

Minutes of a Minsterworth Parish Council Meeting **held on 13th October 2025 in the Minsterworth** **Village Hall at 7.00pm.**

Present:

Cllr Nick Powell
Cllr Victoria King
Cllr Steve King
Cllr Roger Bowey
Cllr Cathy Thomas
Cllr Gordon Taylor
Cllr Ruth Thomas

Chair
Vice Chair

In Attendance:

Cllr J Smith
Kate Wilks

Borough Councillor
Parish Clerk

5 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 asked if the PC had received a response regarding Bury Lane and the state of the road as previously discussed. It was noted that Church lane residents also use Bury lane for access. It was confirmed by the Clerk that it had been reported, but no response received. It was recommended that residents also report the issue directly on fix my street. It was also recommended that the public can contact Gloucestershire highways directly through the contact telephone number online. The more complaints received the more likely the Council will take note.
The Chair will discuss Bury lane with the Gloucestershire highways representative.

1. To Receive Apologies for Absence.

Apologies were received from County Councillor S Hands.

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.)

None

3. To Allow for Dispensations.

None

4. Approval of the Minutes of the Parish Council meeting held on Monday 8th September 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.

The County Councillor sent apologies. No report was received.

6. To receive the report from the Borough Councillor.

The Borough Councillor provided a report. 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](#).

Policy review- It was agreed that the Clerk will format the list of required PC policies in to a standard document and distribute to the full PC to review. When complete these will need to be ratified by the PC formally. Cllr V King will assist the Clerk with the IT policy.

It was noted that the Villager will try to keep the number of colour pages at a minimum, though some advertisers have paid for colour, so opposite pages must also be colour. You can only use greyscale if you have 4 pages of black and white. It is not easy laying out Villager to achieve this

Cllr R Thomas noted that a replacement strap is required for the average speed camera. Cllr R Thomas will provide details of the required strap and purchase details to the Clerk for costs to be agreed at the next PC meeting.

It was confirmed that a planning inspection relating to Hygrove lane has been requested.

Cllr Smith will discuss this issue with Community officers she is meeting with in the next week.

It was agreed that the Clerk will ask the Environment agency to investigate any foul water going in to Long brook.

8. Financial Matters:

8.1 Council to accept the financial statements for September 2025.

FINANCIAL RECONCILIATION AS At 30th September 2025

CURRENT ACCOUNT

Balance B/F	£	27,430.96
INCOME	£	843.92
	£	28,274.88

EXPENDITURE (minus) -£ 946.46

BANK BALANCE TOTALS £ 27,328.42

HSBC Business Account £ 15,680.29
HSBC BMM Account £ 11,648.13

AVAILABLE TOTALS 0.00 £ 27,328.42

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

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

Minsterworth Parish Council - Proposed Financial Actions - October 2025

	Item	Expenditure	Income	Comment
1	Clerk Wages	TBC		Clerk Salary Oct 2025

2	HMRC	108.00		HMRC Payment Sept 2025
3	PATA ref 25/0135/PPS	52.35		Includes payroll for July/ Aug/ Sept. Back pay calculation for the Clerk following Pay agreement on local Government pay scales of £15.00.
4	Minsterworth Village hall	25.88		Hire of hall Meeting date 13.10.2025
5	PMP Printing Invoice 13751	153.53		Payment for October edition.
6	K Panting stamps	13.92		Purchase of stamps for Villager distribution Sept 2025.
7	Cloud next monthly website hosting charge	5.98		Monthly charge for website hosting. Reimburse Clerk.
8	R King Inv 76325	96.00		Grass cutting play area Sept £80 + Vat. As agreed at meeting 12th May 2025.
9	RBL wreath	20.00		Allocated in the PC budget for remembrance day.
10	Bank Interest 2025		14.56	Interest to 30th Sept 2025
		475.66	14.56	

The Council unanimously approved the listed expenditure for October 2025.

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

- 9.1 Planning application revision- 24/00714/FUL- Greenacres Main Road Minsterworth Gloucestershire GL2 8JG-** Replacement of stable block. Conversion of garage. Alterations to existing access- Following revision of plans. See link [here](#).

It was proposed, seconded and agreed that that application should be referred to committee through Tewkesbury Borough Councillor Cllr J Smith. Therefore, a member of the committee should visit the site.

The PC suggests that there is currently one dwelling onsite. The proposal appears to include two further buildings with kitchen and bathrooms which suggests two further dwellings. Details of this are not included in the application.

The PC would also like to note the long driveway and proposed parking which is assumed to be hard standing and would therefore affect drainage of the site.

It is also noted that the back wall on the site is next to a public road, does this need planning permission?

- 9.2 Planning Consultation - 25/00383/FUL - Apple Tree Inn, Main Road Minsterworth Gloucestershire.** Erection of detached dwelling with associated works. See link [here](#).

The Parish Council request a copy of the drainage plan for the site prior to a decision.

Therefore an extension for the PC response will be requested until this has been received and discussed.

- 9.3 Planning Decision - 25/00526/FUL - Parker Lodge Bury Lane, Minsterworth, Gloucester.** Proposed garage extension to create games room with storage within roof. **Decision - Permit.** See link [here](#).

- 9.4 S106 requests- 25/00603/OUT - Parcels 9171, 8374, Part Parcel 7166 Main Road Minsterworth Gloucestershire -** To discuss and agree the proposed S106 obligations in respect of community infrastructure relating to this application.

There was a discussion around the document drafted by Tewkesbury PC noting suggested S106 obligations.

There was a discussion around where this could be used in the village.

Suggestions included improved football pitches.

The improvement of the pound at the top of pound lane.

Possibility of further play provision at MVH.

Better/ larger fruit trees for the Ham green orchard.

The Clerk will update this document with the suggestions and distribute to the PC for review.

Cllr Smith will provide contact details of the new S106 officer at TBC to the Clerk for support.

10. To discuss Highways updates and agree any actions.

Confirmation was received from the Gloucestershire highways representative on 3rd October 2025 stating that they would contact the landowners regarding the clearance of the ditches. The PC will be kept updated.

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

11.1 To discuss the response for volunteers for Ham green and Calcotts green working groups.

There was a discussion around the working group operation.

The PC will need to approve any spending. It was suggested that if the PC wish to agree a small budget for repairs without prior approval this will need to be agreed by the PC through an agenda item.

It was noted that the fruit trees on Ham green all look well. They may need to be pruned in the Spring.

It was proposed, seconded and agreed by majority that the Village green working group could also encompass other areas in Minsterworth that require maintenance.

The Clerk will investigate the insurance cover for this.

Cllr J Smith will provide a copy of a local PC working group policy for the Clerk as a template.

12.To discuss and agree the required repair work on the bus shelters within the village.

It was agreed that the Clerk will contact a subcontractor to quote for the maintenance work and repairs required at the Minsterworth Bus shelters.

13.To discuss the repairs completed at the playground following the inspection report and any costs associated.

Cllr Blowey presented information to the PC regarding the repairs carried out to date at the Playground following the inspection.

Costs for the repairs to follow. This will be added to the agenda to agree.

It was noted that the playground equipment is still in need of update. The Clerk will contact legal representation regarding the Playground lease to push ahead. Cllr Powell will also speak to his contact at GCC.

It was noted that the Nursery based at the Harvey centre are using the Playground equipment. The Clerk will confirm whether the PC insurance covers this usage and feedback to the PC.

14.Date for Next Meeting: Monday 10th November 2025 at Minsterworth Village Hall.

Meeting closed at 20:44hrs

Signed:

Date: