

MINSTERWORTH PARISH COUNCIL

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

PRESENT:

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

Parishioners: 3

1. APOLOGIES. Apologies for absence had been received from BCllrs Smith and Mclane.

2. DECLARATION OF INTEREST. Cllr C Thomas declared an interest in Item 7.9 and Cllr Ingham declared an interest in Item 13.2.

3. MINUTES OF THE PREVIOUS MEETING. The minutes of the MPC meeting held on 13 Jun 22 had been circulated and were accepted as a true record.

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

- He would be attending the Minsterworth Road Safety Meeting on 12 Jul 22; he also had a separate meeting arranged with Mr Max Kelly from Highways later in the week.
- The annual report from the flood authority and the report on cleaning up the river were due to go to Environmental scrutiny shortly; the ultimate aim was to get them endorsed by the County's MPs.
- He had recently participated in a site visit at Twigworth which had looked at the surface drainage issues there, including on-site attenuation works. As a result, he had a better understanding of the requirements and technology, was more confident in the ability to apply such drainage methods, and less concerned about the potential flood risk from the site..

5. BOROUGH COUNCILLOR REPORT.

5.1 Cllr Smith provided a written report containing the following:

- The planning application for addition houses and business part at Highnam had been considered. The housing had been rejected as it did not link well into the current village; the extension to the business park had been approved.
- Cllrs had received an update on the plans for the A417 development; there will be 3.4 miles of new dual carriageway stretching from the Brockworth bypass to Cowley. This will reduce the traffic issues around the Air Balloon roundabout. Construction was due to start in Autumn 2023 for completion in 2026.

- The commercial transformation team continued to work on developing better systems to make processes more efficient. For example, Land registry files were being uploaded to computer to simplify storage and access, the staff safety register was now completed on line, Internal HR departmental paperwork was being streamlined and there would be a new Planning tracker, so applications can be tracked through all stages. All these initiatives reduced the overall Council costs.

6. PUBLIC COMMENT. Mr Moore-Scott identified that other borough councils had published design guides for new housing, to ensure they were in-keeping with the character of the area. He enquired whether TBC published such guides, and if not, whether the Parish Council supported their provision. The Chair asked that Mr Moore-Scott put the detail of his question into an e-mail so it could be investigated fully.

7. MATTERS ARISING.

7.1 Village Hall: The Village Hall was progressing with work to extend the disabled car park and improve the signage in the area. The Chair had also attended a joint liaison committee meeting between the Village Hall, the Harvey Centre and the Church; he would clarify whether the minutes from that meeting could be circulated to Cllrs and would do so if appropriate.

7.2 Minsterworth Park: There was nothing to report on Minsterworth Park.

7.3 Harvey Centre/MFSF: The Harvey Centre continued to be well used for classes and other activities; a new memory class had also been started. The Parish Council would be holding its Road Safety meeting on 12 Jul 22 in the Harvey Centre because the Village Hall was unavailable.

7.4 Highway Matters:

7.4.1 Road Signage. The Chair confirmed that replacement signs for all those that had been damaged had been ordered, and would be replaced in due course.

7.4.2 Hygrove Lane Bus Shelter. MBD Landscaping Services had been tasked with repairing the broken tiles on the roof of the Hygrove Lane bus shelter. There was also renewed ivy growth on the Watery Lane bus shelter; the Chair agreed to consult with the neighbouring resident before work was undertaken to remove the ivy. **Action: Chair.**

7.5 PROW: Cllr Ingham confirmed that she had raised the overgrowth of the stiles on several footpaths with the GCC PROW officer, but at present there were no trained volunteers to complete the work in the Minsterworth area. It was also confirmed that paths had been cut in the field between the Church and Black Dog lane; it was noted that although the land owner had cut additional pathways through the grass, this did not mean that a public right of way existed over cut areas. These additional pathways through the grass were available at the landowner's discretion only. Cllr Ingham agreed to go back to Jeff Wheeler, the PROW officer for the area, and reinforce the problem of over grown paths, stiles in the parish. **Action: Cllr Ingham.**

7.6 Ellis Bank – Trees Hedges and Weeds. It was noted that there were weeds on the pathway at Ellis Bank; in addition, 4 of the trees had died and the hedgerow needed cutting. It was agreed that the Chair would write to the Rooftops housing association to request that this work be done at an appropriate time. The Chair would also offer to bid for replacement trees under the Ash Dieback project, but these would be gifted to the association, with no onward maintenance responsibility for MPC. **Action: Chair.**

7.7 Clearance of Weeds from the Church Landing Yard Ditch. The Clerk had confirmed from the archives that the Church Landing Yard was owned by the Parish Council, and as such, the Council also had responsibility for maintenance of the ditch. The ditch had last been cleared by the Lower Severn Internal Drainage Board in Feb 2020. It was confirmed that the full ditch clearance was not required, but that strimming the weeds and removing the off-cuts was necessary. It was agreed that AGP Services should be contracted to do this work twice a year. In addition, they would also be asked to trim the grass on the traffic island at the top of Bury Lane at the same time. **Action: Chair.**

7.8 “Welcome to Minsterworth” Leaflet. Cllr C Thomas had updated the “Welcome to Minsterworth” leaflet, and provided draft copies for all Cllrs to review. It was agreed that the revised format of the leaflet was a great improvement. It was felt that additional information on the services offered by The Harvey Centre, and the bus timetable could also be added to the leaflet. Care should be taken not to unduly endorse any commercial organisations, unless they were providing a wider service to the community (such as ATMs etc). It was agreed that any suggested alterations should be submitted to Cllr C Thomas, who would circulate a revised version for review at the Sep MPC meeting. **Action: Cllr C Thomas.**

7.9 Seven Acres Drainage. The Clerk confirmed that he had written again to TBC Planning to ask for an update on the Seven Acres drainage solution. This e-mail had been circulated to all Cllrs; no response had yet been received from TBC. The Clerk also highlighted the recent update report produced by the Administrators for the Seven Acres construction company. This stated that revised drainage plans had been submitted, but not yet approved.

8. ROAD SAEFTY REPORT

8.1 Road Safety Meeting – 12 Jul 22. It was confirmed that a road safety meeting would be held with Highways on 12 Jul 22; representatives from the Police also hoped to attend. The meeting would be used to explore ways of progressing the speed reduction and other measures proposed, and also to get an update on the Community Speedwatch Grant that had been requested. It was agreed that an update article would be produced for *The Villager* after that meeting, and would be circulated to Cllrs before publication. **Action: Chair and Cllr R Thomas.**

9. REVIEW OF MPC STANDING ORDERS. The Clerk outlined the gap analysis that had been completed between the GAPTC template standing orders and the current MPC standing orders. This identified 9 areas where amendments could be made to make the MPC Orders more fitted to the GAPTC template. It was agreed that the Clerk would draft these amendments, and circulate them to all Cllrs ahead of the next meeting. It was also agreed that in line with these recommendations, the Chair would be recorded as the line manager for the Clerk position, and the Deputy Chair would be appointed as the Financial Supervisor, with access to the online bank account. **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 June 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 July was £20,826.39.

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

Ser	Item	Expenditure	Income	Comment
1	Parish Magazine Printing	140.00		Paid
2	Clerk Salary	352.06		
3	HMRC Clerk Salary Tax	88.20		
4	Village Hall Hire	45.00		Jun and Jul Mtgs
5	Play Park Grass Cutting	80.00		Paid
6	Document Disposal	55.00		
7	Jubilee Beacon - Gas Costs	70.00		Refund to Cllr Garbutt
8	Harvey Centre Hire	20.00		Road Safety Mtg
9	Bank Charges	8.00		
10	VAT Refund		344.79	
11	Villager Advertising Revenue		667.50	
12	Interest		0.45	
TOTAL		858.26	1012.74	

- It was noted that the income figure for the Villager advertising costs was a projected figure only; although the advertising detail had been agreed, the advertisers had not yet committed to make the payment within the month.
- The VAT refund had been requested from HMRC, but there was no indication of whether it would be paid in Jul or Aug. A further VAT refund of £390 was also due to MPC, and would be claimed in shortly.
- As there was no scheduled meeting in August, authority was given for the Clerk to pay the routine bills in August, such as the grass cutting, the printing of the Villager and the Clerk's salary. The Clerk would still seek approval by e-mail for any other bills that required paying in the month.

11. PLANNING

11.1 Applications: - 22/00220 – Moonbeam Cottage, Minsterworth. The Clerk had just received additional information to support this application, which included new photos and a floor plan. The Clerk would circulate these to Cllrs, but it was considered unlikely that these would alter the Council's decision to support the application, subject to the resolution of any issues raised. **Action: Clerk.**

11.2 TBC Decisions: 21/00992/FUL – Sunny Croft, Main Road. This application had been considered by MPC in Oct 21; the Council opposed the application as it was the replacement of a bungalow with a 2-storey property. TBC had permitted the application.

11.3 Appeals: Nil.

11.4 Enforcement Action: 18/00954/OUT including removal of hedgerows at Hampton Farm, Watery Lane. MPC had been informed that TBC would conduct an enforcement investigation into the possible early commencement of work on this application; no other details had been provided.

12. RECRUITMENT FOR NEW PARISH COUNCIL CLERK. Although the vacancy had been re-advertised on the GAPTC and MPC websites, and in the local publications, there had been no further expressions of interest. It was agreed that the advert would be re-worded to remove the term “Parish” and be re-titled “Local Council Clerk”. The Chair and the recruitment sub-committee would review the salary level again before the advertisement was re-placed. The Clerk was authorised to place the revised advert on the Glos-Jobs website, at a cost of £35 (+VAT) per month. **Action: Chair, Cllr R Thomas, Cllr C Thomas and Clerk.**

13. CORRESPONDENCE:

13.1 STW Works at Hygrove Lane. The Chair had received notification from STW that they had identified the leak and would be progressing a repair or possibly a replacement pipe in the coming weeks. Cllr C Thomas reported that she thought the repair had been completed; the pipe had been replaced, the surface re-instated and the area was now dry. It was agreed that this would be monitored to see if the leak recurred.

13.2 Road Safety along Black Dog Lane. A resident had raised their concern about the length of grass in the field on the side of Black Dog Lane which they felt was a road safety hazard. The Chair had taken a photo of the area which was reviewed by the Council; the Council decided there was no significant road safety issue and no further action was required.

13.3 Disposal of Old MPC Laptop. The Clerk had received a request from the Minsterworth Photographic Club that if the council were disposing of its old laptop, would it gift it to the club. It was confirmed that the laptop had no trade-in or financial value; although MPC data had been deleted from the laptop, the hard drive had not been wiped. It was agreed that the laptop should be disposed of by gifting to the Minsterworth Photographic Society, but that the hard drive should be wiped first to ensure there was no residual data. **Action: Chair and Clerk.**

14. MATTERS RAISED FOR NOTIFICATION.

- 12 Jul 22 Gloucestershire Cycleways meeting at Newent.
- 23 Jul 22 GAPTC AGM at Highnam
- 31 Jul 22 Salvation Army Band performance on the Riverbank.

15. DATE FOR NEXT MEETING: The next meeting would be held on 12 Sep 22 in the Minsterworth Village Hall at 7.00pm. It was confirmed that there would be no scheduled meeting in August, unless there was a requirement to discuss a planning issue.

The meeting closed at 9.04pm.

Signed:

Date: