

MINSTERWORTH PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held on Monday 15 May 2019, in Minsterworth Village Hall.

PRESENT:

Councillors - R Blowey – Chairman
R Crisp
N Garbutt
S Ingham
S King
N Powell
C Thomas
Borough Councillor J Smith
County Councillor P Awford
Mrs F Wallbank – Clerk

Parishioners: 5

The Chairman pointed out the emergency exits and welcomed Nic Powell as the new Councillor and Jill Smith as the new Borough Councillor.

1 APOLOGIES: None

2 DECLARATION OF ACCEPTANCE - ELECTION OF OFFICERS

All Councillors signed their Declaration of Acceptance and the Clerk was the witness. The Clerk asked for nominations for Chairman – Councillor Ingham proposed Councillor Blowey to continue as Chair – and Councillor Garbutt seconded the proposal. All voted in favour and Councillor Blowey accepted the post and signed the Declaration of Acceptance. It was agreed not to appoint a Vice-Chair at this stage

3 MINUTES OF THE MEETING The minutes of the meeting held on the Monday, 11 March 2019 having been circulated with the agenda were agreed and signed.

4 DECLARATION OF INTEREST: None

5 APPOINTMENT OF:

| | |
|--------------------------------|--------------|
| Snow Warden | Cathy Thomas |
| Flood Warden | Cathy Thomas |
| Village Hall Committee Trustee | Roger Blowey |
| A48 Meeting Representative | Rod Crisp |

6 COUNTY COUNCILLORS REPORT:

- Severn Trent have agreed not to shut the B4215 for the necessary works. Most of the work will be across fields.
- Met with Craig Freeman to go through the jobs he proposes to undertake with this Highway Local funding. The repairs to the footway near Downs Bridge have been agreed however no date has been set.
- Verge cutting – no date has been set however the grass is getting quite long.
- Planning application between Merville and Enderley – Highways has raised no objection.
- The IDB normally appoint committee members through the Borough Council but he will be nominated directly. The ditch by the Church has still not been cleared by the IDB. Councillor Thomas said the IDB should be back again at the end of the year.

Councillor Crisp reported Western Power had spilt orange paint down the middle of Pound Lane and it looks unsightly. CC Awford that he would ask Highways if they had any comeback with the contractors.

7 TEWKESBURY BOROUGH COUNCIL REPORT: Borough Councillor Smith said she would take up the problem with the bin in the layby just after the Highnam roundabout as it appeared to have been burnt. The Chairman said that the current bin is not big enough and needs to be replaced by a larger one.

8 PUBLIC COMMENT (MAX 10 MINUTES) Received

Ditch Needs Clearing out along the Footpath from the post box down to the Church. The Chairman reported that he had shown this to the footpaths officer who had responded. The response would be forwarded.

9 FINANCIAL MATTERS

9.1 Accounts for payment and receipts:

| | | | |
|--|--------------|--------|-------------------|
| Mrs F J Wallbank – | | | |
| Salary 1-31 May 2019 | 376.14 | | |
| Less Tax | <u>12.40</u> | 363.74 | Via Bank Transfer |
| Inland Revenue: Tax for FJW | | 12.40 | Via Bank Transfer |
| Refund due to Clerk | | | |
| Minsterworth Village Hall – Hire of Hall: | | | |
| PC meeting - 10.4.19 | | 28.60 | Via Bank Transfer |
| Came & Company: Insurance renewal due | | | |
| 1 June 2019 | | 387.15 | Via Bank Transfer |
| The Villager Printing: | | | |
| The Villager - April | 90.63 | | |
| APA Leaflet | 50.60 | | |
| Less discount | 24.00 | | |
| The Villager – May | <u>77.30</u> | 194.53 | Via Bank Transfer |
| Registration to ICO to comply with the | | | |
| GDPR (refund due to Clerk) | | 40.00 | Via Bank Transfer |
| Shirley Fowler: Fees for carrying out internal | | | |
| Audit | | 50.00 | Via Bank Transfer |
| Cost of shield anchor – refund due to R Blowey | | 4.49 | Via Bank Transfer |

| | | | |
|---|------------------|-------|-------------------|
| Brandon Hire plc: Hire of toilet for period 20-26.3.19 | 81.75 | | |
| | <u>VAT 16.35</u> | 98.10 | Via Bank Transfer |

| | | | |
|--|-------|-----------------|-------------------|
| AGP Garden Services: Cutting Minsterworth Park 1, 17 & 29 April | 96.00 | | Via Bank Transfer |
| Total Payments | | £1275.01 | |

Receipts

| | |
|-----------------------|-----------------|
| TBC Precept | 8500.00 |
| Total Receipts | £8500.00 |

9.2 Financial Statements for the months ended March and April 2019 was circulated via email and signed by the Chairman.

9.3 Proposed Salary Increase: It was agreed to award the Clerk an increase of £11.28 per month which represents a 3% increase. The Clerk thanked the Councillors.

9.4 Accounts for the financial year ended 31 March 2019:

Declaration of exemption by external auditors of a limited assurance review: Certificate of Exemption is to be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 and wish to certify themselves as exempt from a limited assurance review. It was agreed to sign the Certificate of Exemption and return to the external auditor.

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.

9.5 Accounts for the financial year ended 31 March 2019 – 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.

9.6 Accounts for the financial year ended 31 March 2019 – 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.

Councillor Ingham would like the Annual Accounts presented at the Annual Parish Meeting. The Clerk said that the accounts would not be finalised in time for an April meeting. A short discussion took place regarding holding the APA prior to the ACM in May.

9.7 Training Courses: It was agreed that the Councillor Powell would attend the Being a Better Councillor – 26 June, Highnam; Chairmanship Skills – 3 July and Planning applications from the perspective of town and parish councils – 17 September, Highnam. Councillor Thomas said she would also like to attend the training on 17 September however would need to check her diary.

GAPTC Chairmanship Course to be held on the 26 June 2018 at a cost of £50.

10 MATTERS ARISING:

10.1 Report from Village Hall Representative: Councillor Blowey reported the kitchen has been completed, energy audit has been completed, survey on building has taken place, walls insulated, the British Legion room to be decorated. The next major event is the fete. AGM Tuesday, 14 May 2019.

10.2 Minsterworth Park: The Chairman reported the grass has been cut three times during April. Several Councillors enquired how many cuts had been agreed for the Park and the Chairman said that this had not been agreed and would obtain this in writing. Councillor Ingham asked if the front grass area could be included in the cut. The weeds have been sprayed. Some of the grass turves have not

taken. Councillor Ingham said she would hold off the sign for the time being. She felt that the swing that had been donated would not meet the safety specification as required by ROSPA. She would make enquiries in obtaining a grant to purchase a new swing.

10.3 The Harvey Centre: Councillor Garbutt reported that the ownership of the building was under discussion. The Trustees who think they own the school want to sell it however the Diocese think they own the school. Delicate negotiations are in hand and could be a long legal battle between the 2 parties.

10.4 First Aid Course/Defibrillator: Unit to be installed outside the Hall very soon. Clerk to email GCC to obtain some Saturday dates to hold the First Aid course.

10.5 Highways: Discussed earlier in the meeting.

10.6 PROW: Councillors Blowey and Ingham met with Suzanne Hopes and looked at the existing stiles along the riverbank which were found to be in an unsatisfactory condition. GCC has made an offer to the landowner to subsidise the provision of 4 kissing gates to replace the defective stiles and GCC had asked the PC if they would be willing to make a £250 contribution. Some Councillors felt that this could set a precedent and could cause complications. Councillor Garbutt proposed that the PC made a £250 contribution and Councillor Ingham seconded the proposals. 3 Councillors voted in favour of the proposal and 3 voted against and 1 abstained. The Chairman used his casting vote, so the proposal was carried. Clerk to email Suzanne Hopes

11 PLANNING

11.1 Applications:

19/00345/FUL Parcel 0020 Between Merville & Enderley, Main Road, Minsterworth: Application to vary condition 2 (approved drawing numbers), The design includes alteration to the layout at first floor and the addition of two bedrooms and bathroom in the roof space with roof lights to front and rear elevations. Addition of room in roof including rooflights. Amendment to condition to reflect new drawing numbers associated with this application

Comments to Tewkesbury Borough Council:

The Parish Council objects to this application due to the impact on the street scene. These two large houses are very imposing for the two smaller bungalows on either side.

11.2 TBC Decisions:

18/01204/FUL Wayside, Main Road, Minsterworth: Erection for a replacement front porch, single storey side extension, two storey rear extension and detached two-bay garage with home office accommodation over (revised plans) -The Parish Council had no objections to the revised plans - **Granted**

18/01141/PIP Field Adjacent to Hawthorn House, Minsterworth: Permission in principle for residential dwellings estimates between 3-5 in number - **Refused**

11.3 Appeals/Site Inspections: None

12 CORRESPONDENCE: Any Other Correspondence:

Mrs Lawless- Greenacres, Main Road: Prior to the meeting the Clerk had circulated the email from Mrs Lawless regarding their planning application for seven dwellings at their property. There has been an objection from County Highways concerning the visibility splay out of Watery Lane onto the main road. The required visibility to the left can only be achieved by removal of the hedge along the Apple Tree field. The only other option would be for a reduction in the speed limit to 40mph.

The Councillors had a short discussion and it was agreed the Clerk would reply to Mrs Lawless stating that the applicants could put in an objection to the Highway's decision stating that Watery Lane is already in use by a considerable amount of traffic. Also, the applicants could make an application for the A48 to be reduced to 40mph and this would receive the support of the Parish Council.

13 MATTERS RAISED FOR NOTIFICATION:

Broadband: the main cable has been connected, but there was no information on when supplies to properties would be available.

14 DATE FOR NEXT MEETING: Monday, 10 June 2019 at 7.30pm

The meeting closed 9.18pm.