

MINSTERWORTH PARISH COUNCIL

Minutes of the Meeting of the Minsterworth Parish Council (MPC) held on 13 Dec 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
CC P Awford
P Bell – Clerk

Parishioners: 4

1. APOLOGIES. Apologies for absence had been received from Borough Cllrs Mclain and Smith.

2. DECLARATION OF INTEREST.

- The Clerk informed the meeting that the view of MPC on the declaration of interest had been challenged by a resident, specifically in relation to the PC making a grant to the Harvey Centre. This challenge had been referred to the TBC Legal advisor, whose response was awaited.
- Cllr C Thomas declared an interest for items 13.1.2 and 13.8 on the agenda. Cllr Powell declared an interest on item 13.1.1 on the agenda. The Chair stated that item 13.1.5 on the agenda referred to the property next door to his house; it was agreed that this did not constitute a conflict of interests.

3. MINUTES OF THE PREVIOUS MEETING. The minutes of the meeting held on 8 Nov 21 had been circulated and there were no comments. The minutes were accepted.

4. APPOINTMENT OF VICE-CHAIR FOR MPC. The Chair stated that it was recommended to appoint a Vice-Chair for the PC. Cllr C Thomas proposed Cllr Powell for this position; this was seconded by Cllr King. Cllr Garbutt proposed Cllr R Thomas for this position; Cllr R Thomas stated she was reluctant to take the appointment due to work pressures. There were no other nominations, and no objections; Cllr Powell was therefore appointed as Vice-Chair for MPC, and was thanked by the Chair for taking up the position..

5. COUNTY COUNCILLOR REPORT. Cllr Awford reported the following:

- He opened his report with an apology for missing the previous MPC meeting.
- He advised that he was meeting the Highways Manager, Craig Freeman, on the 16 Dec 21 to discuss highways issues.
- He was currently chairing a GCC Scrutiny Working Group looking at Cleaning Up Our Rivers. Recent participants have been the EA and three water companies including Severn Trent. Future fact finding will include the NFU, DEFRA, Offwat and on the 14 Dec 21 a session with an Authority who have achieved bathing water status.

- He advised of a major conference being hosted by GCC around natural flood risk management with partners from the full Severn catchment. He also committed to working with Cllr C Thomas on a response in relation to the consultation on the Severn Estuary given the future concerns around potential sea level rise and Minsterworth being a community at future risk.
- He had attended TBC on 7 Dec 21 as an observer with interest in both the debate around CIL and the controversial item 8 around planning and delegation. The item was deferred to allow for consultation, which, in his view, was the correct outcome given the angst around Parishes concerning the lack of opportunity for input. Both of the local District Cllrs had supported the deferral.
- In answer to a question from Cllr Garbutt about funding for any potential Traffic Regulation Order (TRO) he advised he would do all he could to encourage funding. Given the campaign around 20 MPH zones, blanket TROs are possible in Urban settings but in the case of Minsterworth it would be a stand-alone TRO at an estimated cost of at least £13,000.

6. BOROUGH COUNCILLOR REPORT. Cllr Smith provided the following written comment:

- A seminar had been held on the M5 Junction 10 proposed work, with was available on the GCC website; The subject was out for Public Consultation for the next 6 weeks if anyone wishes to comment.
- The introduction of online billing at TBC was progressing; individuals could register an interest on the TBC website and then be notified when the system was up and running. It was anticipated to be available at the end Feb 22.
- A planning consultation exercise had been completed to help the planning department cope with the volume of applications; this would be discussed further in Jan 22. More details could be found in the minutes of the TBC executive meeting held on 17 Nov 21.
- The anticipated planning application for 95 more houses at Highnam had come out for consultation and was available for comment via the TBC website.

7. PUBLIC COMMENT. The following issues were raised under public comment:

- **Planning Application 21/01382PIP** – it was highlighted that planning permission had already been given for the erection of a single property on this area; this application sought to amend that to erect 4 properties.
- **Deep Furrow** – it was reported that there was a large amount of soil piled behind Deep Furrow bungalow, yet there had been no planning application in respect of this property. It was agreed that the Clerk would report this to TBC. **Action: Clerk.**
- **Planning Application 21/001320FUL** – it was highlighted that the new outbuilding in the planning amendment was to house a ground source heat pump.
- **Cabin at The Falklands** – it had been reported that a new wooden cabin had been placed at The Falklands which could be being used for accommodation. No planning application has been received for such an installation. It was agreed that the Clerk would raise this with TBC. **Action: Clerk.**

8. MATTERS ARISING. In order to ensure the meetings ran to time, it was proposed that items under Matters Arising should only be raised if there was an issue of concern or a decision required. It was felt that routine updates should still be given, but it was suggested by Cllr Garbutt that they should last for no more than a minute. It was agreed that this would be trialed, and reviewed in the New Year.

8.1 Village Hall: The Village Hall continued to be well-used. A comedy night and pop-up-pub were scheduled for 7 Jan 22.

8.2 Minsterworth Park: The annual inspection of the park equipment had been booked for Jan 22. GCC had confirmed that the lease extension for the park was tied to the lease extension for the Harvey Centre and they would be addressed together.

8.3 Harvey Centre: The Harvey Centre was open and activities were taking place. The café was open on Wednesday mornings; details were published in *The Villager*.

8.4 Highway Matters: The Severn Trent Water (STW) works were still ongoing. It was questioned whether STW would repair the damage to the grass verges; it was also noted that the scheduling of the traffic lights at Hygrove Lane could result in traffic accidents. It was agreed that the Chair would raise these issues with STW. **Action: Chair.**

8.5 PROW: There were no PROW issues to report.

8.6 Mains Drainage: There had been no update from STW on the possibility of extending mains drainage to the village.

8.7 Ash Dieback and Jubilee Trees: The Chair confirmed that the trees ordered under the Ash dieback project were scheduled to be delivered on 14 Dec 21 and would then be distributed. The 2 x Jubilee Oak trees were also scheduled to be delivered on 14 Dec 21.

9. ROAD SAFETY REPORT. The Road Safety Report and associated documents had been circulated before the meeting. The Chair stated that he felt a separate meeting was necessary to consider the proposals in detail and to agree recommendations to be submitted to the Highways agency. It was agreed that a separate meeting would be held; the Clerk was to identify a suitable date and promulgate the details. **Action: Clerk.**

10. FALLEN TREE ON HAM GREEN. The Chair stated that a tree had fallen on Ham Green in the recent storms; the worst of the fallen branches had already been removed, and a resident had offered to remove the rest if they could keep the wood. This was agreed. It was also recommended that pollarding work should be undertaken on the remaining trees to make them less susceptible to storm damage. It was agreed that the Chair would seek costings from Adam Shayle and Matt Hale for this work. **Action: Chair.**

11. FLOOD REPORT.

11.1 Agreement to Minsterworth Flood Report. The report produced by Cllr C Thomas had been circulated and some comments received. It was agreed that the report should incorporate any further lessons from the current flood season, before submission to the Severn Estuary Stakeholders Group.

11.2 Severn Estuary Stakeholders Group and Severn Flood Risk Management Plan. It had been confirmed that the Severn Estuary Stakeholder Group would meet in Feb 22 and Minsterworth would be invited to attend. The Severn Flood Risk Management Plan had been circulated for comment; it was noted that the plan did not cover

Minsterworth, and that the Gloucester section only covered Gloucester city. It was agreed that the Clerk should provide comment back on the plan and request that it extend to include Minsterworth. **Action: Clerk.**

12. FINANCIAL MATTERS.

12.1 Monthly Reconciliation of Account. The Clerk presented the monthly reconciliation of the accounts, including the income and expenditure figures for November together with the end of month bank balances. The expenditure on the defibrillator was noted and the equipment was now working; action was still required to register it with South West Ambulance Service. **Action: Cllr Garbutt.**

12.2 Proposed Expenditure for Dec 21. The following transactions were approved:

Ser	Item	Expenditure	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	25.00		
5	Website Hosting Fee	36.00		Paid
6	Wreath	20.00		Awaiting confirmation of cost
7	Grass Cutting at Playpark	37.00		
8	Printer Ink	20.00		
9	Replacement Laptop	850.00		
10	Bank Charges	8.00		
11	Grant to the Church	300.00		
12	<i>Villager</i> Advertising		240.00	Received
TOTAL		1764.48	240.00	

12.3 Upgrade / Replacement of Laptop. The Clerk confirmed that a new laptop had been ordered and received from System Force IT. There was still some data transfer that needed to be completed, and the invoice for the delivery had not yet been received. The new laptop was based on Windows 10 but was Windows 11 compatible.

12.4 Application for a Grant of £1000 for the Harvey Centre. Due to the ongoing question about declarations of interest (see para 2 above) it was agreed that the application for a grant to the Harvey Centre would be deferred until legal advice had been received.

12.5 Grant to Parish Church. In Dec 20 MPC agreed an annual grant of £250 to be given to the parish church to assist with the maintenance of community facilities. This grant was to be reviewed annually. It was felt that the grant had been at £250 for several years; it was therefore proposed that the grant be increased to £300. This was approved by 6 votes, with one abstention. The wider issue of grants to other village organisations was discussed; it was agreed that for FY22/23 these grants would all be decided as part of the annual budget planning process. **Action: Clerk.**

13. PLANNING

13.1 Applications:

13.1.1 21/01320FUL Ham Green Cottage – Additional Outbuilding. It was agreed that MPC had no objections to this application.

13.1.2 21/01378 PIP – Application for Permission in Principle for the erection of 4 residential dwellings at Sunnybank, Main Road. It was noted that planning permission for a single property on this site had been granted in 2019; this application was to for planning in principle for 4 houses on the site. It was noted that this application was outside the proposed Settlement Boundary (SB), but that it was in-fill between existing houses, rather than removing green spaces. It was agreed that MPC had no objections to this application.

13.1.3 21/01382 PIP – Application for Permission in Principle for the erection of up to 7 dwellings and associated vehicular access at land north of Church Lane. It was noted that this was also outside the proposed SB, but that permission had already been granted for a property on the site. The inclusion of 4 x semi-detached houses in the indicative plan was welcomed, as this would increase the availability of affordable housing in the village. The challenges of road access were discussed; there were options for access via the lanes or directly onto the A48. It was agreed that MPC had no objections to this application, but would recommend that the developer consider providing access onto the A48 rather than via the lanes.

13.1.4 21/014044FUL – Application for erection of a single storey side extension at Henacre, Main Road. It was noted that this planning application retained an existing bungalow within the village, and only sought to increase the ground-floor footprint. It was agreed that MPC had no objections to this application.

13.1.5 21/01453/FUL - First floor front extension and two storey rear extension together with general alterations and modernisation at The Downs, Main Road. This application had only been received on the day of the meeting; it was noted that the proposed extension did not impact on any other properties and the residence was already 2 stories. It was agreed that MPC had no objections to this application.

13.2 TBC Decisions: Nil

13.3 Appeals: Nil

13.4 Seven Acres Drainage: MPC had not received a reply from TBC on this subject, and had recently sought a further update.

13.5 TBC Housing Strategy. MPC had been invited to comment on the TBC Housing Strategy which had been circulated to Cllrs before the meeting. It was agreed that although the strategy covered many welcome aspirations, there was not a commitment to housing that maintained the character of a community, which was an issue that had been raised by Minsterworth residents previously. It was agreed that the Clerk should make this point in response to the request for comments. **Action: Clerk.**

13.6 Tewkesbury Borough Plan – Man Modification Consultation. The following comments were agreed as MPC's response to the Tewkesbury Borough Plan main modifications:

Minsterworth Settlement Boundary – Extent. The revised Settlement Boundary (SB) for Minsterworth only shows the main area of the village, and not the area to the North East, which was previously included within the SB. We would be grateful for clarification on whether this area remains within the SB or not.

Minsterworth Settlement Boundary – Sports Field. We would like to request an amendment to the proposed SB in the area behind the Village Hall. This area is currently set aside as a sports field and recreational area and we would like it to be excluded from the SB, so it can remain for community rather than residential use.

Travellers' Sites Map. The extent of the Travellers' Sites in Minsterworth is not accurately recorded on map GTTS1 in the Schedule of Draft Changes to the Policies Maps. We would request that the 2 maps of Minsterworth are updated to show the full extent of the Travellers' Sites throughout the village.

13.7 Highnam Planning Application. The Chair had been informed by the Highnam Parish Council Chair that an application had now been received for 95 new houses in Highnam, together with an extension to the Business Park. This had been discussed previously, and raised concerns for Minsterworth about potential flooding and increased traffic congestion. It was agreed that the MPC Chair would raise these observations with TBC in the planning application consultation, and would copy Highnam Parish Council in to his comments. **Action: Chair.**

14. CORRESPONDENCE:

14.1 MPC Correspondence Address. All Parish Councils were required to publish a correspondence address; previously this had been the Clerk's personal address. In line with recent Govt direction, it was no longer considered appropriate to publish a personal address. The Minsterworth Village Hall committee had agreed that the Village Hall address could be used as the published correspondence address for MPC; this was agreed. **Action: Clerk.**

15. MATTERS RAISED FOR NOTIFICATION.

15.1 Mr Neil Meynell. Mr Neil Meynell had been invited to attend the Jan MPC meeting to discuss ASB in the parish.

15.2 TBC Planning Policy. Borough Cllr Smith had agreed to provide an update to the MPC meeting in Jan on proposed changes to the planning policy discussed within TBC.

15.3 MPC FY 22/23 Budget. The Clerk informed Cllrs that they would need to agree the Precept budget for FY 22/23 at the MPC meeting in Jan; the Clerk agreed to circulate a draft budget ahead of the meeting. **Action: Clerk.**

15.4 ASB. The Chair highlighted another incident of ASB, where gates had been damaged and livestock had been distressed. This had been reported to the PCSO.

15.5 Publication of MPC Minutes. Cllr King asked if MPC minutes could be published in *The Villager* so those who do not have access to the MPC Website could see them. Alternative means of publication were discussed; it was agreed that, with their permission, 5 x hard copies of the minutes would be placed in the Church and the Harvey Centre to be available to residents if required. The uptake of these would be monitored. **Action: Clerk.**

15.6 MPC Standing Orders. Cllr C Thomas asked if a review of the meeting timings in the MPC Standing Orders could be placed on the agenda for the next meeting; this was agreed. **Action: Clerk.**

16. DATE FOR NEXT MEETING.

- The next meeting would be held on **Monday 10 Jan 22 at 7.00pm** in the Minsterworth Village Hall.

The meeting closed at 9 14pm.

Signed:

Date: