



## Minutes of a Minsterworth Parish Council Meeting held on 11 March 2024 in the Minsterworth Village Halt at 7.00pm.

**Present:**

Cllr Roger Blowey	Chair
Cllr Nick Powell	Vice Chair
Cllr Nigel Garbutt	
Cllr Steve King	
Cllr Victoria King	
Cllr Cathy Thomas	
Cllr Ruth Thomas	
BCllr Jill Smith	

**In Attendance:** Paul Bell Acting Parish Clerk

2 x members of the public were in attendance .

### 1. To Receive Apologies for Absence.

The Chair opened the meeting. Apologies had been received from CCllr Paul Mclaine and from Jo Badham.

### 2. Members of the council are invited to declare an interest they may have on the business set out below.

Cllr C Thomas declared an interest in Item 13 on the agenda.

### 3. To Allow for Dispensations.

No dispensations.

### 4. Public Participation.

There were no points raised by the members of the public.

### 5. Minutes of the Parish Council meetings held on 12 February 2024.

Cllr C Thomas stated that the discussion under Item 7 of the minutes should also include reference to Pound Lane and that she had offered to attend the meeting. The Minutes were then taken as a true representation of the meeting and duly signed by the Chair.

### 6. To receive the County Councillor's Report.

Apologies had been received from the County Cllr; items of note were included in the Borough Cllr's report.

### 7. To Receive the Borough Councillor's Report.

BCllr Jill Smith's report was provided to the meeting and is enclosed below:



Borough Councillors Report March 24.pdf

### 8. Financial Matters:

#### 8.1 Council to accept the Financial statement.

Reserve Account	£11524.81
Current Account	£3679.17
Ring Fenced funds	£2165.53
<b>Balance</b>	<b>£15203.98</b>



The full financial report is enclosed below:



Month%20End%20  
Analysis%20Feb%20

- 8.2 **Council to approve proposed expenditure for April.** There was no proposed expenditure for April presented.

## 9. Planning

- 9.1 **New Applications:** No new planning applications had been received.
- 9.2 **Decisions:** APP 23/01141/FUL Erection of two-storey side and rear extension at Mooffitch. PERMIT.
- 9.3 **Appeals/Enforcements:** CASE NO. 24/00047/ENFC. Alleged erection of an industrial building without planning permission. Site 1, Minsterworth Garage, Main Road, Minsterworth

## 10. Parish Council Submission to the Strategic and Local Plan (SLP).

The Council had distributed a flyer to all residents on the suggested response to the SLP proposal. The final response needed to be submitted by 12 March 2024. BCllr Smith highlighted that responses could be submitted by all residents via the website, where there were 31 questions to be answered. The Council agreed that its 4 main points in response should be as follows:

1. Reducing congestion on the A40, for example by providing a dual carriageway from Over to Longford roundabouts or an additional crossing over the River Severn,
2. Flood reduction, both from the River Severn, and from the run-off that flows from adjacent parishes through Minsterworth's current drainage systems,
3. The installation of a mains sewage system for Minsterworth,
4. Improvements to A48 safety through Minsterworth, including the reduction of the speed limit.

It was noted that there was a risk associated with an additional river crossing, in that it was likely to lead to more housing development. It was agreed that the Chair would submit these points prior to the deadline. The Council further agreed to refund the Chair the sum of £6 for the cost of paper in producing the flyer that had been distributed. **Action: Chair and Clerk.**

## 11. Application for the Clerk Position.

It was proposed that a recruitment sub-committee be formed to consider the applications for the Clerk position. That sub-committee would consist of: Cllrs Blowey, R Thomas, C Thomas and V Smith. This was agreed by the Council. The position had been advertised and a short-list of candidates drawn up, to be invited for interview.

## 12. Account Access Codes and Passwords.

It had been proposed that there should be at least 2 members of the council (the Clerk plus at least 1 x Cllr) who had access to all Council-specific accounts, such as the bank account, e-mail, PAYE and HMRC accounts. This was considered good practice, and was simply to reduce the risk of a single point of failure. It was stressed that this should not involve the sharing of passwords, but should be based on the principle of dual-access to all accounts. It was agreed that Cllr Powell would discuss this in principle with GAPTIC. If it



was accepted, it would be written into the Terms of Reference for the Clerk position. **Action: Cllr Powell.**

### 13. Proposed Works at Severn Acres.

There was an indication of a difference of opinion between the receivers and the developers about the proposed drainage solution for Severn Acres. It was confirmed that MPC had still not received any formal proposals or application for this drainage solution. It was agreed that MPC should not make any comment until a formal application for the drainage solution had been submitted.

### 14. Highways.

14.1 **Date for Follow-Up Meeting with Mr Mark Harper MP.** Cllr Garbutt stated that he had sought further information on the proposed follow up meeting, but that none had been provided; he would continue to seek further details. **Action: Cllr Garbutt.**

14.2 **Request to Turn Back Footpath from Severn Bank to Oakle Street.** It was agreed that the Chair would confirm with the Clerk whether a response had been received to this request. **Action: Chair** (subsequent to meeting it was confirmed that this work would be carried out)

14.3 **Drainage and Pooling of Water at Starcroft Lane.** Although some work had been done to clear the drainage in this area, it was not clear who had undertaken the work. It was agreed that the Chair should raise this with Highways. **Action: Chair.**

14.4 **Watery Lane and Pound Lane – Response from Highways.** Flooding in Watery Lane had been raised with Highways and a response was awaited. Where the road surface had been repaired in Pound Lane, it was significantly narrower than it had been previously. It was agreed that the Chair would raise this with Highways, and ask that Wales and West restore the road surface to its original width. **Action: Chair.**

14.5 **Church Lane – Road Surface and Verges.** Cllr Garbutt raised the poor condition of the road surface and verges at Church Lane in the area of the Church; he highlighted that pedestrians were forced to step in the mud, as there was insufficient width for cars to pass. The Chair had already raised this with Highways but would follow up. **Action: Chair.**

### 15. Ham Green and Calcotts Green.

It was agreed that the Chair would re-circulate his notes on the proposals for the Greens from the meeting held in November. This would then be considered at the next meeting. **Action: Chair.**

16. **Defibrillator.** Cllr Garbutt highlighted that the pads for the defibrillator needed replacing, and that the battery was showing as failing. There was a discussion on whether the battery was still within its warranty period, but it was found not to be. It was agreed that Cllr Garbutt should purchase new pads and a new battery for the defibrillator and that the costs would be refunded by the Council. **Action: Cllr Garbutt.**

17. **Councillor E-Mails.** It was agreed that this item would be deferred until the next meeting.

### 18. Tewkesbury Borough Council Consultation on Name Change.

There was a discussion on the proposed name change for Tewkesbury Borough Council (TBC) to North Gloucester Council. It was agreed that there were more important things that need to be addressed; it was also felt that it would not be cost-neutral, and that it represented unnecessary expenditure. It was agreed that the Chair would draft and circulate comments from MPC on the proposal, and on agreement, submit them to TBC. **Action: Chair.**



## 19. Correspondence.

**19.1 Request for a Memorial Bench.** The Council had received a request to site a memorial bench on the bank of the River Severn within Minsterworth. As this land was not owned by the Council, it was agreed that the requester should be referred to the Environment Agency, who did own the land.

**19.2 Provision of The King's Portrait.** The Village Hall committee confirmed that a small portrait of HM The King could be hung in the Village Hall if the portrait and frame were available free of charge. The Council agreed to support. **Action - Chair**

**19.3 Parish Council Website.** There were on-going problems with the Parish Council website; it was agreed this item would be discussed at the next meeting.

## 20. Residual Items:

Cllr C Thomas reminded the meeting that the 5\* Severn Bore was scheduled for the morning of 12 March 2024.

**Meeting closed at 20.57hrs**

**Signed:** .....

**Date:** .....

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