

Minutes of a Minsterworth Parish Council Meeting held on 10th March 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	
Cllr Gordon Taylor	

In Attendance:

Cllr J Smith	Borough Councillor
Kate Wilks	Parish Clerk

No public present

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 Vote and appoint through Co-option a new Councillor for the vacancy on Minsterworth Parish Council.

The Chair called for nominations.

It was proposed by Cllr V King that Gordon Taylor be appointed by Cooption as a Councillor for Minsterworth Parish Council.

This was seconded by Cllr C Thomas and unanimously agreed.

Cllr Taylor was asked to join the PC for the rest of the meeting.

2. To Receive Apologies for Absence.

Apologies were received and accepted from County Councillor P McLain.

3. 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.)

No declarations.

4. To Allow for Dispensations.

No dispensations.

5. Approval of the Minutes of the Parish Council meeting held on Monday 10th February 2025.

The Council agreed that the Minutes were taken as a true representation of the meeting and duly signed by the Chair.

6. To receive the report from the County Councillor.

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

The PC requested that the Clerk contact Cllr McLain to request an update on the funding mentioned in relation to the 20mph road safety TRO in Minsterworth. It was also requested that the GCC Highways representative is contacted regularly to request updates.

7. To receive the report from the Borough Councillor.

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

8. 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 PC unanimously agreed that the Hygrove lane bus stop bin that has now been approved by TBC will be funded with CIL money.

There was a discussion around some correspondence that was received by the PC from a legal representative regarding access to a property in Minsterworth. Although the land is historically listed as PC owned, The PC felt that this was a matter for the current owners legal representation. The Clerk will respond to the email on behalf of the PC.

The Clerk will look in to bank account access and authorisation for the PC.

The Parish Council unanimously agreed to the following changes to the 2024/2025 budget to bring the accounts up to date for year end.

Suggested budget changes/ moving of funds 2024/2025	- March 2025
Maintenance of bus shelters £200.00 left in budget	
Move funds to Memberships -£159.82	
Community projects £771.52 left in budget	
Move Funds to Training -£398.50	
Move Funds to Defib Maintenance -£371.00	

Environmental working group £796.80 left in budget
Move Funds to Ham green project -£607.86 (Ellis Dawe Invoice)
Move Funds to Financial Audit -£95
Tree Maintenance £1760.00 left in budget
Move Funds to IT Costs -£1430.00 (Cuttlefish invoice and current costs)
A48 Speed Awareness £275.70 left in budget
Move Funds to Toilet hire -£88.00
Move Funds to Insurance -£138.88

9. Financial Matters:

9.1 Council to accept the financial statements for February 2025.

FINANCIAL RECONCILIATION AS AT 28th

February 2025

CURRENT ACCOUNT

Balance B/F	£	20,880.93
INCOME	£	153.59
	£	<u>21,034.52</u>

EXPENDITURE (minus)	-£	1,033.54
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BANK BALANCE TOTALS	£	20,000.98
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HSBC Business Account	£	8,465.22
HSBC BMM Account	£	11,535.76

AVAILABLE TOTALS	0.00	£	20,000.98
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The Parish Council accepted the Financial reconciliation as at 28th February 2025.

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

Minsterworth Parish Council - Proposed Financial Actions -March 25

Ser	Item	Expenditure	Income	Comment	
1	Clerk Wages	501.63		13	Includes salary- HMRC payment March 2025.
2	HMRC	49			HMRC Payment for Feb 2025
3	Bank Charges	8			Monthly account charges.
4	PMP Printing Invoice TBC	TBC			Payment for April edition.
5	MVH Hire	22.5			Hire of hall Inv- 10.03.2025.
6	Cloud next monthly website hosting charge	5.98			Monthly charge for website hosting.
7	Cuttlefish INV 1724	1668.00			PC agreed payment to upgrade PC website and email 11.11.2024. £1390.00 +Vat
8	Ellis Dawe 100843	607.86			PC agreed payment for STS tree guards for Ham green approved 10.02.2025 £506.55 + Vat
9	System force 53742	60.00			To provide access to emails for new email provider. £50 + Vat
10	Parish Council Post box- Amazon	48.55			Reimburse Clerk for a new Post box to be installed at MVH. PC approved Oct 2024.
11	Bank Interest March 2025		15.57		
12	Villager payment AJM Plumbing		135.35		
		2971.52	150.92		

The Council unanimously approved the listed expenditure for March 2025.

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

10.1 Planning Application Amendment NO: 24/00714/FUL, Greenacres Main Road Minsterworth Gloucestershire GL2 8JG.

Replacement of stable block. Conversion of garage. Alterations to existing access. See Link [here](#).

Following discussion, the Parish Council agreed that they do not support due to the same concerns raised by the Highways and drainage consultee. The Council also felt that the application amendments were not clear on the drawings supplied and would like to request further detail.

The Parish Council would also like to raise their concerns over the mud and water flowing on to Watery lane due to the current groundworks already started onsite.

10.2 Planning Decision No: 22/01362/FUL, Apple Tree Inn Main Road Minsterworth Gloucestershire.

Change of use of the building from a Public House to two residential semi-detached dwellings. Removal of the existing tiles to allow re-felting retiling, removal of first floor door and erection of conservation velux as well as erection of additional conservation velux on the opposing roof, renovation of windows and removal of shed. PERMIT. See link [here](#).

10.3 Planning Decision No: 23/00016/LBC, Apple Tree Inn Main Road Minsterworth Gloucestershire.

Change of use from a Public House to two residential dwellings. The works shall include the removal of the existing tiles to allow re-felting, retiling of the roof of both the house and attached barn. Removal of first floor doors to flat roof area and replacement with conservation velux (x2) as well as an additional conservation velux on the opposing roof. Renovation of windows and replacement with like-for-like where possible. Removal of shed and slab the existing concrete base. Creation of new layout internally using partitioning. CONSENT. See link [here](#).

10.4 Planning Decision No: 25/00048/PIP, 6 Highland Place Main Road Minsterworth Gloucestershire GL2 8JH.

A single 5-bed, 2-storey dwelling. PERMIT. See link [here](#).

10.5 Planning Decision No: 24/00264/FUL, Land At Parcel 8923 Pound Lane Minsterworth Gloucester Gloucestershire. Construction of access to agricultural field with associated works. PERMIT.

See link [here](#).

10.6 Planning Consultation No: 25/00133/FUL. Goodwood Main Road Minsterworth Gloucestershire GL2 8JG.

Removal/variation of condition 2 attached to planning permission ref. 20/00522/FUL to allow for amendments to the approved drawings. See link [here](#).

Following discussion, It was proposed, seconded and agreed that there were NO objections to the planning amendments.

The PC requested that the Clerk contact Tewkesbury Borough Council to ask about the inconsistencies relating to approved planning applications within the village. Councillors will submit examples of these for the Clerk to collate in an email.

11.To discuss Highways updates and agree any actions.

- 11.1 To receive an update regarding 20mph speed zones on the roads around the A48 in Minsterworth.

Cllr N Powell gave a update to the PC on the current status.

- 11.2 To discuss and agree the requested PC contribution towards the TRO for the 20mph speed zones specified.

Following discussion with GCC Highways, The Council agreed to respond to GCC to state that the PC believes they can raise £2000 towards the cost of the TRO.

The Clerk will email GCC with this response.

- 11.3 To discuss and agree a course of action on the potholes in Bury lane as reported by a resident.

The PC referred the resident to 'fix my street' to report any potholes. Cllr Smith suggested that any potholes over 4 inches deep should include a photograph for urgent action.

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

Planting of the Ham green orchard will take place on the 15th March.

The Council discussed the Grass cutting tender for 2025/2026. The Council agreed that the tender be issued in the Villager and on the PC website.

Some suggested contractors will also be contacted with the Tender details. The final date for tender submissions is 12 noon, 7th April 2025.

13. To receive feedback from the Chair and Vice Chair regarding the Village Design statement steering group meeting.

The Chair and Vice Chair gave the PC some feedback on the recent VDS meeting that they attended. A further meeting will take place on the 12th March 2025.

It was noted that there has not yet been any communication with the Village which was a request made by the PC to see what the interest there is in the scheme.

The VDS group will be invited to attend the Annual Parish meeting and deliver some information to the Village. The Parish Council will also provide 2 pages of the Villager to send out details.

It was requested that all correspondence is sent to the Clerk.

14. To discuss and agree to the request by the Village design Statement steering group for the Parish Council to hold any funds raised for this in the Parish Council bank account.

Following discussion it was agreed that the PC bank account could not be used to hold VDS funds.

15. To discuss and agree whether the PC would like to make a nomination for the GRCC village volunteer of the year.

It was unanimously agreed that the PC will nominate a Village volunteer of the year for the High Sheriffs award.

The Council voted as there were two suggested volunteers. The vote was decided with a majority vote.

Cllr R Thomas will write the application. The Clerk will provide details of the submission date and application process.

16. To discuss and agree to the display of VE day information on the Parish notice board as requested.

Nb. Error on the agenda item, this should read VDS information.

The PC felt that as this is on the information board within the Village hall, it should be approved by MVH. But the PC agreed they have no objection to this.

17. To discuss and agree a course of action regarding pipe laid at Hygrove Lane.

It was agreed that enforcement at TBC will be contacted.

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.

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

A brief update was given to the PC by the Clerk regarding legal representation.

19.Date for Next Meeting: Monday 14th April 2025 at 7-00pm at Minsterworth Village Hall

Appendix 1

Information pack March 2025.

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

Meeting closed at 21.10hrs

Signed:

Date: