

**Minutes of a Minsterworth Parish Council**  
**Meetingheld on 14<sup>th</sup> October 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:** County Councillor Paul McLain  
Borough Councillor Jill Smith  
Kate Wilks Parish Clerk  
2 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.

*- A Resident brought the overgrown hedges on Church lane to the attention of the PC.*

*It was noted that by a Councillor this is the responsibility of the Landowners.*

*-A Resident voiced their concern over the flooding on Watery Lane and how it was affecting their elderly neighbours.*

*It was agreed that the Clerk will pass details on to Cllr McLain to look into this matter.*

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

No apologies were received.

**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 9<sup>th</sup> September 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.

Junction 10 of the M5 will be closed at some point. Details have not been released yet as the work has gone out to tender. This will mean traffic issues.

Junction 9 of the M5, there will be a new Junction and 25,000 new homes built here.

Cllr McLain noted that Tewkesbury Borough Council are not currently fighting any appeals made by land developers.

The medium term financial settlement is due, but the budget has not been settled by the Government yet.

Cllr McLain spoke about the Pressures on the NHS. With an ageing population in the County and the winter months. There is a possibility of Cheltenham A&E fully relocating to Gloucester at some point.

The GCC budget- Cllr McLain explained that GCC is currently running at a profit due to the income the Incinerator provides at this time.

A Councillor asked if Cllr McLain had heard anything further about the 4000 homes proposed at Highnam?

Both Cllr McLain and the Cllr Smith had not heard anything further. Cllr McLain did not feel hopeful that this development could be prevented. Though it should be challenged and argued that there needs to be more infrastructure such as schools, roads, healthcare.

A Councillor suggested that a dual carriageway from Longford to Over would make a difference to traffic.

Cllr McLain spoke about the peak hours of road traffic accidents between 4-7pm. It has been requested that the Fire Service change their shift patterns so two teams are available during this time.

The name change for TBC to North Gloucestershire Borough Council will take place in December 2024.

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

Cllr Smith provided a short report below;

Borough Councillor Report for PC meeting 14/10/2024.

'Not a lot to report this month due to the cyber attack on the TBC system, majority of meetings were cancelled. The systems are very much back to normal now and the Councillors e mail addresses are back in use since last week.

There is a public engagement consultation taking place on the M5, junction 9. This can be found on line and takes place 7th Oct- 2nd Dec. There is a shortened 16 page brochure to read if you are interested. The scheme is not envisaged to be open until 2034. There are 5 options to consider with detailed maps for the road layouts in each option.'

Cllr Smith advised the PC that a question will be raised about the feedback due on the strategic local plan at the next full Council meeting.

## **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](#).

There was a discussion about the new PC Noticeboard and if this should also be used by Minsterworth Village Hall. This will be added as an agenda item for discussion and agreement at the next PC meeting in November.

There was a discussion about CIL funding and how long this is available to spend before it is taken back by the Council. The Clerk will clarify this and the regulations around spending of CIL funding and feedback to the PC.

A Councillor raised a question about the cost to local charities using space in the villager if it is more than two pages. Cllr Blowey to look in to this and clarify.

## **8. Financial Matters:**

8.1 Council to accept the Financial statements.

**FINANCIAL RECONCILIATION AS AT 30th Sept  
2024  
CURRENT ACCOUNT**

Balance B/F	£	20,278.75
INCOME	£	99.23
	£	<u>20,377.98</u>

EXPENDITURE (minus) -£ 1,262.18

**BANK BALANCE TOTALS £ 19,115.80**

HSBC Business Account	£	7,671.33
HSBC BMM Account	£	11,444.47

**AVAILABLE TOTALS 0.00 £ 19,115.80**

*The Council accepted the Financial statement for September 2024.*

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

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

Ser	Item	Expenditure	Income	Power to spend	Comment
1	Clerk Wages	482.68		13	
2	HMRC	44.6		13	
3	Bank Charges	8			Monthly account charges.
4	PATA Payroll	31.05			July/ Aug/ Sept Payroll cost.
5	PMP Printing Inv 12110	189.50			Printing the October issue of the Villager.
6	MVH Hire	22.50			Hire of hall 14.10.2024
7	AGP Grass cutting Inv 2436	80.00			Lawn mowing at the Play area 04/09 24/09
8	M Hale Tree surgeon SI-1627	240.00			Crown raised oak tree at Ham green and removed dead oak from 3 x trees at Calcotts green.

9	Hobnob Press	202.86			Payment for 100 copies of Discovering old Minsterworth publication as approved by PC 9th Sept 2024
10	The Noticeboard Company Inv 22222	961.18			Purchase and delivery of new PC noticeboard. As agreed by PC 8th July 2024.
11	Cloud next monthly website hosting charge	4.99 + Vat £5.98			Change to Monthly payment whilst decision is made by Council on Website/ email.
12	Bank Interest October 2024		18.25		
13	Cheque Payment Villager 001099		20.00		Cheque deposited Sept 24 but not yet cleared.
14	Cheque Payment Villager 001218		20.00		Cheque deposited Sept 24 but not yet cleared.
15	Villager Payment		10.00		Annual payment for Villager by resident.
16	Villager payment-		135.35		Payment for advertising in the Villager - The Fairview.
17	Villager Stamp payment- K Panting	54.40			K Panting reimbursement stamps for Villager distribution.
18	VAT reclaim		535.69		As noted in 23/24 Audit.
19	CIL Payment 22/01264/FUL 22/01264/FUL		6066.86		CIL Payment 22/01264/FUL - £3033.43 22/01264/FUL - £3033.43
		<b>2316.77</b>	<b>6806.15</b>		

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

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

None received.

**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.**

There was no further response from Highways. It was agreed that the Clerk will forward the details to Cllr McLain to escalate with Highways.

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

There had not been a recent update following the Clerk's email to the Public rights of way officer.

A Councillor explained that the recent work on the Dinney brook has been postponed to January as the bank was not firm enough for the machinery.

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

**11.1 To discuss the planned grass cutting and weeding of the Village greens.**

It was agreed The Clerk to will book in the agreed contractor to cut both Ham and Calcotts Green when able due to the weather.  
The weed spraying will need to be delayed now until the Spring.

**11.2 To discuss the agreed tree pollarding.**

It was noted this is not pollarding.  
The work is complete. The Oak tree at Ham green has now been balanced.  
4 Oak trees at Calcotts green have had dead wood removed.

**11.3 To discuss feedback from the Village green Sub Group regarding the Severn Treescapes offer to provide new trees for the Village Greens and agree a course of action.**

The sub group met with a representative from Severn Treescapes.

A diagram of a proposed community orchard including 20 fruit trees had been submitted to the PC to be planted at Ham green.

Severn Treescapes will assist in completing the process to apply for the grant.

The trees will be free under this proposal, but there will be costs associated the tree guards, and planting of the trees of an estimated £40/ per tree.

Going forward the maintenance of the grass may need to be done by hand.

There was a suggestion that Gloucester Prisoner payback scheme could be used as in another local parish.

Cllr C Thomas Proposed that 20 fruit trees are planted as a community orchard at Ham green  
Second – Cllr S King. All agreed.

The Council requested that the Clerk look at costs for bird boxes of different sizes for Ham green in line with the new Bio Diversity policy.

**11.4 To discuss the offer of free trees from TCV (The Conservation Volunteers) for public areas and agree a course of action.**

Due to the other planned projects, it was agreed that this is not currently viable as land has already been allocated for new trees in Ham green.

**12.To receive any updates regarding the Minsterworth Parish Councillor Vacancy.**

It was agreed that a poster regarding the vacancy will be placed on the new Noticeboard and an advert in the Villager in November.

**13.To consider Adopting the proposed Minsterworth Bio Diversity policy.**

Cllr Blowey thanked Cllr R Thomas for the work done on the Bio Diversity policy.

Proposed – Cllr N Powell to adopt the proposed Bio diversity policy.  
Second- Cllr C Thomas.

The Council unanimously agreed to adopt the Biodiversity policy.  
To view policy click link [here](#).

**14. To discuss and agree a course of action regarding the Ash Dieback replanting scheme through GCC Highways.**

It was agreed that Cllr Blowey will publish details of the scheme in the Villager and coordinate this scheme for the Parish.

The Clerk had confirmed with the project lead that orders could be submitted throughout the season.

**15. To discuss the proposal for Minsterworth Parish Council to purchase a larger postbox for Minsterworth Village Hall.**

The Council agreed that a total of £50 should be allocated for the purchase of a second postbox with a sign to say 'Parish Council postbox.' With the approval of MVH, this order can be placed.

Proposed - Cllr Roger Blowey

Second- Cllr S King

**16. To discuss and agree a course of action regarding the Minsterworth Parish Council Website and Email provider.**

The Clerk will attend an information session with the Government domains helper service on the 15<sup>th</sup> October and feedback to the PC.

The Council requested that the Clerk obtain 3 quotes from the approved list of suppliers from the domains helper service.

Cllr Smith will speak to other local parishes for any recommendations.

**17. To discuss and agree a course of action regarding the publication of details on the Perception of Crime Survey by Gloucestershire Police for Parish Residents.**

A Councillor felt that the survey gave residents an important opportunity to express their opinion.

The suggested article written by Cllr Blowey will be placed in the Villager and a Mail Chimp will be sent out with details.

The Clerk will add the article to the website.



**18. To discuss mud on local roads left by farming traffic, the safety aspects of this and agree a course of action.**

There was a discussion of some instances of mud on local roads left by farming traffic.

It was agreed that the Clerk will contact Highways and ask what the regulations are relating to this and feedback to the PC.

***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.***

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

It was unanimously agreed by the Council that the terms of the Heads of Terms document in relation to the Playground lease were accepted.

Proposed – Cllr R Blowey

Second – Cllr R Thomas

The PC agreed that the Clerk to contact Cllr McLain regarding the community payback grant in relation to funding available.

Proposed- Cllr R Blowey

Second – Cllr R Thomas

**20. Date for Next Meeting:** Monday 11<sup>th</sup> November at 7-00pm at Village Hall

**Meeting closed at 21.00hrs**

**Signed:** .....

**Date:** .....

*Appendix 1*

Information pack October 2024.

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