

MINSTERWORTH PARISH COUNCIL

Minutes of the Meeting of the Minsterworth Parish Council (MPC) held on 14 Mar 22 in Minsterworth Village Hall, commencing at 7.00pm.

PRESENT:

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

Parishioners: 3

1. APOLOGIES. Apologies for absence had been received from Borough Cllrs Smith and McInain and Cllr King.

2. DECLARATION OF INTEREST.

- There were no declarations of interest.
- The Clerk thanked all Cllrs for completing their Declaration of Interest Forms; the Clerk would now collate them into a single table which would be circulated to all Cllrs for approval. Once approved, the table would be uploaded onto the MPC website and submitted to TBC.

3. MINUTES OF THE PREVIOUS MEETING. The minutes of the MPC meeting held on 14 Feb 22 had been circulated and were accepted as a true record.

4. COUNTY COUNCILLOR REPORT.

- Cllr Awford opened his report by advising that his work had been dominated by the recent flood events. The anticipated tidal event on 18 Feb 22 did not reach the scale that was forecast, but justified the advance preparations that had been put in place, including the Minsterworth Plans.
- He had been asked to put in a report to the EA regarding that event and the following floods from subsequent storms that had impacted in Gloucestershire. Given his report was critical of some aspects from both the EA and GCC he had been invited to a debrief by the Severn and Wye RFDC which he attended and spoke on the concerns raised. The concerns about forecasts, gauges, data, timings were also shared by attendees from Shropshire and Worcestershire who had both seen considerable property flooding. Fortunately this had not been the case in Gloucestershire, and TBC had confirmed that no properties had flooded internally.
- Cllr Awford had also raised issues with GCC and TBC about door to door messaging that had been alarming. He had concerns about the Comms between the EA and GCC which had led to confusion over signage and road closures / reopening. In addition, many of the relevant Officers who would react to a well worked out plan for such events were either on annual or sick leave.

- Cllr Awford thanked the Minsterworth team for being prepared and advised he had been invited to attend the Flood Warden meeting at the end of the month.
- He advised that he had received a £5k increase in the Highways Local Budget, and would look to help any scheme to benefit Minsterworth with a contribution from the dedicated budget with the LHM.
- He also advised that TBC had lost another recent planning appeal, and that the lack of a 5-year housing land supply still featured in Appeals.
- In closing, he stated that he had been included in a major training programme around Climate Change and Carbon Literacy which remained a major topic of concern.

5. BOROUGH COUNCILLOR REPORT. There was no Borough Cllr report.

6. PUBLIC COMMENT. There was no public comment.

7. MATTERS ARISING.

7.1 Village Hall: The Village Hall had hosted a meeting of the Jubilee Committee; the events to mark the Jubilee were discussed under Item 12.

7.2 Minsterworth Park:

7.2.1 Inspection Report and Follow-on Works. Most of the work required by the Inspection had now been completed by Malcom Ball. Two minor items of work were still to be completed, and the bill for the work would be submitted when they had been done.

7.2.2 Totem Pole. The cracks at the base of the Totem Pole had been successfully filled; it was decided not to paint the base of the Pole as it was not required.

7.2.3 Grounds Maintenance. A large amount of bramble had been cleared from one corner of the park, which now made it a useable area. It was agreed that keeping this area clear would be added to the grounds maintenance contract with AGP Services for the rest of the park. **Action: Cllr Ingham.**

7.3 Harvey Centre/MFSF: Cllr Garbutt reported that the work of the MFSF was progressing on 3 broad stands. The adult education strand was running Computer Classes and a Memory Café. The young persons strand had been informed that the LEA had earmarked some funding, but more money was still required to get this fully functioning. The Community strand was running the Community Café on a Wednesday which was proving very popular, especially for those people who may otherwise be alone. The Chair stated that a question had been raised by a resident, who had observed that the MSFS should be for young people, yet much of its activity was for adults. The Chair had confirmed with the MSFS Charity Commission Scheme document that whilst the primary function of the MSFS was to support children and young people, when it was not being used for that function, it could be used for wider community activities involving all ages.

7.4 Highway Matters:

7.4.1 Severn Trent Water (STW) Works. The Chair stated that he had been asked to consider whether MPC should record a vote of thanks to STW for the way they had conducted their works. This was agreed in principle, but it would be deferred until after the work had been completed. MPC would also raise the issue of the leak at Hygrove Lane with STW, if it had not been fixed when the work was finished.

7.4.2 Matters Reported to Highways. The Chair confirmed that he had addressed the parking by contractors on the footpath opposite Mr Cockcroft's property. The contractors have agreed to find an alternative parking location. It was agreed that if this was still continuing on 16 Mar 22, the Chair would raise it with the Highway Agency (email sent on 16/3/2022). The Chair also confirmed that a tree had been brought down in the storms, and had damaged the safety railings at the far end of Cornham Lane. This had been reported to the Highways Agency; the railing had subsequently been repaired (possibly by the Environment Agency) but the repair had made the access track narrower. The 3 x broken road signs (1 x 30mph; 1 x Chevron and 1 x T-Junction signs) had been reported to the Highways Agency but had not yet been repaired. **Action: Chair.**

7.4.3 Estimate for Trimming Grass Verges of Footpaths on A48. The Chair had received an estimate from H&A Farming to undertake a cut of the grass verges on either side of the footpath along the A48. This could be undertaken in June, and would be from Downs Bridge to The Dinney, but would not include the area alongside the Severn Bank dual carriageway for safety reasons. The estimated cost for the work was £330, though this excluded VAT and was dependent on confirmation of the time taken and the fuel price at the time. It was agreed that the estimate should be accepted, and that MPC should fund the work, though may seek a CC contribution from the funds held by Cllr Awford. If the work on the footpath was successful, consideration could also be given to getting the grass cut at the splays of the road junctions. Work to cut back the sides of the footpath was also required, as the path was slowly getting covered with grass. This had last been done about 5 years ago; it was agreed that the Chair would raise this with the Highways agency. **Action: Chair.**

7.5 PROW: Cllr Ingham reported that the dog waste bins had not been emptied; she had raised this with TBC. It was reported that the Interactive PROW website was not working; it was agreed Cllr Ingham would report this to GCC. **Action: Cllr Ingham.**

7.6 Tree Pollarding on Ham Green. The Chair confirmed that the order for the work had been placed and would be undertaken in early May.

7.7 Lessons Identified from Flood Prevention Preparations. The recent storms and high tides had caused significant flood warnings, but in the event there had been no actual flooding in Minsterworth. The warnings issued by the Environment Agency had been somewhat sporadic, but the preparations had gone well. Sand bags had been issued where required; it was confirmed that it was the resident's responsibility to provide the filling for the bags (sand, earth etc). There was a discussion on the best location for storing the Parish Council's flood equipment (3 x sets of generator, pump and lights); they were currently stored at a central location. It was agreed that this was the best location to store them, but that a procedure should be drawn up to notify residents how they could request the items. Consideration would be given to using a combination lock at the storage location to remove the requirement for a key holder. A protocol was required to ensure the items were tested and maintained. It was agreed that Cllr C Thomas would draft this. **Action: Cllr C Thomas.**

8. ROAD SAEFTY REPORT

8.1 Proposals for Public Meeting. It was confirmed that the public meeting on road safety issues would be held on 9 May 22 ahead of the Annual Parish Assembly. The Chair would write a note for The Villager magazine to publicise the event. **Action: Chair.**

8.2 20mph Campaign for Rural Roads. MPC had received an invitation to participate in a campaign to have the speed limit for all rural roads reduced to 20mph by default. This was discussed, and it was felt the campaign's aims may be excessive and unrealistic. It was also felt that joining this campaign may remove focus from the main speed issue for Minsterworth which was the A48. It was agreed that MPC would not join the 20mph Campaign for all rural roads at this stage.

9. REVIEW OF MPC STANDING ORDERS. The Clerk confirmed that he had submitted the revised MPC Standing Orders to GAPTC for comment. GAPTC had not provided comment, but had recommended that the council's standing orders should follow the GAPTC template orders. It was noted that the MPC orders were currently 8 pages long, and the GAPTC template orders were 23 pages long. It was agreed that the revised MPC Standing Orders should be published on the website, as they were in a better format than the current published version. It was further agreed that the Clerk would conduct a gap analysis to see what was not in the MPC orders but was in the GAPTC template; this would be reported back to the next meeting. **Action: Clerk.**

10. FINANCIAL MATTERS.

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

10.2 Proposed Expenditure for Mar 22. The following transactions were approved:

Ser	Item	Expenditure	Income	Comment
1	Parish Magazine Printing	130.00		Apr Edition
2	Clerk Salary	308.70		
3	HMRC Clerk Salary Tax	77.18		
4	Village Hall Hire	25.00		
5	Tree Pollarding	2340.00		(Incl VAT)
6	Jubilee Beacon	588.00		Paid (Incl VAT)
7	Magnets for Noticeboards	5.69		Paid
8	Bank Charges	8.00		
9	Donation to Jubilee Fund	100.00		Paid
10	GAPTC Subscription	118.43		For FY22/23
TOTAL		3701.00	0.00	

10.3 Grant Application to Fund Minsterworth Historical Booklet. MPC had received an application for a grant of £650 from Mr Moore-Scott to buy copies of a booklet he had produced from articles of historical interest he had contributed to *The Villager*. It had been suggested that purchasing copies of the book and distributing one to each household in Minsterworth would be an appropriate measure to commemorate the Platinum Jubilee. After discussion, it was agreed that MPC would pay for the production of 220 copies of the

booklet, for distribution to Minsterworth households as part of the Jubilee celebrations.

Action: Chair and Clerk.

10.4 Criteria for Expenditure. As part of the discussion on finances, it was felt there was a need to establish a criteria against which applications for grants from the MPC could be assessed. It was agreed that Cllrs R Thomas and Ingham would draft such a document for consideration at the next meeting. **Action: Cllrs R Thomas and Ingham.**

11. PLANNING

11.1 Applications: Nil

11.2 TBC Decisions: Nil

11.3 Appeals: 10/01025/FUL – Access Track on Land by Hygrove House, Minsterworth. This application had been supported by MPC but rejected by TBC. On appeal, the Planning Inspector had granted the application.

12. PLATINUM JUBILEE CELEBRATIONS.

12.1 Feedback from Minsterworth Jubilee Committee. MPC had received an update from the Vice Chair of the MVH Committee, with confirmation of the planned events for the Platinum Jubilee. These included the following:

- Thursday 2 Jun 22: 'Beacon, Beer and Burgers' - pop-up pub and food ahead of the beacon lighting at 9-50pm.
- Sunday 5 Jun 22: The Village Tea Party - 'tea and cake on the village' at MVH - treasure hunt for children, spot prizes, children's activities, quiz, 50's music, slideshow.
- Villager cover children's art competition.
- Jubilee Newsletter delivered to residents.
- Thanksgiving Service at St Peter's Church (Sunday 5 Jun 22 - tbc).
- Flower Festival at Church.
- New Altar Frontal for Church (already started).
- Village Silk Paintings at the Harvey Centre.
- Gifting of Historical Booklet to residents.

12.2 Jubilee Beacon and Grant to Jubilee Committee. The Clerk confirmed that the Jubilee Beacon had been ordered, and that the grant of £100 to the village Jubilee Committee had been paid.

13. CORRESPONDENCE:

13.1 TBC Call for Sites with Development Potential. TBC had sought notification of any sites suitable for development as accommodation or for gypsy and traveler sites. It was agreed that there were no such sites within Minsterworth Parish.

13.2 TBC and GAPTC Consultation on Support for Ukraine. Both TBC and GAPTC had sought an update from Councils on any work being done to support Ukraine. It had been confirmed that Councils could not use Precept income to support charities working outside of the UK. It was felt that any support to the people of Ukraine was more likely to be given on a personal level rather than a council level. As such, MPC had no activities to report.

14. MATTERS RAISED FOR NOTIFICATION.

14.1 Drainage. The Chair confirmed that MPC had still not received an update on the drainage solution proposed for the Seven Acres properties. In addition, as the areas of land adjacent to Rosedale and Deep Furrows were currently on the market for sale and development, it was necessary to ensure a suitable drainage solution was in place for these as well. It was agreed the Chair would raise this with TBC. **Action: Chair.**

14.2 Vehicles at Sharnbrook. It was noted that a number of vehicles were being parked on the side of the A48 close to the Sharnbrook property. An area of hard-standing had also been created for these vehicles. MPC were not aware of any planning permission for this development. It was agreed that the Chair would raise this with the Highways Agency. **Action: Chair.**

14.3 Planning Enforcement at The Falklands. MPC had not received an update from the Planning Enforcement team on the apparent development at the property "The Falklands". It was agreed the Clerk would raise this again with TBC. **Action: Clerk.**

14.4 Planning Enforcement at Deep Furrow House. It was not clear whether there had been a resolution to the planning issue previously raised at the Deep Furrow House property. It was agreed that the Clerk would check the records to see if this had been recorded. **Action: Clerk.**

15. DATE FOR NEXT MEETING: 11 Apr 22 at 7pm in the Minsterworth Village Hall.

The meeting closed at 8.39pm.

Signed:

Date: