

Minsterworth Parish Council

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



PRESENT: Councillors R Blowey, N Powell, N Garbutt, S Ingham, S King, C Thomas and R Thomas.

J Badham - Clerk

Parishioners: 5

Public Forum (max 15mins) – Members of the public may make representations, ask questions and give evidence at a meeting in respect of the business on the agenda by invitation of the chair.

The Chairman welcomed the public and invited members to raise matters of interest or concerns.

- Lower Road, concerns were raised in the condition of the road near the church. Larger vehicles are accessing the road, cutting up the verges and trailing mud onto the road. Water is pooling in the centre of the road and pedestrians are having to walk on the verges. Can the council ask for the road to be resurfaced? **Action: can residents please supply pictures of the road when flooded and then Chair will contact Highways**
- Does the council make any site visits to major planning proposals especially if there is impact on the village, access, infrastructure and listed buildings. **Chair reply: Tewkesbury Planning Committee can be asked to visit sites and individual councillors will look at location of sites but not visit as this requires permission through the planning officer.**
- Pot Holes are a problem and there is confusion on the process. **Clerk replied, there are two processes. Reporting on the Highways portal will allocate the work for the team working on daily repairs, however Highways have an alternative team that are working on scheduled work. This is why you may see some pot holes repaired quicker than others. Action Chair to include in the Villager.**

1. To elect the Chairman of the Council and to receive the Chairmans Declaration of Acceptance of Office.

Councillor R Blowey was proposed Councillor N Powell, Seconded Councillor Sharon Ingham. All in favor.

2. To elect the Vice Chairman and to receive the Vice Chairmans Declaration of Acceptance of Office.

Councillor N Powell proposed R Blowey, seconded Councillor C Thomas. All in favor.

3. To receive apologies for absence.

Councillor Jill Smith and Councillor P McInain.

4. To receive any declarations of interest from Members.

Councillor C Thomas declared an interest in planning application 23/0264/APP.

5. To approve minutes of the meeting held on 9th May 2022 and 17th April 2023

Minutes were distributed prior to meeting, minutes were received and approved.

6. To receive Chairmans Report

Council received chairman's report.

7. To approve and adopt the Financial Regulations for Minsterworth Parish Council
Clerk explained the Financial Regulations (FA) are a template from National Association of Local Councils (NALC) and have been adapted to reflect Minsterworth PC processes. It was proposed for 2023/2024 to use Gloucestershire Association of Parish and Town Council (GAPTC) audit for finance governance and process. This would demonstrate good practice and provide the council with evidence of how the council is being managed.

Action; Clerk to add for discussion towards the end of the year.

Council approved to adopt the Financial Regulations. All in favor.

8. To appoint an Internal Auditor

Council agreed to appoint auditor Shirley Fowler. **Action Clerk to contact and arrange files to be available.**

9. To adopt The Code of Conduct

Council agreed to use the proposed Code of Conduct from Tewkesbury Borough Council. **Action: Clerk to personalise the document and distribute. Refer to June meeting for adoption.**

10. County Councillors Report

No report received.

11. Borough Councillor's Report

No report received.

12. Matters Arising:

12.1 Village Hall.

- Coronation lunch was well attended and excellent. Thanks to all who supported and helped.

12.2 The Harvey Centre / Minsterworth Free School Foundation. – No update.

12.3 Highway Matters

- Bury Lane received attention on pot holes by Highways, however there were some that were missed.
- Church Lane sign is now clear and has been removed of Ivy.
- Verges have been trimmed on the A48, at a cost to the Parish Council.

12.4 Public Rights of Way (PROW).

- Nothing reported this month.

13. Minsterworth Road Safety - Update.

13.1 The Community Speedwatch Data Protection Impact Assessment was submitted for approval/adoption.

- Chair thanked Councillor R Thomas on her hard work.

Approval proposed by Cllr R Blowey, Seconded Cllr C Thomas. All in favor, approved.

13.2 The Community Speedwatch Camera Trigger Speed i.e. the speed that we agree will 'trigger' the camera.

Proposed Cllr S Ingham (55 trigger speed to be set), seconded Cllr C Thomas, 4 in favor 1 abstained, approved.

13.3 Installation of village entry gates.

- The East end of the gates will be installed free of charge when contractors move the Minsterworth sign on 15th May 2023.

The 50mph roundels mentioned at last months meeting were discussed. Chair has re-applied to Highways. **Action: Clerk add to June agenda.**

The lower lane pedestrian signs suggested by Highways were the incorrect style. **Action Chair will contact Highways.**

14.Financial Matters:

14.1 Council to accept the Financial statement to end April 2023.

Clerk discussed the precept has been received and the funds will be transferred into the current account. The ringfenced funds and reserves are in the reserves account.

	31/03/2023	April
HSBC Reserves		9444.86
HSBC Current Account		746.88
Open Balance		£10,191.74
Income		16184.82
Total		26376.56
Expenditure		4376.32
Closure Balance		£22,000.24
	Balance forward	
HSBC Reserves	£6,000.00	£18,592.96
HSBC Current Account	£4,191.74	£3,407.28
Ring Fenced Funds	£2,364.53	
Balance	10191.74	£22,000.24

14.2 Proposed expenditure for May 2023

Ser	Item	Expendi- ture	Income	Power to spend	Comment
1	Clerk Wages	463.53		13	
2	HMRC	47.8			
2	Villager Printing	200.00		37	
6	Bank Charges	8.00			
7	Bank Interest		12.00		
8	Grass Maintenance Play	40.00		28	
9	TBC Precept		12133.00		
10	TBC Grant		450.00	50	Portable Toilets
11	Internal Auditor	50.00		6	
12	Katie Panting	30.00		47	Stamps
13	Stationery	20.16		55	Labels/Ring bind- ers
TOTAL		859.49	12595.00		

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14.3 Council to accept Budget for 2023/24

The spreadsheet was distributed prior to the meeting. No decision was made. **Action: Clerk to email and defer to June meeting for approval.**

15.Planning:

15.1 Planning Applications

23/003414/FUL Sunny Croft, Main Road. Erection of a replacement dwelling with associated carers annex. (Alternative proposal to scheme permitted under 21/00992/FUL. **Permit the planning application, comment on the drainage and ask Tewkesbury Council if they are satisfied with the overflow of foul and surface water. The ditch where the appellant are suggesting the overflow of water does not flow all year round. Re-assurance required drainage is acceptable particularly due to the issues with the Seven Acres development.**

23/0264/APP Parcel 1002 Land Opposite, The Cottage, 7622 Pound Lane. Approval of reserved matters (Appearance and Landscaping) pursuant to outline planning permission. **Support**

19/00718/OUT for a single storey dwelling with detailed garage. 23/00259/FUL Land to the North West of A48 Minsterworth. Technical details for the erection of 7 dwellings and associated access, external works and landscaping. (pursuant to 20/00081/PIP) **Object Not in settlement area, concerns that proposed foul water drainage mound soak away may not work due to heavy clay land; surface water will run to Watery Lane which is already often flooded. Council suggested the appellant look at Longbrook for drainage.**

15.2 Decisions

22/01349/FUL Former Ham Green Cottage. Change of use from agricultural land to residential and the retrospective application for the erection of an outbuilding. **PERMIT**

15.3 Appeals/Enforcements Non to date

16.Apple Tree Road Naming. Council to consider and make proposal for the naming of the road at The Apple Tree.

Council agreed the proposed name would be 'Apple Tree Gardens' Action Clerk to advise Cheltenham Town Council of the decision.

17. Replacement Generators Council to discuss and agree purchase of generators Action: Cllr R Blowey and Cllr N Garbutt to agree on the size and type of generators. Councillor S King advised to purchase the correct size generator and not a generator to fit in the current storage box. **Action Clerk: Add to June agenda.**

18.Correspondence

- Clerk sent email to TBC planning following up the Seven Acres drainage. As to date no response.
- The clerk has started the process of producing the Annual Governance and Account Audit.

19.Residual Items

- There has been discussion between the Councillor R Blowey, The Legion and the Church on cleaning the War Memorial. It was suggested the memorial was not very

dirty and only required a wash over. Councillor N Garbutt suggested looking at the War Memorial Trust as there was grants available.

20.To fix the dates and times of ordinary meetings of the Council for the ensuing year.

Action: Clerk to circulate dates to Council and this will be agreed over email communication.

Date for Next Meeting: Monday 12th June 2023 7pm in the Minsterworth Village Hall.

Meeting closed at 9.02pm.

Signed:

Date:

DRAFT