

# KEMPSFORD PARISH COUNCIL

*Clerk: Teresa Griffin, Winterwood, Whelford, Fairford, Glos. GL7 4EB*

*Tel: 01285 713691 Email: [clerk@kempsfordparishcouncil.net](mailto:clerk@kempsfordparishcouncil.net)*

## To all Parish Councillors

Members are reminded that the council has a general duty to consider the following matters in the exercise of any of its functions: Equal opportunities (race, gender, sexual orientation, marital status, religion and any disability), Crime and Disorder, Health and Safety, and Human Rights.

## Minutes from the Annual Parish Council Meeting of Monday 19<sup>th</sup> May 2025

Present:

Mark Strange (Chair)  
Stephen Andrews  
Neil Green

Karen Saunders  
John O'Connell  
Debbie Watson

Christine Nugent  
CD Cllr Tristan Wilkinson  
Teresa Griffin (Clerk)

### 1. **Election of Chairman**

Proposed by Christine Nugent and seconded by Neil Green, Mark Strange was elected to serve as Chairman until the annual meeting 2026. Chairman's declaration of acceptance duly signed.

### 2. **Election of Vice-chairman**

Proposed by Karen Saunders and seconded by Christine Nugent, John O'Connell was elected to serve as Vice-chairman until the annual meeting 2026. Vice-chairman's declaration of acceptance duly signed.

### 3. **Declaration of Acceptance of Office**

Declarations of Acceptance of Office duly signed by all councillors.

### 4. **Register of Members Interests** – Councillors were reminded to complete forms if any changes.

### 5. **Apologies:** Dom Morris and Helene Mansilla.

### 6. **Minutes:** Minutes of the Parish Council Meeting held on 21<sup>st</sup> April 2025 were approved.

### 7. **Disclosure of member's interests:** None

### 8. **Dispensation requests:** None

### 9. **Matters Arising:** None

### 10. **Questions from members of the public:** None

### 11. **County Councillor's Report** – Not present.

### 12. **District Councillor's Report** – Report sent from Cllr Mansilla – see Appendix B Cllr Tristan Wilkinson reported –

- Following the election, I am really keen to get our voices heard in respect of devolution. There are so many unknowns. CDC are appointing two dedicated officers whose role for the next couple of years will be fully focused on the devolution process.
- There will be a need to reach out to Town and Parish Councils shortly to start talking about transition of powers and how it is all going to work. It would be really helpful if you can start thinking about what you would and would not want.
- One of the areas that may affect your parish is the housing supply. There is a big debate at CDC regarding whether we need a new Local Plan and realistically is it something that could be done in just under 3 years? We could spend all the time, effort and cost and it is not picked up by the new Unitary Council.
- Multi-user path – I believe there is some work starting on the evaluation of it and CDC are putting some money in for survey work. There has also been lots of debate about closed paths around Lake 104.
- The new Community Relations Officer at RAF Fairford is keen to promote volunteer opportunities in the local communities.
- How are the preparations for RIAT progressing? Mark Strange advised there is a Local Community Briefing on Wednesday. Clerk to forward invitation details to Tristan.

### 13. **Review of Standing Orders** – Standing Orders reviewed and it was agreed no changes necessary unless there are changes required if the Council resolves to adopt the General Power of Competence. To be confirmed at next meeting following decision of item 17 below.

### 14. **Review of Financial Regulations** – Financial Regulations reviewed and it was agreed no changes necessary unless there are changes required if the Council resolves to adopt the General Power of Competence. To be confirmed at next meeting following decision of item 17 below.

15. **Councillor Code of Conduct** – Reviewed with no changes necessary.
16. **Banking and Investment Arrangements** – At the April meeting, councillors were advised that the total funds held with Lloyds Bank exceeded the Financial Services Compensation Scheme (FSCS) and requested the Clerk look at public sector deposit funds. Information of these funds through CCLA Investment Management was circulated by email during the month. It was agreed that although the total funds held with Lloyds is expected to reduce to below the FSCS within the next month or two, it would make sense to set up a deposit fund account for the future. The fund is aimed for longer-term investment, which would be appropriate for future projects where ear-marked reserves are being grown. Clerk to start the application process.
17. **General Power of Competence** – Councillors reviewed the General Power of Competence paper as submitted by the Clerk and acknowledged that the Parish Council meets the criteria:
- Following the May 2023 elections, where 5 Councillors were elected
  - The Clerk is qualified in the Certificate in Local Council Administration (CiLCA) and General Power of Competence LO7 in Isolation
- It was resolved that the Parish Council meets the eligibility criteria to exercise the General Power of Competence as defined in the Parish Council (General Power of Competence) (Prescribed Conditions) Order 2012 and therefore adopt the power for coming term of office of the Council. Proposed by Mark Strange and seconded by John O’Connell, all in favour.
18. **Complaints Procedure and Publication Scheme** – Council reviewed both documents, and agreed no changes required.
19. **Insurance Arrangement** – The renewal documents from Zurich and email from Gallagher Insurance advising that they could not compete with Zurich were circulated prior to the meeting. The Clerk has requested a quotation from Clear Councils Insurance but this has not been received.
- The policy is due for renewal on the 1<sup>st</sup> June 2025. Council confirmed it is satisfied with the cover from our existing policy with Zurich, and if no quotation is received within a week from Clear Councils it was agreed to renew with Zurich for £360.66.
- If a further quotation is received from Clear Councils, this will be circulated and considered by email.
20. **GDPR Policies, procedures and practices** – Reviewed, with no changes required.
21. **Appointment of members/representative for committees and outside bodies:**
- |   |   |
|---|---|
| • Weymouth Trust                            | Neil Green                                  |
| • Village Hall Committee                    | Karen Saunders                              |
| • Cotswold Canal Trust                      | Mark Strange                                |
| • Quarries                                  | All   |
| • Highways & Footpaths                      | All   |
| • RAF Fairford                              | All   |
| • Planning                                  | All   |
| • Lakes by Yoo                              | Neil Green, Stephen Andrews & Debbie Watson |
| • Lakes 103 & 104                           | Stephen Andrews & Debbie Watson             |
| • Hazel View Community Facilities Committee | Neil Green & Mark Strange                   |
| • RIAT                                      | All   |
| • Flooding & Water                          | Debbie Watson & Stephen Andrews             |
22. **Renewal of Subscriptions** – It was agreed to renew the following subscriptions:
- Gloucestershire Association of Parish & Town Councils
  - Society of Local Council Clerks
  - Gloucestershire Play Fields Association
  - Gloucestershire Rural Community Council
  - Campaign to Protect Rural England
  - Parish Online mapping
  - Open Spaces Society
  - Data Protection
  - Adobe PDF software
  - Norton Security
23. **Future Meeting Dates** – A list of meeting dates (3<sup>rd</sup> Monday of the month) for the forthcoming year were circulated and agreed. Clerk to advise the Village Hall committee and publish new dates on website.

24. Propose Plans for 2025/26 –
  - To continue working with the PCC on finding and securing additional burial ground.
25. **Planning –**
  1. Ref: 25/01362/HEDGE Hedgerow removal notification for Remove 20m of hedgerow at Jenners Barn, Townsend Farm, Whelford – **Decision:** No comment
  2. Ref: 25/0015/CWS73M Variation of condition 1 (Cessation of Use) & condition 5 (Limit of Production) relating to planning consent 16/0083/CWMAJM date 22/02.2021; to facilitate an extension of time to work the remaining mineral reserve & deliver the approved site restoration; to align inert material description to that approved by the EA's Environmental Permit for Whetstone Bridge Quarry. **Decision:** The detail to be looked at further and any comment to be circulated and agreed by email.
26. **Kempsford Parish Council**
  1. GAPTC consultation on the Local Government re-organisation – Council considered the survey questions. Stephen Andrews to complete the questionnaire and circulate for agreement prior to submission.
  2. Consider correspondence received (e-mailed) –
    - Kempsford sports pitch usage and fencing – Persimmon have requested confirmation that the Parish Council agree in principle the acceptance of the sports pitch prior to the land transfer. A further 3 cuts have been scheduled and budgeted for. Upon confirmation, the fencing removal will be removed.

It is understood that the school are now using the pitch on a weekly basis and there has been further requests from other village groups/organisations to use it. It was agreed that the new Management Committee need to have quotations and contractors in place for fencing prior to removal of the existing – Neil Green to arrange a committee meeting.

Clerk to respond to Persimmon advising that we agree in principle to it being progressed as soon as possible, and a new management committee has been formed. We need to ensure this committee is properly consulted in order that they are fully engaged in taking over responsibility for the management, and request key milestone dates such as fence removal date and proposed hand-over date.

John O'Connell reported that in one area of the car park the stone has work and could possibly need topping-up. Neil Green to look at.
  3. Updates from meetings attended and working groups –
    - Water Management Meeting (8<sup>th</sup> May) – It was a good meeting, and the beginning of discussions from our point of view that should concentrate on the delivery of the drainage scheme for Kempsford Quarry and its effectiveness.
    - Kempsford Village Hall AGM (13<sup>th</sup> May) – Karen Saunders reported it was not well attended by people outside the committee. CCTV has been installed and any queries should be directed to the Village Hall Chairman.
    - Manor Farm Quarry Liaison Meeting – It was a very timely meeting with details of the following -
      - Maintenance of water channels – they advised clearance of ditches around Starvall Lane would begin shortly. Karen Saunders advised this has taken place since the meeting was held.
      - Hedgerow removal for phase 4 – notified that a planning application would be submitted for these works, and this has now been received – item 25.1 above. We were advised that the works would take place after September. There is concern that not one phase has been fully completed and restored. As nobody from the County Council Mineral Team was present at the meeting it was agreed to write and ask them to ensure that the planning conditions in respect of phasing are adhered to, or are subject to new planning consultation.
      - A Goods Vehicle Operator's Licence has been applied for as an operating centre for 17 goods vehicles and 2 trailers.
    - Lakes by Yoo – Debbie Watson reported that she mistakenly turned up for a meeting that has been cancelled and had a brief chat with Phoebe Hitchcox reiterating our need for a Country Park Management Plan. Stephen Andrews advised that a draft LEMP has been prepared and once this has been considered it will be important to meet with LBY again. The Clerk advised that the draft LEMP has now been published on CDC's planning portal.
    - Meeting with the Environment Agency (EA) to discuss new flood maps (16<sup>th</sup> May) – This was a joint meeting with Fairford Town Council. It was interesting as the EA confirmed that there are errors in

the new maps and that they should be considered work-in-progress. They explained that this is the bringing together of a new model for flooding and surface water.

4. Residents reports to Councillors

- Mark Strange reported that he has discussed the memorial bench request for the Hazel View Community area with the resident. Once the bench has been received, appropriate fixings will need to be discussed.

27. Finance

1. Review of Independent Auditor's Report – The Audit Report was circulated prior to the meeting and reviewed. With regards to the recommendations the following was agreed: -

- Clerk's Contract of Employment – It was agreed that this needs to be updated. John O'Connell to discuss with Internal Auditor and GAPTC. The comment about the Clerk not receiving incremental pay increases is confusing given comments from previous Internal Auditors. This will be looked at as part of updating the contract.
- Staff Appraisal – It was agreed to look at a policy to ensure this is undertaken annually.
- Bank Transfers not to be included in list of receipts in cashbook – noted.
- Change of accounting method to Receipts & Payments – It was agreed that as the accounts have always been prepared on an Income & Expenditure basis, and this method is the preferred choice of the Clerk and Council, there is no reason to change.

2. Finance Reports – The monthly Finance Report consisting of bills to be paid, receipts received, bank reconciliation and income/expenditure vs budget was received and agreed.

3. The following bills paid between meetings were approved:-

002497	Kempsford Village Hall (hall rental 2025/26)	£275.00
002498	SSE Energy (power Dunfield defib/Reevey sign)	£16.57 inc. VAT
002499	Kempsford Table Tennis Club (donation)	£500.00
002500	M Dyball t/a Willow Gardening (April grass)	£302.40 inc. VAT
002501	T Griffin (Adobe software subs, Open Spaces membership)	£206.89 inc. VAT
	Lloyds Bank (monthly service fee & charges)	£5.78

The following bills were approved to be paid:-

002502	J&T Chesterman (Whelford grass Mar & Apr)	£225.00
002503	Busy Fingers Printing Ltd (May newsletter)	£94.50
002504	MV Lawrence (Internal Audit)	£250.00
002505	Viking Direct (toner, paper & stamps)	£113.92 inc. VAT
002506	T Griffin (wages & use of home)	£684.80
002507	HMRC (PAYE – Emp'ee NI)	£37.47

Receipts since last meeting

Bank Interest	£54.07
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4. Council approved the quotation from RH Carpentry Services for alterations to the Parish Council store cupboard at Kempsford Village Hall.

5. Council resolved to approve the Annual Governance Statement for the financial year ending 31<sup>st</sup> March 2025 and was duly signed by the Chairman and Clerk.

6. Council resolved to approve the accounts for the year ending 31<sup>st</sup> March 2025 and Accounting Statements and was duly signed by the Chairman and Clerk.

7. Dates for the period of exercise of public rights – The notice will be published in the June Newsletter and on our website and noticeboards. The inspection period commences on the 3<sup>rd</sup> June 2025 and ends on Friday 14<sup>th</sup> July 2025.

28. Clerks Report – nothing to report.

29. Correspondence - Noted and all correspondence received via email has been circulated. Magazines and literature distributed.

30. To note date of next meeting – 16<sup>th</sup> June 2025 at 7.00pm at Kempsford Village Hall

Copies:- Mrs Nugent, Mr Green, Mrs Saunders, Mr Strange, Mr O'Connell, Mr Andrews, Mrs Watson CD.Cllrs, C.Cllrs.  
Meeting ended at 9.45pm

## Appendix A

<b>Kempsford Parish Council - Attendance Report</b>	<b>12 months to:</b>	<b>May-25</b>
<b>Name</b>	<b>Attendance</b>	<b>Attendance Percentage</b>
Dom Morris (GCC)	4/12	33%
Helene Mansilla (CDC)	0/12	0%
Tristan Wilkinson (CDC) - elected Dec 23	6/12	50%
Mark Strange (KPC - Chair)	10/12	83%
John O'Connell (KPC - Vice Chair)	12/12	100%
Christine Nugent (KPC)	10/12	83%
Karen Saunders (KPC)	11/12	92%
Neil Green (KPC)	12/12	100%
Stephen Andrews (KPC)	12/12	100%
Debbie Watson (KPC) - Co-opted Nov 23	12/12	100%

**LKFS - Cotswold District Council Annual Report**  
**2024/2025**

The Local Government landscape dramatically changed with the publication of the English Devolution White Paper on 16 December 2024.

This paper set out how the Labour government sees the future of Local Government and whilst much of the Devolution element was as expected from the Labour general election manifesto, there was quite a degree of surprise about the Local Government reorganisation element which essentially asks that any “two-tier” authority areas like Gloucestershire reorganise to eliminate the District/City/Borough tier and form a unitary authority with one council overseeing all services.

For Cotswold District Council, this means that within the next 2-3 years, the council will cease to exist and its functions, both statutory and discretionary, will be picked up by a new unitary council.

Quite how this happens is yet to be finalised with Gloucestershire having put forward 3 proposals:

1. A single unitary authority covering the whole of Gloucestershire
2. 2 unitary authorities largely dividing the county into an East and a West Council
3. A Greater Gloucester council with either 1 or 2 councils covering the remainder of the county

Gloucestershire County Council will be carrying out a full options appraisal on Options 1 and 2 and there will be a business case prepared on Option 3. Final proposals need to be submitted to the Ministry of Housing Communities & Local Government by 28 November 2025.

In all scenarios, there is consensus with all councillors that delivering good quality services where communities remain in contact with their council is key and the 7 councils (Districts and County) and their respective leaders are working to ensure that aim.

Closer to home, Cotswold District Council began the process of repatriating staff from Publica, with the first tranche of staff coming back to the council on 1 November 2024. This included Planning, Democratic Services, Communications and HR. A further tranche of staff will be back in Cotswold District Council employ from this summer. This was following the recommendation from a Local Government Association Peer Review in 2023 and the decision made after change of control at Forest of Dean DC that they did not want to be part of the Publica model.

These major items are, of course, important but it is important to take the opportunity to highlight some of the successes that hard working Cotswold District Council Officers continued to deliver during last year:

- the Council introduced the LIFT scheme, securing over £1.3million in unclaimed benefits for those most in need
- Crowdfund Cotswold projects raised over £1.2million for local projects
- the UK SPF (Shared Prosperity Fund) and Rural England SPF supported community halls across the District to invest in solar panels and energy saving initiatives
- a new Cultural Strategy was published looking at the wonderful cultural offering the District has for residents and visitors
- Holiday Activities and Food programme events were held in various Cotswold locations and the communities team held cost of living events and other community building days in partnership with other organisations and groups
- the flood risk team attended every home which had been flooded during the storms of this winter and plans are being established to alleviate further incidents
- 95% of planning applications were dealt with on time and the backlog largely cleared