

## MINSTERWORTH PARISH COUNCIL

Minutes of the Parish Council Meeting held on Monday, 11 June 2018, in Minsterworth Village Hall.

### PRESENT:

Councillors - R Blowey – Chairman  
R Crisp  
C Elias  
N Garbutt  
S Ingham  
S King  
County Councillor P Awford  
Mrs F Wallbank – Clerk

Parishioners: 6

**1 APOLOGIES:** Borough Councillor Davies and Councillor Thomas.

**2 MINUTES OF THE MEETING** The minutes of the meeting held on the Monday, 14 May 2018, having been circulated with the agenda were agreed and signed.

### 3 DECLARATION OF ACCEPTANCE BY NEW COUNCILLOR

The Chairman welcomed Sharon Ingham to the Council. Councillor Ingham signed the Declaration of Acceptance form.

The Chairman wanted to publicly thank Tony Pearson for all the work he had put into Parish Council business especially in connection with Broadband.

**4 DECLARATION OF INTEREST:** Councillor Elias declared an interest in 18/00560/APP.

### 5 COUNTY COUNCILLORS REPORT:

- There has been some criticism that the two hills in Westbury are being resurfaced before the Minsterworth section which is in dreadful condition. This should be done late Summer – the stretch from The Dinney to around Church/Bury Lane.
- Weed spraying will be carried out from the 11 July and he is aware of the extra work that MPC would like done.
- Over Roundabout closures should finish this week.
- Following a poor Ofsted report on the Children and Young People Services a recent inspection has confirmed that the services are improving.
- He is on the working group for the Tewkesbury Borough Plan
- Attended the Appeal along with BC Davies regarding the proposed 40 dwellings at Oakridge. It is not sure which way the Inspector will decide.

**6 TEWKESBURY BOROUGH COUNCIL REPORT: Not present**

**7 PUBLIC COMMENT (MAX 10 MINUTES)** Received.

### 8 PLANNING

#### 8.1 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 has **no objections** to this application

Councillor Elias took no further part in the discussion regarding this application:

**18/00560/APP** Part Parcel 3947, Main Road, Minsterworth: Approval of Reserved Matters (appearance, landscaping, layout and scale) for the erection of 4 dwellings and vehicle access,

including discharge of conditions required under reserved matters stage further to outline planning permission 16/00823/OUT

Comments to Tewkesbury Borough Council:

The Parish Council has **no objections** to this application

**8.2 TBC Decisions: 18/00242/FUL** Enderley, Main Road, Minsterworth: Conversion of existing garage/store/workshop to dwelling and creation of vehicular and pedestrian access - **Granted**

**8.3 Appeal Decisions: None**

**8.4 Tewkesbury Borough Plan – Define settlement boundary for Minsterworth:** The Chairman circulated the maps received from TBC for discussion. Councillors studied the maps and considered the 3 options submitted by TBC for the Minsterworth settlement boundary, ie where development MIGHT be allowed in the future. After a lengthy discussion, Minsterworth Parish Council (MPC) chose the smallest of the three options suggested by TBC, with the following additional points:

1. MPC favour cluster development of houses over ribbon
2. Therefore, MPC's proposed settlement boundary is in two blocks, with a block of green space between each of the blocks
3. one of the two 'blocks' would effectively be two rows of houses north of the A48, because there are effectively two rows of houses currently south of the A48. The second block was in the triangle between Pound Lane and Watery lane, where there are already recently permitted developments
4. MPC have followed field boundaries, because that was the line followed by TBC in their proposals.
5. MPC would hope that Highways would impose a 30mph or 40mph limit through the settlement area

Currently this is the only opportunity MPC has to influence where further development in Minsterworth will take place and will be open to further review in 5 years-time. It was made clear that these are only proposals to TBC, and the proposals may well be subject to further modification. When the settlement boundary had been finalised it was agreed to promote this in The Villager.

## 9 FINANCIAL MATTERS

### 9.1 Accounts for payment and receipts:

Mrs F J Wallbank

Salary 1-30 June 2018	376.14		
Less Tax	<u>20.80</u>	355.34	Via Bank Transfer
Inland Revenue		20.80	Cheque No: 101475
Parish Magazine Printing: Printing The Villager – June		110.45	Via Bank Transfer
Minsterworth Village Hall – cost of meeting Held on 14.5.18		28.60	Via Bank Transfer
DM Payroll Services – GDPR compliance		170.00	Via Bank Transfer
Cost of printer cartridge – refund due to Councillor Crisp		28.00	Cheque No: 101476
<b>Total:</b>		<b>£713.19</b>	

### Receipts:

The Villager – Advertising Costs

**Total:** **£64.80**

**9.2 Financial Statement** for the month ended May 2018 was circulated via email and signed by the Chairman.

## 10 MATTERS ARISING:

### 10.1 Highway Matters:

**Gigaclear:** The Chairman reported he had a meeting with CC Awford and Gigaclear to discuss the issue of where the broadband cabling will cross the river to service Longney. Negotiations are with several landowners in Minsterworth. Minsterworth's superfast broadband will connect onto Highnam.

**Cornham Sign** – Still not been done.

**Redlands Barn:** Reflector posts still not been done.

**Speeding along the Lower Road:** Clerk still chasing Gloucestershire Road Safety Partnership.

**Landing Yard Ditch by The Church:** CC Awford said that IDB had agreed to clear out the ditch if a local farmer could take away the silt however they were not in the area at the moment.

**A48 Meeting:** At the last A48 meeting there was discussion in amalgamating with the FOD Road Safety Group and suggested the PC sent a representative along to the next FOD Road Safety Meeting which is on Tuesday, 12 June at 10am. Councillor Garbutt said he would attend.

**Hedge from Highnam Roundabout to Downs Bridge:** The Clerk had received a reply back from TBC Enforcement who stated that the planting of a laurel hedge was not a matter for TBC and was more of a civil matter unless the hedge causes a Highways safety issue and then it would be a matter for Gloucestershire Highways.

**10.2 Community Resilience Plan:** Councillor Elias reported that he and Councillor Thomas had attended the follow-up meeting at TBC on the 16 May which was very interesting. Following this meeting he said that he and Councillor Thomas were going to review the current resilience plan.

**10.3 Report from Village Hall Representative:** Councillor Elias reported there had been an increase in bookings, the Committee had gone to tender with 5 contractors to carry out the works that had been recommended and the Committee were in the process of obtaining a grant to help towards the cost of the proposed works. Village fete Saturday, 16 June.

**10.4 Retention of Play Area at Minsterworth School:** The Chairman reported that Lindsey Reid is waiting for Legal Services to allocate the case to a Solicitor. He thanked those people concerned who are keeping the Play Area tidy. It was agreed that Councillor Ingham would write a short article in The Villager requesting assistance in keeping the area neat and tidy.

#### **10.5 GDPR Compliance:**

Following the Clerk's meeting with DM Payroll Services the Clerk took the Councillors through the paperwork and the Data Protection Impact Assessment.

Following the review of the GDPR documents it was decided to:

- Purchase an individual hard drive at an approximate cost of £45
- Remove Councillors contact details off the website and state that "if you wish to contact a Member of the Parish Council please contact the Clerk"
- Use the services of a shredding company at a cost of £25 for 5 black bags if required
- Councillors should consider setting up a dedicated email address for council business
- Councillors should go through their council paperwork and computers and delete any contact/information/letters/email that they no longer have a legal right to hold
- Adopt the privacy policy, retention policy and place these on the website
- Adopt the other policies as circulated
- The Chairman and Clerk signed the Data Protection Impact Assessment

Councillor Elias wanted to personally thank the Clerk for the time spent in getting MPC compliant with GDPR

## **11 CORRESPONDENCE:**

### **Any Other Correspondence:**

**GCC – Diversion of Footpath EMW17 off Hygrove Lane, Minsterworth:** The Public Path Diversion Order was confirmed as an unopposed Order on the 30 May 2018. The Order comes into force on the 30<sup>th</sup> May 2018, but if any person aggrieved by the order wants to question its validity, or that of any provision contained in it, on the ground that it is not within the powers of the Highways Act 1980, as amended, or on the ground that any requirement of the Act, as amended, or of any regulation made under the Act has not been complied with in relation to the order, he or she may, under paragraph 2 of Schedule 2 of the Act as applied by paragraph 5 of schedule 6 of the Act, within 6 weeks from the 7<sup>th</sup> June 2018, make an application to the High Court.

**TBC – Town and Parish Seminar:** Thursday, 20 September 6pm

**12 MATTERS RAISED FOR NOTIFICATION: None**

**13 DATE FOR NEXT MEETING: Monday, 9 July 2018 at 7.30pm**

The meeting closed 9.16pm.