

MINSTERWORTH PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held on Monday, 13 May 2013, in Minsterworth Village Hall.

PRESENT:

Councillors - R Blowey
R Crisp
R Few – Chairman
S King
C Thomas
Borough Councillor D Davies
County Councillor Awford (partial attendance)
Mrs F Wallbank – Clerk

Parishioners: 3

1 APOLOGIES: Councillor Garbutt and Ruffley. County Councillor Awford will be late.

2 MINUTES OF THE MEETINGS held on Monday, 11 March and 8 April 2013 were agreed and signed.

3 ELECTION OF OFFICERS AND DECLARATIONS OF ACCEPTANCE

Councillor Thomas proposed that Councillor Richard Few continued as Chairman for another year and Councillor Crisp seconded the proposal. Councillor Few accepted the position agreeing to act as Chairman for another year only and signed the Declaration of Acceptance. Re Vice Chairman Councillor Thomas proposed that Councillor Simon Ruffley continued as Vice and this was seconded by Councillor Crisp. Although Councillor Ruffley was not present the Chairman had spoken to him prior the meeting and Councillor Ruffley said that he would be prepared to continue as Vice-Chairman.

4 DECLARATION OF INTEREST: None

5 APPOINTMENT OF:

Snow Warden	Cathy Thomas
Flood Warden	Cathy Thomas
Village Hall Committee Trustee	Simon Ruffley
A48 Meeting Representative	Rod Crisp

6 COUNTY COUNCILLORS REPORT: Not present

7 BOROUGH COUNCILLORS REPORT: As follows:

- TBC have a new telephone system in operation and it was proving to be a success.
- With the new organization taking place the Parish Council will see a big improvement in the Planning Department.

8 PUBLIC COMMENT (MAX 10 MINUTES):

9 PLANNING

9.1 Applications:

13/00401/FUL Cura, Main Road, Minsterworth: Erection of an attached garage.

Comments to Tewkesbury Borough Council:

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

9.2 Decisions:

13/00075/FUL Deepfurrow Bungalow, Main Road, Minsterworth: Proposed extended length of existing dropped kerb at junction with the Main Road from the existing driveway - **Granted**

9.3 Appeals/Appeal Decisions/Site Inspections

Land at North and South Stables: Site inspection by Committee on 30.4.13: Attended by the Chairman he reported he had made the following points

- Recently there had been a maximum of two caravans on the adjacent site although that day there were more
- Increase of traffic movements on a narrow lane
- The applicant does not in fact live in Minsterworth and already has another site in the village.

The Councillors felt that the Clerk should send an email to the Planning Officer and ask for it to be read out at the planning meeting reiterating the points made at the site visit and adding that there is currently a far higher proportion of travellers versus local residents in Minsterworth than the National Average. Also Councillors would like to query why a landscaping schedule had been included when only temporary permission had been applied for.

9.4 Enforcement Matters:

The Lodge, Hygrove: The Clerk had email Paul Skelton for an update re the two enforcement notices issued in 2005 relating to the use of land as a gypsy site and removal of associated development. He replied

As the Parish Council will be aware planning permission was granted on a temporary basis for the use of two sites at the lodge for use as gypsy sites for (i) 15 pitches and (ii) for applicants immediate dependants and their families to site 3 touring caravans and one mobile home.

The granting of a temporary permission does not extinguish an extant enforcement notice however such a permission would effectively hold the requirements of the notices in abeyance for the life of the temporary planning permission after which time the Enforcement Notices would become effective. The temporary permissions were granted for a period of 3 years from 11th February 2011. As such the applicant can use the land in accordance with the permission granted on appeal until 10th February 2014, after which time the enforcement notices will take effect again.

10 FINANCIAL MATTERS

10.1 Accounts for payment and receipts:

Mrs F J Wallbank –

Salary 1-30 April 2013	317.64		
Salary 1-31 May 2013	317.64		
Less Tax	<u>105.40</u>	529.88	Cheque No: 101175

Inland Revenue: Tax for FJW		105.40	Cheque No: 101176
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Minsterworth Village Hall – Hire of Hall:

PC meeting -11.03.13	28.60		
8.4.13	28.60		
Annual Grant re The Villager	<u>400.00</u>	457.20	Cheque No: 101177

GAPTC – annual subscription			
1 April 2012 - To 31 March 2013		100.83	Cheque No: 101178

Came & Co renewal due 1 June 2013		318.69	Cheque No: 101179
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Shirley Fowler – fee for carrying out

Internal Audit of accounts for the financial year			
Ended 31 March 2013		35.00	Cheque No: 101180

Total Payments **£1547.00**

Receipts

Hm Revenue & Customs refund 137.49

Precept 6722.00

Total Receipts £6859.49

10.2 Financial Statement for the month ended March 2013 was circulated – contents noted.

10.3 Accounts for the year ended 31 March 2013 –Signing: 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.
- Understands that no Petty Cash system operates within the Parish Council

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

The Clerk circulated copies of the accounts and took the Councillors through and completed the Statement of Assurance. The accounts were agreed and then signed and dated by the Chairman and Clerk.

10.4 Salary Increase – Clerk: It was agreed that her salary would be increased by 3.3% in line with the current RPI which represents £10.48 per month. The Clerk thanked the Councillors.

10.5 Purchase of a litterbin for the lay-by by Copse House Farm: The Clerk reported the cost of a Nickleby litterbin which is the same bin at Hygrove Bus Shelter would be £67.90 plus VAT and holds 45 litres. Councillors did not feel it would be big enough and asked the Clerk to find out the cost of a larger bin with a covered top – they did not feel it had to have a lock. Councillor Davies thought that Mr Twigg the owner of Copse House Farm was willing to pay half the cost. It was agreed that the Clerk should contact him. They agreed that if this was the case the PC would be happy to pay £100 if Mr Twigg paid £100 as well. Councillor Davies confirmed that TBC would empty the bin on a weekly basis.

County Councillor Awford entered.

The Chairman invited him to give his report as he had to attend the Maisemore Parish Council meeting. County Councillor Awford reported as follows:

- Had received drawings from Richard Waters on the proposed scheme for the turning to Church Lane from the A48. County Councillor Awford said it was very similar to the second part of the school safety zone that Gloucestershire Highways were going to carry out some years ago but had to cancel it due to lack of funds. This is will quite a costly scheme and has offered to add some of his allocated money for Highways to Richard Waters. Councillors were quite pleased with the proposed scheme but felt that it would be a good idea if Richard Waters could attend the next PC meeting and present the scheme and answer any questions people may have.
- There will be major re-surfacing works carried out in August on the A417 from the Over roundabout to the M50 junction – this will obviously cause traffic problems as the road will have to be closed in three sections.

11 MATTERS ARISING:

11.1 Report from representative of Village Hall Committee: Not present

11.2. Highway Matters:

Bury Lane: 6 defects identified and repaired on 26 February.

Church Lane: 2 potholes identified and repaired on the 25 February.

Crash Barrier: Repairs works have been completed.

Footpath EMW/8: No further update **EMW 7:** The Clerk reported that Suzanne Hopes had inspected the footpath and seen the localized spots where the bank is eroding. She contacted the EA to ask if they can do anything to prevent further erosion but they do not have any plans or funds to carry out any works. The erosion is not a flood risk issue as no flood defences are in danger of being breached and the garden of the property has significant capacity for flooding before any residential property is likely to be affected. Likewise the GCC certainly has no funds or capability to carry out bank works. Although the footpath runs close to the area that is being eroded, there is no immediate danger to walkers when using the path.

A48 Meeting: Wednesday, 22 May 2-3pm in Westbury-on-Severn Parish Hall. Councillor Crisp said he would attend.

11.3 Review of Severn Estuary Strategy: The Chairman reported:

- He arranged a meeting with Dyfed Evans for Thursday, 16 May at 9am and would show him how the tip has had an effect on the land at Cornham etc.
- The EA will not be carrying out any mowing from Minsterworth Village to Tewkesbury and will also be doing minimal maintenance of the outfalls. This will affect walkers as less trimming will be carried out. The Chairman said it appears that the EA wanted farmers to take over the management of the footpaths.
- The Strategy will be out for consultation this month and the Simon Cullen has offered to come along to the Parish to discuss for required.

11.4 Affordable Housing Scheme: The Chairman reported that he had spoken with Frances Evans that day and there was nothing further to report. TBC had not received a response from Highways regarding the suitability of the several sites that had been put forward. She said she would get back to the Parish Council by the end of the week. Councillors felt that the Parish Council had been trying for over a year now to progress this matter but had made little headway due to the TBC. Borough Councillor Davies said he would speak with the various people at TBC and try to get things moving forward.

11.5 Closure of Minsterworth Post Office: The Post Office closed on the 1 May due to the Postmaster's ill health. The Clerk had been in correspondence with Neil Jenkins from the Post Office. It is the Post Office's intention to maintain the post office network and they will look at providing an appropriate service. This would be by way of a hosted outreach part time service delivered by an existing Sub-postmaster from a nearby branch for a set number of hours per week in a location such as a pub, village hall, church vestry or other suitable location. The Clerk said that she had spoken to the Chairman at Minsterworth Parish Council

11.6 Dog Fouling: It was agreed that Councillor Thomas should raise at the next Governors meeting whether the children might like to design some posters to ensure residents walking along the footway adjacent to the A48 clear up after their dogs. Roger Blowey also said that a lot of people would not realize how harmful dogs mess is to other animals and agreed to write a piece for the June edition of The Villager.

10 CORRESPONDENCE: Any Other Correspondence:

Gloucester City Council – Gloucester City Plan Site Options Consultation: This document is open for consultation from 13 May until 12 July 2013. Borough Councillor Davies reported that there is no provision for any more traveler pitches in the Plan which should be addressed. Discuss at the June meeting.

11 MATTERS RAISED FOR NOTIFICATION: None

13 DATE FOR NEXT MEETING: Monday 10 June 2013 at 7.30pm

The meeting closed 8.45pm.