

**Minutes of a Minsterworth Parish Council Meeting  
held on 8<sup>th</sup> July 2024 in the Minsterworth Village Hall  
at 7.00pm.**

**Present:** Cllr Nick Powell Chair  
Cllr Victoria King Vice Chair  
Cllr Steve King  
Cllr Roger Bowey  
Cllr Cathy Thomas  
Cllr Ruth Thomas

**In Attendance:** Borough Councillor Jill Smith  
Kate Wilks Parish Clerk  
4 Members of the public

The Chair opened the meeting and Members of the Public were asked for any representations or questions by invitation of the chair.

There were none.

The Chair thanked Cllr Blowey for his time as Chair of the Parish Council.

Condolences were noted from the Parish Council to the families of Minsterworth resident Mr King and Ms Carver originally from Minsterworth.

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

Apologies received and accepted from 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. Approval of the Minutes of the Parish Council meeting held on Monday 10<sup>th</sup> June 2024.**

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

## 5. To Receive the Report from the County Councillor.

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 here](#)

## 6. To Receive the Report from the Borough Councillor.

Cllr Smith explained that due to the General Election all Local Government meetings had been cancelled or postponed.

TBC have extended the consultation on the proposed name change until 31<sup>st</sup> July 2024.

## 7. To Receive the Clerk's Report.

Items of note were included in the Clerk's report below. Which is available by the following link: [Link Here](#)

The Clerk to confirm with TBC that the vacant Parish Councillor post can now be advertised.

The PC agreed that The Clerk should research further options for a new PC website and email contract and confirm whether there will be any termination charges with Cloud Next the current hosting platform.

## 8. Financial Matters:

8.1 Council to accept the Financial statements.

### FINANCIAL RECONCILIATION AS AT 30th June 2024 CURRENT ACCOUNT

Balance B/F	£	24,543.06
INCOME	£	94.84
	£	<u>24,637.90</u>

EXPENDITURE (minus) -£ 1,416.13

**BANK BALANCE TOTALS £ 23,221.77**

HSBC Business Account	£	11,833.08
HSBC BMM Account	£	11,388.69

**AVAILABLE TOTALS 0.00 £ 23,221.77**

The Council accepted the Financial statement for June 2024.

8.2 To approve the accounts for payments in July and August 2024 as per the list circulated prior to the meeting.

**Minsterworth Parish Council - Proposed Financial Actions -July 24**

Ser	Item	Expenditure	Income	Power to spend	Comment
1	Clerk Wages	482.68		13	
2	HMRC	125.15		13	£ 97.15 Unpaid Vat Including interest of £1.35, Feb 24/ March 24. £28.00 Vat payment for June 2024
3	PMP Printing 11713	195.35		37	Villager Printing
5	Bank Charges	8.00			
6	Bank Interest		18.69		Interest payment
8	MVH Inv MVH 24-1093	22.50			Hire of hall 8th July 2024
9	PATA Payroll Services 23/1257/PPS	41.25			Quarterly Payroll cost
10	P Bell Internal Audit	150.00			Payment for end of year audit and submission of AGAR forms.
11	Charitable donation - Walk the Walk	300.00			As agreed at 10th June 24 meeting as payment for work completed on Calcotts Green.
12	Reimbursement for payment for Flower pots to Cllr R Thomas	25.62			Unpaid invoice from financial year 2023/2024 as noted in Audit.
13	AGP Grass cutting Inv 2315	80.00			Play area grass cutting, 2 visits.
15	Abbey Loos Inv 72495	72.00			Payment upfront for toilet hire 20.08.2024-23.08.24
16	R Balgobin Clerk training	250.00			Payment for Clerk training.
17	K Panting- Stamps	49.30			Payment to K Panting for cost of stamps for distribution of The villager

--

18	GAPTC Chair training costs	135.00			Attend 2 x courses in July 2024
19	Play Inspection company	152.40			Annual Playground inspection - App June 24
20	SLCC Membership	154.00			£10 joining fee/ £144 Annual membership - App June 24
<b>TOTAL</b>		<b>2243.25</b>	<b>18.69</b>		
	Villager ad payment		76.15		TL Automotive for advertising in villager received 22.06.24
	MVH 241086 - Hire of hall 10.06.2024	22.50			Hire of Hall, Paid in June 2024.

**Minsterworth Parish Council - Proposed Financial Actions - AUG 2024**

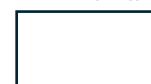
Ser	Item	Expenditure	Income	Power to spend	Comment
1	Clerk Wages	482.68		13	
2	HMRC	28		13	
3	PMP Printing	195.35		37	Villager Printing
4	Bank Charges	8.00			
5	Bank Interest		18.69		Interest payment
6	AGP Grass cutting	120.00			Play area grass cutting
7	Abbey Loos	120.00			Payment upfront for toilet hire 17-23rd Sept 2024
8	VAT reclaim		535.69		As noted in 23/24 Audit
<b>TOTAL</b>		<b>954.03</b>	<b>554.38</b>		

*The Council unanimously approved the listed expenditure for July 2024 and August 2024.*

The Clerk to look at the process for payment and invoicing of the stamps used for the villager.

**8.3 To appoint an Internal Financial Checker to carry out the quarterly financial checks.**

It was unanimously agreed that Cllr V King will carry out the quarterly financial check.



**9. Planning: To consider recommendations in regards to the following planning applications and to note any decisions.**

- 9.1 **Planning Application** - 24/00469/FUL - Land Adjacent To Rosedale House Main Road Minsterworth.  
Full planning application for the erection of two self build detached dwellings, vehicular access and associated works.  
[See link here for application details](#)

Council discussed the above planning application and did NOT SUPPORT this application due to insufficient information on the proposed drainage ditch. Clarification on drainage has been requested as the ditch appears to be on private land and the Council believe that consent by the Landowner has not been given.

- 9.2 **Planning Application** - 24/00435/FUL - November Cottage Pound Lane Minsterworth Gloucester Gloucestershire GL2 8JW.  
Retrospective full planning application for 1) the erection of and re-cladding of domestic outbuildings; and 2) the erection of a new portal framed lean-to agricultural storage barn.  
[See link here for application details](#)

Council discussed the above planning application.  
Cllr C Thomas proposed to support this application, Cllr S King seconded.  
The Council unanimously agreed to SUPPORT this application.

- 9.3 **Planning Decision** - 23/00501/OUT - Rosemary Cottage Calcotts Green Minsterworth Gloucester Gloucestershire GL2 8JN.  
Outline planning permission for the erection of an infill dwelling and vehicular access, with all matters reserved (revised scheme to previous extant outline permission granted under ref: 20/00046/OUT).  
**PERMIT.**

[See link here for decision details](#)

**10. To discuss Highways updates and agree any actions.**

- 10.1 **To receive an update and agree any actions on Drainage/pooling of water in Watery Lane; surface of Pound Lane and Church Lane following contact with A Lowe from TBC.**

An update has not yet been received following an email sent by the Clerk.

It was agreed that The Clerk should contact Highways and request

the culvert under the road is unblocked.

- 10.2 **To receive an update and agree any actions on the overgrown footpaths between Severn bank and Oakle street following contact with the Road Safety Auditor at GCC.**

This work was completed in July 2024.

- 10.3 **To consider correspondence from GCC on the allocated Speedwatch signage and agree if needed, the requirement for any further purchase.**

Following discussion it was agreed that Cllr R Thomas will contact the Community Speedwatch Liaison Officer to confirm the order of the proposed two free speedwatch signs.

It was Proposed by Cllr R Blowey, Seconded by Cllr V King and agreed that Cllr R Thomas will forward on relevant Speedwatch data to the Clerk.

This will be sent on to PCSO R Croft and Gloucestershire Police as evidence for the placement of a mobile speed camera unit on the A48 in Minsterworth.

- 10.4 **To consider correspondence from Gloucestershire Highways in regards to it's winter plan and to agree if needed, the requirement for grit and it's storage.**

It was discussed and agreed that no further salt or Grit is required for the Parish at this time as it is well stocked.

## **11. To discuss Calcotts and Ham green updates and agree any actions.**

There was no update on the weed treatment for Calcotts Green as this time. Cllr S King will follow this up.

- 11.1 **To consider correspondence from Severn Treescapes in regards to the Council owned land and to form a small working group to form a report for Council consideration.**

It was considered and agreed that information will be added to the Villager for local Landowners on the Severn Treescapes project.

The Clerk will contact the ST project lead and request a meeting with the PC Greens working group to discuss the feasibility of additional trees for Ham green initially.



**12. To consider and approve the purchase of the new Parish noticeboard.**

It was unanimously agreed by the Council that the below Parish Notice board will be purchased.

See link to Parish Notice board [here](#)

**13. To consider and approve the purchase of a new PC printer for use by the Clerk.**

It was unanimously agreed by the Council that the below printer will be purchased for use by the PC Clerk.

See link to Printer [here](#)

*Nb- 16.07.2024. Following the meeting, a similar model printer ET 2861 was included in the Amazon Prime day sale. This was therefore purchased at a reduced cost of £179.99 to the Parish Council.*

**14. To accept the Annual Playground Inspection report from the Playground Inspection company June 2024 and agree a course of action to complete the recommended repairs.**

The Annual Playground Inspection report was received and accepted by the Council.

The Council unanimously agreed that the listed required repairs should be carried out as soon as possible by a local tradesperson M Ball who has carried out previous repairs, with a maximum budget of £250.00.

***Confidential Agenda items Pursuant to 1(2) of the Public Bodies (Admission to the meeting Act 1960) It is resolved that because of the confidential nature of the business to be transacted the Public and Press leave the meeting.***

**15. To consider and agree a course of action for the Minsterworth Playground Lease agreement with Gloucestershire County Council.**

A course of action was considered and unanimously agreed by the PC. The Clerk will contact The Property Estates Manager at GCC with the agreed proposal.

**16. To receive an update from the Clerk on Staff sick pay and employment contract and agree any actions.**

The PC received an update on Staff Sick pay from the Clerk. The Clerk will send a copy of the sick leave reporting sheet from PATA to the Recruitment panel.

**17. Date for Next Meeting:** Monday 9<sup>th</sup> September at 7-00pm at Village Hall

**Meeting closed at 20.36 hrs**

**Signed:** .....

**Date:** .....

*Appendix 1*

Information pack July 2024.

Please see link to the Information pack [here](#)