

Minutes of the Council Meeting held on Wednesday, 11th October 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 G Fancourt Cllr P Godwin
Cllr E MacTiernan Cllr S Terry
Cllr E Wilson

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

C/225/23 Apologies for Absence

Apologies for absence had been received from Cllrs Mackenzie and Barnes.

C/226/23 Public Participation

No issues were raised.

C/227/23 Declarations of Interest

Cllrs Godwin, Blackmore and Roberts declared their interest in any items relating to the Food Pantry. Cllr Godwin declared an interest in any items relating to youth work. 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/228/23 Minutes of Previous Council Meeting

Cllr Terry PROPOSED that the Minutes of the Full Council Meeting held on 13th September 2023 should be approved as a true and accurate record. Cllr Beadle SECONDED.

FOR: Cllr Terry Cllr Beadle
Cllr Fancourt Cllr Godwin
Cllr MacTiernan Cllr Roberts
Cllr Wilson

ABSTENTIONS: Cllr Blackmore Cllr Phennah

Cllr Godwin PROPOSED that the Minutes of the Extraordinary Council Meeting held on 4th October 2023 should be approved as a true and accurate record. Cllr Terry SECONDED.

FOR: Cllr Godwin Cllr Terry
Cllr Blackmore Cllr MacTiernan
Cllr Phennah Cllr Roberts
Cllr Wilson

ABSTENTIONS: Cllr Beadle Cllr Fancourt

C/229/23 Matters Arising from Council Minutes/Clerks Report

C/198/23 Roads & Road Safety – A letter was forwarded to County Councillor Smith regarding delays in receipt of the speedwatch camera and VAS poles. Cllr Smith said that he had spoken to Jason Humm, Director of

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C/229/23 Matters Arising from Council Minutes/Clerks Report (continued)

Traffic and Highways at Gloucestershire County Council, who had offered to contact the Parish Council directly. As this had not happened, Cllr Smith offered to chase it up.

The Clerk added that Cllr Richard Stanley, Leader of Tewkesbury Borough Council, had also offered to try and get things moving with this.

C/211/23 Review of Legionella Report – CDI Facilities had undertaken the review for Legionella checks at all Council premises.

C/230/23 Roads & Road Safety

- a. **Issues of Concern** – No issues of concern were raised.
- b. **ANPR Camera & VAS Poles** – The Clerk reported that a new Community Speedwatch Project Officer was in place at the County Council, she had been making enquiries into where the VAS poles were being placed and which parishes had received their ANPR cameras as there it appeared no records had been kept. The Clerk confirmed that Northway's ANPR camera had now been delivered.

Cllr Smith asked the Clerk to forward correspondence relating to installation of the VAS posts so he could chase it up. Cllr Roberts felt that, due to the length of time it was taking for the posts to be installed, it might be that the Parish Council would need to publicise that the County Council was the cause of the delays.

c. **Details of Road Closures & Works:**

- i. Temporary Closure of U48009 Grange Road from 10pm on 14th October until 8am on 15th October for Network Rail Level Crossing Maintenance works.
- ii. Maintenance work on the M5 from 8pm until 6pm, Monday to Friday from 2nd October to 24th November 2023.

C/231/23 County Councillor's Report

Members had been forwarded an email report from County Cllr Smith. County Cllr Smith apologised for not attending recent meetings since becoming the Chairman of Gloucestershire County Council, unfortunately the dates tended to clash.

County Cllr Smith expressed that he was pleased to be supporting the Parish Council in provision of Play Ranger sessions, as part of the Build Back Better fund. He was also supporting the Northway Youth Club Trustees' application for funding towards the Boxing Club. Cllr Smith announced that he was being awarded a further £10,000 and would like to do more in Northway, he would leave it open for the Council to consider what it might like further funding towards. Cllr Roberts PROPOSED that this should be put to a future Council meeting for consideration.

FOR: UNANIMOUS

C/232/23 Planning Committee

Members received the Minutes of the Planning Committee Meeting held on 20th September 2023.

C/233/23 General Purposes Committee

Members received the Minutes of the General Purposes Committee Meeting held on 20th September 2023.

C/234/23 **GP Projects Working Party**

It was confirmed that an application had been submitted to Enover for funding towards the Skatepark project and a further application was in the process of being submitted to Gloucestershire Playing Fields Association (GPFA).

Cllr Roberts updated Members following his meeting with the National Lottery representative regarding the further information required by them. He had acknowledged that they wanted the project to be properly funded and so said to include everything in the figures including legal costs and contingency.

C/235/23 **Staffing Committee**

Members received the Minutes of the Staffing Committee Meeting held on 4th October 2023.

C/236/23 **Borough Councillor's Report**

Cllr Godwin reported that the Borough Council was, again, offering grants towards provision of Warm Spaces.

The Borough was also undertaking a review of its district polling stations and so would welcome any comments or feedback.

The Tewkesbury High Street Heritage Action Zone had revealed plans to refurbish some of the lanes/alleyways in the town.

Cllr MacTiernan provided an update on the Borough Council's lack of a five-year housing land supply and how this meant that, unless the Planning Committee could come up with a proper planning reason to refuse an application, they could not risk refusing them as recent appeals had cost the Borough thousands of pounds.

C/237/23 **Council Accounts**

Cllr Terry PROPOSED that the accounts for payment, totalling £23,323.50, should be approved. Cllr MacTiernan SECONDED.

FOR: UNANIMOUS

C/238/23 **Annual Governance & Accountability Return**

The Clerk explained that due to PFK Littlejohn returning the Council's completed audit during the afternoon of Friday 29th September meant that the 'Notice of Conclusion of Audit' poster was not able to be displayed by the deadline of 30th September 2023, this may be raised in the following year's audit. However, the 2022/23 audit had no comments under the 'other matters not affecting our opinion which we draw to the attention of the authority'. The Clerk was thanked for the work she had done towards the Audit.

C/239/23 **Food Pantry**

Members were informed that the Garden Building had been installed in the Hub grounds (on 10th 11th October). Following the Extraordinary Council Meeting on 4th October 2023, the Clerk had contacted Johnsons (the suppliers) regarding their claim that a base would be required at a cost of over £600 (Min Ref: C/223/23 refers). They had then said that a base would not be necessary, and installation could go ahead as initially planned. When the contractors arrived, they informed the Clerk that they would install a base, but at no additional cost, as they found it easier to put the building up this way.

The Clerk confirmed that the Garden Building had been added to the Parish Council's insurance schedule.

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C/239/23 Food Pantry (continued)

Cllr Mackenzie had contacted the Clerk to advise that his neighbour had offered to undertake electrical work for free, however, if materials exceeded a certain amount Cllr Mackenzie would contribute up to £200 towards the cost.

Cllr Blackmore mentioned that she was scheduled to meet with a representative from the Priors Park Food Pantry on Monday to assist with planning where electrical sockets would be required.

The Clerk explained that there was no update relating to the 'Licence to Occupy', which may have been due to the personal circumstances of the solicitor. There had been mention of the Council's need to provide a floor plan for the garden building, however, it was hoped that plans provided by Johnsons would be sufficient.

It was noted that the Northway Community Hub Caretaker had offered to paint the building and hoped to do this the following week. Paint had been provided by Johnsons.

Cllr Terry PROPOSED that the Council should seek quotations for installation of guttering and a water butt to address water run-off from the Garden Building. Cllr Beadle SECONDED.

FOR:	Cllr Terry	Cllr Beadle
	Cllr Fancourt	Cllr MacTiernan
	Cllr Phennah	Cllr Wilson

ABSTENTIONS:	Cllr Blackmore	Cllr Godwin
	Cllr Roberts	

Cllr Blackmore hoped to look at ordering equipment for the Pantry, with the Clerk, the following week (this would be funded by a grant from Tewkesbury Borough Council).

C/240/23 Coronation Trail Artwork

Cllr Terry reported that the Coronation artwork mural was almost complete.

Cllr Terry PROPOSED that the some of the local school children – including the child that drew the picture of Buckingham Palace - to witness the unveiling of this mural and a plaque should be purchased for installation alongside it. It was further suggested that photos should also be taken to promote the project. Cllr Godwin SECONDED.

FOR:	UNANIMOUS
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Cllr Terry offered to make investigations into provision of the plaque.

C/241/23 Remembrance Sunday

A formal invitation had been received from St Nicholas Church for the Remembrance Sunday service and wreath laying. It was noted that Cllrs Terry and Fancourt would be attending the service already.

C/242/23 Caring for Communities and People (CCP)

The Clerk reported that she had met with James Baker (CCP) about the possibility of running community courses at the Community Hub. He had suggested that a cookery course might be a good fit and was going to make enquiries and get back in touch. Cllr Blackmore PROPOSED that this initiative should be supported (so long as health and safety regulations were adhered to). Cllr Fancourt SECONDED.

FOR:	UNANIMOUS
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C/243/23 Christmas

- a. **Sleigh** – Members considered which nights the sleigh should be towed around Northway, it was AGREED Monday 4th, Tuesday 5th and Wednesday 6th December should be advertised. Cllrs Blackmore, Godwin, and Roberts confirmed that they would be willing to volunteer, if available. Cllr Beadle had confirmed that he would be available to tow.
- b. **Christmas Social** – Cllr Roberts reported that the Caretaker was going to be away on the 2nd December meaning that her valuable help in the set up/tidy up after the Christmas Social this year would not be available. As a result, if continuing with the same set up as previous years, more members would be required to help.

Cllr Fancourt enquired about the event and wondered if it was the best use of taxpayer's money. It was pointed out that the event was not for Councillors but an opportunity to give thanks to the various organisations that do so much in Northway over the year. Cllr Blackmore PROPOSED that, instead of the regular Christmas Social, a meal out should be planned for councillors and staff, each of them paying for themselves. Cllr Fancourt SECONDED.

FOR: UNANIMOUS

C/244/23 Youth Work

- a. The Clerk reported that it had been officially confirmed that Northway Parish Council's application for £2,000 towards Play Ranger Sessions had been approved.
- b. A further email had been received from a parent wanting to share the positive benefits that Boxing Clever had had on their children and this was read to Members.

Cllr MacTiernan mentioned that other Council's had shown interest in getting Boxing Clever lessons in their patches. She felt that it was important that Northway did all it could to avoid losing the boxing as it was hugely beneficial to those who attended. She asked that consideration of further possibilities be put on a future agenda.

C/245/23 Warm Welcome / Warm Space

Tewkesbury Borough Council were inviting applications for its Warm Space Community Fund. It was noted that the fund could be used to pay for food hygiene training.

It was AGREED that an article should be included in the Northway Voice newsletter to establish whether there might be any residents willing to help run a Warm Space, with training provided if necessary.

Cllr MacTiernan PROPOSED that the Council should apply for a grant from the Warm Space Community Fund and try to progress this for Northway. If there were no volunteers willing to help then the grant could be returned to the Borough. Cllr Terry SECONDED.

FOR: UNANIMOUS

C/246/23 Crime & Disorder

- a. The Clerk passed on crime figures relating to the period between 1st September and 1st October 2023 which amounted to a total of 17 incidents.
- b. The Clerk reminded members of the grassed area between Northway Lane and the road leading to Northway Playing Field which had had a works container situated on it for a number of weeks. Following removal of the container, youths had caused further damage to the ground by digging deep holes to make mounds to ride their bikes over. They had also pulled out a finger sign, left a lot of litter and been rude to

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C/246/23 Crime & Disorder (Continued)

- c. residents. Since then, there had also been three calls from residents, some of whom thought their cars had been damaged (although this could not be proven).

The Clerk had reported the damage to Gloucestershire County Council and had received confirmation that there were plans to repair the area later that week.

C/247/23 Tewkesbury Garden Town

- a. Cllr Phennah gave a report following his attendance at a Garden Town progress update meeting which took place on 13th September 2023. The power point document relating to this had been circulated to Members, however, the minutes were still being awaited.
- b. Members discussed the meeting that had taken place with Cllr Stanley and Brendon Walsh on 27th September and considered whether it had been beneficial.

Cllr MacTiernan reported that the new Executive Director of Place, Chris Ashman, (replacing Brendon Walsh) was now in place at the Borough Council.

The Council had, since the meeting, received an offer to attend a tour of other Garden Towns (Didcot and Bicester). Cllrs Fancourt, Roberts, Phennah and Beadle expressed that they would possibly be interested.

There was also the opportunity for Northway to express an interest in standing on a Parish Liaison Group relating to the Garden Town. Members recalled that Cllr Stanley had been able to confirm whether all the councils standing on the Group would be directly affected by the Garden Town.

Cllr Blackmore PROPOSED that the Council should ask whether it might be possible to see the draft Terms of Reference for the Group before making a final decision and also ask whether the Parish Council would be able to feed into them. Cllr Terry SECONDED.

FOR: UNANIMOUS

C/248/23 Correspondence for Action

- a. **Tewkesbury Borough Council**
 - i. **Review of Polling Districts and Polling Places 2023** – Members did not wish to respond to this consultation.
 - ii. **Commercial Waste** – Tewkesbury Borough Council had advised that it would be stopping its commercial waste service in three months' time. The Clerk confirmed that she was obtaining quotations from other companies for consideration at the next Finance Committee Meeting.
- b. **Tewkesbury Christmas Lights Committee** – An invitation had been received for the Chairman to attend the Christmas Lights event on 19th November. Cllr Roberts advised he was unable to attend, it was, therefore, AGREED that Cllr Phennah should represent the Council in his place.
- c. **Councillor Advocacy Scheme** – The Parish Council had been given the option to nominate a representative to become a councillor advocate and represent the area – strengthening relationships between the neighbourhood police team and local councils. Cllr Terry expressed an interest in this role and if more than one representative was allowed Cllr Fancourt also expressed an interest.
- d. **Gloucestershire Association of Parish and Town Councils (GAPTC)** – The Clerk listed upcoming training events.

C/249/23 **Northway Community Hub – Rest Centre Draft Plan**

Exclusion Items – Cllr Roberts PROPOSED that, in view of the special/confidential nature of the business that was not yet in the public domain, it was advisable in the public interest that the public and press were temporarily excluded, and they were instructed to withdraw.

FOR: UNANIMOUS

Under exclusion, Members received the Draft Plan relating to Northway Community Hub becoming a Rest Centre. Cllr Terry PROPOSED acceptance. Cllr MacTiernan SECONDED.

FOR: UNANIMOUS

Cllr Blackmore queried whether there were any filters on the wi-fi to restrict certain types of content. The Clerk offered to investigate this.

C/250/23 **Correspondence for Information**

- a. **National Association of Local Councils:**
 - i. Chief Executive's Bulletin 14th September 2023, 21st September 2023, 28th September 2023 and 5th October 2023.
- b. **Electrical Safety First** – Details of UK Charity that provides grants to keep people safe in their home.
- c. **Information by Design** – This organisation had been appointed by the Office of the Police and Crime Commissioner (OPCC) to conduct a survey regarding perceptions of crime. This was forwarded to Members and advertised on social media.
- d. **Tewkesbury Borough Council:**
 - i. Press Releases:

‘New Approach to Garden Town Delivery Progressing Well’.
‘Enhancing Tewkesbury Town Centre: Join the Conversation’.
‘Council Reviews Housing Position Following Appeal Decision’.
 - ii. Elections – Tewkesbury Borough Council had booked the Community Hub on 2nd May 2023 for the Police and Crime Commissioner Elections.
- e. **Age UK Gloucestershire** – Updated Tewkesbury Information document (forwarded to Members).

C/251/23 **Correspondence received after 5th October 2023**

- a. **Zero Hour** – Correspondence requesting support for the Climate and Ecology Bill. It was AGREED that this should go on a future agenda.
- b. **Tewkesbury Borough Council**
 - i. Details of ‘Introduction to Community Led Planning Options’ event – 16th October 2023 in Brockworth.
 - ii. Press Releases:
‘Tewkesbury Town Centre Masterplan’.
‘Barnwood Utd to Manage Coopers Edge Sports Hub’.
- c. **National Association of Local Councils (NALC)** – Newsletters (06.10.2023 & 10.10.2023).

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C/251/23 **Correspondence received after 5th October 2023** (Continued)

- d. **Gloucestershire Association of Parish and Town Councils** – Vacancy for experienced administrator.
- e. **Gloucestershire Mentoring Programme** – Update, Issue 5, October 2023.

As there was no further business the meeting concluded at 8.35pm.