

Cabinet
01/July2026



COTSWOLD
District Council

Minutes of a meeting of Cabinet held on Wednesday, 1 July 2026

Members present:

Mike Evemy (Leader)	Juliet Layton	
Patrick Coleman	Paul Evans	Andrea Pellegram
Tony Dale	Mike McKeown	Tristan Wilkinson

Officers present:

Harrison Bowley, Head of Planning Services	Jane Portman, Chief Executive Officer
Tyler Jardine, Trainee Democratic Services Officer	Stuart Rawlinson, Business Manager Resources, Data and Growth
Geraldine LeCointe, Assistant Director - Planning Services	David Stanley, Deputy Chief Executive and Chief Finance Officer
Nickie Mackenzie-Daste, Senior Democratic Services Officer	

Observers:

Councillor Angus Jenkinson

252 Apologies

There were no apologies for absence.

253 Declarations of Interest

There were no declarations of interest from Members or officers present.

254 Minutes

The purpose of this item was to consider the minutes of Cabinet held on 4 June 2026.

Councillor Andrea Pellegram requested that the word sacks be used in the place of containers on Page 7 of the draft minutes.

Councillor Coleman requested the addition of the word 'to' before the word seek in the Abberley House recommendations on Page 9 of the draft minutes.

The recommendation to approve the amended minutes was proposed by Councillor Juliet Layton and seconded by Councillor Paul Evans.

RESOLVED that, subject to the two amendments above, the minutes of the meeting of the 4 June be approved as a correct record.

Voting

7 For, 0 Against 1 Abstention

To APPROVE the minutes of a meeting of Cabinet held on 4 June 2026. (Resolution)		
Cabinet resolved to APPROVE the minutes of the meeting of Cabinet held on 4 June 2026, subject to the two amendments being made.		
For	Patrick Coleman, Tony Dale, Paul Evans, Mike Evemy, Juliet Layton, Mike McKeown and Andrea Pellegram.	7
Against	None	0
Conflict Of Interests	None	0
Abstain	Tristan Wilkinson	1
Carried		

255 Leader's Announcements

There were no announcements from the Leader.

256 Public Questions

There were no Public questions.

257 Member Questions

There were no Member questions.

258 Schedule of Decisions taken by the Leader of the Council and/or Individual Cabinet Members

The purpose of the report was for Cabinet to note the decisions taken by the Leader and/or Individual Cabinet Members since the agenda for Cabinet 4 June 2026 was published.

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It was noted that the following non-key decisions had been taken by the Cabinet Member for Housing and Planning, Councillor Juliet Layton under delegated authority:

1. Deputy Leader and Cabinet Member for Housing and Planning - Decision meeting 15 June 2026

Decision taken regarding: The Cotswold District Council response to the Reg. 14 Siddington Neighbourhood Plan consultation.

The Cabinet Member for Housing and Planning had considered the recommendations within the report, noted that the consultation had followed due process and accepted the officer recommendations.

The Cabinet Member for Housing and Planning had confirmed their decision to approve the Council's response to the Regulation 14 consultation on the Siddington Draft Neighbourhood Plan 2025–2031 for submission to Siddington Parish Council.

In approving the response, the Cabinet Member had noted that the comments represented a supportive package of officer observations intended to assist Siddington Parish Council in refining the Plan and ensuring that it met the relevant legal and basic conditions prior to its submission under Regulation 15.

Date decision effective: 24 June 2026.

259 Issue(s) Arising from Overview and Scrutiny and/or Audit and Governance

Cabinet noted that the Overview and Scrutiny Committee had met earlier in the week and had pre-scrutinised the following items:

- Financial Performance Report Q4 2025/26
- Service Performance Report Q4 2025/26
- Planning Enforcement Report

As a result of this scrutiny recommendations were made. The recommendations and the Cabinet's response are set out in Annex to this item.

The Leader thanked the Overview and Scrutiny Committee for its scrutiny and confirmed that its recommendations would be referenced during consideration of the relevant agenda items.

260 Planning Enforcement Update

The purpose of this item was to provide an update on the performance, staffing, and capacity of the Planning Enforcement Team following the transition of planning services back into the Council in November 2024 and the subsequent PAS Peer Review.

It summarised progress against the PAS Action Plan, identified continuing service pressures including recruitment challenges and backlog management, and set out the measures underway to improve resilience, service efficiency, and performance. Cabinet

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was asked to consider the progress made, note the areas where performance remained constrained and endorse the Chief Executive's delegated decision to establish a time-limited enforcement leadership role to support service improvement.

Councillor Juliet Layton, Cabinet Member for Planning and Housing, introduced the report and referred to the detailed discussion that had previously taken place at the Overview and Scrutiny Committee. The challenges associated with the Council's existing planning systems and data retrieval processes were highlighted and it was noted that these had become increasingly apparent following the transfer of the service back in-house. It was explained that a temporary leadership post, until 31 March 2028, would provide additional capacity and expertise to oversee improvements to the service, support the implementation of the PAS recommendations, and strengthen the transition arrangements. The additional budget provision for the post would be met from the Council's earmarked Capacity Building Reserve.

The Leader, Councillor Mike Every, advised that the Overview and Scrutiny Committee had considered the wider Planning Enforcement performance report at its meeting on 29 June and invited the Vice-Chair of the Committee to summarise the Committee's observations and recommendations.

Members recognised the significant value of the Planning Compliance and Enforcement service in providing assurance to Members, residents and the wider public, and expressed strong support for further strengthening the service. It was acknowledged that planning enforcement was a high-profile area of the Council's work and one that generated considerable public interest and expectation.

Members welcomed the findings of the PAS review and recognised that substantial work remained to address weaknesses in systems, processes and data management. They supported the appointment of an experienced officer to provide additional leadership and to undertake a comprehensive review of current working practices, with a view to improving performance, resilience and efficiency. The importance of ensuring that adequate resources were made available to support both the review and the reduction of the existing case backlog was emphasised, particularly in advance of local government reorganisation.

Several Members noted that improved digital systems and reporting arrangements would help officers manage cases more effectively, provide greater transparency for Members and residents, and reduce unnecessary administrative activity. It was recognised that the new post should not only address current operational challenges but also identify longer-term improvements to processes and service delivery.

Members also acknowledged the complexity of planning enforcement work, recognising that cases often involved lengthy legal processes, careful consideration of proportionality and expediency, and close collaboration across planning, legal and

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other Council services. Whilst there was broad support for strengthening enforcement activity, Members recognised that enforcement remained a discretionary function and that resources should continue to be focused on those cases where formal action was justified and in the public interest.

Cabinet Members expressed confidence that the appointment would provide valuable additional leadership during a period of significant organisational change and welcomed the opportunity to build a more resilient and effective enforcement service before transition to the future unitary authority.

In summing up the discussion, the Leader thanked officers for their work in managing the service during a challenging period and acknowledged the commitment shown by both the Planning Enforcement Team and the wider planning service. He emphasised the importance of monitoring progress following the appointment and proposed that a performance update be brought back to Cabinet in January 2027. The update would report on service performance, progress against the improvement programme, the impact of the additional leadership capacity, and identify any further resource requirements should they become necessary.

The recommendations were proposed by Councillor Juliet Layton, Cabinet Member for Housing and Planning, seconded by Councillor Mike Evemy and put to the vote.

Voting record:

8 For, 0 Against, 0 Abstentions.

To APPROVE the recommendations of the Planning Update Report (Resolution)		
Cabinet RESOLVED to:		
1. Endorse the Chief Executive's decision under delegated authority (Part C4 of the Constitution and section 112 of the Local Government Act 1972) to establish and appoint to a time-limited Enforcement Leadership role and approve the additional budget provision required to fund the role to be funded from the Council's earmarked 'Capacity Building Reserve'. 2. Consider a further report, at January 2027 Cabinet which would outline the service performance and highlight any problems or particular highlights.		
For	Patrick Coleman, Tony Dale, Paul Evans, Mike Evemy, Juliet Layton, Mike McKeown, Andrea Pellegram and Tristan Wilkinson	8
Against	None	0
Conflict Of Interests	None	0
Abstain	None	0
Carried		

261 Service Performance Report - Q4 2025/26

The purpose of this item was to provide an update on progress against the Council's priorities and service performance for Quarter 4 of 2025/26.

Councillor Mike Evemy, Leader of the Council, introduced the regular quarterly performance report. He noted that overall performance against the Corporate Plan targets remained positive, with a number of indicators exceeding target. In particular, missed bin collections remained below target levels, reflecting continued improvements in waste collection performance. Strong gym membership figures and lower levels of residual household waste were also highlighted as positive outcomes, indicating continued progress in reducing general waste.

Members noted that a small number of performance measures remained below target and had been considered in detail by the Overview and Scrutiny Committee, whose recommendations accompanied the report. Particular concern had been expressed regarding land charges turnaround times, which had not consistently met the 10-day target. It was noted that recruitment to the team had recently taken place and that performance was expected to improve as additional capacity became established.

Members also noted that historic pressures relating to housing benefit and council tax support processing continued to improve, with in-quarter performance showing positive progress. In relation to planning appeals, Members acknowledged that a greater proportion of appeals had been allowed than the Council's target of 30%. Whilst this reflected the continuing impact of the Council's reduced five-year housing land supply, it was noted that performance remained above the Government's threshold for designation. Members also recognised the continued strong performance of the planning service in managing a high volume of applications and noted that planning income had exceeded expectations.

In discussing environmental performance, Members welcomed the continued reduction in residual household waste and acknowledged that, although recycling rates had declined slightly in line with national trends, the Council continued to perform well compared with other authorities and remained within the top quartile nationally. Members also commended the work of the Environmental Services team and Ubico in responding promptly to fly-tipping incidents and undertaking proactive enforcement activity.

Members further welcomed the strong financial performance of a number of climate initiatives, noting that the Council's rooftop solar installation and electric vehicle charging infrastructure had both exceeded projected income and savings, delivering environmental benefits alongside reduced operating costs.

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The Leader also highlighted improvements in council tax support processing times and provided additional context regarding long-term empty homes. Members noted that a significant proportion of empty properties were either actively being marketed for sale or rent, formed part of retirement housing stock, or were subject to probate or other transitional circumstances. It was further noted that officers continued to work proactively with owners to bring long-term empty properties back into use, supported by the Council Tax premium applied to qualifying empty homes.

Cabinet RESOLVED to note the overall progress on the Council's priorities and service performance for Quarter 4 of 2025/26 (January to March 2026).

262 Financial Performance Report - Q4 2025/26

The purpose of this item was to present the final budget monitoring position and financial outturn for the 2025/26 financial year.

Councillor Patrick Coleman, Cabinet Member for Finance, introduced the report, which presented the Council's final financial position for the year ending 31 March 2026. Cabinet was asked to review and note the outturn position, approve the proposed transfers to and from earmarked reserves, and approve the carry forward of an unspent capital budget of £858,000 into the 2026/27 Capital Programme.

Members noted that the financial year had concluded broadly in line with previous quarterly forecasts, with the Council delivering an overall positive financial outcome. It was recognised that prudent financial management throughout the year, together with earlier strategic decisions, had contributed to a strong and resilient financial position. Members also noted the importance of maintaining a transparent, accurate and financially sustainable position in advance of local government reorganisation.

The Deputy Chief Executive highlighted a number of positive financial outcomes, including higher than anticipated planning fee income, stronger than budgeted car parking income, and the benefits arising from vacancy management measures introduced during the year. Members also noted the proposed increase in earmarked reserves, reflecting the Council's prudent approach to managing financial risk, supporting future priorities, and preparing for the transition to local government reorganisation. This included provision for Local Government Reorganisation costs, future Local Plan work, treasury management risks and other identified financial pressures.

Members also considered areas where financial performance had been less favourable. Particular concern was noted regarding the financial outturn reported by UBICO, where the final overspend had increased significantly compared with the Quarter 3 forecast. Officers advised that discussions had already taken place with UBICO management to address forecasting accuracy and financial management, with further meetings planned to ensure closer monitoring and improved budget control during the current financial year.

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The Leader drew Members' attention to the comments of the Overview and Scrutiny Committee, which had expressed concern regarding the UBICO financial outturn and requested that Cabinet continue to monitor the position closely. Members also noted the Committee's support for the allocation of £2 million from reserves towards the Council's share of Local Government Reorganisation costs, whilst recognising that only limited Government funding had been made available and that councils would therefore need to meet a significant proportion of these costs themselves pending future efficiencies arising from reorganisation.

Members welcomed the positive overall financial outturn and recognised the importance of maintaining strong financial resilience during a period of significant organisational change. It was noted that the Council's healthy reserve position provided flexibility to respond to emerging priorities and enabled investment in key service improvements where required. Members also welcomed the prudent approach taken in setting aside funding to manage future risks and support strategic priorities ahead of local government reorganisation.

Cabinet placed on record its appreciation for the work of the Finance Team throughout the year in managing, monitoring and reporting the Council's financial position. Particular thanks were expressed to officers for the quality of financial planning and analysis which had supported informed decision-making and contributed to the Council's continued strong financial standing.

The recommendation was proposed by Councillor Patrick Coleman, seconded by Councillor Tristan Wilkinson and put to the vote.

Voting record:

8 For, 0 Against, 0 Abstentions.

To APPROVE the recommendations of the Financial Performance Report of Q4 2025/26 (Resolution)		
Cabinet RESOLVED to:		
1. Review and note the outturn financial position set out in this report. 2. Approve the transfer to and from reserves as set out in Section 6 and Annex C. 3. Approve the carry forward of unspent capital budget included in paragraph 7.5 of £0.858m into the 2026/27 Capital Programme.		
For	Patrick Coleman, Tony Dale, Paul Evans, Mike Every, Juliet Layton, Mike McKeown, Andrea Pellegram and Tristan Wilkinson	8
Against	None	0
Conflict Of Interests	None	0
Abstain	None	0
Carried		

263 Strategic Risk Register - Q4 2025/26

The purpose of this item was to provide an update on the Strategic Risk Register for Q4 2025/26 and the mitigation measures in place.

Councillor Mike Evemy, Leader of the Council, introduced the report, noting that the Strategic Risk Register would also be considered by the Audit and Governance Committee at its meeting on 27 July. Members were advised that, in accordance with the Council's Constitution, responsibility for overseeing the Council's strategic risks and risk appetite rested with the Audit and Governance Committee. However, it was emphasised that good governance practice also required Cabinet, as the Council's principal decision-making body, to have oversight of the Corporate Risk Register and the opportunity to review, question and challenge its contents.

Members considered the register and sought clarification on terminology used within the document, including references to previous resilience exercises. Officers explained that these referred to multi-agency emergency planning exercises undertaken to test the Council's preparedness for significant incidents, including a prolonged national power outage and a pandemic scenario.

Members noted the importance of maintaining awareness of the Council's principal strategic risks and the actions in place to mitigate them. It was further noted that the Strategic Risk Register would continue to be reviewed on a regular basis and that Cabinet Members, together with the Corporate Leadership Team, had an important role in maintaining oversight of the Council's strategic risks.

Members also noted that the Corporate Risk Register formed part of a wider framework of risk management, with more detailed operational and service-level risk registers maintained across individual service areas. Where appropriate, Members could seek further information on these from the relevant senior officers.

Cabinet RESOLVED to note the Strategic Risk Register and the mitigation measures in place.

264 Next Meeting

It was confirmed that the next meeting of Cabinet would be an Extraordinary Cabinet to consider the draft Local Plan on 6 August 2026, starting at 6.00pm.

The following meeting of Cabinet would be held on 10 September 2026, starting at 6.00pm.

The Meeting commenced at 6.00 pm and closed at 6.55 pm