

Agenda Information pack 13th January 2025

8. Financial Matters: 8.1 Council to accept the financial statements for December 2024.

8.2 To approve the accounts for payments in January 2025 as per the list circulated prior to the meeting.

See attached documents.

8.3 To approve and adopt the budget for the financial year 2025/2026.

8.4 To approve and set a precept for the financial year 2025/2026.

8.5 To agree earmarked reserves.

See attached draft budget.

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

No applications received.

9.1 To discuss and agree a course of action regarding planning permission for properties advertised as an Airbnb in Minsterworth.

10. To discuss Highways updates and agree any actions.

10.1 To receive an update on Drainage/pooling of water in Watery Lane.

Hi Kate, Wed 18/12/2024 15:56

Yes, it was nice meeting Nick recently. My apologies I was meant to contact you to follow this up after our meeting, but I never got round to do it.

So unfortunately, as Nick and I were unable to locate the existing culvert which runs under the road to connect the two ditches. Therefore, we are going to have to look to raise a job (probably in the new financial year now) to either do some investigation works to locate this existing culvert or install a new pipe to connect these two ditches together.

Kind Regards, Area Highways Representative – Tewkesbury Highways & Infrastructure Gloucestershire County Council

10.2 To discuss and confirm PC support or issue any other comments relating to the TRO for the proposed reduction to a 50mph speed limit along the A48 section between the A40 and Westbury on Severn.

Information sent to Councillors prior to the meeting.

10.3 To receive an update and agree a course of action regarding 20mph speed zones on the roads around the A48 and the requested contribution and funding towards the Traffic Regulation Order.

Mon 30/12/2024 11:23

Thanks Kate, The design/construction does seem a lot although I'm no engineer. At least there's some relief with the shared TRO costs from the road safety team. Whether that could be further reduced by combining with other local parishes. Leo the Clerk at Maisemore often references looking for combined bids?

In terms of construction - my own highways local pot (up to the end of April) is already fully spent and with the instructions from the government to go unitary,/ combined authority, it is currently unclear what a new process/budget will look like. I'm sure the Pc have looked at SIL as a potential option. Other than that, I'm afraid nothing is coming instantly to mind – I'll check with Max Kelly just in case.

Best wishes,

Paul

From: Clerk <clerk@minsterworthparishcouncil.org.uk>

Sent: 29 December 2024 14:55

To: MCLAIN, Cllr Paul

Subject: FW: 20Mph Speed Zones on Road around A48 Minsterworth Parish and contribution towards TRO

Good Afternoon,

Following discussion at the latest Minsterworth PC Meeting, I have been asked to contact you regarding the proposed changes to 20MPH on roads within Minsterworth.

Please see email chain below regarding the costs involved. The PC have asked whether you are able to signpost any funding options available towards these costs?

Please let me know if you require any further information.

Kind regards, Merry Christmas and a Happy new year! Kate

Mon 06/01/2025 18:41
Good Afternoon,

Many thanks for your email, There is a Minsterworth PC meeting on Monday 13th January where this will be discussed.

The Parish Council have received a TRAFFIC ORDER SCHEME: PROPOSED REDUCTION TO A 50MPH SPEED LIMIT FROM A NATIONAL SPEED LIMIT ALONG A SECTION OF THE A48 BETWEEN THE A40 AND WESTBURY-ON-SEVERN, GLOUCESTERSHIRE.

I have been asked to confirm whether the 20mph change for Lower/Church Lane, Pound Lane and Watery Lane in Minsterworth could be included in this consultation? If GCC are already covering the costs for this and have approved the 20mph changes could this also be included?

Regards

Kate Wilks
Clerk and Finance Officer
Tel – 07939 017175

Sent: 30 December 2024 13:16

To: Minsterworth Parish Council <clerk@minsterworthparishcouncil.org.uk>

Subject: RE: 20Mph Speed Zones on Road around A48 Minsterworth Parish and contribution towards TRO reply 30.12.24

Hello Kate

Thank you for your email response, we have funding fenced for the safety improvements along the A48 as we have discussed with the Parish on previous occasions .

However the question you have put below would indicate to me that you require additional funding to be able to put towards the 20mph zones on sideroads along A48 as discussed.

I would need to check with my managers when they return from leave after New Year whether we are able supply additional funding to support this specific measure or another part of GCC could contribute .

Tried in my own capacity to find you some useful links to grant initiatives:

<https://www.gloucestershire.gov.uk/business-property-and-economy/finance-funding-and-grants/funding-for-the-voluntary-and-community-sector/>

<https://www.glosvcsalliance.org.uk/what-we-do/funding>

From my experience working in local parish council where I lived previously, I would suggest speaking to your local councillor that covers Minsterworth area for any other grants or funding they might be aware of , that are not well advertised as it were.

<https://minutes.tewkesbury.gov.uk/mgMemberIndex.aspx?FN=WARD&VW=LIST&PIC=0>

should be Highham and Haw Bridge

Kind regards

Project Manager

Traffic and Transport GCC

From: Clerk <clerk@minsterworthparishcouncil.org.uk>

Sent: 29 December 2024 13:19

Subject: RE: 20Mph Speed Zones on Road around A48 Minsterworth Parish and contribution towards TRO

Good Afternoon,

Many thanks for the information.

Following the meeting of the Parish Council, I have been asked whether any funding towards this would be available and if so where this could be sourced from?

If you could point me in the right direction, it would be helpful.

Regards

Kate Wilks
Clerk and Finance Officer
Tel – 07939 017175

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

11.1 To agree to the purchase and fitting of a new wooden post to replace a broken one on Calcotts green.

Mon 06/01/2025 12:00 To Clerk from Cllr Blowey

A post is loose/broken on Calcotts Green – permission form PC to buy a new one and replace it please. I'm happy to do the labouring bit

12. N/A

13. To agree to the update of the wooden board in MVH with the current Parish Council Chair and the costs associated.

Mon 06/01/2025 09:05

Good Morning Kate,

Trust you are well,

I can send someone out however there will be a call out fee of £45 + VAT. That is why I suggested for the board to be brought in, Just looking at the image of the board, it seems the board is held on to the wall by 4 screws which should make it easy to remove. If it's not easy to remove and you are happy with the call out fee, please let me know and I can book in a time to send one of my team out to have a look.

Kind Regards

Blue Sky signs

Mon 06/01/2025 15:35

Hello Kate,

We can do this. We will need to board to be brought in to us so we can match the font and size as closely as possible but it may not be an exact match.

I have looked and we have done an honours board for you in the past back in 2016. However im not able to open it but our designer will be. Im not sure if it will be this honours board.

This will be our minimum order of £40 plus VAT.

Kind Regards,
Sales
Severn Signs Limited

- 14. To discuss and agree to PC endorsement and approval of the proposed Village design statement submitted in November 2024 and to agree to appoint a member of the PC to join the steering group.**

Information including the VDS Proposal sent to Councillors prior to the meeting.

- 15. To discuss and agree a course of action regarding PC funding of the Villager publication and to agree to any suggested cost saving changes.**

Hello Kate

Happy New Year to you, we hope you had good celebrations over Christmas and the New Year. Thank you for your e mail and my apologies for the delay in responding.

We have answers to your questions below in red with a few additional comments. All invoices sent out can be copied to PC Clerk. This was deemed not necessary in the past. Each invoice requests a reference on payment of AD plus name of company / person advertising. This has been an issue where a private individual pays the account with no mention of the advertiser. So, we do realize that this is difficult for the PC Clerk to track.

Best Wishes

From: Clerk <clerk@minsterworthparishcouncil.org.uk>

Sent: 06 January 2025 18:27

To: Steering team

Subject: The Villager - Queries

Good Morning,

Happy new year to you all

I would appreciate if you could please respond to a couple of queries regarding the Villager accounts received in December 2024.

It would look as though the below have not paid, is there a process for following up these payments?

The steering committee are very happy to chase non-payments. However, the only way we know that invoices have or have not been paid is to see copies of accounts or to be notified by the PC Clerk. We have only just in the last couple of weeks received any accounts for 2024.

Action - We will now chase for these two non-payments.

How do you log income received from those who have the villager sent out via post?

Again, the only way we get any details of these payments would be from the PC Clerk. We do get requests via the steering team for postal copies and hand delivered copies. But confirmation of payment previously came via an e mail or copy of the accounts.

In future could the paid column on the spreadsheet have the date when payment is received?

Occasionally we will get a text or e mail to say when a payment will be sent. Katie or I will be given cheques or cash for postal and hand copies that we will pay into the PC bank account. This of course is not actual date of payment. As above this would come from the PC Clerk confirming payment or sending accounts that I can verify with my spreadsheet.

We are happy to add date of payment within the payment column as opposed to just saying paid.

I am happy to send through the PC accounts at the start of each month in order for this to be done.

This would be excellent and very much appreciated. We, the steering team for The Villager magazine have been asking for this for over two years. With no support from the Parish Council.

Hopefully that all makes sense, please let me know if you need anything further from me.

We are going to do a draft flow chart of the process for income and outgoings. The process is broken in a few places, we believe that some changes must be made. You as the clerk have a duty of responsibility for the PC finances and we want to make that job as easy as possible for you. It will make our jobs easier too.

We plan to be at the PC meeting next Monday so it would be great to finally meet you and put a face to the name.

Thanks

Kate Wilks
Clerk and Finance Officer
Tel – 07939 017175

16. To discuss and agree a PC response to a resident query regarding a recent issue with power outages due to tree cutting in the village.

Received Minsterworth PC Website 11 December 2024

What steps are the Parish Council going to take in the future to mitigate against the affects of Electricity being off for the whole day for tree cutting in part of the village - making it impossible to heat, light, cook and work for 9 hours.

I understand the generators bought for the village are inadequate for anything over and above boiling a kettle This is not acceptable given that you were given a grant to purchase them.