

## MINSTERWORTH PARISH COUNCIL

Minutes of the Parish Meeting held on Monday, 9 March 2009, in Minsterworth Village Hall.

### **PRESENT:**

Councillors - T Bourne  
R Crisp  
R Few – Chairman  
S King  
S Ruffley  
L Simms  
C Thomas  
Borough Councillor D Davies  
County Councillor P Awford (partial attendance)  
PC Sian Roberts (partial attendance)  
Mrs F Wallbank – Clerk  
Parishioners: 5

**1 APOLOGIES:** No apologies

### **2 MINUTES OF MEETING:**

The minutes of the meeting held on the Monday, 9 February 2009, having been circulated with the agenda were amended, agreed and signed.

**3 DECLARATION OF INTEREST:** County Councillor Awford on agenda item 9.6

The Chairman said he would bring forward agenda item 9.6 as Sian Roberts had to attend another Parish Council meeting.

Sian Roberts introduced herself as the Police Officer for Minsterworth and the corridor along the A48. She would be supporting PCSO Rob Gee who was Minsterworth's new PCSO as Sean Clarke had changed his areas. Her remit is to promote Neighbourhood Policing and be known in the Community and to develop Community engagement with the police. PCSO Gee had already made a visit to the School.

She reported the crime figures for February and this was one theft within a rented property – some tenants left and took property that was not theirs.

Councillors felt that there should also be a police presence at 9am and 5pm (rush hour).

The Clerk said that Sian was responsible for the Neighbourhood Policing meetings and whilst Councillor Bourne could not attend the first meeting he would like to attend future meetings.

### **4 COUNTY COUNCILLORS REPORT:**

Apologised that he could not stay for the whole meeting as had to attend Maisemore PC meeting. He would like to discuss with the PC the responses from Richard Gray regarding the various Highway Matters, which were as follows:

**Minsterworth Garage – Drains** Richard Gray reported that he has not yet commissioned the CCTV survey of the drains and that resources would not be available until the new financial year.

Clerk to respond to Richard Gray stating that not only it is a problem for the garage owner when his forecourt floods it is also dangerous as the A48 carriageway also becomes flooded. The PC are disappointed that Glos Highways do not see this problem as a priority

#### **Turning into Bury Lane from A48 –**

Councillor Bourne reported that following the works to the house that needed underpinning this area has become very messy and needs to be tidied up. One of the Councillors reported that he had had a near miss when he was turning left into Bury Lane and a car was coming up the same junction. The "no entry" sign painted on the road is very faint. This should be included in a site

visit

**Watery Lane /Lower Lane** – Richard Gray reported that he recently visited these sites and noted that a major contributing factor to the surface water on the highway was the lack of maintenance of the road side ditches. He stated that it was the responsibility for maintaining these ditches lies with the adjacent riparian land owner and suggested that the PC approach the landowners direct and should this fail to produce any action contact Robert Nightingale, Land Drainage Manager at Tewkesbury Borough Council. However he would be happy to attend any meeting with all interested parties, on site to discuss this issue further.

Councillors reported that Glos Highways have previously cleared the ditches. Clerk to organise a meeting with the relevant parties.

**Salting of A40 & A48 during snow** – Richard could not comment on the A40 as this is still a Trunk Road and the responsibility for preventative salting lies with the Highways Agency. Regarding the A48 he advised that the log for that day stated that at 4.30am pre-salting of the primary routes was undertaken given the predicted snow, once this run had been completed the gritters were reloaded and a second run undertaken. Given the extensive snow falling at 13.00 hours the gritting vehicles commenced ploughing these roads.

**Road Markings – Hatchings by turning to Church Lane** – Richard Gray had discussed this matter with his colleague Andrew Parker-Mowbray , Team Leader Road Safety Partnership, who has given consideration to the points raised about potential conflicting signing and road lining. He had been advised that without the hatching down to one lane, vehicles would continue to overtake and potentially come into conflict with right turning vehicles. The current layout is appropriate for this location.

Councillor Ruffley reported that he was waiting to turn right into Church Lane and a tractor was coming from the Minsterworth direction which was being overtaken by a car heading in his direction. Clerk to respond to Richard Gray stating that while the PC note his colleagues’ considered professional opinion local and historical knowledge from road users know differently. Include on site visit.

**Bus Stop, Hygrove Lane** – Richard Gray’s email reported that the modification works are still within the works programme awaiting resources and anticipates resources not being available to undertake these works until the new financial year.

**Standing Water by “The Dell”** - This can be attributed to a hollow in the alignment of the carriageway. He noted that there was a gully close to this water and he had asked Alan Smith, the Senior Highways Representative, to investigate the possibility of a new gully being constructed in this low spot and connected to the existing system and he does not anticipate resources being available, should the above be a viable option, until the new financial year.

County Councillor Awford had arranged to tour the whole of his ward with Richard Gray on the 18 March but felt that Minsterworth required their own meeting as there were so many unresolved matters. He would email Richard Gray accordingly. Suggest Rob Nightingale also attends to discuss Watery and Lower Lane.

#### **Deterioration of Roads in the County**

Borough Councillor Davies stated that there was a general deterioration of numerous Roads in the County with some in a disgraceful state and asked the County Councillor why urgent repairs have not be done in the current financial year? He stated that the County Council needed to get their act together concerning minor roads and under Section 41 of the Highways Act it was the County Council’s obligation to keep the roads in a satisfactory condition.

County Councillor Awford responded by saying £½M on A roads but this did not extend to B and C roads – just secured another £300,000 but that would not go far.

Councillor Thomas reported that one of the grit boxes had been restocked.

#### **5 BOROUGH COUNCILLORS REPORT:**

- Very sadly Bob Austin passed away on the 25 February 2009

- He attended a recent Joint Core Strategy meeting. The final RSS (Regional Spatial Strategy) will be published in the summer and requests Authorities to have a Joint Core Strategy. In March 2008, Gloucester City Council, Cheltenham Borough Council and Tewkesbury Borough Council, with input from Gloucestershire County Council, decided to produce a Joint Core Strategy.
- Producing a Joint Core Strategy presents a number of opportunities. In particular it means that cross-boundary issues can be addressed and that a consistent approach can be taken towards new development. Producing a joint strategy is also consistent with recent national and regional planning policy.
- The Joint Core Strategy will cover Gloucester City, Cheltenham Borough and Tewkesbury Borough.
- The South West Regional Assembly (SWRA) will replace the Regional Assembly. The SWRA is a partnership of Councillors from all local authorities in the region and representatives of various sectors with a role in the region's economic, social and environmental well-being. It covers an area of 23,829 square kilometers from Gloucestershire, Dorset and Wiltshire to the Isles of Scilly, and represents a population of almost five million.
- The South West Regional Assembly exists to promote the economic, social and environmental well-being of all who live and work in the region. It reviews and develops wide ranging strategies at the regional level to provide an over-arching vision for the South West. It works to provide a voice for the region and aims to develop the capacity for further action at the regional level.
- It will be funded by the Government with funding of around £3million with the Regional Assembly previously having funding of £5 million.
- He handed over a copy of the ruling on the hearing between Mr Brazil and the Secretary of State for Communities and Local Government as First defendant and TBC as the second defendant. [The Chairman said that this matter would be discussed further under agenda item 7.6.]

## **6 PUBLIC COMMENT: (MAX 10 MINUTES)**

The Chairman adjourned the meeting while the public made their comments.

## **7 PLANNING**

**7.1 Applications: 08/01585/FUL** High Cross House, Watery Lane, Minsterworth: New hay store and machine, animal shelter – Revised plans. The Councillors had no objections to the revised plans but are still awaiting drainage details for the building.

**08/01506/FUL** The Firs, Main Road: Alterations to and conversion of existing detached garage to provide a residential annexe to the main dwelling – Application withdrawn

**7.2 TBC Decisions:** None to report

**7.3 Appeals:** None

**7.4 The Firs, Main Road, Minsterworth** – The Chairman reported he:

- Went to the property and met with Mr Michael O'Brian and also met his brother-in-law.
- Asked how many other families were living on the site and he was informed that it was only his brother-in-law however his father visited to exercise the dog
- Concerns had been raised by neighbours that there are several families living on site in the caravans at the back of the property and also there are a considerable number of black bags put out for collection. Mr O'Brian said he had four children.
- Mr O'Brian gave his assurance to the Chairman that the caravans were not being lived in however since his meeting he has asked several neighbours who confirmed that there are lights on in at least two of the caravans at night.
- Informed Mr O'Brian that if the Parish Council received further complaints he would

visit him again.

Borough Councillor reported that TBC had another meeting with Mr O'Brian last week and the case has now been reopened. Clerk to obtain an update from TBC.

**7.5 Land at The Lodge, Hygrove, Minsterworth** –The Clerk reported that she had emailed Sarah Freckleton for an update but did not receive a reply in time for the meeting. Councillors were extremely disappointed in TBC's definite lack of action regarding this matter. It is now 25 months over the date when the Planning Inspectorate said that the site should be vacated and TBC appear to be doing nothing about this. Councillors reported:

- What was the point of TBC incurring the expense of going to the Planning Inspectorate, obtaining a ruling and then doing nothing about it?
- Not fair on existing traveller families who have been in the village for sometime as all traveller families are now "tarred with the same brush".

**7.6 The Ryders** – Borough Councillor Davies explained that Mr Brazil took out a judicial review of the Secretary of State's decision regarding The Ryders and had TBC as second defendant. TBC did not attend the Hearing. He heard about this after the Hearing and expressed his dissatisfaction with the Legal Department at TBC.

The Chairman reported that he was extremely disturbed to find out from the local press about this matter and he along with fellow Councillors feel that TBC has let the Parish down once again. Although the outcome of the Hearing was positive for the Parish it may well not have been.

It was agreed that the Clerk should write a letter of dissatisfaction to Sara Freckleton with a copy to the CEO about this matter and the Land at The Lodge.

## **8 FINANCIAL MATTERS:**

**8.1 Accounts for payment and receipts** - Councillors agreed the following finances:

Mrs F J Wallbank:

Salary 1-31 March 2009	283.36	Cheque No: 100990
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Minsterworth Village Hall:

Hire of Hall PC meeting 9.02.09	26.00	
Hire of Hall PC meeting 9.3.09	<u>26.00</u>	52.00

Cheque No: 100991

Severn Signs Ltd – Supply new name & dates for honours board	10.00	<u>1.50</u>	11.50	Cheque No: 100992
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Brandon Hire – hire of toilets for Severn Bore	60.00	VAT <u>9.00</u>	69.00	Cheque No: 100993
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<b>Total Payments</b>			<b>£415.86</b>	
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### **Receipts**

<b>Total Receipts</b>			<b>£0.00</b>	
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The Clerk reported that she had been advised by TBC that a BACS transfer of £450 had been made to the PC's bank account for the cost of providing portable toilets for the Severn Bore events.

**8.2 Financial update to end of February 2009** - This was circulated with the agenda -noted.

**8.3 Internal Audit** – Review effectiveness, appoint Internal Auditor. The Clerk reported that she had contacted Shirley Fowler to ascertain whether she would be willing to carry out the Parish Council's audit? She said that she would and the cost would be £30. The Clerk confirmed that Mrs Fowler was:

- Competent to carry out the work as she has a very good understanding of basic accounting processes as previously working for the Inland Revenue.
- She understands the role of the internal audit in reviewing the Parish Councils systems

- She is familiar with risk assessment issues and the understanding of accounting requirements of the legal framework and powers of local councils.
- The Councillors were happy that the current systems in place for Internal Audit control were adequate.

**8.4 Financial Regulations** – These were circulated to the Councillors to consider whether any reviews needed to be made. Councillor Bourne felt that Financial Regulation no 10.1 should be revised to “Any proposed expenditure must be agreed by the Parish Council and entered in the minutes”.

**8.5 Repairs to Noticeboard opposite School** – The Clerk reported that the cork needs replacing but she did not have an exact costing however she felt that the charge would be low. Councillors agreed the necessary repairs.

**8.6 Hire of Toilet for Severn Bores** The Clerk reported that she contacted Border Loos and they had quoted £55 plus VAT per event for the hire of a portable loo but it was too short notice for the event on the 11/12 February. However, Brandon Tool Hire was able to deliver a toilet for the event and at a charge of £60 plus VAT. For future events they have agreed to match the price of Border Loos of £55. Clerk had ordered a toilet for the 12/13 March event.

## **9 MATTERS ARISING:**

**9.1 Neighbourhood Watch** – Several reports received:

- Distraction burglary in Mile End on 24 February between 4-5pm
- 27 February – Parkend – Two men entered a garden and when challenged by homeowner one of the males hit the victim with a household hammer. Male 1 described as white, very thin 15-18 years old, 5ft 6in, unshaven with a small goatee beard and wearing a dark hooded bomber jacket. Male 2 white, stocky, 5ft 8in, heavy stubble and wearing dark blue scruffy trousers
- 27 February – Churcham – Two houses were burgled.

**9.2 Report from Representative from Village Hall Committee** – Nothing to report.

**9.3 Highways Matters** – Discussed under the County Councillor’s report.

### **Other Highway Matters:**

**Footpath A48 to Church Lane** – Reports that this footpath is overgrown. Clerk to report to GCC

**Railings by Walkers Farm, Lower Road** – Require repairing – Clerk to report.

**Dog Fouling** – There is a considerable amount of dog fouling occurring on public footpaths which is a fineable offence. Clerk to put a note in The Villager reminding dog owners of their responsibility to clean up after their dogs.

**9.4 Website for Parish Council** – Councillor Ruffley reported that he had:

- Spoken with the Clerk over the telephone after she had spoken with her niece who was happy to help design a website but would not be able to manage it. The Clerk had ascertained that to purchase some web space, a domain name and software for uploading information to the web would be around £24.99.
- Spoken to several Councillors prior to the meeting.
- Realistically a timescale of 4 months would be long enough to have the website up and running.
- Drafted on paper a template for the website.

Councillor Thomas proposed that the Parish Council would go ahead with the website, Councillor Simms seconded the proposal - six Councillors voted in favour of the motion with Councillor Bourne voting against the motion.

**9.5 Annual Parish Assembly** – The Clerk reported that all the reports were now in and she would send the copy for printing to Print by Design and get the leaflets distributed with The Villager. Clerk to contact Tony Pearson about delivery.

PCSO Rob Gee and Richard Gray from Glos Highways had agreed to attend. It was agreed that the Clerk should also invite Sara Freckleton and the new Chief Executive from TBC.

Councillor Thomas said she would provide refreshments at the meeting but would like some assistance to prepare the refreshments.

**9.6 Police** – This agenda item was discussed at the start of the meeting to allow Sian Roberts to attend another Parish Council meeting.

**9.7 Calor Village of the Year** –It was agreed that the Clerk should put a note in the APA leaflet to see if any parishioner would be willing to complete the entry form.

**9.8 Risk Assessment** – The Clerk reported that this required an annual review and it was agreed to meet at the Chairman’s house. Date to be arranged. [Thursday, 19 March.]

**10 CORRESPONDENCE:**

**TBC Strategic Housing Land Availability Assessment (SHLAA) 2008/09** – This does not apply to Minsterworth due to the “no build” policy.

**11 DATE/ARRANGEMENTS FOR ANNUAL PARISH ASSEMBLY:** Thursday 16 April 2009 at 7.30pm.

The meeting closed at 9.00pm.