

MINSTERWORTH PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held on Monday, 12 May 2014, in Minsterworth Village Hall.

PRESENT:

Councillors - R Blowey (partial attendance)
N Garbutt
S King
C Thomas
Mrs F Wallbank – Clerk
Parishioners: 4

In the absence of the Chairman it was agreed that Councillor Thomas would chair the meeting.

1 APOLOGIES: Councillors Crisp, Few, Ruffley and County Councillor Awford.

2 MINUTES OF THE MEETINGS held on Monday, 11 March were agreed and signed.

3 ELECTION OF OFFICERS AND DECLARATIONS OF ACCEPTANCE

Councillor Thomas proposed that Councillor Richard Few continued as Chairman for another year and Councillor King seconded the proposal. It was agreed that Councillor Few would sign the Declaration of Acceptance next month. Re Vice Chairman Councillor Thomas proposed this matter be deferred to the June meeting when more Councillors would be present. Councillors were in agreement.

4 DECLARATION OF INTEREST: None

5 APPOINTMENT OF:

Snow Warden	Cathy Thomas
Flood Warden	Cathy Thomas
Village Hall Committee Trustee	Defer
A48 Meeting Representative	Defer

6 COUNTY COUNCILLORS REPORT: Not present

7 BOROUGH COUNCILLORS REPORT: Not present

8 PUBLIC COMMENT (MAX 10 MINUTES): Comments taken.

Councillor Blowey entered

9 PLANNING

9.1 Applications:

14/00328/FUL Northview, Main Road, Minsterworth: Erection of single storey rear/side extensions. New Ground floor windows in lounge and playroom:

Comments to Tewkesbury Borough Council:

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

9.2 Decisions:

13/01216/FUL Parcel 7710 Hygrove Lane, Minsterworth: The use of land for the stationing of static and transit caravans for residential purposes for 5 no gypsy pitches, together with the formation of additional hardstanding and utility/dayrooms ancillary to that use – **Refused**

12/01122/FUL & 12/011233/LBC Apple Tree, Main Road, Minsterworth: Replace 6 windows at the rear, 1 door and side screen to restaurant and 1 door at first floor level etc - **Granted**

9.3 Appeals/Appeal Decisions/Site Inspections:

Appeal Decisions:

APP/G1630/D/14/2215592: Highcross House, Minsterworth: First Floor extension to dwelling:

Appeal allowed.

APP/G1640/A/13/2204082: and at North and South Stables, Starcroft Lane, Minsterworth:

Change of use of the land to 4 pitches for travellers with associated works and landscaping proposals for a temporary period of 2 years – **Appeal allowed** (The 2 years commenced from the date of the permission ie 13 March 2014)

10 FINANCIAL MATTERS

10.1 Accounts for payment and receipts:

Mrs F J Wallbank –

Salary 1-31 May 2014	328.12		
Less Tax	31.40		
Plus tax overpaid for April	<u>12.80</u>	309.52	Cheque No: 101225

Inland Revenue: Tax for FJW		18.60	Cheque No: 101226
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Minsterworth Village Hall – Hire of Hall:

PC meeting - 14.4.12	28.60		
Annual Grant re The Villager	<u>400.00</u>	428.60	Cheque No: 101227

Came & Co renewal due 1 June 2014		328.25	Cheque No: 101228
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Biz Stationers: Cost of photocopying Annual

Parish Assembly Leaflets	40.58		
	<u>VAT 8.12</u>	48.70	Cheque No: 101229

(Refund due to Clerk as paid at time of Collection)

Mrs C Thomas: Reimbursement of refreshments

For Annual Parish Meeting		8.52	Cheque No: 101230
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Total Payments **£1142.19**

Receipts

HM Revenue & Customs refund		91.36	
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Precept for 2014/5		6986.00	
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TBC: Grant towards cost of hiring toilet

For Severn Bore Watchers		450.00	
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Total Receipts **£7527.36**

10.2 Financial Statement for the month ended April 2014 was circulated – contents noted.

10.3 Accounts for the year ended 31 March 2013 –Signing: 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.
- Understands that no Petty Cash system operates within the Parish Council

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

The Clerk circulated copies of the accounts and took the Councillors through and completed the Statement of Assurance. The accounts were agreed and then signed and dated by the Chairman and Clerk.

10.4 Salary Increase – Clerk: It was agreed that her salary would be increased by 3% which represents £9.84 per month. The Clerk thanked the Councillors.

11 MATTERS ARISING:

11.1 Resignation of Councillor: The Clerk reported that she had received a letter of resignation from Councillor Ruffley which the Councillors reluctantly accepted but fully understood. The next step would be to contact Lin O’Brien at Tewkesbury Borough Council so that she could generate a notice of the vacancy which could be advertised around the Parish. Clerk to arrange for a few lines to be put in the June edition of The Villager.

11.2. Highway Matters:

Church Lane Turning off the A48: Although the installation of the bollard island has made some improvement to the turning it was felt that it was still dangerous and needs more attention. Recently two vehicles were coming from Westbury direction and were waiting to turn right into Church Lane and there was a queue of traffic coming from Gloucester – two vehicles were impatient to overtake the slow vehicle leading this queue and went to overtake it but were faced with the two cars waiting to turn into Church Lane. Clerk to email Richard Waters and copy in County Councillor Awford.

Rat Run signs: The Clerk reported that she had contact TBC regarding the possibility of a Capital Grant to fund new signs as suggested by Borough Councillor Davies. TBC said that this grant scheme would not normally fund this type of project however provided the project met all the criteria it could be put forward for consideration by members at the next working group meeting in June. Clerk to complete the application. If unsuccessful the Parish Council could print of 12 A3 signs and have them laminated or alternative have “proper” signs made but a price would have to be obtained for this.

A48 Meeting: The Clerk reported that Councillor Crisp had attended the A48 meeting the previous week and would report at the next meeting.

Late on the A48: Councillor Blowey asked if the Clerk had received any responses from Parishes to the email that she had sent out especially Westbury-on-Severn PC who were putting a response. The Clerk reported that she had not received any other comments and was awaiting Westbury’s response which she would chase.

11.3 Affordable Housing Scheme: Following the Chairman’s update at the Annual Parish Assembly Councillor Blowey reported that the next step would be for a “development group meeting” with Councillors, landowner, Erin Davies (TBC), Martin Hutchings (GRCC), David Hannon (Rooftop) and David Wint (Quattro) present – date for this 21 May at 6pm – the object of this meeting will be to discuss potential site designs by Rooftop’s architects Quattro. Following this meeting a public consultation needs to be held re the site design probably with a weekday evening plus a Saturday so as many people as possible can make it. Looking at possible dates of 26-28 June 2014.

Service Village Forum: Councillor Blowey reported that he and Councillor Crisp had attended a forum. Minsterworth was one of 13 Service Villages and these villages have been challenged to provide 600 houses by 2020. When all villages or settlements have been “defined” then there will be a difficult task deciding how many of the 600 houses are to be allocated to each village.

Councillors Thomas and Crisp will be going to TBC on Thursday to match up the Parish Council’s map defining the parameters of the village with what TBC thinks.

11.4 Welcoming Leaflet: Councillor Garbutt had revamped this leaflet and had circulated copies to Councillors. Councillors thanked him for re-doing this. Councillor Garbutt said he would send the Clerk a copy of this file for her retention.

11.5 Dog Fouling: Councillor Garbutt said he would raise this with the Governors again and it was agreed that the Clerk would email the Head.

11.6 Flood Alleviation proposals for River Severn West of Gloucester: A meeting was held on Friday, 25 April in Maisemore Village Hall which was chaired by County Councillor Awford and was arranged by Jeremy Chamberlayne . It was agreed that this meeting was badly organized with Minsterworth only being informed about the meeting by County Councillor Awford. The Chairman had attended and would report further at next month's meeting. The object of the meeting was to agree support for a petition to be sent to the Minister, Owen Patterson regarding the work that needed to be undertaken between Sandhurst and Minsterworth to enhance flood flow through the constriction in the flood plain by the creation of flood bypass channels, river dredging, tree maintenance and any other work as may be deemed necessary.

12 CORRESPONDENCE:

12.1 TBC Town/Parish Seminar Wednesday, 11 June, Abbeyfields Community Centre, Winchcombe: The Parish Councillors wanted to know what the agenda would be and then they would decide whether to attend.

11 MATTERS RAISED FOR NOTIFICATION: None

13 DATE FOR NEXT MEETING: Monday 9 June 2014 at 7.30pm

The meeting closed 8.40pm.