

MINSTERWORTH PARISH COUNCIL

Minutes of the Meeting of the Minsterworth Parish Council (MPC) held on 11 Oct 21 in Minsterworth Village Hall, commencing at 7.00pm.

PRESENT:

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

Parishioners: 5

1. **OPENING REMARKS AND APOLOGIES.** There were no apologies for absence received.
2. **DECLARATION OF INTEREST.** There were no declarations of interest.
3. **MINUTES OF THE PREVIOUS MEETING.** The minutes of the meetings held on 13 Sep were agreed, subject to the following amendments:
 - Para 7.2 – amend to reflect the reduced speed limit would be for the whole of the lower lanes.
 - Para 8.3 – amend to reflect that the Harvey Centre had not received a grant of £20K from Severn Trent Water (STW) but that Cllr Awford had claimed a grant of £2K from the GCC’s “Build Back Better” fund.
 - Para 8.4.1 – amend to reflect landowners (plural) of the Cornham Lane gate area.
4. **COUNTY COUNCILLOR REPORT.** Councillor Awford reported the following:
 - He confirmed that he had secured a grant of £2K for the Harvey Centre from the GCC “Build Back Better” fund (formerly known as the “Growing Our Community” fund) to support development in the Harvey Centre.
 - He stated that he felt 28 weeks was a very protracted period for the STW works, and that he had queried this duration. He was also seeking to engage with STW over the flood prevention work and had established a good contact with their Community Relations officer.
5. **BOROUGH COUNCILLOR REPORT.** Councillor Smith reported the following:
 - They had received a presentation on the Tewkesbury Local Plan; modifications had been made to address the observations made by the Inspector, and it was expected to go before the full council in October. It would then be circulated for consultation prior to final adoption.

- Cllr Smith had written to the Police and Crime Commissioner about anti-social behaviour (ASB) in Minsterworth and was awaiting a response. She had also engaged with Mr Neil Meynell, the ASB officer, who had offered to attend a future MPC meeting to discuss ASB in the area. The Chair stated that the MPC should agree their objectives before such a meeting, which would hopefully be clarified by the presentation from the Police and Crime Commissioner that several Cllrs were attending that week. It was agreed that Cllr Smith would approach Mr Meynell to see if he was available to attend the meeting on 8 Nov 21. **Action: B Cllr Smith**

Post meeting note: Mr Meynell is available to attend on 8 Nov 21 and a note is to be added to Villager to publicise,

- The Health Service Winter Strategy was to be announced later in the week, and Cllr Smith would circulate it to Parish Councils when received.

6. PUBLIC COMMENT.

6.1 Resurfacing of Bury and Church Lanes. Mr Holder confirmed that he had received a response from the Highways Agency in which they stated that the road surfaces of Bury and Church Lanes were within acceptable parameters and did not require resurfacing.

6.2 Planning Application - Charlton. Mr Billingham stated that he had received a response from Mr Skelton in relation to the concerns over the Charlton planning application. The response stated that the concerns were a civil matter and not a planning issue. Mr Billingham agreed to forward the response to the Chair and the Clerk.

6.3 Concert by Mr Johnny Copping. Mr Moore-Scott reminded all that a concert would be held in the Minsterworth Village Hall (MVH) by Mr Johnny Copping on 23 Oct 21.

7. MATTERS ARISING:

7.1 Report from Village Hall Representative: Cllr Blowey reported that wi-fi had now been installed in the Village Hall, and expressed his thanks to Mr Holder for the work to have this completed.

7.2 Minsterworth Park: Cllr Ingram reported that the planned invitation to the community to suggest ideas for new play park equipment was on hold until the lease for the play park had been agreed. The Chair stated he would seek an update from GCC on the lease agreement. **Action: Chair.**

7.3 Harvey Centre: The report from the Harvey Centre would be considered alongside the application for a grant under item 9.4 of the agenda.

7.4 Highway Matters:

7.4.1 Cornham Lane Gate: The Chair confirmed that the landowners had agreed to install a small pedestrian gate alongside the main gate, and that the work would be undertaken.

7.4.2 Hygrove Lane Leak: Although STW had stated that they had undertaken the work, there was no evidence that the leak had been fixed. STW had also briefed that they hoped that the leak would be fixed as part of the extensive work they were currently

undertaking to the mains water supply in the village. It was agreed that no further action could be taken by the council until the STW works had been completed.

7.4.3 Wild Goose Layby: There was no update on the proposal to install lighting in the layby; it was agreed that the Chair would raise the issue with Mr Meynell prior to his attendance at the MPC meeting. **Action: Chair.**

7.4.4 “20’s Plenty” Campaign Group. The Clerk confirmed that he had contacted the “20’s Plenty” group and offered MPC’s support. The group had just circulated a template letter to all councils that suggested the wording for a motion to reduce speed limits within a town or parish. It was agreed that the Clerk would circulate this template, and that it would then be taken forward in the wider road safety work being considered. **Action: Clerk**

7.4.5 STW Replacement Water Main Works:

- The Chair stated that the public meeting with STW had been well received and had explained why the work was necessary and why it would take so long. The work involved making an individual connection to every house on the Main Road, which required digging across the road and avoiding existing gas pipes.
- There had been problems with the automated traffic light system, which had been reported to STW and appeared to have been resolved. STW had been very responsive when problems were highlighted and it was important that any future problems were reported.
- Notices restricting access to the lanes for “Residents Only” had been put in place.
- Cllr R Thomas recorded her thanks to the Chair for being proactive and engaging with STW on behalf of the community.

7.5 PROW: There was nothing to report on PROW.

7.6 Grass Cutting on Calcotts Green.

- The Chair reported that he had spoken to Mr Hall, who was happy to continue cutting the grass at Calcotts Green for no payment. Mr Hall did not wish to enter into a written agreement, but stated that he had third party liability insurance for his tractor and equipment.
- The Clerk highlighted that by not entering into a written agreement, there was a risk that the Council’s insurance would not cover Mr Hall for Employer’s Liability or Third Party Liability whilst he was working on Council-owned land. Any alternative arrangement, however, was likely to incur significant cost to the Council.
- It was proposed by the Chair and seconded by Cllr Ingham that the current arrangement with Mr Hall should be continued. This was agreed by 5 votes in favour and 2 abstentions.
- It was proposed by Cllr C Thomas that the Council should record their thanks to the Dowding Family, Mr Matin Watkins and Mr Chris King who had all undertaken this work previously. This was agreed by 6 votes in favour with one abstention.

7.7 Mains Drainage:

- The Clerk reported that he had received a response from Blackbox Planning stating that if the proposed development at Elms Farm was to go ahead, it would not include the provision of main drainage for the village. The developer would support the

Council in efforts to get mains drainage, but in the absence of mains drainage, would look to extend existing drainage solutions.

- It was agreed that the Clerk would seek an update from STW on the possibility of extending mains drainage to the village. **Action: Clerk.**

7.8 Flood Report: Cllr C Thomas had received the details on what was required, and was working to complete the report into flooding in the village in 2020/21. This would be circulated for comment once the maps and diagrams had been included. **Action: Cllr C Thomas.**

7.9 Damage to New Parish Noticeboards.

- The Chair reported that it had not been possible to remove the door from the damaged notice board opposite the Apple Tree, but that he would hopefully be able to effect a repair by removing the burnt areas.
- The Clerk reported that there was no specific limit on how many noticeboards a Parish should have and that the regulations required notices to be displayed “in some conspicuous place or places in the parish as appears desirable for giving publicity.” It was agreed that the Council would continue posting notices on 6 boards within the parish, but that this would be reviewed if there was further damage to the noticeboards.

7.10 Anti-Social Behaviour. It was reported that instances of ASB were continuing, including an occurrence of catapults being fired from a van. It was also reported that Beauchamp Garage had been broken into, and various tools stolen.

7.11 Jubilee Trees.

- The Clerk reported that the bid for 2 x oak trees to be planted to commemorate HM The Queen’s Platinum Jubilee had been successful. One of these trees would be planted at MVH, and it was agreed that the second would be planted on Ham Green. It was also agreed that commemorative plaques would be added to the trees once planted.
- Cllr C Thomas asked whether MPC was going to organise any other events to commemorate the Jubilee. It was agreed that as events were already being organised by the MVH and Church, MPC would support these events rather than organising its own.

7.12 Minsterworth War Memorial:

- The Chair reported that he had received a response from the Parochial Church Council (PCC) in relation to the maintenance costs for the War memorial. The PCC did not accept responsibility for maintaining the war memorial and felt the memorial did not need renovating when the work was done. The PCC were also concerned that they were being asked to contribute to a retrospective request for funding. The PCC had offered a payment of £50 toward the renovation costs.
- The Clerk highlighted that it was national policy that where a war memorial was located in a church yard, the church had primary responsibility for its maintenance. It was also noted that in Dec 2020 MPC had made a grant of £1000 to the PCC specifically for the upkeep of the churchyard; a further donation of £250 from MPC to the PCC was scheduled for Dec 21.
- It was proposed by Cllr Powell that the cost should be split such that the RBL paid 33% (£176), the church paid £50 and MPC paid the remainder (£303), and that the MPC donation to the church should be reduced to offset this funding. This was

seconded by Cllr King but rejected by 5 votes to 2.

- It was proposed by Cllr R Thomas that the financial split should be as above, but that the donation to the Church should not be reduced retrospectively. This was seconded by Cllr C Thomas and agreed by 5 votes to 2.
- It was agreed that a better system for scheduling and managing the maintenance of the memorial was required, and that this should be based on a 3-way equal split of funding between the RBL, the Church and MPC, by prior arrangement. The Chair would write to the PCC and propose this solution. **Action: Chair**

8. ROAD SAEFTY REPORT:

- Cllr R Thomas had produced and circulated the road safety report ahead of the meeting. The report was well received; the link to noise pollution and the promotion of the use of public transport were among the key factors brought out in the report.
- There were a number of options available for speed reductions; it was agreed that the preferable option was a reduction of the speed limit on the A48 to 50MPH throughout the village and 40MPH in the central strip, together with reducing the limit to 20MPH in the lower lanes area.
- It was further agreed that the next step should be to invite Mr Craig Freeman and Ms Sally Godwin of the GCC Highways to a meeting and present the findings of the report to them. C Cllr Awford would also be invited to attend the meeting. **Action: Chair.**

9. FINANCIAL MATTERS.

9.1 Monthly Reconciliation of Account. The Clerk reported that the problems accessing the online bank account had been resolved, and it had been possible to reconcile the bank accounts for Aug and Sep. The income and expenditure figures for the month were shown, together with the end of month bank balances.

9.2 Proposed Expenditure for Oct 21.

The following transactions since the last meeting were proposed:

Ser	Item	Expendi- ture	Income	Comment
1	AGP Grass Cutting	74.00		Paid
2	Parish Magazine Printing	150.20		Paid
3	Clerk Salary	254.68		
4	HMRC Clerk Salary Tax	63.60		
5	Village Hall Hire (Oct)	25.00		
6	Dog Waste Bins	470.16		Approved in Dec 20. Paid
7	VAT Refund		720.45	
TOTAL		1037.64	720.45	

- The installation of the Dog Waste Bills had been approved in Dec 2020, but the bill from TBC had only just been received. The request for VAT refunds had been submitted to HMRC, but it was not known when the income would be received. The remaining items of expenditure identified above were approved by the Council.

9.3 Forecast of Expenditure to the end of the FY.

- The Clerk presented his forecast of expenditure to the end of the FY. This showed an overall projected underspend in the annual budget of £1052. The Clerk highlighted that there was a projected overspend on *The Villager* magazine; the Parish Council's laptop was also unreliable and slow and a service or replacement was necessary, which was not included in the budget.
- Overall the Council's financial position was healthy, with a projected balance on current spending plans at the end of the year of £15,310. This represented an increase of nearly £2000 on the start-of-year balance. The Council should not be making a profit, and as such, the Council was encouraged to commit funds where necessary or make plans to earmark funds for future projects.
- The requirement to maintain the defibrillator was discussed; it was agreed that Cllr Garbutt would inspect the defibrillator and report whether any maintenance was required. **Action: Cllr Garbutt**
- It was agreed that the Clerk should obtain costings for getting the laptop serviced or replaced. The Clerk should also liaise with the team managing the finances for *The Villager* to get feedback on the financial position of the magazine. **Action: Clerk**

9.4 Application for a Grant of £1000 for the Harvey Centre.

- Cllr Garbutt gave a summary of the work undertaken to date to refurbish the primary school building and create the Harvey Centre; this would be used for the education of young people and adults, and also for the benefit of the community.
- Over £125K had been spent to date, and included work to secure the area, repair weather and age damage, and provide disabled access. The planned soft-opening of the facility was scheduled for the end of Oct 21 and would be for the benefit of the local community. The planned hard-opening would be in early 2022 and would be for the benefit of the potential users.
- **Post Meeting Note:** It was confirmed after the meeting that the correct expenditure figure for the Harvey Centre was £60K spent or committed to date, and that the soft-opening event would take place on 13 Nov 21 between 3-5pm.
- The Harvey Centre had requested a one-off grant from MPC of £1000 to assist with the final completion of the works. The Clerk highlighted that MPC had previously provided a grant of £1000 to the Harvey Centre in Dec 2020.
- It was proposed by Cllr Powell that a grant of £333 be given; there was no seconder for this proposal.
- It was proposed by the Chair that a grant of £500 be given; there was no seconder for this proposal.
- It was proposed by Cllr Ingham that the grant of £1000 be given; this was seconded by Cllr Garbutt, but the vote was inconclusive, with 3 in favour, 3 against and one abstention.
- It was proposed by Cllr C Thomas that the application should be reviewed again at the next meeting, after the costs of repair/ replacement of the laptop were known. This was seconded by Cllr R Thomas and agreed by 5 votes in favour and 2 abstentions.

Action: Clerk.

10. PLANNING

10.1 Applications: 21/00992 – Sunny Croft, Main Road, Minsterworth:

- This application was for the demolition of the existing bungalow on the Sunny Croft site (next to the Seven Acres development), and the replacement with a two-storey house and a carer's annex.
- It was noted that this would result in the removal of another bungalow from Minsterworth, despite the fact that the community had identified a shortage of bungalows in the village.
- It was proposed by Cllr C Thomas that this application should be opposed by MPC on the grounds that it was necessary to retain bungalows in the village. This was seconded by Cllr King and agreed by 3 votes in favour, 2 votes against and 2 abstentions. **Action: Clerk.**

10.2 TBC Decisions: 19/00465/FUL – Charlton. Despite the response received by the neighbouring property (see para 6.2 above) MPC had not received a response from TBC on the concerns raised. It was agreed that the Clerk would request a response from TBC. **Action: Clerk.**

10.3 Appeals: Nil

10.4 Seven Acres Drainage: Cllr C Thomas declared an interest in this subject. 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 Clerk would request an update. **Action: Clerk.**

10.5 Feedback from Proposed Development at Elms Farm. The Clerk had received a request for feedback on the presentation given at the last meeting by Blackbox Planning Ltd on the proposed development at Elms Farm. It was felt that the presentation was informative and that the opportunity to engage with developers about the design of houses etc was very positive. The Council did not feel that it was appropriate to alter its previous agreement on the Settlement Boundary as a result of this presentation. It was agreed that the Clerk should relay this to Blackbox Planning Ltd. **Action: Clerk**

11. TBC STATEMENT OF COMMUNITY INVOLVEMENT – MPC RESPONSE. It was agreed that this item would be staffed out of committee; the cut-off date was 12 Nov 21, so the final reply could be considered at the next MPC meeting.

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

13. CORRESPONDENCE:

13.1 Gloucester Food Survey. The Clerk had received correspondence in relation to a food survey for Gloucester; this had been completed by the Chair on behalf of the Council. A copy of the survey had also been uploaded to the MPC website.

14. MATTERS RAISED FOR NOTIFICATION.

- Cllrs Blowey, C Thomas and Powell would attend the Police and Crime Commissioner’s presentation on 13 Oct 21 in Tewkesbury.
- Johnny Copping Concert in MVH – 23 Oct 21.
- The Clerk would circulate a list of proposed MPC meeting dates for 2022 ahead of the next meeting, to be agreed at the meeting.

15. DATE FOR NEXT MEETING.

- The next meeting would be held on **Monday 8 Nov 21 at 7.00pm** in the Minsterworth Village Hall.

The meeting closed at 9.19pm.

Signed:

Date: