

## MINSTERWORTH PARISH COUNCIL

Minutes of the virtual Parish Council Meeting held on Monday, 13 July 2020, held via Zoom

### PRESENT:

Councillors - R Blowey  
N Garbutt  
S Ingham  
C Thomas  
N Powell  
BC J Smith (partial attendance)  
Mrs F Wallbank – Clerk

Parishioners: 1

**1 APOLOGIES:** Councillor King. BC Smith would be late, and Councillor Thomas was having problems in connecting to the meeting.

**2 MINUTES OF THE MEETING** The minutes of the meeting held on the Monday, 8 June having been circulated with the agenda were agreed and signed by the Clerk

**3 DECLARATION OF INTEREST:** None

**4 PUBLIC COMMENT:** None

*Councillor Thomas joined the meeting*

### Report from CC Awford:

There is a cabinet meeting on Wednesday to discuss spending and investment.

Some Councillors asked if a cycle route could be provided along A48. CC Awford said he would make some enquiries at the County.

### 5 FINANCIAL MATTERS

#### 5.1 Accounts for payment and receipts:

Mrs F J Wallbank –

Salary 1-31 July 2020	387.42		
Less Tax	<u>18.00</u>	369.42	Via Bank Transfer

Inland Revenue: Tax for FJW	18.00		Via Bank Transfer
Refund due to Clerk			

AGP Lawn mowing services for Minsterworth Park on the 8.6.20	37.00		Via Bank Transfer
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Systemforce – Upgrade to windows 10	35.00		
	<u>VAT 7.00</u>	42.00	Via Bank Transfer

Shirley Fowler for carrying out external internal Audit for the accounts	50.00		Via Bank Transfer
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Epson printer cartridges full colour set			
Refund due to Clerk	56.24		
	<u>VAT 11.25</u>	67.49	Via Bank Transfer

<b>Total Payments</b>		<b>£583.91</b>	
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#### Receipts

<b>Total Receipts</b>		<b>£0.00</b>	
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#### Payments to be agreed for August:

Mrs F J Wallbank –

Salary 1-31 August 2020	387.42		
Less Tax	<u>18.00</u>	369.42	Via Bank Transfer
Inland Revenue: Tax for FJW		18.00	Via Bank Transfer
Refund due to Clerk			

**Total Payments: £387.42**

**5.2 Financial Statement:** For the month ended June 2020 was circulated via email and signed by the Clerk as agreed.

**5.3 Accounts for the financial year ended 31 March 2020 – 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.

**5.4 Accounts for the financial year ended 31 March 2020 – 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 would sign the Statement.

**5.5 Accounts for the financial year ended 31 March 2020 – Signing of Accounts:** The Clerk had circulated a copy to all Councillors and went through it with them. She and the Chairman would sign the Accounts.

**5.6 Salary Increase:** The Clerk had circulated a spreadsheet prior to the meeting. Councillors had discussed this matter prior to this meeting and it was agreed to award the Clerk a 2.75% increase. It was agreed that the matter of the “Clerk’s Salary” would be an item on the agenda for the April 2021 meeting.

**5.7 Website Compliancy:** All Parish and Town Council websites have to be WCAG 2.1 compliant by 22 September 2020. The accessibility regulations build on existing obligations to people who have a disability under the Equality Act 2010. These say that all UK service providers must consider ‘reasonable adjustments’ for disabled people. Common problems include websites that are not easy to use on a mobile or cannot be navigated using a keyboard, inaccessible PDF forms that cannot be read out on screen readers, and poor colour contrast that makes text difficult to read - especially for visually impaired people. The Clerk had carried out an accessibility check via google and the website was 98% compliant. There are a few areas where she may need some help and it was agreed that the PC authorised an expenditure of £100 plus VAT to employ Systemforce to help her.

## **6 MATTERS ARISING:**

**6.1 Report from Village Hall Representative:** The Chairman reported that the NHS were still using the Village Hall.

**6.2 Minsterworth Park:** Councillor Ingham reported a Risk Assessment had been undertaken using the template provided by BHIB Councils Insurance. The park will reopen on the 16<sup>th</sup> July once all the signage is up and all the equipment has had a visual inspection for safety. Councillor Ingham agreed to undertake a monthly inspection and keep a log of the equipment. Councillor Thomas to hand over the logbook that Rod Crisp was using for the checks.

**6.3 The Harvey Centre** There has been a great deal of communication between the trustees, Harvey Centre Management Committee and the solicitors during this month with promising outcomes. It is a slow process, but necessary to ensure that all the i’s dotted and t’s are crossed. The educational activities of the centre and the community shop/ café will have to run as two separate entities.

**6.4 Highway Matters:**

**Verges:** Still to be cut CC Awford was surprised that they have not been started yet. The Chairman wanted to thank all the Villagers who had kindly cut their verges

**6.5 PROW:** Path by Severn Bank to be cut

**6.6 Provision of additional dog litter bins:** BC Smith said that she had placed the order with TBC for 2 additional dog litter bins. It would be 8 weeks from the date of order before they will be installed.

**6.7 Provision of bench seats:** This was raised at last month's meeting by Terry Moore-Scott about placing a bench seat along the riverbank. He has written to the EA and is waiting for a reply. Various locations were discussed, and it was agreed the best place would be further along from the Church Landing next to the Churchyard. Councillors agreed that a log bench would be preferable as they are not easily removed. Terry Moore-Scott wanted this to be a Community Project and the Parish Council are happy to support it.

**6.8 Planting of Wildflowers:** Requests from Parishioners for some areas of the village to be sown with wildflowers. After a lengthy discussion, the following was agreed:

- Need to know which persons or persons who are going to be responsible for the areas – they will need to prepare the areas before planting the seeds and then to ensure they are kept watered after planting to enable the seeds to established
- Two areas will be targeted to start with – Minsterworth Park and the tree area to the left exit of the Village Hall. If this goes well additional sites may be considered
- 1 kilo of seed will cover 33 square metres and the cost is £130 per kilo however with only 2 areas perhaps only ½ a kilo of seed would be required
- A parishioner would also like to sell 'flower bombs' at village fetes and fundraisers for villager to consider creating their own mini meadow.

**6.9 Vacancy for a Councillor:** The Clerk reported that the time had expired for an election to be called by parishioners, so the Parish Council are able to co-opt someone. The Parish Council had received an email from Ruth Thomas who expressed an interest in becoming a Councillor. Councillors unanimously voted that Ruth Thomas would be an asset on the Parish Council and she would sign her Declaration of Acceptance at the September meeting. Clerk to contact her.

**6.10 NHW:** The Chairman reported that a group of people are trying to re-establish NHW in the Village. Most households in the Village have been leafleted and so far, there has been over 40 positive replies. A mail chimp database will be started to enable the NHW Group to receive notices from the Police and neighbouring parishes. It was agreed that the Parish Council would purchase 4 signs (£10 each) for the village and the proposed locations are one sign at each end of the village, Church Lane and Watery Lane.

## **7 PLANNING**

### **7.1 Applications:**

**20/00244/APP** Land at Moorcroft, Main Road, Minsterworth: Approval of reserved matters (appearance, landscaping, layout and scale) for the erection of 10 dwellings pursuant to outline permission Ref: 17/00111/OUT

Comments to Tewkesbury Borough Council:

The Parish Council has no objections to this application but would like to ask for some conditions to be placed on the decision that the properties retain uniformity with adjacent existing and proposed properties. Brick built properties would be more in keeping with neighbouring properties and the street scene rather than the proposed wood cladding and white render houses.

**20/00522/FUL** Goodwood, Main Road, Minsterworth: Erection of a side and rear extension, installation of dormer windows & raising of the ridge line to create first floor accommodation

Comment to Tewkesbury Borough Council:

The Parish Council has no objections to this application

### **7.2 TBC Decisions: None**

### **7.3 Appeal: None**

### **Appeal Decisions: None**

**Site Inspections: Charlton, Main Road, Minsterworth:** Following the site meeting held by the Planning Committee TBC deferred making a decision on this application at the Committee Meeting. A long discussion took place regarding this item and it was agreed that the PC would write again to Dawn Lloyd at TBC with a copy to Paul Skelton raising the following points:

- Lack of parking
- Safety of children and nothing to offer children in Minsterworth
- Unsuitability of a semi-detached as a care home
- Drainage is a big issue and already there are serious problems with the drainage system.

BC Smith felt that the Borough Council and the Parish Council were working well with the issues surrounding this application.

**7.4 Enforcement Matters: See above**

**8 MATTERS RAISED FOR NOTIFICATION:**

**Fish and Chip Supper:** Friday, 17 July. Take away only.

**9 REPORTS FROM CC AWFORD AND BOROUGH COUNCILLORS:** The Chairman brought this agenda item forward.

**10 DATE FOR NEXT VIRTUAL MEETING:** Monday, 14 September 2020 at 7.30pm

The meeting closed at 9.15pm.