

# KEMPSFORD PARISH COUNCIL

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

Tel: 07818626158 Email: [clerk@kempsfordparishcouncil.gov.uk](mailto:clerk@kempsfordparishcouncil.gov.uk)

## 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.

## D R A F T

Minutes from the Parish Council Meeting of Monday 20<sup>th</sup> October 2025

Present:

Cllr Mark Strange (Chair)  
Cllr Christine Nugent  
Cllr Debbie Watson  
Cllr Stephen Andrews

Cllr Karen Saunders  
Cllr John O'Connell  
GC Cllr Dom Morris  
Teresa Griffin (KPC Clerk)

Member of the public:-  
Helen Cheese-Probert  
Steve Bruton

1. **Apologies:** CD Cllr Tristan Wilkinson
2. **Minutes:** Minutes of the Parish Council Meeting held on 15<sup>th</sup> September 2025 were approved.
3. **Disclosure of member's interests:** None
4. **Dispensation requests:** None
5. **Matters Arising:** None
6. **Questions from members of the public:**
  - Steve Bruton expressed an interest in finding out more about the Parish Council and what things it is involved in.
  - Helen Cheese-Probert advised that she was disappointed that some of the personal adverse comments that were raised as part of her planning application had not been addressed to her personally. Given that there is a massive under-supply of housing, she was hoping that the planners would have suggested options/conditions that may have made the application acceptable, rather than just a 'no'.
7. **County Councillor's Report** – Cllr Dom Morris reported –
  - I caught up with the Clerk a couple of weeks ago. The main issues raised were the quarries and highways issues. I have not received any response from highways following my email chasing up issues with the culverts and cameras.
  - With regards to the quarries, I feel we are now at a stage where we need a meeting with the Cabinet Member.
  - There will be a full council vote on devolution mid-November, and the debate continues.
  - The Hannington Road works remain ahead of schedule.
8. **District Councillor's Report** – Not present. Cllr Helene Mansilla circulated a report by email prior to the meeting.
9. **Kempsford Parish Council**
  1. Cotswold District Local Plan 2025-2043: Call for Local Green Space Nominations – Three areas have been identified and will be proposed.  
Stephen Andrews advised that he has been looking at Neighbourhood Priority Statements (NPS), which is meant to be simpler than a NDP but carry a little more weight than a Parish Plan. He is meeting with a CDC Officer at the end of the month to discuss and find out more.
  2. Grant applications – To date £600 has been awarded from the budget of £1500. It was agreed to award £500 to the Kempsford Youth and Children's Club and £200 to the Great Western Air Ambulance Charity.
  3. Contracts and review for Clerk and Maintenance position –
    - Maintenance position – The contract has been reviewed and discussed with the current maintenance person, and it was agreed that no changes are required.
    - Clerk – The contract has not been updated since 2008 and John O'Connell has discussed and taken advice from the Internal Auditor who has provided the current NALC model template. This has been adapted to suit and a draft produced, awaiting confirmation of the new hourly rate. It was agreed to increase the hourly pay scale to SCP30 (LC2 above substantive

benchmark range), effective from 1<sup>st</sup> April 2025, and the contracted hours to be increased to 45 hours per month. The draft contract will be updated for signature and an adjustment for the increase in SCP hourly rate will be made in the November salary payment.

The Clerk has previously declined the auto-enrolment into a pension scheme of which the Council is required to offer, and confirmed this remains the same.

4. IT Policy – The 2025/26 Annual Governance and Accountability Return (AGAR) will include a new section - Assertion 10: Digital and Data Compliance. The new assertion strengthens expectations around how councils manage digital systems and data protection. Currently we meet all of the requirement except having an IT Policy.  
Policy templates have been circulated, but it was agreed that they did not fully consider the use and risks of councillors using their own IT equipment. It was agreed to contact GAPTC and also look at the SLCC website to see if a more appropriate template exists.
5. Updates from meetings attended and working groups –
  - Debbie Watson and Stephen Andrews attended the South Cotswolds Flood Summit. It was well attended and focused more on flooding, than sewerage matters. There did not appear to be much progress since the previous meeting. Tristan Wilkinson has been meeting with Thames Water but no details have been provided. It was felt that the previous meeting format hosted by Sir Geoffrey Clifton-Brown, with organisations present, was more effective.
  - Fairford Joint Sewerage Working Group Meeting – attended by Debbie Watson and Stephen Andrews, with Thames Water, Environment Agency and Local Lead Flood Authority present. This meeting provided a better understanding of what work is being undertaken in Kempsford, which is mainly at the School end of the village. They accept that work is required around the John Of Gaunt/Lancaster Road area, but at the time of the meeting, conditions were too dry to survey. They will be installing sensors to try and identify the correct time to undertake the survey and also to provide warnings to people. It would be useful to have a catch-up with Corylus and Lakes by Yoo on their Coln catchment works at some point.
  - Kempsford Village Hall – Karen Saunders reported on the last meeting –
    - They have had a busy month and are doing very well, despite having high expenditure. The water rates are high so they are considering changing supplier.
    - The Fete raised £658. Next year they are looking at the 12<sup>th</sup> September and are proposing setting up a separate committee in January. The Race Night raised between £800 and £900.
    - Future events include – Bingo in December, Barn Dance in November, Canal Trust Presentation and Line Dancing from January.
    - Other event suggestions include a New Years Eve Party and a ‘Grease’ night.
    - An electronic noticeboard is to be installed.
    - The Business Plan is being reviewed.
    - The regular Darts evening has finished but it is hoped that it can be resumed on an informal basis.
  - John O’Connell met with the grass contractors who have taken over the Hazel View cutting.
  - Stephen Andrews attended the GAPTC Devolution Working Group Place Briefing.
3. Residents reports to Councillors –
  - There has been another request for the bus stop at Ham Lane to be reinstated. The Bookable Robin bus appears to be regularly used and given the previous response from GCC, it is unlikely to be reinstated unless significant demand. It was agreed to put a reminder in the next Parish Newsletter about the Robin Bus.
  - The grass around the open space at the end of Tuckwell Road/John of Gaunt has not been cut and brambles are regrowing. Clerk to contact the grass cutters.

#### 10. Planning, Policies & Licensing:

| Ref.         | Location                     | Proposal                                                                                    | Decision                    |
|--------------|------------------------------|---------------------------------------------------------------------------------------------|-----------------------------|
|              | Land at Great Farm, Whelford | Pre-Planning Application for proposed installation of telecoms apparatus EE Site Ref: 36094 | No objection                |
| 25/02884/FUL | Kempsford House, High        | Full application for alterations to existing dwelling including erection of double storey   | Objection due to inaccurate |

|                           |                                            |                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                  |
|---------------------------|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
|                           | Street, Kempford                           | extension to north-east elevation, greenhouse, outdoor swimming pool & associated works                                                                                                                                                                                                                                                                                                                     | information in Bio-diversity Self-Assessment                                                     |
| 25/03180/FUL              | 6 Meadow View, Kempford                    | Full application for Erection of two-storey side and single-storey rear extension with dropped kerb                                                                                                                                                                                                                                                                                                         | No objection                                                                                     |
| Cotswold District Council |                                            | Regulation 18 Local Plan Consultation Document – Preferred Options                                                                                                                                                                                                                                                                                                                                          | Response to be drafted after CDC briefing.                                                       |
| 25/02739/FUL              | Land at Paradise Farm, Kempford            | Full application for Retrospective demolition of small stone rubble wall                                                                                                                                                                                                                                                                                                                                    | No further comment                                                                               |
| 24/03332/FUL              | The Lakes Bar & Kitchen Claydon Pike       | Retention of tented structure accommodating a restaurant visitor centre and standalone dog wash structure and the erection of a single storey clubhouse building with associated kitchen, plant and storage and other infrastructure, including hard and soft landscaping and parking                                                                                                                       | No further comment. It has been suggested we start working on MOU in respect of the Country Park |
| 25/02062/OUT              | Lakes 103, 103A & 104 London Road Fairford | Removal of condition 1 (commencement of development), 2 (reserved matters), 3 (commencement of development), 4 (building appearance) and vary conditions 5 (Site Landscaping), 6 (building heights), 7 (FRA), 14 (cycle storage), 18 (archaeological work), 19 (landscaping), 25 (illumination), 26 (noise control), 32 (height and location of buildings) & 34 (approved plans) of permission 09/00882/OUT | It was agreed to formally support Fairford Town Council in their Planning Breach Notices.        |

## 11. Finance

### 1. The following bills were approved: -

|        |                                                     |                  |
|--------|-----------------------------------------------------|------------------|
| 002537 | J&T Chesterman (Whelford grass Aug/Sept)            | £225.00          |
| 002538 | Police & Crime Commissioner (ASW ltrs 1/4 – 30/6)   | £130.90          |
| 002539 | Countrywide Grounds Maint. (Hazel View Oct)         | £332.50 inc. VAT |
| 002540 | M Dyball t/a Willow Gardening (Sept grass Kempford) | £604.80 inc. VAT |
| 002541 | GPFA (membership renewal)                           | £50.00           |
| 002542 | T Griffin (wages, holiday & use of home)            | £910.50          |
| 002543 | HMRC (PAYE – Emp'ee NI)                             | £71.32           |
| 002544 | The Royal British Legion (donation)                 | £100.00          |
|        | Lloyds Bank (monthly service fee & charges)         | £6.04            |

### Receipts since last meeting

|                                           |           |
|-------------------------------------------|-----------|
| Bank Interest                             | £38.01    |
| CDC Precept (2 <sup>nd</sup> installment) | £6,787.00 |

Now we have contracted Countrywide Grounds Maintenance to start at Hazel View we need to agree with the school how they will be charged for their contribution. It was agreed the Clerk should contact the school and also look in to the VAT implications of the school contribution.

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. Provision of new computer for Clerk – The Clerk currently uses her own personal computer which is very old and uses Windows 10 which is no longer supported. This year's budget includes £600 for a new computer. The Clerk advised that help would be required to set up and transfer everything over to a new computer, plus ensure that it is secure and has sufficient back-up. Fairford Town Council have provided contact details for a company in Cirencester and it was agreed to ask them for a quotation.

12. Clerks Report – Christine Nugent inspected the books and financial records on the 30<sup>th</sup> September 2025. Everything is in order and the internal control check list was completed.
  13. Correspondence - Noted and all correspondence received via email has been circulated.
  14. To note date of next meeting – Monday 17<sup>th</sup> November at 7.00pm at Kempsford Village Hall
- Copies:- Mrs Nugent, Mrs Saunders, Mr Strange, Mr O'Connell, Mr Andrews, Mrs Watson CD.Cllrs, C.Cllrs.  
Meeting ended at 9.25pm

#### Appendix A

| Kempsford Parish Council - Attendance Report |            | 12 months to: Oct-25  |
|----------------------------------------------|------------|-----------------------|
| Name                                         | Attendance | Attendance Percentage |
| Dom Morris (GCC)                             | 4/12       | 33%                   |
| Helene Mansilla (CDC)                        | 2/12       | 17%                   |
| Tristan Wilkinson (CDC)                      | 5/12       | 42%                   |
| Mark Strange (KPC - Chair)                   | 12/12      | 100%                  |
| John O'Connell (KPC - Vice Chair)            | 12/12      | 100%                  |
| Christine Nugent (KPC)                       | 10/12      | 83%                   |
| Karen Saunders (KPC)                         | 11/12      | 92%                   |
| Stephen Andrews (KPC)                        | 12/12      | 100%                  |
| Debbie Watson (KPC)                          | 12/12      | 100%                  |