

## MINSTERWORTH PARISH COUNCIL

Minutes of the Meeting of the Minsterworth Parish Council (MPC) held on 13 Sep 21 in Minsterworth Village Hall, commencing at 7.00pm.

### PRESENT:

Councillors - R Blowey  
S Ingham  
S King  
N Powell  
C Thomas  
R Thomas  
BC P McLain  
CC P Awford  
P Bell – Clerk

Parishioners: 6

**1. OPENING REMARKS AND APOLOGIES.** The Chairman opened the meeting by informing the Council of the death of Mr Derek Davies, who had been a Borough Councillor for the area since 1976. The Council agreed that the Chairman should send the Council's condolences to his family. **Action: Chairman.**

Apologies were received from Cllr N Garbutt and from Borough Cllr J Smith.

**2. DECLARATION OF INTEREST.** Cllr C Thomas declared an interest for item 10.4.

**3. MINUTES OF THE PREVIOUS MEETING.** The minutes of the meetings held on 12 Jul 21 and 16 Aug 21 had been circulated with the agenda; both were agreed to be an accurate record and were signed by the Chairman.

**4. PRESENTATION BY BLACK BOX PLANNING ON THE PROPOSED DEVELOPMENT AT ELMS FARM.** Mr Conor Flanagan of Blackbox Planning and Ms Katie Peters of Edenstone Homes gave a presentation about the proposed development in the Elms Farm area. The main points from their presentation were as follows:

- The development included 2 areas; one to the north and one to the south of the A48. The total number of houses was estimated to be 64, but this was still subject to detailed design.
- A planning application had not yet been submitted, but Edenstone Homes had the development rights for the land, and the proposal was being promoted to TBC.
- The overall aim from the proposal was to create a core to the village, in order to move away from the perception of disjointed houses spread out either side of a main road. This would improve the village community, and could help in reducing traffic speeds.
- The north and south sites could be developed independently, but that would reduce the effect of creating a village core, and could be a missed opportunity.
- The detailed design had not yet started, but the development would include affordable housing and a mixture of houses and bungalows.
- Edenstone Homes was a family run business and had a number of developments in the region; their approach was to work with the community to ensure the development

was in-keeping with the area and met the local needs.

- There may be opportunities for community development within the project, such as working with the Harvey Centre, including provision for a shop, or enhancing the drainage provision for the village.
- A planning application was at least 6 months away, and any development would be on a phased basis. The application would be dependent on the final agreement of the Settlement Boundary as provided within the TBC Local Plan.

**5. COUNTY COUNCILLOR REPORT.** Councillor Awford reported the following:

- He had met with the Highways agency and asked them to put more emphasis on highways drainage works. He had also supported the introduction of 20MPH speed limits in some residential areas.
- He had chaired a meeting of the Severn Estuary Committee, that had looked at natural flood prevention measures. These were based on slowing the flow of the river in the Forest of Dean, which would have a positive effect in Minsterworth.
- The application for a grant from Severn Trent Water to the Harvey Centre had also been supported, and a grant of £20K had been approved.

**6. BOROUGH COUNCILLOR REPORT.** Councillor Smith had provided a written report that stated the following:

- She had written to the Police and Crime Commissioner about anti-social behaviour in Minsterworth and the surrounding areas and was awaiting a response.
- Several issues regarding over-grown hedges and shrubs have been raised with both TBC and GCC, with mixed results; this may require further PC discussion to find a way forward.
- The NHS was to receive a large injection of extra funding to improve services at both general hospitals. The new FoD hospital continues to progress and updates for this were available online.

BC McLain also reported the following:

- There may be opportunities for further funding grants from within the County Council budget.
- There had been a huge rise in environmental offences during the lockdown period, with reported instances of fly-tipping increasing from 124 to 570. This has been raised with the Council CEO, who had provided assurance that new enforcement officers had been appointed, and enforcement measures put in place.
- The impact of the booking system at the recycling centres was discussed; if there was an increase in fly-tipping within Minsterworth, it would be appropriate for the MPC to write to the CC and ask that the requirement for booking be reviewed.

## 7. PUBLIC COMMENT.

**7.1 Resurfacing of Bury and Church Lanes.** Mr Holder raised the issues of pot holes on Bury and Church Lanes, which were getting worse. He had provided photographic evidence of the problem. Cllr Powell stated that the problem could be addressed by employing a reinstatement gang. It was agreed that the Chairman would raise this subject with the Highways Agency to request re-surfacing of the lanes. **Action: Chairman.**

**7.2 Speed Limits on Bury and Church Lanes.** Mr Holder requested that 20MPH speed limits should be introduced on the whole of the lower lane; this was supported, and it was agreed it would be part of the MPC wider speed reduction work.

**7.3 Design of New Housing.** Mr Moore-Scott raised the design of new housing in the village, and that it should be in-keeping with the character of the area. This was supported by MPC, and BCllr McLain agreed to raise it at the TBC Planning Policy Review Panel.

## 8. MATTERS ARISING:

**8.1 Report from Village Hall Representative:** Cllr Blowey reported that the refurbishment of the hall was now complete and that it was an excellent community facility.

**8.2 Minsterworth Park:** Cllr Ingram reported that grass cutting at the park was continuing, but would stop at the end of the season. There was also an opportunity to create a wild-flower corner within the park, which would be considered for next year.

**8.3 Harvey Centre:** Cllr Blowey reported that the Harvey Centre had received the grant of £2K from the GCC "Build Back Better" fund for work to support disabled access. A grant from Severn Trent Water had been declined.

### 8.4 Highway Matters:

**8.4.1 Cornham Lane Gate:** The Chairman confirmed that there was still a requirement to install a small pedestrian gate alongside the main gate, and that he would raise this with the landowners. **Action: Chairman.**

**8.4.2 Hygrove Lane Leak:** Severn Trent Water (STW) had planned to start the work on 9 Sep 21, but on the day, one resident had objected strongly to the access restrictions that were required. As a result, STW put the work on hold. The Chairman was looking at possible alternative access routes for the area. It was agreed that the Clerk would request an update from STW on when the work would be re-scheduled. **Action: Clerk.**

**8.4.3 Wild Goose Layby:** There was no update on the proposal to install lighting in the layby; it was agreed that the Chairman would request an update. **Action: Chairman.**

### 8.4.4 "20's Plenty" Campaign Group.

- All PCs in the county had been approached by the "20's Plenty" campaign group that was seeking to have speed limits reduced to 20 MPH in residential streets in the county.
- It was agreed that MPC would support the campaign in principle, but would seek further details on what the campaign involved; MPC would not provide any financial support for the campaign. MPC would also promote all of the lower lanes in the village as suitable candidates for the 20MPH measure. **Action: Clerk.**

- There was a discussion on whether Oakle Steet should also be recommended for a 20MPH speed limit. It was agreed that the Chairman would raise this with the Churcham PC at the next Inter Parish Group meeting. **Action: Chairman.**

**8.5 PROW:** Cllr Ingham reported that she had received several positive comments about how much better the area around the church was now the grass had been cut back.

**8.6 Signs on Ham Green and Calcotts Green and Grass Cutting.**

- The new signs for the Greens and for Church Landing had been received and were shown to the meeting. They would now be mounted on the existing sign posts. **Action: Chairman.**

- The Clerk had written twice to Mr Hall in relation to the grass cutting on the Greens to seek agreement on the current arrangement. No response had been received, and the cut bales remained in place on the Green. It was agreed that the Chairman would visit Mr Hall to discuss the arrangement if there was no progress. **Action: Chairman.**

**8.7 Mains Drainage:** The Chairman had not received any response from STW after their acknowledgment; it was agreed that the Clerk would seek an update. **Action: Clerk.**

**8.8 Flood Report:** There was uncertainty over the initial requirement for and purpose of the flood report being prepared by Cllr C Thomas. It was agreed that the Clerk would check the previous minutes and clarify the action. **Action: Clerk.**

**8.9 Damage to New Parish Noticeboards.**

- It was noted that 2 of the new noticeboards had been vandalised, with the doors pulled off one, and the Perspex cover burnt on the other. Replacement notice boards would cost £206 each; there was an excess of £125 on any insurance claim, and the claim would result in an increase annual insurance premium of £25.
- There was a discussion on whether the damaged boards should be replaced. It was felt that although the boards looked very unsightly if they were left, they would serve as a reminder of the actions of some members of the community. It was agreed by 6 votes to 1 (Cllr Ingham objecting) that the damaged doors should be removed from notice boards, and the boards should be left in place. This would be reviewed in 3 months' time.
- There was a discussion on how many noticeboards were required in the Parish; it was agreed that the Clerk would check if there was any specific regulations. **Action: Clerk**

**8.10 Anti-Social Behaviour.**

- The list of anti-social behaviour (ASB) had been completed and circulated to the PSCO and the PCC. Instances of ASB continued; there was regular quad-bikes usage on private land and criminal damage had been committed. It was important that all instances were reported, and that the list of ASB was maintained.
- Cllr C Thomas reported that a meeting with the police was being arranged, at which the issues would be raised.
- It was agreed that the Clerk should maintain the list of ASB, and circulate it quarterly to the MPC to ensure it was up to date. **Action: Clerk.**

**8.11 Jubilee Trees.** The Honourable Company of Gloucestershire had offered all Parishes 2 x oak trees to be planted to commemorate HM The Queen's Platinum Jubilee. It was agreed that Minsterworth should request 2 trees and decide where they would go at a later point. **Action: Clerk.**

## 9. FINANCIAL MATTERS.

### 9.1 Proposed Expenditure for Aug - Sep 21.

The following transactions since the last meeting were proposed:

Ser	Item	Expenditure	Income	Comment
1	AGP Grass Cutting (Aug)	74.00		Paid
2	Parish Magazine Printing (Aug)	147.30		Paid
3	Clerk Salary (Aug)	254.68		Paid
4	HMRC Clerk Salary Tax (Aug)	63.60		Paid
5	Village Hall Hire (Aug & Sep))	50.00		Aug Paid
6	Village Green Signs	206.34		Paid; £175 authorised at Jul meeting
7	AGP Grass Cutting (Sep)	74.00		
8	Parish Magazine Printing (Sep)	117.91		
9	Clerk Salary (Sep)	254.68		
10	HMRC Clerk Salary Tax (Sep)	63.60		
11	Maintenance of War Memorial	265.00		
<b>TOTAL</b>		<b>1571.11</b>	<b>0.00</b>	

- The items of expenditure identified above were approved by the council.

### 9.2 Monthly Reconciliation of Account.

- The Clerk stated that he had been unable to complete the monthly reconciliation, because the online bank account was currently locked. This was so HSBC could change the primary user details of the account from the previous to the current clerk. New login details had been sent by HSBC in the post, and had not yet arrived. The Clerk would complete the reconciliation when the account was unlocked, and would circulate it by e-mail. **Action: Clerk.**

## 10. PLANNING

### 10.1 Applications: Nil

### 10.2 TBC Decisions: 19/00465/FUL – Charlton – Approved.

- Despite MPC's objections, this application had been approved at TBC. Concerns remained about the accuracy of the plans that were submitted, and the impact of the work on neighboring properties. As the work was due to start very soon, there was a pressing concern for the welfare of the residents in the next-door property due to the potential exposure of a single brick party wall, which could be in contravention of the Party Walls legislation.
- It was agreed that the Chairman would write to TBC to raise the council's concerns and request that the plans be reviewed by the TBC Building Control authorities. **Action: Chairman.**

### 10.3 Appeals: Nil

**10.4 Seven Acres Drainage:** No further information had been received on the actions proposed by the Administrators to rectify the drainage problems in these houses. It was agreed that the Chairman would request an update. **Action: Chairman.**

**10.5 Tewkesbury Development Plan – Settlement Boundary.**

- The Chairman gave a summary of the discussions held with TBC over the Settlement Boundary (SB). TBC had not accepted MPC's proposed SB, as they felt it allowed far too much development and was not in-keeping with the Inspector's recommendations. The proposed SB submitted by TBC was displayed and had been circulated to all Cllrs. It was noted that MPC had been given insufficient time to consider the SB properly, and that the proposals had been unduly rushed.
- MPC would have another opportunity to comment on the proposed SB at the next stage of circulation for the TBC Local Plan.

**10.6 Report from Inter-Parish Group:** The Chairman reported that he had attended a meeting of the Inter Parish Group on 31 Aug 21; a total of 15 parishes were now attending, and the focus for much of the work was the FoD Development Plan. The CEO of the FoD Council had briefed the last meeting, and given his support for sustainable development within the Forest, with any new housing being dispersed through a range of villages and supporting new employment opportunities.

**11. RENOVATION OF MINSTERWORTH WAR MEMORIAL.**

- The local branch of the Royal British Legion (RBL) had spent £530 on cleaning the Minsterworth War Memorial; when audited, they had been told that such costs should be covered by the Parish Council. They had therefore approached MPC to see if the council would share the costs.
- The policy on maintaining war memorials says that Parish Councils can fund war memorials, but there is no duty to do so. Where memorials are within the grounds of a church, it is the Church's responsibility to fund maintenance, but they can seek assistance from other parties.
- It was agreed that further discussion was needed between the Church, the RBL and MPC on the responsibility and schedule for maintenance. It was also agreed that MPC could commit funds for up to 50% of the maintenance costs already incurred (£265). **Action: Clerk.**

**12. APPOINTMENT OF A VICE CHAIR-PERSON FOR MPC:** The Chairman said that this item would be deferred to the next meeting, but asked all Cllrs to consider the issue.

**13. CORRESPONDENCE:** The Clerk had received correspondence in relation to grants available for projects related to climate change, the presence of stone styles in the Parish (of which there are none) and notification of forthcoming roadworks. All correspondence had been circulated to Cllrs and actioned as required.

**14. MATTERS RAISED FOR NOTIFICATION.**

- An online session was available on 15 Sep 21 into the work of the Inform Gloucestershire project.
- The Harvest Supper would be held on 2 Oct 21.
- Johnny Copping – 23 Oct 21.

**15. ANY OTHER BUSINESS.**

- **Traffic Survey.** Cllr R Thomas confirmed that she had completed the work on the traffic survey; it was agreed that this should be circulated to the Council for comment ahead of the next meeting. The report would then be discussed at the next meeting, and then forwarded to Highways for consideration.

**16. DATE FOR NEXT MEETING.**

- The the next meeting would be held on **Monday 11 Oct 21 at 7.00pm** in the Minsterworth Village Hall.

The meeting closed at 9.14pm.

Signed: .....

Date: .....