

**Minutes of a Minsterworth Parish Council Meeting  
held on 10<sup>th</sup> June 2024 in the Minsterworth Village  
Hall at 7.00pm.**

<b>Present:</b>	Cllr Nick Powell	Chair
	Cllr Victoria King	Vice Chair
	Cllr Roger Bowey	
	Cllr Cathy Thomas	
	Cllr Ruth Thomas	
<b>In Attendance:</b>	Borough Councillor Jill Smith	
	Kate Wilks	Parish Clerk
	Paul Bell	Internal Auditor
	3 Members of the public	

Cllr R Blowey opened the meeting and called for nominations for the appointment of The Chair.

**The Council resolved to move item 6 to the start of the agenda.**

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

Cllr N Powell was proposed by Councillor V King, Seconded Councillor C Thomas. Unanimously agreed. The Chair signed the Declaration of office.

The Chair called for nominations for the appointment of Vice Chair.

**To elect the Vice Chairman**

Councillor R Blowey proposed by R Blowey, seconded Councillor R Thomas.

Councillor C Thomas proposed by V King, seconded Councillor N Powell.

There was a majority vote in favour of appointing Cllr V King as Vice Chair.

**1. To Receive Apologies for Absence.**

Apologies received and accepted from Cllr Steve King and County Cllr Paul McLain.

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

There were none declared.

**3. To Allow for Dispensations.**

There was no requirement for dispensation.

**4. Public Participation.**

-A Resident asked the Council to explain why the grass cutting at Calcotts green had been carried out by a different contractor to that agreed at the 13<sup>th</sup> May meeting?

Cllr V King responded that due to the recent rain and the length of the grass, it could not be cut and needed to be bailed and taken away. It was agreed by the Council by email that this should be done as soon as possible as a one off. Going forward the agreed contractor will be used to maintain the grass.

-A Resident whose property is next to the Dinney Brook advised that Gloucestershire County Council had taken responsibility for the repairs to the steps that fell in to the brook, blocking access to the culvert following a long running dispute.

The resident has given their permission for contractors to use their property to access the brook to carry out repairs and has been advised it will proceed between the end of August and start of November 2024.

**5. To confirm the Minutes of the Parish Council meeting held on 13<sup>th</sup> May 2024.**

The Council agreed that the Minutes were taken as a true representation of the meeting and duly signed by the Chair.

**6. To elect the Chair and Vice Chair of the Council and to receive their Declaration of Acceptance of Office.**

As Above.

**7. To receive the County Councillor's Report.**

Apologies had been received from the County Cllr; items of note were included in the Cllr's report below. Which is available by the following link:

[Link to report](#)

**8. To Receive the Borough Councillor's Report.**

Borough Cllr Jill Smith's report was provided to the meeting below. Which is available by the following link

[Link to report](#)

## 9. Financial Matters:

### 9.1 Mr P Bell, Internal Auditor to present financial audit 2023/2024.

The external audit was completed and presented by the internal auditor in order to complete the Annual Governance and accountability return (AGAR) for 2023/2024.

[See link to AGAR document here](#)

The Council accepted the financial audit 2023/2024 and the Agar return was duly signed by the Chair and The Clerk.

The Council confirmed the Annual Governance statement and it was duly signed by the Chairman and Clerk.

The Council unanimously agreed to adopt the accounts for year ended 31<sup>st</sup> March 2024.

Mr Bell left the meeting.

### 9.1 Council to accept the Financial statement.

HSBC Reserves	£11,370.00
HSBC Current Account	£13,173.06
Ring Fenced Funds	£1,973.53
Balance	£24,543.06

### 9.2 Council to approve proposed expenditure for June 2024.

#### Minsterworth Parish Council - Proposed Financial Actions -June 24

Ser	Item	Expenditure	Income	Power to spend	Comment
1	Clerk Wages	527.28		13	
2	HMRC			13	None
3	PMP Printing 11713	192.75		37	Villager Printing
4	Bank Charges	8.00			
5	Bank Interest	/	18.20		
6	AGP Grass cutting 2279	120.00			Play area

7	AGP Grass cutting 2280	39.00			Churchyard ditch/ Bury triangle
8	Play Inspection company	152.40			Annual Playground inspection
9	Speedwatch Inv 305	148.00			Annual subscription
10	H&A Farming 690	403.20			Cut verges/ footpaths in village
11	SLCC Membership	154.00			£10 joining fee/ £144 Annual membership
<b>TOTAL</b>		<b>1740.63</b>	<b>18.20</b>		
12	<i>Annual information commissioners office</i>	<i>35.00</i>			<i>£35 direct debit taken May 2024</i>

The Council unanimously approved the listed expenditure.

- The Council requested the Clerk contact A Noble at TBC to request an annual inspection on the Playground.  
If they are not able to provide this, the Council has approved The Play inspection company to proceed as listed above at £152.40 as the inspection is due in June.
- It was agreed by the Council that the Clerk will purchase a new printer as it had broken. A £500 budget was agreed by the Council.  
R Blowey to send information of suggested model to the Clerk.

## 10.Planning Applications:

10.1 **Planning decision** – 22/00781/FUL - Part Parcel 1228 Main Road Minsterworth Gloucestershire. **PERMIT**

[Link for application details 22/00781/FUL](#)

10.2 Planning Application - 24/00319/FUL - Planning application (part retrospective) for the erection of a storage building for use in conjunction with their haulage and transportation business

Council discussed the above planning application  
R Blowey proposed to **SUPPORT** this application, seconded V King, unanimously agreed.

[Link for application details 24/00319/FUL](#)

## **11.Highways**

### **11.1 Date for a follow up meeting with Mark Harper MP.**

This is an ongoing item from March 2024.  
The proposed date is 19<sup>th</sup> July at the Harvey Centre. N Powell proposed that R Blowey should attend, The Council agreed.

### **11.2 Date to reinstate footpath from Severn Bank to Oakle Street.**

No date has been confirmed by Max Kelly Highways stakeholder at TBC.

It was discussed and agreed that the Clerk should contact M Richards- Road safety auditor at Gloucester County Council to request an investigation into the safety of the overgrown paths.

### **11.3 The exit splay from Oakle street and exits from Watery lane and Pound lane on to the A48.**

A Councillor confirmed this is now complete.

### **11.4 Drainage/pooling of water in Watery Lane; surface of Pound Lane and Church Lane – response from Highways following report of the problems.**

Some work has been completed but the culvert has not yet been cleared.

It was discussed and agreed the Clerk to contact A Lowe at TBC on behalf of the Council and formally request an update.

### **11.5 Verge trimming**

The Council agreed to monitor this and will agree expenditure when required.

## **12.Emergency account access codes, passwords - Council to discuss secondary holders.**

A list of accounts and websites the Clerk has access to was provided to Councillors. It was requested that the Clerk updates this list with website links and distributes to all Councillors.

The Council agreed that the Vice Chair should be included in any emails from PATA and Parish Council website log in details, Clerk to add Cllr V King to the distribution list and provide log in details.

Cllr C Thomas does not currently have bank account mandate access as previously agreed. Clerk to provide log in details for HSBC to Cllr C Thomas.

### **13. Sick pay, PATA.**

This item was deferred.

### **14. New Clerk training – R Balgobin.**

The Vice Chair proposed that the Clerk should attend new Clerk training with R Balgobin for 10 hours at £25. Seconded by Cllr C Thomas. Unanimously agreed.

### **15. Minsterworth Playground Lease and inspection.**

#### **Playground Lease-**

*Information on the lease of Minsterworth playground.  
June 2024*

*Information from H Fearnside, Property Estates Manager  
Asset Management & Property Services, Gloucestershire County Council.*

*The Council would be able to offer a 10 year tenancy.*

*Legal/ admin costs would be approximately £400 depending on the number of queries raised by the Parish.*

*Annual rent £250/ year, subject to review after 5 years.*

Councillors discussed and agreed that the Clerk contact H Fearnside at Gloucester County Council and offer to pay for associated legal costs and maintenance of the playground but to request a reduced annual rent for the lease as there is currently no charge.

#### **Playground inspection-**

A Councillor suggested that TBC carries out an annual playground inspection for another local Parish.

The Council agreed that the Clerk contact A Noble head of Asset management at TBC to request that an Annual inspection is carried out by the Council.

If unable to complete this inspection, proceed with The Playground Inspection company as approved in June expenditure.

*Post meeting note Clerk 18.06.2024- A Noble at TBC advised that annual playground inspections throughout the County are done by qualified external suppliers. The Playground Inspection company is one of these. They have been given permission to proceed by the Clerk as agreed.*

*A Noble also advised that more routine checks should be carried out weekly and quarterly*

*and logged to protect the Parish from litigation claims.*

*\*Action Clerk\* to add to the agenda for July 8<sup>th</sup> Meeting.*

At 9pm The Chair requested the meeting be extended to 9:15pm. This was agreed by the Council.

**16. Councillor emails - @minsterworth-pc.gov.uk**

Councillors continue to have issues with the PC email system that has been set up through Cloud next.

The Clerk advised that a service query has been raised.

The Chair suggested that the Clerk look in to additional email domains for the MPC website.

**17. Speed watch camera – Warning sign update Cllr R Thomas.**

The Council requested the Clerk contact M Kelly at TBC Highways and M Richards Road safety auditor at TBC to request that warning signage is provided ahead of the Auto Speedwatch camera.

**18. Councillor vacancy –**

The Clerk advised that the Notice of vacancy following the resignation of Mr Nigel Garbutt had been posted and will end on the 12<sup>th</sup> June 2024.

Cllr Blowey requested to minute thanks on behalf of the Council to Mr Nigel Garbutt for his work as a Parish Councillor for more than 10 years.

**19. Calcotts Green – Grass cutting etc**

Parish Councillors had met with some local residents to discuss the grass and weed issues at Calcotts green and Ham green.

Due to the length of the grass and the weeds this had to be bailed and taken away. Going forward the plan will be to use the previously agreed contractor to top and keep it low.

Cllr S King will take advice from the agronomist regarding the weed issue and will feed back to the Council. The costs of this are not yet known.

The tree cutting previously agreed has been booked in at Calcotts and Ham green.

Cllr R Blowey proposed, The Vice Chair seconded, all Agreed that the Council make a Charitable payment as requested by the contractor that carried out the bailing to the Walk the Walk charity in lieu of payment. An amount of £300 was agreed by the Council.

## **20. Residual Items**

### **20.1 Code of Conduct – Adopted 12/06/2023 took effect on 19th June 2023.**

A Councillor advised that reference to the Complaints policy against Councillors had been removed from the Standing Orders during the last update in error. It was agreed to defer this item for the next meeting. Clerk to distribute complaints policy and move further up the agenda for discussion.

### **20.2 Village design statement**

It was agreed by all that this should be removed from the agenda. It is not suitable for Minsterworth Parish Council to complete.

### **20.3 Grange Court proposed development**

Cllr R Blowey made the Council aware that the proposed housing development at Grange Court is once again, in discussion.

### **20.4 Ditch running under A48 at the Dinney**

Work on this will commence in August 2024.

### **20.5 King's Coronation Orchard fund**

Councillors had been advised by email from the Clerk on May 23<sup>rd</sup> 2024 that due to the tight deadline, the PC were unable to apply for this funding.

### **20.6 Parish Notice board**

The Noticeboard purchase had been agreed at the previous meeting, however on ordering further costs were quoted, these were given to the Council and increased the cost considerably.

Cllr V King to send information on other Notice Boards to the Clerk. Clerk to contact TBC and ask if CIL money can be used to fund a new notice board and if they have any approved suppliers.

### **20.7 New bin for Wild Goose layby**

The Clerk has contacted the TBC and is awaiting a response.

### **20.8 Biodiversity plan**

A model policy had been distributed prior to the meeting.

Cllr R Blowey had collated some information in reference to this policy.



It was proposed by The Chair that both Cllr Blowey seconded Cllr R Thomas and Cllr R Thomas seconded Cllr Blowey complete this policy. All agreed.

A Councillor noted that on 7<sup>th</sup> July at 7pm the Salvation army brass band are performing at the back of the Church.

**21. Date for Next Meeting:** Monday 8<sup>th</sup> July at 7:00pm at Village Hall

**Meeting closed at 21.13hrs**

**Signed:** .....

**Date:** .....

DRAFT

Appendix –

Item 1 – Summary of actions June 2024

Date	Action point	Minute reference	Who is to action this?	Complete Date/ notes
10.06.24	Purchase new PC printer - £500 budget	9.2	KW Clerk	
10.06.24	Clerk to contact M Richards- Road safety auditor at GCC to request an investigation into the safety of the overgrown paths at Severn Bank and Oakle street.	11.2	KW Clerk	
10.06.24	Clerk to contact A Lowe at TBC on behalf of the Council and formally request an update on the drainage/pooling of water in Watery Lane; surface of Pound Lane and Church Lane	11.4	KW Clerk	
10.06.24	Account access/ passwords. It was requested that the Clerk updates this list with website links and distributes to all Parish Councillors.	12	KW Clerk	
10.06.24	Clerk to add Cllr V King to the distribution list for PATA and provide log in details for other websites.	12	KW Clerk	
10.06.24	Clerk to confirm log in details for Cllr C Thomas for PC bank account.	12	KW Clerk	
10.06.24	Playground lease - Clerk contact H Fernside at Gloucester County Council and offer to pay for associated legal costs and maintenance of the playground but to request a reduced annual rent for the lease as there is currently no charge.	15	KW Clerk	

10.06.24	Playground inspection - Clerk to contact A Noble at TBC to request playground inspection. If not available, book agreed Playground inspection company.	9.2/ 15	KW Clerk	<i>Post meeting note Clerk 18.06.2024- A Noble at TBC advised that annual playground inspections throughout the County are done by qualified external suppliers. The Playground Inspection company is one of these. They have been given permission to proceed by the Clerk as agreed. A Noble also advised that more routine checks should be carried out weekly and quarterly and logged to protect the Parish from litigation claims. *Action Clerk* to add to the agenda for July 8<sup>th</sup> Meeting.</i>
10.06.24	Clerk to investigate Councillor email system and domains available on the website.	16	KW Clerk	
10.06.24	Clerk contact M Kelly at TBC Highways and M Richards Road safety auditor at TBC to request that warning signage is provided ahead of the Auto Speedwatch camera	17	KW Clerk	
10.06.24	Clerk to arrange charitable payment to walk the walk for £300	19	KW Clerk	
10.06.24	Clerk to distribute NALC complaints policy to Councillors and move up agenda for discussion at next meeting.	20.1	KW Clerk	
10.06.24	Clerk to contact TBC and ask if CIL money can be used to fund a new notice board and if they have any approved suppliers.	20.6	KW Clerk	
10.06.24	Collect information for Bio diversity plan/ policy	20.8	Cllr Blowey and Cllr R Thomas	