

MINSTERWORTH PARISH COUNCIL

Minutes of the Meeting held on Monday, 10 May 2010, in Minsterworth Village Hall.

PRESENT:

Councillors - T Bourne
R Crisp
R Few - Chairman
S King
L Simms
S Ruffley – Vice Chairman
Borough Councillor D Davies
Mrs F Wallbank – Clerk
PC Sian Roberts (partial attendance)

Parishioners: 4

1 APOLOGIES: Councillor Cathy Thomas and County Councillor Phil Awford.

2 ELECTION OF OFFICERS AND DECLARATION OF ACCEPTANCE

Chairman - Councillor Crisp proposed that Councillor Few continue as Chairman. Councillor Bourne seconded the proposal and it was unanimously agreed. Councillor Few accepted the position and signed the declaration of acceptance.

Vice-Chairman – Councillor Simms proposed that Councillor Ruffley continue as Vice-Chairman. Councillor King 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	Rod Crisp

4 MINUTES OF MEETING:

The minutes of the meeting held on the Monday, 8 March 2010, having been circulated with the agenda were amended, agreed and signed.

5 DECLARATION OF INTEREST: None

6 COUNTY COUNCILLORS REPORT: Not present however Borough Councillor Davies said that the training seminar to be run by the LGIU – Gypsies and Travellers Learning Network would be held on Friday 4 June at Shire Hall with 2 representatives to attend from Minsterworth. There will be a feedback forum on the 28 June.

7 BOROUGH COUNCILLORS REPORT:

- TBC has increased their original grant to the Village Hall from £17,000 to £27,000 – Councillors said this was excellent and very generous of TBC.
- He and Phil Awford had been very busy the last 2 weeks due to the election.
- A tour of the Parish had taken place with Mike Dawson, Phil Awford, himself, Richard Few and Cathy Thomas – very good meeting.
- He made a personal statement that he had carried out his duties as a District Councillor since 1987 and never once strayed from his duty in looking after the care and well being of the Minsterworth residents. It is his intention to carry on in the same manner and if anybody imagines that he can be frightened out of that then they are mistaken.

However, his wife is frightened.

8 PUBLIC COMMENT: (MAX 10 MINUTES)

The Chairman adjourned the meeting for public comment.

The Chairman brought forward item 11.3 to enable PC Sian Roberts to leave. She reported that for the period 1-30 April there had been one crime of domestic violence assault. The Chairman said that there had been a spate of accidents on the A48 by the Post Office – Sian said that there was now a designated spot for the camera van to sit. The Clerk reported it is planned that GCC will be installing average speed cameras from Highnam roundabout to Elton (both ways) – exact details are not yet known.

The new PCSO for Minsterworth is Helen Devlin.

9 PLANNING

9.1 Applications:

09/00729/FUL High Cross, Watery Lane, Minsterworth: Part retention of dwelling as built plus porch, new conservatory & alterations to single storey extension. Conversion of dining room to bedroom (for elderly relative).

Comments to TBC:

The Parish Council wish to **object** to these revised plans as the application 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 in 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.

The following application was considered at the APA meeting on 12 April:

10/00357/FUL Enderley, Main Road, Minsterworth: Erection of a single storey porch and single storey extensions (revised application ref: 07/01556/FUL-0800618/FUL).

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

9.2 TBC Decisions:

10/00125/FUL Greenacres, Main Road, Minsterworth: Proposed two storey extension to the side of the property - **Granted**

10/00125/FUL Greenacres, Main Road, Minsterworth: Construction of a ménage for private use – **Granted**

09/12316/FUL Foxgrove House, Main Road, Minsterworth – Alterations and extensions to existing dwelling (amended scheme) - **Granted**

09/01027/FUL – Land at Starcroft Lane, Minsterworth: Proposed 3 year temporary use to transit gypsy site for 8 touring caravans – **Refused**

09/07706/FUL Mr A Brazil, The Lodge, Hygrove Lane, Minsterworth: Retrospective change of use of land to use as a gypsy site for 15 pitches & associated ancillary development – **Refused**

09/07705/FUL Mr A Brazil, The Lodge, Hygrove Lane, Minsterworth: Change of use of land to use as a gypsy site for applicants immediate dependants and their families to site 3 touring caravans and one mobile home and associated ancillary development - **Refused**

9.3 Appeals/Appeal Decisions/Site Inspections: None

9.5 TBC – Viewing planning applications on line – The Clerk reported that the Parish Council had been unsuccessful with their grant application for a laptop and a year's supply of broadband. The Clerk said that she had the necessary software on her netbook to be able to present the plans but the PC would need to purchase a projector to transfer plans from netbook onto a screen. Clerk to obtain prices for a projector and speak to TBC.

Any Other Planning Matters:

The Firs, Main Road – Enforcement have been to the site and are investigating the current works to the garage.

Planning applications 09/01027/FUL, 09/07706/FUL & 09/07705/FUL The Clerk reported that she had emailed the Chief Executive and had received a reply from Mella McMahon who informed her that it had been TBC's policy for a number of years to post a copy of the planning officer's report to the Planning Committee to the relevant Parish Council. The reports are different in format to a decision notice as they contained a detailed consideration of issues, finishing with a recommendation. The Clerk had originally asked why the PC had not been informed about the planning committee meeting but she had not addressed that question. Clerk had reminded her and was awaiting a reply.

10 FINANCIAL MATTERS:

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

Mrs F J Wallbank –

Salary 1-30 April 2010	289.03		
Salary 1.31 May 2010	<u>289.03</u>	578.06	Cheque No: 101038

Minsterworth Village Hall – Hire of Hall:

PC meeting 8.3.10	26.00		
PC meeting 12.4.10	<u>26.00</u>	52.00	Cheque No: 101039

Brandon Hire – hire of toilet for 29.3-1.4.10	50.00 <u>VAT 8.75</u>	58.75	Cheque No: 101040
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GAPTC – annual subscription 1 April 2010 - To 31 March 2011		88.91	Cheque No: 101041
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Print by Design - Printing Annual Meeting Leaflet as agree	87.00 <u>VAT15.23</u>	102.23	Cheque No: 101042
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Allianz Cornhill – Renewal of insurance due 1 June 2010		547.52	Cheque No: 101043
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Cathy Thomas – refund of refreshments for APM	7.00		Cheque No: 101044
Total Payments		£1434.47	

Receipts

Precept	5200.00
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Total Receipts	£5200.00
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10.2 Financial update to end of April 2010 - This was circulated with the agenda -noted.

10.3 Review Internal audit procedure and financial regulations – The Councillors were quite satisfied that an adequate and effective system was in place regarding the internal audit procedure and that no revisions were required to the financial regulations.

10.4 Accounts for the year ended 31 March 2010 - 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 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.

- Noted that for entries of expenditure from May 2009 the confusion over cheque numbers has continued throughout the year to 31 March 2010.

The Clerk said that she had amended this mistake on the March minutes (before signing) and that the transposed number had rectified.

Shirley 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 agreed that the Chairman and Clerk should sign the accounts.

10.5 Salary Increase – Clerk – With the agenda the Clerk circulated a salary review chart. The Clerk left the room whilst this matter was discussed. It was agreed that as from 1 June 2010 the Clerk should receive a 2% salary increase. The Clerk thanked the Councillors.

10.6 GAPTC Training Course to review newly published Standing Orders 2010 The Clerk said that the cost of this half-day course was £40 and that Westbury-on-Severn Parish Council were willing to pay half of the cost. It was agreed that the Clerk should attend this cost at a cost of £20 to Minsterworth Parish Council.

11 MATTERS ARISING:

11.1 Neighborhood Watch Co-ordinator – Message 1: The following vehicles have been linked to criminal activity. Please report their location on 0845 090 1234. Please quote NHW. VEHICLES: Ford Focus Estate NG08EJY, Range Rover Sport YN56URD, VW Touran LG56 RCZ, Renault Laguna OY53 YHR

Message 2: Increase in lead thefts across the area and school caretakers to keep a particular notice of the roofs and lead flashing at the moment.

11.2 Report from representative of Village Hall Committee – Councillor Ruffley reported that the fund raising was going very well. As Borough Councillor Davies had reported TBC had increased their grant to £27,000 and with grants from Garfield Weston Foundation of £3,000, Grassroots £5,000, Glos Environmental Trust £15,000 they were nearing their target of £68,000. Confirmed that the Hall would be closed from 1 September to the end of December – Clerk to organize holding the PC meetings in the School.

Four star bore at the end of August – toilet to be ordered.

11.3 Police Matters – This matter was discussed earlier.

11.4 Highway Matters:

Watery Lane – The Chairman said he would clear the ditch along with help from Mr Powell and ascertain whether this will help with the water that is running down the lane.

Bury Lane – Councillor Bourne said that he had reported to Glos Highways the very bad potholes (Ref 591697)

Bollards at Hygrove Lane Bus Shelter – The Clerk had reported to Richard Gray that one of these had been dislodged.

A40/Bus Lane/Hatchings Councillor Bourne wanted to know if there was any feedback from the meeting at Churcham when David Stock from the Highways Agency attended. The outcome was that there is no evidence at present to support the view that the hatchings are the cause of extensive queues. The principal problem emanates from Over Roundabout it appears that the balance of flows would benefit more from signal control as this would allow unfettered discharge of eastbound traffic during appropriate green periods. Conversion of the bus lane to a normal running lane would not address the problems and would disbenefit public transport.

Councillor Bourne also reported that he had been driving along the A40 and a coach was not using the bus lane and that the sequence of the traffic lights at Over Farm needs to be addressed because a car leaving the Farm and turning left trigger the lights and stops the traffic coming from Gloucester.

11.5 Housing Needs Survey – Following the Annual Parish Assembly the Clerk had contacted Martin Hutchings from GRCC and he had offered to come and talk to the Councillors at the next meeting on Monday, 14 June. The Councillors thought this was a good idea – Clerk to invite Martin Hutchings.

11.6 The Hawthorns, School Lane – Environmental Health – He had received several complaints that foul smelling water was running down the lane and is coming from the sewerage tank in the garden of The Hawthorns. This matter had been reported to TBC Environmental Health and the Chairman asked Borough Councillor Davies to chase this matter up. Clerk to send an email as well.

Any Other Matters:

Footpath No 13 (which runs from the Main Road to Church Lane) there is a ditch and runs down the footpath that needs clearing out. Clerk to report to GCC

12 CORRESPONDENCE: None

13 DATE FOR NEXT MEETING: Monday, 14 June 2010 at 7.30pm.

The meeting closed at 8.50pm.