

MINSTERWORTH PARISH COUNCIL

Minutes of the Annual Council Meeting held on Monday, 9 May 2011, in Minsterworth Village Hall.

PRESENT:

Councillors - R Blowey
R Crisp
R Few - Chairman
S King
S Ruffley – Vice Chairman
C Thomas
County Councillor Phil Awford (partial attendance)
Borough Councillor Derek Davies
Mrs F Wallbank – Clerk
Parishioners: 4 (some partial attendance)

1 DECLARATIONS OF ACCEPTANCE - ELECTION OF OFFICERS

All Councillors signed the Declaration of Acceptance forms and witnessed by the Clerk. Councillors completed their register of Members Interest forms for the Clerk to forward to TBC. Councillor Few asked for nominations for the Chair – Councillor Blowey proposed that Councillor Few continued as Chairman and Councillor Thomas seconded the proposal. All in favour. Councillor Few accepted the post and signed the Declaration of Acceptance as Chair. The Chairman then asked for nominations for Vice-Chairman – Councillor Thomas proposed Councillor Ruffley to continue as Vice-Chair – and Councillor Crisp seconded the proposal. All in favour and Councillor Ruffley accepted the post.

2 APOLOGIES –None. The Chairman pointed out the emergency exits. He reported that Councillors Bourne and Simms were standing down as Councillors and took the opportunity to thank them for all their support as Chairman and for all their work in connection with the Parish Council. He welcomed Roger Blowey as Councillor and congratulated Phil Awford and Derek Davies on being re-elected.

3 MINUTES OF THE MEETING The minutes of the meeting held on the Monday, 7 March 2011, having been circulated with the agenda were amended with Councillor Thomas as partial attendance they were then agreed and signed.

4 APPOINTMENT OF:

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

Clerk to check that Pete Thomas was still willing to act as Neighbourhood Watch Co-ordinator.

5 DECLARATION OF INTEREST: None

6 COUNTY COUNCILLORS REPORT:

- A consultation will take place on the future of the bus services
- Cabinet will be cut by two members
- It will be a hard year

The Chairman reported that the flashing school light was obscured by trees. County Councillor Awford agreed to look into this and Councillor Ruffley said he would bring it up at the next Village Hall meeting.

7 TEWKESBURY BOROUGH COUNCIL REPORT:

- The Council has been in purdah
- No business has taken place in the District or the County due to the elections. He was delighted to be re-elected for another 4 years and looking forward to representing Minsterworth.
- Following the elections there has been a political change at TBC – 24 Conservatives, 11 Lib-Dems and 3 Independent
- One benefit will be in planning and once the Localism Bill has been finalised there will be big changes in planning rules and regulations.

8 PUBLIC COMMENT (MAX 10 MINUTES)

9 PLANNING

9.1 Applications:

11/00330/FUL St Peters Church, Church Lane, Minsterworth: Erection of a replacement WC compartment attached to the west end of the knave exterior. Installation of new cess pit and connecting drainage servicing the WC and the kitchen

Comments to Tewkesbury Borough Council:

The Parish Council **supports** this application however would like TBC to clarify the type of drainage system to be used and if there will be a run off pipe?

9.2 TBC Decisions:

10/01369/FUL Rosedale House, Main Road, Minsterworth: Removal of side garage and replace with new garage – **Granted**

11/00038FUL Copse House Farm, Main Road, Minsterworth: Two storey rear extension - **Granted**

9.3 Appeals/Appeal Decisions: None

9.4 Enforcement consultation – The Clerk had circulated an email received from Paul Skelton – regarding the **walls at Starcroft Lane** he confirmed that they were permitted development and agreed at the time of the appeal. The walls were not part of the enforcement notice.

Re The Firs – he had spoken with the Building Control Team who had confirmed the footings had been excavated and confirmed as acceptable for the proposals. Councillors were furious with this response and wanted to know what proposals he was referring to – also David Taylor had said that a planning application would be received in November and nothing had been received to date. Regarding the Council Tax Ratings Paul Skelton stated that the Revenues and Benefits Manager will make a note of the change and when the property comes up for resale they will notify the Valuation Office Agency who will revalue the property for Council Tax and if the value goes up the new owner will have to pay the new property band.

The Councillors were extremely dissatisfied with this reply and it was agreed that the Clerk should write to Mella McMahon with copies to Mike Dawson and Derek Davies and ask why it has taken since the 14 February to supply this basic information.

Re The Coach House Paul Skelton reported that the site was visited by a Senior Planning Officer and one of the Planning Investigations Team on 3 April. The Officers were shown the upstairs room, which was alleged to be where the owners had been unlawfully sleeping. This room was instead used as a games area and for storage. Within the mobile home, sited next to the day room, the Officers were shown the owners' living accommodation, which consisted of two bedrooms, utility room/kitchen and a living room. The layout of the mobile home was the same as when a previous unannounced visit was made in February. Councillors wanted to know whether the recent visit and the one on made on the 3 April were announced or unannounced visits?

Any Other Planning Matters

Planning Training – GAPTC are running a second briefing session with the Local Planning Authority outlining their current planning approach, the role of Parish and Town Councils and

possible future changes in the Localism Bill. The event is on Monday, 4 July at TBC offices 6-8pm. The Chairman and Councillor King said they would attend.

10 FINANCIAL MATTERS

10.1 Accounts for payment and receipts

Mrs F J Wallbank –

Salary 1-30 April 2011	294.81		
Salary 1-31 May 2011	294.81		
Less Tax	<u>117.80</u>	471.82	Cheque No: 101078

Inland Revenue:

Tax for FJW	117.80		
Employers National Insurance for April and May	<u>0.08</u>	117.88	Cheque No: 101079

Minsterworth Village Hall – Hire of Hall:

PC meeting 11.4.11		28.60	Cheque No: 101080
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Brandon Hire – hire of toilet for 18-23.3.11	50.00		
	<u>VAT 10.00</u>	60.00	Cheque No: 101081

GAPTC – annual subscription 1 April 2011 - To 31 March 2012		94.56	Cheque No: 101082
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Print by Design - Printing Annual Meeting Leaflet as agreed		87.00	Cheque No: 101083
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Cathy Thomas – refund of refreshments for APM		7.52	Cheque No: 101085
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Aon Insurance – Renewal of premium due 1 June 2011 599.82 Cheque No: 101084
The above cheque was cancelled as Clerk negotiated a reduction in the renewal premium. Replaced with the following cheque:

Aon Insurance – Renewal of premium due 1 June 2011		547.24	Cheque No: 101086
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Total Payments		£1414.62	
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Receipts

Precept		6240.00	
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HM Customs & Excise VAT refund		191.26	
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(This figure was taken into account for the Financial year ended 31 March 2011)

Total Receipts		£6431.26	
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The Clerk said that she was concerned about the amount the Insurance had been increased – over £80 and said that she would contact Aon to see if they would reduce the premium. The Chairman said that the next year the Parish Council should obtain other quotes to ensure that they are getting “Best Value”.

10.2 Financial Statement for the month ended April 2011 was circulated – contents noted

10.3 Accounts for the year ended 31 March 2011 The 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.

The Clerk took the Councillors through the Annual Governance Statement and this was completed.

It was agreed that the Chairman and Clerk should sign the accounts.

10.5 Salary Increase for the Clerk – The Clerk left the room whilst this matter was discussed. It was agreed to increase give the Clerk an increase of £11.79 per month.

11 MATTERS ARISING:

11.1 Report from representative of Village Hall Committee – Nothing really to report.

11.2. Highway Matters:

Manhole Cover opposite Severn Bank – This has badly sunk – Clerk to report to Richard Gray
Watery Lane – is in urgent need of resurfacing.

Signs – Councillor Ruffley reported that the various signs had been replaced.

Sign for Minsterworth has a branch covering it and is dirty – the Chairman said he would sort this out.

Speeding Vehicles – Councillor Ruffley asked what could be done to slow the traffic down on Church Lane – he saw a resident in a disabled buggy narrowly being hit by a vehicle on Church Lane. Various options were discussed and it was decided to produce several A3 signs saying “Thank you for Driving Slowly”.

11.3 Co-option of one Parish Councillor – The Clerk said that she had put up notices advertising that there was one seat for a Councillor and this would be dealt with by co-option. Applications to be received by Friday, 3 June and would be considered by the Councillors at the meeting on Monday, 13 June 2011. The clerk said that Mr Powell had expressed an interest in being co-opted.

12 CORRESPONDENCE

12.1 TBC: Concept for Working with Local Communities in Tewkesbury Borough - A discussion took place on this document and several Councillors who had read the document said that the general tone was that TBC would no longer have the staff or resources to provide certain services and therefore would relinquish their responsibility. Councillors felt the response to this consultation document from Parishes would be very varied and this could create great difficulties. It was agreed that Councillor Blowey would put his thoughts/comments together and circulate them for discussion and to formulate a response at the June meeting. Responses by 24 June.

13 DATE FOR NEXT MEETING: Monday, 13 June 2011 at 7.30pm

The Chairman reminded those present about the 90th Birthday Celebrations of the RBL taking place at the Village Hall on Sunday, 29 May commencing at 12 noon.

Councillor Thomas said that cream teas will be served at the Church on Sunday, 22 May 2-4pm.

The meeting closed 8.55pm.