

## **MINSTERWORTH PARISH COUNCIL**

Minutes of the Meeting of the Minsterworth Parish Council (MPC) held on 13 Jun 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  
BC Mclain

Parishioners: 2

1. **APOLOGIES.** Apologies for absence had been received from BCllr Smith and Cllr King.
2. **DECLARATION OF INTEREST.** There were no declarations of interest.
3. **MINUTES OF THE PREVIOUS MEETING.** The minutes of the MPC meeting held on 9 May 22 had been circulated and were accepted as a true record.
4. **COUNTY COUNCILLOR REPORT.** Cllr Awford reported the following:
  - He had met with the outgoing Local Highways Manager and raised a number of outstanding issues. He had also secured some funding to support the installation of village gateways, if that was decided by the Parish Council. The new Local Highways Manager was Mr Max Kelly.
  - He thanked the community for its support to the recent cycling event; the event had gone well and had been very positive for Gloucestershire. The cycling event had paid for the cutting of the grass verges and the road repairs.
  - Cllr Awford confirmed that there had been recent changes to the County Council Cabinet: Cllr Vernon Smith had been replaced by Cllr Dominic Morris as Cabinet Member for Highways and Flood, and Cllr Tim Harman has been replaced by Cllr Nick Housden as Cabinet Member for Area Health and Levelling Up.
  - Cllr Awford confirmed that he would be attending a Cyber Security Event, in light of a number of security incidents recently.
5. **BOROUGH COUNCILLOR REPORT.**
  - 5.1 Cllr Smith provided a written report containing the following:
    - TBC Chief Executive Mike Dawson had retired after 13 years at Tewkesbury. His replacement was Allister Cunningham who started on 13 Jun 22.
    - The Tewkesbury Local Plan had passed all inspections and was adopted last week at an Extraordinary Full Council Meeting. The Local Plan alongside the Joint Strategic Plan (JSP - previously known as the Joint Core Strategy (JCS)) and any agreed Neighbourhood Development Plans would enable the shaping of further

development of houses and their locations within agreed settlement boundaries. The Plan also identified TBC's 5 year land supply, which should help prevent speculative development applications.

- The "Fit for the Future 2" document, aimed at developing specialist health services in Gloucestershire, was available on line for consultation. Anyone interested in the future of the Health services locally was encouraged to contribute to the consultation. The document could be accessed online or a hard copy could be requested at [Get Involved Glos](#).

## 5.2 Cllr Mclain reported the following:

- He reiterated that the acceptance of the Local Plan meant that the proposed Settlement Boundaries were now agreed, and that they should provide for the 5-year housing supply.
- The JSC remained in place from now until 2030; it would be succeeded by the JSP for 2031-2040. The Housing Plan for Gloucester to be included in the JSP was still awaited, and could impact on other Borough housing plans.
- He had met with the new Police Inspector for Tewkesbury Borough and discussed local issues. The Inspector was keen to introduce voluntary PCSOs into the area.
- The TBC Planning Enforcement Team were now at full strength and had resolved all Category A and B planning complaints.

**6. PUBLIC COMMENT.** Mrs Holder asked if the agreement on the Settlement Boundary meant that the proposed development at Elm Bank would not go ahead. This could not yet be confirmed, as part of the area may have been designated as Strategic Housing Land Availability (SHLA) and as such, could still be used for housing if a planning application was approved.

## 7. MATTERS ARISING.

**7.1 Village Hall:** Work to build a patio at the Village Hall had been completed and the additional space had been well received. Work to improve the flower borders had also been undertaken.

**7.2 Minsterworth Park:** All of the work to extend the park had been undertaken by AGP Garden Services and had greatly improved the area.

**7.3 Harvey Centre/MFSF:** The Harvey Centre continued to be well used for classes and other activities.

### 7.4 Highway Matters:

**7.4.1 Grass Cutting.** It was unfortunate that the grass gutting on the verges on the A48 had been undertaken by the MPC Contractor, and then again by the cycling event in quick succession. This was unavoidable, as there had been no notice that the cycling event was going to cut the verges. However, the work undertaken by the MPC contractor had also cut the grass on the inside of the pathway, which made the paths more useable, and MPC now know that in the future the work can be done by using local contractors..

**7.4.2 Hygrove Lane Bus Shelter.** Minor damage had been caused to the Hygrove Lane bus shelter by a branch falling from a tree. It was agreed that this should be repaired, together with the damage caused by ivy at the Redlands bus shelter. There was discussion as to whether the owner of the tree should be asked to pay for the damage. It was agreed that ownership of tree would be very difficult to determine, as it was in a joint hedgerow; the Parish Council would therefore pay for the repairs, either directly or via an insurance claim. It was agreed that the Chair would invite MBD Landscaping Services to provide a quote for the works. **Action: Chair.**

**7.4.3 Roadsigns.** The Chair confirmed that the broken road signs had all been reported and replacements ordered. The broken sign by the Highnam Roundabout had already been removed as it was in a dangerous condition.

**7.4.4 Hygrove Lane Water Leak.** The water leak on Hygrove Lane was still present. This had been reported to STW by the Chair and STW were seen working in the area on 13 Jun 22.

**7.4.5 Litter Picking on Roadside.** It was noted that ahead of the cycling event, litter picking had been undertaken along the sides of the A48; it was requested if this could become a regular event. Cllr Awford explained that Highways England were responsible for litter picking on the A40, but responsibility for the A48 fell to GCC. Although residents undertook litter picking in several parishes, this was not recommended along a major trunk road. Cllr Awford agreed to raise the issue with GCC. **Action: Cllr Awford.**

**7.5 PROW:** It was reported that some of the stiles along footpaths in the parish were very overgrown and difficult to use. It was agreed that Cllr Ingham would raise this with the GCC PROW officer. **Action: Cllr Ingham.**

**7.6 Jubilee Celebrations – Post Event Actions.** The Jubilee celebrations had been very successful, and the contribution from MPC was well received. The events had been cohesive for the village, and the joint Jubilee Committee had functioned very well in pulling together the various village organisations. It had been agreed that the beacon could be stored at the Village Hall, but the gas cannisters would be stored at the Chair's house. It was agreed that the Chair would write a letter of thanks to Mr Moore-Scott for producing the historical booklet. **Action: Chair.**

## **8. ROAD SAEFTY REPORT**

**8.1 Traffic Survey Analysis.** Cllr R Thomas presented the analysis of the traffic survey that had been conducted. A total of 48 replies had been received and there was overwhelming support for the proposals to reduce traffic speeds. A reduction in the speed limit was the most favoured measure, but there was no consensus on what limit should be used. Other suggestions raised by residents included the introduction of Vehicle Activates Speed Signs (VASS) and increased police speed checks.

**8.2 Next Steps.** After discussion, it was agreed by vote that MPC would support the proposal to Highways that a 40mph speed limit should be introduced throughout the village. The following other actions were agreed:

- Cllr R Thomas would apply for a grant through the GCC Road Safety fund for the introduction of VASS and signs to support the '20's Plenty' campaign.  
**Action: Cllr R Thomas.**

- The Clerk would write on behalf of MPC to the Police to request their support for the reduction in the speed limit throughout the village. **Action: Clerk.**
- Cllr R Thomas would progress the option to install Village Gates, potentially using funds available through GCC. **Action: Cllr R Thomas.**
- The Chair would request a meeting with the new Highways Manager (Max Kelly) to discuss the above and other measures included within the Road Traffic Report. **Action: Chair.**

**9. REVIEW OF MPC STANDING ORDERS.** This item was deferred to the next meeting.

## **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 May 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 June was £21,699.74. It was also noted that MPC would be able to reclaim over £500 in VAT payments that have been made.

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

Ser	Item	Expenditure	Income	Comment
1	Parish Magazine Printing	154.78		Paid
2	Clerk Salary	259.13		
3	HMRC Clerk Salary Tax	64.60		
4	Village Hall Hire	75.00		£55 paid
5	Audit Fee	97.50		Paid
6	Villager Postage	4.30		Paid
7	Play Park Grass Cutting	159.00		Paid
8	Bank Charges	8.00		
9	Villager Payments		15.00	Received
10	History Book refund		15.00	Received
11	Interest		0.55	
<b>TOTAL</b>		<b>822.31</b>	<b>30.55</b>	

**10.3 Audit and closure of FY21/22 accounts.** The Clerk confirmed that the MPC Accounts for FY21/22 had been audited; the audit had found one error, but this had been corrected and the accounts had now been closed. The accounts and audit report had all been uploaded to the MPC website, and the notice advising residents that the accounts were available for inspection had been promulgated.

**10.4 Proposed Guidelines on Applications for Grants from MPC.** The Clerk presented the revised guidelines on Applications for Grants from MPC; these were agreed by all, and would be promulgated on the MPC website. **Action: Clerk.**

## **11. PLANNING**

### **11.1 Applications:**

**11.1.1 - 22/00491/FUL - The Falklands Main Road Minsterworth.** This application was for retrospective permission for the construction of an ancillary timber-clad annex on the side of the existing property. The Council registered its disappointment that the application had been submitted retrospectively, rather than prior to the work being undertaken. The Council was also disappointed that the application form stated that the work had not already started, and that the property could not be seen from the road, both of which were clearly not true. The Council further felt the application did not have sufficient detail on the drainage proposals for the annex, and that the appearance of the annex was not in keeping with the surrounding area. It was agreed that the Clerk would forward these points to TBC. **Action: Clerk.**

**11.1.2 - 22/00432/FUL - Land To The West Of The A48 on Hygrove Lane.** This application was for the construction of 6 houses on the site to the west of the A48, adjacent to Sharnbrook. The Planning in Principle (PIP) application had been submitted in 2017; MPC had objected to the application and permission had been denied by TBC. This was, however, overturned on appeal, and PIP was granted in 2021. The Council still objected to this development on the following grounds:

- The entrance onto the A48 posed a road safety risk.
- The development was outside the Settlement Boundary.
- The foul drainage solution proposed was untested, and offered insufficient detail. In addition, the proposed rainwater solution would eventually run down Watery Lane, where flooding already occurred quite frequently .

It was agreed that the Clerk would forward these points to TBC. **Action: Clerk.**

**11.1.3 - 22/00220/LBC - Moonbeam Cottage.** Although this retrospective application had been considered by MPC at its meeting in May, and no objections had been raised, the Council had since received correspondence from a neighbouring resident objecting to the proposal. It was confirmed that these objections had also already been raised by the resident directly with TBC. The Council felt that it was not appropriate for it to get involved in a dispute between neighbours, as only one side of the potential disagreement had been submitted. However, MPC would write to the Enforcement Team at TBC and ask that they investigate the issues raised. It was agreed that the Clerk would forward these points to TBC. **Action: Clerk.**

**11.2 TBC Decisions:** Nil

**11.3 Appeals: - 17/01268/FUL - Proposal for seven houses on equestrian land off Watery Lane.** It was noted that the appeal against the refusal of this planning application had been dismissed on the grounds of the road safety implications of the work. Planning permission had not therefore been granted for this proposal.

**12. RECRUITMENT FOR NEW PARISH COUNCIL CLERK.** Although there had been 3 x expressions of interest in the post, and one applicant, the applicant had withdrawn when invited for interview. The vacancy had been re-advertised on the GAPTC and MPC websites, and in the local publications. It was agreed that the advert would also be placed on the local Facebook page. The current Clerk agreed to remain in post at least until Christmas or until a replacement could be found, provided other employment allowed. It was noted that in these circumstances, the incumbent Clerk would now accept the pay rise that had been agreed by MPC in Feb 22 (wage level 16 on the NALC Scale for 8 hours per week). **Action: Clerk.**

### **13. CORRESPONDENCE:**

**13.1 GAPTC – Vacancy on Executive Committee.** There were no MPC volunteers to fill the vacancy on the GAPTC Executive Committee.

**13.2 Ash Dieback Project 2022/23.** The Council had been invited to participate in the Ash Dieback Project again; following the success last year, it was agreed that, when appropriate, the Chair would write to all residents and coordinate bids for additional trees.  
**Action: Chair.**

**13.3 Gloucester City Plan – Consultation.** The Gloucester City Plan had been circulated to all Cllrs; there were no comments submitted.

**13.4 Western Power Distribution – Invitation to Workshops.** The invitation from Western Power Distribution to a series of workshop events had been circulated to all Cllrs; there were no volunteers to attend.

**13.5 Tewkesbury Town and Parish Council Seminar.** The Tewkesbury Town and Parish Seminar would be held on Wed 15 Jun 22; the MPC Chair and Vice Chair would attend.

**13.6 Ellis Bank.** Cllr Ingham noted that 4 of the trees planted at Ellis Bank appear to be dead. The Chair also noted that the path needed de-weeding, and that the hedge would need trimming in the autumn. It was agreed that the item would be considered at the next meeting so a consolidated response could be sent to the Rooftops Housing Group.  
**Action: Clerk.**

**13.7 TBC Policies on Licencing and Gambling.** The revised TBC policies on Licencing and Gambling had been circulated to Councils for their 5-yearly review. It was agreed that MPC did not need to comment on these policies.

### **14. MATTERS RAISED FOR NOTIFICATION.**

**14.1 Anti-Social Behaviour.** A further incident of anti-social behaviour had been recorded, with damage to farm property in the Ham Green area. This had been reported to the Police and PCSOs had attended the scene to investigate.

**15. DATE FOR NEXT MEETING:** The next meeting would be held on 11 Jul 22 in the Minsterworth Village Hall at 7.00pm.

The meeting closed at 9.07pm.

Signed: .....

Date: .....