

Minutes of a Minsterworth Parish Council Meeting held on 11th November 2024 in the Minsterworth Village Hall at 7.00pm.

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

In Attendance: Kate Wilks Parish Clerk
1 Member 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.

1. To Receive Apologies for Absence.

Apologies were accepted from Cllr Victoria King, County Councillor Paul McLain and Borough Councillor Jill Smith.

2. Declaration of Interest (Members are requested to declare any interest they may have in the business set out on the agenda to which the approved code of practice appears.)

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 14th October 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 provided a report prior to the meeting. Link [Here](#).

It was noted that the Parish Council had not received an update on the A48 road improvement progress mentioned in Cllr McLain's report, see Agenda item 10.3.

6. To receive the report from the Borough Councillor.

Cllr Smith provided a report prior to the meeting. Link [Here](#).

There was a discussion regarding the changes following the Review of Planning Scheme of Delegation mentioned in Cllr Smith's report.

The PC requested that the Clerk contact TBC planning department and state the Council's disappointment at the change that full or outline applications will only go to the Committee for 50 or more residential properties, with a recommendation to Permit. This used to be 10.

The PC also asked how long these changes will be in place to clear the back log.

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](#).

Cllr Powell fed back to the PC following the Planning in plain English GAPTC training session he and Cllr Blowey attended.

The PC requested that the Clerk look in to bank account signatories to approve payments.

8. Financial Matters:

8.1 Council to accept the Financial statements for October 2024.

FINANCIAL RECONCILIATION AS AT 31st Oct 2024 CURRENT ACCOUNT

Balance B/F	£	19,115.80
INCOME	£	6,270.46
	£	<u>25,386.26</u>

EXPENDITURE (minus) -£ 2,300.45

BANK BALANCE TOTALS £ 23,085.81

HSBC Business Account £ 11,623.09
HSBC BMM Account £ 11,462.72

AVAILABLE TOTALS 0.00 £ 23,085.81

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

Minsterworth Parish Council - Proposed Financial Actions -Nov 2024

Ser	Item	Expenditure	Income	Power to spend	Comment
1	Clerk Wages	TBC		13	Additional back pay and Pay increase to be agreed by Council(Current rate £482.68)
2	HMRC	44.4		13	
3	Bank Charges	8			Monthly account charges.
4	PMP Printing Inv 12337	191.45			Printing the November issue of the Villager.
5	MVH Hire	45.00			Hire of hall Inv- 24-1136-14.10.2024/ Inv TBC- 11.11.2024
6	AGP Grass cutting Inv 2436	40.00			Lawn mowing at the Play area 11/10
7	Cloud next monthly website hosting charge	5.98			Change to Monthly payment whilst decision is made by Council on Website/ email.
8	RBL Remembrance wreath	20.00			Reimburse KW Payment for Remembrance wreath payment to RBL as agreed by email.
9	GAPTC training Inv 695	90.00			Planning in plain English, attended by N Powell and R Blowey.
10	Police and Crime Commissioner Glos Inv dbts00016241	56.70			Letters sent for Community Speed Watch between 01.04.2024- 30.06.2024.
11	Parish Council Post box- Amazon	53.95			Payment for a new Post box to be installed at MVH. PC agreed to Purchase on 14.10.2024.
12	Bank Interest October 2024		18.70		
		555.48	18.70		

The Council unanimously approved the listed expenditure for November 2024.

8.3 To approve the hire of Minsterworth Village Hall for Parish Council meetings for 2025.

The Council agreed to the hire of the Village hall for Council meetings in 2025.

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

9.1 Planning Application - 24/00762/LBC - Street End Cottage , The Street, Minsterworth.

Replacement as required of composite porch doors x 2 and replacement of 4 UPVC windows with timber doors and windows.

Link to application [here](#).

Council discussed the above planning application.

Proposed- Cllr Blowey

Second- Cllr N Powell

All agreed to SUPPORT this application.

9.2 Planning Application - 24/00714/FUL - Greenacres , Main Road, Minsterworth.

Proposed extensions to dwelling. Replacement of stable block. Conversion of garage. Alterations to existing access.

Link to application [here](#).

Council discussed the above planning application and requested that more detailed drawings to scale including dimensions are submitted.

Clarification on drainage and an ecology report were also requested. The Council felt that it was unable to make a decision without this detail.

9.3 Planning Application - 24/00821/APP Minsterworth Village Hall , Main Road, Minsterworth.

Approval of reserved matters relating to Appearance, Landscaping, Layout and Scale 20/00936/OUT.

Link to application [here](#).

Council discussed the above planning application.

Proposed- Cllr Blowey

Second- Cllr C Thomas

All agreed to NO OBJECTIONS.

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.*

GCC Highways representative to meet Cllr Powell onsite to locate and discuss the blocked culvert and note that the ditches need to be cleared by Landowners.

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

The Council were happy with the response provided by the GCC PROW officer that the current vegetation in the ditch will not have an adverse affect at this time. The ditch will be cleared by the Summer vegetation contractor.

- 10.3 *To agree a course of action regarding the agreed schedule of works by GCC and the A48 Road safety group.*

Cllr Powell to forward on the A48 Works update to the Parish Council and any drawings relating to this.
Work is now in progress.

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

Ham green Community orchard-

Having received a copy of a proposed agreement from GCC, The Council unanimously agreed to the terms of the Tree Planting Fund pursuant to Tree Planting Project In respect of Green space off Watery Lane, Minsterworth, GL2 8JW (Ham Green) to provide 20 fruit trees for this area.

The Clerk will sign this on behalf of the PC and return.

Cllr C Thomas will look in to students at Hartbury college assisting in the planting or maintenance of this project.

Cllr R Blowey will attend the information session run by Severn Treescapes on 10th December.

- 11.1 *To receive an update on Grass cutting at Calcotts and Ham Green.*

The Clerk advised that following a conversation with contractor R King due to wet low lying land it was too late to complete a last cut of the year. R King will requote for the grass cutting of the village greens for 2025.

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

The Clerk noted there had not been any further interest.
The Notice of a vacancy had been placed on the PC noticeboard.
Cllr S King to speak to a Parish resident who has expressed an interest.

13. To discuss and agree the use of the Parish Council noticeboard by Minsterworth Village hall.

After considering correspondence from R Blowey on behalf of MVH and following a discussion the Parish Council unanimously agreed that the Noticeboard will be shared with Minsterworth Village hall.

It was agreed the key to the Noticeboard will be kept in a secure location in order to meet the legal requirements of a locked noticeboard.

14. To discuss and agree the purchase of a new waste bin at Hygrove lane bus stop.

It was unanimously agreed to proceed with a new waste bin at this location at the costs provided by TBC- total £410+Vat including fitting.

The PC requested that the bin is fitted as close to the east side of the bus shelter as possible.

15. To receive an update and agree any actions following the emergency community plan presentation by Gloucestershire rural community council.

The PC received some feedback from those Councillors that attended the presentation.

Cllr C Thomas will make some small updates to the Minsterworth emergency plan.

The Clerk to resend the CEP presentation to all Councillors.

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.

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

It was agreed that further investigation in to PC legal representation is required in order to proceed with the proposed lease agreement.
Cllr C Thomas and Cllr N Powell to provide details of potential contacts to the Clerk.

17. To receive an update and discuss the submitted quotations for the Minsterworth Parish Council Website and Email provider.

Following advice from the Government Domains helper service and ongoing issues with the provision of the current email system.

The PC reviewed and discussed three quotations requested for the provision of a new Minsterworth PC website, hosting of a .gov domain and new .gov emails for the Clerk and Parish Councillors.

The quotes provided were sourced from a list of approved suppliers provided by the Domains helper Service.

It was confirmed that £100 Government funding would be deducted from the costs to set up the .gov domain.

Proposed – Cllr C Thomas

Second- Cllr R Thomas

All agreed to proceed with the quotation provided by Cuttlefish.

The Council felt that the company had proven reliability with other Parish Councils. The design of the website was attractive and easy to use. The price was reasonable and the company had been extremely helpful throughout the quotation process. The support costs were included in the cost and the company is UK based.

The costs will also include email migration of the Clerks current inbox, Microsoft 365 package including I cloud storage.

Supplier name	Website set up fee	Annual Hosting and support	Less £100 funding from Government	Email per annum per account	Migrate the Clerks email
Cuttlefish	Website set up fee £600+ Vat	£250+ Vat / Annum + £150 + Vat EVERY 2 YEARS for .gov domain starting from 2028	Yes (2 Years .Gov domain free)	£65 x 7 Microsoft basic £85 x 1 Total- £540.00 / Annual	Free
Company A	Total Initial set up - (Inc Website and email) £1149.00+ Vat	£500+ Vat per Annum	Yes	Flexmail as standard Included in cost.	Free
Company B	Initial set up £454 + Vat less £100 for .Gov domain.	£174+ Vat per annum. +.Gov domain annual charge.	Yes	Microsoft £315/ Annum	TBC

Quotations supplied November 2024

18. To discuss and agree the NALC Pay Increase to the Clerk's salary.

Proposed- Cllr Blowey

Second- Cllr C Thomas

It was unanimously agreed that PATA will calculate the pay increase and back pay for the Clerk relating to the NALC Pay reward 2024/2025 for a fee of £15.

Cllr R Thomas to send the Clerk an amendment to contract document.

19. Date for Next Meeting: Monday 9th December at 7-00pm at Minsterworth Village Hall.

It was noted by Cllr C Thomas that the Parish Council is 130 years old on 13th December. This information will be sent on the village whatsapp group along with an invite to the next meeting where Mince pies and coffee will be provided.

Appendix 1

Information pack November 2024.

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

Meeting closed at 21.00hrs

Signed:

Date: