

MINSTERWORTH PARISH COUNCIL

Minutes of the Meeting of the Minsterworth Parish Council (MPC) held on 12 Dec 22 in Minsterworth Village Hall, commencing at 7.00pm.

PRESENT:

Councillors - R Blowey – Chair
N Powell
N Garbutt
S Ingham
C Thomas
R Thomas
CCllr P Awford
BCllr J Smith
J Badham - Clerk (Designate)
P Bell – Clerk

Parishioners: 0

1. APOLOGIES. The Chair opened the meeting and welcomed Jo Badham who had been appointed as the Parish Council Clerk and would be taking over from January. Apologies for absence had been received from Cllr King and BCllr McInain.

2. DECLARATION OF INTEREST. Cllr Ingham informed the meeting that her property had been identified as within the affected area by the development to be considered under Item 10.1.1. It was agreed that this was an indirect interest only, and that Cllr Ingham could participate in the discussion and vote on the subject.

3. MINUTES OF THE PREVIOUS MEETING. The minutes of the MPC meeting held on 14 Nov 22 had been circulated and were accepted as a true record.

4. COUNTY COUNCILLOR REPORT. Cllr Awford stated that he felt the County had been under-prepared for the recent snowfall, but that Highways staff had since been working at full capacity to clear the roads. He also advised that the Environmental Scrutiny Panel had recently reviewed the allocation of the Community Infrastructure Levy (CIL) funding that had been allocated to Districts; he noted that whilst new housing may have been built, it had not necessarily resulted in additional school places or community facilities being provided.

5. BOROUGH COUNCILLOR REPORT.

5.1 Cllr Smith provided a report containing the following:

- Cllrs were to receive an update on the 5-year land supply by TBC on 14 Dec 22.
- The Planning department continued to be re organised to become more efficient. They had 468 valid applications pending decisions and were 10 staff down, despite constant attempts at recruitment. This was a nationwide problem.
- Work was continuing on the TBC Housing and Homeless strategy. The action plan for this was showing progress in the majority of areas; the document was available on the TBC website.
- The Licencing Policy and Principles under the Gambling Act had been reviewed, amended and adopted.

- The Infrastructure Funding Statement for the CIL and Section 106 monies had been agreed and would be published for this period at the end of December.
- Webcasting of Council meetings at TBC had been voted against at this time, mainly due to the cost and other priorities.
- The main topics from the Health Overview and Scrutiny board was the lack of NHS dentistry places. There were none available in Gloucestershire at present, although people moved all the time. This service will come under local control from next year and be part of the NHS Integrated Care Board. It was hoped this would bring about improvements and recruitment of newly qualified dentists to this area.
- A new Community Diagnostic Centre was due to open in Gloucester next Autumn, offering X-Rays, MRI, CT and ultrasound, ECHO and DEXA scanning to patients across Gloucester. This was to provide tests as quickly as possible to speed up diagnosis, whilst also taking traffic away from the general hospital. This would be the first such facility to be approved in the SW by NHS England.

6. PUBLIC COMMENT.

6.1 There was no public comment.

7. MATTERS ARISING.

7.1 Village Hall: It was noted that the Christmas Tree in the Village Hall had been donated by Sam Richards, who had also donated trees to the Church and The Harvey Centre

7.2 Minsterworth Park:

7.2.1 Meeting with Black Box Planning. The proposed meeting had taken place, and the notes from the meeting had been circulated to all Cllrs. A number of proposals were discussed, but there was no commitment from either side. It was confirmed that the developers knew they had to engage with GCC over placing an entrance gate into the park area.

7.3 Harvey Centre/MFSF: It was confirmed that the Games evening scheduled for 13 Dec 22 had been cancelled due to the adverse weather. The Harvey Centre had been approved for a Warm Spaces grant.

7.4 Highway Matters:

7.4.1 Grit Bin on Church Lane. MPC had received a request from a resident to replace and relocate the grit bin on Church Lane. It was agreed that the bin was in a poor state of repair, but was well used and should be replaced. It was felt that a commercial high-visibility bin was a theft risk. It was therefore agreed that a blue plastic drum would be used. The Chair and Cllr C Thomas agreed to relocate and re-fill the drum. **Action: Chair and Cllr C Thomas.**

7.5 PROW: Cllr Ingham reported the following:

- She had sent an enquiry to the Environment Agency asking for clarification on their areas of responsibility and their grass cutting policy. A response was awaited.

- The path EMW8 from the A48 to the church had been cleared by a working party; the ditch had been cleared and water was now flowing through it. It was agreed that Cllr Ingham would approach the GCC PROW officer to request the ditch be fully cleared. **Action: Cllr Ingham.**
- MPC had received a letter from a resident about gates on footpaths being left open. The Chair had drafted an article for The Villager reminding all walker to leave gates as they find them, and it was agreed that this could be published, although it was stressed that not all walkers were residents of the village. There was a discussion about the possibility of putting signage on the gates to advise walkers to leave the gates as they found them; it was decided not that Cllr Ingham would ask GCC PROW if they had any appropriate signs. **Action: Cllr Ingham**

7.6 Welcome Leaflet. Cllr C Thomas circulated a final copy of the revised “Welcome to Minsterworth” Leaflet. The format and content were agreed; all Cllrs were invited to provide any further comment by e-mail (copied to all) so a final version could be produced for use in the New Year. **Action: All**

7.7 Anti-Social Behaviour (ASB). Following instances of ASB in the village, the Chair had drafted and circulated 2 x letters on the subject; one was to go to TBC and the other to the PCC. Both letters sought clarification on what actions were proposed to curb such behaviour. It was agreed that the Clerk would re-circulate the letters, and that all Cllrs would respond, to show their agreement with the text. **Action: Clerk.**

8. Minsterworth Road Safety.

8.1 Village Gates. A second quotation had been received for the work to install village gates; further quotations had been requested from Ringway and GCC but had not been received. The second quote was comparable with the quote already received. As MPC were keen to progress the installation, and as the 2 quotes received were comparable, it was proposed and agreed that the work should be started based on the quote provided by the Minsterworth-based contractor. **Action: Chair.**

8.2 Progress with Speed and Safety Camera. Cllr R Thomas reported that there appeared to be a mismatch between the Community Speedwatch team and the Gloucestershire Constabulary over the issue and use of community cameras. A meeting called to discuss the topic had been cancelled at very short notice, with no rearranged date yet given. Consequently, although one bid had been submitted, the bid for a second camera for MPC had been held until the issue could be resolved. It was agreed that CCllr Awford would investigate the issue and try to progress the application; the Clerk would forward the details of the cancelled meeting to CCllr Awford. **Action: CCllr Awford and Clerk.**

8.3 Residents’ Road Safety Publicity Campaign. Cllr Garbutt stated that he and other residents at the west end of the village had decided to start a road safety publicity campaign through the former Gloucester Road Safety Partnership. It was stressed that Cllr Garbutt was doing this as an individual and not in his capacity as a Cllr. CCllr Awford advised that it was better to have one plan and to stick to it; as such, any other campaigns should not detract from the work already in place with the Parish Council. It was stressed that the Residents’ publicity campaign must therefore complement the work already underway, and not propose any new measures.

9. Financial Matters:

9.1 Financial statement to end Nov 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 Dec was: £17,993.41.

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

Ser	Item	Expendi- ture	In- come	Comment
1	Clerk Salary (incl tax) - Paul	466.67		4 weeks
2	Clerk Salary (incl tax) - Jo	233.34		2 weeks (to be paid in Jan 23)
3	System Force - Web Hosting	36.00		Paid
4	Parish Magazine Printing	175.00		
5	Village Hall Hire	80.00		Oct, Nov & Dec Mtgs + Interviews
6	Microsoft Office Annual Fee	59.99		
7	Play Park Grass Cutting	40.00		Paid
8	Bank Charges	8.00		
9	Interest		5.90	
TOTAL		1099.00	5.90	

The Chair highlighted that a further bill may also be received for the work undertaken to repair the roof of 2 of the Parish bus shelters. This work had been approved in an earlier MPC meeting.

9.3 Precept for FY 23/24. TBC had invited all Parishes to submit their application for a Precept for FY 23/24 by the end of Jan 23. It was noted that MPC did not currently have a formal ring-fenced reserve within its bank holdings, although the carried-forward balance in the deposit account achieved that effect. It was felt that an increase to the Precept to cover at least the rise in inflation was appropriate. It was agreed that the Clerk would provide Cllrs with 3 different costed options for the increase to the Precept, to be decided at the next meeting. **Action: Clerk.**

10. Planning:

10.1 Applications:

10.1.1 22/01104/FUL - Residential development of 40 dwellings; Elms Farm, Main Road. This planning application was discussed at length; it was agreed that MPC would support the application in principle, but would raise a number of proposed amendments to the detail. MPC noted that the application was inside the settlement boundary, and that it provided welcome affordable houses. It also noted that the development could become a central hub for the village, which could enhance road safety measures on the A48. MPC added that the development could be linked to the improvement of other facilities within the village, either through CIL funding or directly by the developer. However, MPC wished to raise the following suggested amendments:

- The density of the houses was too great, and not in keeping with a rural village.
- The surface water attenuation pond would add to the flood risk along Church Lane if the increased water run-off exceeded the ponds capacity.
- The sewerage treatment plant was designed for 135 occupants; this was not considered sufficient for the size of the development (40 dwellings) as it equated

to only 3.3 residents per dwelling and hence there were concerns that the plant may become overwhelmed, adding further to the flood risk.

- The design of the houses was not in-keeping with the local area, especially as there were a number of traditional houses and 4 listed properties within 50 metres of the development.
- Street Lighting should be low in height to be in-keeping with the rest of the village.
- The location of the attenuation pond should be reviewed as it posed a potential risk being close to the play park.
- The plans indicated there would be barbed wire on one boundary fence which was considered to be inappropriate adjacent to pedestrian areas

It was agreed that the Clerk would draft a response to be circulated to all Cllrs before submission. It was noted that MPC had already had an extension to the deadline for response, so a prompt turnaround was required. **Action: Clerk.**

10.1.2 19/00705/PIP – Between 3-6 dwellings at Mortune Farm, Pound Lane.

This application had been considered by MPC in 2019, the council had objected then because it was outside the settlement boundary, in ancient orchard and because of the number of other new houses already with planning approval. The only apparent addition to the application since then was the comment provided by the Conservation Officer, which also opposed the application due to its impact on the surrounding area. It was agreed that MPC would continue not to support this application which remained outside the revised settlement boundary. **Action: Clerk**

10.2 Decisions: None.

10.3 Appeals: None.

11. Appointment of New Parish Council Clerk. It was confirmed that Jo Badham would take over the responsibilities of MPC Clerk from 30 Dec 22. She would be paid for 2-weeks in December to cover the handover period with the outgoing Clerk.

11.1 Outsourcing or PAYE/Pay/Pension calculations to PATA. The Clerk had circulated a proposal to outsource the MPC payroll function to a Gloucester-based company called PATA who specialise in this service. This function was currently carried out by the Clerk, but this proposal would remove the risk of error or fraud from the process. The proposal was agreed, and would be implemented from Jan 23. **Action: Clerk.**

12. Correspondence.

12.1 Possible use of the Defibrillator. MPC had received communication stating that the defibrillator may have been used. This had been checked by Cllr Garbutt and it was confirmed that it had not been used, and that it was fully functional.

13. Matters Raised for Notification.

13.1 Donkey Walk. Cllr C Thomas notified the meeting that the Donkey Walk would take place on Saturday 17 Dec 22 at 5pm.

13.2 Volunteer First Aid Service. Cllr Garbutt informed the meeting that he intended to set up a volunteer first aid and transport service, to provide assistance to residents

during the strike by ambulance staff. Additional first-aid volunteer were welcome; the first meeting would be held on Sunday 18 Dec 22 at 10am.

14. Date for Next Meeting: 9 January 2023 at 7pm in the Minsterworth Village Hall.

The meeting closed at 9.21pm.

Signed:

Date: