

## SOUTHROP PARISH COUNCIL

### MINUTES OF THE PARISH COUNCIL MEETING HELD ON THURSDAY 18<sup>TH</sup> JULY 2024

**Present:** Cllr Guest Cllr Jones  
Cllr P Brickley Cllr C Brickley  
Cllr Giles

**In attendance:** Vanessa Lawrence (Clerk)

- 025 24/25 Apologies for absence**  
None. All present
- 026 24/25 Declarations of Interest in Items on the Agenda**  
Cllr Jones expressed a personal interest in item 041 24/25.
- 027 24/25 To approve the Minutes of the Annual Parish Council meeting held on 10<sup>th</sup> May 2024**  
It was **RESOLVED** to approve the Minutes of the Annual Parish meeting held on the 10<sup>th</sup> May 2024, as a true and accurate record of the proceedings. Proposed Cllr P Brickley, seconded Cllr Jones – all in favour.
- 028 24/25 To agree to adjourn the meeting for Public Participation, if members of the public are present - there is a 10 minute time limit**  
N/A
- 029 24/25 To agree to reconvene the meeting following Public Participation, if applicable.**  
N/A
- 030 24/25 Clerks Report**  
None
- 031 24/25 Chairman's announcements**  
None
- 032 24/25 To receive report from District/County Councillor**  
District Cllr Fowles' report had been circulated prior to the meeting and this was followed up at the end of the meeting with updated information. This will be added to the Minutes as an appendix.

## **FINANCE**

**033 24/25 To approve retrospectively, payments made since the last meeting and to approve payments to be made in July. (£2513.01)**

It was **RESOLVED** to approve, retrospectively, payments made since the last meeting and payments to be made in July.  
Proposed Cllr Guest, seconded Cllr Jones – all in favour.

<b>ACTION: Clerk to make payment</b>
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**034 24/25 To consider and agree cashbook & reconciliation figures at 30<sup>th</sup> June 2024**

It was **RESOLVED** to agree cashbook & reconciliation figures at 30<sup>th</sup> June 2024. Proposed Cllr P Brickley, seconded Cllr C Brickley – all in favour.

**035 24/25 To receive receipts & payments information against budget at 30<sup>th</sup> June 2024.**

Information relating to receipts & payments was received with no comment.

**036 24/25 To consider and agree Internal Auditors report and recommendations.**

Recommendations from the Internal Auditor were considered. This included adding a Privacy Policy, checking the level of cover in line with the asset register. Following discussion, it was **RESOLVED** to agree to accept the recommendations from the Internal Auditor. Proposed Cllr Guest, seconded Cllr P Brickley – all in favour.

**037 24/25 To consider and agree to appoint Mrs B Bowen as Internal Auditor for 2024/25 audit.**

It was **RESOLVED** to appoint Mrs B Bowen as Internal Auditor for 2024/25 audit. Proposed Cllr C Brickley, seconded Cllr Guest – all in favour.

**038 24/25 To consider & agree insurance renewal - £289.61.**

It was **RESOLVED** to agree insurance renewal - £289.61.  
Proposed Cllr Jones, seconded Cllr C Brickley.

**039 24/25 To consider and agree the following policy documents for 2024/25**

- **Standing Orders** – The Clerk reported that the only change required related to wording to reflect the changes in the new Model Financial regulations.

- **Financial Regulations** – The Clerk reported that the details contained within the old Financial regulations have been translated into the new Financial regulations. The new Model Financial regulations published in May are now more streamlined.

- **Financial Risk Register** -The Clerk reported that she is currently working on improving the format and will bring this back to the Council at the next meeting.

- **Investment Strategy** – No changes

- **Code of Conduct** – No changes.

Following discussion it was **RESOLVED** to agree the policy documents as amended, with the exception of the Financial Risk register, which will be brought back for approval at the next meeting. Proposed Cllr P Brickley, seconded Cllr Jones – all in favour.

## **PLANNING**

### **040 24/25 To receive Decision notices:-**

**24/00852/FUL:** Erection of single storey rear extension, first floor extension above existing balcony and replacement windows at Old Stile House Lechlade Road Southrop Lechlade Gloucestershire GL7 3PG – Expiry 9/5/2024.

#### **PERMITTED**

**24/00852/FUL:** Erection of single storey rear extension, first floor extension above existing balcony and replacement windows at Old Stile House Lechlade Road Southrop Lechlade Gloucestershire GL7 3PG – **PERMITTED**

**23/02996/COMPLY:** Compliance with condition 6 (Details - windows and doors) and 7 (Contamination Land) of permission 22/00418/FUL and condition 3 (Details - windows and doors) of permission 22/00419/LBC - Change of use from an office to 1 no. residential dwelling at Fraser House Wadham Close Southrop Lechlade Gloucestershire GL7 3NR – **PERMITTED**

### **041 24/25 New Planning Applications**

**24/01773/FUL:** Proposed flat roof side extension at Doyles Cottage Southrop Lechlade Gloucestershire GL7 3NU - **WITHDRAWN**

**24/01890/TCONR:** 2 x Leylandii trees. A side reduction where is in close proximity to, and overhanging a neighbouring property boundary. Reduction to be sympathetic to conifer aspect of the tree, ie. not reducing hard into the internal brown aspect of conifer trees, to thus ensure regeneration of foliage in crown. (side reduction approx 1-2m from current lateral spread) Height reduction of said trees of approximately 2.4m, back to previous height reduction pruning points at Tanglewood The Farriers Southrop Lechlade Gloucestershire GL7 3RL. **Awaiting Decision. NO OBJECTION FROM CLLRS.**

**24/01298/FUL:** Erection of front boundary wall and gates at 1 Folly View Quarry View Southrop Lechlade Gloucestershire GL7 3PG – **Awaiting Decision – NO OBJECTION FROM CLLRS.**

## **OTHER MATTERS**

### **042 24/25 To receive Speed Camera update**

Report from Cllr P Brickley & Cllr Giles:-

- Trend not easily discernible at this early stage. We record speeds of 25 mph plus.
- 100% of our reports to the Police are being acted upon, at 10 per week.
- Upto 46mph recorded so far, 50 speeders per day.
- Problem relates to commuters and van drivers
- Direct approaches made to companies where vans can be identified.

- Vans from Tesco, Asda, Waitrose, DHL prove difficult to report offences.
- Contacted RAF (Brize Norton) to report offending service vehicles; meeting arranged with RAF.
- Second camera purchased. Awaiting post extension for installation. Signage not required for the camera, but order has been placed for 4 signs – 2 are free and 2 to be paid for.
- No invoice for letters received yet
- Vehicles can be tracked across the whole of the speedwatch network.
- Cllr P Brickley, verifies images and Cllr Giles deals with data submission.
- Further analysis is required after the summer to establish if speeds are dropping.

**043 24/25 To receive Highways update**

Cllr P Brickley reported as follows:-

- From meetings in February and June there are still 14 items which require attention.
- Have been promised a status report on all of the outstanding matters.
- Progress on issue with drainage under the road
- Glos. Highways seem to agree that they should adopt a drainage system which had been installed by developers some years ago and which was never adopted by Glos Highways. Report awaited.
- "Slow" Signs at Tiltup – these have been installed the residents in desperation to slow traffic, ahead of Highways works.

**044 24/25 To receive grasscutting update and to consider and agree change to frequency of cutting**

Debate took place and it was agreed that the current grasscutting areas need to be extended, together with the frequency, which needs to be increased. Grasscutting needs to continue especially in areas where visibility is impaired and to allow pedestrians to easily get off the road as there are no pavements. It was **RESOLVED** to extend grasscutting 20 metres beyond the village limits and to increase the frequency to 4 times a year starting in April. It was also agreed to purchase suitable warning signs that grasscutting is in progress if the contractor does not have his own. The verge cutting is an obligation of Highways, delegated to the SPC. Villagers are reminded that they must not approach the contractor but rather address their matters to the SPC. Proposed Cllr P Brickley, seconded Cllr Guest – all in favour.

<p><b>ACTION: Clerk to contact Willow Garden Services and to amend the SLA. Clerk to ask the contractor to quote for hedge cutting at Jubilee Field.</b></p>
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**045 24/25 To receive Flood Warden update**

Cllr C Brickley reported as follows:-

- Meeting attended on 3<sup>rd</sup> July at Chedworth Village Hall. 10 attendees. The closest parish geographically to Southrop was Bibury.
- Meeting run by GRCC’s new Flood Warden scheme coordinator, Rachel Seymour (Laurence Murphy’s successor). She seems proactive and will be arranging a ‘patch walk’ with every Flood Warden before Christmas
- Discussion on Community Emergency Plans (CEP) with particular focus on vulnerable people. It is not permitted to hold information of potentially vulnerable people (GDPR), however, there should be a protocol within the CEP to quickly find out who may need extra help in an emergency.
- Southrop's approach to this during the Covid pandemic was to ask the community to tell us if they felt they needed help or could offer help, a list then being compiled and held centrally. Because the responses were given voluntarily it did not contravene GDPR. Rachel minuted this as a potential solution to the data protection issue for community plans.
- Cllr Brickley felt that Southrop PC could easily base the re-writing of the CEP around this principle (for all emergencies, not just flooding). It would provide SPC with a way of canvassing offers of support from the likes of local farmers, those with medical or first aid training (at, say, the school), those with equipment they could offer etc., and put it all together in one place. It also gets over the problem of nominating people without asking them first which has always been a concern. Discussion took place when it was agreed that the CEP needs to be updated. This should have been done in April. GRCC have offered to help to re-vamp the document. When this has been done correctly, this should be easier to maintain. It is incumbent to have a good emergency plan. It was suggested that a village letter could be sent out with a suitable form attached. Villagers will then know that a plan exists.

**ACTION: Cllr C Brickley and Cllr Jones will meet to draft an initial plan for further discussion by the whole SPC.**

**046 24/25 Anything the Chair considers urgent.**

Nil of note.

**047 24/25 Date of next meeting - tba.**

.....Chairman

.....2024

## **Appendix 1.**

### **District Cllrs Report – July 2024**

Coln Valley Ward

Cllr David Fowles, Ermin Ward District Councillor  
[david.fowles@cotswold.gov.uk](mailto:david.fowles@cotswold.gov.uk)  
07747 012256

Please accept my apologies for not providing a report in June but the announcement of the General Election overtook everything. Please find my report

Recent Committee Meetings (underlined texts are linked to calendars of meetings with Agendas including Report Packs & Webcasts).

Mon 3 June	4pm	<u>Overview and Scrutiny Committee</u>
Thurs 6 June	6pm	<u>Cabinet</u> cancelled due to the General Election
Wed 12 June	2pm	<u>Planning and Licensing Committee</u>
Wed 26 June	2pm	<u>Meeting of Licensing Sub-Committee</u> ( <u>Taxis, Private Hire</u> )

There was no Full Council meeting in June.

#### CABINET DECISIONS

The June Cabinet meeting was cancelled due to the General Election.

#### ENFORCEMENT

A new Interim Enforcement Team Leader started mid-June.

#### FLY TIPPING GUARDIANS

Report a fly tip here: [REPORT FLY-TIPPING](#)

Would you like to be a fly tipping guardian? I consider myself one already!

Kev Lea, Enviro-Crimes Programmes Officer, says, "The role of a Guardian is to support our work in fly-tipping hotspots. Being a Guardian can take as much or as little of your time as suits you!"

Some villages are already lucky enough to have a fly tipping 'guardian', someone who keeps an eye out and helpfully reports breaches in a helpful and accurate way on the council's portal, and their work has been invaluable. However, to reduce fly-tipping further, more Guardians will help.

"If you care about protecting our environment and would like to support the Council in our fight against fly-tippers, please do get in touch!"

If you are interested in becoming a 'Fly-tipping Guardian', please email Kev at [ERS@cotswold.gov.uk](mailto:ERS@cotswold.gov.uk)

## FREE CAR PARKING IN CIRENCESTER

Did you know that on the weekends and on Bank Holidays, free parking is available at St James Place Headquarters on Old Tetbury Road (GL7 1FP)? This is the open air carpark on the Old Tetbury Road, on the left just before the Leisure Centre.

Also at weekends and Bank Holidays, there is free parking at the [CDC offices in Trinity Road](#), and at [Queen Street](#) (just off Victoria Road).

## WHITEWAY CAR PARK - PERMIT CHANGE

Residents and local businesses in Cirencester have indicated that different types of permit would make the Whiteway Car Park easier for them to use. Customers are now able to buy a monthly permit for the Whiteway Car Park at £42 per month.

<https://cotswold.gov.uk/parking-travel-and-visitors/where-to-park/>

## A417 MISSING LINK PROJECT UPDATE

The project is ahead of schedule, despite adverse weather conditions earlier this year. The road will be open by the end of 2026 but landscaping will continue throughout 2027.

The hours for earthworks activities have been extended  
7am – 7pm Mondays to Fridays  
7.30am – 4pm Saturdays

In June, piling work started at Stockwell Farm bridge and construction of the environmental bridge at Shab Valley. Drainage on the A436 has also been installed.

### **Cowley Roundabout contraflow**

From Monday 1 July, a contraflow system was in place on the A417 at Cowley Roundabout. To prepare the Cowley junction, where the new section of the A417 will tie into the existing carriageway.

The road will look different, with traffic reduced to a single lane in both directions, and a temporary mandatory speed limit of 40mph. Cowley Roundabout will no longer be in use and traffic travelling south will not be able to exit towards Brimpsfield at this location.

**Stockwell Lane closure** - From **Monday 1 July** for approximately **18 months**.

The lane will not be accessible during this time. This is to prepare for construction of the new road and bridge building at this location.

### **A46 Brockworth Junction to Air Balloon Roundabout**

Saturday 13 & Sunday 14 July – 9pm to 6am - full night closure for installing electrical infrastructure around Cold Slad. Access for residents and emergency vehicles will be in place.

Resident letters with notices of roadworks will no longer be issued. Details of all upcoming roadworks will be posted on the [A417 Missing Link website](#).

All roadworks and planned road closures on motorways and major A roads, including the A417, are published on the Traffic England website: [www.trafficengland.com](http://www.trafficengland.com).

Road Closure Reports, which includes a seven day look ahead of planned road closures, are updated twice daily, Monday to Friday except for bank holidays: [www.nationalhighways.co.uk/travel-updates/road-closure-report/](http://www.nationalhighways.co.uk/travel-updates/road-closure-report/).

To find the latest information about local road closures, please visit: <https://www.gloucestershire.gov.uk/highways/roads/roadworks/>.

Webpage: [www.nationalhighways.co.uk/a417-missing-link/](http://www.nationalhighways.co.uk/a417-missing-link/)

Email: [A417MissingLink@nationalhighways.co.uk](mailto:A417MissingLink@nationalhighways.co.uk)

Phone: 0300 123 5000

X: @HighwaysSWEST

Facebook: @HighwaysSWEST

### **GENERAL ELECTION - 4 JULY**

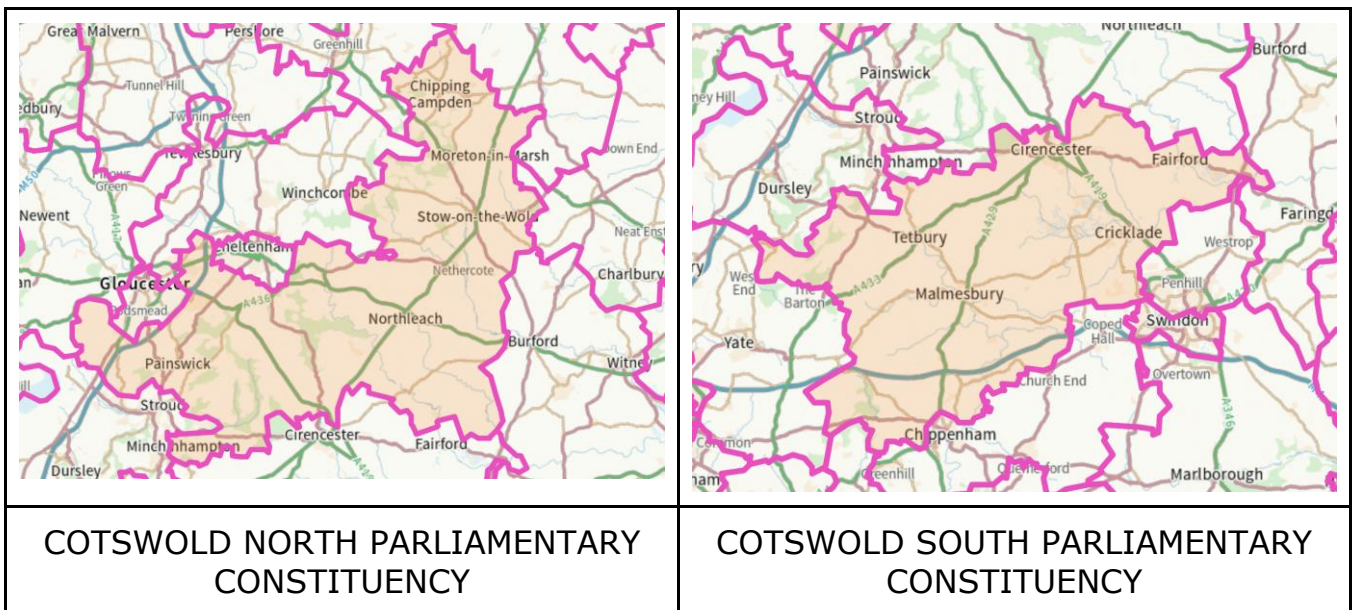
Coln Valley Ward is in the Parliamentary Constituency North Cotswolds. I am delighted that Sir Geoffrey Clifton-Brown has been re-elected as our MP. He liaises with us local councillors regularly, keeping us abreast of what is happening in Westminster, especially about issues which affect us and you, and we keep him updated about our local concerns. He has always been there for me when I have asked for his help and support. I value his knowledge and understanding about rural issues and planning in the countryside and especially the Cotswolds, and this experience will be invaluable to us all going forward.

# Election of a Member of Parliament for North Cotswolds

Thursday 4 July 2024

I, Robert Weaver, being the Acting Returning Officer at the North Cotswolds election, do hereby give notice that the number of votes recorded for each Candidate at the said election is as follows:

Name of Candidate	Description (if any)	Number of Votes*
BLACKBEARD, Jean Annlyne Misseys	Independent	448
CLIFTON-BROWN, Geoffrey Robert	Conservative Party Candidate	17,426
HODGKINSON, Paul Richard	Liberal Democrats	14,069
MAINWARING, Anna	Labour Party	8,593
PREECE, Jason Kester	Reform UK	6,502
TURNER, Chloe Isobel	Green Party	3,191



## WASTE COLLECTIONS

- CHECK YOUR BIN DAY
- REPORT A MISSED COLLECTION

From Monday 24 June, Cotswold District Council made changes to waste collections, 60% of households now receive their collections on a different day and/or on a different week. This is intended to improve the efficiency of the waste and recycling service it delivers to residents.

Many of you have said that this has not gone according to plan and many waste collections have been missed and reporting has been ineffective. Please contact to the Cabinet Member for Waste, Cllr Mike Every, so the Council are aware there are teething issues, especially for outlying properties.

PLEASE keep me informed if your waste is not being collected so that I can feed this back to the officers responsible for establishing reliable collection rounds. In

order to report back efficiently, it would be helpful to have good information, including:

- Your address (this would only be used to feed back to Ubico, it will NOT be used for other data collection)
- Date of your expected waste collection
- What type of waste has not been collected
- Dates of reporting

Civic Year 2024/25

*Councillor Nikki Ind elected as Chair of Council*

*Councillor Mark Harris appointed as Vice-Chair of Council*

### **Cabinet appointments:**

*Leader - Joe Harris*

Coordination of executive functions

Policy framework including the corporate plan

Publica

Council communications

Democratic services

Housing and homelessness

Clean and green campaign and street cleaning

Town and parish council liaison

*Deputy Leader and Finance - Mike Evemy*

Financial strategy and management

Property and assets

Waste and recycling

Revenues and benefits

Grants

Public toilets

UBICO

*Climate Change and Sustainability - Mike McKeown*

Climate and biodiversity emergency response

Community energy

Sustainable transport

Retrofit

Council sustainability

*Economy and Council Transformation - Tony Dale*

Business transformation

Local Enterprise Partnership and county-wide partnerships

Economic development

Tourism and visitor information centres

Chamber of Commerce liaison

Customer experience and channel shift

*Planning and Regulatory Services - Juliet Layton*

Development management  
Forward planning and the local plan  
Heritage and design management  
Environmental and regulatory services  
Cotswold Water Park

*Health, Leisure and Parking - Paul Hodgkinson*

Public and mental health  
Car parking operations and strategy  
Leisure and culture  
Museums  
Culture  
Young people

*Communities and Public Safety - Lisa Spivey*

Improving social mobility and social isolation  
Flooding and sewage  
Safeguarding  
Domestic abuse  
Police liaison and crime  
Refugees  
Crowdfund Cotswold  
Member Development

*Cost of Living and Inclusion - Claire Bloomer*

Cost of living support  
Liaison with 3rd sector  
Diversity and inclusion  
Supporting women and minorities

Forthcoming Committee Meetings (underlined texts are linked)

PLEASE NOTE, SOME SCHEDULED MEETING DATES HAVE CHANGED

Wed 10 July	2pm	<u>Planning and Licensing Committee</u>
Mon 22 July	4pm	<u>Overview and Scrutiny Committee</u>
Tues 23 July	4pm	<u>Audit &amp; Governance</u>
Thurs 25 July	2pm	<u>Licensing Sub-Committee (Taxis, Private Hire</u>
Thurs 25 July	6pm	<u>Cabinet</u>
Wed 31 July	6pm	<u>Council</u>