

## **MINSTERWORTH PARISH COUNCIL**

Minutes of the Meeting of the Minsterworth Parish Council (MPC) held on 8 Nov 21 in Minsterworth Village Hall, commencing at 7.00pm.

### **PRESENT:**

Councillors - R Blowey - Chair  
N Garbutt  
S King  
N Powell  
C Thomas  
BC J Smith  
P Bell – Clerk

Parishioners: 3

- 1. OPENING REMARKS AND APOLOGIES.** The Chair stated that he would only take comments from the public under the relevant section on the agenda. Apologies for absence had been received from Cllrs Ingham and R Thomas, Borough Cllr Mclain and County Cllr Awford.
- 2. DECLARATION OF INTEREST.** The Clerk reiterated the policy for the declaration of pecuniary interests, which was agreed by all Cllrs. It was also confirmed that Cllrs who held voluntary positions with other local organisations do not need to declare this as an interest unless there was a possibility of them making a personal financial gain from that position. Cllr C Thomas declared an interest for item 10.4 of the agenda.
- 3. MINUTES OF THE PREVIOUS MEETING.** Following the circulation of the minutes of the meetings held on 11 Oct, it had been questioned whether the minutes should record items of public comment or items where a proposal had not been seconded and had not been subjected to a vote. After discussion, it was agreed that these items should be recorded in the minutes but that this would be reviewed after 6 months. The remaining minutes were approved.
- 4. COUNTY COUNCILLOR REPORT.** Apologies for absence had been received from Cllr Awford.
- 5. BOROUGH COUNCILLOR REPORT.** Cllr Smith reported the following:
  - TBC had commissioned a Residents' Satisfaction Survey that was being distributed by mail; it was confirmed that residents of Minsterworth had not yet received the survey.
  - Cllr Smith had also attended a Community Infrastructure Levy (CIL) seminar, which discussed the tax applied to new residential builds and extensions approved since September 2019. A proportion of this tax goes to the PC and in the case of Minsterworth it would be 15%. If the Parish had an agreed Neighbourhood Development Plan then it would get 20-25% of the money, and it would also provide a better safeguard for any agreed settlement boundaries.
  - Cllr Mclain had also provided a written update to Cllrs that covered the recent high court case (see item 10.5 below), changes to the TBC council tax discount policy and also new measures taken by TBC to counter fly-tipping.
- 6. PUBLIC COMMENT.** There was no public comment.

## **7. MATTERS ARISING:**

**7.1 Report from Village Hall Representative:** Cllr Blowey reported that works in the hall were now complete and it was being well used.

**7.2 Minsterworth Park:** There had been no progress on the lease extension for the Park; it was agreed that the Chair would hasten this with GCC. **Action: Chair.**

**7.3 Harvey Centre:** Cllr Garbutt reported that work was progressing well on the Harvey Centre, and confirmed that road hedgerow replanting would be undertaken in the Spring. The Centre had started to be used, and was available for educational and community needs. An open day would be held at the Centre on Sat 13 Nov 21 between 3-5pm; all residents were welcome and their feedback would be sought.

### **7.4 Highway Matters:**

**7.4.1 Cornham Lane Gate:** The Chair confirmed that the landowners had installed a small pedestrian gate alongside the main gate, and that this provided welcome access to walkers. The gratitude of the Council to the Landowners for completing this work was recorded.

**7.4.2 STW Replacement Water Main Works:** The works were progressing and the traffic control system was working well; STW had also proved responsive when concerns had been raised. It was noted that there had been instances of drivers passing the traffic lights when on red; it was agreed that this was a police matter.

### **7.5 PROW:**

- There had been 2 recent reports of gates being left open on footpaths; one report also included verbal abuse toward the landowner. The GCC PROW officer had confirmed that such issues were a civil / police matter, and that the PROW Officer had no means for enforcing action. The PROW officer also confirmed that landowners were under no obligation to provide access to footpaths for dogs being walked by their owners.
- Cllr Ingham had confirmed prior to the meeting that she had distributed the remaining funds she had raised amongst the 3 x village charities. Any future PROW initiatives would therefore need to be funded by the Council or by an associated grant.

**7.6 Mains Drainage:** The Clerk had sought an update from STW on the possibility of extending mains drainage to the village, but had received only another holding reply; the Clerk would follow up prior to the next meeting. **Action: Clerk.**

### **7.7 Flood Report:**

- Cllr C Thomas had completed the flood report which had been circulated to Cllrs immediately prior to the meeting. It was agreed that all Cllrs would read the paper, and submit any comments by e-mail; the subject would then be discussed at the next meeting, prior to submission of the report. **Action: All Cllrs.**
- Cllr Garbutt highlighted that the flood protection bank by the river may have been jeopardised by the action of one landowner. It was agreed that any concerns over the issue should be raised by residents with the PC (including photos where possible) and the PC would raise it with the Environment Agency.

## 7.8 Defibrillator Maintenance. Cllr Garbutt reported the following:

- The defibrillator was not operative, and that it was likely to be either the battery or the electrodes that were the problem. The cabinet, which had previously been locked, was found to be open prior to the meeting, and would now not close.
- The cost of consumables to maintain the defibrillator was approximately £340 for a new battery and £65 for new electrodes. It was agreed unanimously that Cllr Garbutt could spend up to £405 on replacement consumables, and would liaise with South West Ambulance Service to ensure the defibrillator was brought back on line.

**Action: Cllr Garbutt.**

**7.9 Parking at Church Landing.** Despite the installation of a new “No Parking” sign, vehicles were still being parked at the Church Landing area. There was discussion about installing a larger sign, or re-placing the chain across the entry to the area. It was agreed that temporary parking cones / barriers would be tried first, before any more permanent option was considered. **Action: Chair and Cllr Powell.**

**7.10 Ash Dieback Replanting Scheme.** The Chair confirmed that the Parish had been successful in its bid for new trees under the Ash Dieback Replanting Scheme, and that the trees were due for delivery shortly.

**8. ROAD SAEFTY REPORT.** The Chair reported that a meeting had been agreed with the Highways representative for Tue 16 Nov 21 at 2pm in the Village Hall. The report produced by Cllr R Thomas would be sent to the Highways representative in advance of the meetings, so the proposals could be discussed further. It was also agreed that the meeting would be used to support the “20’s Plenty” campaign and request a 20mph speed limit throughout the lower lanes area.

## 9. FINANCIAL MATTERS.

**9.1 Monthly Reconciliation of Account.** The Clerk presented the monthly reconciliation of the accounts, including the income and expenditure figures for October together with the end of month bank balances.

**9.2 Proposed Expenditure for Nov 21.** The following transactions were approved:

Ser	Item	Expendi- ture	Income	Comment
1	Parish Magazine Printing	150.20		Paid
2	Clerk Salary	254.68		
3	HMRC Clerk Salary Tax	63.60		
4	Village Hall Hire (Nov)	45.00		Council and Road Safety meetings
5	War Memorial Maint’	303.00		Approved; awaiting payment details
6	Wreath	20.00		Awaiting confirmation of cost
7	Grass Cutting at Playpark	37.00		Bill for grass cutting on 22 Oct
8	Defibrillator Consumables	405.00		See Item 7.8
9	Replacement Laptop	850.00		See Item 9.3
10	Bank Charges	8.00		See Item 9.5
11	VAT Refund		720.45	Not received in Oct
12	Villager Advertising		240.00	
<b>TOTAL</b>		<b>2136.48</b>	<b>960.45</b>	

- The frequency of grass cutting at the play park was queried; it was agreed that the Clerk would confirm this from the invoices submitted. **Action: Clerk**

**9.3 Upgrade / Replacement of Laptop.** The Clerk had circulated the cost details to upgrade or replace the Parish Council's laptop; an upgrade would cost £203 and a replacement (based on Windows 10) would cost £644. It was agreed unanimously that the PC should buy a new laptop. It was recommended that a Windows 11-compatible system be purchased. The Clerk was authorised to spend up to £850 on the purchase and configuration of a replacement laptop. **Action: Clerk.**

**9.4 Application for a Grant of £1000 for the Harvey Centre.** The application for a grant of £1000 had been deferred at the last meeting, until the cost of the replacement laptop was known. It was agreed that the decision should be deferred again, until after the Harvey Centre open day and the costs of the defibrillator were known.

**9.5 Introduction of Bank Charges.** The Clerk informed the meeting that HSBC had introduced charges on its Business Bank account of £8 per month. In addition, a charge of 50p would be made for every cheque written or presented. It was agreed that the Clerk would look into the possibility of moving the PC accounts to a different bank, and combining them into a single account. **Action: Clerk.**

## **10. PLANNING**

**10.1 Applications:** Nil.

**10.2 TBC Decisions: 19/00465/FUL – Charlton.** MPC had received an apology from TBC that they had not replied to the PC over the concerns raised, and had only replied to the resident. TBC had also re-confirmed its previous response to the resident, that the party-wall was a building control and not a planning issue and that the plans submitted were correct. All Cllrs expressed their disappointment at this response, but it was agreed there was nothing more that MPC could do. This example would be used in responding to the TBC Statement Of Community Involvement consultation (see Item 11).

**10.3 Appeals:** Nil

**10.4 Seven Acres Drainage:** Cllr C Thomas declared an interest in this subject. MPC had received a holding reply from TBC on this subject, but no further update. It was agreed that the Clerk should hasten a response from TBC. **Action: Clerk.**

**10.5 TBC High Court Ruling on Planning Applications.** TBC had recently been involved in a High Court case (the Gotherington case) at which the High Court had ruled against TBC. This established the precedent that a service village that had met or exceeded its allocation of houses could not use this as a reason to reject further applications. Cllr McLain highlighted (in a written submission) that the TBC borough plan can now provide for a 7-year housing supply and should protect areas from speculative or aggressive planning applications.

**10.6 Tewkesbury Borough Plan – Man Modification Consultation.** The Tewkesbury Borough Plan main modifications had been released and had been circulated for comment. It was agreed that MPC would raise the following comments:

- The number of travelers' sites shown on the associated map was incorrect, with there being far more sites than shown.

- The proposed settlement boundary (SB) map did not show the area to the north-east of the parish which was also included within the SB.
- The SB map showed the area near the Village Hall and the football pitch as within the SB; it was agreed that MPC would request that these areas be excluded from the SB as they are key amenity areas.

It was agreed that the Clerk would draft MPC's response and circulate to Cllrs before submission. **Action: Clerk.**

**11. TBC STATEMENT OF COMMUNITY INVOLVEMENT – MPC RESPONSE.** TBC had commissioned a survey to assess Parish Councils' experience of involvement in the planning process. This survey had been circulated, and it was agreed that MPC would respond with the following comments:

- The deliberations on the SB for Minsterworth were unnecessarily rushed and were completed without a full understanding of the Inspector's intent or MPC's local knowledge.
- Where TBC rejects the recommendations from a Parish Council in a planning application, TBC should provide reasons why. This would recognise the fact that local knowledge is held at the Parish Council level.
- TBC does not currently share pre-application planning submissions with the relevant Parish Council; this severely hinders consultation and discussion on the proposals at local level. It is recommended that TBC share pre-application submissions when they are received.

It was agreed that the Clerk would draft MPC's response and circulate to Cllrs before submission by 12 Nov 21. **Action: Clerk.**

## **12. CORRESPONDENCE:**

**12.1 TBC Proposal for Cooperation on Waste Study.** TBC had circulated a paper on how it proposed to consult on a study into the handling of waste. It was agreed that MPC would not comment on this paper.

**12.2 GAPTC Request for Cllrs' Personal E-mail Addresses.** The Clerk had received a request from GAPTC to provide the personal e-mail addresses of all Cllrs. Cllrs Blowey, Powell and Ingham agreed for their addresses to be so provided; Cllrs Garbutt, King and C Thomas asked that theirs were not provided; Cllr R Thomas confirmed (post meeting) that she did not wish hers to be shared. **Action: Clerk**

## **13. MATTERS RAISED FOR NOTIFICATION.**

**13.1 Dates for MPC Meetings in 2022.** The Clerk had circulated the following proposed dates for MPC meetings in 2022:

10 Jan 22  
14 Feb 22  
14 Mar 22  
11 Apr 22  
9 May 22 – Annual Parish Assembly

13 Jun 22  
11 Jul 22  
No scheduled meeting in August  
12 Sep 22  
10 Oct 22  
14 Nov 22  
12 Dec 22

These dates were agreed and would be published on the MPC website. **Action: Clerk.**

**13.2 Closure of Watery Lane.** It had been confirmed that Watery Lane would be closed on 24 Nov 21 from 9am-3.30pm to allow BT to cut back overhead branches.

**13.3 Soup Kitchen.** A Soup Kitchen would be held in the Village Hall on Friday 12 Nov 21.

**13.4 Harvey Centre.** The Harvey Centre Open Day would be held on Saturday 13 Nov 21 from 3-5pm.

**14. DATE FOR NEXT MEETING.**

- The next meeting would be held on **Monday 13 Dec 21 at 7.00pm** in the Minsterworth Village Hall.

The meeting closed at 8.52pm.

Signed: .....

Date: .....