



**Minutes of the Regular Meeting of Miserden Parish Council**  
**Having taken place Tuesday, March 31, 2026 at 6pm in Miserden Village Hall.**

Members in attendance: Cllr Kevin Allin (Chair), Cllr Laura Cobb (Vice Chair), Cllr Martin Ractliffe.

Present: Gwen Durland (Clerk/RFO), CNL Warden Nick Mann, 1 member of the public.

Apologies: GCC & SDC Cllr Gary Luff.

**26.3.1 Welcome by Chairman**

The Chair welcomed all present to the meeting.

**26.3.2 To accept any apologies**

No apologies were received from councillors. Apologies accepted on behalf of Cllr Luff.

**26.3.3 To hear any declarations of interest and requests for dispensation**

No declarations of interest or requests for dispensation were received.

**26.3.4 To receive Chair's comments / matters arising**

The Chair asked for thanks to be recorded to Cllr Cobb for the considerable amount of work she had undertaken during the month in support of Council business. The Council and all present were in agreement and thanked Cllr Cobb for her dedication to the people of the parish and her selfless hard work for the Parish Council.

**Resolved:** That Council's thanks to Cllr Cobb be recorded in the minutes.

**26.3.5 To approve minutes from 24 February 2026 as previously circulated**

The minutes of the meeting held on 24 February 2026 were approved as a true and accurate record.

**Resolved:** That the minutes of 24 February 2026 be approved.

**26.3.6 To receive questions/comments from members of the public**

There were no questions or comments from members of the public.

**26.3.7 To receive report on 'Being a Better Councillor' training**

Cllr Cobb reported on the training session she had attended and found it very useful.

She advised that:

- the training included discussion of the Code of Conduct, Civility and Respect Pledge and Nolan Principles;
- updated GAPTC and NALC training materials had been circulated by email and printed for members;
- devolution and local government reorganisation were discussed, including the likelihood that more responsibilities may in future pass to parish councils;
- there may be a need for neighbouring parish councils to work together on certain matters such as grass cutting, highways or planning;
- further free training on devolution was expected and would be worthwhile.

Cllr Cobb said that Miserden Parish Council compared very favourably to many others in terms of organisation and governance.

**Resolved:** That the report be noted.

**26.3.8 To receive The Camp / Whiteway traffic calming measures update**

a) Gateways / flower planters

The Chair and Cllr Cobb reported on their meeting with Gary Luff and Paul Helbrow from Highways on 24 March 2026. It was reported that:

- all four proposed sites for gateway planters had been agreed in principle, subject to costings and installation feasibility;
- the planters would require white backing/gateway features as well as the planter boxes themselves;
- installation would need to be undertaken by an approved contractor;
- Ringway had been described as restrictive in what works they would undertake, and an alternative contractor used by Stroud District Council, Drew Landscape, had been suggested;
- further work was needed to identify the cost of planters and gateway structures before approaching the contractor.

There was also discussion about possible grant funding, including county councillor grants and other external sources.

**Resolved:** That the update be noted.

**Action:** Cllrs Allin and Cobb to continue pursuing options with Highways and Gary Luff.

**Action:** Costs of planters and associated gateway features to be obtained before approaching Drew Landscape.

b) New speed camera signs

It was reported that Paul Helbrow from Highways had agreed that 'speed camera in use' warning signs were justified at The Camp because police speed enforcement had taken place there. He had indicated that Gloucestershire Highways would arrange for signs to be installed, attached to existing posts rather than with new posts. It was noted that Whiteway had not been treated as a priority based on survey evidence.

It was also reported that painted squares on the road had been ruled out by Highways on the grounds of limited effectiveness and maintenance burden.

**Resolved:** That the update be noted.

**26.3.9 To receive updates on flooding in Wishanger**

a) Owner of ditch near Hazel Manor

Cllr Cobb reported that the identity of the owner of the ditch near Hazel Manor remained unconfirmed. Paul from Highways had undertaken to check Land Registry information and report back. It was noted that ownership might extend beyond visible walls or boundaries and that assumptions should not be made.

b) Owner of field near substation – next steps

Cllr Cobb reported that the field at the crossroads which had been causing mud runoff had now been rented to a vet, who intended to put it down to grass. This was welcomed as likely to help stabilise the soil and reduce future runoff problems.

The Clerk reported that she had not received a reply to previous correspondence from the solicitor or landowner but had telephoned again without response.

**Resolved:** That the updates be noted.

**26.3.10 To receive Biodiversity meeting report**

Cllr Cobb reported on three biodiversity-related meetings she had attended since the previous Council meeting. These included:

- attendance at a meeting of BizCAN and associated local climate/wildlife action groups;
- discussion of a potential swift corridor project, with possible involvement from the school and wider community;
- contact with Gloucestershire Wildlife Trust, including support on grant opportunities, bio-blitzes and other biodiversity work;
- progress on a proposed hedgerow planting project behind the school, with permission obtained from Miserden Estate;
- developing tree and hedge planting contacts through Gloucestershire County Council.

Cllr Cobb also reported that she had made contact with a moth specialist and was exploring whether moth recording could form part of local wildlife work.

It was noted that the proposed school hedgerow would be planted on estate land and, subject to confirmation, would likely be maintained by the estate.

Nick Mann suggested that if the newly grassed field in Wishanger could be seeded with wildflowers, it would provide a significant biodiversity benefit. He also offered to put Cllr Cobb in touch with the Glorious Grassland project.

**Resolved:** That the report be noted.

**Action:** Cllr Cobb to provide a further update at the next meeting on the swift project and related biodiversity work.

**Action:** Cllr Cobb to seek contact details for the new tenant of the field and explore the possibility of wildflower grassland.

**26.3.11 To receive report from GCC & SDC Councillor Gary Luff**

No report had been received, as Cllr Luff was understood to be away.

**Resolved:** That no report was received.

**26.3.12 To receive update from Cotswold National Landscape Warden**

CNL Warden Nick Mann reported that, following concerns raised at the previous meeting about the "Private" sign near Honeycombe Farm, he had written formally to James Astor setting out the legal position. A constructive response had been received and the landowner had agreed to replace or amend the sign so that it would instead indicate 'No through road / last turning point' rather than 'Private'.

Mr Mann noted that the existing sign remained in place at present but he had only recently received the agreement and expected the matter to be addressed shortly.

**Resolved:** That the update be noted with thanks.

### 26.3.13 To hear Co-Option update

The Chair reported that he had approached a resident in Whiteway about one of the vacant parish council seats. The resident had said that this was not currently a good time but would consider it and respond within the next few weeks.

There was discussion of other possible candidates, residents of The Camp and Whiteway were discussed as potential co-option candidates. It was agreed that the Chair would make further informal approaches. The Clerk also advised that she intended to place a notice in the Parish Post advertising the vacancy.

**Resolved:** That the update be noted.

**Action:** Chair to approach potential candidates informally.

**Action:** Clerk to include a co-option advert in the Parish Post.

### 26.3.14 To hear Parish Post Update

The Chair reported that he had gathered the articles and other content for the Parish Post and was working with Russ Coles Jones on production. He explained that a copy of the previous publisher's file would be needed so that Russ could use the same format and edit the next edition efficiently.

**Resolved:** That the update be noted.

### 26.3.15 To receive RFO report

#### a) Expenditures

The RFO presented two bank reconciliations, including a corrected February reconciliation and the reconciliation for March 2026. Attached hereto.

**Resolved:** That the payments as presented be approved.

There was further discussion regarding the £20 donation linked to the fire bell. It was proposed that this be donated to the Cotswold National Landscape Wardens. A cheque was written, signed and handed to Nick Mann immediately.

**Resolved:** That the £20 donation be made to the CNL Wardens.

#### b) End of Year report

The RFO presented the year-end budget report and explained the variances. Of note:

- underspend in administration;
- unbudgeted or overspend items including ICO fee, Clerk's home working expenses, defibrillator costs, village emergency phone costs, CiLCA expenditure and increased subscription fees;
- road safety funds remained largely unspent and would roll forward into the next year;
- additional interest income had been received;
- although some cost centres overspent, the Council remained in the black overall, with actual income exceeding actual expenditure.

The Chair observed that in future years it would be prudent to build in a larger year-end buffer within the budget, as the margin this year had been tight once unexpected expenditure was taken into account.

**Resolved:** That the year-end report be noted.

**Action:** To consider a larger budget cushion when setting future budgets.

### 26.3.16 To receive Clerk's Report

#### a) Grassroots Funding applications

The Clerk reported that she was working with the organiser of the Nordic Walking group and would submit the funding application in due course.

**Resolved:** That the update be noted.

#### b) Parish Meeting details

The Clerk reported that the Annual Parish Meeting would be held on 20 May 2026 at 7 pm. Derek Richardson would give a presentation on the 'Nobility of Gloucestershire'. There was discussion about refreshments, and it was agreed that tea and cakes would be provided rather than wine and cheese served in previous years.

It was noted that the Annual Meeting of the Parish Council would take place on 26 May 2026 at 6pm, immediately followed by the regular Parish Council meeting.

There was also brief discussion about the storage of the fire bell and hand truck at the village hall and the possibility of labelling the equipment.

**Resolved:** That the Parish Meeting arrangements be noted.

**Action:** Tea and cakes to be arranged for the Parish Meeting.

**Action:** Clerk to look into obtaining a metal asset tag/sticker for the fire bell equipment.

The Clerk also drew members' attention to recent correspondence from Stroud District Council regarding planning appeals. Members noted that from April 1, 2026 onward, parish council representations on planning applications should be treated as the only opportunity to comment, and that later amendments or additional comments might not be possible.

**Resolved:** That the correspondence be noted.

**26.3.17 Any other items: next month's agenda**

The following matters were raised for future consideration:

- litter picking in the parish, particularly along high-traffic routes including the top road, Wishanger and The Camp;
- GigaClear works in Sudgrove;
- drainage ditches in Sudgrove not being cleared despite works having taken place elsewhere;
- the need to report the Sudgrove ditch issue to Highways and/or FixMyStreet;
- concern that one drain in Miserden was now backing up due to increased water flow following nearby drainage works.

**Action:** Clerk to email Paul Helbrow regarding the Sudgrove ditches and drainage concerns.

The Chair adjourned meeting at 19:10.

*The next meeting of Miserden Parish Council will be held on 28 April 2026 at 6.00 pm at Miserden Village Hall.*

*These minutes are a true and accurate representation of  
the meeting as approved by the Council as signed by:  
Chair/Vice Chair*

*Approved on this date:*

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Miserden Parish Council

PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
53	31/03/2026	26.03.15	Current Account	501032	Annual Web maint.	Local Authority Technology		280.00	56.00	336.00
54	31/03/2026	26.03.15	Current Account	501032	GAPTC Training	GAPTC		45.00		45.00
57	31/03/2026	26.03.15	Current Account	501030	Salary	Clerk		423.38		423.38
55	31/03/2026	26.03.15	Current Account	501034	Annual subscription fee	GAPTC		160.05		160.05
52	31/03/2026	26.03.15	Current Account	501031	Defibrillator pads	Community Heartbeat Trus		122.95	24.59	147.54
56	31/03/2026	26.03.15	Current Account	501035	Payroll services	PATA Payroll Services		40.35		40.35
							<b>Total</b>	<b>1,071.73</b>	<b>80.59</b>	<b>1,152.32</b>

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role*

## Miserden Parish Council

Prepared by: *Gwen Durlauf*  
*Name and Role (Clerk/RFO etc)*

Date: 31/3/2026

Approved by: \_\_\_\_\_  
*Name and Role (RFO/Chair of Finance etc)*

Date: \_\_\_\_\_

	<b>Bank Reconciliation at 31/03/2026</b>			
	Cash in Hand 01/04/2025			10,376.08
	<b>ADD</b>			
	Receipts 01/04/2025 - 31/03/2026			12,887.23
				23,263.31
	<b>SUBTRACT</b>			
	Payments 01/04/2025 - 31/03/2026			9,217.87
<b>A</b>	<b>Cash in Hand 31/03/2026</b> (per Cash Book)			<b>14,045.44</b>
	Cash in hand per Bank Statements			
	Petty Cash	31/03/2026	0.00	
	Current Account	31/03/2026	8,750.86	
	Reserve Account	31/03/2026	5,294.58	
				<b>14,045.44</b>
	Less unrepresented payments			
				14,045.44
	Plus unrepresented receipts			
<b>B</b>	<b>Adjusted Bank Balance</b>			<b>14,045.44</b>
	<b>A = B Checks out OK</b>			