

Minutes of a Minsterworth Parish Council Meeting **held on 9th Jun 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 Gordon Taylor	
In Attendance:	Cllr J Smith	Borough Councillor
	Kate Wilks	Parish Clerk
	9 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 Member of the public wanted to make the PC and village aware that Minsterworth Church had received notification that a female was attending local churches during services and stealing bags and purses. This had happened recently in a local Church.

A Member of the public advised that they had submitted all requested information relating to agenda item 13. They requested that a resident of the Parish should join the Village green sub group if agreed by the PC. The PC noted this request. The Clerk will investigate with GAPTC whether a member of the public is able to join the PC Village green sub group.

1. To Receive Apologies for Absence.

Apologies were noted and accepted from Cllr R Thomas, County Councillor S Hands 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.)

Cllr N Powell declared an interest in agenda item 9.1.
Cllr C Thomas declared an interest in agenda item 9.3.

3. To Allow for Dispensations.

The Council unanimously agreed that Cllr N Powell would remain present throughout the discussion on agenda item 9.1.

The Council unanimously agreed that Cllr C Thomas would remain present throughout the discussion on agenda item 9.3.

4. Approval of the Minutes of the Parish Council meeting held on Monday 12th May 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 received from the County Councillor.

6. To receive the report from the Borough Councillor.

The Borough Councillor provided a report following the meeting. Please see 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 inform the nominated Volunteer of the Year as they have been shortlisted and invited to attend a ceremony at Highnam Court on the 17th July.

It was agreed that the Clerk will submit a response to the survey regarding the Ham green orchard tree submission by Severn Tree Scapes to voice PC disappointment at the selection of trees provided.

The Clerk requested that any Councillors wishing to attend the Sandbag discussion at 10am on Friday 13th June with Cllr Thomas and representatives of GCC to let them know.

8. Financial Matters:

8.1 Council to accept the financial statements for May 2025.

**FINANCIAL RECONCILIATION AS AT 31st May 2025
CURRENT ACCOUNT**

Balance B/F	£	34,515.39
INCOME	£	153.01

£	34,668.40
---	-----------

EXPENDITURE (minus) -£ 1,589.80

BANK BALANCE
TOTALS £ 33,078.60

HSBC Business Account £ 21,493.34
HSBC BMM Account £ 11,585.26

AVAILABLE TOTALS 0.00 £ 33,078.60

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

**Minsterworth Parish Council - Proposed Financial
Actions - June 25**

	Item	Expenditure	Income	Comment
1	Clerk Wages	499.63		Clerk Salary June 2025.
2	HMRC	141.68		Includes HMRC payment April/ May 2025. Queried the correct amount of tax/ National Insurance deductions with PATA. (Includes £ 50.80 PAYE, £ 20.04

				NICs per month)
3	Bank Charges	8.00		Monthly account charges.
4	PMP Printing Invoice 013236	153.53		Payment for June edition.
5	MVH Hire Inv	25.88		Hire of hall Inv- 09.06.2025
6	Cloud next monthly website hosting charge	5.98		Monthly charge for website hosting. Reimburse Clerk.
7	R King Playground cut May 2025 Ref 76150	80.00		As agreed at meeting 12th May 2025
8	System force Inv 54407	60.00		As agreed for website hosting changes 14th April 2025.
9	K Panting Villager stamps for delivery	10.44		Receipt for stamps 06.05.2025
10	Bank Interest March 2025		16.14	Interest to 31st May 2025
		985.14	16.14	

8.3 To agree the asset register for MPC 2024/2025.

It was proposed, seconded and unanimously agreed to accept the proposed asset register for MPC 2024/2025. See link for details [here](#).

- 8.4 The financial audit 2024/2025 to be accepted by the PC and the AGAR documentation signed.

The financial audit 2024/2025 was accepted by the PC and the AGAR documentation signed.

- 8.5 PC to agree and confirm the Annual Governance statement for 2024/2025.

The Parish Council agreed to the Annual Governance statement for 2024/2025.

- 8.6 PC to agree to adopt the accounts for year ended 31st March 2025.

The PC agreed to adopt the accounts for year ended 31st March 2025.

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

- 9.1 **Planning Application Consultation - 25/00383/FUL - Apple Tree Inn Main Road Minsterworth Gloucestershire GL2 8JQ.** Erection of detached dwelling with associated works. Link [here](#).

It was agreed that the drawings of the site seem inaccurate.

The PC would like to request more information on the drainage of the site as they have huge concerns over this.

There was no archaeological survey in the application. The PC noted that the application is between two listed buildings.

An extension to respond request has been submitted on behalf of the PC.

- 8.1 **Planning Application Consultation - 25/00423/FUL. Craycroft The Street Minsterworth Gloucester Gloucestershire GL2 8JJ.** Proposed garage conversion to habitable accommodation and single storey extension. Link [here](#).

It was proposed, seconded and unanimously agreed to support this

application.

- 9.2 Planning Application Consultation - 25/00186/FUL - Part Parcel 0074 Oakle Street Minsterworth Gloucestershire.** Erection of agricultural barn. Link [here](#).

The Parish Council rejected the application. As previously stated, there is still a lodge 'MARKA 2' outlined in the Flood risk assessment that is not mentioned in the planning application.

This needs to be removed before any decision can be made .

- 9.3 Planning Decision: Planning Decision - 25/00133/FUL - Goodwood Main Road Minsterworth Gloucestershire. Variation of Condition 2 attached to planning permission ref. 20/00522/FUL to allow for amendments to the approved drawings.** Decision- PERMIT. Link [here](#).

10.To discuss Highways updates and agree any actions.

The clearance of Watery lane has been completed by Highways.

It was noted by a Councillor that Cornham lane providing access to vehicles and pedestrians requires resurfacing. The Clerk will contact Highways to log this request.

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

- 11.1** Grass cutting costs to be agreed for 2 year term on Calcott and Ham green.

Calcotts green – See item 13.

Ham green. It was proposed, seconded and unanimously agreed that the contract is awarded to R King as the cost is the cheapest quoted. The Clerk will inform R King to proceed with a cut as soon as possible.

- 11.2** To agree to grass cutting at Church Landing yard.

It was proposed, seconded and unanimously agreed to proceed with the cut for the Church landing yard and ditch for the cost quoted by R King of £380+ Vat. The Clerk will inform R King to proceed with a cut as soon as possible.

12. To discuss and agree the allocation of PC roles and sub committees.

The following PC roles were agreed as follows.

Flood/ Snow Warden	- Cllr C Thomas
Quarterly Internal Audit	- Cllr V King
Bank Account Access	- Cllr S King, Cllr C Thomas, Cllr N Powell
Village Hall Representative	- Cllr G Taylor
Village Design statement group	- Cllr V King, Cllr N Powell
Villager representative	- Cllr R Blowey
Village Greens Sub group	- Cllr C Thomas, Cllr S King, Cllr R Blowey
Parochial Charities representative	- Cllr C Thomas, Cllr R Blowey
Speedwatch Monitor	- Cllr R Thomas

It was agreed that a PROW role was not required.

The PC is awaiting a response regarding the A48 group and will allocate a PC if required at a later date.

It was agreed to decide on the HR sub group when Cllr R Thomas is able to attend the next meeting.

13.To discuss the proposed use by of Calcott green as grazing land for cattle by local residents.

Some Government guidance was provided to the PC regarding the use of public land for grazing.

It was agreed that the green would not be permanently fenced of and the Cows would not be left to graze for a period longer than 6 months as stated in the guidance.

Public will still be able to access the area with a hook to open gate.

A Water trough will be placed on the green but no additional feed required.

It was proposed, seconded and a majority agreed that cattle should be able to graze on Calcotts green, subject to the below paperwork to be received by the Clerk.

-Right to graze confirmation from the current resident at Lower Moorcroft farm.

-Public liability document from the Farmer who owns the cattle.

-Confirmation in writing that only cattle owned by the agreed farmer will be placed on the green for grazing.

14. To agree to the annual renewal of Autospeedwatch connectivity.

It was proposed, seconded and unanimously agreed to proceed with the Annual connectivity cost of £179.00.

The Clerk will inform Cllr R Thomas.

15. To discuss the content of the Village design statement group survey sent to Parish Residents.

The PC noted that a survey had been sent to residents by the VDS group to ask if they would support a Village design Statement for the Village.

A Councillor noted that there was no option to say 'I do not want a Village design statement' on the survey.

It was confirmed that the survey results were being monitored independently. There was a three stage check to confirm the validity of responses. The survey had been designed to be fair access.

A Councillor questioned whether the public should be aware that costs would be involved in the process.

A member of the VDS group felt that the scheme could be cost neutral if needed.

A Councillor felt that there should be a majority of residents in favour of the scheme. A discussion took place around numbers needed in favour and it was agreed at 125.

Both the Village design statement group and the PC are awaiting the survey results.

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.

It was proposed, seconded and agreed by the PC that following discussion the Clerk will contact Minsterworth Village hall regarding a proposal to potentially fund new play equipment here. It was felt that parking and access would be better than the current site.

The Clerk will pause legal proceedings with GCC and the lease of the current playground.

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

Appendix 1

Information pack June 2025.

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

Meeting closed at 8:40hrs

Signed:

Date:

DRAFT