.....

b. To approve payments (signed by two councillors and to note authorised signatory)
AGREED BY COUNCIL. Noted authorised signatory: Chris Cottam (See below and full list of payments at APPENDIX B).

*National insurance/PAYE – July payroll	599.88	BACS	LGA 1972 s112
*Clerk salary – July payroll	1831.01	Standing order	LGA 1972 s112
*Hall hire – May	68.00	BACS	LGA 1972 s134(4)
*Pata Payroll	66.30	BACS	LGA 1972 s111
*Vale Press	35.00	BACS	LGA 1972 s111

Noted by council total payments: £4,892.15

c. To note receipts (signed by two councillors)

Interest	55.05
Cemetery fees	225
Amazon refund item not delivered/damaged in transit	22.58
VAT refund	831.25

Noted by council total receipts: £1,133.88

d. To note bank reconciliation: 1–31 May 2026 (signed by two councillors)
NOTED BY COUNCIL.

EFL

e. To confirm clerk's overtime to be paid in August's salary
CONFIRMED BY COUNCIL to pay 12 hours' overtime.

EFL

Other council business

09. Christmas

a. To vote on whether Mickleton Parish Council is holding an annual carol concert
MPC voted in favour of holding an annual carol concert.

b. To vote on a date for the annual outdoor Christmas carol service 2026
MPC voted to hold the event on Friday 18 December 2026.

CC

c. To confirm a budget for the event
A budget of £400 was set.

d. To vote on applying for an official road closure
MPC voted to apply for an official road closure.

CC

e. To confirm who the main councillor contact will be
MPC confirmed this would be CC.

10. Grants

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Initialed.....

a. To confirm grant amounts

Grant amounts were confirmed as a maximum of £275, to give four grants totalling £1,100.

b. To note that grants will be advertised in August 2026 and considered at October's meeting, as per the grants policy

NOTED BY COUNCIL.

EFL

Quotations

11. Bus shelters

a. To note order of two solar lighting systems at £1,928.58 (postage costs to be confirmed) with a £977.00 Grassroots Neighbourhood Fund Gloucestershire County Council grant paying for one system

NOTED BY COUNCIL.

b. To consider quotes for the new bus shelter solar systems (removal of the current and installation of the new systems)

Council awarded the contract to Quote B: KLP Electrical Solutions £320.00 (ex VAT).

EFL

c. To note the councillor who will accept delivery of the products and liaise with the contractor

Noted: Councillor Chris Cottam.

CC

12. Cemetery

a. To note that cemetery wall works are required in the current and new cemetery

Noted by council.

b. To consider prioritising works (one quotation has been received and MPC is awaiting others) Priorities are the current cemetery/cemetery extension dividing wall and the current cemetery/public right of way dividing wall.

EFL to obtain further quotes. One quote was received and another company declined to provide a quote.

EFL

13. Community Games area

a. To consider the quotation for weeding by the maintenance contractor

Council agreed to authorise one treatment at £47.50 and monitor the situation.

EFL/JA/KF

b. To decide a new date for the games area open day (6 June 2026 was cancelled because of weather conditions)

Council decided not to hold the event this year.

EFL

c. To decide if to keep the facility open, free of charge, after the end of the 3-month trial period (May to July)

Council decided to keep the facility open and free of charge for the foreseeable future.

Initialed.....

EFL

14. Junior Playing Field

a. To consider whether to replace a gully cover with a manhole cover

Council agreed not replace this at present, due to conflicting advice, and to monitor the situation.

EFL/JA/KF/PB

Planning

15. To consider/ratify the following planning applications:

a. 26/01781/TCONR Pine (T1) Fell - tree dying, leaning off church lane and towards coach house. Fell for safety, Medford House, High Street RATIFY

Ratified by council to approve these works

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

c. To receive an update on planning permissions/refusals
None

Working groups

16. Transport

a. To confirm terms of reference for the Transport working group (this includes the Community Speed Watch (CSW) camera)

Item deferred: awaiting terms of reference from Transport group members.

KF/JA

b. To receive a report from the Transport working group

KF: Pole on Granbrook Lane is scheduled for this financial year, unlikely before November 2026. Once the pole up MPC will need to attach the speed sign and purchase a battery charger.

JA: Three reports in relation to the CSW+ camera have been reported to the police: top and persistent speeders. There are at least 100 vehicles a day speeding in excess of 40mph, with some at 65mph.

KF: Figures for one month showed 52,000 vehicles recorded going past the camera in daytime (in one direction).

17. Neighbourhood Plan

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

See APPENDIX C.

b. To confirm maximum spend in relation to hall hire requirements

Council approved spend of up to £250 in relation to the above only. PB abstained from voting as chair of KGH

Noted that any other spend has to come to a full council meeting.

Other items

18. To note checks of the following:

a. Junior Playing Field playground (weekly) all checks carried out.

b. Games Area (weekly) all checks carried out.

c. Churchyard and cemetery (fortnightly) all checks carried out.

d. Defibrillators (monthly) all checks carried out.

Initialed.....

19. To receive correspondence

Members of public raised the following issues:

Speeding: signposted to the police. Information was given regarding the community speedwatch camera and that the relocation of the speed sign by GCC is in progress.

Cemetery: overgrowth was raised with mowing contractor, who has actioned the work.

Brambles on public right of way between the junior playing field and the High Street: mowing contractors should resolve this week.

Drainage issues: advised speaking with the management company, which had been done, and also GCC Highways.

MPC was informed that dogs are being taken onto games area courts and football is being played on the courts.

Dog waste bin: as CDC had been contacted regarding the issue, advised to bring this to the district councillors' attention.

Cars blocking Gloucester Lane: parking behind bollards blocking emergency disabled access, clerk advised to contact GCC and county councillor TB for advice.

20. To confirm the date for the next parish council meeting: 26 August 2026

The chairman closed the meeting at 20.13

Signature of Chairman upon approval of the minutes

Initialed.....

APPENDIX A

Clerk's report

Land to north east of Stratford Road, Mickleton: Clerk circulated information that had been sent to previous chair confirming that the tree preservation order (TPO) was made permanent on 21 October 2025.

The chair was informed of the following: From 6 April 2026, employers will be under a new legal duty to keep adequate records to show they are complying with holiday entitlement and holiday pay rules. That includes records showing workers have received the correct amount of annual leave, the right holiday pay, and any payment due for untaken statutory leave when employment ends. Those records must be kept for six years and managed in line with UK GDPR. This change should be taken seriously, failure to keep adequate holiday records from 6 April 2026 will become a criminal offence with potential penalties applied.

The clerk noted that full records are kept.

The clerk noted that the approved mileage rates for tax year 2026 to 2027 has increased to 55p per mile (up from 45p since 2011).

The external audit was submitted to PKF Littlejohn on 2 June 2026, and the required documentation has been uploaded onto the website.

Games area waste: Information regarding waste was circulated to council, the clerk advised that if there was anything hazardous in the waste that MPC would have to let the insurance company know.

The clerk has liaised with the Bishop of Tewkesbury's secretary regarding consecration of the new cemetery.

The grant acceptance form relating to the purchase of 1 x solar system for the bus shelters has been returned to GCC.

The clerk has contacted CDC regarding clarification if it will be required to redact MPC's councillors' home addresses on their website in relation to their declarations of interest from 29 June 2026, following the information that: section 65 of the English Devolution and Community Empowerment Act 2026 ('2026 Act') removes the requirement for a local government member's home address to be published in council registers of interest. The newly added section 32A of the Localism Act 2011 requires that councils do not publish details of a member's home address in public registers of interest unless an individual member explicitly requests it. To aid transparency, public registers of interest will still state that an interest exists but that the address is withheld under the new section 32A. The exact address details will still need to be declared, remain available internally to councils, and will continue to prevent conflicts of interest. Further, the register of member contact details maintained under section 100G of the Local Government Act 1972 must no longer include home addresses when made available for public inspection. Items on MPC land, which were noted at May's meeting, have been removed. Full bin at the junior playing field was reported to CDC.

Information sent to councillors included CDC/Sir Geoffrey Clifton-Brown flooding meeting 26.6/ Safer Roads and Community 20s programme update.

APPENDIX B FINANCES

MICKLETON PARISH COUNCIL			
Jun-26			
NAME	AMOUNT	METHOD	
PAYMENTS			
Clerk sim card – May	4.90	Direct debit	LG(FP)A 1963 s5
Games area sim card – May	4.40	Direct debit	LG(FP)A 1963 s5
BT broadband/phone – May FINAL	21.20	Direct debit	LG(FP)A 1963 s5
Microsoft 365 software – April	12.10	Direct debit	LGA 1972 s111
Lloyds bank charges	4.67	Direct debit	LGA 1972 s111
Nest pension – July payroll with o/time	200.07	Direct debit	LGA 1972 s112
*National insurance/PAYE – July payroll	599.88	BACS	LGA 1972 s112
*Clerk salary – July payroll	1831.01	Standing order	LGA 1972 s112
Smart Cut Grounds maintenance – June	800.58	Standing order	Open Spaces Act 1906 ss9-10
Grundon Waste – Cemetery bin	56.20	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
ICO data protection fee	52.00	Direct debit	LGA 1972 s111
*Hall hire – May	68.00	BACS	LGA 1972 s134(4)
T Small	35.00	BACS	Open Spaces Act 1906 ss9-10
Amazon stationery , note refund below	40.88	Card	LGA 1972 s111
Station nurseries	124.79	BACS	Open Spaces Act 1906 ss9-10
*Pata Payroll	66.30	BACS	LGA 1972 s111
P. Cotton	744.00	BACS	LGA 1972 s215
Vale Press	74.40	BACS	LGA 1972 s111
Cheque: relinquishing of grave rights as approved Feb 2026	18.18	Cheque	LACO 1977 article 15
*Vale Press	35.00	BACS	LGA 1972 s111
TOTAL	4892.15		

LGA: Local Government Act

FP: Financial Provisions

GALC: Gloucestershire Association of Local Councils

NALC: National Association of Local Councils

ICCM: Institute of Cemetery and Crematorium Management

LACO: Local Council Cemetery Order

APPENDIX C

Neighbourhood Plan Update for MPC – 24/6/26

Recent Activity

- The second meeting of the Steering Group was delayed from June 23rd due to insufficient numbers able to attend. Meeting is in process of being rescheduled.
- The 'Next Steps' are as shared previously with updates as follows:
 - Initial engagement activities with village community.**
This will be a multi-channel approach. The communication vehicles are known and well understood. Some additional work is required as to how to segment the audience(s) and leverage the most appropriate vehicle(s). It is highly likely that more use will be made of Facebook in order to create a dialogue, not just a push communication.

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Initialed.....

- **Re-engagement with Mark Harrison (CDC Neighbourhood Planning Advisor).**

This is arranged for 30th June at 4pm.

- **Validation and finalization of initial statements.**

This will take place at the next Steering Group meeting. 2 examples of current drafts of the 'vision' statement are included here by way of example. One simple. One expanded.

"To protect and enhance Mickleton's cherished identity as a friendly, historic village of the North Cotswolds."

"To safeguard Mickleton's cherished identity as a friendly, historic gateway to the Cotswolds. We will honour our rich agricultural and market gardening heritage, nurture our exceptional independent local businesses, and protect our stunning landscapes. Through proactive infrastructure planning, targeted traffic management, and dedicated community care, we will ensure Mickleton remains a safe, sustainable, and vibrant home for all generations."

- **Evidence gathering on the policy themes.**

I have included additional material here that is nowhere near final but shows the basic structure of a 'Policy'. It also highlights the places where evidence will be needed. In some instances, we will be able to acquire evidence ourselves. In others we may need to engage professional help.

Draft Sports & Recreation Policies

- *Policy MICK-SR1: Designation and Preservation of Key Playing Fields* The Senior Playing Fields and Junior Playing Fields on Stratford Road are formally designated as protected community sports infrastructure. Development proposals that would result in the loss, fragmentation, or partial redevelopment of these active spaces will be strictly opposed.
- *Policy MICK-SR2: Enhancement of Sports Facilities* Proposals to expand, upgrade, or enhance the sporting and community facilities within the designated playing fields will be highly supported. This explicitly includes:
 - ❖ *The construction of a new, modernized cricket pavilion on the Senior Playing Field to support local clubs and sports development.*
 - ❖ *Upgrades to youth play facilities, changing amenities, and secure storage on the Junior Playing Field. Any new structures must be appropriately scaled, well-designed to minimize visual impact on the Stratford Road gateway, and constructed of high-quality materials sympathetic to the rural edge of the village.*

Policy Evidence Base Requirements

- *To defend these active recreational spaces from developer encroachment:*
 - *A Playing Field Assessment & Sport England Audit mapping the current utilization and community value of the football and cricket pitches.*
 - *Copies of historic deeds, covenants, or benefaction records linking the Webb family donations to the land, proving its long-standing designation for public sports.*

Initialled.....

Major Next Step

- Creation of a comprehensive survey to establish general perspectives and position on specific ideas. This must engage the whole village and be rigorously managed.