

Minsterworth Parish Council

Minutes of the Meeting of the Minsterworth Parish Council (MPC) held on 10th July 2023 in Minsterworth Village Hall , commencing at 7.00pm.



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

J Badham – Clerk
Cllr J Smith
Parishioners: 0

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.

1. To receive apologies for absence.

The Chair opened the meeting. Apologies for absence had been received from Cllr N Garbutt, and from Cllr P McClain.

**2. To receive any declarations of interest from Members.
None Declared.**

3. To approve minutes if the meeting held on 12th June 2023

The minutes had been circulated and were accepted as a true record.

4. To receive County Councillor Report

No report.

5. To receive Borough Councillors Report

Cllr J Smith

- Since the elections in May, there has been major changes in the running of the Council. The election saw the rise in a Liberal Democrat/Green coalition, with only 9 of the original Conservatives staying in post. Most Liaisons and working groups have been formed, with minimal involvement of the Conservatives, unless they had to by Council Protocol.
- There has been a major overhaul of officers, with Lin O'Brian and Sara Freckleton leaving/retiring after a cumulative 91 years between them. Other posts have gone and staff moved. There are still shortages in many areas, including planning.
- Recording of all the main Borough meetings will start to take place soon, so you can watch all on line without attending the TBC offices.
- A review of the Ashchurch Garden Town has been requested, before proceeding further. This is considered best practice with projects of this size. We have been assured that this will not affect our housing figures in the long term. The report, with recommendations will go to Executive committee for approval in September.

The council raised the issue of lack of response from TBC on the drainage in Minsterworth. Cllr R Blowey mentioned he had meet with Emily McKenzie and will follow up. Cllr J Smith suggested to copy Cllr P Mclain into correspondence and she will also try and follow up.

6. Public Comment

No residents in attendance.

7. Matters Arising:

7.1 Village Hall - No update.

7.2 Minsterworth Park

The annual inspection of the playground has been received and distributed to council. Cllr S Ingham proposed to remove the totem pole due to health and safety, replace the wooden gate posts with either sleepers or metal which hold the gate and requested we instruct Malcolm Ball to make the minor repairs noted in the report. Council agreed to the proposals.

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

7.4 Highway Matter – No update.

7.5 Public Rights of Way (PROW). No update.

8. Minsterworth Road Safety - Update.

8.1 Update signs for 'Care Pedestrians' (Lower Lane)

Various of locations have been agreed with Max Kelly of Gloucestershire Highways, and hopefully signs will be erected soon.

8.2 CSWC (Community Speed Watch Camera) report and update

Councillor R Thomas explained the police does not automatically send out letters via the process initially communicated. The data needs to be downloaded and transposed to a spreadsheet.

The report was presented and a condensed version will be published in the Villager and the whole report can be found on the website.

TRO was raised and looking into the criteria on speeding and reducing the speed limit.

9. Financial Matters:

9.1 Council to accept the Financial statement to end June 23.

The statement was received and approved.

Date	Item	Expenditure	Income	Power to Spend	Comments
07-Jun-23	H & A Farming Ltd Invoice 561	-403.2		28	Path Verges
21-Jun-23	Shirley Fowler MPC Audit	-97.5		6	
21-Jun-23	Joanne Badham Clerk Wages	-415.33		13	
21-Jun-23	HMRC PAYE/NIC	-96		13	
21-Jun-23	PATA Payroll	-25.8		13	
22-Jun-23	TOTAL CHARGES TO 31MAY2023	-8			
27-Jun-23	MINSTER VILL Coronation Re-fund		100		

-1045.83

Villager

Date	Item	Expenditure	Income	Comments
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07-Jun-23	PARISH M PRINTING INV 10231	-188.75		
Total		-£188.75	£0.00	

June Bank Balance

Reserves Account	£8378.05
Current Account	£13943.78
Income	£110.30
Expenditure	-£1234.58
Closing Balance	£21197.55

9.2 Proposed expenditure for July 23. Report was received and approved.

Ser	Item	Expendi- ture	In- come	Power to spend	Comment
1	Clerk Wages	463.53		13	
2	HMRC	47.8			
3	PMP Printing	188.75		37	Villager Printing
4	Bank Charges	8.00			
5	Bank Interest		12.00		
6	AGP Garden Services	80.00		28	Grass Maintenance Play
7	Hire Village Hall	40.00		29	
TO- TAL		828.08	12.00		

August

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TO- TAL		828.08	10.00		

9.3 Council to approve purchase of replacement a lockable filing cabinet for clerk.

Action Clerk: Research costs and report back to council.

10. To consider matters relating to year end accounts, external audit and the Annual Governance and Accountability Return (AGAR)

(a) To receive and approve the 2022/23-year end accounts. Report was received and approved.

- (b) To approve Section 1 of the Annual Governance & Accountability Statement. Received and approved.
- (c) To approve Section 2 of the Annual Governance & Accountability Statement. Received and Approved.

11. Planning:

11.1 Applications

22/00674/FUL Minsterworth Court

Support application for essential works to be completed.

1. Repair and replace failed rainwater goods.
2. Install an underground packaged sewage treatment plant.
3. Remove and replace cement renders and failed lime renders with associated paint finishes.
4. Repair and partial re-covering of main building roof
5. Remove internal partition wall
6. Remove redundant ventilation stack.
7. Renovate and like-for-like replacement of sash windows
8. Insert glazed panels in front door.
- 9 .Erect timber tool shed and metal machine stores

23/00501/OUT Rosemary Cottage, Calcotts Green

Support application, however careful consideration of drainage is required.

Outline planning permission for the erection of an infill dwelling and vehicular access, with all matters reserved (revised scheme to previous extant outline permission granted under 20/00046/OUT)

23/00596/FUL 5 Elver Close

The council decision was to object to the application on the grounds of building density, closeness to neighbour, and the layout in relation to existing garden cabin.

Proposed annex.

11.2 Decisions

23/00458/FUL Highbury Main Road PERMIT

Erection of detached garage building to front of existing dwelling, western boundary treatments and entrance gates

21/01378/PIP with no conditions. Sunnybank Main Road Permit
Permission in Principle (PIP) for the erection of two residential dwellings.

20/00143/OUT Highcross House Refuse

Outline application for the erection of 4 dwellings with all matters reserved except vehicular access.

11.3 Appeals/Enforcements

Alleged build of 22/01264/FUL contrary to approved plans
Hawthorn House Main Road

12. Generators

Council to approve cost, model and payment for replacement generators.
DEFERRED pending revised estimates for replacement generators

13. New Agenda Proposal

Council to approve the proposal for a new agenda layout and content
The new agenda format was discussed and approved.

14. Correspondence

- Council to accept and action Playground Inspection Report

15. Residual Items

- to add to September agenda
Calcots Green Management
Asset Register
Proxy Voting
- Bus shelter west of the village requires ivy to be removed

Date for Next Meeting: Monday 11th September 2023 7pm in the Minsterworth Village Hall.

Meeting closed at 9.06hrs

Signed:

Date: