

**Minutes of the Council Meeting held on Wednesday, 12th May 2021
at Northway Community Hub, Northway, commencing at 7:00 p.m.**

Present: Cllr S Ward (Vice Chairman) Cllr M Barnes
Cllr C Blackmore Cllr P Godwin (until Min Ref: C/144/21)
Cllr P Mackenzie Cllr E MacTiernan (until Min Ref: C/144/21)
Cllr E Phennah Cllr G Shelton
Cllr S Terry Cllr T Treacy

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

C/122/21 **Apologies for Absence**

Apologies had been received from Cllr Roberts and County Cllr Vernon Smith.

C/123/21 **Public Participation**

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

FOR: UNANIMOUS

No issues were raised.

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

FOR: UNANIMOUS

C/124/21 **Declarations of Interest**

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/125/21 **Previous Minutes**

Council Meeting that took place on 14th April 2021 - Cllr Terry advised that there was an error on page one of the Minutes of the Full Council Meeting that took place on 14th April 2021 (The names Terry needed replacing with Treacy). With this error corrected, Cllr Terry PROPOSED that the Minutes should be approved as a true and accurate record. Cllr Godwin SECONDED.

FOR: UNANIMOUS

Extraordinary Council Meeting that took place on 28th April 2021 - Cllr Mackenzie PROPOSED that the Minutes of the Extraordinary Council Meeting that took place on 28th April 2021 should be approved as a true and accurate record. Cllr Shelton SECONDED.

FOR: UNANIMOUS

It was AGREED that, since Cllrs MacTiernan and Godwin had not been permitted to attend the Extraordinary Council Meeting (due to confidential discussion taking place) it should not be reflected in the attendance figures for the year.

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C/126/21 Matters Arising from Council Minutes/Clerks Report

C/67/21 Parish Assembly – The Clerk passed on messages of thanks from two recipients of the award certificates.

C/85/20 Roads and Road Safety – A letter of thanks was sent to the Local Highways Manager for attending a joint site meeting to review areas of concern in Northway.

C/94/21 Defibrillator – Paediatric pads had been ordered for all machines and delivery was being awaited.

C/94/21 Defibrillator – Signage had now been ordered for all machines. The Clerk passed on clarification from SWAST (South West Ambulance Service) that if a defib was more than 200m away from the patient it should only be used if it did not involve leaving the patient unattended.

C/96/21 Coronavirus (COVID-19) – Confirmation was received that Cllr Roberts had written to local MP, Laurence Robertson, requesting that he put a case to Parliament for the continuance of virtual meetings.

C/96/21 Coronavirus (COVID-19) – A digital thermometer had been purchased for use at Council meetings as well as additional hand towel dispensers for the toilets.

C/127/21 Roads & Road Safety

- i. **Issues of Concern** – Cllr Mackenzie asked whether the Council had received any emails from residents relating to speeding and/or dealings with the police/local MP. The Clerk explained that the Council had been copied into correspondence between the Local Highways Manager and Laurence Robertson's office in response to a complaint about speeding along The Park. In his email, the Local Highways Manager had explained that he had met and discussed road safety issues with the Parish Council many times and he was investigating several options to see if they were viable.

The Clerk added that County Cllr Smith had hinted that there might be positive news relating to the Vehicle Activation Sign (VAS) but this could not yet be confirmed.

Cllr Ward suggested that the Council should ask County Cllr Smith to clarify whether or not the Northway Lane motorway bridge was to be resurfaced (as he had previously reported) because the Local Highways Manager had no knowledge of this.

- ii. **Joan's Field Access** – The Clerk confirmed that she was still in the process of obtaining prices for establishing a safe access into Joan's Field.

C/128/21 County Councillor Report

An email of thanks had been circulated by County Cllr Smith following his re-election onto the County Council.

C/129/21 Planning Committee

Members received the Minutes of the Planning Committee Meeting that took place on 21st April 2021.

C/130/21 General Purposes Committee

- i. **General Purposes Committee Meeting** – Members received the Minutes of the General Purposes Committee Meeting held on 21st April 2021.
- ii. **GP Projects Working Party Meeting** – Members received the Notes from the GP Projects Working Party Meeting held on 26th April 2021.

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C/130/21 General Purposes Committee (continued)

- a. Cllr Ward PROPOSED that, as recommended by the GP Projects Working Party, the outdoor gym, and wheelchair swing projects should be prioritised (Min Ref: GP/12/21 and GP/57/21 refer) along with creation of a safer access into Joan's Field.

FOR: UNANIMOUS

- b. The Clerk confirmed that the survey on outdoor gym equipment had completed and the results had been collated. The Expression of Interest in Section 106 funds was almost finished (with some final quotations still being awaited), Cllr MacTiernan had also looked through and offered some suggestions.

Cllr Terry PROPOSED that the Clerk be authorised to submit the Expression of Interest once it was ready to go. Cllr Mackenzie SECONDED.

FOR: UNANIMOUS

C/131/21 Carbon Neutral Working Party

- i. **Policy** – Members had been circulated a copy of the Parish Council's Carbon Neutral policy.
- ii. **Agenda's** – Cllr MacTiernan PROPOSED an addition to the wording on the first page of meeting agendas reminding Members to consider the Carbon Neutral policy in their decision-making process. Cllr Terry SECONDED.

FOR: UNANIMOUS

- iii. **Pollution Survey** – The Clerk had made enquiries regarding undertaking of a pollution survey along The Park. Tewkesbury Borough Council had confirmed that, if the Parish Council were to put a request in, it would be able to provide pollution measurement devices at possibly two locations along The Park without charge and these would be in place for about a year. Cllr MacTiernan PROPOSED that the Council should progress this and put a request in to Tewkesbury Borough Council. Cllr Barnes SECONDED.

FOR: UNANIMOUS

- iv. **Village Hall and Changing Rooms** – The Clerk had experienced difficulty finding firms who might be able to provide a quotation for assessing what improvements could be made to the Changing Rooms and Village Hall, therefore, this was still in progress.
- v. **Further Action** – The Clerk asked Members whether they would like to take any action to bring the Council more in-line with its Carbon Neutral policy. No suggestions were put forward.

C/132/21 Finance Committee

Members received the Minutes of the Finance Committee Meeting held on 28th April 2021.

C/133/21 Borough Councillor Report

Cllr Godwin reported that the Borough Council had donated 21 laptops to the Gloucestershire vcs Alliance and IT Schools for Africa which would be well used.

Bulky waste collections had been taken over by Orchard Recycling which meant that 70% of waste was being recycled or reused (Cllr MacTiernan added that it also freed up Ubico to do other jobs). It would now cost £22 for the first item and an additional £10 for any extras.

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C/133/21 Borough Councillor Report (continued)

The Borough Council wanted groups to apply for grant funding from a scheme being run by Gloucestershire Community Foundation towards local use sports clubs. It was suggested that this should be forwarded to the local football club, however the deadline was too tight.

Cllr MacTiernan added that the IT department had done a great job with the online booking system which was relieving the customer service staff at the Borough Council.

C/134/21 Insurance

Members received a recommendation from the Finance Committee that the Council should renew its insurance policy with Zurich based on budget, best value and good past experience. Due to some minor changes the price was now £3,683 based on a long-term agreement of three years. Cllr Ward PROPOSED approval of this.

FOR: UNANIMOUS

C/135/21 Council Accounts

Members received the schedule of bills paid and cheques for payment totalling £12,154.28. Cllr Terry PROPOSED that the accounts for payment be approved. Cllr Shelton SECONDED.

FOR: UNANIMOUS

C/136/21 Coronavirus (COVID-19)

- i. **Recommendations** – The Clerk had circulated advice from GAPTC for recommencement of face-to-face meetings, recommendations were that Councils should consider reducing the frequency and length of meetings and consider having a Temporary Scheme of Delegation (sample copy had been circulated to Members).

Cllr MacTiernan PROPOSED that the Council should adopt a Temporary Scheme of Delegation for an initial period of three months if the Clerk was happy with this arrangement. Cllr Terry SECONDED.

FOR: UNANIMOUS

- ii. **Risk Assessment** – Members had been emailed the Council's risk assessment regarding the return to face-to-face meetings. Cllr MacTiernan PROPOSED approval. Cllr Ward SECONDED.

FOR: UNANIMOUS

Cllr Ward PROPOSED that the Council should order face visors for Councillors and staff as an alternative to face masks, should they wish to wear them instead.

FOR: UNANIMOUS

- iii. **Working Party Meetings** – Cllr MacTiernan PROPOSED that the Council should continue to hold Working Party meetings via Zoom (which was permitted). Cllr Terry SECONDED.

FOR:	Cllr MacTiernan	Cllr Terry
	Cllr Barnes	Cllr Godwin
	Cllr Shelton	Cllr Treacy
	Cllr Ward	

AGAINST:	Cllr Blackmore	Cllr Mackenzie
	Cllr Phennah	

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C/136/21 Coronavirus (COVID-19) (continued)

- iv. **Community Hub** – The Council's application for a Restart grant from Tewkesbury Borough Council had been unsuccessful, however, the Clerk advised of an Additional Restrictions grant which could be applied for, it was AGREED that the Council should apply for this.

C/137/21 Hire of Northway Community Hub

The Clerk confirmed that the individuals requesting to operate a takeaway service and community café from the Hub had agreed to meet with Councillors over Zoom to discuss the possibility further (Min Ref: C/97/21 refers). Cllrs Roberts, Treacy and Mackenzie had already expressed that they would be willing to attend this, Cllr MacTiernan added that she would also like to sit in. The Clerk confirmed that she would proceed to arrange a suitable date for the meeting to take place.

C/138/21 Northway Playing Field

Members received a request from a local gym instructor for permission to run a boot camp on Northway Playing Field. The gym instructor had confirmed that he would correspond with the local football club to ensure that the boot camp did not clash with any matches, he had also forwarded details of insurance and qualifications.

The Clerk had contacted the Council's insurers to see if anything more was required and was told that provided that the Council was satisfied that the land was adequate for this purpose and that this could be demonstrated within the Council's risk assessment then the insurers would have no issue with it. Cllr Blackmore agreed to help put together a risk assessment for this purpose.

Cllr Blackmore PROPOSED that permission should be granted on a trial basis so that, should there be any issues, the Council could re-consider after three months. Cllr Ward SECONDED.

FOR: UNANIMOUS

C/139/21 Defibrillator

- i. **Advice from SWAST (South West Ambulance Service)** – The Clerk reported that, following the Council's agreement to purchase paediatric pads for all of the defibrillators in the parish, a representative of the South West Ambulance Service had advised that he would not recommend investing in these. Reasoning behind this was that the presence of both types of pads often caused confusion in an emergency and, also, the chance of a child having a cardiac arrest before getting to a hospital would be extremely rare.

The Clerk added that, although an order had been placed for paediatric pads, the Council's cheque had not been made out incorrectly, so the order was on hold. Due to the new advice that had been received, Cllr MacTiernan PROPOSED that the Council should to cancel its order. Cllr Terry SECONDED.

FOR: UNANIMOUS

- ii. **Free Training Session** – The Clerk reminded Members that the Council had not yet taken advantage of free defibrillator training following purchase of the machine for Hardwick Bank Road (due to Covid-19). In addition to this, a free training session had been offered after late delivery of a replacement battery for the defib at Northway Playing Field.

Cllr Treacy PROPOSED that the Clerk should be authorised to progress the additional free defibrillator training session. Cllr Godwin SECONDED.

FOR: UNANIMOUS

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C/139/21 Defibrillator (Continued)

It was noted that the trainer would be holding this face-to-face with six attendees at a time (socially distanced).

C/140/21 Local Schools

- i. **Community Venture** – Members were reminded of a request from local schools for permission to plant bulbs at the entrances to Northway and, following this, the General Purposes Committee had agreed upon the most suitable locations (Min Ref: GP/68/21 refers). The Clerk confirmed that she had contacted the landowners (GCC and TBC) to seek permission for the planting to take place. The County Council had confirmed that a license would be required but had agreed to provide this to the school(s) at no charge. Approval was still being awaited from Tewkesbury Borough Council.
- ii. **Tewkesbury School** – The headteacher at Tewkesbury School had been informed that a few of the councillors would like to accept his offer of a tour of the school (Min Ref: C/98/21 refers). He had confirmed he would arrange for this once it was safe to do so, as restrictions lifted.

C/141/21 Tewkesbury Garden Town

- i. **Notes of Meeting** – Members had been circulated notes of the meeting of the Tewkesbury Garden Town Parish Subgroup which took place on 10th March 2021.
- ii. **Update** – Cllrs Ward and Barnes gave an update following their attendance at the Tewkesbury Garden Town Parish Subgroup meeting which took place on 12th May 2021. Ultimately, they felt that they had not been provided with any real information. There had been talk of community engagement and the Borough Council had acknowledged that this had been poor.

Cllr Ward said that the Borough had acknowledged that employment land could not go where initially planned but they could not say where they hoped to put it instead. He had raised again the Council's concerns regarding lack of infrastructure, but the Borough Council did not seem to want to acknowledge these.

Exclusion of the Public and Press – Cllr Ward PROPOSED that, in view of the special/confidential nature of the business about to be transacted i.e. relating to sensitive discussions held with TBC and other Members of the Tewkesbury Garden Town Parish Sub-Group, it was advisable in the public interest that the public and press were temporarily excluded, and they were instructed to withdraw.

FOR: UNANIMOUS

EXCLUSION ITEMS – The Council discussed sensitive aspects of the Garden Town and bridge proposals under confidential cover.

C/142/21 Crime & Disorder

The Clerk reported that, following a vigil at Northway Playing Field during which a young man had been hit over the head with a hammer (Min Ref: GP/58/21 refers), PCSO Simpson had taken the community police van to the Playing Field car park in order to interact with residents and show a presence, which had been a success. He had also been able to speak to youths who brought their motorbikes to the field that day.

On the night of the vigil motorbikes had been ridden over the field as well as stationary wheel spins and the PCSO had advised that if the Council could provide the registration numbers from the CCTV images, he would visit the riders but due to the sensitivity of the situation he had been informed by his Line Managers that this course of action would not be taken on this occasion.

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C/143/21 Crime & Disorder (continued)

The Clerk added that the Police had been and taken footage from the Parish Council's CCTV hard drive at the Playing Field in the hope that it would assist with the case of the hammer incident.

C/143/21 Correspondence for Action

- i. **Gloucestershire Association of Parish & Town Councils** – The Clerk gave details of upcoming courses. Cllr Shelton expressed his interest in attending 'Finance for Councillors' and 'Planning in Plain English'.
- ii. **Regional Fraud Protect Advisor** – Members further considered an offer from this Advisor (GP C/105/21 refers) to come and host a presentation and/or training. The Clerk was instructed to confirm that the Council wished to proceed with this and seek further information on availability and numbers.
- iii. **Tewkesbury Borough Council Settlement Audit** – The Clerk confirmed that she had completed this on behalf of the Council.

C/144/21 Gloucestershire and Worcestershire Parish Council Association

- i. **Updates** – It was noted that Terms of Reference had not yet been established for the Gloucestershire and Worcestershire Parish Council Association.
- ii. **Exclusion of the Public and Press** – Cllr Ward PROPOSED that, in view of the special/confidential nature of the business about to be transacted i.e. relating to possible legal proceedings and the funding thereof, it was advisable in the public interest that the public and press were temporarily excluded, and they were instructed to withdraw.

FOR: UNANIMOUS

8:40pm – Cllrs Godwin and MacTiernan left the meeting.

EXCLUSION ITEMS – The Council discussed sensitive aspects of the Garden Town and bridge proposals under confidential cover.

C/145/21 Correspondence for Information

- i. **National Association of Local Councils (NALC):**
 - a. Chief Executive's Bulletin – 16/04/21, 23/04/21, 30/04/21
 - b. Online Events:-
 1. Reopening and reimagining your community buildings
 2. How to get young people involved in local councils
 3. The power of a local council and community business partnership.
 - c. Policy Topic Notes Rural Broadband PC3-21 & Electronic Communications Infrastructure PC4-21
 - d. Star Council Awards – call for nominations.
- ii. **Clerks & Councils Direct magazine** – May 2021 Issue 135.
- iii. **Gloucestershire Association of Parish & Town Councils (GAPTC):** Following payment of the subscription for 2021/2022 to receive a copy of the Service Level Agreement for the provision of services to Members Councils.

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C/145/21 **Correspondence for Information** (Continued)

iv. **Tewkesbury Borough Council (TBC):**

- a. Statement of Persons Nominated for the Police and Crime Commissioner Election and the County Council Elections.
- b. News Bulletin – Campaign unveiled to support safe reopening of Borough’s High Streets
- c. News Bulletin – New grant helps more businesses re-open safely.

C/146/21 **Correspondence received after 5th May 2021**

- i. **Gloucestershire Constabulary Neighbourhood Alert** – Officers take part in operation to tackle ASB in Tewkesbury.
- ii. **Tewkesbury Borough Council Press Release** – New mayor for Tewkesbury.
- iii. **Highways England** – Notice that M5 Junction 8 resurfacing had been delayed.
- iv. **Tewkesbury Borough Council** – Details of COVID-19 funding available.
- v. **Ashchurch Rural Parish Council** – Notice of changes to Neighbourhood Plan.
- vi. **National Association of Local Councils** – COVID-19 updates.

As there was no other business the meeting concluded at 9.10 p.m.