

MINSTERWORTH PARISH COUNCIL

Minutes of the Annual General Meeting held on Monday, 11 May 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: 8

1 APOLOGIES: No apologies

2 ELECTION OF OFFICERS AND DECLARATION OF ACCEPTANCE

Chairman - The Clerk asked for nominations for Chairman. Councillor Ruffley proposed that Councillor Few continue as Chairman. Councillor Crisp seconded the proposal and it was unanimously agreed. Councillor Few accepted the position and signed the declaration of acceptance.

Vice-Chairman – Councillor Thomas proposed that Councillor Ruffley continue as Vice-Chairman. Councillor Crisp seconded the proposal and it was unanimously agreed. Councillor Ruffley accepted the position.

3 APPOINTMENT OF:

Snow Warden	Cathy Thomas
Flood Warden	Cathy Thomas
Village Hall Committee Trustee	Simon Ruffley
A48 Meeting Representative	Terry Bourne

4 MINUTES OF MEETING:

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

5 DECLARATION OF INTEREST: County Councillor Awford on police matters.
Councillor Crisp on High Cross House, Watery Lane, Minsterworth

6 COUNTY COUNCILLORS REPORT:

- Elections on the 4 June 2009
- Nothing much to report on Highways.

The Chairman reported that Cornham Lane was not in a good condition however a “gang” from Glos Highways had been seen filling in about 7 potholes however part of the lane towards Mrs Trigg’s house did not receive any attention.

Councillor Bounre said following on from the tour of the Village the Church Lane slip road remains an accident black spot – the hatching is quite worn and County councillor Awford said he would get this remarked. Sian Roberts said that she would report this to the Road Policing Unit.

7 BOROUGH COUNCILLORS REPORT: It was agreed to bring forward agenda items 9.5 and 9.6

The Firs, Main Road, Minsterworth – Borough Councillor Davies reported that he was relieved that finally TBC is taking some action regarding this matter. Officers are busy gathering information and a site meeting has been made for Thursday, 14 May with the senior planning officer, enforcement officer and a planning

consultant representing Mr O'Brian present. At the meeting the applicant will be told what he can and cannot do etc. Borough Councillor Davies to get TBC to report to the Parish Council.

Land at The Lodge: The Chairman reported:

- Building/digging works are going on at the site with a new hard standing being created presumably for further caravans to be moved onto the site.
- There is now considerable traffic movement up and down the lane creating a hazardous situation.
- This site should have been vacated February 2007
- Had received a report from a local resident that very soon villagers would see further caravans brought onto another site in Minsterworth.

Borough Councillor Davies said that TBC could not assume anything and had to act within the law. In the RSS it is stated that more sites had to be created and some districts had not supplied any.

County Councillor Awford said that TBCs fixed sites had now been transferred to GCC and they now need to find another 90 odd pitches in the area.

Several Councillors felt quite strongly that some travellers in Minsterworth who are flaunting planning etc are causing all the travellers to be "tarred with the same brush" which is unfair on those travellers who abide by the rules.

Councillor Thomas asked CC Awford who owned Elmbridge Court. He replied GCC and was a potential park and ride site.

Borough Councillor Davies finished by reporting that TBC was undergoing a management restructure and he was making sure that the planning department would be up to scratch and changes will be made for the better.

8 PUBLIC COMMENT: (MAX 10 MINUTES)

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

9 PLANNING

9.1 Applications: 09/00307/FUL High Cross House, Watery Lane, Minsterworth: First floor and attic extension to dwelling.

Extension until 12 May 2009:

Comments to Tewkesbury Borough Council:

The Parish Council wish to **object** to this application as it is disproportionate to the original footprint. Also the existing dwelling is prominently sited within an attractive rural area and the proposed extension by reason of its size, height, design and location would increase the apparent size and bulk of the dwelling resulting a more visually intrusive building which would be harmful to the appearance of the landscape and the rural character of the area. The proposed development would therefore be contrary to Policies S6, S7 and NHE1 of the Gloucestershire Structure Plan Second Review and in Policies GNL1 and LND4 of the TBC Local Plan to 2011-March 2006.

9.2 TBC Decisions: 08/01585/FUL High Cross House, Watery Lane, Minsterworth: Erection of agricultural storage barn and animal shelter - **Granted**

9.3 Appeals: None

9.4 The Firs, Main Road, Minsterworth – This was discussed earlier – see above.

9.5 Land at The Lodge, Hygrove, Minsterworth – This was discussed earlier – see above. The Clerk reported that she had received a reply from Sara Freckleton to the PCs email in March as follows:

You have received correspondence from Keith Slipper and I have spoken to you by telephone regarding the position in which the Council has been placed in respect of this site, in the context of the provisions of the emerging Regional Spatial Strategy for the South West. There is really little more that I can add. Whilst it is appreciated that the compliance period with this Enforcement Notice expired many months ago, the thrust of the arguments used by the appellants at the appeal would, no doubt, be raised as a defence to any action that the Council may wish to take to require cessation of use of the site. In those circumstances, and in the light of a recent appeal decision to which you have been referred by Keith Slipper, the Council wishes to consider further all legal implications, before deciding how it should proceed in this case. It would, as I advised you in a telephone call some months ago, be completely inappropriate for legal advice in connection with potential legal proceedings to be discussed publicly.

Whilst the frustration at the Borough Council's apparent lack of action is understood as are the feelings of

Minsterworth Parish Council and parishioners expressed below, the Borough Council must act in accordance with Government Policy and advice and is not always able to deliver the required local outcomes within the anticipated timescale.

I know that you will be disappointed with these responses, but there is nothing further that I can add at present.

9.6 The Ryders – The Clerk reported that she had received a reply from Sara Freckleton to the PCs email in March and as follows:

Although Tewkesbury Borough Council is named as Second Respondent in the case, it is not the Council's practice, unless there are exceptional circumstances, to take any steps whatsoever to defend such a case. There were no such exceptional circumstances in the Ryders case and therefore the response was left entirely to the Treasury Solicitor whose remit it is to defend decisions made by Planning Inspectors. The Council was made aware approximately a year ago, that a High Court challenge had been lodged, but there is no record of the Council being advised by the Court of the date for the Hearing. Clearly a notification of the Hearing date would have provided an opportunity to have informed Local Members and the Parish Council. I am sorry that you were not notified and that you learnt of this case from the Local Newspaper which will have received the information via the networking arrangement operated by the media in relation to cases listed in the High Court. As you are aware, the application was dismissed and the Inspector's decision to refuse planning permission therefore stands.

Any Other Planning Matters:

Hygrove Lane, Minsterworth: The Clerk passed onto Catherine Crowley the reports that the Chairman had received that building works were taking place on the site owned by Frank Smith. Catherine Crowley replied stating that the owners may be implementing planning permission reference 08/01021/FUL for the erection of 3 ancillary buildings. She wanted clarification of the exact nature of the works? One Councillor felt that this was TBC's job to investigate the PCs report further. Borough Councillor Davies said he would take this up with Catherine Crowley.

10 FINANCIAL MATTERS:

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

Mrs F J Wallbank –

Salary 1-30 April	283.36		
Salary 1-31 May	<u>283.36</u>	566.72	Cheque No: 100995

Minsterworth Village Hall – Hire of Hall:

PC meeting 16.4.09.	26.00		
Contribution towards The Villager April '09-March'10	<u>216.00</u>	242.00	Cheque No: 100996

Brandon Hire plc – Hire of portable toilet

From 11-16.3.09	55.00		
	VAT <u>8.25</u>	63.25	Cheque No: 100997

GAPTC – Annual subscription 1 April 2009

To 31 March 2010		90.55	Cheque No: 100998
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Print by Design - Printing Annual Meeting

Leaflet as agreed		87.00	Cheque No: 100999
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Allianz Cornhill – Renewal of insurance due 1 June 2009

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Total Payments **£1536.25**

Receipts

Precept	5000.00		
Refund of VAT paid	45.65		

Total Receipts **£5045.65**

10.2 Financial update to end of April 2009 - This was circulated with the agenda -noted.

10.3 Audit of Accounts for the year ended 31 March 2009 – The 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 places 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.
- Noted that for entries of expenditure from November 2008 the incorrect cheque numbers were entered as against the actual cheques completed. She made manuscript adjustments to the typed entries to show the correct cheque number in each case.
- Understood that no Petty Cash system operates within the Parish Council.

She therefore completed and signed Annual Internal Audit Report section of the accounts.

The Clerk took the Councillors through the Annual Governance Statement and this was completed. It was then agreed that the Chairman and Clerk should sign the accounts.

10.4 Clerk’s Salary – The Clerk left the room whilst this matter was discussed.

A 2% increase was agreed as from 1 June 2009.

The Clerk returned to the meeting.

10.5 Building Works at Parish Hall – The Chairman said that the Parish Council may like to consider donating some money towards the building works required at the Parish Hall. Councillor Ruffley reported that £17,000 had been awarded by TBC towards the works and this leaves £45,000. The Parish Hall Committee is busily fund raising over the next 12 months and other avenues of grants will be pursued. It was agreed that the Parish Council would donate £1,000 towards the works under **Section 137 of the Local Government Act 1972**.

11 MATTERS ARISING:

11.1 Neighbourhood Watch – Report of several break-ins to pubs along the A48 back in April.

11.2 Report from Representative from Village Hall Committee – Village fete on 27 June 2009.

11.3 Highways Matters – Report from Richard Gray (RG) following tour of parish with County Councillor Awford:

Watery Lane /Lower Lane – Bob Nightingale advised the Parish representatives that the responsibility for maintaining the carriageway ditch's lies with the adjacent landowners and once these have been reinstated the excessive surface water problems on the carriageway should be resolved, Richard Gray therefore proposed to take no further action regarding this. He will arrange for the blocked gully, by the grey rendered bungalow to be cleaned out.

Following further concerns about the condition of the road raised at the APA he has arranged for the road to be inspected again.

Drainage Problem at Minsterworth Garage – Report following tour of parish with County Councillor Awford: RG has arranged for this location to be investigated by having the drainage system cleaned, jetted and surveyed so as to identify any areas that require repair. Councillor Davies is of the opinion that jetting the system will not resolve the issue, however until the blockage has been identified and located further works cannot be programmed

Road Markings – Hatchings by turning to Church Lane – RG notes the concerns of the Parish Council regarding this junction and the potential for vehicles to overtake through the centre hatching. RG would arrange for Wayne Howells, the Senior Technician, to visit the site to investigate the possibility of additional signing to make drivers aware of the junction and would also forward this location for inclusion to have the lines repainted. He pointed out that the Authority cannot legislate against poor driver behaviour and suggests that the PCs concerns regarding overtaking across the centre line be directed towards Gloucestershire Constabulary.

Bus Stop, Hygrove Lane: Bus Stop Hygrove Lane- RG notes the concerns of the Parish Council regarding the potential conflict between passengers waiting for the bus and motorist using the slip road. Whilst he can appreciate the concerns that have been expressed he is of the opinion that given the lack of accidents,

the frequency of the public transport and the passenger usage the potential for conflict is limited, however he is mindful that this is a safety hazard which requires investigation. The possibility of narrowing the slip road has been investigated and found to be unfeasible. He has discussed and agreed with the Parish Council the removal of the kerbing "nib" on the central island to allow a waiting bus to pull off the A40 and wait thus providing protection for passengers. These works are awaiting inclusion within next year's works programme; however they are of a low priority. He would also have his colleagues in the Integrated Transport Section investigate the possibility of relocating the bus stop.

RG would arrange for his colleague Chris Townley to priority assess this junction to have the slip road closed and a standard "T" be constructed, although he was not optimistic that this will rank sufficiently high enough to attract funding.

It was agreed that the Clerk should write to RG saying that this matter had been discussed for over a year now and should an accident occur they will be help responsible.

A parishioner stated in Public Comment that he felt that it is the Stagecoach drivers who are incapable of pulling into the bus bay and out again easily. County Councillor Awford said he would take up this issue with Stagecoach.

Pound Lane: The edges of the carriageway have been overridden between November Cottage and the A48, this damage is believed to have been caused by the Environment Agency several years ago. RG will arrange for this section to be examined and any defect which meets with the criteria for intervention will be programmed for repair. If the Parish Council can forward any specific contact details that the Parish have for the Environment Agency to Gloucestershire Highways RG would seek to recover costs.

Church lane outside Walkers Farm: Damaged Parapet railings and silted watercourse. The clearing of the watercourse is the responsibility of the riparian landowner and Tewkesbury Borough Council will investigate. RG noted the damaged railings and would arrange for a bridge inspector to visit the site.

11.4 Website for Parish Council – Councillor Ruffley reported that he had progress was being made with the website and a template for the site had been prepared. Now just need to gather text and some interesting photos. He would liaise with the Clerk.

11.5 Councillors Areas of Responsibility – The Chairman reported following the APA a motion was passed that the Parish Council should consider this matter again (as 6 months had passed this was in accordance with Standing Orders).

One Councillor said that reports had been made that parishioners did not know who were the Parish Councillors? Response was if they came along to Parish Council Meetings they would get to know the Councillors, each month in The Villager the Clerk's details are listed and in an emergency parishioners do know who and how to contact Councillors. Previously Councillors used to take planning applications to neighbours to seek their views but this caused all sorts of problems and it was decided that plans could be viewed at 7pm on the day of the Parish Council meeting or can be viewed on the TBC website. Following discussions on this matter it was agreed to reinstate the Councillors Areas of Responsibility but not to take around any planning applications and the exact roles to be agreed at next month's meeting.

12 CORRESPONDENCE:

GAPTC – Newsletter for April 2009. Training information. AGM 15 October 2009 – call for resolutions by 31 July 2009.

Police Sian Roberts reported that during April 2009 there had been no reported crimes in Minsterworth. Next policing panel meeting is 15 July 2009 6.30pm at the Belle Vue Centre, Cinderford. New policing policy is ASB at Blakeney Recreation area.

13 DATE/ARRANGEMENTS FOR NEXT MEETING: Monday, 8 June 2009 at 7.30pm.

The meeting closed at 9.12pm.

MINSTERWORTH PARISH COUNCIL
MONDAY, 11 MAY 2009

PUBLIC COMMENT

Rocky Smith – If TBC had kept within the law as Derek Davies kept saying they had to act they should have supplied 90 pitches and this was the situation 30 years ago. He can fill Starcroft Lane with caravans and TBC cannot move them.

Roger Dauncey – It would appear that regulations are not being complied with.
Requested the Chairman's assurance that a decision would be made this evening on agenda item 11.5

Parishoner – re 11.5 he was clerk for 20 years and found this to be most helpful and eased his work and the Chairman's workload with councillors having a designated area that they were responsible for.
Re Hygrove Lane Bus Stop – this is a major hazard and shortly a nasty accident will happen.

Tony Pearson – Said when he moved in he found it very helpful to be called on by the Councillor for his area but now people don't know who their Councillors are.