

MINSTERWORTH PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held on Monday 14 May 2018, in Minsterworth Village Hall.

PRESENT:

Councillors - R Blowey – Chairman
R Crisp
S King
C Thomas
Mrs F Wallbank – Clerk

Parishioners: 9

The Chairman pointed out the emergency exits.

1 APOLOGIES: Councillor Garbutt and Elias and Borough Councillor Davies

2 DECLARATION OF ACCEPTANCE - ELECTION OF OFFICERS

The Chairman then asked for nominations for Chairman – Councillor Thomas proposed Councillor Blowey to continue as Chair – and Councillor Crisp seconded the proposal. All voted in favour and Councillor Blowey accepted the post and signed the Declaration of Acceptance. Due to the absence of Councillor Elias, the Chairman then asked for nominations for Vice-Chairman – it was agreed to defer this to the June meeting.

3 MINUTES OF THE MEETING The minutes of the meetings held on the Monday, 13 March and 9 April 2018, having been circulated with the agenda were agreed and signed.

4 DECLARATION OF INTEREST: None

5 APPOINTMENT OF:

Snow Warden	Cathy Thomas
Flood Warden	Cathy Thomas
Village Hall Committee Trustee	Chris Elias
A48 Meeting Representative	Rod Crisp

6 COUNTY COUNCILLORS REPORT: Not present

7 TEWKESBURY BOROUGH COUNCIL REPORT: Not present

8 PUBLIC COMMENT (MAX 10 MINUTES) Received

9 PLANNING

9.1 Applications:

18/00987/18/FUL The Firs, Main Road, Minsterworth: Conversion of existing outbuilding to holiday lets and change roof from flat to pitch, to be used ancillary with the main dwelling.

Comments to Tewkesbury Borough Council:

The Parish Council are unable to support this application until we have more information on what appears to be a significant increase to the footprint of the existing building.

9.2 TBC Decisions:

18/00107FUL Hill View, Main Road, Minsterworth: Erection of a single storey side and rear extension replacing conservatory - **Granted**

9.3 Appeals/Appeal Decisions: Land adjoining Hygrove Lane, Minsterworth: Variation of condition 2 of 13/01216/FUL to allow a change to the layout and variation of condition 3 to allow an increase in Gypsy & Traveller pitches from 5 to 10 - **Appeal granted by Planning Inspectorate**

9.4 Future growth of Minsterworth/Local Plan: The Chairman reported that along with Councillors Crisp and Elias they had met with Annette Roberts, Matt Barker and another representative.

1. Under the JCS there was a service village requirement of 880 houses, the Minsterworth allocation being around 40. As that number has already been exceeded, TBC do not intend to allocate any further houses to Minsterworth.
2. Under the JCS, TBC are required to formulate a Tewkesbury Borough Plan (TBP,) within which each Parish should have a settlement boundary. This is an area within the Parish where housing will be permitted, if that land is put forward by the land owner for development.
3. Within the settlement area there may be 'priority habitats' where development would not be permitted.
4. The settlement boundary established under the TBP would be reviewed every 5 years.
5. It is not possible for the Parish to cap the total numbers of houses. This can only be done by not permitting development outside of the settlement boundary.
6. Within larger development sites developers can be required to provide a mix of smaller houses and bungalows, eg "60% 2 + 3 bed houses and bungalows in accordance with local evidence". Our 'local evidence' comes from the Housing Needs Survey. This is of course not so easy for very small developments.
7. TBC provided the PC with 3 proposals for the settlement boundary at Minsterworth. The PC must select one of these, although we can make suggestions for amendments

The Chairman said he was still waiting for electronic copies of the settlement boundary plans from TBC and as soon as he had these he would circulate them to the Councillors.

10 FINANCIAL MATTERS

10.1 Accounts for payment and receipts:

Mrs F J Wallbank –

Salary 1-31 May 2018	365.18		
Less Tax	18.60	346.58	Via Bank Transfer
Inland Revenue: Tax for FJW	18.60		
Less overpayment for April	<u>13.80</u>	4.80	Cheque No: 101473
Minsterworth Village Hall – Hire of Hall: PC meeting - 9.4.18		28.60	Via Bank Transfer
Came & Company: Insurance renewal due 1 June 2018		327.33	Via Bank Transfer
Parish Magazine Printing: The Villager for May		110.45	Via Bank Transfer
Registration to ICO to comply with the GDPR (refund due to Clerk)		35.00	Via Bank Transfer
Shirley Fowler: Fees for carrying out internal Audit		50.00	Cheque No: 101474
Total Payments		£866.56	

Receipts

TBC Precept	7750.00
The Villager	97.28
Total Receipts	£7750.00

10.2 Financial Statements for the months ended March and April 2018 was circulated via email and signed by the Chairman.

10.3 Proposed Salary Increase: It was agreed to award the Clerk an increase of £10.96 per month which represents a 3% increase. The Clerk thanked the Councillors.

10.4 Accounts for the financial year ended 31 March 2018 – Consider internal Auditor’s report: Clerk reported that Shirley Fowler had completed the Internal Audit and reported as follows:

- Applied the tests as set out in Appendix 8 of the Practitioner’s Guide Governance and Accountability in Local Councils in England and Wales and found them to be satisfactory.
- Confirmed that Risk management procedures currently in place are completely appropriate, sufficient and very well monitored in accordance to the Risk Management file.
- Tested payment procedures as against receipts/invoices, cheques drawn and bank statement entries and found these to be satisfactory, also leaving a good audit trail.

Shirley therefore completed and signed Annual Internal Audit Report section of the accounts. She had submitted her invoice for these services.

10.5 Accounts for the financial year ended 31 March 2018 – Sign Statement of Assurance Statement: The Clerk had circulated a copy to all Councillors and went through it with them and she and the Chairman signed the Statement.

10.6 Accounts for the financial year ended 31 March 2018 – Signing of Accounts: The Clerk had circulated a copy to all Councillors and went through it with them and she and the Chairman signed the Accounts.

10.7 HSBC Bank Mandate Form – Signing: The Clerk reported that HSBC had issued the Parish Council with a bank mandate form for completion. Any Councillors not on the mandate will be removed from the signing instructions.

The Clerk reported that she was not able to carry out on line banking.

10.8 Training Courses It was agreed that the Chairman would attend the GAPTC Chairmanship Course to be held on the 26 June 2018 at a cost of £50.

11 MATTERS ARISING:

11.1 Highway Matters:

Redlands white stones + reflector posts: The stones have been removed however the reflector posts have not been installed. Raise with CC Awford.

Cornham signs: Still not been rectified. Raise with CC Awford

Footways: Footway on the W-o-S side of Downs Bridge is getting quite badly cracked, and although not dangerous now, it’s probably worth repairing before it gets too bad. Raise with CC Awford.

Oakle street verge: Councillor Thomas was not sure if Councillor Elias had been to site. Check with Councillor Elias.

Landing Yard ditch: Obtain update from CC Awford.

Speeding along lower road: The situation has slightly improved with the traffic lights on the A40 working. Clerk to chase loan of speed gun with Gloucestershire Road Safety.

Date of resurfacing of A48: Obtain an update from CC Awford.

A48 Meeting: Councillor Crisp confirmed that he would be attending this on Wednesday, 23 June.

Verge trimming: When the verges are trimmed can the contractor trim the field hedge side of the footway as well, to keep the brambles back. Councillor Crisp says that the footway from the end of the short dual carriageway to Oakle Street is particularly overgrown. Raise with CC Awford.

Hedge from Highnam Roundabout to Downs Bridge: the westbound road hedge has been planted with laurel trees. It was considered that these are not native species and the hedge could get hopelessly overgrown obstructing the view. Raise with CC Awford.

11.2 Community Resilience Plan: Councillor Thomas said that she and Councillor Elias had attended a mock-up of a resilience plan at Twyning with a follow up meeting on the 16 May at TBC.

11.3 Report from Village Hall Representative: In the absence of Councillor Elias the Chairman reported that things are moving ahead slowly, there is a sub-committee looking at refurbishing the kitchen and other areas of work required to the Hall.

11.4 Retention of Play Area at Minsterworth School: The Chairman reported that he had received verbal assurance that it was in order to trim the hedge and cut the grass. John Koulasek has left GCC and Lindsey Reid has now taken over. He agreed to chase this.

11.5 GDPR Compliance: It has been confirmed that Parish Councils do not require a Data Protection Officer. It was agreed to employ the services of DM Payroll Services who will carry out a data audit, templates for the policies are required to adopt and a Data Protection Impact Assessment (DPIA) and ensure that the Parish Council is GDPR compliant. This will cost £190 per council however they can offer 10% discount as they are already carrying out the service for Deerhurst Parish Council so the cost will be £170 per council with the contract for a year.

11.6 Revision to Standing Orders: The Clerk has made the required revisions to the Standing Orders as specified by NALC and these had been circulated to all Councillors. It was agreed to adopt the draft circulated.

11.7 Future of Minsterworth School: Councillor Thomas reported as follows:

- A group is looking at retaining the school for the use of the local parishioners. The group looked at the needs of the village and there is a known shortage of training facilities especially for people with learning difficulties.
- Possible turn the school into a community café/shop.
- Does the Parish Council support the group's application to arrest the current process of the LEA passing the School over the Diocese?

It was agreed that the PC would support the Group's application.

11.8 Councillor Vacancy: Following the resignation of Tony Pearson the vacancy was advertised on the noticeboards. TBC reported that no one had requested an election and the Clerk reported that one person had expressed an interest of joining the Parish Council, so the Parish Council were able to co-opt. The Chairman said that he welcomes Sharon Ingham.

12 CORRESPONDENCE: Correspondence for notification had been circulated to Councillors via email for their information

13 MATTERS RAISED FOR NOTIFICATION:

Incident at Hygrove Lane: A tree had been illegally cut down however the people concerned with the tree said they cut down the wrong tree.

There has been a lot of thefts in the area and parishioners need to vigilant.

14 DATE FOR NEXT MEETING: Monday, 11 June 2017 at 7.30pm

The meeting closed 8.43pm.