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 19th October 2026

Present:

Cllr Stephen Andrews (Chair)	Cllr Sarah Newman	Members of the public:-
Cllr Karen Saunders	Teresa Griffin (KPC Clerk)	Helen Cheese-Probert
Cllr Debbie Watson	CD Cllr Helene Mansilla	
Cllr Steve Bruton	CD Cllr Tristan Wilkinson	
Cllr John O'Connell	Lucy Eccles (GRCC)	

61. Apologies: Dom Morris

62. Minutes: Minutes of the Parish Council Meeting held on 21st September 2026 were approved.

63. Disclosure of member's interests: None.

64. Dispensation requests: None

65. Matters Arising: The Clerk advised that following last month's meeting she emailed the Base to enquire about the culvert works opposite Washpool Lane. There has been no response from the Base, but the Flood Risk Officer at CDC advised that works involved reinstating the ground under the security grill that had been washed away. They are now complete and awaiting sign off from CDC. We have been invited to attend the inspection and it was agreed that if the date/time is convenient it would be worth attending for reassurance. There are further works planned for the old bomb dump site which hopefully can be discussed at the quarterly meetings we have been offered by the Base or the next Water Management Meeting.

66. **Questions/comments from members of the public:**

- Recently, the Base have installed floodlights opposite Washpool Lane which at night are very dazzling to drivers. The Chair advised that this will be raised with the Base but there is no harm in residents contacting the Community Relations Adviser.
- Lucy Eccles introduced herself as the Community Resilience Officer at GRCC and explained that she is here today to support communities to respond and recover to emergencies. Lucy works very closely with CDC and is involved with the Local Resilience Forum (LRF) and is keen to be involved in the proposed community feedback sessions. The aim being to gather all the questions and comments from the community to feed back to the people who deal with the response, identify lessons and learn from. It was agreed to hold two sessions, one for the 'displaced' and the other for the 'engaged'. It is important that those present can take the issues back to the relevant authority and will get some form of an answer which can be communicated back. A summary of the event was discussed and the questions that may arise.

67. County Councillor's Report – Not present.

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

- We understand that tomorrow we will find out about the Local Government Reorganisation decision.
- The new Local Plan is still very much on the Agenda. I did challenge whether recent events here have had a material impact on any of our plans, and the answer that came back was no. We are talking to the MOD about noise contour maps etc.
- New delegations – there is a new law where elected councillors have been stripped of their ability to call in any planning applications below 10 houses. This is hoped to reduce the bottleneck in decisions.
- We have a new Head of Enforcement, who is very experienced and really good, and also recruited a couple more staff. The team is now looking much more fit for purpose.
- We are about to implement a new policy where anyone caught littering from their car, receives a £500 fine, which if not paid within a set time is increased to £1,000. Evidence needs to be provided through dash-cam or doorbell footage for example.

69. Planning, Policies & Licensing:

Ref:	Location	Proposal	Decision
26/03023/TCONR	Kempsford House, High St., Kempsford	Works to trees in conservation area for T1 – Holm Oak, T2 – Sycamore, T3 – Yew and T4 – Yew – fell to ground level	A response has been submitted advising we are awaiting the Tree Officers response before commenting
26/02916/LBC	Annex at Townsend Farmhouse, Whelford	Listed Building Consent for Installation of Solar Photovoltaic (PV) Panels on the annex roof and Heat Pump to the rear	No Comment
26/02687/CLEUD	Southern part of Fairford Water Ski Club	Certificate of Lawful Existing Use or Development under section 191 of the Town & Country Planning Act 1990 to confirm the continued lawful siting of fifteen touring caravans & associated infrastructure works	We note other people's concerns but are unable to comment as a Parish Council
26/02881/CLEUD	Fairford Water Ski Club	Certificate of Lawful Existing Use or Development under section 191 of the Town & Country Planning Act 1990 to confirm the continued lawful siting and use of 52 static caravans, associated with planning permission ref. 04/02599/FUL, which have been established for a period exceeding ten years	We note other people's concerns but are unable to comment as a Parish Council
26/02688/FUL	Fairford Water Ski Club	40 Yurts located in two areas within the site to be used as holiday accommodation restricted between 1 March to 31 October for a period of five years. The yurts will use the site's existing facilities, including WCs and showers	We consider the application a sensible & proportionate use of the site, but have some concern over density, facilities, SSSI, Flooding environment & parking

70. Consultations: Local Plan Regulation 19 consultation – To be discussed and response agreed at the Extraordinary Meeting on the 26th October 2026.

71. Kempsford Parish Council

1. Update on Hazel View Community Facilities Land Transfer –
   - The transfer document was signed a couple of weeks ago and returned to our solicitor. He has now questioned the area of land highlighted on the associated map and it was agreed an error has been made. We are now awaiting a revised copy.
   - Zurich have provided a quotation for adding the community facilities to our policy, which amounts to £414.15. It was agreed this should be added and paid. As part of the policy it is important that a formal risk assessment is carried out – John O'Connell will ask Ian Housley to assist with this. We have already identified a large tree on a neighbour's land surrounding the car park. A tree surgeon has been asked to assess the tree.
   - Sarah Newman advised she has been chasing Dianne Moore at GCC regarding payment of the school's contribution towards maintenance. She has been away on annual leave and will continue to chase.
   - John O'Connell reported that the management group met recently. The main points were chasing the school finance contribution and discussing signage.
2. Issues arising from operations at RAF Fairford – Discussed as part of item 66 above.
3. Grant Applications – It was resolved to approve the following grants:-
   - Citizen's Advice Bureau £105
   - Kempsford Youth and Children's Club £500

   It was agreed that at the end of the financial year we should publish a list of all grants awarded.
4. Parish Councillor Vacancy and co-option – We have only received one application to date. Given our experience of the last round of applications we are reluctant to make an appointment with only one candidate at this stage.

5. Review of Contracts for Clerk and Maintenance Position –
The Clerk – John O'Connell has discussed with the Clerk and both parties are happy with the current contract. John O'Connell to write to the Clerk confirming this, and advising of the new LGA pay award recently announced and implemented in September.
Maintenance Position – The Clerk has spoken to the current person and he has confirmed he is happy with the current contract. The suggestion put forward at the September meeting that the Parish Council should contribute towards the electricity cost of charge the speed sign batteries was put to him. He declined this offer as electricity cost is minimal due to solar power.

6. Updates from meetings attended and working groups –
   - Kempsford Village Hall – Karen Saunders to circulate notes by email.
   - Debbie Watson reported on the recent Police Advocacy Scheme Meeting and provided the recent crime figures for our area which have increased. Cllr Tristan Wilkinson advised he received the same information but there is no indication if the increases are unique to us a region, or reflects a national trend. It's definitely something to keep a track on.
     Emily Bollard is the new road safety councillor for parking and safety.
     The Home Office Police patrols around here were due to finish yesterday unless more funding could be acquired.
     Community Speed Watch is continuing and they mentioned calibrating equipment and training officers. The Clerk advised that there has been an increase in speeding quarry lorries again. Stephen Andrews reported they have also been using the Castle Eaton road which is unsuitable. It was agreed the Clerk should email the Quarry Manager.
   - The tree works at the Church were carried out on the 22nd and 24th September.
   - Sarah Newman attended a Finance meeting at the School on the 23rd September. The main purpose is supporting the headteacher and assisting with some investigations from an audit perspective.
   - The 501st Civic Meeting on the 30th September was cancelled. The Base has now offered to meet on a quarterly basis.
   - Debbie Watson and Stephen Andrews attended a Police drop-in event regarding the recent event at Fairford on the 1st October 2026.
   - The Whelford Support Event took place on the 7th October 2026.
   - Stephen Andrews attended the Gloucestershire PPG Meeting. The process of integrating the Integrated Care Board with Bristol and west of England area has been put on hold pending the Local Government Reorganisation decision.
   - Steve Bruton met with the chair of the Village Hall Committee to discuss the website. Its all ready to go and awaiting Mark Strange to complete his bit before it goes live. The Chair thanked Steve for all his work on the new website. Steve advised that we are only required to publish minutes for the last three years and will start to remove some of the older ones providing a copy is stored.

7. Residents reports to Councillors –
   - Debbie Watson reported complaints regarding the cones along the Kempsford to Whelford road, many of which are broken and displaced. This was reported to 'Fix my Street' and an email reply advised that the contractors are meant to be checking them on a weekly basis, replacing any missing or broken ones, and tidying up the area whilst on site.

72. Finance

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

Lloyds Bank (mthly service fees and charges)	£11.75

The following bills were approved to be paid online by BACs -

Wilmot & Co Solicitors (Hazel View land transfer)	£2,436.80 inc. VAT
Glos. Playing Fields Assoc. (membership renewal)	£50.00
Countrywide Grounds (grass mthly charge/weed treatmt)	£896.50 inc. VAT
Busy Fingers Printing Ltd (Oct newsletter)	£94.50
T Griffin (exp's – mileage, SSE, postage, event refresh.)	£49.55 inc. VAT
T Griffin (wages & use of home)	£1,024.65
HMRC (Emp'er NI)	£88.45

Receipts since last meeting

Bank Interest	£27.18

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. Election Costs – Cotswold District Council have provided a revised estimated cost of a contested election which is now £2,670.61. It was agreed this is more in-line with what was expected and budgeted for.
4. Wakefield Close Tree works – The suggested works were agreed in principle and a quotation needs to be provided – Clerk to chase.

73. Clerks Report – SSE has increased the standing daily charge for providing power to the Dunfield telephone box for the defibrillator from 0.13p per day to £1.51 per day and this has been queried with them.

74. Correspondence – all correspondence received via email has been circulated and paper publications distributed.

75. To note date of next meeting – Extraordinary Meeting - Monday 26th October 2026 at 7.00pm at WHELFORD Village Hall

Copies:- Mrs Saunders, Mr O'Connell, Mr Andrews, Mrs Watson, Mrs Newman, Mr Bruton, CD.Cllrs, C.Cllrs.
Meeting ended at 10.10pm

Appendix A

Kempsford Parish Council - Attendance Report	12 months to:	Oct-26
Name	Attendance	Attendance Percentage
Dom Morris (GCC)	5/12	42%
Helene Mansilla (CDC)	2/12	17%
Tristan Wilkinson (CDC)	6/12	50%
John O'Connell (KPC - Vice Chair)	10/12	83%
Karen Saunders (KPC)	12/12	100%
Stephen Andrews (KPC)	12/12	100%
Debbie Watson (KPC)	12/12	100%
Sarah Newman (KPC) - joined Apr 26	7/7	100%
Steve Bruton (KPC) - joined Apr 26	7/7	100%