

Minutes of the Council Meeting held on Wednesday, 11th May 2022
at Northway Community Hub, Northway, commencing at 7:00 p.m.

Present: Cllr J Roberts (Chairman) Cllr S Ward (Vice Chairman)
Cllr M Barnes Cllr J Beadle
Cllr C Blackmore Cllr P Godwin (until: C/129/22)
Cllr E MacTiernan (until: C/129/22) Cllr G Shelton
Cllr S Terry

In Attendance: Mrs C Woodward, Clerk of the Council
Mrs L Stewart, Clerk's Assistant

C/112/22 **Apologies for Absence**

Apologies had been received from Cllrs Mackenzie, Phennah and Treacy. No further apologies for absence were received.

FOR: UNANIMOUS

C/113/22 **Public Participation**

- i. **Invitation for Members of the Public to Address the Council** – Cllr Roberts PROPOSED that the meeting should adjourn to allow for any public participation.

FOR: UNANIMOUS

Cllr Barnes had attended a Community Speedwatch Group meeting and gave a brief report on what was discussed. The Clerk advised that Cllr Mackenzie, who had attended the same meeting, had requested permission to give a presentation on this at the next Full Council meeting. Cllr MacTiernan PROPOSED that permission was granted. Cllr Ward SECONDED.

FOR: UNANIMOUS

Cllr Ward mentioned traffic problems resulting from drainage works taking place outside Apple Tree Court. Concerns were raised about positioning of a pipe over the stream at the back of the houses, as well as parking issues. It was AGREED that enquiries should be made as to who was responsible for the work.

- ii. **Reconvening of Meeting** – Cllr Roberts PROPOSED re-convening of meeting.

FOR: UNANIMOUS

C/114/22 **Declarations of Interest**

Cllr Godwin declared an interest in item 18 on the agenda relating to the Youth Club. No further declarations of interest were made as required by the Code of Conduct adopted by the Parish Council on 11th July 2012 (Minute Ref C/159/12), including paragraph 12(2).

C/115/22 **Minutes of Previous Council Meeting**

Cllr Terry pointed out that her name appeared twice on a vote under Minute Reference C/80/22. Subject to the error being amended, Cllr Terry PROPOSED that the Minutes should be approved as a true and accurate record. Cllr Godwin SECONDED

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C/115/22 Minutes of Previous Council Meeting (continued)

FOR: Cllr Terry Cllr Godwin
 Cllr Barnes Cllr Beadle
 Cllr Shelton Cllr Roberts
 Cllr Ward

ABSTENTIONS: Cllr Blackmore Cllr MacTiernan

C/116/22 Matters Arising from Council Minutes/Clerks Report

C/91/22 Priors Park Neighbourhood Project – A further meeting was in the process of being arranged.

C/92/22 Northway Community Hub and Parish Office – Details of charges had been relayed to the various groups that required individual review.

C/95/22 Youth Club/Youth Work – A further ‘catch up’ meeting had been requested (date to be finalised).

C/96/22 Correspondence for Action – Cllr Roberts had attended the Mayor Making Ceremony in Tewkesbury on 10th May 2022.

C/117/22 Roads & Road Safety

a. **Issues of Concern** – Members queried whether a date had been set for resurfacing of the Northway Lane motorway bridge. The Clerk was asked to email County Cllr Smith, the Local Highways Manager and Simon Excell (Lead Commissioner Strategic Infrastructure, GCC) to find out when the work would be done.

It was also suggested that County Cllr Smith was asked to provide an update on the government’s decision relating to vehicle activated signs.

b. **Road Closures** – Details were tabled but had been circulated to Members via email.

C/118/22 County Councillor Report

County Councillor Smith had sent a report via email which had been forwarded to Councillors.

C/119/22 Planning Committee

Members received the Minutes of the Planning Committee Meeting that took place on 27th April 2022.

C/120/22 General Purposes Committee

Members received the Minutes of the General Purposes Committee Meeting held on 27th April 2022.

C/121/22 Finance Committee

Members received the Minutes of the Finance Committee Meeting held on 4th May 2022.

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C/122/22 **Insurance Renewal**

- a. Members received a recommendation from the Finance Committee that the Council should approve the list of assets detailed on the insurance renewal. Cllr MacTiernan PROPOSED approval. Cllr Terry SECONDED.

FOR: UNANIMOUS

- b. The Council are tied into a three year insurance contract with Zurich. The Finance Committee had reviewed the latest policy and recommended to Full Council that it accept the latest policy without the need for any amendments. Cllr MacTiernan PROPOSED approval. Cllr Terry SECONDED.

FOR: UNANIMOUS

C/123/22 **Asset Register**

Members received a recommendation from the Finance Committee that the Council approve the Asset Register for the financial year ending 31st March 2022. Upon reviewing it Cllr MacTiernan PROPOSED approval. Cllr Terry SECONDED.

FOR: UNANIMOUS

C/124/22 **Annual Governance and Accountability Return 2021/22 (AGAR)**

- a. **AGAR Submission** – The AGAR would be due for submission by Friday 1st July 2022.
- b. **Annual Governance Statement** (Section 1) – Members received the recommendations of the Finance Committee to the statements and reviewed them as below (Min Ref FIN/29.22 (b) refers). Cllr Terry PROPOSED approval of the yes / no / n/a responses. Cllr Godwin SECONDED.

FOR: UNANIMOUS

	Agreed- Yes or No	‘Yes’ Means that the council:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	Yes	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	Yes	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	Yes	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of elector’s rights in accordance with the requirements of the Accounts and Audit Regulations.	Yes	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.</i>

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	Agreed- Yes or No	'Yes' Means that the council:
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risk, including the introduction of internal controls and/or external insurance cover where required.	Yes	<i>Considered and documented the financial and other risks it faces and dealt with them properly</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	Yes	<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	Yes	<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	Yes	<i>disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity, as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	N/A	<i>has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.</i>

- c. **Accounting Statements** (Section 2) – Members received a recommendation from the Finance Committee for approval of the Accounting Statements (Min Ref FIN/29/22 (c) refers) and following a review of them Cllr MacTiernan PROPOSED approval. Cllr Terry SECONDED.

FOR: UNANIMOUS

- d. **Accounts/Financial Statements for the Year ended 31 March 2022** – Members received a recommendation from the Finance Committee for approval of the Accounts and Financial Statements for the year ended 31st March 2022 (Min Ref FIN/29/22 (d) refers). Members reviewed the Statements and Cllr Ward PROPOSED approval. Cllr MacTiernan SECONDED.

FOR: UNANIMOUS

- e. **Public Rights Notice** – The Public Rights Notice would require advertising from 13th June 2022 until 22nd July 2022.

- f. **Internal Auditor's Report** – Members received the Internal Auditor's full report and it was noted that no concerns were raised. Cllr Roberts thanked the Clerk for providing all the necessary information that assisted the Internal Auditor with completion of a successful report. Cllr Godwin PROPOSED approval of the report. Cllr Ward SECONDED.

FOR: UNANIMOUS

- g. **Further Items** – No other matters were raised.

C/125/22 **Queen's Platinum Jubilee Working Party**

- a. Notes of the Queen's Platinum Jubilee Working Party meeting on 6th May 2022 had not been received.

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C/125/22 **Queen's Platinum Jubilee Working Party** (Continued)

- b. Cllr Terry gave an update on some of the things due to take place at the Picnic in the Park event on 5th June 2022. It was noted that there would be the need for volunteers to help on the day.

St Johns Ambulance had been booked to attend on the day and would require a sheltered area, it was suggested that they could use one of the Parish Council's gazebos.

A programme of events would be published in booklet form with lyrics for the sing-a-long, these would then be photocopied at the parish office. There would also be performances from the school and Tewkesbury Town Band. It was AGREED that the schedule of events could be displayed on a board on the day.

Cllrs Shelton, MacTiernan, Barnes, Godwin and Blackmore volunteered to help on the day. It was noted that Cllrs Mackenzie, Phennah and Treacy had also said they would be available to help.

The Clerk pointed out that the £2,500 grant had been spent and there was still a requirement for purchase of a banner/sign. Cllr MacTiernan PROPOSED that overspends should be taken from the Community Events budget. Cllr Ward SECONDED.

FOR: UNANIMOUS

TAG Estate Agent's had donated £125 towards the cost of the donkeys, (although the Council could not advertise individual businesses, Ms Fowler had agreed to include the logo in her advertising).

Cllr Blackmore discussed potential risks and explained that if weather was severe the event might need to be cancelled. Another risk was the serving of teas and coffees, the Risk Assessment had specified that hot drinks would require a lid, but Northway Community Volunteers planned to sell teas and coffees from the Village Hall, presumably in china mugs. Cllr Roberts felt that china mugs should be permitted but if the drinks were being taken outside of the Hall they needed to be in cups with lids.

It was queried whether Northway Community Volunteers would be held jointly responsible with the Parish Council for the safety of the toilets now that the whole Village Hall would be left open. Cllrs Godwin and Barnes had offered to check the condition of the toilets throughout the day.

Cllr Terry pointed out the need for a 'master of ceremonies' to oversee the day. Due to County Cllr Smith's support with the grant funding application, Cllr Terry PROPOSED that he should be officially invited to take on this role. Cllr Shelton SECONDED.

FOR: UNANIMOUS

The Clerk asked Members whether they wanted to issue a charge for donkey rides or request donations towards the donkey sanctuary. Cllr Blackmore PROPOSED non-compulsory donations. Cllr Ward SECONDED.

FOR: UNANIMOUS

It was noted that Cllr Godwin had been arranging for purchase of two 6" x 12" stone slabs for The Park (Min Ref: GP/58/22 refers), however, it was felt that 12" x 12" would be more suitable. It was AGREED that this decision should be ratified at the next General Purposes Committee Meeting. Cllr Godwin advised that Northway Community Volunteers had offered to cover the cost of these.

The Clerk passed on an invitation to the local schools' street party on 10th June. Cllrs Roberts, Shelton, Godwin and MacTiernan hoped to attend. It was noted that the schools had asked to borrow the Parish Council's bunting, it was AGREED that this should be permitted.

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C/126/22 Borough Councillor Report

Cllr MacTiernan reported that the Borough Council was hoping to issue Council tax refunds by the end of May. A report was also provided on a Growth Workshop that Borough Councillors had been invited to as well as an update on progression of the Garden Town.

C/127/22 Council Accounts

The Clerk explained to Members that a cheque which had been issued to Blueberry following installation of the wheelchair swing had been flagged by the bank as potentially fraudulent and the funds returned to the Parish Council's account. Since this, RoSPA had highlighted several concerns regarding the wheelchair swing and Blueberry had met the Clerk and Chairman to discuss how these issues would be resolved. In the meantime, Blueberry had requested a goodwill payment of 50% of the total costs. They promised to provide a report detailing their proposed actions in time for the next General Purposes Committee Meeting.

Cllr MacTiernan PROPOSED that the Council should not consider paying any funds to Blueberry until their report had been received. Cllr Blackmore SECONDED.

FOR: Cllr MacTiernan Cllr Blackmore
 Cllr Barnes Cllr Beadle
 Cllr Roberts

AGAINST: Cllr Godwin Cllr Shelton
 Cllr Terry Cllr Ward

Cllr Terry PROPOSED that, with the exclusion of Blueberry's payment, the accounts for payment, now totalling £18,525.99, should be approved. Cllr Ward SECONDED.

FOR: UNANIMOUS

C/128/22 Crime & Disorder

It was noted that Cllr MacTiernan's incident with some antisocial youths at the Play Park (Min Ref: GP/56/22 refers) had been reported to the police, as well as damage to the wheelchair swing. There had also been a report from Cllr Mackenzie of youths being intimidating/threatening on The Park and he had also informed the police.

In addition, there had been several incidents of arson which included at least two bins, two fences and a shed.

Cllr Roberts had recently spoken to PCSO Simpson who gave the impression that there were things happening behind the scenes to address local crime and disorder issues.

C/129/22 Youth Club / Youth Work

8.30 p.m. Cllr Godwin declared an interest and left the meeting.

- a) The Clerk reminded Members that an application had been submitted to the Police and Crime Commissioner for funding to assist with the boxing. Unfortunately, the Council had been unsuccessful on this occasion.
- b) It was noted that the Parish Council had approximately £8,300 budgeted towards youth work in Northway.

A 'catch-up' meeting with the local Youth Club Trustees had been requested (Min Ref: C/95/22 refers) and a date was in the process of being arranged.

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C/129/22 Youth Club / Youth Work (continued)

Cllr Blackmore queried whether the funding that the Parish Council had provided towards the boxing was spent solely on Northway residents, as she felt this was something that should be ensured. Cllr Roberts had attended a session and was of the impression that most of the youths were from Northway. Cllr MacTiernan recalled that different youth providers who had been operating in Northway some years before had been required to provide a weekly report which included attendance details. She was not in favour of supporting the existing provision without this information.

Cllr Ward felt that antisocial behaviour was as bad, if not worse, than before the boxing started. He wondered if the Council should be looking at supporting some other form of youth provision. He also pointed out that it would be unfair to refuse support of something that was being offered to people from outside of the parish. The Council funded and supported many things that were appreciated by people further afield (i.e. the Luncheon Club, the Veterans Coffee morning, Bingo were all offered free use of the Community Hub and had attendees from outside of Northway).

Cllr Terry reminded Members that the Council had previously decided to support the boxing and it now needed to consider whether or not to do this again. It was the Council's understanding that the majority of youths attending the boxing were from Northway, however, it had every right to ask for statistics and so she PROPOSED that further information was requested before the Council considered funding further. No-one seconded this proposal.

Cllr Roberts PROPOSED that the Council should continue to match fund but request more information in the meantime. No-one seconded this proposal.

Cllr MacTiernan PROPOSED that the Council should not offer any further funding unless the Youth Club Trustees continued to match-fund. No-one seconded this proposal.

Cllr Roberts PROPOSED that the Council should continue to match fund boxing with the Youth Club Trustees for a further month but request further information on how many attendees were from Northway in each age group/session prior to the next Full Council meeting.

FOR:	Cllr Roberts	Cllr Barnes
	Cllr Beadle	Cllr Blackmore
	Cllr Shelton	Cllr Terry
	Cllr Ward	

AGAINST: Cllr MacTiernan

9.50pm – Cllr MacTiernan left the meeting.

C/130/22 Brownie Garden

The Clerk tabled a request from the local Brownies that they be allowed to look after and plant flowers in part of the Hub grounds, this would work towards one of their badges. Cllr Ward PROPOSED that the Brownies should be permitted to plant in the area to the side of the Hub grounds. Cllr Barnes SECONDED.

FOR: UNANIMOUS

C/131/22 Correspondence for Action

- a) **Gloucestershire Association of Parish & Town Councils (GAPTC)** – The Clerk listed details of upcoming courses.
- b) **Atkins Global M5 Junction 9 and A46 (Ashchurch) Transport Scheme** – The Council had been invited to respond to an assessment with suggestions or aspirations that would be of benefit to pedestrians, cyclists and equestrians within the vicinity of the scheme. Cllr Roberts felt that the main concern was the

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C/131/22 Correspondence for Action (Continued)

lack of a proper pedestrian access along the A46, which was at time very busy. Although unaware of what was in the plans, he felt a pedestrian bridge would be ideal.

C/132/22 Correspondence for Information

- a) **Tewkesbury Library** – Poster with links to a survey for feedback on suggested improvements in the forthcoming refurbishment.
- b) **National Association of Local Councils (NALC):**
 - i. Chief Executive's Bulletin 22nd April 2022
 - ii. 'Fighting Climate Change' newsletter.

C/98/22 Correspondence received after 5th May 2022

- a) **Clerks & Councils Direct magazine** – Issue 141.
- b) **Parish Matters** – Newsletter.

As there was no further business the meeting concluded at 8.55 p.m.