

MINSTERWORTH PARISH COUNCIL

Minutes of the Annual Meeting of the Minsterworth Parish Council (MPC) held on 9 May 22 in Minsterworth Village Hall, commencing at 7.43pm.

PRESENT:

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

Parishioners: 10

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

2. DECLARATION OF ACCEPTANCE AND ELECTION OF OFFICER.

- All Parish Cllrs read and signed the annual Declaration of Acceptance of Office. The Parish Council Officers are the Chair and Vice-Chair of the Council. The incumbents of both positions had indicated their willingness to continue in the role for another year.
- There were no other nominations, and all Cllrs supported the incumbents remaining in post for another year. The following appointments were duly confirmed:

MPC Chair – Cllr Blowey.
MPC Vice-Chair – Cllr Powell.

3. APPOINTMENT OF OFFICIALS.

- All incumbents of MPC appointments had indicated their willingness to continue in the role for another year. Cllr Garbutt suggested a second flood warden may be necessary, in order to cover both ends of the village. It was agreed that Cllr Garbutt would submit this proposal in writing for discussion at the next meeting. **Action: Cllr Garbutt.**
- There were no other nominations, and all Cllrs supported the incumbents remaining in post for another year. The following appointments were duly confirmed:

Snow Warden: Cllr C Thomas.
Flood Warden: Cllr C Thomas.
Village Hall Committee Trustee: Cllr Blowey.
A48 Meeting Representative: Cllr Powell.
Harvey Centre Representative: Cllr Blowey (with input from the MFSF Trustees).
Minsterworth Park Representative: Cllr Ingham.
Public Rights of Way Representative: Cllr Ingham.

4. DECLARATION OF INTEREST.

- There were no new declarations of interest.
- The Clerk confirmed that the Register of Members' Interests had now been published on the MPC website.

5. MINUTES OF THE PREVIOUS MEETING. The minutes of the MPC meeting held on 11 Apr 22 had been circulated; there were no proposed amendments and the minutes were then accepted as a true record. The suggested amendment to the minutes of the meeting held on 14 Mar 22 had been incorporated and the minutes were accepted as a true record.

6. COUNTY COUNCILLOR REPORT. In addition to his report to the APA, CCllr Awford reported that he would liaise with Highways over the Minsterworth issues before Mr Craig Freeman had left post, especially the cutting back of vegetation from the footpaths. He recommended that any correspondence in relation to highways matters is also copied to Sally Godwin and to himself. He also stated that it would be necessary for TBC to review their Joint Core Strategy as the version introduced in 2017 had now expired; it was likely this would increase pressure on communities to take additional housing, especially of the Garden Town project did not come to fruition.

7. BOROUGH COUNCILLOR REPORT. Both BCllrs had sent their apologies for the meeting, and had nothing further to add from their statement to the APA.

8. PUBLIC COMMENT. There was no public comment.

9. REVIEW OF MPC STANDING ORDERS. The Chair stated this item would be deferred to the next meeting.

10. FINANCIAL MATTERS.

10.1 Financial Statement for End FY21/22. The Clerk presented the financial statement at the end of FY21/22; this statement was accepted by the Council, and it was agreed that it should now be submitted for audit.

10.2 Financial Statement as at End Apr 22. The Clerk presented the financial statement and monthly reconciliation of accounts as at the end of Apr 22. This included the income and expenditure figures together with the end of month bank balances. It was agreed that for FY 22/23, the Council would submit a Certificate of Exemption from the Annual Governance and Accountability Return, and seek a local audit at the end of the FY, as had been done in previous years.

10.3 Proposed Expenditure for May 22. The following transactions were approved:

Ser	Item	Expenditure	Income	Comment
1	Parish Magazine Printing	165.00		
2	Clerk Salary	259.31		
3	HMRC Clerk Salary Tax	64.60		

4	Village Hall Hire	40.00		
5	Insurance	558.03		Paid
6	Magnets for noticeboards	5.99		Paid
7	Play Park Grass Cutting	111.00		Paid
8	Bank Charges	8.00		
9	Interest		1.00	
TOTAL		1211.93	1.00	

The Clerk confirmed that he had received notification from the printer of *The Villager* that the cost of printing had increased by approximately 10%; this had been forwarded to the advertising manager for *The Villager* to review if additional revenue was required. The Clerk also confirmed that he had paid the invoice for the pollarding of trees on Ham Green, that had been approved at the MPC meeting in Feb 22.

10.4 MPC Financial Regulations on Awarding Grants. There was further discussion on the draft proposals on how MPC should consider applications for grants. It was agreed that the Clerk would insert a clause about the disposal of items purchased with an MPC grant, and then re-circulate the document to all Cllrs. **Action: Clerk.**

11. PLANNING

11.1 Applications: 22/00220/LBC – Moonbeam Cottage – this was a retrospective application for approval of a new front door following fire damage; the application had been circulated out of committee and MPC had recorded no objections.

11.2 TBC Decisions: Nil

11.3 Appeals: Nil

12. PLATINUM JUBILEE CELEBRATIONS. The Chair confirmed that the Jubilee Beacon had been received, although it had been delivered to the wrong address. The beacon did require a gas cylinder for it to be lit; Cllrs Garbutt and King both had suitable cylinders that could be used. It was agreed that the Council would reimburse the Cllrs for the gas used as part of the Jubilee Celebrations. The Chair confirmed that the local history books had been printed, and would be distributed to all households ahead of the Jubilee weekend. The notice informing residents of the Jubilee events was also being distributed to all houses. The Council expressed their hope that villagers would decorate their houses in red, white and blue to mark the Jubilee.

13. CORRESPONDENCE:

13.1 Collection of Wood From Tree Pollarding on Ham Green. The Chair confirmed that the tree pollarding work on Ham Green had been completed and that the logs, offcut wood and woodchip were available for residents to collect. It had been suggested that residents should be encouraged to make a donation to charity when they collected the wood. After discussion, this proposal was voted upon and rejected. In order to allow the wood to be collected, it was agreed that the gate to Ham Green would be left unlocked between 9.00am - 8.30pm on 13-15 May 22 (incl). Cllr C Thomas agreed to unlock and re-lock the gate. **Action: Cllr C Thomas.**

14. MATTERS RAISED FOR NOTIFICATION.

14.1 Roadsigns. It was noted that the main roadsign approaching the Highnam roundabout from Minsterworth had been badly damaged. The street sign for Watery Lane had also been vandalised; in addition, the T-Junction sign near the Harvey Centre and the fallen 30 mph sign had not been repaired. It was agreed that the Chair would raise these with Highways. **Action: Chair.**

15. DATE FOR NEXT MEETING: The next meeting would be held on 13 Jun 22 in the Minsterworth Village Hall at 7.00pm.

The meeting closed at 8.26pm.

Signed:

Date: