

KEMPSFORD PARISH COUNCIL

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

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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 Parish Council Meeting of Monday 17th November 2025

Present:

Cllr Mark Strange (Chair)
Cllr Karen Saunders
Cllr Debbie Watson
Cllr Stephen Andrews

Cllr John O'Connell
Cllr Graeme Plank
Teresa Griffin (KPC Clerk)

Member of the public:-
Helen Cheese-Probert

1. **Apologies:** CD Cllr Tristan Wilkinson and Christine Nugent
2. **Minutes:** Minutes of the Parish Council Meeting held on 20th October 2025 were approved.
3. **Councillor Co-option** – It was resolved to co-opt Graeme Plank to the role of councillor and his Declaration of Acceptance of Office was duly signed.
4. **Disclosure of member's interests:** None
5. **Dispensation requests:** None
6. **Matters Arising:** None
7. **Questions from members of the public:** None
8. **County Councillor's Report** – Not present.
9. **District Councillor's Report** – Not present.
10. **Kempsford Parish Council**
 1. Hazel View land transfer and management committee – We are still waiting on our solicitor. There has also been no response from the school on our enquiry about how their contribution of the maintenance will be dealt with. It was agreed that a meeting of the management committee, including the school, would be very helpful.
 2. Updates from meetings attended and working groups –
 - Kempsford Village Hall – Karen Saunders circulated notes by email.
 - Fairford road closure drop-in – Parts of London Road, Fairford will be closed for 12 weeks from January. 50 metre sections will be done at a time, with access for residents and shop deliveries. The official HGV diversion will not pass through Whelford, but will start close to Cirencester and pass through Northleach. The Wales & West representative advised that there will also be a further road closure between Hannington Wick and Hannington in the new year. No formal notification has been received yet.
 - CDC Forum on the Local Plan and Local Government reorganisation – Slides from the meeting have been circulated and the focus is very much on encouraging residents to respond to the consultation. In theory, Kempsford is not mentioned as having further development, but 780 additional homes are required to be built in other rural settlements and open countryside. The total number of homes in their preferred option has arisen from all land that has either been put forward by landowners or developers. It does not mean that they are achievable at this stage. For our next meeting it was suggested we look at all the land parcels within the SHELAA and comment on those as part of our response.
 - Neighbourhood Priority Statement (NPS) – Stephen Andrews met with the CDC Officer who is responsible for dealing with NPS's and showed him around the Parish. It gave him an idea of where we might see further development proposed and the restraints. He agreed that a move towards a Priority Statement that fits in with the new Local Plan would make sense but urged that the Parish Council give priority to the completion of the Local Plan Consultation in the short term.
 - GAPTC Devolution Working Group – Stephen Andrews attended and what came out of the meeting is a number of criteria which will help to define what a 'neighbourhood area' might be in context of a Unitary Authority.

- Gloucestershire PPG Network Meeting – Stephen Andrews advised that the Gloucestershire Integrated Care Board will be joining up with the Bath and North Somerset Integrated Care Board. They are both starting to look at the impact of devolution and the new local plan on surgeries.
- 3. Residents reports to Councillors –
- Graeme Plank raised the following issues on behalf of Dunfield residents: -
 - There is a requirement for a Bin at the RAF Fairford gate where plane spotters regularly congregate.
 - Is the salt bin that was damaged and removed going to be replaced? The Clerk advised that Highways will not be replacing it.
 - Potholes that need filling – residents should be advised to report on 'Fix my Street'.
 - There is a need for the verges to be cut where the Dunfield road joins the C124. The sight line is terrible.
 - There is a street light outside Dunfield House that is completely obscured by vegetation.
- Stephen Andrews reported that there are currently only 7 further burial plots. It was agreed that there may be a need to write to all landowners within the Parish requesting a 'call for sites'.

11. Planning, Policies & Licensing:

Ref.	Location	Proposal	Decision
25/03335/FUL	16 Whelford Road, Kempsford	Full application for erection of single & 2 storey rear extension, rear dormer, alterations to fenestration & new front porch	No comment
Cotswold District Council		Local Plan Update (Regulation 18) Preferred Option Consultation	Consultation response to be drafted

12. Finance

- The following bills paid between meetings were approved: -

002545	Busy Fingers Printing (October Newsletter)	£92.70
	Lloyds Bank (monthly service fee & chgs)	£6.29

The following bills were approved to be paid: -

002546	Great Western Air Ambulance (donation)	£200.00
002547	Kempsford with Whelford PCC (Youth donation)	£500.00
002548	Viking Office UK (stamps & paper)	£70.91 inc. VAT
002549	Countrywide Grounds (Nov grass & verti-drain)	£1430.50 inc. VAT
002550	M Dyball t/as Willow Gardening (Aug grass Kempsford)	£604.80
002551	Busy Fingers Printing (Nov Newsletter)	£94.50
002552	T Griffin (Exp's – SSE, mileage & meeting exp's)	£67.46 inc. VAT
002553	C Nugent (mileage expenses)	£67.50
002554	T Griffin (wages, back pay & use of home)	£2,176.81
002555	HMRC (PAYE & Emp'er NI)	£372.35

Receipts since last meeting

	Bank Interest	£41.83
	CDC CIL payment	£1,690.64
- 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.
- Funding request for tree works at the Churchyard – Two additional quotes have been received and it was agreed that the Parish Council would contribute a maximum of £2,500 towards the works.
- CIL Funds – A CIL payment for April to September 2025 has been received. The Clerk has requested information on which development has generated the CIL. It was agreed that councillors would put together a suggestion list for how the funds can be used.
- Draft Budget and ear-marked reserves for 2026/27 – The draft budget was discussed in detail. The Clerk was asked to find out more on the cost of insurance and car park maintenance for Hazel View. An actual cost for legal fees will hopefully be received before the next meeting.

13. Clerks Report –
- A replacement ASW camera has been provided by GCC but it appears faulty and will have to be returned. Our Highways Manager is trying to source another one.
 - Christine Nugent has suggested we look at purchasing poppies for the lamp posts next year for Remembrance.
14. Correspondence - Noted and all correspondence received via email has been circulated.
15. To note date of next meeting – Monday 15th December at 7.00pm at Kempsford Village Hall
- Copies:- Mrs Nugent, Mrs Saunders, Mr Strange, Mr O’Connell, Mr Andrews, Mrs Watson, Mr Plank CD.Cllrs, C.Cllrs.
- Meeting ended at 9.35pm

Appendix A

Kempsford Parish Council - Attendance Report		12 months to: Nov-25
Name	Attendance	Attendance Percentage
Dom Morris (GCC)	4/12	33%
Helene Mansilla (CDC)	2/12	17%
Tristan Wilkinson (CDC)	4/12	33%
Mark Strange (KPC - Chair)	12/12	100%
John O'Connell (KPC - Vice Chair)	12/12	100%
Christine Nugent (KPC)	9/12	75%
Karen Saunders (KPC)	11/12	92%
Stephen Andrews (KPC)	12/12	100%
Debbie Watson (KPC)	12/12	100%
Graeme Plank (KPC) - joined Nov 25	1/1	100%