

MINSTERWORTH PARISH COUNCIL

Minutes of the Meeting of the Minsterworth Parish Council (MPC) held on 11 Apr 22 in Minsterworth Village Hall, commencing at 7.00pm.

PRESENT:

Councillors - R Blowey – Chair
N Powell
S Ingham
C Thomas
R Thomas
CC P Awford
BC Mclain
BC Smith

Parishioners: 2

1. APOLOGIES. Apologies for absence had been received from Cllr Garbutt and Mr Paul Bell (Clerk).

2. DECLARATION OF INTEREST.

- There were no declarations of interest.
- The publication of the Register of Members' Interests was deferred until 2 outstanding issues could be resolved.

3. MINUTES OF THE PREVIOUS MEETING. The minutes of the MPC meeting held on 14 Mar 22 had been circulated; an amendment was made at para 7.7 in relation to the storage of flood prevention equipment. The minutes were then accepted as a true record.

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

- He opened his report with Highways updates, advising that Mr Craig Freeman would be leaving his position as Local Highways Manager at the end of May when he moves on to the Project Team with GCC. Cllr Awford is to meet with him prior to his departure to go through the Highways Local commitments and will aim to include some siding back the pavements in the Parish together with confirming the other commitments made at the former meeting with the Parish.
- Cllr Awford advised that the Parish should copy in Mr Chris Hawkins from Gloucestershire Highways to the concerns around road signs that had been reported as damaged.
- Cllr Awford had been invited to attend the recent Flood Warden Meeting hosted by GRCC around the most recent flood events. He had spoken on the report that he had submitted to the EA where he had been critical of some aspects around data, comms, warnings and highway activity from both the EA and the County and District Authorities.
- Some outcomes from that meeting around flood mapping and the amount of sewerage discharges led to GRCC requesting Parishes to submit their concerns, in order to form a full picture for Cllr Awford to raise at a RFDC meeting with the representative from Severn Trent.

- Cllr Awford also agreed to forward the e-mail address of both the Police and Crime Commissioner and his Deputy, given the concerns around ASB in the Parish.

5. BOROUGH COUNCILLOR REPORT.

5.1 Cllr Smith reported the following:

- Councillors had received the first training on Cyber security, which was informative and helpful. TBC filter any e-mails that were not from trusted sources.
- Details of recent changes to the NHS services had been circulated for information.
- The problems with the distribution of the Tewkesbury News had now been raised and documented at Overview and Scrutiny committee and alternative solutions to delivery were being sought. The Royal Mail is used in other Boroughs and was being costed.
- The introduction of paperless billing was progressing in TBC and people were encouraged to sign up for this service. The Commercial Transformation team was also working on modernising and speeding up several of the Borough's processes.
- There was a new Customer Care strategy and a review of the Communications Strategy 2020-24, which had been agreed at the Overview and Scrutiny Committee; they will be published on the TBC web site.

5.2 Cllr Mclain reported the following:

- The Ukraine homes scheme was developing; checks were still required by GCC and TBC on the properties, but plans were in place for a Welcome Pack for arriving Ukrainian families. Provisions had also been made to ensure they received school places and a £200 initial grant.
- Details about the Council Tax Energy Rebate scheme had been published, and a leaflet distributed to all houses.
- There was a block in hospital beds due to some care homes being unable to take new patients because of COVID.

6. PUBLIC COMMENT. There was no public comment.

7. MATTERS ARISING.

7.1 Village Hall: Work to build a patio at the Village Hall was due to start shortly. A grant had been sought to increase the area of disabled car parking.

7.2 Minsterworth Park: All of the work required by the inspection report had now been completed. AGP Garden Services had provided a quote for clearing and re-seeding the corner area of the park that had been covered in brambles. The cost of this work would be £85. AGP Garden Services had also quoted for the cutting of the larger play park area, which had increased from £37 to £40. Both of these quotes were accepted.

7.3 Harvey Centre/MFSF: Cllr R Thomas relayed an update on the Harvey Centre / MFSF that had been provided by the Trustees. This included details of the activities underway, together with those planned for the future. Funding for a Jubilee Arts project had been secured from the Arts Council, but additional funding for refurbishment work in the building was still required.

7.4 HIGHWAY MATTERS:

7.4.1 Severn Trent Water (STW) Works. The STW water mains works had been ongoing for over 6 months, but were nearing completion. STW were generally responsive to concerns about traffic build-up, but it still remained a problem on occasions. All Cllrs were encouraged to report problems when they occurred, so action could be requested. The water leaks near to the Apple Tree and on Hygrove Lane were still apparent; it would be necessary to monitor this to see if they were resolved when the new water main was connected. If they were not fixed, the matter would need to be referred back to STW.

7.4.2 Matters Reported to Highways. The broken road signs that had previously been reported to Highways had not yet been fixed. Two further chevron signs had also come down, one near to Pound Lane and one at the west end of the Village. . It was agreed that Cllrs Ingham and R Thomas would forward the details to the Chair, who would report it to Highways. **Action: Cllrs Ingham and R Thomas and Chair.**

7.5 PROW: Cllr Ingham reported that some residents had been deterred from walking along a footpath due to obstructions; Cllr Ingham had agreed to walk the area with them to identify the problem. **Action: Cllr Ingham.**

7.6 Flood Prevention Preparations and Equipment. There was a discussion over whether the storage location of the Council's flood prevention equipment should be made public. It was agreed that this should not be published, and that the minutes of the last meeting should be amended accordingly. It was also agreed that access to the equipment should be via the flood warden, and would be included with the protocol being produced. **Action: Clerk and Cllr C Thomas.**

8. ROAD SAEFTY REPORT

8.1 Proposals for Public Meeting. It was confirmed that the PCSOs would not be able to attend the public meeting on 9 May, but It was still hoped that a representative from the Police would attend. A note would be published in the May edition of The Villager encouraging residents to attend the meeting; the Chair would put together the Power Point presentation and circulate it to Cllrs ahead of the meeting, and Cllr R Thomas would help with the compilation of a Q+A form to be used at the event. **Action: Cllr R Thomas and Chair.**

9. REVIEW OF MPC STANDING ORDERS. This item would be deferred to the next meeting.

10. FINANCIAL MATTERS.

10.1 Monthly Reconciliation of Account. The Chair presented the monthly reconciliation of the accounts, including the income and expenditure figures for March together with the end of month bank balances. It was confirmed that the accounts had been fully reconciled, and that the balance being carried forward into the next FY was £15,558.23.

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

Ser	Item	Ependiture	Income	Comment
1	Parish Magazine Printing	135.00		May Edition
2	Clerk Salary	259.14		
3	HMRC Clerk Salary Tax	64.78		
4	Village Hall Hire	25.00		
5	GAPTC Subscription	118.43		For FY22/23 - Paid
6	GDPR Registration Fee	40.00		Paid
7	Play Park Grass Cutting	37.00		Paid
8	Bank Charges	8.00		
9	Villager Advertising		152.00	
10	Precept		11030.00	
11	Play park additional grass cut	85.00		
TOTAL		772.35	11182.00	

10.3 MPC Financial Regulations. A set of draft proposals on how MPC should consider applications for grants had been produced. It was agreed that these would be circulated to all Cllrs for comment, and discussed at the next meeting. **Action: Clerk.**

11. PLANNING

11.1 Applications: Nil

11.2 TBC Decisions: Nil

11.3 Appeals: Nil

11.4 Update on Highnam Houses and Business Park. It was confirmed that the construction of 4000 houses in the Churcham/Highnam area was less likely to go ahead, as the Forest of Dean Council prefer dispersed development in existing villages. The planning application for 200+ houses at Highnam and an extension to the Business Park had been submitted; the previous reservations highlighted by MPC on the additional flood risk remained valid and had been re-submitted to Highnam PC, requesting that the information be submitted to TBC with their comments.

11.5 Seven Acres Drainage. The Clerk had requested an update from TBC on the drainage proposals for the Seven Acres development, and the additional housing sites currently being marketed by the same developer. No response had been received from TBC. It was agreed that the Clerk would copy the Borough Cllrs to these requests, to see if they can add any pressure on getting the issue resolved. **Action: Clerk.**

11.6 Planning Enforcement – The Falklands and Deep Furrow House. TBC had confirmed that a planning application for the cabin at The Falklands had been submitted, and would be staffed to MPC when it had been processed. There were 2 open planning applications relating to the Deep Furrow House; the first was for the drainage solution for the Seven Acres development and the second was for the construction of 2 x link detached houses. Neither application had been updated since 2020. The drainage plan for the Rosedale site had been rejected. It was also noted that the sun / garden room at

Deep Furrow House had not been confirmed as built to plan and looked very much like a cottage; MPC await further information on this from TBC.

11.7 Parking by Developers Across the Footpath. The Chairman outlined the work that had been necessary to prevent the contractors from RES Ltd from parking across the public footpath. This had required direct communication with the site workers, the development company, the landowner and the Police. Eventually, the contractors had agreed to park close to the hedge, so as not to block the footpath.

12. MAINS DRAINAGE IN MINSTERWORTH – UPDATE. Cllr Powell confirmed that he was not looking at the provision of mains drainage in Minsterworth, but was investigating the requirements for discharges from properties. He confirmed he would have more detail at the next meeting.

13. PLATINUM JUBILEE CELEBRATIONS. The planning for the Jubilee Celebrations was continuing under the Jubilee Committee. The provision of the historical booklet to each household had been agreed, and would be funded by the Parish Council. It had been suggested that households would be invited to make a donation of £5 for each booklet, which would go to the village charities (Village Hall, Church and Harvey Centre). This proposal was discussed, but it was felt it undermined the gesture from the Parish Council of paying for the books for each household. This proposal was therefore rejected.

14. RECRUITMENT OF A NEW PARISH COUNCIL CLERK. The Chair confirmed that the Parish Council Clerk had submitted his notice of resignation, and would leave at the end of July. The previous selection committee (Chair, Cllr C Thomas & Cllr R Thomas) would lead on the recruitment of a new clerk, and had already agreed the job advertisement. This would be published in The Villager and on the MPC website; it would also be sent to neighbouring parishes to be added to their websites. Interviews would be conducted in June. The recruitment would be based on 8 hours work per week, on a salary based around the NALC Level 11, but dependent on previous experience. If a candidate had suitable previous experience and qualifications, a higher salary may be offered. The position would have a 6-month probationary period.

15. CORRESPONDENCE:

15.1 GAPTC AGM – 23 Jul 22. The call for resolutions for the GAPTC AGM had been circulated to all Cllrs; there were no resolutions proposed by MPC.

15.2 TBC Mayor Making Ceremony. The invitation to attend the TBC Mayor Making Ceremony on 10 May 22 had been circulated to all Cllrs; there were no volunteers to attend.

15.3 Content of MPC Website in relation to Anti-Social Behaviour. The views of Cllrs on the content of the MPC website in relation to Anti-Social Behaviour had been sought. There was a clear consensus that the item should be removed from the front page of the website; this had been completed. A shortened version of the article had been placed under the “Village” tab on the website, encouraging all residents to report ASB, and giving details of how this should be done; this was reviewed and agreed. A further case of ASB had been confirmed, with 2 people being hit in the back and legs by ball bearings. Although the Police took details at the scene, they were reluctant to follow the culprits to their home; the Parish Council considered this to be inappropriate and a suggestion that the PCC for Gloucestershire should be informed of this failure to take action.

16. MATTERS RAISED FOR NOTIFICATION.

16.1 TBC Town and Parish Council Seminar. The next TBC Town and Parish Council Seminar would be held on 15 Jun 22; MPC could send 2 representatives. The Clerk would circulate the details to all Cllrs. **Action: Clerk.**

16.2 MPC Meeting Agenda. It was proposed that the Agenda for MPC meetings should be produced 7 days before the meetings. This would require an amendment to the MPC Standing Orders, which state that the Agenda should be produced 3 days before the meeting. It was agreed that the Orders should be amended, and the Agenda produced 7 days before the meeting. **Action: Clerk.**

17. DATE FOR NEXT MEETING: The next meeting would be held on 09 May 22 in the Minsterworth Village Hall at the following times:

6.00 pm – Public Meeting on Road Traffic Proposals.

7.00 pm – Annual Parish Assembly. Chairman’s report had been circulated to Cllrs for approval and would be published in May Villager

8.00 pm (or immediately after the APA) – abridged monthly Parish Council Meeting.

The meeting closed at 8.44pm.

Signed:

Date: