

Minutes of the Council Meeting held on Wednesday, 12th July 2023

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

Present: Cllr J Roberts (Chairman) Cllr E Phennah
Cllr M Barnes Cllr C Blackmore
Cllr P Godwin Cllr E MacTiernan (until C/184/23)
Cllr G Shelton Cllr S Terry

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

C/167/23 Apologies for Absence

Apologies for absence had been received from Cllr Beadle, Cllr Mackenzie and County Cllr Vernon Smith. No further apologies for absence had been received.

C/168/23 Public Participation

No matters were raised.

C/169/23 Declarations of Interest

Cllrs Blackmore, Godwin and Roberts declared their interest in any items relating to the Food Pantry. No 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/170/23 Minutes of Previous Council Meeting

Cllr Blackmore PROPOSED that the Minutes of the Full Council Meeting held on 14th June 2023 should be approved as a true and accurate record. Cllr Terry SECONDED.

FOR: Cllr Blackmore Cllr Terry
Cllr Godwin Cllr Roberts

ABSTENTIONS: Cllr Barnes Cllr MacTiernan
Cllr Phennah Cllr Shelton

C/171/23 Matters Arising from Council Minutes/Clerks Report

C/146/23 Road Safety – National Grid Roadworks were contacted regarding the four-way traffic lights on the junction of The Park/Northway Lane and Kingston Road which were causing disruption. They responded with ways that they would try and improve the situation, including working over the weekend and manning the lights during busy times.

C/152/23 Borough Councillor's Report – Northway's Borough Councillors were informed of the Council's request for a written report prior to the meeting.

C/162/23 Correspondence for Action – Feeding Gloucestershire – Cllrs Godwin and Blackmore gave a report following their attendance at this event.

C/163/23 Tewkesbury Garden Town – Ashchurch Rural Parish Council had been informed that Northway Parish Council had not changed its mind on the distribution of funds due to come back to the various Parish Councils.

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C/171/23 Matters Arising from Council Minutes/Clerks Report (continued)

P/37/23 Tewkesbury School Academy Invitation – Cllr Shelton gave a report following his attendance at an event making Tewkesbury School becoming Tewkesbury Academy which took place on 30th June 2023.

C/154/23 Food Pantry – All contributors to the Food Larder building had been sent letters of thanks.

C/172/23 Roads & Road Safety

- a. Cllr Barnes mentioned that it was difficult to cross The Park by Long Eights junction with the traffic lights currently in place.
- b. Road Closures: Temporary Road Closure of the humpback bridge 28th – 31st August 2023.
Temporary Closure of Cedar Road between 12th September – 15th September 2023.
- c. The Clerk informed Members that Cllr Blackmore had put together a Data Protection Impact Assessment (DPIA) relating to the 'ANPR' camera (C/146/23 refers). Since the last Full Council Meeting, it had been clarified that the camera was not actually an ANPR (automatic number plate recognition) camera as it did not recognise number plates although it would photograph them. The system was linked to a Police data base to which the Parish Council would have limited access to allow it to note the highest speeders and then the Police would deal with them by sending a letter. This provided further clarification for Cllr Blackmore who now believed that the camera could be included in the DPIA for the Council's existing CCTV. Additionally, it was felt that this also meant that there was no requirement for signage warning of the camera's presence.

Cllr Blackmore PROPOSED that the new DPIA should be ignored, and the existing Assessment should be updated accordingly. Cllr Terry SECONDED.

FOR: UNANIMOUS

Cllr Blackmore asked the Clerk to try and get clarification of what the camera should be classed as it was not an ANPR or CCTV and the Council should further consider signage at the next Full Council Meeting.

- d. The Clerk had made numerous enquiries with Gloucestershire County Council and the Community Speedwatch team about installation of posts for the VAS, however there had been no confirmation of when this might take place. Cllr Roberts suggested that County Cllr Smith be asked to make enquiries into this also.

Members considered who would move the VAS and/or charge it, when necessary, once the posts were in place. It was AGREED that quotations should be sought for a contractor to do this. Cllr Shelton said that he would be willing to help, if needed.

- e. It was AGREED that a Road Safety Committee Meeting should be scheduled for 4th September 2023.

C/173/23 County Councillor's Report

Members had been forwarded an email report from County Cllr Smith.

C/174/23 Planning Committee

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

C/175/23 General Purposes Committee

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

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C/176/23 GP Projects Working Party

- a. Members received the Notes of the GP Projects Working Party Meeting that took place on 14th June and 5th July 2023.
- b. Members received a suggestion from the Working Party that the Council considered purchase of a fundraising thermometer to show that it was trying to raise money towards the skatepark (Min Ref: GPP/17/23 refers). Cllr Roberts PROPOSED a budget of up to £150 for purchase of a sign/board for installation onto the palisade fencing by the skatepark.

FOR: UNANIMOUS

- c. The GP Projects Working Party had also recommended contracting a company to provide 2 x 1 hour skateboarding lessons at the skatepark (at a cost of £200) (Min Ref: GPP/17/23 refers). It was hoped that this would build up more support for the project.

Cllr Roberts PROPOSED that the skateboarding lessons should be arranged for in the summer holidays, however, the Council should check that they could be cancelled in the event of low take-up. Cllr Terry SECONDED.

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| FOR: | Cllr Roberts | Cllr Terry |
| | Cllr Barnes | Cllr Blackmore |
| | Cllr Godwin | Cllr Phennah |
| | Cllr Shelton | |

AGAINST: Cllr MacTiernan

C/177/23 Emergency Planning Working Party

- a. Members received the Notes of the Emergency Planning Working Party Meeting that took place on 5th July 2023.
- b. The Emergency Planning Working Party had recommended that the Council formally agreed to the Community Hub being designated as a Rest Centre in the County Emergency Plan (Min Ref: EP/06/23 refers). Cllr MacTiernan PROPOSED approval. Cllr Terry SECONDED.

FOR: UNANIMOUS

C/178/23 Borough Councillor's Report

Cllr MacTiernan responded to the Council's request for a written report prior to Full Council Meeting's (Min Ref: C/152/23 refers). She explained that she would not agree to this request as, in order to provide the Clerk with a report prior to the meeting, it would need to be sent five days ahead. It would be 'sanitised' and out of date. She explained that the Borough Council sent Councillors weekly updates, however, these were very generic, and she only ever mentioned items pertinent to Northway.

Cllr Blackmore explained that she had proposed that the request was made to the Borough Councillors because she felt it would be helpful for updates to be given on social media. The community heard nothing from its local Borough Councillors unless there was an upcoming election. Cllr MacTiernan responded that she would not post on social media as she refused to deal with the backlash associated with it. It was up to individual Borough Councillors to inform their wards in whatever way they felt was right and she knew lots of them did not even attend Parish Council meetings. Cllr Blackmore asked if that then meant that it was up to Parish Councillors to inform members of the public of any relevant information included in the Borough Councillors' reports. Cllr MacTiernan confirmed that this was fine, so long as the information was not confidential.

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C/178/23 Borough Councillor's Report (continued)

Cllr MacTiernan went on to provide a verbal report that she believed was confidential and, therefore, PROPOSED that, in view of the special/confidential nature of the business about to be transacted it was advisable in the public interest that the public and press were temporarily excluded, and they were instructed to withdraw.

EXCLUSION ITEM: Cllr MacTiernan gave a confidential brief. Following this, Cllr Shelton PROPOSED that Newland Homes should be invited to attend the Planning Committee Meeting scheduled to take place on 20th September 2023. Cllr Phennah SECONDED.

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| FOR: | Cllr Shelton | Cllr Phennah |
| | Cllr Barnes | Cllr Blackmore |
| | Cllr Godwin | Cllr MacTiernan |

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| ABSTENTIONS: | Cllr Roberts | Cllr Terry |
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C/179/23 Northway Community Hub

The Clerk informed Members of an unpaid invoice relating to hire of the Community Hub dating back to October 2022. These particular hires were very valuable in that they allowed sensitive, monitored meetings of various family groups. The bill paying organisation had been 'chased' numerous times for payment. Correspondence received in the last 24 hours indicated that they were working hard to resolve the issue.

Cllr Terry PROPOSED that, if the payment had not been received within the next month, the Council should consider disallowing use of the facility to the County Council at its next meeting. Cllr Barnes SECONDED.

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| FOR: | Cllr Terry | Cllr Barnes |
| | Cllr Godwin | Cllr Phennah |
| | Cllr Roberts | Cllr Shelton |

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| AGAINST: | Cllr Blackmore | Cllr MacTiernan |
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C/180/23 Council Accounts

The high cost of the British Telecom payment was noted and the Clerk said that she had receive a letter from BT advising that it was time to renew the contract so she had planned to see what else was available.

Cllr Terry PROPOSED that the accounts for payment, totalling £18,185.46, should be approved. Cllr Barnes SECONDED.

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Cllr MacTiernan asked the Clerk whether it would be easy to calculate the maintenance/repair costs relating to the Play Park since it was installed in to 2015, and if so could it be received at a future meeting.

C/181/23 Food Pantry

- a. The Clerk confirmed that she had made enquiries with One Legal regarding the drawing up of a lease for the Food Pantry, however, they were too busy to take this on but asked to be considered for future legal advice. Cllr Terry PROPOSED that further quotations should be sought. Cllr MacTiernan SECONDED.

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Cllr Blackmore confirmed that a Food Pantry Steering Group had been set up and she listed the current members.

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C/181/23 Food Pantry (continued)

- b. It was hoped that, if the garden building was installed by the end of August, the Food Pantry would be ready to go at the start of September.

Cllr Blackmore hoped that a compost bin could be installed in the Community Hub grounds to assist with disposal of food waste whilst also reducing the Pantry's carbon footprint.

There was also the issue of recycling cardboard/plastic, etc. Cllr Blackmore said that she would ask Priors Park Neighbourhood Project what they did about recycling and also consult with members of the Steering Group.

Cllr MacTiernan PROPOSED that the Food Pantry Steering Group should be permitted to place a compost bin in the Hub Grounds, near to where the bug shelter was situated. Cllr Terry SECONDED.

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| FOR: | Cllr MacTiernan Cllr Barnes | Cllr Terry Cllr Shelton |
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| ABSTENTIONS: | Cllr Blackmore Cllr Phennah | Cllr Godwin Cllr Roberts |
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C/182/23 Northway Playing Field

A member of the public had asked the Council for permission to hold a fundraising event at Northway Playing Field to raise money for a mobile chemo van. They had been informed that proof of public liability insurance would need to be provided as well as a risk assessment.

It was felt that more information was required before the Council could make a decision, therefore, it was AGREED that this should be requested, and the matter deferred until the General Purposes Committee Meeting on 19th July 2023.

C/182/23 Coronation Trail Artwork

Cllr Terry confirmed that she had spoken to a couple of artists about creation of a mural made up of the coronation artwork (Min Ref: C/159/23 refers), one was too far away but she was scheduled to meet the other later in the week. She asked whether the Council had a budget in mind for this. Cllr MacTiernan suggested that Cllr Terry first asked the artist to give ideas regarding price.

C/183/23 Youth Work

The Clerk said that she had tried to book further Play Ranger dates but was awaiting confirmation. She had also asked County Cllr Smith to provide funding towards this (£2,000), he had forwarded an application form which Cllr Terry offered to complete.

C/184/23 Crime & Disorder

- a. PCSO Magovern had forwarded a list of crimes that had been reported in Northway between 12th June and 9th July 2023, amounting to a total of 15 crimes.

8.55pm – Cllr MacTiernan left the meeting.

- b. Members reconsidered a request from Gloucestershire Constabulary that the Community Hub be used as a 'Safe Space' (Min Ref: C/76/23 refers).

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C/184/23 **Crime & Disorder** (Continued)

Cllr Barnes felt that the Council needed to consider the safety of its staff first and, if an incident occurred, would the police be quick to respond? It was also noted that the building was used by private hirers and so it might not be appropriate for it to be advertised as a 'Safe Space'.

After further debate Cllr Terry PROPOSED that the Council should not agree to the Community Hub being used as a 'Safe Space'. Cllr Barnes SECONDED.

FOR: UNANIMOUS

C/185/23 **Correspondence for Action**

a. **Tewkesbury Borough Council**

- i. Email introducing the new Monitoring Officer, including an email from the outgoing Monitoring Officer with a copy of the Code of Conduct training sessions.
- ii. Update relating to Parish Subgroup meeting for the Garden Town Project which was now postponed.

b. **Gloucestershire Association of Parish & Town Council's (GAPTC)**

- i. Announcement of GAPTC Transition and search for new CEO.
- ii. The Clerk provided details of training events. Cllr Barnes was interested in Chairmanship training.

C/186/23 **Correspondence for Information**

a) **National Association of Local Councils (NALC)** – Chief Executive's Bulletin 29/06/23, 06/07/23

b) **Gloucestershire Association of Parish & Town Councils (GAPTC):**

- i. Newsletter 05/07/23
- ii. Details of AGM

c) **Tewkesbury Borough Council:**

- i. Press Releases:- 'More property restoration grants for Tewkesbury businesses'
'Tewkesbury Leisure Centre's soft play open for business'
'Tewkesbury Borough Council votes in favour of webcasting its Council meetings'.
- ii. 'Worrying About Money' leaflet. Cllr Blackmore confirmed that she had attended training relating to this and was now able to train others. Cllrs Godwin and Shelton expressed an interest in being trained.
- iii. Details relating to the Co-option process for casual vacancy.

d) **Barnwood Trust Circle** – Details of 'Meet Up' at Northway Community Hub.

e) **Gloucestershire County Council (GCC)** – Councils Connected Newsletter.

f) **Gloucestershire Mentoring Programme** – Update Newsletter Issue No 4 June 2023.

g) **Save Our Lanes** – Update (forwarded to Members by email).

h) **Society of Local Council Clerks (SLCC)** – Details of meeting on 19th June 2023.

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C/187/23 **Correspondence Available in the Clerk's Office**

- a. **Clerks & Councils Direct** – July 2023; Issue 148.

C/188/23 **Correspondence received after 6th July 2023**

- i. **Gloucestershire Carers Hub** – Information.
- ii. **Society of Local Council Clerks (SLCC)** – The Clerk magazine – July 2023.

As there was no further business the meeting concluded at 9.00pm.