

KEMPSFORD PARISH COUNCIL

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

Tel: 07818626158 Email: 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 Annual Parish Council Meeting of Monday 18th May 2026

Present:

Cllr Stephen Andrews (Chair)
Cllr Karen Saunders
Cllr Debbie Watson
Cllr Sarah Newman
Cllr John O'Connell

Cllr Christine Nugent
Cllr Steve Bruton
GC Cllr Dom Morris
Teresa Griffin (KPC Clerk)

Member of the public: -
Helen Cheese-Probert

1. Election of Chairman

Proposed by Sarah Newman and seconded by Debbie Watson, Stephen Andrews was elected to serve as Chairman until the annual meeting 2027. Chairman's declaration of acceptance duly signed.

2. Election of Vice-chairman

Proposed by Debbie Watson and seconded by Christine Nugent, John O'Connell was elected to serve as Vice-chairman until the annual meeting 2027. 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: CD Cllr Tristan Wilkinson

6. Minutes: Minutes of the Parish Council Meeting held on 20th April 2026 were approved.

Attendance record for previous year – The Chair thanked councillors for their high attendance over the last year. County and District Councillor attendance of 33% Cllr Dom Morris, 50% Cllr Tristan Wilkinson and 17% for Cllr Helene Mansilla was noted.

7. Disclosure of member's interests: None

8. Dispensation requests: None

9. Matters Arising: None

10. Questions/comments from members of the public: None

11. County Councillor's Report – Cllr Dom Morris reported –

- At a recent full council meeting there was a big farmer's motion about solidarity and buying locally, which passed.
- At full council last week, the motion of housing and reducing targets was passed. All parties were in favour of this.
- There have been some changes to the Lib Dem administration –
 - The former Cheltenham Lib Dem councillor has stood down from the cabinet
 - Joe Harris (former Cabinet member for Highways) has stood down as a councillor.
- There are two changes to Highways that matter –
 - Cancellation of Community Speed Watch
 - The introduction of '20's Plenty' and changing of all signs. They estimate completing 30 communities a year out of a total of approximately 240 – 280.

The majority of accidents and fatalities happen between settlements and the above changes will mean there is no money for this.

- Unitary – In addition to the conversation of what the structure of a unity authority within Gloucestershire will be, there is then the question of who we will partner with. At a previous GCC full council meeting a motion was passed to join the Bristol led West of England combined authority. The Chair advised that the formal public consultation on the Spatial Development Strategy ended last month. Dom Morris advised that we will find out by Summer but at present there is no certainties.

- I have been tracking the issues around activity at RAF Fairford and keen to know your thoughts on relations and disturbances.
The Chair advised that there are concerns about aviation fuel clouds in addition to noise. I have been trying for the last week to speak to the Community Relations Advisor so we can come up with an Agenda of issues relating to the Base and address them. At our Annual Parish Meeting, the Wing Commander said he would look to get the Environmental Team to assess it, but it turns out he can only deploy the team 'on-base' and not outside in the wider community. However, I believe the RAF are meant to monitor outside of the base and this needs to be pursued with the Community Relations Adviser and also CDC Environmental Regulatory Services. We are hoping for a meeting. There has been discussion about a Multi-Agency Meeting but these tend not to include Parish Councils and are not necessarily parish focused.
- In terms of Local Highways Managers, is there anything urgent not being done?
Debbie Watson advised they have been out looking at the problem outside Kempsford House. Stephen Andrews advised they have been actively checking cones and road closures etc. There will be things coming up like the yellow line painting, but we are still gathering evidence and not quite there yet.
- The Chair advised that we have yet to comment on the Footpath Strategy Consultation. There has also been an issue with the footpaths around the quarry, and getting PROW to agree to the routes defined in the planning consent.

12. **Local District Councillor's Report** – Not present.

13. **Review of Standing Orders** – Standing Orders reviewed. It was resolved that no changes necessary. Proposed Karen Saunders, seconded Debbie Watson - all in favour.

14. **Review of Financial Regulations** – The latest NALC Model Financial Regulations were circulated prior to the meeting with draft amendments to suit size and activities of the council. It was resolved to adopt the new Financial Regulations. Proposed Sarah Newman, Seconded John O'Connell – all in favour.

15. **Councillor Code of Conduct** – Reviewed and resolved no changes necessary. Sarah Newman asked about training and the Clerk advised training is available through the Gloucestershire Association of Local Councils. Proposed Debbie Watson, seconded Christine Nugent – all in favour.

The Chair suggested that regarding training in general, he is proposing a 'away half day' to discuss this and to develop a strategy for the future.

16. **Banking and Investment Arrangements** – This was reviewed thoroughly last year when exceeding the Financial Services Compensation Scheme (FSCS) limit was likely to be a problem. The FSCS limit has since been increased to £120,000 and no longer a problem. It was resolved to remain with Lloyds Bank. Proposed John O'Connell, seconded Steve Bruton – all in favour.

17. **General Power of Competence** – Following the resignation and co-option of 2 councillors, it is noted that the Council no longer holds two-thirds elected members. However, legislation states that eligibility remains in place until the first relevant annual meeting of the council after the next ordinary election even if the condition of the eligibility criteria has changed. It was resolved to continue adoption of the power. Proposed Debbie Watson, seconded Sarah Newman – all in favour.

18. **Complaints Procedure and Publication Scheme** – Council reviewed both documents. The footer to be removed as councillor details out of date and not necessary. It was resolved that no changes required. Proposed Debbie Watson, seconded Steve Bruton – all in favour.

19. **Insurance Arrangement** – The renewal documents from Zurich have been circulated prior to the meeting. Two additional quotes have been requested but not yet received. The policy is due for renewal on the 1st June 2026. Council confirmed it is satisfied with the cover from our existing policy with Zurich, and it is unlikely given additional quotations received last year that alternative insurers would be cheaper, it was resolved to accept the renewal quotation with Zurich given the short timeframe. Proposed Steve Bruton, seconded John O'Connell – all in favour.

20. To consider and agree Council representatives for the following organisations:

It was RESOLVED to appoint the following Cllrs as Council representatives: -

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|--------------------------|----------------|
| • Weymouth Trust | Sarah Newman |
| • School Governor | Sarah Newman |
| • Village Hall Committee | Karen Saunders |
| • Cotswold Canal Trust | Steve Bruton |
| • RAF Fairford | John O'Connell |

- Highways & Footpaths John O’Connell
- GALC Devolution/LGR Stephen Andrews
- Quarries Karen Saunders & Debbie Watson
- Lakes By Yoo/Lakes 1034/4 Stephen Andrews & Debbie Watson
- RIAT Karen Saunders
- Burial Ground Karen Saunders & Debbie Watson
- Flooding & Water Debbie Watson & Stephen Andrews
- Planning Applications All, with Stephen Andrews formalising responses
- Future Develop/ (NDP/PPS) Decide after ‘away half-day’
- Hazel View Comm. Facilities John O’Connell
- Community Speed Watch Karen Saunders
- Fairford Surgery PPG Sarah Newman expressed an interest if required
- Finance/Internal Checks Christine Nugent & Karen Saunders

21. **Renewal of Subscriptions** – It was resolved to renew the following subscriptions:

- Gloucestershire Association Local 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

Proposed John O’Connell, seconded Karen Saunders – all in favour.

22. **Future Meeting Dates** – A list of meeting date for the forthcoming year were circulated and agreed. Clerk to advise the Village Hall committee and publish new dates on website.

23. **Propose Plans for 2026/27** –

- Postpone until ‘away half-day’.

24. **Planning, Policies & Licensing:**

Ref.	Location	Proposal	Decision
26/0018/CWMAJM	Manor Farm Quarry	Application for Replacement and relocation of Pre-existing Wheel Wash	Stephen Andrews to check that waste water will be managed & discharged correctly
26/00135/FUL	Paradise Farm, Kempsford	Erection of 4 dwellings in two semi-detached blocks, utility block and upgrade of laneway to private driveway	No additional comments
25/02062/OUT	Lakes 103, 103A & 104, Fairford	Removal of conditions of permission 09/00882/OUT	No additional comments
24/03332/FUL	The Lakes Bar and 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 plus associated works	No additional comments

25. Consultations: None

26. **Kempsford Parish Council**

1. Updates from meetings attended and working groups –
 - Kempsford Village Hall AGM – One committee member has stood down but a new member has joined.

- Debbie Watson attended the CDC Town & Parish Forum. 3,500 comments were received regarding the Local Plan Regulation 18 consultation and the Regulation 19 consultation will start on the 24th August. 200 sites have been put forward by landowners which need to be assessed for deliverability. The deadline for the draft Local Plan is December 2026. The officer responsible for community resilience attended and offered help with parish planning. Joseph Walker reported that they estimate an increase of 40-45% in cases of dementia and Alzheimer's and this will impact communities. A useful conversation with the flood warden at Bibury, who explained about how they test the water. He would be happy to attend one of our meetings if helpful.
- Stephen Andrews, Karen Saunders and the Clerk attended the Flood & Water Meeting at Kempsford Quarry. It was disappointing the person responsible for water management at RAF Fairford did not attend.
- Quarry Liaison Meeting – The general consensus is that there is better management at the quarry.
- Kempsford Fete Meeting – Karen Saunders reported that the event is to continue in to the evening, until around 9pm.

2. Residents reports to Councillors –

- A Dunfield resident has emailed RAF Fairford with a list of key issues affecting the hamlet, which include noise and air quality. Stephen Andrews will speak to the Community Relations Advisor with the aim of breaking the issues down in to 3 or 4 separate points and discussing how they can be addressed.
- Karen Saunders reported there is a water leak in the main road at Whelford close to the Horcott junction. It has been reported to Thames Water several times and they are apparently monitoring it.

27. Finance

1. The following bills were approved to be paid: -

002596	Village Hall Kempsford (hall rental 26/27)	£312.00
002597	Countrywide Grounds (May grass mthly chg)	£332.50 inc. VAT
002598	Busy Fingers Printing (Newsletter Printing)	£94.50
002599	M Dyball t/as Willow Gardening (Kemp. Grass)	£604.80 inc. VAT
002600	T Griffin (Exp's SSE, Adobe, Open Spaces, envelopes)	£232.78 inc. VAT
002601	T Griffin (wages & use of home)	£992.25
002602	HMRC (Emp'er NI)	£83.59
	Lloyds Bank (monthly service fee charges)	£8.75

Receipts since last meeting

Bank Interest	£35.61
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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. Independent Auditor's Report – deferred until June meeting as not complete.
4. Approval of Annual Governance Statement - deferred until June meeting as not complete.
5. Approval of financial accounts and Accounting Statements - deferred until June meeting as not complete.

28. Clerks Report –

- Kempsford Village Hall are having the exterior painted and asked if we would like the noticeboard painted? It was agreed that we would like it done but the Clerk to find out if there is a cost involved.
- Paul Marshall from Persimmon rang as there has been no contact from our solicitors regarding the transfer. Stephen Andrews will chase him up.

29. Correspondence –

- All correspondence received via email has been circulated.

30. To note date of next meeting – Monday 15th June 2026 at 7.00pm at Kempsford Village Hall

Copies:- Mrs Nugent, Mrs Saunders, Mr O'Connell, Mr Andrews, Mrs Watson, Mrs Newman, Mr Bruton, CD.Cllrs, C.Cllrs.

Meeting ended at 9.40pm

Appendix A

Kempsford Parish Council - Attendance Report	12 months to:	May-26
Name	Attendance	Attendance Percentage
Dom Morris (GCC)	5/12	42%
Helene Mansilla (CDC)	2/12	17%
Tristan Wilkinson (CDC)	5/12	42%
John O'Connell (KPC - Vice Chair)	11/12	92%
Christine Nugent (KPC)	8/12	67%
Karen Saunders (KPC)	12/12	100%
Stephen Andrews (KPC)	12/12	100%
Debbie Watson (KPC)	12/12	100%
Sarah Newman (KPC) - joined Apr 26	2/2	100%
Steve Bruton (KPC) - joined Apr 26	2/2	100%