



Minutes of a Minsterworth Parish Council Meeting held on 08 April 2024 in the Minsterworth Village Hall at 7.00pm.

Present:	Cllr Roger Blowey Cllr Steve King Cllr Victoria King Cllr Cathy Thomas Cllr Ruth Thomas CCllr Paul Mclain BCllr Jill Smith	Chair
In Attendance:	Paul Bell Kate Wilks	Acting Parish Clerk Parish Clerk (Designate)

4 x members of the public were in attendance .

1. To Receive Apologies for Absence.

The Chair opened the meeting and welcomed Kate Wilks as the new Parish Council Clerk (Designate). Apologies had been received from Cllr Powell and Cllr Garbutt and from Jo Badham.

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

No interests declared.

3. To Allow for Dispensations.

No dispensations.

4. Public Participation.

Ms Jo Stait stated that she had tried to use the TBC website to comment on the Strategic Plan, but the website had been down so she had not been able to leave comments. BCllr Smith agreed to feed this back. Mr Moore-Scott commented on the condition of the road surface at Church Lane; the Chair stated that this had been discussed at the last meeting, and had been raised with the Highways agency, but no date had yet been set for the work. The Chair agreed to follow this point up with Highways. **Action: Chair.** (Post meeting note: this request was submitted on 9 April 2024).

5. Minutes of the Parish Council meetings held on 11 March 2024.

An amendment was made to para 11 of the draft minutes, to correct the surname of Cllr V King. The Minutes were then taken as a true representation of the meeting and duly signed by the Chair.

5a Matter Arising. Cllr C Thomas reported on the TBC Flood Meeting she had attended. The meeting had expressed its thanks for the work undertaken by the Flood Wardens and had also briefed on the roadshows that were being run. Cllr C Thomas had invited Mr Alistair Lowe from TBC to visit Minsterworth and view the flood areas and also to discuss the potential use of drainage mounds in Minsterworth. A date for this visit had not yet been set.

6. To receive the County Councillor's Report.

CCllr Mclain reported the following points:

- 6.1 The Council Tax for the borough had been increased by 5%; this comprised a 2.9% rise for the Council and a 2% levy for Adult Social Care. £2M had been allocated for solar panels for schools. Some additional funding had also been allocated for roads, which would allow more pot-hole repairs, though it was accepted that this was still insufficient. The Council Road Safety Partnership had now been reinstated. £300K had been allocated for natural flood defences, and projects were being sought for this fund.



- 6.2 The council had installed over 100 Electric Vehicle charging points; £3M had been allocated by the Department of Transport for further installations, and suitable sites were being sought. It was suggested that the 2 x lay-bys on the A48 in Minsterworth (Wild Goose and The Dinney) may be suitable locations.
- 6.3 Although funding was still available through the Build-back-Better scheme, it was not considered likely that this could be used for the Minsterworth play area unless it was possible to extend the lease on the land. It was agreed that the Chair would write to CCllr Mclain and ask that the lease extension be considered. **Action: Chair.** (Post meeting note: this request was submitted on 9 April 2024).
- 6.4 It was confirmed that the GCC were looking at ways of paying flood relief grants to affected people in advance of any flood work being completed. The current system relies on those affected carrying out the work and paying for it, and then claiming back the amounts involved.
- 7. To Receive the Borough Councillor's Report.** BCllr Jill Smith's reported the following points:
- 7.1 The National Flood Forum information van would visit Minsterworth on 25 April 2024 between 0930-1300hrs. It was agreed that the Chair would meet them and assist them to set up in the correct location. The visit would be publicised on the village WhatsApp and Mailchimp pages. It was also agreed that the Chair would circulate the details of this visit to all Cllrs. **Action: Chair** (Post meeting – this was actioned on 12 April 24)
- 7.2 TBC were making Capital Grants of between £2.5-30K available for energy efficiency measures within Community Buildings. Bids were required by 25 May 2024. It was agreed that BCllr Smith would circulate this information to all Cllrs. **Action: BCllr Smith.**
- 7.3 The Transformation Team at TBC were working on a number of projects; these included a new flood mapping system for the borough, that would go live next month. The system would support proactive flood management, and encourage reporting of flooding in all areas; it would also link in with the existing Flood Warden network. The TBC Licensing Team were also now functioning, and would introduce a new online application process.
- 7.4 A new in-cab IT system was being introduced in the Council contractor's refuse lorries; this was a 2-way system that would allow reporting of any refuse-collection issues. It would also promote more efficient collection routes and allow for a more responsive service.
- 8. Financial Matters:**
- 8.1 **Council to accept the Financial statement.** The Financial Statement was not available for the meeting, and would be considered at the next meeting.
- 8.2 **Council to approve proposed expenditure for May.** The following expenditure items were approved:
- Defibrillator battery and pads - £355 + VAT.
 - 1 x Police Speeding letter for Feb.
 - Printer paper refund for Cllr Blowey of £6.
 - The Villager printing price was likely to increase by a further 3%. It was noted that although there had been several price increases, the magazine was printed well and on time, so the price rise was agreed.
 - 2 x invoices for the advertising of the Clerk position.



9. Planning

9.1 **APPLICATION** NO: 24/00119/FUL: Resubmission of application 23/00107/FUL **approved**. Redesign of roof, floor area unchanged. The Falklands , Main Road, Minsterworth. To note only.

9.2 **APPEAL AGAINST REFUSAL OF PLANNING PERMISSION** ref: APP/G1630/W/24/3337894 Application ref: 23/00864/PIP - Hawthorn House Main Road Minsterworth Gloucestershire. To note only.

10. Application for the Clerk Position. Cllr R Thomas confirmed that Kate Wilks had been appointed to the position of Parish Council Clerk, and would officially start on 15 April 2024, with an appropriate contract document in place. It was noted that there had been over 20 applicants for the position, and all unsuccessful candidates had been informed.

11. Account Access Codes and Passwords. It was agreed that this item would be deferred until the next meeting, when it would be decided which Cllrs would have dual-access responsibility for which accounts.

12. Highways.

12.1 **Date for Follow-Up Meeting with Mr Mark Harper MP.** It was agreed that the Chair would write to CCllr Mclain and ask that the date for a follow up meeting be agreed. **Action: Chair.** (Post meeting note: this request was submitted on 10 April 2024).

12.2 **Request to Turn Back Footpath from Severn Bank to Oakle Street.** It was confirmed that this request had been submitted and agreed by Highways, but that a date had not yet been set for the work.

12.3 **Drainage and Pooling of Water at Starcroft Lane and Watery Lane.** It was confirmed that the Chair had raised this with Highways, but that a response was awaited. It was agreed that Cllr C Thomas would also raise the road issues of Pound lane with Wales and West Water. **Action: Cllr C Thomas.**

13. Ham Green and Calcotts Green.

13.1 The proposals for the Greens from the meeting held in November were reviewed; it was agreed that the aim was to make both Greens more accessible for public use. This would require the cutting of a 3m-wide “pathway” around each Green. One quote for this work had been received; a second quote had been requested. These quotes would be circulated to all Cllrs for a decision at the next meeting.

13.2 There was a need to review the oak tree on Ham Green to see if it needed “re-balancing”; it was also necessary to look at the weed growth on both greens, to consider the best way to address it and to encourage wild flower growth. The Council has another picnic bench in storage, and it may be possible to locate this on one of the Greens. It was agreed that a further site visit would be conducted to review these issues; this visit would be done by the Chair, Cllr C Thomas and Cllr S King. **Action: Chair to arrange.**

13.3 There was a discussion about the area known as “Upper Ham Green”. This was a small plot of land that had no public or vehicle access, and had no viable use or re-sale value. It was agreed that the most suitable use for the land was for it to be a re-wilded area, but that a formal and long-term arrangement should be put in place. It was agreed that this would also be considered in the planned site visit.



- 14. Councillor E-Mails.** It was noted that for most Cllrs, the new e-mail addresses were not working. It was agreed that this item would be deferred until the next meeting, but that a consistent approach was required, so all Parish Council e-mail addresses were in the same format.
- 15. Parish Noticeboard at the Village Hall.** The Chair informed the meeting that although an original repair quote of £600 had been received, the contractor had now stated that the noticeboard was irreparable, and had quoted £2500 to make a new noticeboard. It was agreed that Cllr S King would look at the existing noticeboard, to see whether it could be salvaged. Proposals for a replacement noticeboard were discussed and some quotes had been received. It was agreed that these quotes would be circulated to all Cllrs, and the item would be decided at the next meeting. **Action: Chair, Cllr C Thomas, Cllr S King.**
- 16. Correspondence.**
- 16.1 **King's Portrait.** It was confirmed that the portrait of HM The King had been ordered, and would be hung in the Village Hall. There was some discussion about the best location for the portrait; it was agreed that this would be raised with the Village Hall Committee.
- 16.2 **Parish Council Website.** It was confirmed that the Parish Council Website was now back up and running, and had been updated.
- 16.3 **Royal British Legion.** The Chair informed the Council that he had received a letter from the Minsterworth Branch of the Royal British Legion (RBL), informing him that the Branch was likely to have to close due to falling numbers. The letter also thanked the Council for its support of the RBL over the years. It was agreed that the Chair would circulate this letter to all Cllrs. Terry Bourne, President of Minsterworth RBL branch, attending as a member of the public, also made a plea for residents to support the branch to encourage membership to see if it could remain viable. **Action: Chair.** (Post meeting note – the letter was circulated on 12 April 2024)
- 16.4 **Complaint.** A written complaint had been received about the Council; it was agreed that this would be handled in accordance with the MPC Complaints Policy. **Action: Clerk.**
- 17. Residual Items:**
- 17.1 **Speed Cameras.** Cllr R Thomas briefed the Council on the number of speeding letters that had been sent as a result of the community speed camera. It was noted that there had been no third-offenders, which may indicate that the letters have had a positive effect.
- 17.2 **Memorial Bench.** The request to site a memorial bench had been discussed at the last meeting, but it was not clear if a response had been sent to the requestor. It was agreed that the Chair would follow-up on this. **Action: Chair.**
- 17.3 **Gas Cylinders.** The Chair informed that Council that he had collected 18 gas cylinders from the Minsterworth lay-bys where it is presumed they had been used for personal inhalation. The Chair had sought the assistance from the new PCSO in trying to dissuade such activity, but had received a disappointing response due to the lack of resources available.

Minsterworth Parish Council



18. Date for Next Meetings:

- 18.1 **29 April 2024 – Annual Parish Assembly.** It was agreed that the would be publicized in The Villager, the WhatsApp group and via Mailchimp. The Chair would produce his Annual Report, and BCllr Smith was invited to present an annual highlights summary. The Chair would also invite the PCSO to attend and offer the RBL the opportunity to speak at the meeting. **Action: Chair.** (Post Meeting Note – these were actioned on 10 & 12 April 2024).
- 18.2 **13 May 2024 – Annual Parish Council Meeting and May’s monthly meeting.**

Meeting closed at 20.37hrs

Signed:

Date: