

Minutes of the Council Meeting held on Wednesday, 13th September 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 (from Min Ref: C/194/23) Cllr G Fancourt (From Min Ref C/216/23)
Cllr P Godwin Cllr E MacTiernan
Cllr G Shelton Cllr S Terry
Cllr E Wilson (From Min Ref C/216/23)

In Attendance: Mrs E Wilson (Until Min Ref C/216/23)
Mr G Fancourt (Until Min Ref C/216/23)
PCSO Marco Menhinick
PCSO Claire Dyer
Mrs C Woodward, Clerk of the Council
Mrs L Stewart, Clerk's Assistant

C/192/23 Apologies for Absence

Cllr Phennah was representing Northway Parish Council at a Borough Council meeting and so had sent his apologies. Further apologies for absence had been received from Cllrs Beadle, Mackenzie, Blackmore and County Cllr Vernon Smith.

C/193/23 Public Participation

Cllr Terry extended an invitation to the MacMillan coffee morning that she was hosting on 23rd September at Northway Community Hub.

C/194/23 Declarations of Interest

Cllrs 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).

7.03pm - Cllr Beadle joined the meeting.

C/195/23 Crime & Disorder

Cllr Roberts PROPOSED that, due to the attendance of PCSO's Menhinick and Dyer, this agenda item should be brought forward.

- a. PCSO Menhinick introduced himself to Members and explained he had been a PCSO for nearly four years and, in addition to Northway, he also covered Tewkesbury High Street and Priors Park.
- b. PCSO Menhinick passed on the crime statistics relating to Northway between 1st August and 1st September 2023 which amounted to a total of 15 incidents.
- c. Cllr MacTiernan asked whether there had been any incidents at Northway Playing Field. PCSO Menhinick confirmed that there had been a few antisocial behaviour incidents.

PCSO Menhinick was made aware that a member of the public regularly played golf at Northway Playing Field, despite being asked not to, and he offered to look into this issue.

NORTHWAY PARISH COUNCIL

C/196/23 Minutes of Previous Council Meeting

Cllr Terry PROPOSED that the Minutes of the Full Council Meeting held on 12th July 2023 should be approved as a true and accurate record. Cllr Godwin SECONDED.

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

ABSTENTIONS: Cllr Beadle

Cllr MacTiernan PROPOSED that the Minutes of the Extraordinary Council Meeting held on 14th August 2023 should be approved as a true and accurate record. Cllr Shelton SECONDED.

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

ABSTENTIONS: Cllr Beadle

C/197/23 Matters Arising from Council Minutes/Clerks Report

C/179/23 Northway Community Hub – An outstanding invoice dating back to last October has now been paid.

C/184/23 Crime & Disorder – The police had been advised that the Parish Council did not want to progress the Hub being used as a Safe Space.

C/198/23 Roads & Road Safety

- a. **Speeding Traffic** - Cllr Barnes raised his concerns about the speed of traffic along Northway Lane and reported that at least two cats had been killed since the last Full Council meeting.
- b. **ANPR Camera** - It was noted that the Parish Council had still not received its ANPR camera (Min Ref: C/172/23 refers). Cllr Roberts PROPOSED that County Cllr Smith be emailed and asked make enquiries regarding this.

FOR: UNANIMOUS

- c. **VAS Posts** - The Clerk had still received no update regarding installation of posts for the VAS (Min Ref: GP/172/23 refers). It was noted that a new Community Speedwatch Project Officer was in place at Gloucestershire County Council.

Cllr MacTiernan pointed out that, despite the initial publicity regarding Northway's VAS being the first one awarded in the county, it was disheartening that it was not yet operational. Cllr Roberts PROPOSED that County Cllr Smith was asked to provide an update on this also.

FOR: UNANIMOUS

- d. **Road Safety Committee Meeting** - It was AGREED that a Road Safety Committee Meeting should be scheduled for 29th November 2023.
- e. **Northway Lane Roundabout** - The Clerk confirmed that the local contractor who had previously expressed an interest in sponsoring, and improving, the roundabout by Ashchurch Station and MOOG was no longer able to do so due to heavy workload (Min Ref: C/06/20 refers).

NORTHWAY PARISH COUNCIL

C/198/23 Roads & Road Safety (Continued)

Cllr MacTiernan PROPOSED that the roundabout was left as it was. Cllr Terry SECONDED.

FOR:	Cllr MacTiernan Cllr Barnes	Cllr Terry Cllr Godwin
------	--------------------------------	---------------------------

ABSTENTIONS:	Cllr Beadle Cllr Shelton	Cllr Roberts
--------------	-----------------------------	--------------

Cllr Shelton wondered whether MOOG might be interested in sponsoring the roundabout, however, it was believed that the Council had made enquiries regarding this previously.

- f. **Area Highways Representative Promotion** - Christopher Hawkins, the Area Highways Representative, had been promoted to a new role. The Clerk expressed how helpful and proactive Mr Hawkins had been over the years and confirmed that she had written on behalf of the Parish Council to express its thanks.
- g. **Details of Road Closures** –
 - i. Cedar Road – Temporary Road Closure – 12th – 15th September 2023.
 - ii. Grange Road – Temporary Road Closure – 14th – 15th October 2023.

C/199/23 County Councillor's Report

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

C/200/23 Planning Committee

Members received the Minutes of the Planning Committee Meeting's held on 19th July and 14th August 2023.

C/201/23 General Purposes Committee

- a. Members received the Minutes of the General Purposes Committee Meeting held on 19th July 2023.
- b. The Northway Playing Field Gatekeeper had informed the Council that he would be unable to open and close the Playing Field gates between 18th – 21st September.

Cllr Roberts PROPOSED that the gates should be kept locked during this period but users of the Village Hall and Changing Rooms should be informed and a post put on social media.

FOR: UNANIMOUS

C/202/23 GP Projects Working Party

- a. Cllr Roberts announced that the Council's application to The National Lottery Community Fund (towards the skatepark project) had passed the first stage and more information had been requested.
- b. Members were informed that skateboard lessons had not taken place during the summer holidays (Min Ref: C/176/23 refers) due to unavailability. Cllr MacTiernan felt that it was pointless paying for skateboarding lessons before the new skatepark was in place. Cllr Roberts explained that it was felt it might help show there was an interest – and need – for a new skatepark and add extra weight to funding applications.

NORTHWAY PARISH COUNCIL

C/202/23 GP Projects Working Party (Continued)

Cllr Terry PROPOSED that consideration of skateboarding lessons should be deferred until the spring and, if potential funders queried why it had not already taken place, it should be explained that there had not been availability. Cllr Shelton SECONDED.

FOR: UNANIMOUS

C/203/23 Finance Committee Meeting

Members received the Minutes of the Finance Committee Meeting held on 26th July 2023.

C/204/23 Budget Setting

Cllr MacTiernan PROPOSED that Budgeting Assistance from DCK Accounting Solutions should be approved, if required. Cllr Godwin SECONDED.

FOR: UNANIMOUS

C/205/23 Borough Councillor's Report

Cllr Godwin, due to personal circumstances, had not got a report to give and offered the opportunity to Cllr MacTiernan.

Cllr MacTiernan informed Members that complaints had previously always been handled by the Borough Council's Monitoring Officer, however, they would now go to the Standards Committee, of which she was Chairman.

A presentation regarding the Garden Town had taken place the previous week, this mostly consisted of Cratus, the consultants, addressing the seventeen points that had been raised in the Gateway Review of Tewkesbury Garden Town and how things had been run to date. Fifty percent of the items had already started to be addressed and a commitment had been made to improve communication. Work had already been started on a charter which would determine how the Garden Town would progress and what it would look like in the future. Cllr MacTiernan encouraged Members to attend a meeting on the Gateway Review of the Garden Town which was taking place on 27th September.

C/206/23 Council Accounts

The Clerk pointed out that the Accounts may seem higher than normal but this was due to them covering a period of August and September.

Cllr Terry PROPOSED that the accounts for payment, totalling £41,566.63, should be approved. Cllr Barnes SECONDED.

FOR: UNANIMOUS

C/207/23 Emergency Plan

Cllr Terry reported that she and the Clerk had met with the Emergency Planning Officer, Jessica Howell, to discuss what would be involved in the Community Hub becoming a 'Rest Centre' in the event of an emergency (Min Ref: C/177/23 refers).

In the event that paying groups were unable to run due to the building being used as a Rest Centre, the Council would be re-imbursed for loss of income. Tewkesbury Borough Council's Emergency Plan group would manage the building at all times. There was the possibility that beds would be brought in, depending on the nature of the emergency.

NORTHWAY PARISH COUNCIL

C/207/23 Emergency Plan (Continued)

Ms Howell had been asked whether a risk assessment could be provided (as this was something that the Council's insurers required), however, she had explained that this was not something they did ahead of time but on the day itself.

C/208/23 Food Pantry

Installation of the garden building was scheduled to take place on 10th and 11th October. The Council's insurers had confirmed that, provided risks were identified and controlled where possible, the building would be covered by the its Public Liability Insurance.

Members went through a draft 'Licence to Occupy' document which had been supplied by a local solicitor who had offered to assist the Council, pro-bono. Cllr Roberts PROPOSED approval of the licence, subject to minor amendments and additions, as discussed during the meeting.

FOR: UNANIMOUS

C/209/23 Coronation Trail Artwork

A local artist had provided the first draft of a mural created using local schools' Coronation artwork. Members were very pleased with the result; it was noted that the final piece would be completed by the end of September.

Cllr Roberts PROPOSED approval of the draft design. Cllr Beadle SECONDED.

FOR: UNANIMOUS

C/210/23 Christmas

Cllr Roberts asked whether any members would be willing to help with the running of the community Christmas event which was due to take place on 2nd December 2023 (ex-councillor, Steve Ward, had already volunteered his services). Cllrs MacTiernan, Barnes and Shelton offered to help on the day.

Members agreed that the Christmas social event should take place on the evening of the 2nd December 2023 and take the same format as previous years.

The Clerk advised that the sleigh had been booked for the community event on 2nd December, it would also be available on one or two nights in the lead up to Christmas if the Council wished to take it around Northway. Cllr Beadle offered to tow the sleigh, as in previous years, and so was asked to look at potential dates and inform the Clerk as soon as possible so that it could be booked.

It was AGREED that the Council should not allow hirers to have bouncy castles in the main hall whilst the Christmas lights were up.

C/211/23 Review of Legionella Report

Cllr Roberts reminded Members that the Finance Committee had commissioned a legionella review to be undertaken at the Council's buildings after a legal responsibility had been identified. The Clerk confirmed that this had been undertaken the previous month and various tests had been carried out at the Community Hub, Changing Room Facility and Village Hall. A quotation had also been obtained for legionella checks to take place at each of the buildings, four times a year, at a cost of £150 per time. This would include temperature monitoring, shower head C & D, 1 legionella sample and CWST inspections. Members felt this was very reasonable and so Cllr MacTiernan PROPOSED acceptance. Cllr Terry SECONDED.

FOR: UNANIMOUS

NORTHWAY PARISH COUNCIL

C/211/23 Review of Legionella Report (Continued)

The Clerk added that, during the review, concerns had been raised about two taps which could cause risk of burning. Cllr Terry PROPOSED that a plumber should be asked to resolve this issue. Cllr MacTiernan SECONDED.

FOR: UNANIMOUS

C/212/23 Remembrance Sunday

It was noted that the Chairman and Vice Chairman would be unavailable to lay the wreath at St Nicholas Church Memorial Service later in the year. Cllrs Shelton and Terry offered to undertake the wreath laying, however, Cllr Terry pointed out that she would be at the Church already and so felt it made more sense for her to represent the Parish Council.

Cllr Terry PROPOSED that the Council obtained its usual wreath but increase its donation to £60.00. Cllr Barnes SECONDED.

FOR: UNANIMOUS

It was AGREED that the Parish Council should offer to obtain a wreath for the Brownies, as had been done for many years.

C/213/23 Youth Work

- a. The Clerk confirmed that she had booked several Play Ranger sessions. She had also received verbal confirmation that the Council had been successful in obtaining Build Back Better funding towards these.
- b. It had been confirmed that Young Gloucestershire's HAF sessions, which had taken place at Northway Village Hall over the summer holidays, had been very well attended.
- c. The Council had received emails from two parents expressing the positive impact Boxing Club had had on their children. These were read to members.

C/214/23 Warm Welcome / Warm Space

It was noted that that the government was launching a £76 million fund which could be used towards provision of warm spaces.

Members considered whether the Council should apply to this and plan to have a warm space at the Community Hub again. Cllr Terry explained that the building would need to be registered as a food premises if the Council wanted to run a warm space again. Volunteers would also need to be trained in food hygiene. Cllr MacTiernan asked for a copy of the food hygiene information that the Borough Council had provided the Parish Council with.

Cllr Roberts PROPOSED that further consideration of a warm space was deferred until more information had been obtained.

FOR: UNANIMOUS

C/215/23 Tewkesbury Garden Town

- a. Members had been forwarded a report on the Gateway Review of the Tewkesbury Garden Town.
- b. The Council had been invited to attend a Progress Update session on 13th September, following the Gateway Review on the Garden Town. Cllr Phennah had offered to represent the Council at this event.

NORTHWAY PARISH COUNCIL

C/215/23 Tewkesbury Garden Town (Continued)

- c. A meeting had been arranged with Richard Stanley, Chairman of the Borough Council, on 27th September to go through the Gateway Review.

C/216/23 Vacancy/Co-Option

Members received applications for co-option from Mr Guy Fancourt and Mrs Edna Wilson.

Several questions were raised, following these Cllr Roberts PROPOSED that Guy Fancourt was elected on to Northway Parish Council.

FOR: Cllr Roberts Cllr Barnes
 Cllr Beadle Cllr Godwin

ABSTENTIONS: Cllr MacTiernan Cllr Shelton
 Cllr Terry

Cllr Roberts PROPOSED that Edna Wilson was elected on to Northway Parish Council.

FOR: UNANIMOUS

Cllrs Fancourt and Wilson joined the table.

C/217/23 Correspondence for Action

a. **Tewkesbury Borough Council**

- i. **Details of the Launch of the Thriving Communities Grant 2024** – No action.
- ii. **Taxi and Private Hire Licensing Consultation** – It was AGREED that any members wanting to comment on this should do so individually.
- iii. **Commercial Waste** – Tewkesbury Borough Council had given three months' notice that it was closing its commercial waste service. It was AGREED that quotations should be sought for other options ahead of the next meeting. Cllr MacTiernan also offered to make enquiries at the Borough Council as to whether the Community Hub could be treated as a domestic premises.
- iv. **Community Funding Officer** – Details of Defibrillators for Community Spaces fund. Members did not wish to submit an application.

b. **Gloucestershire Association of Parish and Town Councils (GAPTC)**

- i. Cllrs Fancourt and Wilson expressed that they would be willing to attend a Being A Better Councillor training event. It was AGREED that the Clerk would communicate with them over possible dates.

The Clerk listed further upcoming courses and members were advised to contact her if they were interested in attending any.

- ii. Gloucestershire & D-Day 80 – 6th June 2023. The Council did not wish to take any action.

- c. **Caring for Communities and People (CCP)** – The Clerk was scheduled to meet with a representative of CCP regarding the possibility of running further groups from the Community Hub.

NORTHWAY PARISH COUNCIL

C/218/23 Correspondence for Information

- a. **National Association of Local Councils:**
 - i. Newsletter 01.08.23, 15.08.23 & 27.09.23.
 - ii. Chief Executive's Bulletin 20.07.23, 03.08.23, 20.08.23, 24.08.23 & 07.09.23
- b. **Gloucestershire Association of Parish & Town Councils:**
 - i. GAPTC Welcomes Chris Haine as the new CEO.
 - ii. Financial Statement (approved at the July AM)
- c. **Tewkesbury Borough Council:**
 - i. Press Releases:
 - 'A new start proposed for Tewkesbury Garden Town'
 - 'A vote for a new approach to Tewkesbury Garden Town'
 - 'Electoral Register Annual Canvas of Households.
 - 'Restoration grants to transform Tewkesbury High Street Properties.
 - ii. Parish Matters - Newsletter

C/219/23 Correspondence Available in the Clerk's Office

- a. **Gloucestershire Mentoring Programme** – Details of Information event to encourage people to join the programme
- b. **Tewkesbury Know Your Patch** – Newsletter.

C/220/23 Correspondence received after 7th September 2023

- i. **Cratus** – Invitation to meeting at Tewkesbury Borough Council to discuss and shape the new approach for the delivery of the Tewkesbury Garden Town programme, this was due to take place on 11th October 2023.
- ii. **The Clerk** – Magazine.
- iii. **Clerk's and Council's Direct** – Magazine.

As there was no further business the meeting concluded at 8.40pm.