

Minutes of a Minsterworth Parish Council Meeting held on 12th May 2025 in the Minsterworth Village Hall at 7.00pm.

Present:

Cllr Nick Powell	Chair
Cllr Victoria 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

3 members of the 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 local resident proposed that Calcott green could be used as land to graze cattle with the agreement of the PC. The Resident ran through the proposal and provided a paper copy to the Clerk.

The Resident agreed to make a list of residents that support this initiative and send this information on to the Chair and Clerk.

1. To elect the Chair for Minsterworth Parish Council 2025-2026.

Cllr N Powell was proposed by Councillor V King, Seconded Councillor C Thomas. Unanimously agreed.

The Chair signed the Declaration of office.

The Chair called for nominations for the appointment of Vice Chair.

2. To elect the Vice Chair for Minsterworth Parish Council 2025-2026.

Cllr V King was proposed by Councillor C Thomas, Seconded Councillor S King. Unanimously agreed.

The Vice Chair signed the Declaration of office.

3. To Receive Apologies for Absence.

No apologies received.

4. 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 11.1.

5. To Allow for Dispensations.

It was unanimously agreed that Cllr C Thomas would remain while discussion took place on agenda item 11.1.

6. Approval of the Minutes of the Parish Council meeting held on Monday 14th April 2025.

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

7. To receive the report from the County Councillor.

No report received.

An invite will be extended to attend the next meeting of the PC to the new County Councillor Sarah Hands.

8. To receive the report from the Borough Councillor.

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

9. 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 agreed that the Clerk will resend log in details for Councillors to set up the new email system. The Clerk requested that Councillors send an email to advise when this is set up.

10. Financial Matters:

10.1 Council to accept the financial statements for April 2025.

FINANCIAL RECONCILIATION AS AT 30th April 2025 CURRENT ACCOUNT

Balance B/F	£	17,706.88
INCOME	£	18,398.70
	£	36,105.58

EXPENDITURE (minus) -£ 1,590.19

BANK BALANCE TOTALS £ 34,515.39

HSBC Business Account	£	22,946.79
HSBC BMM Account	£	11,568.60

AVAILABLE TOTALS 0.00 £ 34,515.39

The Parish Council accepted the Financial reconciliation as at 30th April 2025.

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

Minsterworth Parish Council - Proposed Financial Actions - May 25

Ser	Item	Expenditure	Income	Comment
1	Clerk Wages	550.03		Includes salary-HMRC payment April 2025.
2	Bank Charges	8.00		Monthly account charges.
3	PMP Printing Invoice 13129	159.95		Payment for May edition.
4	MVH Hire Inv MVH-25-1263	22.50		Hire of hall Inv-12.05.2025.

5	Cloud next monthly website hosting charge	5.98		Monthly charge for website hosting.
6	Severn signs Inv 62064	54.00		Update of Chair Honours board. Quote ref 66560/3. Agreed by PC. £45 Inc Vat*
7	AGP Grass cutting	80.00		2 x cuts March 2025. Already paid in error April 2025.
8	GAPTC Membership	151.70		Membership 2025/2025
9	Clear Council Insurance invoice	797.41		3 year insurance quote Inc discounted rate. Inc Ins Tax.
10	Bank Interest March 2025		16.66	Interest to 30th April 2025
		1,829.57	16.66	

The Council unanimously approved the listed expenditure for May 2025.

10.3 Council to receive the Annual accounts for 2024-2025.

It was unanimously agreed that the Council accept the Annual Accounts for 2024/2025.

10.4 Council to allocate funds to agreed reserves.

It was unanimously agreed to allocate the reserves for the financial year ahead 2025/26 to the recommended below.

Suggested/ reserves 2025

Bank account closing 31st March 2025	£17,707
Reserves (6 months Precept 2025/2026)	£7,674
Cil Money	£7,079
Reserves to be allocated	£2,954
Recommended	
Agreed TRO contribution	£2,000
Legal costs	£950

- 10.5 Council to appoint an Auditor to complete an internal financial audit for MPC financial year 2024-2025.

It was proposed, seconded and unanimously agreed that K King carry out the internal audit as this has been offered to the PC free of charge. Clerk to contact Mrs King.

- 10.6 To Approve the Annual renewal of GAPTC membership.

It was proposed, seconded and unanimously agreed to renew the GAPTC annual membership at £151.70.

- 10.7 PC to agree to appoint a Playground inspection company to complete the annual check following a change in costs quoted.

It was proposed, seconded and unanimously agreed to proceed with the quotation supplied by Gordon Inspections of £150.00+ Vat. This has been changed as the Playground inspection company increased their cost from £135 to £210+ Vat to carry out the inspection in June when it is due. Gordon Inspections have confirmed that the inspection will be carried out in the last week of June 2025.

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

- 11.1 Planning Consultation - 25/00186/FUL - Part Parcel 0074 Oakle Street Minsterworth Gloucestershire.** Erection of agricultural barn.

The PC declined to comment at this stage as further information is required on the lodge mentioned in the flood risk assessment. Drawings are not detailed enough to make an accurate decision. Clerk to request an extension.

12.To discuss Highways updates and agree any actions.

- 12.1 To update the PC on grass cutting due to be completed by Highways throughout the Village.**

The Clerk has contacted TBC to request a date for the highways cut, but not received a response as yet.

It was suggested that if any residents have concerns with grass blocking any visibility should contact Gloucestershire Highways directly. Cllr Blowey will add this information in to the Villager.

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

It was proposed, seconded and agreed by majority that the Clerk should check which trees were requested from Severn treescapes and if the agreed trees are not those supplied, a letter will be written stating the PC disappointment.

A plan of the trees on Ham green will be made by Cllr R Thomas and sent to the PC.

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

Following the request to quote issued by the PC. It was proposed, seconded and agreed by majority that the following companies are used for a 2 year term for the following areas.

See spreadsheet of quotes received [here](#).

- R King – Playground- £80/ cut per month April- October. Clerk to book this.
- H&A Farming- Verges/ footpath- £450/ 1 x annum. Date TBC.
- Calcott and Ham green, Clerk to confirm cost from suppliers are for the correct areas.

The Council may need to arrange additional cuts and will agree these when required.

15. To discuss and agree to the PC Insurance renewal quoted for 2025-2026.

It was proposed, seconded and unanimously agreed to proceed with the quote for 3 year cover by Clear Councils insurance at £797.41/ Annum.

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.

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

The Clerk gave an update, this is being dealt with by PC legal representation.

17. Date for Next Meeting: Monday 9th June 2025 at 7-00pm at Minsterworth Village Hall

Appendix 1

Information pack May 2025.

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

Meeting closed at 20:32hrs

Signed:

Date: