

**Clerk's Report for**  
**Wednesday 17<sup>th</sup> January 2026**

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**Item 4            Minutes of the November meeting**

**Minutes of the Temple Guiting Parish Council Meeting**

**Held on Wednesday 12<sup>th</sup> November 2025 at 6.30p.m. in the village hall.**

**Councillors present:** Liza Hanks, Michael Krier, Kate Mather (Chairman)  
Mickey Morrissey (Vice-Chairman), Alex Wilson.

**Public:** Nine members of the public attended.

**CDC:** Cllr Len Wilkins attended.

- 1. Apologies for absence.** Cllr Ewart-Perks and Eayrs sent apologies.
- 2. Declarations of interest in items on the agenda (Localism Act 2011):** Cllr Hanks registered an interest in item 8 (b).
- 3. Points from the floor:** None.
- 4. Minutes of the previous meeting.** Councillors approved the minutes of the previous meeting and signed them. **Action: Clerk to post to the website.**
- 5. Chairman's announcements.** The Chairman welcomed new councillor Alex Wilson to his first parish council meeting and thanked him for stepping into the vacant position.  
The Chairman then noted that the rejected planning application to replace the stables in Kineton has gone to appeal. **Action: Clerk to resubmit previous comments and together with photographs taken by Cllr Hanks.**
- 6. CDC Cllrs Report.** The Chairman highlighted the following information from Cllr Wilkins regarding Local Government Reorganisation (LGR):
  - o Most of the District Councils are recommending and planning for one Unitary Authority made up of 110 Unitary Councillors, working with 10 -15 'neighbourhood units'.
  - o Cotswold District Council has said that residents can expect an increase in council tax of around 3%. Elections would take place in late 2026/early 2027 to set up an interim Unitary Administration.
  - o The move to a Unitary may take between 1 and 5 years. Things should be clearer by next summer.
- 7. Clerk's Report to Councillors.** Councillors noted the contents of the Clerk's Report, with reference to items 8(d), 9 and 10 (c).
- 8. Planning**
  - a. Planning Comments between meetings.** None.
  - b. Councillors to consider the following applications and agree comments:**  
[25/03347/FUL](#) Construction of storage building, Windrush House, Ford.  
Deadline 27th November. Councillors decided that a site visit would be helpful.  
**Action: Clerk to arrange meeting.**

**c. Updates since the last meeting:**

[25/00253/FUL](#) Conversion of outbuilding to ancillary annexe and erection of single storey extension at 1 The Sherry. Awaiting decision but biodiversity officer no longer objects.

**d. Training**

Cllr Hanks reported on an online seminar hosted by NALC on 29<sup>th</sup> October with speakers from the Town and Country Planning Association, CPRE and SLCC. The seminar focused on the need for Town and Parish Councils to be active in commenting on planning applications and recommended that Councils should have a clear idea of local needs, and how they could be met locally ideally through a Neighbourhood plan or other local plan. Councils need to work with engaged members of the community and can collaborate with CPRE . A good knowledge of the NPPF and new legislation as it arises was important. See [this link](#) for further information or visit the website.

**9. Governance – IT policy.** Councillors requested further time to review the draft IT Policy. **Action: Clerk to recirculate.**

**10. Financial position**

**a. Current financial position.** Councillors noted the balances as at 5<sup>th</sup> November: Current account £11, 219.99 and Savings account: £5,415.49.

**b. Reconciliation.** Councillors approved the reconciliation and the Chairman signed the document.

**c. Cheque signing/Epayments.** Councillors approved the following payments:

<b>Chq/Epay</b>	<b>Payee</b>	<b>Description</b>	<b>Value</b>
Epay	M Freeman	Clerk's salary September, October	£473.85
Epay	HMRC	PAYE September, October	£105.40
Epay	PATA	Arrears calculation	£15.00
Epay	M Freeman	Expenses- Community Heartbeat defib electrodes	£61.14
Epay	M Freeman	Expenses – Tree guard	£104.50
Epay	M Freeman	Expenses – Tree plaque	£113.70

**Action: Clerk to arrange payments**

There being no further business the Chairman closed the meeting at 18.54.

**Next meeting:** The next meeting will be held on 7<sup>th</sup> January 2026.

Signed .....

7<sup>th</sup> January 2026

Chairman

**Item7 (c) – Planning application [25/03882/CLOPUD](#)** (Certificate of Lawful Proposed Use or Development) Mobile home at The Bungalow, part of Pinnock Farm

No deadline available. Usually 8 weeks from verification (5<sup>th</sup> December 2025) I.e. 6<sup>TH</sup> February 2026.

**[25/03882/CLOPUD](#)** (Certificate of Lawful Proposed Use or Development) for a mobile home to be installed in the front garden of The Bungalow, part of Pinnock Farm. The mobile home is intended to house members of the family who are needed to provide 24/7 care for elderly parents living in the bungalow. No deadline available. Usually 8 weeks from verification (5<sup>th</sup> December 2025) I.e. 6<sup>TH</sup> February 2026.

This application states that the proposed building would be permitted under ‘permitted development’ and qualifies for a Certificate of Lawful Proposed Use or Development (CLOPUD). It also states that it would be permitted under the Caravans Act.

### **CLOPUD requirements**

A CLOPUD (Certificate of lawful proposed use or development) application is a way of getting written confirmation that proposed works fall within permitted development and do not need formal planning permission

What is and isn’t included under permitted development (From the UK Gov **[‘Permitted development rights for householders’](#)**)

### **Class E: buildings etc**

This provides permitted development rights within the [curtilage of a house](#) for:

(a) any building or enclosure, swimming or other pool **required for a purpose incidental to the enjoyment of the dwellinghouse** as such, or the maintenance, improvement or other alteration of such a building or enclosure; or

(b) a container used for domestic heating purposes for the storage of oil or liquid petroleum gas

A ‘purpose incidental to a house’ would not, however, cover normal residential uses, such as separate self-contained accommodation or the use of an outbuilding for primary living accommodation such as a **bedroom, bathroom, or kitchen**.<sup>1</sup>

<https://www.gov.uk/government/publications/permitted-development-rights-for-householders-technical-guidance/permitted-development-rights-for-householders-technical-guidance#class-e-buildings-etc>

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<sup>1</sup> The proposal is for a self contained two or three bedroom home.

If an outbuilding does fall under permitted development, the following limits and conditions apply:

- No outbuilding on land forward of a wall forming the principal elevation i.e. not in the front garden.<sup>2</sup>
- Outbuildings and garages to be single storey with maximum eaves height of 2.5 metres and maximum overall height of four metres with a dual pitched roof or three metres for any other roof.<sup>3</sup>
- Maximum height of 2.5 metres in the case of a building, enclosure or container within two metres of a boundary of the curtilage of the dwellinghouse.
- No verandas, balconies or raised platforms (a platform must not exceed 0.3 metres in height)
- No more than half the area of land around the "original house"\* would be covered by additions or other buildings.
- In National Parks, the Broads, Areas of Outstanding Natural Beauty and World Heritage Sites the maximum area to be covered by buildings, enclosures, containers and pools more than 20 metres from the house to be limited to 10 square metres.<sup>4</sup>
- On designated land (inc AONB/CNL) buildings, enclosures, containers and pools at the side of properties will require planning permission.
- Within the curtilage of listed buildings, any outbuilding will require planning permission.

[Applications to CDC](#) should include a site location plan, proposed block plan and existing and proposed floor plans and elevations. [The application](#) includes these.

The application includes a Planning Statement which says:

*"The siting of a single unit mobile home for ancillary purposes is to be in the front garden of the detached bungalow to Pinnock Farm. The siting of a mobile home for ancillary purposes does not constitute operational development, or a material change of use, as defined by Section 55 of the Act. Consequently, we believe that planning permission is not required for the stationing of a mobile home within the residential curtilage of a Class C3 dwelling house".* <sup>56</sup>

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<sup>2</sup> The proposed location is in the front garden.

<sup>3</sup> The size of the proposed caravan is 12.3m long, 6.1m wide and 3.03m high

<sup>4</sup> The proposed building covers 75 sq. m.

<sup>5</sup> See above for details of what constitutes 'ancillary purposes' as it seems to conflict with the condition.

<sup>6</sup> See above for restrictions on placing a mobile home in a front garden.

## The Caravan Act requirements

The applicant refers to the Caravan Act as the source for the legislation that would allow the 'caravan' to be permitted with the curtilage of the land. See below for legislation:

From the [CDC website](#) re caravans:

### **You don't need a licence for:**

- A caravan sited within the curtilage of a dwelling, provided the caravan is not occupied separately.

Also: 'If a structure meets the Act's criteria for a caravan and is placed within the curtilage of a dwelling, it might not require planning permission, provided it is ancillary to the main house—meaning it is supplementary and **does not constitute a separate dwelling.**'<sup>7</sup>

### **Definition of a caravan:**

A 'caravan' is defined as 'any structure designed or adapted for human habitation that is capable of being moved from one place to another. It can be transported by road in one or two sections.'

The building must be ready for disconnection with the minimum of effort. The proposal complies with this requirement for a caravan.<sup>8</sup>

The maximum size of a caravan is:

- Length: 20 metres
- Width: 6.8 metres
- Internal height: 3.05 metres

The planning statement gives the proposed size as 12.3m long, 6.1m w and 3.03 m high while the brochure quotes 13.7 long x 5.4 or 6.62 w x 4.03 or 3.83 tall. But there is no requirement to use the building included in the planning statement.

Note: The application states that 'There is no future intension to either rent or turn the proposed development into a holiday home or Air B&B.'

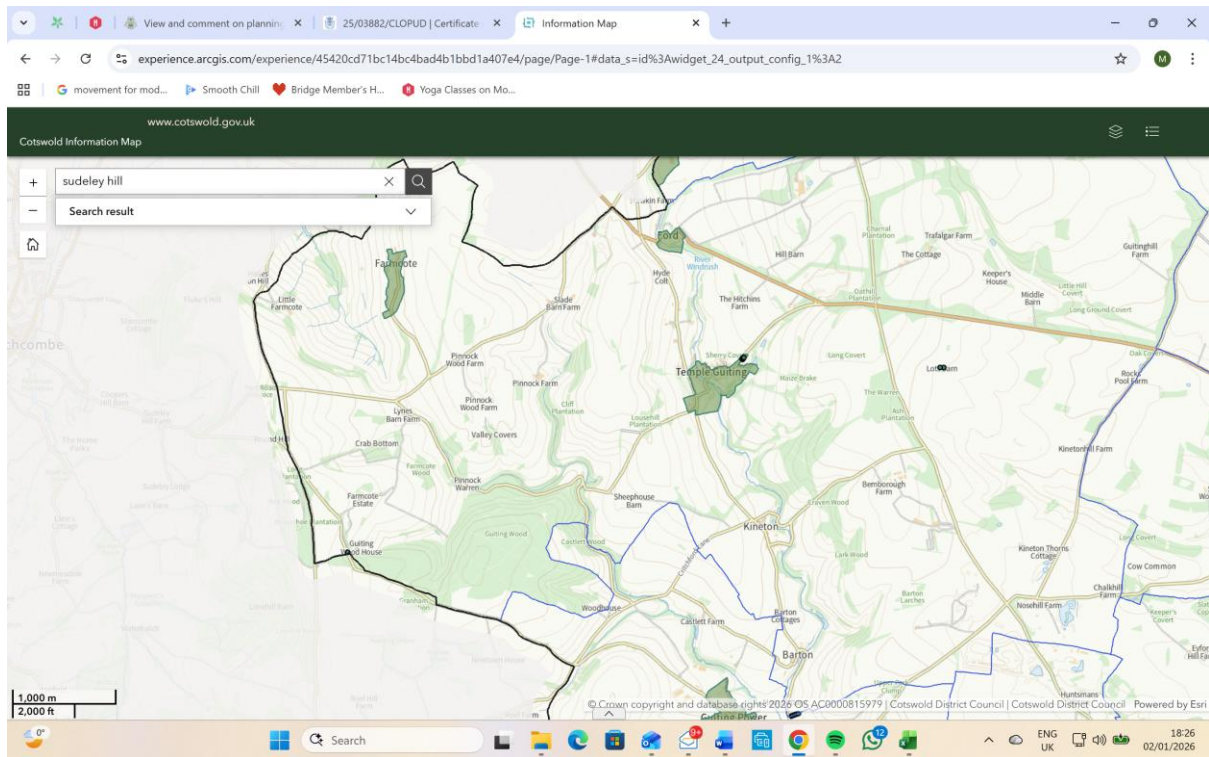
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<sup>7</sup> See description of the proposed building in Appendix B of the Planning statement, which shows that it is designed to be self-contained. [https://publicaccess.cotswold.gov.uk/online-applications/files/A3450D41A0CE15390651D428D4A09C2B/pdf/25\\_03882\\_CLOPUD-PLANNING\\_STATEMENT-2283387.pdf](https://publicaccess.cotswold.gov.uk/online-applications/files/A3450D41A0CE15390651D428D4A09C2B/pdf/25_03882_CLOPUD-PLANNING_STATEMENT-2283387.pdf)

<sup>8</sup> P 7 of the Planning Statement.

## Item 7 (d) Planning – Saltway Dog Field

A dog field has opened recently near Sudeley Hill but a planning application does not seem to be available on the CDC website. The website is: <https://thesaltwayfields.com>



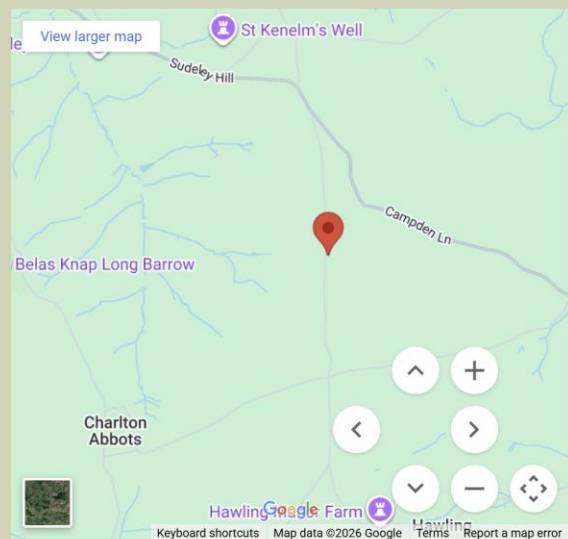
## Directions

From the centre of Winchcombe with the Museum on your left, head South out of the town onto Hailes Street. Turn right at the sign for Sudeley Castle, onto Rushey Lane. Keep going until you see a Cotswold Stone Gatehouse on a T junction and turn left onto Sudeley Hill. Head up the hill for 1.7 miles then fork right for Brockhampton.

You'll then follow a drystone wall on your right for around 1 mile, and just before you enter Limehill Woods, the entrance to The Saltway Fields is on your left-hand side.

What Three Words

**BOTH.DORMS.STARRING**



## Draft IT Policy

Reviewed at a meeting of Temple Guiting Parish Council on 7<sup>th</sup> January 2026 at minute item 9.

## Introduction

Temple Guiting Parish Council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications.

This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors.

## Scope

This policy applies to all individuals who use Temple Guiting Parish Council's IT resources, including computers, networks, software, devices, data, and email accounts.

## Acceptable use of IT resources and email

Temple Guiting Parish Council's IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

## Device and software usage

Where possible, authorised devices, software, and applications will be provided by Temple Guiting Parish Council for work-related tasks.

Unauthorised installation of software on authorised devices, including personal software, is strictly prohibited due to security concerns.

## Data management and security

All sensitive and confidential Temple Guiting Parish Council data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

## Network and internet usage

Temple Guiting Parish Council's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.

## Email communication

Email accounts provided by Temple Guiting Parish Council are for official communication only. Emails should be professional and respectful in tone. Confidential or sensitive information must not be sent via email unless it is encrypted.

Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

## Password and account security

Temple Guiting Parish Council users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.

## Mobile devices and remote Work

Mobile devices provided by Temple Guiting Parish Council should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in the office.

## Email monitoring

Temple Guiting Parish Council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

## Retention and archiving

Emails should be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails to maintain an organised inbox.

## Reporting security incidents

All suspected security breaches or incidents should be reported immediately to the designated IT point of contact for investigation and resolution. Report any email-related security incidents or breaches to the IT administrator immediately.

## Training and awareness

Temple Guiting Parish Council will, where possible, provide training and resources to educate users about IT security including email security and best practices, privacy concerns, and technology updates.

## Compliance and consequences

Breach of this IT and Email Policy may result in the suspension of IT privileges and further consequences as deemed appropriate.

## Policy review

This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

## Contacts

For IT-related enquiries or assistance, please contact the Clerk.

All staff and councillors are responsible for the safety and security of Temple Guiting Parish Council's IT and email systems. By adhering to this IT and Email Policy, Temple Guiting Parish Council aims to create a secure and efficient IT environment that supports its mission and goals.

Date: 7<sup>th</sup> January 2026

Signature: .....

Kate Mather

Role: Chairman

### Item 11 (c) Reconciliation

<b>Temple Guiting Parish Council</b>			
<b>Bank Reconciliation</b>			
Period 1 April 2025 to 28 December 2026			
Current account 02503759			
	Balance at 28 December 2026	£10,240.55	
Deposit account 07859616			
	Balance at 30 October 2025	£5,420.92	
	Less outstanding payments		£0.00
	Reconciled balance	£15,661.47	
<b>Cashbook summary</b>			
	Opening balance 1 April 2025	£14,892.59	
	Add receipts to date	£8,917.85	
	Less payments to date		£8,148.97
	Cashbook balance	£15,661.47	
Signed:			
Chairman .....			
Clerk & RFO .....			
7th January 2026			