

Minsterworth Parish Council



Minutes of a Minsterworth Parish Council Meeting
held on 11th December 2023 in Minsterworth VH 7.00pm.

Present: Cllr Roger Blowey Chairman
Cllr Nigel Garbutt
Cllr Steve King
Cllr Cathy Thomas

In Attendance: Jo Badham Parish Clerk
1 member of the public

Public Questions

No comments from the public.

1. To receive apologies for absence.

The Chair opened the meeting. Apologies for absence received from Cllr Jill Smith, Cllr N Powell, Cllr R Thomas and Cllr P McLain.

2. To receive applications for Casual Vacancy and to follow Co-option procedure for application.

One application was received from Victoria King. Council voted and Mrs King was proposed by Cllr C Thomas, seconded by Cllr R Blowey. Mrs King was voted in and was invited to join the meeting.

3. To receive any declarations of interest from Members.

Cllr C Thomas reference planning application 23/00988/FUL Severn Acres.

4. To Allow for Dispensation.

None received.

5. To approve minutes if the meeting held on 13th November 2023

These were taken as read and accepted with as a true record, signed & dated by the Chairman.

6. To receive Borough Councillors Report

Cllr J Smith will forward a report following TBC Full Council meeting being held Tuesday 12th December.

Please use link to view the report from Minsterworth Website.

<https://minsterworthparishcouncil.org.uk/wp-content/uploads/2023/12/Tewkesbury-Borough-Councillor-Report.pdf>

7. Financial Matters:

7.1 Council to accept the Financial statement.

£

Reserves Balance	11469.24
Current Acc	7718.69
Ring Fenced	2165.53
Balance	19187.93



7.2 Council to approve proposed expenditure for December

Item	Expenditure	Income	Power to spend	Comment
Clerk Wages	926		13	December and Jan 2024
HMRC	95.6		13	
PMP Printing	380.00		37	December and Jan 2024
Bank Charges	16.00			
Bank Interest		36.00		
AGP Garden Services	100.00		28	Grass Maintenance Play
Hire Village Hall	40.00		29	
Adam Shayle	420.00			Ham Green tree felling
Machine Mart	790.80			Generator
	2768.40	36.00		

Council approved expenditure.

7.3 Council to agree Precept for 2024/2025.

Council agreed to increase the precept by 10% from £12,133 to £13,346.30. There is an increase of band D properties from 244 to 259, therefore the precept divided by the band D equivalent houses goes from £49.64 to £51.61 per year.

8. Planning

8.1 New planning applications for consideration.

23/00927/FUL Replacement of brown painted garage doors to aluminium bifold doors. Replacement windows UPVC double glazed windows. Street End Cottage , The Street. It was noted the planning application should be retrospective. **Action Clerk to advise TBC.** No objections.

23/01028/FUL Proposed garage with Oak frame and cladding. The Old Beams , The Street. No Objection.

23/00988/FUL Section 73 application for the variation of condition 1 (approved drawings) of planning permission 18/01085/FUL revise the layout of Plot 2 to allow vehicular access to the field to the north for maintenance purposes at: Land Parcel 1228, Seven Acres Close, A48, Minsterworth, Gloucester, GL2 8LF Part Parcel 1228, Main Road, Minsterworth. Council agreed no objection however a response about drainage and that the original plan was 6 houses, and the current plan has 8 houses.

Highnam/Churcham development - Cllr R Blowey raised the recent TBC proposal reintroducing the possibility of 4000 houses across parish boundaries, discussed at a meeting held the beginning of December with various parishes. It was agreed that the details will be published in the Villager. The combined parishes will work together to prepare a report of concerns. This may require some funding from the PC.



9. A48 Road Safety

Road Safety Report Update was circulated and uploaded on the website.

<https://minsterworthparishcouncil.org.uk/wp-content/uploads/2023/12/A48-Road-Safety-Update-Sept-23.pdf>

Cllr N Garbutt raised a meeting is planned to meet Max Kelly (GCC Highways), Dom Morris (Cabinet Member for Highways and Floods) and Dave Norman Cabinet Member for Fire, Community Safety and Libraries on the 26th January 2024. Cllr N Garbutt proposed to the council to agree in principle for match funding to be available from CIL funds to support some initiatives he is going to propose.

Council agreed unanimously 'in principle' depending on the costs

Cllr R Blowey stated that GCC Highways were currently unable to fund 'pedestrian safety' signs for Lower Road and the council will need to raise this in April 2024.

Cllr C Thomas raised the recent accident near Deepfurrow on the A48 that closed the road completely. The police did not allow residents or staff from Highgrove to gain access. It was proposed perhaps we could raise this with the police and if the council would consider providing resident ID Cards for cars? **Action Clerk to be added to the January Agenda.**

10. Correspondence (Clerk Report)

10.1 Clerk request for mentoring support 15 Hours £380

Clerk would like to request mentoring from a qualified clerk following some difference of opinions in procedure. Council agreed, however but wanted to ask if the other parish council the clerk works for would contribute. **Action clerk will discuss with the other parish council.**

10.2 Cllrs Emails

Clerk is in the process of setting up the emails.

11. Ham Green and Calcot Green

- Quote has been received for the felling of the tree. Council requested another two quotes.
- Clerk is writing up the Environmental Plan for both greens. This will work alongside the Biodiversity Policy.

12. Biodiversity

12.1 Council to adopt a Biodiversity Policy.

Council agreed to adopt the policy.

12.2 Discuss council plans on Biodiversity.

The Environment Plan will work alongside the biodiversity policy and will include some of the suggestion from the model action plan.

13. Code of Conduct at Meetings

Cllr S King raised he was confused about the code of conduct at meetings as it hadn't been mentioned what the concerns were. It was unsure if someone took offence on



what was said or done. Chairman raised what was done and to not do it again at a previous meeting. Cllr C Thomas mentioned perhaps it was a perception on what someone believed was said. Following some debate council agreed not to pursue the issue.

Cllr S King raised why a developer of a planning application was told that the PC had changed its opinion on a planning application, he also requested to know who spoke to the planning officer? The clerk advised she had spoken to the planning officer and he told her Cllr S Ingham had called and that he was unsure if the opinion was of the council or the Councillor as a resident. The clerk confirmed to the planning officer this was not the opinion of the PC but the Cllr as a resident.

It was agreed that if a councillor was going to speak to a planning officer they must receive approval from Council as per the Standing Orders or explain to the planning officer they are not representing the council.

Action Clerk to circulate the parish council Code of Conduct, The Civility and Respect document and Conflict of Interest and Pecuniary Policy.

14. Residual Items

- January agenda items, schools, Parochial Church, drainage and mounds.
- Donkey walk 16/12, midnight walk 24/12 11pm, candle light carol service 27/12 5pm.

Meeting closed at 21.08hrs

Signed:

Date:

Date for Next Meeting: Monday 8th January 2024 7pm in the Minsterworth Village Hall.