

# Minutes of a Minsterworth Parish Council Meeting

held on 9<sup>th</sup> September 2024 in the Minsterworth  
Village Hall at 7.00pm.

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

**In Attendance:** County Councillor Paul McLain  
Borough Councillor Jill Smith  
Kate Wilks Parish Clerk  
7 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.

*- Resident voiced their concern about the footpath leading to the Church from the A48. Although this has already been cleared recently, it is still overgrown, leading to concerns about flooding.*

*-A Resident provided a copy for Councillors to view of the Discovering old Minsterworth booklet with reference to Agenda item 17.*

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

Apologies received and accepted from Cllr N Powell and Cllr R Thomas.

Vice Chair Cllr V King chaired the meeting.

## **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 8<sup>th</sup> July 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.**

Cllr McLain talked through the following points.

The Cllr was pleased to see that the meeting between the A48 safety group and GCC had been positive. Cllr McLain will be contacting highways to request that the agreed changes are made as soon as possible and hopefully by the end of the financial year. There is potential to look at further measures.

The County target is to plant 1 million trees. It was requested that the PC signpost any interested Landowners through the Clerk to Cllr McLain.

In reference to agenda Item 14, Cllr McLain has been in contact with TBC to request that the contract for the Dog Warden is reviewed when due as they are based in Worcester, some distance from Minsterworth.

Cllr McLain was pleased that discussions around the lease of the Minsterworth playground are moving forward. Funding is available through the build back better fund. Similar Parish Councils have used this.

A new County Council leader will be appointed this week.

Cllr McLain pointed out that the future housing allocation for TBC has increased even further. A question was raised by a Parish Councillor about the value of Neighbourhood Development Plans, Village Design Statements and Settlement Boundaries. The approval of recent planning applications that did not comply with these schemes suggested that their benefits may be limited.

Cllr M Hawthorn will be stepping back and taking a proactive role in communicating with Traveller communities. Cllr McLain will pass on any resident issues to be addressed.

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

Cllr Smith provided a report, Which is available by the following link:

[Link Here](#)

Cllr Smith confirmed that the Tewkesbury Borough Council name change has been approved and will come in to effect in December 2024.

TBC has been affected by a cyber attack. Emails and the website have been

affected. As yet there is no further update as to how long it will be affected.

There was a question from a Parish Councillor on how much weight Village design plans carry.

Cllr Smith explained it was questionable as Highnam has a detailed Village Design Plan and planning has been approved for a large development outside of this.

The Government are now using green belt land for development.

Cllr Smith had not yet seen the outcome or feedback on the Strategic local plan.

## 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](#)

## 8. Financial Matters:

8.1 Council to accept the Financial statements.

### FINANCIAL RECONCILIATION AS AT 31st July 2024 CURRENT ACCOUNT

Balance B/F	£23,221.77
INCOME	£ 312.96
	<hr/>
	£23,534.73

EXPENDITURE (minus) -£ 2,288.44

**BANK BALANCE TOTALS £21,246.29**

HSBC Business Account £ 9,839.44  
HSBC BMM Account £11,406.85

**AVAILABLE TOTALS 0.00 £21,246.29**



# FINANCIAL RECONCILIATION AS AT 31st August 2024

## CURRENT ACCOUNT

Balance B/F	£	21,246.29
INCOME	£	88.79
	£	<u>21,335.08</u>

EXPENDITURE (minus) -£ 1,056.33

**BANK BALANCE TOTALS £ 20,278.75**

HSBC Business Account	£	8,853.11
HSBC BMM Account	£	11,425.64

**AVAILABLE TOTALS 0.00 £ 20,278.75**

*The Council accepted the Financial statements for July and August 2024.*

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

### Minsterworth Parish Council - Proposed Financial Actions -Sept 2024

Ser	Item	Expenditure	Income	Power to spend	Comment
1	Clerk Wages	482.68		13	
2	HMRC	44.6		13	
3	PMP Printing Inv 12110	189.50			September issue of the Villager.
4	Abbey Loos Inv 72499	72.00			Toilet hire 16/10/24 - 21/10/24

5	Community speed watch Invoice Ref - dbts00015979	16.10			This is for the period 01.01.24-31.03.24. It had not been raised by Glos Police in error.
6	MBD Landscaping Inv R640924	250.00			Payment for repairs following Playground inspection. As agreed by PC 8th July 2024.
7	MBD Landscaping Inv R650924	85.00			Concrete picnic bench in to Play area.
8	AGP Grass cutting Inv 2041	40.00			Play area grass cutting 13.08.24
9	AGP Grass cutting Inv 2402	52.00			Strimming Church landing ditch and track.
10	GAPTC Planning in Plain English Training - Cllr N Powell , Cllr R Blowey.	90.00			£45 cost per person to attend online training on 17th October.
11	Cheque Payment Villager 001099		20.00		Cheque to be deposited
12	Cheque Payment Villager 001218		20.00		Cheque to be deposited
13	Villager payment- Avenue cars		80.40		An Invoice has been sent by The Villager.
14	Hire of Village hall Inv - MVH 24-1117	22.50			Hire on 9th Sept 2024
15	VAT reclaim		535.69		As noted in 23/24 Audit
	<b>TOTAL</b>	<b>1344.38</b>	<b>656.09</b>		
	Purchase of PC Printer as agreed by PC 08.07.2024.	179.99			Cost of PC Printer as agreed by PC 08.07.2024. Purchased with discount on Amazon Prime day. 17.07.2024.



					Reimbursed The Clerk.
Note	HMRC cost error in August, actual cost was £44.40.				
Note	GAPTC Planning in Plain English training.	70.00			Cllr Powell and Cllr Blowey to attend in Oct 2024 subject to Council approval.

*The Council unanimously approved the listed expenditure for September 2024.*

- 8.3 To appoint a member of the Council to assist the Clerk in completing the Financial risk assessment.

It was agreed by all that Cllr V King would assist the Clerk with the risk assessment.

### 9. Planning: To note any planning decisions.

- 9.1 **Planning Decision - 22/00674/FUL**- Minsterworth Court, Church Lane Minsterworth Gloucester Gloucestershire GL2 8JJ. Full planning application to: 1. Repair and replace failed rainwater goods. 2. Install an underground packaged sewage treatment plant. 3. Remove and replace cement renders and failed lime renders with associated paint finishes. 4. Remove internal partition wall 5. Renovate and like-for-like replacement of sash windows 6. Insert glazed panels in front door. 7. Erect timber tool shed and metal machine stores. **PERMIT**. See link for decision details [here](#).
- 9.2 **Planning Decision - 22/00675/LBC** - Minsterworth Court, Church Lane Minsterworth Gloucester Gloucestershire GL2 8JJ. 1. Repair and replace failed rainwater goods. 2. Install an underground packaged sewage treatment plant. 3. Remove and replace cement renders and failed lime renders with associated paint finish 4. Remove internal partition wall. 5. Renovate and like-for-like replacement of sash windows 6. Insert glazed panels in front door. 7. Erect timber tool shed and metal machine stores. **CONSENT**. See link for decision details [here](#).



- 9.3 **Planning Decision - 24/00319/FUL** - Minsterworth Garage Main Road Minsterworth Gloucestershire GL2 8JG. Erection of a storage building (part retrospective). **PERMIT**. See link for decision details [here](#).
- 9.4 **Planning Decision - 23/00988/FUL**- Part Parcel 1228 Main Road Minsterworth Gloucestershire. Section 73 application for the variation of Condition 1 (approved drawings) of planning permission 18/01085/FUL revise the layout of Plot 2 to allow vehicular access to the field to the north for maintenance purposes. **PERMIT**. See link for decision details [here](#).
- 9.5 **Planning Decision- 24/00268/FUL** - Part Parcel 3947 Main Road Minsterworth Gloucestershire. Non material amendment to planning application 24/00268/FUL to amend condition 6 (Visibility Splay Requirements) **GRANTED**. See link for decision details [here](#).
- 9.6 **Planning Decision - 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. **PERMIT**. See link for decision details [here](#).
- 9.7 **Planning Decision - 22/01277/FUL** - Part Parcel 0003 Church Lane Minsterworth Gloucester Gloucestershire. Drainage installation to serve the development under 22/01277/FUL (Technical Details Pursuant to ref: 20/01281/PIP. Erection of 8 dwellings and associated vehicular access.) **PERMIT**. See link for decision details [here](#).
- 9.8 **Planning Decision- 24/00248/FUL** - Part Parcel 0003 Church Lane Minsterworth Gloucester Gloucestershire. Drainage installation to serve the development under 22/01277/FUL (Technical Details Pursuant to ref: 20/01281/PIP. Erection of 8 dwellings and associated vehicular access.) **PERMIT**. See link for decision details [here](#).
- 9.9 **Planning Appeal Decision - 23/00909/LBC – Appeal Ref: APP/G1630/Y/23/3334802**  
Street End Cottage, Minsterworth, Gloucestershire GL2 8JJ. Removal of external wooden door in front porch. Replacement with high-quality wood effect composite doors. Removal of external wooden stable door in rear porch. Replacement with high-quality wood effect composite stable doors. Replacement of four single glazed windows (two in each porch) with high-quality wood effect UPVC double glazed windows **DISMISSED**. See link for decision details [here](#).



**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.**

The PC agreed that an email should be sent to Highways from the Clerk regarding the progress on the ditch clearing by Landowners. It was agreed that Cllr McLain should be copied in to this.

**10.2 To receive an update regarding the clearing of the footpath EMW8 where it runs from the A48 to Minsterworth Church.**

It was agreed that the Clerk will email the Public rights of way officer to explain that although the area has been cleared, it is still overgrown and there is concern over the winter months that rain will cause flooding here.

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

*To view the minutes of this meeting, please see Appendix 1, Information pack.*

A summary of the meeting by Cllr N Powell had been received by the PC. Cllr Blowey gave a brief overview of the meeting. There are still some requests by the safety group that have not been confirmed.

It was agreed by the PC that the outcome was a step in the right direction and was very positive.

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

It was agreed by all that Calcotts Green grass needs to be cut by the approved contractor in order to spray the weeds.

Cllr S King to provide The Clerk with contact details of these contractors to move forward with the weed spraying.

**11.1 To discuss the planned tree pollarding.**

Cllr C Thomas confirmed correspondence from the contractor that the agreed works would be completed in September 2024. Cllr Thomas will visit site and liaise with the Tree Surgeon. The quotes received will be sent on to the Clerk for reference.



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

**Cllr Blowey proposed and Cllr S King seconded** that the village could be canvassed for opinions on possibly planting a community orchard on Ham green.

It was agreed in the first instance that the Clerk will contact Severn Treescapes to ask what type of trees are available.

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

**It was proposed by Cllr C Thomas and seconded by Cllr S King** that the formal process sent by GAPTC to appoint a Parish Councillor should be followed.

Cllr Blowey to arrange a further notice in the Villager to advertise the vacancy.

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

Following discussion, the PC agreed the Clerk should contact the Technical Support Officer, Property Services, TBC to request a bin at a further location near the Highgrove bus shelter.

This could be approved and fitted at the same time as Wild Goose layby.

**14.To discuss and agree a course of action regarding aggressive and unsociable local dogs in Minsterworth.**

A Councillor noted that following reports locally there have been some unacceptable incidents concerning dogs off the lead. This is not one particular dog.

**It was proposed by Cllr Blowey and seconded by Cllr S King** that the Clerk should contact Gloucestershire Police for a statement to be included in the next edition of the Villager. This should be approved by the Council and sent to Cllr Blowey by Thursday to meet the Villager deadline.

**15.To discuss and agree to the update of the ‘Welcome to Minsterworth’ leaflet.**

It was agreed by the PC that Councillors will contact the Clerk with any suggested changes to this document and the amendments will be made and updated on the MPC website.



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

It was agreed by all in the first instance that Cllr C Thomas, Cllr S King and The Clerk will attend the presentation by GRCC detailing the proposal on 15<sup>th</sup> October.

Cllr Smith will request that the Tirley PC Community action plan is forwarded to Minsterworth PC as an example.

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

It was agreed by all that the PC will fund the production of 200 new 'Discovering old Minsterworth' booklets.

These will be distributed free to new residents as they move in to the village. Copies for current residents have been previously sent out. They are available to purchase at the Church or the Heritage hub.

***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.***

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

The Clerk provided an update regarding the Minsterworth Playground lease. It was agreed that the PC will await further documentation from GCC.

**19. Date for Next Meeting:** Monday 14<sup>th</sup> October at 7-00pm at Village Hall

**Meeting closed at 8.45hrs**

**Signed:** .....

**Date:** .....

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*Appendix 1*

Information pack September 2024.

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