

Minutes of a Minsterworth Parish Council Meeting **held on 13th January 2025 in the Minsterworth** **Village Hall at 7.00pm.**

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

In Attendance: County Councillor P McLain
Borough Councillor J 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.

A Parish Resident read a statement on behalf of the Village design statement steering group.

A Parish resident presented the Parish Council with further information relating to the Village design statement.

1. To Receive Apologies for Absence.

No apologies received.

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.)

A declaration of interest was submitted by Cllr Blowey relating to item 15 on the agenda.

3. To Allow for Dispensations.

The Council unanimously agreed to allow dispensation to Cllr Blowey for item 15 on the agenda to attend this part of the meeting.

4. Approval of the Minutes of the Parish Council meeting held on Monday 9th December 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](#).

Councillors expressed their disappointment that funding that had been promised towards the 20mph limit proposal previously by Cllr McLain was now no longer available as it had been spent in other areas as the end of the financial year is approaching.

Cllr McLain advised that further funding will be available following elections in April/ May.

Councillors discussed the possible changes relating to proposed Unitary authority for local Government.

It was confirmed that the Tewkesbury borough council name change has now been put on hold.

6. To receive the report from the Borough Councillor.

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

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 will confirm the correct process to carry out the Defibrillator check and arrange for this to be carried out.

Councillors agreed the date of the Annual Parish meeting 8th April 2025 at 7pm. The Village hall has been booked.

8. Financial Matters:

8.1 Council to accept the Financial statements for December 2024.

The Parish Council accepted the Financial reconciliation as at 31st December 2024.

**FINANCIAL RECONCILIATION AS AT 31st
December 2024
CURRENT ACCOUNT**

Balance B/F	£	21,976.75
INCOME	£	332.19
	£	<u>22,308.94</u>

EXPENDITURE (minus) -£
888.96

BANK BALANCE
TOTALS £ **21,419.98**

HSBC Business Account £ 9,920.82
HSBC BMM Account £ 11,499.16

AVAILABLE TOTALS 0.00 £ **21,419.98**

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

Minsterworth Parish Council - Proposed Financial Actions - Jan 2025

Ser	Item	Expenditure	Income	Power to spend	Comment
1	Clerk Wages	550.63		13	Includes salary and HMRC Payment.
2	Bank Charges	8			Monthly account charges.
3	PMP Printing Inv 12475	187.53			Printing the January issue of the Villager.
4	MVH Hire	22.50			Hire of hall Inv- 13.01.2025.
5	Cloud next monthly website hosting charge	5.98			Monthly charge.
6	PATA Payroll Invoice 24/0489/PPS	46.05			Quarterly invoice.
7	System force IT Inv 52742	36.00			Annual hosting of current website. Payment now due to keep website running until new is online.
8	Parish Council Post box- Amazon	53.95			Payment for a new Postbox to be installed at MVH. PC approved Oct 2024.
9	Church Grant 2024	300.00			£300 allocated in the budget for this grant. As agreed in

					December, Paid Jan 2025.
10	Bank Interest January 2025		18.36		
11	Villager delivery payment.		20.00		Paid in by Villager team direct to bank account 9th Jan 2024.
		1210.64	38.36		

The Council unanimously approved the listed expenditure for January 2025.

It was agreed by the PC that the payment System force £36.00 annual hosting for the MPC website will be paid as the new website is not yet running and it will be used to redirect to the new website.

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

It was agreed that the Clerk will reissue the budget with suggested changes to meet the Precept that has been set and will send this to Councillors to approve at the next meeting.

8.4 To approve and set a Precept for 2025/2026.

It was unanimously agreed by the PC to increase the Precept by 15%. The Clerk will submit this request to TBC.

The Clerk will confirm the last two annual increases with the PC following the meeting.

8.5 To approve Earmark reserves.

To be approved at the next PC meeting when the budget is agreed.

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.

It was agreed that the Clerk will contact TBC enforcement to investigate if planning permission is required for an advertised Airbnb within the village.

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.*

An email from the Representative from GCC has been received by the PC so advise that works on the culvert have been logged and will proceed when funds are available.

The PC request from GCC their Risk Assessment: of Watery lane, following their recent visit to see the issues of the permanently flooded lane and the covering of thick ice in recent freezing conditions, for drivers, pedestrians and the special needs nearby community.

- 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.*

It was unanimously agreed that the PC support the Traffic regulation order submitted. The Clerk will respond to the request on behalf of the PC.

- 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.*

A Councillor expressed their disappointment at the funding that was earmarked for this was no longer available and had been spent elsewhere.

The Clerk will look in to whether another Parish could apply at the same time for a TRO to cut costs.

The PC will continue to chase GCC to request funding options.

It was noted by Cllr Blowey that the new traffic signage coming in to Minsterworth has not been fully completed due to blocked access by trees. It was requested that the Clerk contact Highways to ensure this is completed.

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.

Following a discussion it was agreed that Cllr S King will fit a new post.

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 will be placed in the January Villager.

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

Due to the costs to quote for this, the Clerk will take the board to local suppliers for a quote and submit these for approval at the next meeting.

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.

A copy of the proposed village design statement plan had been submitted to the PC prior to the meeting.

The Council agreed that the proposal was well put together.

The Council discussed the costs associated with the plan.

The Council discussed how the residents of the Parish would be included in the process of the village design statement.

The Parish Council suggested that a meeting should be arranged to inform the Parish residents of the planned design statement.

The Steering group will also look at publishing details in the Villager.

It was proposed, seconded and unanimously agreed that the Parish Council endorse the Village Design statement.

It was proposed, seconded and carried with a majority vote that The Chair or the Vice Chair attend the Steering committee meetings on behalf of the Parish Council.

5 votes agreed.

1 vote abstained.

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.

Following a meeting of the Villager Steering group some changes to process have been made. The PC were updated with these changes prior to the meeting through email.

It was proposed, seconded and unanimously agreed by the PC that the Villager proceed with the proposed changes to process.

A Councillor suggested that other money saving changes could be made such as black and white printing.

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.

Following discussion the PC agreed that this was a national grid issue. The resident should be able to contact their energy supplier for assistance. The Clerk will respond to the resident on behalf of 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.

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

Following discussion, it was agreed that in order to proceed with the lease of the Playground. Legal representation is required.

Quotes have been sourced by the Clerk, however a further quote is yet to be submitted.

It was proposed, seconded and unanimously agreed that the Clerk should give the go ahead to proceed to the lowest cost legal representation quoted currently £1400.00.

18. Date for Next Meeting: Monday 10th February 2025 at 7-00pm at Minsterworth Village Hall

Appendix 1

Information pack January 2025.

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

Meeting closed at 21.00hrs

Signed:

Date: