

**Minutes of the Council Meeting held on Wednesday, 13<sup>th</sup> October 2021  
at Northway Community Hub, Northway, commencing at 7:00 p.m.**

Present: Cllr J Roberts (Chairman) Cllr C Blackmore  
Cllr P Godwin (until Min Ref: C/273/21) Cllr E MacTiernan (until Min Ref: C/273/21)  
Cllr E Phennah (from Min Ref: C/249/21) 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/248/21 **Apologies for Absence**

Apologies had been received from Cllrs Ward, Mackenzie and Barnes

C/249/21 **Public Participation**

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

FOR: UNANIMOUS

Cllr MacTiernan mentioned that Amey had been marking potholes and areas where blocks needed re-setting around Northway.

7.05 p.m. Cllr Phennah joined the meeting.

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

FOR: UNANIMOUS

C/250/21 **Declarations of Interest**

No declarations of interest were made as required by the Code of Conduct adopted by the Parish Council on 11<sup>th</sup> July 2012 (Minute Ref C/159/12), including paragraph 12(2).

C/251/21 **Previous Minutes**

- i. Cllr Shelton PROPOSED that the Minutes of the Full Council Meeting that took place on 8<sup>th</sup> September 2021 should be approved as a true and accurate record. Cllr Godwin SECONDED.

FOR: Cllr Shelton Cllr Godwin  
Cllr Blackmore Cllr MacTiernan  
Cllr Phennah Cllr Treacy  
Cllr Roberts

ABSTENTIONS: Cllr Terry

- ii. Cllr Terry PROPOSED that the Minutes of the Extraordinary Council Meeting that took place on 29<sup>th</sup> September 2021 should be approved as a true and accurate record. Cllr Shelton SECONDED.

FOR: Cllr Terry Cllr Shelton  
Cllr Roberts Cllr Treacy

ABSTENTIONS: Cllr Blackmore Cllr Godwin  
Cllr MacTiernan Cllr Phennah

## NORTHWAY PARISH COUNCIL

### C/252/21 Matters Arising from Council Minutes/Clerks Report

**C/227/21 Community Governance Review Party** – *The Council's representation had been acknowledged by Tewkesbury Borough Council.*

**C/230/21 Northway Community Hub** – *Letters of thanks had been received from Cllr Terry and Seren's Wish for free use of the Hub for fundraising events.*

**C/235/21 Town and Parish Council Seminar** – *Cllr Phennah had been unable to attend this event.*

**C/246/21 Exclusion Item** – *A meeting had been arranged with Youth Club Trustees for later in the month.*

### C/253/21 Roads & Road Safety

The Clerk had sent dates to Cllrs Shelton, Treacy and Barnes for undertaking speed checks alongside PCSO Simpson (Min Ref: C/221/21 refers).

### C/254/21 County Councillor Report

County Cllr Smith had forwarded a report via email and this had been circulated to Members.

### C/255/21 Planning Committee

Members received the Minutes of the Planning Committee Meeting that took place on 15<sup>th</sup> September 2021.

### C/256/21 General Purposes Committee

Members received the Minutes of the General Purposes Committee Meeting held on 15<sup>th</sup> September 2021.

### C/257/21 Staffing Committee

Members received the Minutes of the Staffing Committee Meeting held on 29<sup>th</sup> September 2021.

### C/258/21 Borough Councillor Report

Cllr Godwin reported on the following:

Ashchurch Rural Parish Council's Neighbourhood Plan was out for public consultation until 7<sup>th</sup> November 2021.

New, flexible payment meters had been installed in Tewkesbury and Winchcombe car parks which allowed contactless card, app or cash payments – the majority of these were also solar powered.

Tewkesbury Borough Council had joined the nationwide 'Recycle Your Electricals' campaign which offered new kerbside collection for small appliances.

A public consultation on Tewkesbury Borough Council's approach to preserving the heritage of the area. Residents were being invited to submit their thoughts on two important documents that had been produced on the heritage strategy.

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### C/259/21 External Audit

The completed limited assurance review of the Annual Governance Accountability Return for the year ended 31<sup>st</sup> March 2021 had been received. No comments or issues had been raised, Cllr Roberts thanked the Clerk.

### C/260/21 Gloucestershire Playing Fields Association

Cllr Terry PROPOSED renewal of the Council's subscription to Gloucestershire Playing Fields Association. Cllr Shelton SECONDED.

FOR: UNANIMOUS

### C/261/21 School Bulb Planting

Cllr MacTiernan PROPOSED that the informal agreement to donate £50 worth of bulbs to the local schools' bulb planting event should be ratified (Min Ref: C/247/21 refers). Cllr Terry SECONDED.

FOR: UNANIMOUS

Cllr Shelton had kindly offered to purchase and deliver the bulbs.

### C/262/21 Council Accounts

Members received the schedule of bills paid and cheques for payment totalling £16,671.62. Cllr Terry PROPOSED that the accounts for payment be approved. Cllr Shelton SECONDED.

FOR: UNANIMOUS

### C/263/21 Carbon Neutral Working Party

- a. **Energy Efficiency Report** – It was AGREED that this report should be received by the Carbon Neutral Working Party as it was such a large document. Cllr Roberts PROPOSED that a meeting should be scheduled for 3<sup>rd</sup> November before/after a meeting of the Dog Control and Welfare Working Party.

FOR: UNANIMOUS

- b. **Funding** – The Clerk mentioned that there was funding available to help communities tackle climate change (£1,000 - £10,000). It was AGREED that this should also be put to the Carbon Neutral Working Party.

### C/264/21 Northway Community Hub

- a. **Energy Sessions** – North & West Gloucestershire Citizens Advice had enquired about use of the Community Hub for energy advice sessions which would be free to residents. A provisional date of 29<sup>th</sup> November had been suggested. Cllr Terry PROPOSED that free use of the Hub was permitted. Cllr MacTiernan SECONDED.

FOR: UNANIMOUS

- b. **Community Events** – The Clerk and Cllr Ward had met with a local resident / caterer who wanted to run community events from the Hub. In the first instance she would like to host a free event and, following on from this, she would perhaps hold events and/or cookery lessons depending on availability. She hoped for free use of the Community Hub or reduced rates but she did feel she would have to cover her expenses and raise a little. The Clerk confirmed that she also possessed all of the appropriate certificates and PLI.

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### C/264/21 Northway Community Hub (continued)

Members considered this request and agreed that the first event should be permitted to take place without charge, provided it was free to residents. However, as the resident was hoping to make a small profit, it was felt that a charging structure would need to be in place for any subsequent events.

The Clerk asked whether Members would like to meet with the resident and hear some of her ideas for themselves. Cllr MacTiernan felt that there would be no benefit in arranging a meeting.

Cllr Roberts suggested the overall feeling was that if this resident was making a profit a hire charge should apply. Members were also keen to know how much residents would be charged and for what – although the Clerk felt it would be hard to establish at this point.

Cllr Terry suggested that the Council reconsidered this after the free community event had taken place, after which time more questions could be asked if necessary.

Cllr Roberts PROPOSED that the first (free) event should be allowed to take place at the Hub without charge and, after this, a review can be undertaken to see if residents' rates should apply.

FOR: UNANIMOUS

- c. **Caring for Communities & People (CCP)** – It was confirmed that, once a suitable date had been established, this organisation (formerly GreenSquare) would resume drop-ins at the Community Hub.

### C/265/21 Grant Applications

- a. **Gloucestershire County Council – Build Back Better Councillor Scheme** – Cllr Roberts PROPOSED that submission of a grant application for £2,800 towards purchase of trees and professional services as part of the Queen's Platinum Jubilee Green Canopy scheme should be ratified.

FOR: UNANIMOUS

- b. **Gloucestershire County Council – Build Back Better Market Town Scheme** – Cllr Terry PROPOSED that submission of a grant application for £1,000 towards the Parish Council's Community Christmas event. Cllr Godwin SECONDED.

Cllr Roberts thanked Cllr MacTiernan for her work in putting the applications together.

### C/266/21 Northway Parish Council Christmas Events

- a. **Budget** – Cllr Roberts PROPOSED a budget of £500 was allocated towards the evening Christmas social event at the Community Hub.

FOR: UNANIMOUS

- b. **Invitees** – The Clerk listed names of people and organisations that had been invited to the Christmas social event in 2019. Members were asked to forward any additional suggestions to the Clerk. Cllr Terry PROPOSED approval of the invitee list. Cllr Shelton SECONDED.

FOR: UNANIMOUS

- c. **Catering** – Cllr Roberts PROPOSED that the Clerk should seek quotations and arrange catering for the Christmas social event and order drinks on a sale/return basis.

FOR: UNANIMOUS

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### C/267/21 Christmas Event, Northway Playing Field

Members received a request for Ms Fowler (Youth Worker) for permission to hold a Christmas Street Fayre at the Playing Field Car Park on 11<sup>th</sup> December 2021.

Cllr MacTiernan PROPOSED that permission should be granted so long as a suitable risk assessment was provided in good time and there were no football matches scheduled. Cllr Roberts SECONDED.

FOR: UNANIMOUS

### C/268/21 Defibrillator Training

The Clerk said that she had been in contact with Passion First Aid regarding rescheduling of free defibrillator training which had been previously cancelled due to the pandemic. Members felt that a Saturday morning would be the most suitable time for this to take place. Cllr Roberts PROPOSED that this should be arranged.

FOR: UNANIMOUS

### C/269/21 Correspondence for Action

#### a. Tewkesbury Borough Council

- i. **Shopfronts, Shutters, Signage Supplementary Planning Document** – Cllr MacTiernan explained that this was not very relevant to Northway and so PROPOSED that no response was submitted. Cllr Terry SECONDED.

FOR: UNANIMOUS

- ii. **Heritage Engagement Officer** – The Clerk had provided further information regarding the Borough's Local Heritage List including selection criteria. Councillors suggested several areas in Northway which could be nominated, these were:

- The monument opposite Northway Centre/The Northway Pub.
- The old mill
- Northway Pub
- Ridge and Furrow fields
- The water tower at the back of Ashchurch Train Station
- Old engine shed
- Part of the walled garden at Spruce Close
- Northway Court Farm house/cottages
- Iron bridge
- Old barn behind The Grange

The Clerk mentioned that the application asked for reasoning and photos and nominations needed to be submitted by early December.

It was AGREED that a Working Party should be established to put together the applications. Cllrs Phennah, Shelton, Barnes and Terry wished to be members of the Working Party.

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### C/269/21 Correspondence for Action (continued)

- iii. **Statement of Community Involvement** – The Clerk gave details of this consultation. Cllr Roberts PROPOSED that the Parish Council did not submit a response.

FOR: UNANIMOUS

- b. **Gloucestershire Rural Community Council (GRCC)** – A survey relating to food security had been received. The Council did not wish to submit a response.
- c. **Gloucestershire Association of Parish & Town Councils** – The Clerk provided information on upcoming courses, including a Chairmanship Skills course.

Cllr Terry confirmed that the Finance course she had attended had been very good. Cllr Shelton said that the Planning course he had attended had also been good and the PowerPoint presentation for this had been circulated to Members.

- d. **Gloucestershire Constabulary** – The Clerk informed Members of a Community Building workshop being facilitated by the Local Neighbourhood Policing team on 18<sup>th</sup> November 2021. The Clerk had enquired where this was taking place but had not yet received a response.

### C/270/21 Crime & Disorder

No issues were raised.

### C/271/21 Correspondence for Information

- a. **National Association of Local Councils** – Chief Executive's Bulletin 10<sup>th</sup> September, 17<sup>th</sup> September and 1<sup>st</sup> October 2021.
- b. **Highways England** – Details of roadworks on M5 J9 to J12 safety barrier replacement

### C/272/21 Correspondence Available in the Clerk's Office

- a. **Age UK, Gloucestershire** – Details of the Gloucestershire Help Team.
- b. **Barnwood Trust** – Executive Summary 'Resourcing Resilient Gloucestershire'.
- c. **Know Your Patch** – September Newsletter.
- d. **Tewkesbury Borough Council** – Press release: 'New ways to pay in Tewkesbury and Winchcombe car parks'.

### C/273/21 Judicial Review Relating to Ashchurch Bridge Over Rail (ABoR)

- a. **Exclusion of the Public and Press** – Cllr Roberts PROPOSED that, in view of the special/confidential nature of the business about to be transacted i.e. relating to legal procedures and funding, it was advisable in the public interest that the public and press were temporarily excluded, and they were instructed to withdraw.

FOR: UNANIMOUS

8:15pm – Cllrs Godwin and MacTiernan left the meeting.

**NORTHWAY PARISH COUNCIL**

C/273/21 **Judicial Review Relating to Ashchurch Bridge Over Rail (ABoR)** (Continued)

- b. **EXCLUSION ITEMS** – Members received an update relating to the Judicial Review on the Ashchurch Bridge Over Rail Planning Application. Cllr Roberts PROPOSED that Northway Parish Council contributed a further £3,750 towards the Judicial Review, on the same terms as before (Min Ref: C/149/21 refers).

FOR: UNANIMOUS

C/274/21 **Correspondence received after 7<sup>th</sup> October 2021**

- a. **Tewkesbury Borough Council** – Appeal for councils to take part in a '60 seconds in...' feature.
- b. **National Association of Local Councils** – Bulletin.
- c. **St Nicholas Church** – Details of Service of Remembrance. The Clerk had been asked to provide details of those wishing to attend and so Members were told to contact the office if they would like their names added to the list.
- d. **Iron Bridge** – The Clerk reported that she had been in discussions with various authorities relating to the state of the Iron Bridge (Network Rail, Laurence Robertson, Tewkesbury Borough Council). As a result, Environmental Health had arranged for UBICO to do a clean and were going to try and get Tewkesbury Borough Council and Network Rail working together on this going forward. They had also arranged for Covid Protection Officers to do regular patrols.

As there was no other business the meeting concluded at 8.35 p.m.