

Agenda Information pack 9th September 2024

8.1 Financial Statements – See attached Spreadsheet

8.2 Approve payments for July and August 2024 – See attached Spreadsheet

Playground repairs completed- Received Mon 15/07/2024 18:40 Cllr R Blowey.

For your records the following work was done at The Park last Thursday 11th July

1. Dig our rotted post and concrete beside steps to swing bridge, and replace with new post (took ages!!)
2. Remove the loose ledge on the same eqmpt
3. Dig out around the base of the post supporting the swinging logs, and re- concrete the base to make it secure
4. Cut off all branches overhanging play eqmpt and remove branches off site
5. Replace one fence post at the boundary
6. Adjust the entrance gates so that they are further apart and no chance of fingers getting trapped
7. Cut off the stump of the totem pole (which was removed last year)
8. Attend to nail heads protruding from the platform walkway (the inspector had not noticed this, and it was probably one of the most risky items!)
9. Fit PVC capping over bolt heads where necessary
10. Brush moss etc off walking areas of eqmpt as necessary

10– Highways correspondence

10.1 To receive an update and agree any actions on Drainage/pooling of water in Watery Lane.

Thu 05/09/2024 11:32 - Thank you for your response to my enquiry.

Our jetting crew have attended this site; however, they were unfortunately unable to locate the culvert to carry out any works.

We are now currently investigating this matter further.

Kind Regards, Highways & Infrastructure, Gloucestershire County Council

Sun 08/09/2024 19:16 – Email to Highways

Good Afternoon,

Many thanks for the update on this.

A Parish Councillor has asked for an update on the request for the Landowner to clean out the ditch please? If the ditch was visible this possibly would not be an issue.

Many thanks

Kate Wilks

Email received from Local resident- Mon 09/09/2024 10:45



Hi Roger,

It looks like a large vehicle had gone off the road at the bottom of Watery Lane. The ditch is quite a mess now which is now causing the water coming down to go onto the road before it can

enter the ditch again further down. It is now a two foot drop straight off the tarmac into the ditch which could prove to be very dangerous in the dark winter nights.

Regards

10.3 To receive an update following the meeting of the A48 Road Safety group and Gloucestershire County Council on the 19th July 2024. Attended by Cllr N Powell and Cllr R Blowey.

Summary of the A48 safety group meeting – Written by Cllr N Powell

Held at the Harvey Centre 19th July 24

The meeting was chaired by Mr David Morgan GCC who is responsible for road safety.

There were two GCC highways officers present - Mr Philip Williams & Mr Nathaniel Davies, three members of the A48 group and 2 members of the Parish Council.

After the opening addresses were presented by GCC and the A48 committee, the PC were asked for their thoughts. The reply was 40 MPH on the A48 and 20 MPH on Lower Lane through Pound Lane & Watery Lane. The GCC officers went on to describe how they propose to implement traffic calming and a speed reduction. Time guidelines are for late summer to early autumn this year 2024, with more reduction on speed in 2025.

Basically,

- To create two new village gateways at both ends of the village with red surfacing and associated white dragon's teeth with 50 MPH white roundels.
- Alter the existing road marking to create a further 1700m of solid line to restricted

overtaking which is laid approaching and passing the existing pedestrian refuge islands and the 3 new islands that are to be installed. A new uncontrolled pedestrian crossing island near the Dunni Villa and new traffic islands one near Oakle Street opposite The Forge, one near Dennyhill Cottage and the fourth near Denny Bungalow. Some 450m new double line with new no overtaking signs near the Denney.

There will be two VAS speed signs along with at least one red block complete with white 50 speed roundel plus red rumble strips painted on the road surface.

The pavements are to be scraped back of overgrowth and weeds to expose the full tarmac area throughout the village but in various areas totalling some 750m. I think this was suggested as a shared cycle track.

The section of dual carriageway speed limit near the Village Hall through to Meekins/Wayside will be reduced from the current national speed limit to 50 MPH where a new village gateway will be located.

This is the first step to aim to regulate the speed on our section of the A48 to a standard 50 MPH throughout. Once the constant speed of 50 MPH exists it will provide the opportunity to enable further speed reductions which would bring us at Minsterworth more in line with the other villages on the A48.

This is my interpretation of the meeting.

11.

11.2 To discuss the Severn Treescapes offer to provide new trees for the Village Greens and agree a course of action.

Dear Kate,

I apologise for my tardy response. It has been a busy summer and I have just had a short holiday.

I would love to meet with the village green working group to discuss their tree planting proposals and see where we can help.

I am free on the Tuesday 17th or Wednesday 18th September – you name the time and location and I will be there.

The earliest I could get to you would be 9:30am.

I look forward to meeting you soon.

Regards

Severn Treescapes Trees and Woodlands Adviser

Gloucestershire Wildlife Trust

12. To discuss and agree the process for the Minsterworth Parish Councillor vacancy.

Tue 23/07/2024 10:21 - Good Morning Kate Re: Councillor Vacancy

The process of filling a parish council vacancy by co-option involves several steps. Here is the general outline of the process:

1. Declaration of Vacancy

Once a Councillor has resigned, the parish council must declare the seat vacant. This is usually done in a council meeting and recorded in the minutes. Inform Democratic Services, at District /Borough Level

2. Public Notice

A notice of the vacancy must be published. This is often done by displaying it on the parish council's notice boards and website. The notice will include the deadline by which an election can be requested by the electors.

3. No Election Called (as this stage has now been completed, go to 4)

If no request for an election is received by the deadline (usually 10 electors from the parish need to request it), the parish council is free to co-opt a new member.

4. Co-option Procedure

a. Advertise the Vacancy

The parish council should advertise the vacancy and invite applications from eligible candidates. This can be done through local media, the parish council's website, and notice boards.

b. Application Process

Prospective candidates usually need to submit a letter of interest or an application form. They may also be asked to provide a brief resume and a statement explaining why they want to join the parish council and what they can contribute.

c. Interviews

The parish council may choose to interview candidates. Interviews can be conducted in a public meeting or privately, depending on the council's standing orders and procedures.

d. Selection

The parish council will discuss the candidates and make a decision, typically through a vote by current councillors. This decision is usually made in a public meeting to ensure transparency.

e. Appointment

Once a candidate is selected, they will be formally co-opted onto the parish council. They will need to sign a declaration of acceptance of office and agree to abide by the council's code of conduct.

5. Post Co-option

a. Induction

The new councillor may undergo an induction process to become familiar with council procedures, policies, and ongoing projects.

b. Training

It is advisable for the new councillor to attend training sessions, especially if they are new to the role.

Key Considerations

Eligibility: Candidates must meet the eligibility criteria, which generally include being over 18, a UK, Commonwealth, or EU citizen, and either a resident of the parish or living within a certain distance.

Transparency and Fairness: The process should be transparent and fair to maintain public trust in the council.

Hope this is helpful, and I am happy to discuss further, as necessary

With Kindest Regards

CEO, GAPTC

13. To discuss and agree to the purchase of a new bin for the Wild Goose layby.

- If we supply the costs are:
 - For mixed waste £270 + VAT. (advantage bigger bin that will take both types of waste and minimises clutter on street)
 - For just a dog bin £220 + VAT.
- If we install the costs are: (this is done via a contractor and this includes picking up the bins, checking for utilities, excavating and concreting in place)
 - For mixed waste £140 + VAT.
 - For just a dog bin £72 + VAT.
 - If we need to remove anything. I.e; take an old bin out there is an extra charge of £65 + VAT (this covers excavating out and disposal at a registered tip)
- Finally once in place. We will check this is ok and notify UBICO to start emptying on a regular basis. We will then sort out the finance.

For reference these are the type of bins:

Mixed waste bin: Capacity 120 litres.



Many Thanks Technical Support Officer Property Services, Tewkesbury Borough Council

15. update of the 'Welcome to Minsterworth' leaflet.

Please see current link to document on website [here](#).

16. To discuss and agree a course of action regarding the Community action plan suggested by Highnam PC alongside GCC.

Mon 02/09/2024 09:46

██████████ from Gloucester Rural Community Council will be giving a presentation to us. She is Flood & Community Resilience officer and helps parishes put a plan in place, I believe she has helped parishes in the FOD.

You are all welcome to come to our meeting on 15th October, 1930 in the Old School Highnam.

Kind Regards Clerk/RFO Highnam Parish Council

17. To discuss the proposal for funding of the 'Discovering Old Minsterworth' leaflet.

Funding to print Terry Moore Scott 'Discovering Old Minsterworth'

Terry Moore-Scott has approached me because the printers of his booklet 'Discovering Old Minsterworth' have offered to print another 100 copies for £202. This is the booklet that the P Council funded to be distributed with Villager magazine as part of the Minsterworth Jubilee celebrations in 2022.

We thought that it would be nice if each new Minsterworth resident could receive a copy of the book with their welcome leaflet, or perhaps a copy of the book with details of how to find the current Welcome Leaflet on line (or preferably both).

Terry would store the books for us, and we could ask Villager distributors to deliver them as they would know better than anyone the new residents arriving in their patch. If an updated Welcome Leaflet was on the P C website, we could also include an insert giving a link to the leaflet

Terry would not be making profit from this at all

Is this something that the Parish Council would consider funding?

Roger Blowey

18. To receive an update and agree a course of action for the Minsterworth Playground with Gloucestershire County Council.

Information to be sent to Parish Councillors prior to the meeting.