

# Minsterworth Parish Council



## Minutes of a Minsterworth Parish Council Meeting held on 13<sup>th</sup> May 2024 in the Minsterworth Village Hall at 7.00pm.

**Present:** Cllr Roger Blowey Chair  
Cllr Steve King  
Cllr Victoria King  
Cllr Cathy Thomas  
Cllr Ruth Thomas  
BCllr Jill Smith

**In Attendance:** Kate Wilks 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 McLain and from Cllr Nick Powell.

**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 10.2 and 10.3 on the agenda.

**3. To Allow for Dispensations.**

None

**4. Public Participation.** There were no points raised by the members of the public.

**5. Minutes of the Parish Council meetings held on 8<sup>th</sup> April 2024**

Cllr C Thomas stated that item 12.3 should be amended to state the road issues of 'Pound lane with Wales and West Water.'

Item 13.3 should refer to the area as "Upper Ham Green."

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

The Chair announced that he would be standing down as Chair after 9 years. The Chair confirmed that Vice Chair N Powell has indicated that he would like to serve as Chair.

In the absence of Vice Chair N Powell, The Chair **Proposed** to defer the vote until the next meeting when the Vice Chair was present. This was **Agreed** by the Parish Council.

It was agreed that a secret ballot should be held if more than one candidate was proposed as Vice Chair. **\*ACTION CLERK to prepare Ballot.\***

It was suggested that the Parish Council could agree to a handover period by the current Chair in order to support the new Clerk in the role.



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

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

[3.1-Annual-Parish-Council-report-P-McLain-29.04.2024-1.pdf](#)  
([minsterworthparishcouncil.org.uk](http://minsterworthparishcouncil.org.uk))

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

BCllr Jill Smith's report was provided to the meeting below.

[Borough-Councillor-Report-May-2024.pdf](#) ([minsterworthparishcouncil.org.uk](http://minsterworthparishcouncil.org.uk))

There was a discussion on the TBC name change to 'North Gloucestershire Borough Council.' BCllr Smith advised there will be a 6 week public consultation.

The Council do not support this name change and the costs associated with it. The Council discussed drafting a letter to each Parish Council in the Borough to request they support the objection.

It was agreed that the BCllr would discuss this at the Full Council meeting and ask for a recorded vote and feedback to the Parish Council by email prior to the next meeting.

It was agreed that the new Mayor should be invited to attend a Parish Council meeting. **\*ACTION CLERK\***

## 9. Financial Matters:

### 9.1 Council to accept the Financial statement.

Reserves	£11,370.00
Current Account	£15,187.69
Ring Fenced Funds	£1,973.53
<b>Balance</b>	<b>£26,557.69</b>



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

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

Ser	Item	Expenditure	In-come	Power to spend
1	Clerk Wages	TBC		13
2	HMRC PAYE	60.8		13
3	Villager Printing 11648	192.75		37
4	Insurance Clear Councils LC002175	708.88		
6	Bank Charges	8.00		
7	Bank Interest		18.20	
9	AGP Garden services 2243	120.00		28
10	Clerk - P Bell	120.00		
11	MVH HIRE 24-1067	22.50		29
12	Abbey Loos deposit	72.00		
13	GAPTC Membership	130.82		

The Council accepted and approved the listed expenditure. It was agreed that a better understanding of sick pay was needed. **\*ACTION\*** Clerk to add to next meeting agenda.



## 10.Planning New Applications:

- 10.1 24/00248/FUL - Part Parcel 0003 Church Lane Minsterworth Gloucester- Technical details pursuant to ref 20/01281/PIP. Erection of 8 dwellings and associated vehicular access. Extension request granted until 14.05.2024.

Council discussed the above planning application ref proposed drainage and agreed to SUPPORT this application.

[See link to application here](#)

- 10.2 24/00268/FUL - Part Parcel 3947 Main Road Minsterworth Gloucestershire Application for approval of details subject to condition 12 (Materials and samples) 14 (foul and surface water drainage details) of the planning application reference number 19/00847/FUL

Council discussed the above planning application and OBJECTED to this application.

The Council suggest that this is a safety concern. Non removal of the hedge would result in an unsafe entrance and an inadequate visibility splay. We can see no reason why the hedge should not be moved slightly, especially as this was part of the original planning application The Council noted that this location is a fast stretch of the A48 where there have already been recent road traffic accidents.

[See link to application here](#)

- 10.3 24/00264/FUL - Land At Parcel 8923 – proposed field gateway in Pound Lane.

The Council discussed and agreed in principle to this application, but with local knowledge are concerned about the location of the gateway and would like to request that the location is re-examined, for example by obtaining advice by Highways on the optimal location.

Cllr C Thomas had been approached by local residents voicing concerns on the position of this gateway. It was agreed by the Council that in future these comments will need to be logged by the Parish Councillor through the Clerk prior to the meeting.

[See link to application here](#)

- 10.4 24/00258/FUL - Parcel 7700 Hygrove Lane. Proposed new dwelling.

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Minsterworth Parish Council agrees in principle to one dwelling on this site, with the following reservations

1. Due to recent extensive tipping at the site, the building foundations may need additional strengthening.
2. We would like clarification on drainage, currently the application states that outflow would be into Long Brook. The Council thinks that this is not possible, and that drainage is more likely to run into Watery Lane, which is already prone to flooding. As a consequence, we would not support any further housing or developments at this site.

[See link to application here](#)

## 10.5 Decisions:

Planning decision – 22/00603/FUL – drainage on the land to the rear of Seven Acres. **PERMIT.**

**\*ACTION CLERK\* to request further information from TBC on how the drainage at this site will work.**

- 10.6 Planning decision - The Falklands , Main road, Minsterworth. Resubmission of application 23/00107/FUL for the erection of an attached single storey annexe (previously approved). Proposed redesign of roof, with floor area unchanged. – **PERMIT**

## 11. Account access codes, passwords, PAYE, HMRC.

It was agreed to defer this item for the next Parish Council meeting on 10<sup>th</sup> June 2024.

**\*Action Clerk\* To make a list of accounts that require access details and send to Councillors prior to the next meeting for discussion.**

## 12.Highways

### 12.1. Date for a follow up meeting with Mark Harper.

A meeting date has not yet been confirmed. The Chair is in contact with Max Kelly. BCllr Smith will contact Mark Harper's assistant Gareth Rhys Hughes.

### 12.2. Date to turn back footpath from Severn Bank to Oakle Street.

No confirmed date received.

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

The Chair is awaiting a response from Highways. Cllr Thomas is also in contact with Alistair Lowe regarding this.



## 13. Ham Green and Calcotts Green –

13.1 Report from November meeting, proposals for rejuvenation and grass Cutting.

### Grass Cutting Quotes

	Ham Green Whole area	Path-way	Calcotts Green Whole area	Path-way	TO-TALS
Hugh Dowding	150	120	280	125	675
Rob King	160	60	250	100	570

The Council had received two quotations for grass cutting on the village Greens. The Chair proposed that the Quote for R King was accepted.  
2<sup>nd</sup> – Cllr R Thomas.

It was proposed and accepted by all Councillors that a three metre pathway should be cut around Ham green and Calcott green with a margin around the outside by the ditch to remain, following a concern about safety raised by a resident.

It was raised that the land on Calcotts green and Ham green could be registered as it gives the Parish Council the ability to apply for money towards tree maintenance.

There was a discussion around a grant which has been set up by the King to provide a variety of trees to plant within Ham green could be worthwhile.

**\*ACTION CLERK\* to request further information from Highnam Parish regarding their application\***

**\*ACTION CLERK\* to contact R King.**

Subsequent to the PC Meeting, at an on-site discussion with residents on Saturday 18/5/2024, it was realised that there was too much growth on the Green this year for it to 'topped', and that it would need to be baled and taken away.

**14. Councillor emails - @minsterworth-pc.gov.uk** – Councillors are still having issues with the email system.

**\*ACTION CLERK\* to look in to other providers that Parish Councils use and feedback information.**



## 15. Parish Noticeboard –

It was **PROPOSED** and **AGREED** that the Parish Council purchase a new Noticeboard from Greenbarnes.co.uk at £977.45 excl VAT.

It was discussed and agreed that it would be costly and time consuming to repair the old one, and there would be no guarantee of it lasting.

**\*ACTION CLERK\* To place order for new noticeboard.**

## 16. Code of Conduct – Council to discuss formally adopting the NALC code of conduct.

It was agreed to defer this item for the next Parish Council meeting on 10<sup>th</sup> June 2024.

**\*Action Clerk\* To contact P Bell to request the amended version and forward to all Parish Councillors.**

**UPDATE - June 2023 minutes states (item 12) that the code of conduct was approved and adopted and was added to the website.**

## 17. Residual Items

### 17.1 Advertising Councillor Vacancy

The Clerk had contacted TBC to advise them of the resignation of N Garbett on two occasions but had not yet had a reply. No notifications should be made until the process has been provided by TBC **\*ACTION CLERK\***

### 17.2 Parish Council annual insurance renewal

The Chair **PROPOSED** that the Parish Council agree to proceed with the Insurance renewal quote for £708.88 with Clear Councils. It was **AGREED** by the Parish Council. **\*ACTION CLERK\***

### 17.3 Playground inspection

The Council were unsure if an annual inspection is required on the playground. **\*ACTION CLERK- To confirm this and provide information for the next meeting\***

### 17.4 Village design statement

It was agreed to defer this item for the next Parish Council meeting on 10<sup>th</sup> June 2024.

### 17.5 GAPTC membership renewal

The Chair **PROPOSED** to renew the GAPTC Membership at a cost of £130.82. This was **AGREED** by the Council. **\*ACTION CLERK\***

### 17.6 Annual account audit

It was **PROPOSED** by Cllr R Thomas that P Bell carry out the internal Audit of accounts for 2023/2024. This was **AGREED** by the Council. **\*ACTION**

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## CLERK\*

It was agreed that although the GAPTC audit may be useful in the future, it would be a lot of work for the Clerk to provide the information required at this point.

17.7 **Rubbish bin at Wild Goose lay-by** — The Chair had received a complaint that this bin was frequently overflowing. **\*ACTION CLERK\* to look in to the costs of a new bin and bring to the next Council meeting.**

17.8 The Council may need to complete a 'Bio diversity policy.'

**\*ACTION CLERK\* to look in to this and if it is a requirement.**

**Meeting closed at 21.08hrs**

**Signed: .....**

**Date: .....**

**Date for Next Meeting: Monday 10<sup>th</sup> June 2024 7pm in the Minsterworth Village Hall.**