

Minutes of the Council Meeting held on Wednesday, 12th June 2024

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

Present: Cllr M Barnes (Chairman) Cllr G Fancourt
Cllr P Godwin (until/from C/146/24) Cllr E MacTiernan (until/from C/156/24)
Cllr K Poole Cllr G Shelton
Cllr S Terry

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

C/137/24 **Apologies for Absence**

Apologies for absence had been received from Cllrs Roberts, Beadle and Mackenzie.

C/138/24 **Public Participation**

No members of the public were present.

C/139/24 **Declarations of Interest**

Cllr Godwin declared an interest in items relating to Northway Youth Club (item.10). No further 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/140/24 **Minutes of Previous Council Meeting**

Cllr Terry PROPOSED that the Minutes of the Annual Meeting that took place on 8th May 2024 were approved as a true and accurate record. Cllr Godwin SECONDED.

FOR: Cllr Terry Cllr Godwin
Cllr Barnes Cllr Fancourt
Cllr MacTiernan Cllr Shelton

ABSTENTIONS: Cllr Poole

Cllr Shelton PROPOSED that the Minutes of the Full Council Meeting held on 8th May 2024 were approved as a true and accurate record. Cllr Terry SECONDED.

FOR: Cllr Shelton Cllr Terry
Cllr Barnes Cllr Fancourt
Cllr Godwin Cllr MacTiernan

ABSTENTIONS: Cllr Poole

C/141/24 **Matters Arising from Council Minutes/Clerks Report**

C/100/24 – Tewkesbury Borough Council – *Tewkesbury Borough News '60 seconds in* An article compiled by Cllr MacTiernan had been forwarded for publication.

C/71/24 Christmas – Confirmation had been received from the Boys Brigade for use of the sleigh on 30th November 2024, Father Christmas had also confirmed he would be available for the event.

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C/141/24 **Matters Arising from Council Minutes/Clerks Report** (continued)

P/34/24 Parish & Town Council Seminar – This event had been deferred due to Pre Election Period (PEP).

C/119/24 Roads & Road Safety – Following report of a faulty VAS battery, there was an agreement to ask for replacements. Cllr Mackenzie had since found out that the batteries required 24 hours for recharging, these were now being monitored to ensure working correctly before reporting any faults.

C/126/24 Insurance – The Clerk had notified Zurich that the Council wished to enter into a three-year agreement with them. The other companies had been informed that they were not successful.

C/127/24 Tewkesbury Garden Communities – Agreement to sign the Charter had been forwarded but a date for signing had been deferred due to the PEP.

C/128/24 Northway Pantry - A sign had been put on the pantry door advising that no smoking was allowed in that area during pantry opening hours.

C/130/24 Fundraising – A letter of congratulations has been forwarded to Oscar Brown at Carrant Brook School following his fundraising success.

Cllr Terry mentioned that she had contacted Carrant Brook School about providing students whose artwork was included in the Coronation mural, but since moved to high schools, with postcards of the artwork. Carrant Brook School had suggested that the Council contacted the pupils' new schools directly to arrange this (and had provided a list of the schools to contact).

GP/95/24 & C/118/24 Youth Work – Northway Youth Club Trustees had refused to provide details relating to their funds following the Council's request.

C/142/24 **Roads & Road Safety**

- a. **Issues of Concern** – The Clerk had reported overgrowth on the Northway Lane motorway bridge which was encroaching onto the cycle path and forwarded photographs to the Local Highways Manager.

Concern had also been expressed about the safety of cyclists crossing over the bridge whilst roadworks were taking place (and traffic was limited to one lane). As a result, 'Cyclists Dismount' signs were going to be put in place.

The Parish Council had been advised that a number of properties in the parish were using land without dropped-kerb access as their driveways. This had also been reported to the Local Highways Manager.

Cllr Mackenzie had emailed his concerns regarding the synchronization of traffic lights on the A46 and the need for a filter lane on the J9 roundabout. He had requested that these issues be discussed at the next Road Safety Meeting (scheduled for 25 September 2024).

Cllr Barnes queried whether the SpeedWatch camera was working. The Clerk explained that the camera, although installed, was indicating that it was 'very poorly' and so further investigation was required.

Cllr Fancourt mentioned that the humpback bridge was still overgrown (this had been reported to Gloucestershire County Council).

- b. **20splenty.org** – Invitation to Zoom meeting on 8th and 9th July regarding the benefits of 20's Plenty. Members recalled that when the Council had looked into 20's Plenty previously, it was advised that the it would not apply to the estate roads (only the main roads), a contribution of approximately £10,000 would also be required from the Parish Council.
- c. **Resident Complaint** – The Clerk passed on an email from a resident regarding the amount of traffic,

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C/142/24 Roads & Road Safety (continued)

often speeding, through Northway Lane most of which were using Northway as a rat run to avoid congestion on the Ashchurch Road. Concerns were expressed that this would only get worse with further development of the Garden Community.

Cllr Terry PROPOSED that this email should be forwarded to Gloucestershire County Council, Highways and the Police.

Cllr MacTieman added that the resident should be assured that the Parish Council fully agreed with their concerns and, although this matter was beyond its control, the email had been forwarded to the relevant authorities. Cllr Terry ACCEPTED this addition to her proposal. Cllr Shelton SECONDED.

FOR: UNANIMOUS

- d. **Gloucestershire County Council** – Details of Temporary Road Closure: Grange Road, 8th July – 2nd August (National Grid).

C/143/24 Planning Committee

Members received the Minutes of the Planning Committee Meeting held on 15th May 2024.

C/144/24 General Purposes Committee

- a. **Minutes** – Members received the Minutes of the General Purposes Committee Meeting held on 15th May 2024.
- b. **Skatepark Funding** – Members received a recommendation from the General Purposes Committee that the Council earmarked a further £50,000 towards the skatepark project to cover any shortfall (Min Ref: GP/61/24 refers), this would allow the Council to set a formal start date with Maverick. Cllr MacTieman PROPOSED approval. Cllr Terry SECONDED.

FOR: UNANIMOUS

It was noted that Maverick had indicated that they would like to bring the project forwards, if possible, and start work at the end of July. Members AGREED approval of this, if feasible with the Lottery and other grants.

- c. **Bench for Northway Community Hub** – Members reconsidered installation of a bench in the grounds of Northway Community Hub which should be in memory of F. Brian Trenfield (Min Ref: GP/64/24 & C/128/24 refer). Cllr Terry PROPOSED approval of purchase and installation of a bench, along with a memorial plaque. Cllr Godwin SECONDED.

FOR: UNANIMOUS

- e. **GP Projects Working Party** – Members received the notes from the GP Projects Working Party meeting that took place on 5th June 2024.

C/145/24 Finance Committee

Members received the Minutes of the Finance Committee Meeting held on 22nd May 2024.

C/146/24 Lease/Licence Working Party

Members received the Minutes of the Lease/Licence Working Party Meeting that took place on 5th June 2024.

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C/146/24 Lease/Licence Working Party (continued)

Cllr Barnes PROPOSED that, in view of the special / confidential nature of the business to be discussed (i.e relating to legal matters), it was advisable in the public interest that the public and press were temporarily excluded and were instructed to withdraw.

7.24pm – Cllr Godwin left the meeting.

Under confidential cover, Cllr Barnes gave a report of what took place at the meeting for those who had not been present, and the Clerk provided an update on what had taken place since the meeting, and it was UNANIMOUSLY AGREED to contract Thomson & Bancks, Solicitors to move things forward.

7.31pm – Cllr Godwin rejoined the meeting.

C/147/24 Staffing Committee

Cllr Terry PROPOSED that, in view of the special / confidential nature of the business to be discussed (i.e relating to contractual matters and wages), it was advisable in the public interest that the public and press were temporarily excluded and were instructed to withdraw. Cllr Godwin SECONDED.

FOR: UNANIMOUS

Under confidential cover, Members reviewed the salaries for the current job vacancies (relating to F. Brian Trenfield's previous roles), which were AGREED.

C/148/24 Borough Councillor's Report

Cllr Godwin had nothing to report.

C/149/24 Council Accounts

Cllr Shelton PROPOSED that the accounts for payment, totalling £23,045.05, should be approved. Cllr Terry SECONDED.

FOR: UNANIMOUS

C/150/24 Annual Governance and Accountability \ Return 2023/24 (AGAR)

- a) **AGAR Submission** – The Clerk reported that the AGAR was due for submission by Monday 1st July 2024.
- b) **Annual Governance Statement** – This document had been recommended for approval by the Finance Committee (Min Ref: FIN/39/24 refers). Cllr MacTiernan PROPOSED the Council's responses were approved, as recommended (below). Cllr Terry SECONDED.

FOR: UNANIMOUS

	Agreed- Yes / 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>

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C/150/24 **Annual Governance and Accountability \ Return 2023/24 (AGAR)** (continued)

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>
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 went through the Statements and received the Finance Committee's recommendations (Min Ref FIN/39/24 refers), and no issues were raised. Cllr Terry PROPOSED the Accounting Statement was approved. Cllr Godwin SECONDED.

FOR: UNANIMOUS

- d. **Accounts / Financial Statements for the Year ended 31 March 2024** – The Financial Statements were attached to Members Agendas. Members received the Finance Committee's recommendation for approval, following amendments Cllr Shelton PROPOSED approval. Cllr Terry SECONDED.

FOR: UNANIMOUS

- e. **Public Rights** – The Clerk informed Members that the period for Public Rights would be displayed in noticeboards and the web site from 14th June to 25th July 2024.

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C/150/24 Annual Governance and Accountability \ Return 2023/24 (AGAR) (continued)

- f. **Annual Internal Audit** – The Annual Internal Audit Report 2023/2024 was tabled and it was noted that no issues were raised. Cllr MacTiernan PROPOSED approval. Cllr Barnes SECONDED.

FOR: UNANIMOUS

- g. **Internal Audit Report 2023/2024 – Final** – Members received the Full Report. Cllr MacTiernan PROPOSED approval. Cllr Terry SECONDED.

FOR: UNANIMOUS.

- h. **Further Items** – The Clerk was thanked for her hard work in relation to the AGAR.

C/151/24 Tewkesbury Garden Communities

- a. **Meetings** – It was noted that upcoming meetings had been cancelled due to the upcoming elections (and the 'Pre-Election Period' (PEP)).
- b. **Signing of the Charter** – It was noted that Northway's signing of the Charter would be deferred until after the PEP (C/127/24 refers).

C/152/24 Tewkesbury Borough Council Capital Grant Scheme (Energy Efficiency for Community Buildings)

The Clerk confirmed that she had applied for a grant towards new windows and doors for the Village Hall. She had only been able to obtain one quotation for pipe lagging and loft insulation, so had been unable to include this in the application. Cllr Fancourt thanked the Clerk for her work towards this.

C/153/24 Northway Pantry

The Council was still awaiting information from Johnsons regarding possible installation of a canopy (or similar) for the garden room.

C/154/24 Youth Work

- a. **Play Rangers**
- i. The Clerk confirmed that over 100 people had interacted with Play Rangers during their last session at Northway Playing Field (an official report had not yet been received).
- ii. It was noted that the Build Back Better grant had now been spent on Play Ranger sessions and a report had been forwarded to Gloucestershire County Council.
- b. **Young Gloucestershire (Holiday Activity Fund)** – Young Gloucestershire had requested use of the Village Hall for youth sessions over the summer holidays. The Trustees of the Youth Club had agreed to allow this at a cost of £20 per day, Young Gloucestershire had agreed to pay this.

C/155/24 Crime & Disorder

- a. **Crime Figures** – The Clerk passed on details of crime that had taken place between 1st March and 9th June 2024

PCSO Owen had also updated on local issues, as follows:

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C/155/24 Crime & Disorder (continued)

Hawthorn Way (ball games) – Spoke to some residents and things appeared to have ‘calmed down’, she was advising people not to play football as the area was not suitable.

Sycamore Road (request for closure of alleyway and youths throwing things over fence) – Two youths had been identified from CCTV footage. PCSO Owen felt closure of the alleyway would move the problem to other areas but was meeting Karl Simpson to discuss further. She had requested installation of a dome camera and also also contacted Bromford regarding repair the fencing.

Northway Playing Field (damage to play equipment) – CCTV had been collected and would be circulated, potentially to Tewkesbury Academy.

Wooded area by Northway Playing Field (two kitchen knives found) – Both knives had been located and destroyed. Not linked to an incident.

It was noted that CCTV footage at Northway Playing Field had declined in quality. It was AGREED that this should be put on a future Finance Agenda for Council to consider replacement.

8.00pm – Cllr MacTiernan left the meeting.

- b. **Crime & Disorder** – No further information was received relating to crime and disorder.
- c. **Gloucestershire Constabulary Stakeholder Report** – This document had been circulated to Members by email.
- d. **Mini Police** – It was noted that the Mini Police had visited the Community Hub on 5th June. They had visited the Council Office, the Northway Pantry, spoken to Luncheon Club Volunteers and looked at the Coronation Mural.
- e. **Stroud and Tewkesbury Councillor Advocacy Scheme Meeting**
 - i. Minutes from the meeting that took place on 1st February 2024 along with Local Insight England Custom Report for Tewkesbury Borough (forwarded to Members).
 - ii. Cllr Fancourt gave a report following his attendance at the meeting that took place on 22nd May 2024.

8.03pm – Cllr MacTiernan rejoined the meeting.

C/156/24 Correspondence for Action

- a. **Gloucestershire Association of Parish and Town Councils (GAPTC)** – Cllr Barnes had expressed an interest in attending a Chairmanship course but was unavailable to attend the next one, the Clerk would forward available dates once they were released.
- b. **Safety of Lithium-Ion Batteries and E-bikes and Scooters** – Cllr MacTiernan PROPOSED that the Parish Council sent an email confirming support of a campaign to get a Bill through to Parliament to ensure greater safety in the disposal of lithium batteries. Cllr Terry SECONDED.

FOR: UNANIMOUS

C/157/24 Correspondence for Information

- a. **National Association of Local Councils (NALC)** - Chief Executive’s Bulletin 16.05.24, & 30.05.24
- b. **Tewkesbury Borough Council:**
 - i. Press Releases:

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C/157/24 Correspondence for Information (continued)

- £160k grant funding available for Tewkesbury Borough rural businesses.
 - Unlicensed dog breeder prosecuted.
 - New Mayor for Tewkesbury Borough
 - Council to launch public consultation on name change
- ii. Parish Matters – Newsletter (forwarded to Members by email)
- iii. Details of the current consultation on a change of name from Tewkesbury Borough Council to Northway Gloucestershire Borough Council, with a request to advertise it.

C/158/24 Correspondence Available in the Clerk's Office

- a. **Gloucestershire VCS Alliance** – News Bulletin – 15th May 2024.

C/159/24 Correspondence Received After 6th June 2024

- a. **Tewkesbury Borough Council** – Press Release: 'Voters urged to prepare for upcoming general election'.

As there was no further business the meeting concluded at 8.12pm.