

Minutes of a Minsterworth Parish Council Meeting **held on 10th February 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: 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.

No public comment.

1. To Receive Apologies for Absence.

Apologies were received and accepted from County Councillor P McLain and Borough Councillor J 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.)

A declaration of interest was submitted by Cllr C Thomas relating to item 9.1 on the agenda.

3. To Allow for Dispensations.

The Council unanimously agreed to allow dispensation to Cllr Thomas for item 9.1 on the agenda to attend this part of the meeting.

4. Approval of the Minutes of the Parish Council meeting held on Monday 13th January 2025.

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](#).

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](#).

It was noted that the Clerk was not aware of the Defibrillator number for access, Cllr Blowey to advise.

It was suggested that the Clerk contact Minsterworth photographic club to ask if they would be willing to supply photographs for the new MPC website.

Cllr C Thomas noted that the meeting regarding sandbags with GCC has been postponed, new date to be confirmed.

The Clerk will follow up on the reported enforcement relating to an Air BNB in the village.

The Clerk will follow up on the Highways information supplied regarding the missing Minsterworth signage now that the hedge has been cut back for access.

8. Financial Matters:

8.1 Council to accept the Financial statements for January 2025.

The Parish Council accepted the Financial reconciliation as at 31st January 2025.

FINANCIAL RECONCILIATION AS AT 31st January 2025

CURRENT ACCOUNT

Balance B/F	£	21,419.98
INCOME	£	312.36
	£	<u>21,732.34</u>

EXPENDITURE (minus) -£ 851.41

BANK BALANCE TOTALS £ 20,880.93

HSBC Business Account	£	9,363.41
HSBC BMM Account	£	11,517.52

AVAILABLE TOTALS 0.00 £ **20,880.93**

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

Minsterworth Parish Council - Proposed Financial Actions -Feb 25

Ser	Item	Expenditure	Income	Comment
1	Clerk Wages	550.63		13 Includes salary-HMRC payment Feb 2025.
2	HMRC	98.4		Includes Jan and Feb payment.
3	Bank Charges	8		Monthly account charges.
4	PMP Printing Invoice	TBC		Printing Feb issue of Villager
5	MVH Hire	22.5		Hire of hall Inv-10.02.2025.
6	Cloud next monthly website hosting charge	5.98		Monthly charge.
7	PMP Printing Inv 12475	187.53		Printing the January issue of the Villager. Paid Feb 2025.
8	MVH Hire	22.50		Hire of hall Inv-13.01.2025. Paid Feb 2025.
9	PATA Payroll Invoice 24/0489/PPS	46.05		Quarterly invoice. Paid Feb 2025.
10	Parish Council Post box-Amazon	53.95		Payment for a new Postbox to be installed at MVH. PC

					approved Oct 2024.
11	Bank Interest January 2025		18.36		
12	Villager delivery payment.		20.00		Paid in by Villager team direct to bank account 9th Jan 2024.
		995.54	38.36		

The Council unanimously approved the listed expenditure for February 2025.

It was suggested that the Villager request 30 day payment terms on invoices submitted. It was noted that copies of the villager should with best endeavors be delivered by the 1st of the month, if possible please could deliveries be made to distributors prior to this date. Cllr R Blowey will feed this back to the Steering group.

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

It was proposed, seconded and unanimously agreed that the PC approve and adopt the proposed budget for financial year 2025/2026.

8.4 To agree earmarked reserves.

It was proposed, seconded and unanimously agreed that the proposed ear mark reserves listed are accepted for 2025 /2026. To be reassessed following the financial year end March 2025.

Recommended Reserves: 2025

6 months expenditure reserves recommended	£7,674
CIL money Projects	£7,079
Grass/ tree maintenance	£200
Environmental working group	£200
Legal costs	£484

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

9.1 APPLICATION Amendment NO: 24/00469/FUL-

Full planning application for the erection of two self build detached dwellings, vehicular access and associated works- Land Adjacent To Rosedale House Main Road Minsterworth Gloucestershire. Link [here](#).

It was noted that the following PC comment had been submitted to the Planning Authority in July 2024, but no response has yet been received.

'The Council DO NOT SUPPORT this application due to insufficient information on the proposed drainage system.'

The Council would like to reiterate that the drainage proposal is unacceptable as the drainage ditch indicated on the plans is on private land.

The Council requests a copy of the underground services/ piping layout drawing for the site.

A member of the PC is able to meet a representative onsite to explain the issue in more detail, if this is helpful.

The PC also comment that the planned building should not interfere with the Septic tank already located on this land for an adjacent property.

9.2 APPLICATION – No: 25/00048/PIP –

A single 5-bed, 2-storey dwelling.

6 Highland Place, Main Road, Minsterworth. Link [here](#).

Following discussion the PC agreed that there were NO OBJECTIONS to the planning application.

The PC note the following concerns;

Queries made by the PC on the original application have not yet been addressed.

The PC have concerns over the drainage of the site as a whole.

The PC are also concerned over the entrance to the area with a very narrow entrance through a gateway close to a corner on a busy road.

10. To discuss Highways updates and agree any actions.

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

An email had been sent to the PC by a GCC Highways representative in response to a request for a risk assessment on Watery lane.

- 10.2 To receive an update regarding 20mph speed zones on the roads around the A48 and the requested contribution and funding towards the Traffic Regulation Order.

To date there has been no response to the PC request to GCC to include the proposed 20mph changes to the TRO for the current 50mph works on the A48 in Minsterworth.

The Clerk has contacted Highnam and Westbury on Severn PC to ask whether they have any advice or knowledge of potential TRO's that could be combined. Currently awaiting a response.

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

- 11.1 To discuss and agree a course of action relating to the proposed tree guards by Severn Treescapes for the Ham green orchard project.

Cllr S King to contact a local supplier to request alternative costs for the agreed tree guards and feedback to the PC.

It was unanimously agreed by the PC that an amount of up to £1000 is used to proceed with this order.

It was agreed by the PC to meet at 10am on the 22nd February 2025 at Ham green to mark out the location for the trees and 11:30am to begin planting.

The Clerk will arrange for the trees to be delivered prior to this date.

12. To receive any updates regarding the Minsterworth Parish Councillor vacancy and to discuss and agree an application process.

It was unanimously agreed that the reviewed application form should be submitted to the parish residents who have expressed interest in the Councillor role.

It was unanimously agreed that applications will be emailed to the PC by the Clerk as candidate A&B and a vote through secret ballot will take place at the next PC meeting in March.

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

It was proposed, seconded and agreed to proceed with the quote from Severn signs LTD for £48.00 including Vat the update of the Chair wooden board.

14. To discuss and agree a course of action relating to PC funded grass cutting for the year ahead.

It was agreed that the Clerk will meet with Cllr V King to agree a tender process to submit to the PC for a grass cutting schedule for the year ahead.

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.

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

The Clerk gave an update on the Playground lease. Following PC instruction in Jan 2025 The Clerk has requested Pearson legal to represent the PC as they provided the cheapest cost for representation at £1250.00+Vat.

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

Appendix 1

Information pack February 2025.

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

Meeting closed at 21.00hrs

Signed:

Date: