

Minutes of the AGM Meeting of Meysey Hampton Parish Council held on Wednesday, 27th May 2026

Present:

Councillor Roger Case (Chair)
Councillor Mark Naylor
Councillor Margaret Pursch
Councillor Jane O'Dell
Councillor Simon Michelson
Councillor Alison Williamson
Councillor John Donnellan

Clerk: Joan Jenkins

The Parish Meeting opened at 7 pm during which Mrs. Davina Clift, representing MHTS action group, presented a progress report on its demands for speed limits and traffic safety issues, which have the support of the Parish Council and residents as shown through responses to the opinion poll form distributed across the whole village at the outset. 11 members of the public attended and discussed aspects of several issues still unresolved. Mrs. Davina Clift was applauded and thanked for her efforts.

This was followed by the Parish Council AGM which opened at 19.50 in Meysey Hampton Village Hall. 1 member of the public attended.

Agenda Item 1 Apologies for Absence

Councillor Spivey did not attend due to her many other commitments, but had previously sent her annual reports for both the CDC and Gloucestershire County which had been forwarded to all councillors.

Agenda Item 2

There were no declarations of interest.

Agenda Item 3 to elect Chair and Vice Chair

After some discussion between Councillors, Cllr Michelson proposed Cllr Case as Chairman and Cllr O'Dell seconded. Cllr Case proposed Cllr Naylor as Vice Chair and this was seconded by Cllr Pursch. Both appointments were approved by the Council.

Agenda Item 4: Confirm the Minutes of the Meeting held on 4th March 2026

There were no issues raised and Cllr. Case signed the Minutes.

Agenda Item 5: Matters Arising:.

Thames Water: Cllr. Naylor was able to report progress with Thames Water. The Customer Liaison Officer is now Sophie Thomas, replacing Julie Moulton. TW have acknowledged that their tankers have contributed to damage to the car park surface but pointed out the regular use by

school parents and staff also contributes. They suggested the PC obtain quotes for rectifying the damage and offered to contribute to the cost. They will not pay for complete resurfacing. Cllr Naylor has arranged to meet the Area Manager of the Pump Team on 20th July on site to inspect and discuss the options. After extensive discussion on TWs responsibilities to repair/replace the surface and the most effective method of restoring the car park surface to a fit for purpose standard, it was agreed that an independent quote and recommendations would be obtained prior to Cllr Naylor's meeting with TW, but not necessarily to share with them at that meeting. Cllr O'Dell will contact a local groundworks company and arrange to meet them at the car park.

Online Banking: The clerk reported that it is now 6 weeks since Lloyds received the PC application and she has phoned to chase it up. Lloyds could not see any issues with the application and agreed to "refer it for review" within 48 hours. We should then receive a confirmation email with the new account details followed by a Welcome Pack to help set up Online Banking.

Agenda Item 6 Officers' Reports

Cllr Alison Williamson (Footpaths)

Footbridge MH to Poulton walk: A support pole is to be installed on the far side of the bridge to help those less able to manage the short slope from the bridge.

Strawberry Field Walk and Permissive Path: Cllr Williamson wishes to minute that permission to use the permissive path along the road track from the playing fields has been withdrawn and walkers must take the official public footpath which cuts through the centre of the field.

Councillor Jane O'Dell (School and Hall)

The Village Hall: nothing to report

School: nothing to report.

Councillor Simon Michelson (Playing Fields)

End of year accounts to end March 2026 have been completed, showing income of £9,400 and expenditure of £6,604. Current balance is £18,569. However, the cancellation of RIAT will affect income in 2026/27 and expenditure needs to include the replacement of the Wendy House Slide in the playground, which they hope to do before the end of the summer. This will cost about £10,000.

To replace the RIAT Park and View weekend the committee are looking at putting on a local Sports Day and activities, including a dog agility contest/show.

The Playing Fields AGM is being held on 11th June at 7.30 pm.

Councillor Roger Case (Air Base)

Nothing to report.

Councillor Margaret Pursch (Highways)

Nothing to report,

Councillor John Donnellan (Greenacres)

The Greenacres site has a new owner.

Agenda Item 7 Responsible Financial Officer's Report (RFO):

VAT refund for 2025/26 and 75% of Precept 2026/27 have been received and the total in the bank is now £11,840.01 this includes a Ring fenced amount of £1,670 (£1,470 car park and £200 speed sign maintenance).

Internal Audit has been completed. AGAR forms to be approved and signed under Agenda Items 8 – 10 below.

Website: making good progress. Some Policies and Risk Assessments to be discussed and approved as detailed in Agenda Items 11 and 12 below.

New gov.uk Emails: All working well except for means to circulate Parish Council information to residents, previously carried out by Cllr Case from his personal email. This is officially no longer allowed. The village data he holds can be imported into the Clerk email data but to comply with GDPR we need to set it up via providers such as MailChimp or EmailOctopus which have the facility for recipients to unsubscribe. This is in hand but may involve a fee which the clerk is investigating.

Agenda Item 8: Certificate of Exemption 2025/26:

Signed and dated by Cllr Case and Mrs. Jenkins, RFO. This document will be sent to the External Auditors.

Agenda Item 9: Annual Governance Statement 2025/26

Signed and dated by Cllr Case and Mrs. Jenkins, Clerk

Agenda Item 10: Annual Accounting Statements 2025/26

Certified by Mrs. Jenkins as RFO on 26th May 2026. Signed by Cllr Case as Chair at this meeting.

Agenda Item 11: Discuss and Approve Policy Documents:

The Clerk had sent the following documents to all Councillors several weeks before the AGM to allow time to read and consider whether any changes or additions may be needed:

Asset Register, Biodiversity, Document Retention, Data Protection and Complaints Policy.

After a brief discussion, all policies were approved and can be viewed under Governance and Policies on the MHPC website

<https://meyseyhamptonparishcouncil.gov.uk/>

Agenda 12 Discuss and Approve Risk Assessments:

The Clerk and Cllr O'Dell have prepared Risk Assessments for areas of the parish which are the responsibility of the Parish Council. These are the Village Green, 2 x Bus Shelters, the Phone Box/Defibrillator and the Car Park. These had been forwarded to all Councillors for comments some weeks before the AGM. Cllr O'Dell proposed that the Car Park Risk Assessment be put

on hold until the repair and maintenance issues are resolved with Thames Water and this was agreed. There were no comments on the other Assessments and these were approved and will be on the MHPC website <https://meyseyhamptonparishcouncil.gov.uk/>

Agenda Item 13: Discuss Parish Council Insurance renewal

Renewal is due on 1st June 2026 and a quote of £277.26 per year for a three-year fixed contract with Zurich Municipal has been received from CF Insurance Renewals (Parish Councils). The previous 3-year contract cost £234.81 per year but the PC asset values have increased since then. Details had been forwarded to the Councillors some time prior to the meeting and there were no comments. Renewal on these terms was approved.

Agenda 14: Discuss current planning applications.

No new planning applications have been notified since the last PC Meeting in March.

Agenda Item 15: Questions from the public.

A resident asked Cllr Williamson whether there was any progress on re-opening or creating permissive footpaths particularly from Meysey Hampton to Fairford. Cllr Williamson said that Mr. Jan Cowper had been looking into this but had received generally negative responses from the relevant landowners. No further update had been received from him.

Agenda Item 16: Any Other Business

Website: Cllr Case wished to thank Cllr O'Dell and the Clerk, Mrs. Jenkins for their hard work over several months to move to the new email domain and create the new website <https://meyseyhamptonparishcouncil.gov.uk/> Their work ensures the Parish Council meets its legal obligations under recent legislation and it is hoped that more people will now view and use the website. Details of upcoming village events can be posted on the site by the Clerk who can be contacted on clerk@meyseyhamptonparishcouncil.gov.uk

Phone Box: Cllr Michelson believes the phone box needs to be refurbished and repainted. He recently saw a newly refurbished phone box in Stanton near Broadway and is trying to find out who carried out the work. Cllr Pursch suggested putting out an enquiry to village residents as there may be someone who has the skill or experience to assist with the refurbishment.

Picnic: Cllr O'Dell wished to thank everyone who came to the May Bank Holiday picnic. It was an enjoyable day in the sunshine – despite the forecast of rain – and many thanks to Len at The Masons for putting on an excellent barbecue.

Pond and surrounding area: the Parish Council wished to thank Mrs. Trish Dodds who voluntarily tends and plants bulbs in the area around the pond and near the church. The results are noticeable and greatly appreciated.

Agenda Item 13 Date of next Meeting

The next meeting is on Wednesday 1st July 2026.

There being no other business the meeting closed at 8.50 pm (20:50 hrs).