

Clerk's Report for
Wednesday 2nd September 2026

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Item 4 Minutes of the last meeting

Minutes of the Annual Temple Guiting Parish Council Meeting

Held on Wednesday 6th May 2026 at 7.00 p.m. in the village hall.

Councillors present: Lorna Eayrs, Jayne Ewart-Perks, Michael Krier, Kate Mather (Chairman), Mickey Morrissey (Vice Chairman)

Public: 6 members of the public attended.

1. **Election of Chairman for 2026/27.** Cllr Krier proposed and Cllr Morrissey seconded Cllr Mather as Chairman for the new financial year. Cllr Mather accepted and signed the Declaration of Acceptance.
2. **Election of Vice Chairman for 2026/27.** Cllr Ewart-Perks proposed and Cllr Eayrs seconded Cllr Morrissey as Vice Chairman for the new financial year. Cllr Morrissey accepted and signed the Declaration of Acceptance.
3. **Apologies for absence.** None
4. **Declarations of interest in items on the Agenda (Localism Act 2011):** None.
5. **Points from the floor:** A resident noted that construction traffic for New Barn Farm was inappropriate for the local roads and that part of the wall before the bridge had been damaged at a high level i.e. was likely to have been caused by a lorry. However, the construction traffic was essential to the site works.
6. **Chairman's announcements.** The Chairman reported that Cllr Hanks had resigned due to excessive workload and that she had accepted her resignation. She thanked Liza Hanks for her commitment. The water testing that Liza had carried out would not be continued as the results showed very little pollution over the year.

The Chairman noted that the solar panel for the VAS at Ford needed cleaning and Cllr Wilson agree to do this while the road was closed due to bridge repair works.
7. **Minutes of the previous meeting.** Councillors approved the minutes of the previous meeting and the Chairman signed them. **Action: Clerk to post to the website.**
8. **Training** Three councillors had completed the GDPR training. The remaining councillors could not find the link to the training course. **Action: Clerk to ask the provider to resend the links.**
9. **Membership of GALC.** Councillors decided to renew membership for 2026 27. **Action: Clerk to arrange payment and notify GALC.**
10. **Quarry traffic monitoring.** Councillor Ewart-Perks outlined the need for monitoring and the opportunity for funding from the GCC Grassroots Neighbourhood Fund. Councillors agreed to apply for funding. At meeting in Toddington with representatives from GCC Minerals and Highways, GCC revealed that it had no traffic data for the B4077. Cameras would provide the data required at a cost of £2000 for 5 monitoring cameras. Representatives of Oathill Quarry offered a donation if required. **Action: Clerk to complete submission.**

11. Traffic incidents at Trafalgar Cross on the B4077. Councillors noted the recent fatal accident at the crossroads of the B4077 and Buckle Street. As there is no power in that location traffic lights were not an option. **Action: Clerk to write to police and Highways asking for action on this dangerous crossing.**

12. Governance. Councillors reviewed and approved the following:

- a) Standing orders
- b) Asset Register
- c) Financial Regulations.
- d) Code of Conduct

Action: Clerk to update website.

- e) GDPR form – confirming that Councillors have checked that they only hold appropriate data. Councillors signed the declaration.
- f) VH Trustee dispensation form – giving Councillors who are also trustees of a charity a dispensation to speak on the basis that their contribution is relevant. Councillors agreed to give a dispensation to Village Hall/Recreation ground trustee councillors.

13. AGAR - Certificate of Exemption from external audit (AGAR 2025/6 Form 2).

Councillor approved the certificate. **Action: Clerk to update website.**

14. AGAR - Governance and Accountability Return 2025/26. Councillors approved the following documents and noted the dates for the period of public rights access (3rd June to 14th July).

- a) **Annual accounts: Section 1 Annual Governance Statement 2025/26**
- b) **Annual accounts: Section 2 Accounting Statement 2025/2026**
- c) **Annual accounts: Notice of commencement of Public Rights.**

Action: Clerk to post to website and forward to auditor.

15. Finances

a) **Financial position.** Councillors noted the balances at 1st May 2026:

Current Account (02503759): £15,611.83

Savings Account (07859616): £5,430.52

b) **Reconciliation.** Councillors approved the reconciliation, which the Chairman signed.

c) Councillors noted payments made and deposits received.

d) **Annual payments.** Councillors approved the following annual payments agreed in the budget:

Temple Guiting Recreation Society rent for meetings £70

Temple Guiting Recreation Society grant for maintenance of the village hall.
£1,500

Temple Guiting School grant for field maintenance £650

St Mary's Church grant for burial ground maintenance. £650

- e) **Direct debits and standing orders.** Councillors approved existing DDs and SOs:

SO or DD	Payee	Reason	Amount	Schedule
SO	PATA	Payroll services	£40.35	Quarterly
SO	Temple Guiting Estates	Rent of VH & Rec Field	£50	Half yearly – 1 Jan and 1 July 26
DD	CPRE	Support for rural issues	£60	Yearly
Epay	Clerk's salary	Contract	As calculated by PATA	At each meeting
Epay	HMRC	Tax	As calculated by PATA	At each meeting

- f) **Cheque signing/Epay agreement and validation.** Councillors approved the following payments:

Chq/Epay	Payee	Description	Value
Epay	Temple Guiting Recreation Soc	Rental of village hall for PC meetings	£70.00
Epay	Temple Guiting Recreation Soc	Grant for hall maintenance	£1500.00
Epay	Temple Guiting School	Grant for recreation field maintenance	£650.00
Epay	St Mary's Church	Grant for maintenance of burial ground	£650.00
Epay	GALC	Subscription for 2026/27	£132.64
Epay	GALC	Internal audit fees for 2025-6	£210.00
Epay	M Freeman	Clerk's salary March/April 2026 (£198.25 + £198.05)	£396.30
Epay	HMRC	Employment tax	£86.20

Approval of Meeting dates Councillors agreed on the following dates for meetings during 2026/27: Meetings are usually held at 6.30 every other first Wednesday of the month:

July 1st, September 2nd, November 4th, January 6th, March 3rd, and May 5th (in FY 27/28).

Date of next meeting: July 1st 2026, which will be followed by the Annual Parish Meeting and the Temple Guiting Recreation Society. Councillor Morrissey offered his apologies as he would not be able to attend the meetings on 1st July.

Signed
Chairman

2nd September 2026

20th August 2026 C

Shoot name

The Hitchens Farmhouse

???

Dear Ben

Temple Guiting Parish Council is writing to you because a number of residents have been disturbed by and are concerned about the presence of large numbers of ducks on their lakes in the Windrush valley. Their concerns are:

- * the amount of noise they make
- * the mess they make in the area of the lakes on their property
- * the dangers of pollution both to the lakes and to the river Windrush.

Residents are being woken up or kept awake by the amount of noise and their concerns for the damage to the environment being caused. The pollution is leading to excessive algal growth which kills other species including other plant life, fish, amphibians and other river dwellers. You will be aware that the Windrush in this parish is home to protected species including white crayfish and otters. Their survival is fragile and is not helped by the large quantities of birds allowed to roam freely on other people's property.

You may not realise the effect it is having on residents and the environment. The PC is happy to discuss remedies with you. As a first step please would you remove the birds and return them to your property for the foreseeable future.

Thank you for your time.

Yours sincerely

Clerk to Temple Guiting Parish Council
clerk@templeguiting-pc.gov.uk

Consultee response from Temple Guiting Parish Council to planning application 26/02128/FUL, Removal of existing and erection of a single storey; with associated parking, turning, landscaping, private amenity space and a new access Land south of Greenbank Cottage, Kineton.

Temple Guiting Parish Council has objected strongly to previous applications to develop this small site on the edge of the hamlet of Kineton. Both Cotswold District Council Planning officers and the applicants appeal against CDC's refusal confirmed that the site is not suitable for development. While the latest plan has been amended to make the development less imposing, this alone does not address the issues with this site. Temple Guiting Parish Council objects strongly to this application for the following reasons:

1. Location and size
2. Shape and position within the site
3. Access
4. Sustainability
5. Windows and light pollution
6. Loss of biodiversity
7. Affordability and housing targets

1. Location and size

Temple Guiting Parish Council agrees with the statement from the Landscape Officer that the '*site remains sensitive due to its prominence*' and '*role in the transition to countryside*' from the village. Concerns also remain regarding '*the extent of hardstanding and the suburban character*'. The Officer notes that further information, drawings and amendments would be needed before deciding whether the application meets the requirements of NPPF Policy N4 regarding the duties towards the Cotswold National Landscape,

The latest plans show the house now closer to the southern side of the site, near the agricultural barns behind it. The development has been reduced to a single storey.

The replacement bungalow still occupies a similar footprint to the previous proposal and leaves very little room for 'amenity land', parking and a driveway or space for any biodiversity preservation or improvement. The site is at the edge of the village where development tapers off. The next door barn, as are several other village buildings, is set deep into the side of the field and so is less dominant and hidden from the road by vegetation including several large trees. The barn is entirely consistent with a small and very rural Cotswolds hamlet.

The location is at the highest point of the site, making it one of the highest points in the village and, even with the reduction to a single storey, will be overbearing for the neighbours and passers by. The block plans do not show the neighbouring property – Greenbank – making it less obvious, unless on site, just how much the proposed development will affect this edge-of-village location. The plans also do not show measurements, which makes it difficult to judge the exact size in relation to neighbouring properties.

From the plans (which do not give measurements) it seems that the house and driveway/parking will occupy 2/3rds of this small site. Both the size and the height make the house out of proportion for its plot and contrary to Policy DS3, which states that the development must be '*of proportionate scale ...: This building would be contrary to the pattern of housing in the hamlet - one of the criteria included in Section D of the Cotswold Design Code. Policy D3 also states that 'small-scale development in non-principal settlements will be permitted providing that it meets certain criteria, including that it: 'complements the form and character of the settlement'.* This development extends the village south and will dominate this part of the village and the approach from the south, as well as blocking the open aspect to the west.

The plans show that the largest tree, currently hiding the barns (approaching from the north) and the stables (approaching from the south) is to be removed. This will expose the new building and the barns to anyone travelling to or through Kineton, replacing a green boundary with hard materials.

Policy DS3 also states that the development must '*demonstrably support(s) or enhance(s) the vitality of the local community and the continued availability of services and facilities locally*'. The proposal does none of these, particularly as (contrary to the applicant's submission) there are no services and facilities in Kineton or Temple Guiting and Guiting Power just has two tea shops. The proposal in fact reduces local amenity by demolishing what was a well used stable offering support to local children and adults.

NPPF Paragraph 182 states '*Great weight should be given to conserving and enhancing landscape and scenic beauty in Areas of Outstanding natural Beauty, which have the highest status of protection in relation to these issues*'. A building which blocks views, reduces biodiversity, alters the form of a rural hamlet, creates dangerous walking, riding, cycling and driving conditions cannot be said to meet these and other requirements.

2. Shape and position of the proposed building

Temple Guiting Parish Council agrees with the comments made by the Senior Conservation and Design Officer, noting the '*high wall, prominent position and cramped site*' and asking for more information (*street view, east-west section showing the building in context with the road, the bank and the boundary wall* and proposed amendments. The officer also stated that the 'L' shape is atypical in this context.

For this iteration of the plans, the arm of the L shape has been moved from the western to the eastern side i.e. the roadside. Although no measurements are given in the available plans, so these figures are estimates, this change would create a 12m+ long wall above the current field wall and verge. This would be a new and prominent feature imposed on the village, totalling between 5 and 6 metres. Houses on this side of the road all face the road so to introduce a high wall is contrary to the '*form and character of the settlement*'.

The proposed wall would also block the view at the end of the village towards the sloping fields behind the plot.

Paragraph 13 of the Cotswold Design Code states that the particular character of existing streets should be respected, '*including gaps between buildings, which can often be important*'. Paragraph 14 states that in designing new developments, '*attention should be paid to the site and its setting in terms of density, grain, scale and form, as well as the architectural design of the buildings, and to the landscaping around them*'. Both these paragraphs can be applied here, as the gap between the last house in the village and the (mostly hidden) barn is important in signifying the edge of the hamlet and providing open views across fields.

Section D of the Cotswold Design Code, paragraph 10 states that '*settlements are distinctive in how they sit within the landscape with their layouts and patterns of streets. Any new development should*

reflect this in its location and design'. By siting this development at one of the highest points in the village, the building does not fit with the existing layout and it dominates the profile of the southern end of the hamlet.

3. Access, Gradient and Swept Path Analysis

Temple Guiting Parish Council agrees with the statements from the Highways Officer regarding the lack of information on highways issues. This means that Policy INF4 of the Cotswold District Local Plan and the transport and accessibility objectives of TR3, TR4 and TR6 of the National Planning Policy Framework (August 2026) have not been met in this application.

*** Access driveway location**

Policy INF4 states that (among others) the development must '*create safe and secure layouts which minimise conflicts between traffic and cyclists or pedestrians*'. This proposal does not meet these requirements. . Access to the proposed building would involve a second driveway very close to the current driveway leading to Greenbank. The plans do not show any other driveways close by, but the entrance to Kinton Place is directly opposite where the new driveway is proposed. In addition, the driveway to Kinton Farmhouse is close by and the road to Bemborough meets the road through Kinton slightly further south. To have two driveways very close together can lead to dangerous situations wherever vehicles attempt to enter or exit both sites or, in this case, four sites.

Parts of the road through Kinton close to the site are single track. Two-way rural lanes should generally be 7.4m wide. At the point where the driveway is proposed, the road is only 5.61metres wide. There is no pavement and cyclists, horse riders, walker and cars share the same narrow road. There is also frequent traffic through Kinton village particularly during holiday periods and at school drop off and collection times. The popularity of the village pub also creates a great deal of strain on the verges as visitors park all along the road, leading to much reduced visibility, as well as restricting an already narrow road. Villagers are already aware of one accident at the entrance to Greenbank Cottage.

The road from Bemborough, which joins the road through Kinton close to the proposed driveway, is used largely by farm traffic. This is large and slow moving and already has difficulty passing through the village.

*** Access driveway gradient**

Temple Guiting Parish Council shares the concerns of the Highways Officer in that the application states that the gradient of the driveway will be reduced to 1 in 6 by digging down into the verge, which indicates that the gradient is currently even steeper. Manuals for road construction normally set a maximum of 1 in 8 to avoid vehicles grounding and a lower gradient may be needed where the driveway joins the carriageway The driveway is therefore unworkable.

*** Access driveway width**

The plans show a right angled entrance to the driveway with no allowance for the requirements for turning circles. Not only would this be a long term problem, but it is also a serious problem for construction traffic. While the design and access statement notes that adequate splays will be provided, the consequences would be that a large expanse - around 8 metres- of the steep verge opposite Kinton Place would be removed. A Swept Path Analysis, frequently used for tight residential driveways but not included here, would help to determine an exact figure. The steep banks are a feature of the village and removing it would be contrary to the Cotswold Design Code.

*** Parking spaces**

Parking spaces are shown at right angles to the driveway. With a typical turning circle of 10.3 m for a smaller car and 14 metres for an SUV, it is difficult to see how vehicles could park in the allocated

spaces. a Swept Path Analysis would help to measure how easy or difficult cars and other vehicles would find it to use the parking spaces shown on the plans.

If measurements had been included in the plans, this would have been easier to determine. However, the rough dimensions seem to show that it would be virtually impossible for construction traffic to enter the site and, due to the narrow road, on-road parking for construction traffic would also be impossible.

Together, the removal of natural surfaces on site, the location of the potential house and the steepness of the driveway place a greater risk of water flooding into the road through Kineton. However, there is not enough space for Sustainable Drainage Systems or other means of managing surface water issues. With rainfall becoming more intense in the UK, the problem is increasingly common.

4. Sustainable development

NPPF Par 2 states that there should be a '*presumption in favour of sustainable development*' unless an application is contrary to Framework policies that protect areas or assets of particular importance' (such as a National Landscape) or '*adverse impacts would outweigh the benefits .. having particular regard for key policies for directing development to sustainable locations*'. This location is not sustainable:

- * it has no infrastructure i.e. shops, public transport, bank, doctor's surgery etc
- * it does not meet the economic objective as the development would not contribute to the local economy
- * it does not meet the social objective as it does not provide '*safe places, with accessible services*'
- * it does not meet the environmental objective as it does not '*protect and enhance our natural, built and historic environment*' or '*improve biodiversity*'..
- * it does not deliver any benefits but removes them: biodiversity loss, stables availability, pond life and landscape attributes. It also has the potential to increase the likelihood of accidents and to make driving, walking riding or cycling through Kineton less safe.
- ...'

5. Windows and light pollution

The new plans do not include roof lights but large windows – some the full height of the building – have been retained on the west side. As noted previously, this side of the building faces an open field with a footpath along the side. Not only will walkers be able to see into the house and residents to look out at walkers, but the PC's concerns regarding light pollution, the elimination of dark skies and the impact of this on wildlife have not been addressed. The style is also totally out of keeping with the local architecture.

6. Biodiversity loss

The current application does not include a biodiversity report giving the loss of biodiversity so Councillors have referred to the previous version, where the Conservation Officer noted that 57.65% of existing biodiversity would be lost. The application does not mention any new plantings on-site just 'estate fencing'. This misses an opportunity to improve or at least minimise biodiversity loss.

This approach clearly does not comply with the sustainability objectives of the NPPF. A proposal to mitigate for biodiversity loss outside the current site is concerning as the local area would lose a valuable and potentially rich source of biodiversity. At the same time, the Gloucestershire Local Nature Recovery Plan marks Kineton as an '*area that could become of particular importance for biodiversity*'. Reducing the biodiversity at this location would not support that objective.

7. Affordability and contribution to housing targets

The proposal is still for open market housing, whereas affordable housing would make a small contribution to meeting the needs of rural workers unable to purchase at market rates, rather than encouraging migration into an unsustainable area.

While CDC does not currently have a 5 year landbank due to a new method of calculating housing need, a single house in an unsustainable location will make no difference to any landbank, contrary to the applicants Planning, Design and Access Statement. In addition, CDC has produced a plan which shows how it can meet or even exceed the new target without including this small plot in a rural hamlet.

The draft plan reiterates many aspects of the earlier plan. It *'emphasises the statutory duty to seek to further the purpose of conserving and enhancing the natural beauty'* of National Landscapes and has gone to great efforts to identify sites outside the CNL wherever possible. The draft also *'places infrastructure at its heart'*. Allowing development in Kineton would be contrary to both plans.

Item 9 (c) - Governance

Year end reconciliation

Annual Bank Reconciliation					
Period 1 April 2025 to 31 March 2026					
Current account 02503759					
	Balance at 31 March 2026	£9,553.08			
Deposit account 07859616					
	Balance at 31 March 2026	£5,428.21			
Less outstanding cheques				£0.00	
Reconciled balance				£14,981.29	
Cashbook summary					
Opening balance 1 April 2025				£14,892.00	
Add receipts to date				£9,354.19	
Less payments to date				£9,265.49	
Cashbook balance				£14,980.70	
				Diff =	£0.59
Signed:					
Chairman					
Clerk & RFO					
2nd September 2026					

AGAR accounting statements

Section 2 – Accounting Statements 2025/26 for

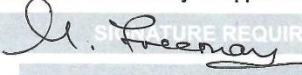
TEMPLE GUITING PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	11,338	14,892	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records. Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	7,500	7,712	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	7,033	1,642	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	2,302	2,085	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	8,677	7,181	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	14,892	14,980	Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	14,892	14,981	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	18,940	20,411	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	
11. Do the figures in the accounting statements above exclude any Trust transactions?			For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

 SIGNATURE REQUIRED

Date 28/08/2026

I confirm that these Accounting Statements were approved by this authority on this date:

02/09/2026

as recorded in minute reference:

9(c) 2nd Sept 2026 REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Item 10 (b) Reconciliation

Temple Guiting Parish Council				
Bank Reconciliation				
Period 1 April 2026 to 24 August 2026				
Current account 02503759				
	Balance at 28 August 2026		12249.81	
Deposit account 07859616				
	Balance at 28 August 2026		5439.67	
Less outstanding cheques				0
Reconciled balance			17689.48	
Cashbook summary				
Opening balance 1 April 2026			14981.29	
Add receipts to date			7663.68	
Less payments to date				4955.49
Cashbook balance			17689.48	
Signed:				
Chairman				
Clerk & RFO				
2nd September 2026				