

Minutes of a Minsterworth Parish Council Meeting held on 14th April 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:

| | |
|--------------|--------------------|
| 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.

A Member of the public advised that there seemed to be cars parking on Highbank grass verge for the last 3 to 4 weeks. A space in the hedge has also been cut to gain access. The Layby seems to have been taken over near MP Leisure with parking on the opposite side of the road. A Permanent vehicle is also located here with no number plates.

Cllr Smith will advise TBC. The Clerk will also contact TBC.

1. To Receive Apologies for Absence.

Apologies were received and accepted from Cllr Gordon Taylor and County Councillor P McLain.

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.)

Cllr C Thomas declared an interest in agenda item 9.3.

3. To Allow for Dispensations.

It was unanimously agreed that Cllr C Thomas would remain while discussion took place on agenda item 9.3.

4. Approval of the Minutes of the Parish Council meeting held on Monday 10th March 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.

No report was submitted by Cllr McLain due to the Election process.

6. To receive the report from the Borough Councillor.

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

Cllr Smith will send some information on the Strategic local document to the PC.

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](#).

Councillor emails have now been set up and are already in use for some. Links to set up have been sent to Councillors. The Clerk email is not yet in operation due to the migration of emails.

The PC agreed to the cost of £25+vat for CuttleFish to take over hosting of the Clerk email. The PC agreed to the cost of £60+ Vat for the admin charge by Systemforce to make this change.

The PC agreed that the PC website colour should be a mid blue.

It was agreed that the extra roll of Wiremesh for Ham green agreed by the Parish Council through email will be delivered to Cllr S King as arranged by the Clerk.

The Clerk will source costs from GAPTC and a local accountant to carry out an annual internal audit of the accounts as part of the AGAR Process for 2024/2025.

It was noted that the Villager magazine had been paid all outstanding invoices and the accounts for the year looked positive.

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 | - April 2025 |
|--|---------------------|
| Currently £398.50 Overspend in Grass cutting budget for 2024/2025. | |
| Tree Maintenance £330.00 left in budget | |
| Move funds to Grass cutting - £310.00 | |
| Training £123.50 left in budget | |
| Move funds to Grass cutting - £90 | |

8. Financial Matters:

8.1 Council to accept the financial statements for March 2025.

FINANCIAL RECONCILIATION AS AT 31st March 2025 CURRENT ACCOUNT

| | | |
|-------------|---|-----------|
| Balance B/F | £ | 20,000.98 |
| INCOME | £ | 837.17 |
| | £ | 20,838.15 |

EXPENDITURE (minus) -£ 3,131.27

BANK BALANCE TOTALS £ 17,706.88

| | | |
|-----------------------|---|-----------|
| HSBC Business Account | £ | 6,155.55 |
| HSBC BMM Account | £ | 11,551.33 |

AVAILABLE TOTALS 0.00 £ 17,706.88

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

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

Minsterworth Parish Council - Proposed Financial Actions - April 25

| Ser | Item | Expenditure | Income | Comment |
|-----|----------------------------|-------------|--------|---|
| 1 | Clerk Wages | 550.83 | | Includes salary-HMRC payment March 2025. |
| 2 | Bank Charges | 8.00 | | Monthly account charges. |
| 3 | PMP Printing Invoice 12945 | 159.95 | | Payment for April edition. |
| 4 | PATA Payroll 24/0867/PPS | 37.35 | | Payment for payroll services Jan/Feb/March 2025 |

| | | | | |
|----|---|-----------------|-----------------|---|
| 5 | MVH Hire inv MVH-25-1225 | 20.00 | | Hire of hall Inv-08.04.2024 |
| 6 | MVH Hire Inv MVH- 25-1226 | 22.50 | | Hire of hall Inv-14.05.2025. |
| 7 | GDPR Registration fee | 52.00 | | Annual GDPR Data protection fee |
| 8 | Speedwatch Invoice dbts00017128 | 4.20 | | Payment for speedwatch letters Q3 01.10.24-31.12.23 |
| 9 | Speedwatch Invoice dbts00017076 | 49.00 | | Payment for speedwatch letters Q2 01.07.24-30.09.23 |
| 10 | Cloud next monthly website hosting charge | 5.98 | | Monthly charge for website hosting. |
| 11 | Tewkesbury Borough Council Inv DEBT111993 | 492.00 | | Install of a new mixed waste bin at Hygrove bus shelter agreed Nov 2024. USE CIL FUNDS AGREED MARCH 2025. |
| 12 | Ellis Dawe Inv 102662 | 162.18 | | Payment for extra wire mesh and carriage charge as agreed by email April 2025. |
| 13 | Severn signs | 45.00 | | Update of Chair Honours board. Quote ref 66560/3. Agreed by PC. |
| 14 | Bank Interest March 2025 | | 17.27 | Interest to 31st March 2025. |
| 15 | TBC Cil allocation | | 3,033.43 | Payment 28.04.2025. Ref Hawthorn house. |
| 16 | TBC Precept payment | | TBC | Payment of the Precept April 2025 |
| | | 1,608.99 | 3,050.70 | |

The Council unanimously approved the listed expenditure for April 2025.

8.3 To agree the PC meeting dates for 2025/2026.

It was agreed that the meeting dates should remain as the second Monday of the month, apart from August 2025 when there will be no meeting. The Clerk will book this on the MVH website.

The Council requested that the Annual Parish meeting of the residents should be booked in advance. The Clerk to look at possible dates.

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

9.1 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](#).

The Variation was discussed and it was agreed the PC had no further comment.

9.2 Planning Consultation no: 25/00270/FUL - Minsterworth Garage Main Road Minsterworth Gloucestershire GL2 8JG .

The erection of a storage building for use in conjunction with on-site haulage and transportation business. See link [here](#).

It was proposed seconded and agreed that the PC support this application.

9.3 Planning Enforcement Appeal- 23/00211/ENFC | Alleged change of use of land from agricultural to residential and equestrian | The Leys Oakle Street Minsterworth Gloucestershire. See link [here](#).

The PC acknowledge receipt of this document.

It was agreed that the Clerk will contact TBC to request a property count at Hygrove Lane and Starcroft. It was noted that some properties have been advertised for rental.

10. To discuss Highways updates and agree any actions.

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

The Chair gave an update regarding the submission of a funding

application to 'Build back better' scheme.

The Clerk/ Chair will also apply for match funding on behalf of the PC.

A copy of the TRO for this work has been received and the PC have submitted their approval.

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

The Clerk will arrange a cut as Calcott and Ham green as requested by the PC. The costs for this was agreed by the Council as R King Submitted a cost for this for the year and approval was previously given.

12. To discuss the grass tender quotations submitted and agree to appoint a contractor for April 2025- March 2027.

It was agreed that a further template be sent out to contractors to complete to make an easier price comparison. This will be completed prior to the next meeting by Cllr V King and The Clerk.

13. To discuss and agree to appoint a contractor to carry out the Playground inspection 2025.

| Company Name | Cost |
|--------------|---------------|
| Company A | £150.00 + Vat |
| Company B | £135.00 + Vat |
| Company C | £265.00 + Vat |

The above costs were submitted to the PC. The PC unanimously agreed to appoint Company B to carry out the inspection as they were the cheapest and they have completed the inspection previously.

14. To discuss and agree to the revised NALC model financial regulations March 2025 for Minsterworth Parish Council.

It was unanimously agreed by the PC to adopt the updated financial regulations.

15. To review the village volunteer of the year application and agree to its submission.

It was unanimously agreed that the submission of Volunteer of the Year award will be submitted on behalf of the PC by the Clerk.

16. To discuss and agree a PC response to the Devolution survey circulated by GAPTC.

The PC agreed that Cllr V King and The Clerk will complete and submit this survey on behalf of Minsterworth PC. The Chair asked that any other comments be sent to the Clerk by Monday 21st April.

It was noted by a Councillor that there seemed to be some disruption in the village with Quad bikes through the lanes and Gas canisters in laybys. It was requested that Residents report all incidents to the Police.

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.

An update was provided by the Clerk. The lease is being dealt with by the appointed legal representation.

18. Date for Next Meeting: Monday 12th May 2025 at 7-00pm at Minsterworth Village Hall

Appendix 1

Information pack April 2025.

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

Meeting closed at 20:54hrs

Signed:

Date: