

MINSTERWORTH PARISH COUNCIL

Minutes of the Annual Council Meeting held on Monday, 9 May 2016, in Minsterworth Village Hall.

PRESENT:

Councillors - R Blowey – Chairman
R Crisp
S King
G McGrath
T Pearson – Vice-Chairman
C Thomas
Borough Councillor D Davies
County Councillor P Awford
Mrs F Wallbank – Clerk
Parishioners: 7 (some partial attendance)

1 APOLOGIES: The Chairman pointed out the emergency exits.

2 DECLARATION OF ACCEPTANCE - ELECTION OF OFFICERS

The Chairman then asked for nominations for Chairman – Councillor Garbutt proposed Councillor Blowey to continue as Chair – and Councillor King seconded the proposal. All voted in favour and Councillor Blowey accepted the post and signed the Declaration of Acceptance. The Chairman then asked for nominations for Vice-Chairman – Councillor Thomas proposed Councillor Pearson as Vice and Councillor Blowey seconded the proposal. All voted in favour and Councillor Pearson accepted the post.

3 MINUTES OF THE MEETING The minutes of the meeting held on the Monday, 14 March 2016, having been circulated with the agenda were agreed and signed.

4 DECLARATION OF INTEREST: None

5 APPOINTMENT OF:

Snow Warden	Cathy Thomas
Flood Warden	Cathay Thomas
Village Hall Committee Trustee	Steve King
A48 Meeting Representative	Rod Crisp

6 COUNTY COUNCILLORS REPORT:

- Highlighted that the Chairman's Board in the main hall should be updated
- Updated Councillors on the devolution bid and felt this would run and run.
- Highways Local Scheme - County Councillors budget had been increased to £30,000 spread across their parishes. Also it had been agreed to introduce the Lengthsman scheme to tackle filling small holes, straightening posts, cleaning signs, clearing gullies, re-pointing paving, alleyway clearing, strimming etc. Each county councillor is allocated 3 weeks of the gang for the year. The lengthsman scheme is launching in April and will run from April/May – December. He asked the Councillors to compile a list of tasks that the Parish Council would like tackled in the Spring and Autumn.

7 TEWKESBURY BOROUGH COUNCIL REPORT: Spoke with TBC out of hours officers when he was informed that the Travellers had moved onto the Church carpark. The Clerk said that she had received a telephone call from Adrian Goode too.

8 PUBLIC COMMENT (MAX 10 MINUTES) Received

9 PLANNING

9.1 Applications:

16/00387/FUL & 16/00388/LBC Minsterworth Court, Church Lane, Minsterworth: Erection of garden storage shed, greenhouse and wood store.

Comments to Tewkesbury Borough Council:

The Parish Council has no adverse comments and supports the application.

9.2 TBC Decisions:

15/01376/FUL Stonelea, Main Road, Minsterworth: Construction of arena to exercise horses in existing paddock - **Granted**

9.3 Appeals/Appeal Decisions: None

9.4 Enforcement Matters: Pound Lane – Removal of established hedge:

Wooden dustbin enclosure outside Sunnybank: This has now been removed.

Pound Lane: Removal of established hedgerow and dumping of hardcore:

- The Chairman reported that following comments and complaints from several parishioners TBC Enforcement Officers have visited the site to investigate these matters. The hedge has been removed and a temporary fence has been put in its place. The fence also blocks a well-known local passing point on the narrow country lane. This passing point has been used for many years, confirmed by 2 of the village octogenarians.
- Richard Waters visited the site and from what he could see it appeared that the new fencing broadly aligned with the centre of the hedge, which is some distance from the edge of the macadam carriageway. On that basis he did not think there has been an encroachment.
- The police had also been contacted as it is an offence to remove an established hedgerow especially as there were nesting birds in the hedgerow. It was agreed that the Chairman would email TBC again about the hedgerow and hardcore.

10 FINANCIAL MATTERS

10.1 Accounts for payment and receipts

Mrs F J Wallbank –

Salary 1-31 May 2016	348.10		
Less Tax	33.60		
Tax underpaid for April	<u>14.00</u>	300.50	Cheque No: 101343
Inland Revenue: Tax for FJW		47.60	Cheque No: 101344
Minsterworth Village Hall – Hire of Hall: PC meeting - 11.4.16		28.60	Cheque No: 101345
Biz Stationery: Cost of printing APA leaflet	57.00		
	<u>VAT 11.40</u>	68.40	Cheque No: 101346
Tower Mint Limited: Cost of Queen's 90th Birthday Medals	107.00		
	<u>VAT 21.40</u>	128.40	Cheque No: 101347
Parish Magazine Printing: April Edition	87.00		
May Edition	<u>77.00</u>	164.00	Cheque No: 101348

Brandon Hire:			
Hire of toilet 6-11.04.16	50.00		
	<u>VAT 10.00</u>	60.00	Cheque No: 101349
Came & Co: Insurance premium due 1 June 2016		317.56	Cheque No: 101350
Shirley Fowler – carrying out the internal audit For the financial year ended 31 March 2016		48.00	Cheque No: 101351
Total Payments		£1163.06	

Receipts

Precept for 2016/7	7289.00
Total Receipts	£7289.00

10.2 Financial Statement for the month ended April 2016 was signed

10.3 Accounts for the year ended 31 March 2016: 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.

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 for the Clerk – The Clerk left the room whilst this matter was discussed. It was agreed to award the Clerk an increase of £10.44 per month which represents a 3% increase. The Clerk thanked the Councillors.

10.5 Donation to HM Queens Tea Party 11.6.16: Councillor Pearson said that this was being organized by some ladies in the Parish and the Church and Village Hall had agreed to contribute £50 and was wondering if the Parish Council would be willing to donate the same amount towards the cost of a hamper. All Councillors agreed to the Donation of £50 – Clerk to draw cheque next month.

Any Other Financial Matters:

Queens Medals: These were presented to the children at the school by the Chairman and Councillor Crisp and the teachers did a lovely talk about the Queen. There were 10 medals left over and it was agreed to sell these if any of the Councillors wanted one.

11 MATTERS ARISING:

11.1 Highway Matters:

Road Safety Meetings: The Chairman reported that he and Councillor Pearson would attend the the Road Safety meeting on Thursday, 19 May at National Star College. The Clerk had registered the Parish’s interest in possible funding available from Martin Surl for Road Safety Projects.

Possible Creation of Traffic Islands: The Clerk had emailed Richard Waters for an update on this matter. He reported that their consultants should be undertaking a feasibility study within the current financial year and they will share the outcome with the Parish Council as soon as they have it. He is not sure whether or not the islands will be feasible but it’s certainly worth looking into.

11.2 Affordable Housing Scheme: The Chairman reported that negotiations are underway between Rooftops and the Agent of the Village Hall Trust.

11.3 Service Village Forum: Elin Tattersall had sent an email to those Councils involved in the Service Village Forum with an update saying there would be limited benefit in meeting as a group until there is more certainty about JCS. Also in the email was the responses to the questions asked by Minsterworth Parish Council.

11.4 Village Green: Discussions took place about the ways in which the Parish Council can protect the Village Green against unwanted traffic parking on the green following the recent incident of travelers parking on the Church Carpark. It was agreed that several Councillors would devise a plan and discuss with the local residents.

11.5 Flood Resilience: Councillor Pearson reported that the Village Hall had been in discussions with the Foundation Trust and it has been agreed that their grant of £3,000 could be used to finance a storage building/shed at the Village Hall.

11.6 Broadband: Councillor McGrath said that he had now had 43 completed surveys with everyone saying that they use the internet daily. The Clerk reported that the FODDC had arranged for BT to carry out presentation to Forest Parish and Town Councils and had asked if Minsterworth PC could attend. FODDC were quite happy as we were a neighbouring Parish. The Vice-Chairman would attend on Wednesday 25 May.

The Chairman had received a letter from the Chairman of Churcham Parish Council about joining forces to lobby BT and Fastershire to provide the Parishes with adequate Broadband service to both residents and businesses. It was agreed that the Chairman would reply enclosing a copy of MPC's broadband survey and agreed it would be good if several parishes push for a better service and mention that MPC had already discussed the issue with Mark Harper who suggested that the best approach would be to first show the extent of 'the need', and then write to Government, challenging them to do something. Once Churcham parishioners had completed the survey then MPC could quote the results of each other's Parish which would add more weight.

11.7 Litter Picking: Very disappointing turn out by Villagers. However quite a lot of litter picked by those who turned up – grass was quite long so quite difficult to pick. MPC will try to organize another one after the verges have been cut by Gloucestershire Highways. CC Awford said he would find out when that would be.

12 CORRESPONDENCE

12.1 River Severn Gloucester - Initial Assessment: Councillor King had drafted a response to this document which had been run passed County Councillor Awford who said it was good. Clerk to circulate to all Councillors. Send a copy of the PC's response to Dyfed Evans, Jo Martin and copy in CC Awford.

12.2 Recycling – Waste food bins Everyone in the village had food caddies now.

13 MATTERS RAISED FOR NOTIFICATION:

G + T Numbers: The Chairman reported that the JCS target for G+T sites has been reduced from 144 to 77. This should be discussed at the next Service Village Forum.

Council Tax on G + T Sites: TBC has confirmed the sites which are liable for Council Tax.

Village Hall Representative Report: Councillor King has forwarded on the complaint received at the APA meeting about noise going until after 1am at some events at the Village Hall. The VH Committee reported that this was in their Condition of Hire that music had to cease at midnight. The Committee are also looking into the issues caused by the chain.

Include this as an agenda item as from the June meeting.

14 DATE FOR NEXT MEETING: Monday, 13 June 2016 at 7.30pm

The meeting closed 9.08pm.