

MINSTERWORTH PARISH COUNCIL

Minutes of the Meeting of the Minsterworth Parish Council (MPC) held on 14 Nov 22 in Minsterworth Village Hall, commencing at 7.00pm.

PRESENT:

Councillors - R Blowey – Chair
N Powell
S Ingham
S King
C Thomas
R Thomas
CCllr P Awford
BCllr P McClain
BCllr J Smith
P Bell – Clerk

Parishioners: 4

1. **APOLOGIES.** Apologies for absence had been received from Cllr Garbutt.
2. **DECLARATION OF INTEREST.** Cllr C Thomas declared an interest for Item 10.1.1. Cllr King declared an interest for Item 10.1.2.
3. **MINUTES OF THE PREVIOUS MEETING.** The minutes of the MPC meeting held on 10 Oct 22 had been circulated and were accepted as a true record.
4. **COUNTY COUNCILLOR REPORT.** Cllr Awford stated that he had attended the last County Council meeting which had been very busy. One of the main issues was the Stagecoach bus services contract, which controls 90% of the County's bus routes. It was also likely that hard choices would be required next year in the areas of care for vulnerable children and adult social care, due to funding constraints. He had also met with Mr Max Kelly to discuss highways issues and agreed that he would report back with any changes to the previous proposals. He concluded by advising all of forthcoming closures to the B4213 road.
5. **BOROUGH COUNCILLOR REPORT.**
 - 5.1 Cllr Smith provided a report containing the following:
 - A new Development Manager had started at TBC; his name was Jeff Upton. TBC were still trying to recruit to several other vacancies within the Department; there was a National Shortage of Planning Officers.
 - The Planning Support Services Review that had taken place over the last few months was now being written up and would be presented to the Members shortly. This was the first Phase and the Review of the whole service continues.
 - The Public access site for all planning applications, will be down from 23-28 Nov 22 for a major upgrade to the system. Public Access would resume from 29 Nov 22.
 - There was a new Community and Place Development Officer for South Tewkesbury (replacing Adrian Goode); her name was Francesca Jackson.

6. PUBLIC COMMENT.

6.1 Sarah Kemp raised concerns about planning application 22/00603/FUL; she asked if this should be a retrospective planning application and sought clarification on what was happening to waste water from the houses that were currently occupied. (This item was discussed further under Item 10.1.1).

6.2 Sarah Kemp further asked if there were any prescribed timescales on the approval of Planning in Principle applications; whilst other applications had been approved in 6 weeks, she had been waiting over 12 months for her application. BCllr Smith agreed to look into this issue.

6.3 Emily Vaughan-Davis asked if there were any further details on the definition of “vulnerable children” and the overspend in this area. CCllr Awford confirmed that this related to looked-after children; he also agreed to provide further details by e-mail.

7. MATTERS ARISING.

7.1 Village Hall: The Chair stated that the Village Hall were looking to appoint additional Trustees. He also stated that the Village Hall committee had agreed to undertake some work to expose the old entrance and wall of the building, which would provide an interesting historical perspective.

7.2 Minsterworth Park: Cllr Ingham stated that she had inquired about getting National Lottery funding for the new playground equipment; such funding requests would only be considered if they were part of a wider Community plan, so it was not currently feasible. It was planned to hold a meeting with Black Box planning to discuss whether they could include new playground equipment as part of the proposed Elms Park development; a date for this meeting was still to be agreed. GCC had been informed that MPC did not wish to take out the a 5-year lease of the land, as the additional cost that it would incur would not offer any significant benefit.

7.3 Harvey Centre/MFSF: The Harvey Centre had agreed to take a 5-year lease from GCC on the area of land next to the centre. They had also applied for a Warm Spaces grant.

7.4 Highway Matters: The Chair confirmed that the work to clear the ditch at the Church Landing had been completed; he also confirmed that water was visibly flowing through the ditch to assist with drainage from the area.

7.5 PROW: The complaint in relation to the Geopark Way had been re-circulated to all Cllrs, and forwarded to the GCC PROW officer for action. Cllrs Ingham reported that the adjacent land owner had undertaken some work to cut back growth on the footpath EMW 8 from the Church to the A48; this had resulted in a small improvement, but further work would be undertaken by a local working party on the forthcoming weekend. After that work, the path would be maintained by GCC PROW in the future. There was ongoing discussions with the GCC PROW officer to establish which routes within Minsterworth were GCC’s responsibility; it was confirmed that GCC had done no footpath maintenance in Minsterworth for 5 years, but the intent was to get this work put back into the routine maintenance cycle. Cllr Ingham also stated that she had received authority from the Environment Agency (EA) to put a PROW map and updated Severn Bore information in the riverside noticeboard; the EA were however currently unable to locate the key for the noticeboard.

7.6 Welcome Leaflet. Cllr C Thomas circulated a copy of the revised “Welcome to

Minsterworth" Leaflet. All Cllrs were invited to provide comment by e-mail (copied to all) so a final version could be produced for approval at the next meeting. **Action: All**

7.7 Anti-Social Behaviour (ASB). There had been further instances of ASB in the village; this had included undoing the connections on scaffolding, and also lamping (shooting rabbits at night by torch light). It was noted that there had also been an increased Police presence in the area. The Chair had drafted 2 letters on the subject; one to the PCC and one to TBC. Agreement on these letters was still required before they could be sent, and they would be circulated by the Chair in draft format. BCllr Smith recommended that they also be copied to the Dep PCC, Mr Nick Evans. **Action: Chair.**

8. Minsterworth Road Safety.

8.1 Progress with Village Gates. A paper on the proposed Village Gates had been circulated to all Cllrs ahead of the meeting. Cllr R Thomas outlined the proposals, and confirmed that they had been agreed with the Highways Agency representative. A costing for the work had been obtained from a Minsterworth-based contractor who had approval from Highways to conduct the work. This work was agreed in principle, but it was felt a second quote should be obtained, from the Council contractor (Ringway); Cllr Powell agreed to obtain this quote. This would then provide justification for not obtaining 3 quotes for the work. As a grant had already been received for the camera, and a second grant had been requested, it was not felt that a further grant could be submitted for the gates. CCllr Awford confirmed that he had some funds in his Highways budget that could contribute to this project. MPC had also allocated £3.5K in its FY22/23 budget for road safety measures. It was agreed that the gates would be funded by the grant from CCllr Awford and existing MPC funds. **Action: Cllr Powell.**

8.2 Progress with Speed and Safety Camera. The provision for the speed camera had been agreed and funded, but was apparently awaiting for final Police approval. CCllr Awford agreed to see if he could expedite the request. **Action: CCllr Awford.**

9. Financial Matters:

9.1 Financial statement to end Oct 22. The Clerk had circulated the account sheet ahead of the meeting; there had been no unexpected expenditure, and the balance of the accounts at the start of Nov was: £18,933.67.

9.2 Proposed Expenditure for Nov 22. The proposed expenditure for Nov had been circulated before the meeting and included the following:

Ser	Item	Expendi- ture	Income	Comment
1	Parish Magazine Printing	160.61		Paid
2	Clerk Salary - Vicky	58.35		0.5 week (incl PAYE)
3	Clerk Salary - Paul	408.33		3.5 weeks (incl PAYE)
4	Village Hall Hire	60.00		Oct and Nov Mtgs + Interviews
5	Villager Advertising		67.50	TL Autos - Received
6	Play Park Grass Cutting	80.00		Paid
7	Bank Charges	8.00		
8	Interest		5.90	
9	Grant to Church	300.00		See Item 9.3 below
TOTAL		789.68	73.40	

9.3 Grant to the Church. MPC had previously given an annual grant to the St Peter's

Church to assist with the upkeep of the grounds for the benefit of the community. Such a grant was permitted, provided it was not used for religious purposes. In the last FY the grant given had been £300. It was agreed that another grant should be made of £300 to St Peter's Church for the upkeep of the grounds. **Action: Clerk**

10. Planning:

10.1 Applications:

10.1.1 22/00603/FUL – Installation of Sewage Treatment Plant on Land at rear of Seven Acres. Despite the title of this planning application, it was noted that the sewage treatment plant and reed bed were already in place, but had not received planning approval. The only new element of this application was the installation of a 1.5M high mound into which the treated water would be pumped, and from which it would permeate into the ground. It was noted that the average life of such a mound construction was between 20-25 years. It was also noted that the system would not drain into a permanently flowing water course, but would simply drain into the land. It was felt that MPC could not support this application, because there was insufficient detail on the retrospective nature of much of the installation, and because there was no evidence that the construction would not add to the flood risk in the area. It was agreed that the Clerk would draft a response to TBC, that would be circulated to all Cllrs before submission. **Action: Clerk.**

10.1.2 22/00911/FUL Retrospective Permission for Installation of a Graden Building – 5 Elver Close. This application sought retrospective permission for the installation of a wooden garden building, which exceeded the height regulations for permitted garden buildings. Photographs of the site showed that the reason it exceeded the height limit was because the ground sloped, and therefore one end of the structure needed to be put on stilts for it to be level. It was agreed that MPC would support this application. **Action: Clerk.**

10.2 Decisions: 22/00220/LBC – Moonbeam Cottage – retrospective consent granted.

10.3 Appeals: None.

10.4 Public Consultation on Proposed Development at Elms Farm. A meeting was to be convened with the developer for this project to see if it could benefit the Harvey Centre and Minsterworth Park. **Post Meeting Note:** The full planning application for this 40-house development was received the day after the MPC Meeting, and has been circulated to all Cllrs; it would be discussed at the next meeting.

11. Recruitment of New Parish Council Clerk. The Chair reported that the new Clerk, Vicky Smith, had handed in her notice due to family reasons; MPC expressed their best wishes to Vicky at this time. The Chair thanked the former Clerk for stepping back into the position temporarily, and re-taking possession of the MPC laptop and archive material. Recruitment for a new Clerk was underway. The Job Description and Personal Specification for the post had been circulated to all Cllrs and was agreed.

12. Correspondence.

12.1 Boundary Commission Review. The Boundary Commission Review had published its initial findings for public comment. It was noted that no changes were proposed for the Minsterworth area.

13. Matters Raised for Notification.

13.1 Defibrillator. A recall notice had been issued for certain models of defibrillator; it had been confirmed that this did not apply to the Minsterworth machine. It was also agreed that the code for the defibrillator cabinet should be held by the Church and Harvey Centre; the Chair agreed to distribute this code. **Action : Chair.**

13.2 Date for MPC Meeting in May 2023. The provisional date for the MPC meeting in May 2023 was 8 May; this has now been confirmed as a Public Holiday for the Coronation. It was agreed to slip the meeting by a week to 15 May 23. **Post Meeting Note:** As the Village Hall is not available on 15 May 23, it has been agreed to re-schedule the meeting for Wed 10 May 23.

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

14. Date for Next Meeting: 12 December 2022 at 7pm in the Minsterworth Village Hall.

The meeting closed at 8.46pm.

Signed:

Date: