# SOUTHROP PARISH COUNCIL

## MINUTES OF THE
## ANNUAL PARISH COUNCIL MEETING
## HELD ON FRIDAY 22nd May 2026

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

**In attendance: Vanessa Lawrence (Clerk), Cllr David Fowles (District Cllr), Cllr Dom Morris (County Cllr)**

**001 26/27 To elect a Chair**
Cllr Guest was elected as Chair. Proposed Cllr Jones, seconded Cllr P Brickley – all in favour

**002 26/27 To elect a Deputy Chair**
In the absence of Cllr Giles, it was agreed to defer this item to the next meeting.

**ACTION: Clerk to add this item to the Agenda for the next meeting in July**

**003 26/27 Apologies for absence**
Apologies were received from Cllr Giles, Natalie Robertson. County Cllr Morris would be arriving late.

**004 26/27 Declarations of Interest in Items on the Agenda**
None received.

**005 26/27 To approve the Minutes of the Parish Council meeting held on 26th March 2026**
It was **RESOLVED** to approve the Minutes of the Parish Council meeting held on the 26th March 2026 as a true and accurate record of the proceedings. Proposed Cllr P Brickley, seconded Cllr C Brickley – all in favour.

**006 26/27 To remind Cllrs to submit any changes to their Register of Interests notification, to CDC.**
The Clerk reminded Cllrs to report any changes to their Register of Interests. Cllr P Brickley wasn't sure if he needed to report that he has now retired from some of the companies previously listed. The Clerk would enquire and would advise accordingly.

**ACTION: Clerk to contact Electoral Services at CDC and would advise Cllr P Brickley accordingly.**

**007 26/27 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**

**008 26/27 To agree to reconvene the meeting following Public Participation, if applicable.**
**N/A**

**009 26/27 Clerks Report**
**- PROW -**
**-COMMUNITY SPEEDWATCH**
**-AUDIT**
The Clerks report was considered and would be held together with the Minutes.

**010 26/27 Chairman's announcements**
None

**011 26/27 To receive report from District/County Councillor**
The District Cllr's report had been circulated prior to the meeting and will be held with the Minutes. However, subsequent to circulation of his report he reports that CDC's AGM had been held this week. The Leader and Deputy Leader remain unchanged (Mike Evemy and Juliet Leighton). The size of the cabinet has increased by one. Two new working groups have been formed:-
- Electoral Reform working group
- Glos. Wide Overview & Scrutiny working group.

Cllr Fowles also reported on changes at GCC which C.Cllr Morris would deal with on his arrival.

**FINANCE**

**012 26/27 To approve retrospectively, any payments made since the last meeting and to approve payments to be made.**
It was **RESOLVED** to approve payments made retrospectively, and payments to be made this month (Schedule 1) - £1219.81. Proposed Cllr Jones, seconded Cllr Guest – all in favour.

**ACTION: Clerk to pay amounts as per schedule**

**013 26/27 To receive list of payments over £100 at year end**
The list of payments over £100 was received with no comment.

**014 26/27 To consider and agree cashbook & reconciliation figures at Year End**
It was **RESOLVED** to agree cashbook & reconciliation figures at Year End. Proposed Cllr Jones, seconded Cllr C Brickley – all in favour.

**015 26/27 To consider and agree expenditure against budget at year end.**
It was **RESOLVED** to agree expenditure against budget at year end. Proposed Cllr Guest, seconded Cllr C Brickley – all in favour.

**016 26/27 To consider and agree to review budget lines and revise as necessary following year end update.**
The Clerk explained that on reviewing the year end figures she felt that further review of the budget lines is required for this current financial year. She requested that this be reviewed at the next meeting. Cllrs agreed. This matter to be deferred to the July meeting.

**ACTION: Clerk to add this item to the Agenda for the next meeting in July.**

**017 26/27 To consider and agree Annual Governance Statement 2025/26**
The Clerk relayed details contained within the Internal Auditors Report with particular reference to the Accounting Statement. Each assertion was read out and Council considered the responses, following which it was **RESOLVED** to agree the Annual Governance Statement 2025/26. Proposed Cllr C Brickley, seconded Cllr Jones – all in favour.

**Cllr Brickley left the meeting**

**018 26/27 To consider and agree Accounting Statement 2025/26**
The figures were reviewed and it was **RESOLVED** to agree the Accounting Statement 2025/26. Proposed Cllr Jones, seconded Cllr C Brickley – all in favour.

**019 26/27 To receive Internal Auditors report and agree any actions to be taken.**
The Internal Auditors report was received and consideration will be given with all necessary actions will be taken to comply with recommendations from the Internal Auditors report.

**020 26/27 To consider and agree appointment of Internal Auditor (Bridget Bowen) for 2026/27 and to confirm that Bridget Bowen is independent of the Council, and in the Council's view is competent to undertake the work required.**
It was **RESOLVED** to appoint Mrs B Bowen as Internal Auditor for 2026/27 audit as an independent Internal Auditor with no connections to Southrop Parish Council. Proposed Cllr Jones, seconded Cllr C Brickley

**021 26/27 To consider and agree Explanation of Variances**
The Clerk reported that the Explanation of Variances, which needs to be submitted to the External Auditor has been completed. The document was checked by Cllrs and it was **RESOLVED** to agree the explanations provided subject to this being checked by Cllr P Brickley. Proposed Cllr Guest, seconded Cllr Jones – all in favour

**022 26/27 To consider and agree to publish Notice for Public Rights – 30th May 2026**
It was agreed to publish the Notice for Public Rights on the 30th May 2026. Proposed Cllr Jones, seconded Cllr Guest – all in favour.

**Cllr P Brickley returned to the meeting**

**PLANNING**

**023 26/27 To receive Decision notices:-**

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|---|
| **26/00564/LBC\| To replace existing windows with double glazed replica units using all the original cottage window openings there would be no visual difference at all at Culls Cottage Southrop Lechlade Gloucestershire GL7 3PF Validated: 26.2.2026 Notified to SPC: 27.2.2026 Expiry: 27.3.2026 – PERMITTED** |
| **26/00701/FUL\| Erection of front porch, single-storey side extension, fenestration alterations, garage extension and conversion, and new gate entrance with associated works at Nutwood Cottage Lechlade Road Southrop Lechlade Gloucestershire. Validated: 10.3.2026 Notified to SPC: 10.3.2026 Expiry: PERMITTED** |

**26/00864/AGFO | Prior notification for erection of an agricultural building (building 2) at Farm Buildings Homeleaze Farm Hatherop Cirencester Gloucestershire GL7 5DF | Validated: Mon 16 .03.26 | Status: Awaiting decision. PRIOR APPROVAL**
It was agreed that this application did not require any comments. The application was noted.

**26/00805/AGFO | Prior notification for erection of an agricultural building (building 1) at Homeleaze Farm Hammersmith Bottom Hatherop Cirencester Gloucestershire GL7 5DF |Validated: Mon 16 Mar 2026 | Status: Awaiting decision . PRIOR APPROVAL**
It was agreed that this application did not require any comments. The application was noted.

**024 26/27 New Planning Applications**
**26/01309/AGPA|Prior approval for erection of agricultural building (building 1) and associated hardstanding at Farm Buildings Homeleaze Farm Hatherop Cirencester Gloucestershire GL7 5DF|Validated 8 May 2026|Expiry date: 29 May 2026 – Awaiting Decision – NO OBJECTION**
**26/01308/AGPA|Prior approval for erection of an agricultural building (building 2) associated hardstanding at Farm Buildings Homeleaze Farm Hatherop Cirencester Gloucestershire GL7 5DF|Validated 8 May 2026|Expiry date: 29 May 2026 – Awaiting Decision – NO OBJECTION**

**OTHER MATTERS**

**025 26/27 To re-affirm eligibility of General Power of Competence.**
It was **RESOLVED** to re-affirm eligibility of the General Power of Competence. All in favour

**026 26/27 To consider and agree best way of managing the new website.**
The Clerk reported that in view of the fact that the website is a Council website, consideration needs to be given to the information which is put onto the website from other organisations. It was agreed that the Clerk should speak to the website provider to see advice. This matter to be deferred to the next meeting or until such time as information has been obtained.

**ACTION: Clerk to contact website provider and to add this item to the Agenda for the next meeting.**

**027 26/27 Anything the Chair considers urgent.**
Nil of note.

**028 26/27 Date of next meeting 9th July 2026 – subject to Cllrs confirmation.**

**There being no further business the meeting closed at 6.20pm**

**Chairman……**

**…….2026**