

## Minutes of the Council Meeting held on Wednesday, 13<sup>th</sup> December 2023

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

Present: Cllr J Roberts (Chairman) Cllr M Barnes  
Cllr J Beadle Cllr C Blackmore  
Cllr G Fancourt Cllr P Godwin  
Cllr E MacTiernan Cllr G Shelton  
Cllr S Terry

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

### C/280/23 Apologies for Absence

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

### C/281/23 Public Participation

No members of the public were present.

### C/282/23 Declarations of Interest

Cllrs Blackmore, Roberts and Godwin declared an interest in any items relating to the Food Pantry. No further declarations of interest were made as required by the Code of Conduct adopted by the Parish Council on 12<sup>th</sup> April 2023 (Minute Ref C/85/23).

### C/283/23 Notice of Resignation

Following the resignation of Edna Wilson, Tewkesbury Borough Council had confirmed that no election was called and that the position could be advertised for co-option. The Clerk confirmed that this had been done and notices were on display in noticeboards and on social media.

### C/284/23 Minutes of Previous Council Meeting

Cllr Terry PROPOSED that the Minutes of the Full Council Meeting held on 8<sup>th</sup> November 2023 should be approved as a true and accurate record. Cllr Godwin SECONDED.

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

ABSTENTIONS: Cllr Barnes Cllr Shelton

### C/285/23 Matters Arising from Council Minutes/Clerks Report

**C/258/23 Roads & Road Safety** - *The Vehicle Activation Sign (VAS) had been erected close to the junction of Northway Lane with The Park. There had been some negative comments on social media but 65 'likes' which was positive and outweighed the negative.*

**C/271/23 Caring for Communities and People (CCP)** – *This cooking course had been arranged for 22<sup>nd</sup> January 2024 and would take place once a month. Copies of insurance and level II hygiene certificates had been received.*

## NORTHWAY PARISH COUNCIL

### C/286/23 Roads & Road Safety

- a. **Issues of Concern** – It was noted that Gloucestershire Highways had agreed to send letters to residents in Kingston Road where a van and car were parked on the grass area daily.
- b. **Minutes of the Road Safety Committee Meeting held on 29<sup>th</sup> November 2023** – These Minutes were received.
- c. **Purchase of Ladder for VAS Installation** – Full Council received recommendation from the Road Safety Committee that a practical ladder was purchased for helping with the installing of the VAS in line with the risk assessment. This was at a cost of £40.83, Cllr MacTiernan PROPOSED approval. Cllr Terry SECONDED.

FOR: UNANIMOUS

### C/287/23 County Councillor's Report

No report was available.

### C/288/23 Planning Committee

Members received the Minutes of the Planning Committee Meeting held on 15<sup>th</sup> November 2023.

### C/289/23 General Purposes Committee

Members received the Minutes of the General Purposes Committee Meeting held on 15<sup>th</sup> November 2023.

### C/290/23 IT Working Party

Members received the Notes from the IT Working Party held on 29<sup>th</sup> November 2023. Cllr Blackmore expressed a wish to be added to this Working Party.

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

Under exclusion and as best value Members approved moving website provision to Parish Online, individual Councillor email addresses (20 mailboxes) and a GOV.UK domain name were also included .

### C/291/23 Borough Councillor's Report

Cllr Godwin provided a report advising that the Cotswold Designer Outlet had commenced alongside Dobbies with an expected opening date of Spring 2025.

The Garden Communities Public Engagement Drop-In Event held on Sunday 10<sup>th</sup> December at Northway Community Hub was attended by 12-16 residents, this was an event for residents to ask questions and have their say on what they would bring to the area, express any concerns and help with the vision.

### C/292/23 Council Accounts

Cllr Terry PROPOSED that the accounts for payment, totalling £17,325.69, should be approved. Cllr Godwin SECONDED.

FOR: UNANIMOUS

## NORTHWAY PARISH COUNCIL

### C/293/23 Food Pantry

- a. Members approved the Licence, which was then signed and dated by the Council (Cllr MacTiernan) and a representative of the Food Pantry (Cllr Blackmore). Cllr Blackmore also paid the £1.00 peppercorn rent. This would need to be reviewed in one years' time. It was AGREED that a letter of thanks should also be sent to Shelby Powell for all the work she had done in helping with the Licence.
- b. Cllr Terry PROPOSED that a Northway Pantry collection box should be situated at the Community Hub to replace the existing one for the Food Bank. Cllr MacTiernan SECONDED. Cllr Blackmore said she had a suitable box.
- c. Cllr Blackmore reported that she already had 11 families signed up to the Pantry. The pantry had received a lot of donations but she felt that after Christmas this may slow down a bit. Cllr Blackmore expressed thanks to the Parish Council and the office for all the help and support in getting this initiative up and running.

Cllr Blackmore said that she would like to be able to engage more with the clients and offer a cup of tea, if possible, this would mean access to the atrium and kitchen. The Clerk pointed out that this had been previously agreed.

### C/294/23 Coronation Trail Artwork

Cllr Roberts said that he was sorry to have not been able to attend the unveiling event, but the artwork looked wonderful. Cllr Terry gave a brief report of the success of the event adding that local schools were represented, as well as Sam Morris the artist who had brought the work together. The press also attended.

The Clerk said that a quotation had been received from the printers to produce 250 postcard size prints for a cost of £24.00. These could then be given to all the children involved in the project. Cllr Shelton enquired whether there would be enough for Councillors to also have a copy and it was agreed that this could be arranged. Cllr MacTiernan PROPOSED approval. Cllr Godwin SECONDED.

FOR: UNANIMOUS

### C/295/23 Christmas Event

Cllr Roberts thanked everyone for their help with the Christmas events and to those who had donated to the raffle. He said that the event had been very well attended and the donations taken on the day were just over £400.00.

He advised that the sleigh run on Monday 4<sup>th</sup> December had to be cancelled due to poor weather conditions, but the other two nights were very successful. The Clerk was asked if the amount raised through donations was known, although the count had started it was not finished but it was estimated to be between £800 and £1000 in total. Cllr MacTiernan PROPOSED that a letter of thanks was sent to the Rickett family. Cllr Roberts SECONDED.

FOR: UNANIMOUS

### C/296/23 Tewkesbury Garden Communities

- a) **Cratus Public Event** – This event was held at Northway Community Hub on Sunday 10<sup>th</sup> December 2023. In the first instance, Cllr MacTiernan said that Cratus were 'blown away' by the building and fed back how brilliant the Community Hub was. She said that 25-30 people attended but a lot of questions could not be answered. As expected, most people were negative, but this was also frustrating as it was difficult to get people to put things into writing.

## NORTHWAY PARISH COUNCIL

### C/296/23 Tewkesbury Garden Communities (Continued)

Attendance was low but it had already been reported back that this was not the best date to have used as it was one of busiest Saturdays before Christmas, also the time was not very good especially as there were other local events taking place.

Cllr Blackmore had attended and said that, from a personal point of view, she was glad Cllr MacTiernan had been present as she was much better at explaining, the lady from Cratus did not seem to know what was going on.

- b) **Programme Oversight Board** – Cllr Barnes confirmed that he had attended the first meeting and there was not much to report at this stage as they had just been setting ‘ground rules’. Cllr Roberts PROPOSED ratification of Cllr Barnes representation on this Board.

FOR: UNANIMOUS

- c) **Tewkesbury Garden Town Parish Liaison Group** – Cllr Barnes confirmed that he had attended the meeting and they had spent most of the time identifying the additional councillor for the Group.
- d) **Further Information** – The Clerk informed Members that copies of the Programme Charter and questionnaires had been dropped off at the Parish Office. The completed questionnaires could be returned to the office ready for collection by Tewkesbury Borough Council.
- e) **Newland Homes** - 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 were instructed to withdraw.

FOR: UNANIMOUS

### C/297/23 Northway Community Hub

Members considered having a fixed noticeboard in the building in place of the existing ‘planning board’ which was on wheels. This could make the atrium look tidier and stop the possibility of the legs being a trip hazard. The Clerk tabled a couple of options and there were mixed opinions. Cllr MacTiernan felt strongly that a board would look awful in the atrium and had always been opposed to the idea. Cllr Terry PROPOSED it was revisited in February with more options available. Cllr Blackmore SECONDED.

FOR: UNANIMOUS

### C/298/23 Crime & Disorder

- a. The Clerk passed on crime figures relating to the period between 1<sup>st</sup> November and 10<sup>th</sup> December 2023 which amounted to a total of 15 incidents.
- b. The Clerk reminded Members of the damage caused to the camera at the Village Hall by a youth. This had been caught on camera and passed to the Police who knew the individual. The Council had been contacted to see how much compensation it would be happy with. The repair cost £72.00 of which £12.00 was VAT. Cllr Blackmore PROPOSED that £60.00 would be sufficient although did not reflect any administration time. Cllr Fancourt SECONDED.

FOR UNANIMOUS

### C/299/23 Correspondence for Action

- a) **DCK Accounting Solutions** – Cllr Roberts PROPOSED approval of preparation of the Year End Financial Report to 31<sup>st</sup> March 2024 to include Closedown Service and Year End Financial Statement by

**NORTHWAY PARISH COUNCIL**

C/299/23 **Correspondence for Action**

DCK Accounting Solutions.

FOR: UNANIMOUS

C/300/23 **Correspondence for Information**

a) **National Association of Local Councils (NALC):-**

- i. Chief Executive's bulletin 09/11/23, 16/11/23, 23/11/23, 30/11/23, 30/11/23 & 07/12/23
- ii. Details of Events.

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

- i. December Newsletter (Circulated to Members by email).
- ii. Notice regarding 2024 subscriptions.
- iii. Area Profiles available from the 2021 census.

c) **Tewkesbury Borough Council:**

- i. Reminder of procedures when a Councillor resigns.
- ii. PowerPoint Presentation from the Town and Parish Council Briefing in relating to the Interim Housing Position Statement.

d) **Cotswold Outlet** – Complaint from resident regarding removal of hedgerow.

e) **Severn Trent Core Funding** – Funding for groups that support the most vulnerable.

f) **Society of Local Council Clerks** – The Clerk magazine November 2023.

C/301/23 **Correspondence available in the Clerk's office**

a) **Tewkesbury Borough Council:**

i. **Press Releases:**

- 'Over £65,000 Fund Available for Community Sports Facilities in Bishop's Cleeve'.
- 'Tewkesbury Bourgh Council announces interim Housing Position Statement'.
- 'Funding available to business across Tewkesbury Borough through the Rural England Prosperity Fund'.
- 'Spa- Tax Taxis guilty of operating vehicles without a licence'.
- 'Garden Town's new governance structure receiving stakeholder feedback'.
- 'Councils new heating system targets climate change'.
- 'Injunction order prohibits Warren Fruit Farm Development'.

ii. **Tewkesbury Borough News**

## NORTHWAY PARISH COUNCIL

### C/301/23 Correspondence available in the Clerk's office (Continued)

- b) **Carer Aware** – Details of free Adult Carer Awareness e-learning course.
- c) **Holiday Activity Fund Programme** – Details of the programme running across Gloucestershire this winter.

### C/302/23 Correspondence received after 7<sup>th</sup> December 2023

- a) **Tewkesbury Borough Council:**
  - i. Request form for Electoral Register
  - ii. Details of Christmas Bin Collections
- b) **Tewkesbury Town Council** – Christmas Card

As there was no further business the meeting concluded at 8.20pm.