

Minutes of the Council Meeting held on Wednesday, 10th May 2023

In the Ray Shill Room, Northway Community Hub, Northway, commencing at 7:00 p.m.

Present: Cllr J Roberts (Chairman) Cllr E Phennah (Vice-Chairman)
Cllr J Beadle Cllr C Blackmore
Cllr P Godwin (until C/134/23) Cllr E MacTiernan (until/from (C/134/23))
Cllr S Terry

In Attendance: Local Resident (until/from Min Ref: C/134/23)
Mrs C Woodward, Clerk of the Council
Mrs L Stewart, Clerk's Assistant

C/113/23 Apologies for Absence

Apologies for absence had been received from Cllrs Mackenzie and Shelton. No further apologies for absence had been received.

C/114/23 Public Participation

The local resident introduced herself to Members and explained that she had recently been elected onto Tewkesbury Town Council and was interested in seeing what took place at a Parish/Town meeting.

C/115/23 Declarations of Interest

No declarations of interest were made as required by the Code of Conduct adopted by the Parish Council on 12th April 2023 (Minute Ref: C/85/23).

C/116/23 Minutes of Previous Council Meeting

Cllr Terry PROPOSED that the Minutes of the Full Council Meeting held on 12th April 2023 should be approved as a true and accurate record. Cllr Godwin SECONDED

FOR: Cllr Terry Cllr Godwin
Cllr Beadle Cllr Blackmore
Cllr MacTiernan Cllr Roberts

ABSTENTIONS: Cllr Phennah

C/117/23 Matters Arising from Council Minutes/Clerks Report

C/91/23 - *The Clerk confirmed that letters of thanks had been sent to contributors to the Warm Space.*

Cllr Terry suggested that, going forward with the Warm Welcome, ham and cheese sandwiches/rolls should be served instead of soup (of which there was only one portion remaining). She pointed out that this would eliminate the need to use the oven and be less work overall.

Cllr Blackmore pointed out that ham and cheese were expensive and there would likely be more food waste as, once opened, ham could not be kept more than a few days. The Council also had to consider people who might have dairy intolerance or be vegetarian/vegan.

Members were unsure whether a food hygiene training course would need to be undertaken in order to make sandwiches. The Clerk agreed to make enquiries. Cllr Terry mentioned that she would talk to the attendees to get some more ideas also.

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C/118//23 Roads & Road Safety

- i. The Clerk had made enquiries regarding the Lorry Watch Scheme which no longer seemed to be running. People were advised to contact the local police/PCSO's about any lorries that repeatedly came through the parish ignoring the weight limit.

Notice of a road closure along Northway Lane and Grange Road was tabled.

Cllr Phennah reported that overgrowth by Virginia Close chicanes was restricting the view of oncoming traffic.

Cllr Godwin added that overgrowth was restricting the view of traffic lights on the hump back bridge.

Cllr Terry raised the issue of a large, parked van that made driving into the Community Hub car park a bit of an issue as it stuck out quite far. Bromford Housing had mentioned that they would look into this. It was AGREED that the Council should write a polite letter to the van owner and also notify Bromford that there was still an issue.

- ii. The Clerk reported that there were no updates relating to the VAS posts, however, she would chase this up.

A form had been received relating to the Council's application for an ANPR camera but many of the questions did not apply to the Council. The Clerk would contact the Community Speedwatch team about this.

C/119/23 County Councillor's Report

No County Council report was available.

C/120/23 Planning Committee

Members received the Minutes of the Planning Committee Meeting held on 19th April 2023.

C/121/23 General Purposes Committee

Members received the Minutes of the General Purposes Committee Meeting held on 19th April 2023.

C/122/23 Finance Committee

Members received the Minutes of the Finance Committee Meeting held on 26th April 2023.

C/123/23 Insurance Renewal

Members received a recommendation from the Finance Committee that the Council approved the list of Assets as well as the insurance renewal (Min Ref: FIN/33/23 refers). Cllr MacTiernan PROPOSED approval. Cllr Blackmore SECONDED.

FOR: UNANIMOUS

NORTHWAY PARISH COUNCIL

C/124/23 Asset Register

Members received a recommendation from the Finance Committee that the Council approved the Asset Register (with the minor amendment of the Scout Hut being changed to Northway Village Hall) (Min Ref: FIN/34/23 refers). Cllr MacTiernan PROPOSED approval. Cllr Terry SECONDED.

FOR: UNANIMOUS

C/125/23 Borough Councillor's Report

No Borough Council report was available due to the recent elections.

C/126/23 Council Accounts

Cllr Terry PROPOSED that the accounts for payment, totalling £21,867.14, should be approved. Cllr Godwin SECONDED.

FOR: UNANIMOUS

C/127/23 Food Pantry / Community Fridge

a. Food Pantry

- i. The Clerk confirmed that MOOG had been approached about a possible contribution towards the Food Pantry project. Unfortunately, this project did not fit MOOG's 'criteria' for donation, however, going forward, they had indicated that once the pantry was running they could get involved with filling it.
- ii. Cllr Blackmore reminded Members that she had been in contact with Johnson's, a company based in Dobbie's Garden centre, about provision of a garden room to run the Food Pantry from. They had discounted the preferred garden room to £8,500 (from approx. £12,000) including installation. The Parish Council had agreed a contribution of £5,000 (with an additional £1,000 as a contingency) as well as contributions amounting to £3,000 from local businesses which meant that there was enough to cover this cost.

A Johnson's representative was due to attend the site on 17th May to check assess and measure the area.

- iii. The Clerk reminded Members that the Council had previously received verbal confirmation from Tewkesbury Borough Council that installation of a garden lodge at the front of the Community Hub would be permitted so long as it did not exceed a certain size. She had since received a validation letter (pre-planning) as well as confirmation that there would be no cost associated to the enquiry.

C/128/23 Events Working Party

Notes of the Events Working Party meeting that took place on 26th April 2023 were received.

Cllr Roberts thanked all of the members who were involved in making the Coronation Event such a success.

The Clerk announced that Northway Pre-School/Playgroup's display had received the most votes with Brannigan Court in 2nd place and Northway Infant School in 3rd place. A letter of thanks had been received from a resident and this was read to Members.

Cllr Terry suggested that letters of thanks were sent to the drum group, the piano player and Rachel Goodchild. She confirmed that she and Cllr Godwin had been in touch with the schools since the event and thanked them for their involvement.

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C/128/23 Events Working Party (continued)

Cllr Terry asked the Council to consider creating a collage of some sort out of the schools' artwork, this could then be put on display at Northway Community Hub. She agreed to investigate options and/or prices before the next Full Council meeting.

It was AGREED that the Events Working Party should receive feedback from the event at its next meeting, although it was not felt necessary to schedule one especially.

C/129/23 Play Gloucestershire

The Clerk reported that a date had become available for Play Gloucestershire to hold a play day at Northway Playing Field during the May half term – 2nd June 2023. Cllr MacTiernan PROPOSED approval. Cllr MacTiernan SECONDED.

FOR: UNANIMOUS

The Clerk had also received confirmation from the Youth Club Trustees that the Village Hall toilets could be used.

C/130/23 Standing Orders

Members considered whether an amendment should be made to Standing Order 5e Ordinary Council Meetings – The criteria for Chairman 'A Councillor can only be elected as Chairman if they have served on the Council for a minimum of three years and attended a 'Nuts and Bolts' Training (or its equivalent) and have attained attendance of at least 70% of all Council and Committee Meetings'.

Cllr Terry PROPOSED that no amendments were made. Cllr MacTiernan SECONDED.

FOR: UNANIMOUS

C/131/23 Crime & Disorder

PCSO Magovern had forwarded a crime report relating to the parish of Northway over the past month on which 15 crimes had been reported.

C/132/23 Correspondence for Action

- a. **Misdirected Post** – The Clerk passed on a complaint from a local resident who used to sit on the Northway Youth Club Committee ten or more years ago and was still receiving post addressed to the Youth Club. She had tried to get the mail stopped and also asked the Youth Club, the Council and local Borough Councillor to help resolve this issue and request that the energy company amend their records. Nothing had changed and the resident was extremely frustrated about it and, although she was aware that it was not the responsibility of the Parish Council, she wanted a formal, minuted record made of the situation.

Cllr Godwin offered to raise the issue with the Chairman of the Youth Club Trustees in the hope that he could get it resolved as soon as possible.

- b. **Code of Conduct Training** – The Clerk informed Members that training on the Code of Conduct would be taking place on several dates in the coming weeks. Members were asked to confirm which of these sessions they would like to attend (Cllr Godwin confirmed that she had already attended the training).

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C/133/23 Tewkesbury Garden Town Meeting with Ashchurch Rural Parish and Northway Parish Sub-Group

The Clerk confirmed receipt of the First Draft of the Strategic Framework Plan which she would be happy to email to anyone who was interested (Cllr Blackmore requested that this was forwarded to her).

Exclusion Items – Cllr Roberts PROPOSED that, in view of the special/confidential nature of the business about to be transacted, i.e., determining actions relating to legal procedures, it was advisable in the public interest that the public and press were temporarily excluded, and they were instructed to withdraw.

FOR: UNANIMOUS

8.05pm – Cllr Godwin, Cllr MacTiernan and the local resident left the meeting.

Under exclusion, an update was provided following the legal action that had been taken against Tewkesbury Borough Council regarding the Ashchurch Bridge Over Rail and the distribution of funding between the relevant parishes.

8.25pm – Cllr MacTiernan and the local resident re-joined the meeting.

C/134/23 Correspondence for Information

- i. **Age UK** – Updated version of the Tewkesbury Information documenter clubs and activities.
- ii. **National Association of Local Councils:** Chief Executive's Bulletin 14.04.23, 21.04.23
- iii. **Gloucestershire Association of Parish & Town Council:** Presentation relating to Asset Transfers
- iv. **Local Giving** – Newsletter including information relating to the Green Spaces Community Fund.
- v. **RPM Bike Trials Display Team** – An offer to provide displays at Council events. It was suggested that this might be useful to consider for future events.

C/135/23 Correspondence Available in the Clerk's Office

- i. **Tewkesbury Borough Council** – Press Release 'Council Awarded for Commitment to Carbon Reduction'.

C/136/23 Correspondence received after 4th May 2023

- i. **Gloucestershire County Council** – Details of funding available to help support young people and community youth projects. It was suggested that it might be worth the Council applying to this fund towards Play Gloucestershire sessions in the area.
- ii. **National Association of Local Council's** – Fighting climate change with local council action.
- iii. **Tewkesbury Borough Council** – Press Release – Tewkesbury town centre receives new drinking water fountain.
- iv. **Tewkesbury Know Your Patch** – Details of drop in and meetings.
- v. **Clerk's & Council's Direct** – Magazine.
- vi. **The Clerk** – Magazine. The Clerk highlighted an article on 'Freedom Scrolls'. It was AGREED that this should be included on the next Full Council Agenda for further consideration.

As there was no further business the meeting concluded at 8.15pm.