

MINSTERWORTH PARISH COUNCIL

Minutes of the Annual Council Meeting held on Monday, 14 May 2012, in Minsterworth Village Hall.

PRESENT:

Councillors - R Blowey (partial attendance)
R Crisp
R Few
N Garbutt
S Ruffley – Vice Chairman
C Thomas
Borough Councillor D Davies
Mrs F Wallbank –Clerk

Parishioners: 2

1 APOLOGIES - Councillor King and County Councillor Awford

2 MINUTES OF THE MEETING held on Monday, 12 March 2012 were agreed and signed after one typo was amended

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 Crisp proposed that Councillor Simon Ruffley continued as Vice and this was seconded by Councillor Thomas. Councillor Ruffley agreed to continue as Vice-Chairman.

4 DECLARATION OF INTEREST: None

5 APPOINTMENT OF:

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

6 COUNTY COUNCILLORS REPORT: Not present

7 BOROUGH COUNCILLORS REPORT: As follows:

- Busy with Mayor making arrangements so had nothing to report.

8 PUBLIC COMMENT (MAX 10 MINUTES)

Councillor Blowey entered

9 PLANNING

9.1 Applications: None

9.2 TBC Decisions:

12/00135/FUL The Ryders, Minsterworth: Proposed replacement dwelling - **Granted**

9.3 Appeals/Appeal Decisions: None

Any Other Planning Matters:

Number of Traveller's Sites/Pitches – Following the Clerk's email expressing the Parish Council's concern that they were again having to consider an application for further pitches in Minsterworth due to the lack of new pitches being provided by TBC the Clerk read out the reply

received from Nigel Gilmore stating that in the JCS “Developing the Preferred Option” there was a short section which dealt with the policy context for this. However, this was a forerunner to fuller strategic development policies on gypsy and traveller accommodation which will be included in the next consultation stage for the JCS later this year. He also referred the PC to the new Government guidelines on this issue. Borough Councillor Davies said that this document will give a “more level playing field” for dealing with traveller sites.

The Firs, Main Road – The Clerk had emailed Andy Powick several times asking what the current situation was as the Enforcement notice had been served on the property stating that as from the 11 November 2011 the occupiers had three months to cease the use of the garage as a residential dwelling. She then had to email Mella McMahon and finally got a reply from Paul Skelton stating that the notice had not been complied with. The owner’s agents had asked for the opportunity to submit a retrospective application but TBC do not feel it was appropriate as the applicant had had the opportunity to apply over a long period of time and could have appealed against the notice which he had failed to do within the requisite period. TBC anticipate that a report will go to planning committee on 12 June seeking authority to prosecute against non-compliance with the enforcement notice.

Councillors reported that there were more caravans on the site and feels that Minsterworth constantly has a “raw deal” when it comes to planning. It was agreed that the Clerk replied to Paul Skelton’s email requesting confirmation in writing that this matter will go to the planning committee on the 12 June and is dealt with in a timely manner

10 FINANCIAL MATTERS

10.1 Insurance Renewal – The Clerk reported that the renewal notice had come in from Aon and the premium was £563.19. She reported that she had contacted Zurich and Came & Co for quotations which were as follows:

- Zurich £463.27 for one year or £440.41 for a 3 year LTA
- Came & Co (Avia) £342.83 for one year or £325.69 for a 3 year LTA – excess £250

On receipt of these quotations she had contacted Aon who had agreed to match Came & Co’s figure of £325.69 for a 3 year LTA. A short discussion took place and it was agreed to go with Came & Co.

10.2 Accounts for payment and receipts:

Mrs F J Wallbank –

Salary 1-30 April 2012	306.60		
Salary 1-31 May 2012	306.60		
Less Tax	<u>122.60</u>	490.60	Cheque No: 101128

Inland Revenue: Tax for FJW		122.60	Cheque No: 101129
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Minsterworth Village Hall – Hire of Hall:

PC meeting -12.03.12	28.60		
2.4.12	28.60		
Annual Grant re The Villager	<u>400.00</u>	457.20	Cheque No: 101130

Print by Design – photocopying Annual Parish Leaflet		81.00	Cheque No: 101131
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Brandon Hire – hire of toilet for

9.3.12- 12.3.12	50.00		
5.4.12-7.4.12	50.00		
	<u>VAT 20.00</u>	120.00	Cheque No: 101132

GAPTC – annual subscription

1 April 2012 - To 31 March 2013		102.70	Cheque No: 101133
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Running Imp cost of Diamond Jubilee Mugs			
109 in total	277.95		
Screen charge	29.00		
P&P (Split with Westbury)	15.48		
	<u>VAT 64.49</u>	386.92	Cheque No: 101134
Came & Co Insurance due 1 June 2012		325.69	Cheque No: 101135
Total Payments		£2086.71	

Receipts

HM Revenue & Customs refund	71.38
Precept	6360.00

Allianz Insurance – excess refund recovered from
Third party insurers 125.50

Total Receipts £6556.88

10.3 Financial Statement for the month ended April 2012 was circulated – contents noted.

10.4 Accounts for the year ended 31 March 2012 –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 and had increased her charge by £5 for this year. The Councillors were happy with this increase.

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.

10.5 Salary Increase – Clerk The Clerk left the room whilst this matter was discussed. It was agreed that her salary would be increased by £11.04 a month. The Clerk thanked the Councillors.

11 MATTERS ARISING:

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

11.2.Highway Matters:

Road to Mrs Trigg’s property – is in a dreadful condition - Chairman to raise with Richard Waters.

Sunken manhole cover near Church Lane – This has still not been attended to. Chairman to raise with Richard Waters on site meeting.

Replacement Water Main/Road Closure – Contractors are going to make the connection the supply from Water Lane to High Cross.

Watery Lane – Chairman to raise with Richard Waters.

Verges – These are overgrown.

11.3 Queen’s Diamond Jubilee Celebrations – Councillor Thomas went through the programme of the Queen and Duke of Edinburgh arriving by boat and the procession up through the village. The fete at the Village Hall would commence at 3pm for a “fun afternoon” along with a dog show and would finish at 5pm and a BBQ would follow with casual music and a live band. The Parish Council would sell the mugs at the fete.

Re presenting the mugs to the school children the Clerk reported that she had spoken with the school secretary and had made a provisional date of Friday, 1 June at 9.15am. Councillor Thomas said that would speak to the school to confirm whether the Friday or the Thursday.

The Chairman said that he would like to donate a tree to be planted by the Parish Council to mark the occasion. Councillor Thomas said that the school children had been growing trees over some years now and were already donating a tree for the Queen and Duke of Edinburgh to plant at the Church and was certain there would very happy to donate several trees to the Parish Council. It was agreed that the Parish Council should write to the School Council requesting three trees and for these to be planted at Calcotts Green.

11.4 Review of Severn Estuary Strategy – No further update.

11.5 Welcoming of New Residents in the Village – The Councillors had several copies of the leaflet and it was agreed when anyone new moved into the area they were responsible for, they would deliver a leaflet and introduce themselves.

11.6 Affordable Housing Scheme – Councillor Blowey had spoken to Frances Evans who had agreed to meet with several Councillors for a tour of the village on Monday, 21 May to meet at the Village Hall. She would like a map of the village and a copy of the Housing Needs Survey. Clerk to action.

12 CORRESPONDENCE: None

13 MATTERS RAISED FOR NOTIFICATION:

The Chairman reported that Roger Dauncey was not well and the Parish Council sent their best wishes to him along with Arthur Rigby and Dave King.

14 DATE FOR NEXT MEETING: Monday, 11 June 2012 at 7.30pm

The meeting closed 8.55pm.