

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.

D R A F T

Minutes from the Parish Council Meeting of Monday 16th February 2026

Present:

Cllr Stephen Andrews (Chair)	Member of the public: -	
Cllr Karen Saunders	Helen Cheese-Probert	Adam & Jo Northen
Cllr Debbie Watson	Sarah Newman	Melanie Giles
Cllr Christine Nugent	William Cheese-Probert	Steve Bruton
Cllr John O'Connell	Tom Sadler	Zoey Peace (RAF Fairford)
CD Cllr Tristan Wilkinson	Ruth & Michael Gray	Mr & Mrs McPartlan
Teresa Griffin (KPC Clerk)	Ruth Hunt	

1. **Apologies:** GC Cllr Dom Morris and CD Cllr Helene Mansilla
2. **Minutes:** Minutes of the Parish Council Meeting held on 19th January 2026 were approved.
3. **Disclosure of member's interests:** John O'Connell declared a pecuniary interest in planning item reference 25/03822/OUT and did not take part in the discussion/decision.
4. **Dispensation requests:** None
5. **Matters Arising:** None
6. **Questions from members of the public:**
 - Zoey Peace introduced herself as UK Community Relations Adviser for RAF Fairford. I am a MOD employee but work for USAF. There was a large amount of activity at the start of the year and we recognise that the communications around this were poor. In future, we aim to improve this. You may have heard that RAF Fairford is to be used by Brize Norton during their runway resurfacing. We have just signed off a press release for this which I will get to you in the next couple of weeks. It is estimated that the works will take a maximum of a couple of months. There should be little impact on traffic as personnel will be brought in by bus. Personnel continues to grow at RAF Fairford and please let me know if you have any events happening or opportunities for personnel to volunteer.
 - The following comments/questions raised refer to planning application 26/00135/FUL:-
 - The applicant advised that earlier comments were noted and as part of this application we looked at how we could improve the provision of amenities for the village. One of the things we have done is increase the application area to include the very pot-holed and damaged driveway. This would be replaced with a Cotswold stone chipped bonded surface, which is still permeable, but from a distance and close up, looks just like the gravel driveway. It will be able to withstand the weather and vehicle/pedestrian traffic. We are still offering to make the track into a public right of way for accessing the repair works to the canal. This is something that was brought up at the recent Cotswold Canal Talk. Questions have been asked previously about how can access be guaranteed in perpetuity? The properties will have a service charge attached to them which will look after the track and also the sewage plant underground. It will be very easy to include in the legal framework that the access track is a public right of way.
 - *Please can you advise what is the minimum access required for public access vehicles and the specification of the tonnage?* The applicant advised that it does meet the minimum criteria. *This is disputed as according to the Building Regulations the access width measured does not meet the requirement. My second point is that this measurement is following the removal of a stone wall, which is subject to a further planning application. If the outcome of this application requires the stone wall to be reinstated, it will further reduce the access width.*

The applicants planning consultant advised that the access width was not recognised by Highways and did not form part of the previous application's reason for refusal. The Building Regulation stage is a follow-on stage from the planning application. A point to raise is that we are talking about 4 dwellings here and the effect of scaling up the numbers would require certain other characteristics to be met such as pedestrian paving etc. When the number of trips generated from such a small scheme is so low, some of these things aren't always required. The applicant advised that you are allowed a pinch point providing it opens up after.

The Chair advised the member of public to submit comments through the Planning Portal.

- *I have concerns over how the sewerage system will work. The application states that any overflow will go in to the canal, which then overflows in to my ditch and down to the river. My concern is the risk of pollution.* The applicant advised the sewage goes through a process and various holding chambers until it is clean enough to drink before being discharged. Roughly every 10 years the system needs to have a clean out to check that no sewage has been left un-biodegraded.

Presumably there will also be an increase in surface run-off? No, this will go in to the ground to attenuate.

Overall, there will be an increase in water to my ditch.

The other point you mention is the access to the canal. With all due respect you only own approximately 100 metres of the canal and therefore I wouldn't say it is a great benefit to the village. The applicant advised that it will mean when the canal is restored, there will be an access point to the tow path.

- *Tracey and Nick Whitham unfortunately couldn't attend, but with regards to the track around The Green, I would like to draw the council's attention to their comments and that they also voluntarily maintain the track.*
- *The council is aware of the investigations and actions taken by planning enforcement, and that some of these actions relate to on-going breaches of existing planning conditions. Is the council of the mind that the applicant can be relied upon to respect any future conditions applied if the application is approved, such as bio-diversity loss and habitats?* CD Cllr Tristan Wilkinson advised that for the District Council, enforcement has been really hard due to lack of staff. Things are improving, and if the application is approved with conditions, I have more confidence in them being enforced.

How is it that you can have a report by Natural England that states the development will have an impact on bio-diversity, and yet can be satisfied by paying a relatively small fee? The Chair advised that unfortunately this is the rule.

- *I support this application. Across the County we are looking for thousands of houses and for a village with dependencies on local businesses and school, a relatively small number of houses will add to the village. Particularly as there is no harm to the village sewerage system, plus the potential canal access for the future.*

7. **County Councillor's Report** – Not present.

8. **Local District Councillor's Report** – Cllr Tristan Wilkinson reported –

- Concerns have been raised over business rates
- Local Government Reorganisation (LGR) – There is currently a County wide consultation open, which individuals can also participate in. The three scenarios are-
 1. A one unified Gloucestershire
 2. An East/West split
 3. An East/West split with Gloucester being independent as a city.

The preferred option is a unitary council.

- The District Council is funding litter pick kits again this year. Fairford Town Council will act as the hub providing kits for this area.

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

Ref.	Location	Proposal	Decision
26/00135/FUL	Paradise Farm, High Street, Kempford	Full application for erection of 4 dwellings in two semi-detached blocks, utility block and upgrade of laneway to private driveway	Discussed, and response to be drafted based on previous objection and concerns, and what changes have been made to address them.
26/00082/FUL	13 Longdoles Bank, Coln Waters	Full application for erection of annex	No comment.
25/03822/OUT	Byfield, High Street, Kempford	Outline Application for Outline planning application (all matters reserved) for the erection of one dwelling at the rear garden	No objection in principle subject to final form reflecting the prominent position at the entrance to the village
25/03721/FUL	Cutlers Field and Horcott Hill, Fairford	Full Application for Change of use of agricultural land to allow use as temporary campsites (including caravans) in association with Fairford Royal International Air Tattoo (for up to 28 days annually)	No Comment
25/04047/OUT	Land Parcel East Of Cotswold Bungalow Burford Road Lechlade	Outline planning application for up to 150 residential dwellings (Use Class C3); highways access from Station Road; demolition of Bungalow; and associated landscaping, earthworks, sustainable drainage features, parking, engineering works and infrastructure. All matters reserved except accessibility to the site, for vehicles in terms of the positioning and treatment of access to the site	General comment on impact upon amenity/infrastructure given use of Lechlade by those who live in Kempford Parish.

10. Consultations: Gloucestershire’s Local Government Reorganisation proposals – Councillors discussed the questions and agreed responses based on the preferred option of a unitary council. The Chair to submit online.

11. **Kempford Parish Council**

1. Review/adoption of the following polices: -

- Website Accessibility Statement – I was resolved to adopt the compliant model statement provided by our website provider.
- IT Policy – It was agreed to adopt the GAPTC model document with an amendment to item 8.
- Email Policy – Discussed and agreed amendments to be made to statements referring to councillors using their personal email addresses for council business and email disclaimer.
- Data Protection Policy – It was resolved to adopt the NALC model policy template.
- Privacy Notice(s) – Council reviewed the current General and Staff Privacy Notices and agreed no changes required.
- Publication Scheme – It was resolved to include the Information Commissioner’s Office Model Publication Scheme as a foreword to our existing Publication Scheme.

Clerk to update documents and publish on website.

2. Agenda order for future meetings – Council discussed whether an additional public speaking time should be offered at the end of meetings. It was agreed to keep the existing format where parishioners time is before the main agenda items.
3. Updates from meetings attended and working groups –
 - Kempford Village Hall – minutes circulated by email. The committee have asked if it is possible for vehicles to drive over the sports pitch for the fete, for example the marquee company? Karen was asked to find out where the marquee is planned to be situated. It was agreed that any vehicle usage would be weather dependent.

Can the Dog Show be held on the pitch? It was agreed that the grass area outside of the pitch and close to the MUGA can be used and that dogs will be allowed at the fete as a one-off event. It was requested that a member of the fete committee checks for and removes any dog waste at the end of the event.

- Meeting with CDC Planning Officer re Lake 104 and LBK – The meeting was arranged by FTC to discuss the facilities which are to be provided at both the Country Park and the leisure facility at Lake 104. The meeting did not provide much in terms of progress and both applications will need to be followed up.
3. Residents reports to Councillors – None

12. Finance

1. Quotation for tree, hedge and fencing works – Council approved the quotations from Kinsey Premiere Services Ltd totaling £5147.83 + VAT. Under normal circumstances two additional quotations would be obtained, however due to the identified safety issues and need to complete the works prior to the bird-nesting period, it was agreed to accept the quotations from Kinsey. They have previously quoted for other works and found to be cost competitive.
2. The following bills were approved to be paid: -

002572	Busy Fingers Printing (Feb Newsletter)	£94.50
002573	Information Commiss. Office (Data Prot. Fee)	£52.00
002574	Countrywide Grounds (Feb grass mthly chg)	£332.50 inc. VAT
002575	Police & Crime Comm. (ASW ltrs 1/10 – 31/12 188)	£131.60
002576	T Griffin (Exp's – SSE, MS Cloud, gift for Mark)	£110.01 inc. VAT
002577	T Griffin (wages & use of home)	£969.30
002578	HMRC (Emp'er NI)	£80.14
	Lloyds Bank (monthly service fee charges)	£6.29
Receipts since last meeting		
	Bank Interest	£33.02
3. 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.

13. Clerks Report –

- Sports England have asked for details on facilities provided in connection with the sports pitch. It was agreed that the changing facilities and toilets at the Village Hall are not sufficient, and cannot be provided independently from other hall users. Clerk to reply to Sports England.
- The data connectivity fee for the SWB AutoSpeedWatch camera at Whelford is due in 55 days. As the camera doesn't work correctly since being damaged and there is no sign of GCC replacing it, should we look to replace the camera with a mobile SID? The Chair asked for GCC to be chased up again to replace the camera in the first instance.

14. Correspondence –

- All correspondence received via email has been circulated.

15. To note date of next meeting – Monday 16th March 2026 at 7.00pm at Kempsford Village Hall

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

Meeting ended at 10.10pm

Appendix A

Kempsford Parish Council - Attendance Report		12 months to: Feb-26
Name	Attendance	Attendance Percentage
Dom Morris (GCC)	4/12	33%
Helene Mansilla (CDC)	2/12	17%
Tristan Wilkinson (CDC)	4/12	33%
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%