

## **MINSTERWORTH PARISH COUNCIL**

Minutes of the Meeting of the Minsterworth Parish Council (MPC) held on 10 Oct 22 in Minsterworth Village Hall, commencing at 7.00pm.

### **PRESENT:**

Councillors - R Blowey – Chair  
N Powell  
S Ingham  
S King  
C Thomas  
R Thomas  
P Bell – Clerk  
V Smith – Clerk (designate)

Parishioners: 4

**1. APOLOGIES.** The Chair opened the meeting and welcomed Vicky Smith to the council as the Clerk (designate). Apologies for absence had been received from Cllr Garbutt, CCllr Awford, BCllr Smith and BCllr Mclain. On behalf of the Council, the Chair recorded his best wishes to Cllr Awford for a speedy recovery.

**2. DECLARATION OF INTEREST.** There were no declarations of interest.

### **3. MINUTES OF THE PREVIOUS MEETING.**

**3.1** The minutes of the MPC meeting held on 11 Jul 22 had been circulated and were accepted as a true record.

**3.2 Addendum to MPC Minutes.** Following concerns raised by a Minsterworth resident, the minutes of the MPC meeting held on 13 Jun 22 were reviewed out of committee. The Council agreed that the term “dispute between neighbours” used in para 11.1.3 was incorrect, and felt the phrase “neighbours had contrasting views” was more appropriate. It was agreed that this should be recorded as an Addendum to the June minutes.

**4. COUNTY COUNCILLOR REPORT.** Cllr Awford provided a written report prior to the meeting. He stated that had met Mr Max Kelly to discuss highways issues that included Minsterworth, and the areas he intended to fund from the Highways local budget this year; he would be seeking to fund as much of the safety proposals as possible. In addition, Cllr Awford confirmed that he had spoken in the tributes to HRH The Queen at the County Council on behalf of the Parishes in the Highnam Division and also signed the book of condolence at Shire Hall

### **5. BOROUGH COUNCILLOR REPORT.**

**5.1** Cllr Smith provided a written report containing the following:

- The Full Council Meeting held on 27 Sep 22 had been short.
- The Council Plan 2020-24 was formally adopted in July.
- There had been a notification that TBC can demonstrate a 5 year land supply; this was welcome as it may help prevent unwanted planning by speculative developers.

- A new Public Space Protection Order relating to dogs was passed at full Council. It was now an offence to allow a dog into a children's play park, which has been designated to exclude dogs. This included all fenced and enclosed children's playgrounds. Full details could be obtained from the TBC press release.
- Consultants had been appointed to look at the General hospitals, addressing the delays in urgent and emergency care, delays in ambulance handovers and discharge planning. The Health Overview and Scrutiny committee would be kept up to date of any progress and the findings of these independent Consultants.

## 5.2 Cllr McLain provided an additional written update as follows:

- The PC may wish to think about the recently announced rural prosperity grant. Although it was quite early days, Defra (the Funders) were looking to run some seminars this month at district/borough to provide further information. The key points were:
  - The TBC allocation was £400k.
  - The official national launch of the Fund was on 12 Sep 22.
  - The closing date was 30 Nov 22 to submit proposals.
  - The fund was a top up to the UK Shared Prosperity Fund and was seen as additional to the Investment Plan we (TBC) submitted in August.
  - The Council will be expected to lead on the fund.
  - The funding can be used for capital projects for small business and communities, particularly focusing on new products and facilities, as well as new community infrastructure.
  - The fund runs from April 23 – March 25.

**6. PUBLIC COMMENT.** Mr Moore-Scott enquired about the ownership and maintenance responsibility of the footpath from the main road down past the church. It was confirmed that the maintenance responsible for the hedges on the sides of the path remained with the adjacent landowners; the responsibility for the actual pathway (at ground level) was the responsibility of the GCC PROW office, and responsibility for the gully at the side of the path was with the Highways agency. It was agreed that Cllr Ingham would raise the maintenance of this path with the PROW Officer, and the Chair would raise the clearance of the gully with the Highways agency. **Action: Chair and Cllr Ingham.**

## 7. MATTERS ARISING.

**7.1 Village Hall:** The Village Hall had completed the work to extend the disabled car park and improve the signage in the area. The hall continued to be well used and had hosted a number of popular community events.

**7.2 Minsterworth Park:** Cllr Ingham provided feedback on the discussion with GCC over the lease of the Play Park land. GCC had offered MPC a 5-year lease of the land, on the same terms that they had offered the land to the Harvey Centre. This would mean MPC would be responsible for the maintenance of the area (at it was currently) but also for an lease annual payment of £150, and one-off legal costs for the lease amendment of up to £500. After 5 years, the lease would be reviewed on a year-by-year basis. Cllr Ingham

had also engaged with 4 charities to see if they would provide grants to purchase new playground equipment, if the land was held on a 5-year lease; she was awaiting responses. It was agreed that any decision on the lease should be deferred until it was known whether grants would be available for new equipment if the land was held on a 5-year lease only. The Harvey Centre would be informed of this position, because they were waiting to hear from the PC

**7.3 Harvey Centre/MFSF:** There was nothing to report on the Harvey Centre.

**7.4 Highway Matters:** It was noted that the road surface near Ellis Bank was starting to crack; this was likely to be due to the clay underneath, but no action was required yet.

**7.5 PROW:** Cllrs Ingham, Blowey and R Thomas had attended the PROW training run by GCC; subjects included health and safety, the use of working parties and the division of responsibilities. It was confirmed that before a working party could carry out any work, they needed to get both the landowner's permission and also to inform the GCC PROW officer. Cllr Ingham stated that she would investigate establishing a working party to look at maintenance of PROW within the parish, but this would be organised outside of the Parish Council. Cllr Ingham also stated that she would seek authority from the Environment Agency to put a PROW map and updated Severn Bore information in the riverside noticeboard. **Action: Cllr Ingham.**

**7.5.1 Geopark Way.** A complaint had been received about the condition of the Geopark Way that runs from Minsterworth to Gloucester. The letter had been passed to the GCC PROW Officer for action. It was agreed that the Clerk would re-circulate the letter of complaint, so all Cllrs could see the comments made. **Action: Clerk.**

**7.6 Welcome Leaflet.** Cllr C Thomas outlined the work she had undertaken on the "Welcome to Minsterworth" Leaflet. It was agreed that the details of local business could be included within the leaflet, where they provided a service to the community. It was also agreed that a single photo on the front of the leaflet was desirable, but additional photos made the leaflet too large for storage and printing. It was agreed that Cllr C Thomas would produce an updated copy of the leaflet and circulate it to all Cllrs ahead of the next meeting. **Action: Cllr C Thomas.**

**7.7 Village Greens.** Concern was raised that the arrangement the Council currently has for the cutting and removal of grass from the village greens may not be appropriate in the future. It was agreed that no further action would be taken on this until the formal outcome of ongoing investigations were known.

**7.8 The Villager Magazine.** The Chair outlined that due to an increase in the cost of printing, the financial viability of The Villager magazine was at an increased risk. The magazine was still self-funding from advertising revenue, and further advertising was being sought. The editorial committee of the magazine had agreed that the 4 x village organisations (Parish Council, Village Hall, Harvey Centre and Church) would each be allocated 2-pages in each edition of the magazine; if any organisation wanted to have additional pages they would be charged the extra printing costs. It was agreed that the magazine was very important for the community, and was strongly supported by the Parish Council. It was proposed by the Chair that the Parish Council should continue to underwrite The Villager magazine financially for a further period of 12 months, in the event that it could not maintain its self-financing. This was agreed. **Post Meeting Note:** The cost of The Villager has also increased due to the additional number of houses in Minsterworth, meaning more copies are required.

## **8. Minsterworth Road Safety - Update.**

### **8.1 Feedback from meetings with GCC Highways Representatives.**

**8.1.1** The Chair confirmed that he and Cllr R Thomas had meet with Highways Manager Mr Max Kelly to agree the location for the village gateways. The gate at the East end of the village was to be situated between The Oak Tree and the Minsterworth village sign, on both sides of the road. Three gates were to be placed on the West end of the village: the first was between Oakle Street and the bus stop, the second was on the opposite side of the road from the property "Moofitch", and the third was beyond the Oakle Street turning. It would be necessary to check that visibility was not impaired by trialling these sites with mock-up gateways. There was an approved installer in Minsterworth, and grants would be sought to support the cost of the gates and installation. Cllr R Thomas would circulate a map showing the proposed positions of gates at the west end of the village. **Action: Cllr R Thomas.**

**8.1.2** The Chair also confirmed that they had met with Mr Mathew Parker, the Assistant Road Safety engineer with GCC Highways. He had approved the installation of a Community Speedwatch camera, which would be sited on the electricity pole opposite the Seven Acres properties. It was agreed that this should face traffic coming in the direction from Gloucester towards Westbury. It was also confirmed that MPC could turn off the camera if it wished, and that some Information Governance requirements needed to be met for the Parish Council to hold the data from the camera. The camera was being funded by a grant from the Community Approach to Road Safety (CARS) fund.

**8.2 Feedback from GRCC Community Approaches to Road Safety event.** Cllr Powell had attended this event; the slides from the event had been circulated to all Cllrs. It was confirmed that the CARS fund had a total of £600K available, but only £240K had been spent to date. Further applications had to be submitted by the end of Nov 22, for grants to be made in the current FY. It was agreed that Cllr R Thomas would submit a grant for a second Community Speedwatch camera. **Action: Cllr R Thomas.**

**9. MPC Standing Orders – Update.** The Clerk had circulated the proposed amendments to the MPC Standing Orders; these were accepted and it was agreed that the Clerk should promulgate the new orders on the MPC website. **Action: Clerk.**

## **10. Financial Matters:**

**10.1 Financial statement to end Sep 22.** The Clerk had circulated the account sheet ahead of the meeting; there was no unexpected expenditure, though approved costs had included advertising for the Clerk position and the destruction of documentation; over £600 had been received from VAT refunds. The balance of the accounts at the start of Oct was: £19,699.53.

**10.2 Proposed Expenditure for Oct 22.** The proposed expenditure for Oct had been circulated before the meeting and included the following:

Ser	Item	Expenditure	Income	Comment
1	Parish Magazine Printing	175.41		Paid
2	Clerk Salary – Paul Bell	203.20		Handover up to 14 Oct 22
3	Clerk Salary – Vicky Smith	466.67		Handover
4	Village Hall Hire	20.00		
5	Villager postage costs	34.49		Paid to Katie Panting
6	Play Park Grass Cutting	100.00		Paid - incl annual mole treatment
7	Bank Charges	8.00		

8	Interest		4.50	
9	Adam Shayle - Villager advert		120.00	Received
10	Fairview GC - Villager advert		120.00	Received
11	System Force - IT Handover	60.00		Changeover of Clerk
<b>TOTAL</b>		<b>1067.77</b>	<b>244.50</b>	

## 11. Planning:

### 11.1 Applications:

**11.1.1 22/00781/FUL - Part Parcel 1228 Main Road,(Seven Acres) – Approval of houses as-built.** This had been circulated out of committee, and the comments objecting to the proposal had been agreed and submitted.

**11.1.2 22/00944/FUL Hawthorne House, Main Road, Minsterworth - erection of single-storey side extension, 2-storey rear extension.** This had been circulated out of committee, and the comments raising no objections to the proposal, but including 2 suggestions, had been agreed and submitted.

**11.1.3 22/01011/FUL Removal of agricultural occupancy condition; Ash House, Calcotts Green.** This application sought to remove the agricultural tie to the occupancy of the property at Ashstump House. It was agreed that MPC had no objections to this application. **Action: Clerk.**

**11.1.4 22/01025/FUL Erection of 2-storey extension at The Dinney, Main Road.** This application had been received the day before the meeting, and had been circulated to all Cllrs. It was agreed that the Clerk should seek an extension to the deadline for comments. **Post Meeting Note:** Following the meeting, 5 Cllrs confirmed that they had no objections to the application, so an extension was no longer required. The Clerk was to submit MPC's comments of no objections. **Action: Clerk**

**11.2 Decisions:** None.

**11.3 Appeals:** None.

**11.4 Public Consultation on Proposed Development at Elms Farm.** The developer had sought comment from the Parish council on the proposals and public consultation for the development at Elms Farm. This had been circulated to all Cllrs in advance. The developer had specifically sought information on whether an access path from the development into the playground would be beneficial, and also whether there was access from the Harvey Centre to the play park. It was agreed that access from the development to the play park was desirable, but that the developer would need to seek the view of GCC, as the landowner of the play park. It was also agreed that the developer would need to ask the Harvey Centre directly. It was further felt that the developer should be informed of the proposed project to replace the playground equipment in the park, and they could be invited to consider contributing to the project. It was agreed that the Clerk would forward these points to the developer. **Action: Clerk.**

**12. Recruitment of New Parish Council Clerk.** The recruitment process for the new clerk had been completed, and Vicky Smith had been appointed; she would formally assume the post on 14 Oct 22. As part of the process, a new Job Description and Personal Specification for the post had been drafted. These had been circulated to all Cllrs and were accepted. It was agreed that Cllr R Thomas would forward these documents to the new Clerk for consideration. **Action: Cllr R Thomas.**

### **13. Correspondence.**

#### **13.1 Electrical Vehicle Charging Points – Identification of suitable sites.**

Correspondence had been received from TBC inviting Councils to nominate possible locations for electric vehicle charging points. As nominations had to be made by the land owner, it was not felt that any of the land owned by MPC was suitable.

**13.2 Motorcycle traffic through Minsterworth.** There had been several incidents of large number of motorcycles coming through the village, which had attracted adverse comment on the village social media. Some of these were linked to a charity fund raising event; others were simply riders using the public highway. This issue would be factored in to the Council's ongoing road safety work.

**13.3 Anti-Social Behaviour.** Cllr King raised the subject of increased levels of anti-social behaviour, and asked whether the Council should raise the matter again with TBC and the Police. After discussion, it was agreed that the Chair would write to TBC to ask for details of their monitoring of traveller sites, and also the to Police Rural Crimes officer, to ask for an increased presence in the village. **Action. Chair.**

### **14. Matters Raised for Notification.**

**14.1 Proposed dates for MPC Meetings in 2023.** The Clerk has circulated the proposed dates for meetings in 2023. This was based on meeting being held on the second Monday of each month. It was highlighted that in April 2023, this date (10 Apr 23) was Easter Monday. It was therefore agreed that the April meeting would be slipped by a further week (to 17 Apr 23). The dates agreed dates for meetings in 2023 were as follows:

9 Jan 23  
13 Feb 23  
13 Mar 23  
17 Apr 23 (slipped by 1 week to avoid Easter)  
8 May 23 (*subject to confirmation of Coronation public holiday dates*)  
12 Jun 23  
10 Jul 23  
No scheduled meeting in August  
11 Sep 23  
9 Oct 23  
13 Nov 23  
11 Dec 23

**14.2 Sheep Drive.** Cllr C Thomas notified the meeting that a Sheep Drive would take place on 18 Nov 22.

**15. Date for Next Meeting: 14 November 2022** at 7pm in the Minsterworth Village Hall. The Chair closed the meeting by thanking the out-going Clerk for his work over the last 18 months.

The meeting closed at 9.15pm.

Signed: .....

Date: .....