

MINSTERWORTH PARISH COUNCIL

Minutes of the Parish Council Meeting held on Monday, 12 June 2017, in Minsterworth Village Hall.

PRESENT:

Councillors - R Blowey – Chairman
R Crisp
C Elias - Vice Chairman
S King
C Thomas
County Councillor P Awford
Borough Councillor D Davies
Mrs F Wallbank – Clerk

Parishioners: 6

1 APOLOGIES: Councillors Garbutt and Pearson. The Chairman pointed out the emergency exits.

2 MINUTES OF THE MEETING The minutes of the meeting held on the Tuesday, 2 May 2017, having been circulated with the agenda were agreed and signed.

3 DECLARATION OF INTEREST: Chairman planning application 17/00510/FUL

4 COUNTY COUNCILLORS REPORT:

- Thanked the Councillors for their card
- Trying to get Gloucestershire Highways to cut the verges – supposed to be started on the 5.6.17 – he had even volunteered some of his Highways Local money to get visibility splays done. He will continue to chase Rhodri Grey.

5 TEWKESBURY BOROUGH COUNCIL REPORT:

- Central reservation on the A40 is in an overgrown state – The Clerk pointed out that this was nothing to do with Gloucestershire Highways and was the responsibility of Highways England.

6 PUBLIC COMMENT (MAX 10 MINUTES) Comments received

7 PLANNING

7.1 Applications:

The Chairman left the room whilst this application was discussed.

17/00510/FUL Land at Hector Farm, Hygrove Lane, Minsterworth: S73 application to vary various conditions of 16/00670/OUT

Comments to Tewkesbury Borough Council:

The Parish Council **supports** this application

17/00596/FUL, Holborn House, Main Road Minsterworth: Two storey extension to side and rear of property

Comments to Tewkesbury Borough Council:

The Parish Council has **no objections** to this application

7.2 TBC Decisions:

7.3 Appeals: 15/00749/OUT and 15/01149/OUT Land at Tewkesbury Road, Twigworth: The Clerk reported that the PC's original comments would be submitted to the Planning Inspectorate and it was felt that no further comments needed to be made.

Appeal Decisions: None

7.4 Enforcement Matters: Nothing to report.

Any Other Planning Matters:

Diversion of Footpath EMW17: The Chairman reported that he had met with Suzanne Hopes on site and the diversion had been laid out with rope and the landowner proposes to fence the footpath each side. The Clerk confirmed that no formal application had been received to date.

7.4 Main Sewer System proposal for Minsterworth due to increase of houses: Peter Tonge, Head of Community Services at TBC replied to the Clerk's email saying that the Borough would not get involved in this matter and the PC should contact Severn Trent Water. Clerk to contact them.

8 FINANCIAL MATTERS

8.1 Accounts for payment and receipts:

Mrs F J Wallbank

Salary 1-30 June 2017	365.18		
Underpayment for May	10.00		
Less Tax	<u>23.00</u>	352.18	Cheque No: 101420

Inland Revenue		23.00	Cheque No: 101421
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Parish Magazine Printing:

Printing The Villager		82.90	Cheque No: 101422
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Minsterworth Village Hall: Meeting

2.5.17		28.60	Cheque No: 101423
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Mrs F J Wallbank – Expenses for the period

October 16 to June 17:

Travel:	0.00		
Photocopying	19.40		
Telephone Expenses - £2 p/m	18.00		
Postage, paper etc	13.26		
Use of room Jan-Dec 2016	75.00		
1/3 cost of Microsoft Office	<u>26.66</u>	152.32	Cheque No: 101424
Total:		£639.00	

Receipts:

Donations for The Villager	284.60		
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Total:	£284.60		
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8.2 Financial Statements for the months ended May 2017 was circulated via email and signed by the Chairman.

8.3 Accounts for the financial year ended 31 March 2017 – Consider internal Auditor's report

Clerk reported that Shirley Fowler had completed the Internal Audit and reported as follows:

- Applied the tests as set out in Appendix 8 of the Practitioner's Guide Governance and Accountability in Local Councils in England and Wales and found them to be satisfactory.
- Confirmed that Risk management procedures currently in place are completely appropriate, sufficient and very well monitored in accordance to the Risk Management file.
- Tested payment procedures as against receipts/invoices, cheques drawn and bank statement entries and found these to be satisfactory, also leaving a good audit trail.

Shirley therefore completed and signed Annual Internal Audit Report section of the accounts. She had submitted her invoice for these services.

8.4 Accounts for the financial year ended 31 March 2017 – Sign Statement of Assurance Statement

The Clerk had circulated a copy to all Councillors and went through it with them and she and the Chairman signed the Statement.

8.5 Accounts for the financial year ended 31 March 2017 – Signing of Accounts: The Clerk had circulated a copy to all Councillors and went through it with them and she and the Chairman signed the Accounts.

9 MATTERS ARISING:

9.1 Highway Matters:

Field House, Main Road: Councillor Crisp reported that a parishioner had raised concern about the stones and large flower tubs at the entrance to the property and was worried that someone could either walk or cycle into them in the dark. CC Awford said he would report to Rhodri Grey.

Road Signs & Central Island: Signs for Oakle Street, Church Lane, and two near Deep Furrow. Chevrons by Wild Goose Layby – all still require attention. Chairman will contact Rhodri Grey again and see if can arrange a site meeting to discuss.

A48 Meeting: Councillor Crisp said that he had attended the recent meeting and reported the chevrons at Wild Goose Layby required attention.

Additional Litterbin at Downs Bridge Layby: No further progress. Chairman will contact Rhodri Grey again

9.2 Affordable Housing Scheme: The Chairman reported:

- There are still issues concerning the access.
- Erin Davies is leaving TBC on the 7 August – PC to send a leaving card as she has really been most helpful to the PC.
- HCA Grant delayed for a further few months.
- Netting on the hedges to be replaced

9.3 Service Village Forum: No further update.

9.4 Village Green: Letters had been sent to the people concerned about the cutting of the green. It was agreed to send an annual letter. Compliments had been received about what a good job Chris King had done at Ham Green. This matter can now come off the agenda.

9.5 Flood Resilience: Building had been erected.

9.6 Broadband: Councillor Pearson was attending the broadband meeting hosted by GRCC and will report at the July meeting.

9.7 Report from Village Hall representative: Councillor Elias reported that the storage unit had been delivered and erected and the next stage would be to discuss what resilience equipment is going in the unit. There was a Committee Meeting on Tuesday 13 June and the AGM is on Tuesday, 20 June and was being held at the Church.

9.8 Provision of additional Dog Litter Bins: No response to article in The Villager. Repeat in the July edition.

9.9 Parishioner Database: The Chairman reported that he had been in contact with Maismore and Upleadon Parish Councils to discuss what system they used. He will circulate the emails concerning this matter to the other Councillors.

10 CORRESPONDENCE:

10.1 Seafarers: Fly the red ensign for Merchant Navy day 3 September 2017: The Clerk passed the information to Councillor Elias to pass onto the Village Hall Committee for their attention.

11 MATTERS RAISED FOR NOTIFICATION:

Hygrove House Open Day Saturday 23 September 2017

May Bore: There was not a toilet for the Bore on the 27 May despite having agreed to have one at the March meeting. The Clerk apologized and said that she had forgotten to order a toilet to be delivered. Councillor Thomas said that the Church had to open up the toilet for people to use and wondered the Church were wondering if the PC would be willing to make a donation to the Church towards having the septic tank emptied. The Councillors felt that this was only fair and asked for the Church to write into the PC. Next Bore 21-24 August.

12 DATE FOR NEXT MEETING: Monday, 10 July 2017 at 7.30pm

The meeting closed 8.28pm.