

FULL COUNCIL AGENDA



To: Cllr S Ward (Chairman) Cllr J Roberts (Vice Chairman)
Cllr M Barnes Cllr C Blackmore
Cllr P Godwin Cllr P Mackenzie
Cllr E MacTiernan Cllr E Phennah
Cllr G Shelton Cllr S Terry
Cllr T Treacy

Date: 8th April 2021

NOTICE OF MEETING

You are summoned to a meeting of the Council that will be held on **WEDNESDAY, 14th April 2021**, commencing at **7.00 p.m.** to include a period of public participation directly after 'Apologies' have been received.

Following the passing of the Coronavirus Act 2020 (c.7), Council are unable to meet in person during the COVID emergency. This meeting will, therefore, be held online via the Zoom video conferencing system. To view the meeting from a computer, tablet or smartphone either click on the link or go to the Zoom Website (zoom us), click 'join a meeting and enter the Meeting ID:

<https://us02web.zoom.us/j/85006031468?pwd=UVpvc1h6OEhK1p1TmUzZDFISEtyQT09>

Meeting ID: 850 0603 1468
Passcode: 835759
Phone 03300885830, 01314601196

Members are reminded that the Council has a general duty to consider the following matters in the exercise of its functions; Equal Opportunity (age, race, gender, sexual orientation, faith, marital status and any disability), Crime & Disorder (Section 17), Health & Safety and Human Rights

Members are also reminded that **photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is now permitted under the Openness of Local Government Bodies Regulations 2014.**

The records of these meetings will be available online or by written request to the Clerk.

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Clerk of the Council

COUNCIL AGENDA

WEDNESDAY, 14th APRIL 2021 at 7.00 P.M.

1. **Apologies for absence:** To receive and accept / note apologies for absence.
2. **Public Participation:**
 - i. To approve adjournment of meeting to allow for any public participation (up to a maximum of 10 minutes in total, and a maximum of 3 minutes per person).

Members of the public are welcome to attend meetings and can use the link to join. Members of the public have no right to participate in the general proceedings of the Council, unless invited to do so by the Chairman. During the meeting members of the public will be muted.

- ii. To approve re-convening of meeting.
3. **Declarations of Interest:** Following adoption by the Council on 11 July 2012, of the Northway Parish Council Code of Conduct, Members are invited to declare any interest they may have in the business set on the Agenda to which the approved Code of Practice applies. Members are reminded that they should, at all times, observe the Code in carrying out their duties and that they signed such an undertaking in their Declaration of Acceptance of Office.

In addition, Members are reminded to declare any new Interests or notify the Monitoring Officer of any changes to their existing Register of Interests.

4. **Minutes of Previous Council Meetings**

- **Council Meeting that took place on 10th March 2021:** For approval and signature ([copy circulated to Members](#)).
- **Extraordinary Council Meeting that took place on 29th March 2021:** For approval and signature ([copy circulated to Members](#)),

5. **Matters Arising from Council Minutes/Clerks Report:**

C/56/21 Speed Gun – The Police have been contacted and asked if they can place a bid for the speed gun to be used in Northway during July or August of this year.

C/67/21 Parish Assembly – The Award Certificates have been delivered to recipients.

C/69/20 Civic Protocols – The work related to setting up the additional web information and policy is in progress.

C/72/21 Hope for Tomorrow Charity – This group were informed that, due to previous problems in Northway with clothes banks, the Council did not feel they could offer any solution regarding locations.

C/77/21 Parish Council Association – A letter, including Northway Parish Council as a signatory, has now been forwarded to neighbouring parishes and community groups regarding their possible involvement in the Association.

C/68/21 Water Meter at Northway Community Hub – Bromford has been written to and advised that the Parish Council will try and unearth the meter and if it is found to be inaccessible due to Bromford fencing the Parish Council will charge them for the work undertaken to uncover it.

6. **Roads & Road Safety:**

- i. **Concerns** - To discuss any issues of concern that require attention before the next Road Safety Committee Meeting or that are not the responsibility of the Stakeholder Manager.
- ii. **Community Speedwatch** – To receive feedback following a Facebook post relating to Community Speedwatch and consider further action.

COUNCIL AGENDA

WEDNESDAY, 14th APRIL 2021 at 7.00 P.M.

6. **Roads & Road Safety:** (continued)
 - iii. **Community Walkabout** – To receive feedback relating to the Walkabout that took place on Thursday 1st April 2021 with Councillors and the Local Highways Officer ([copy circulated to Members](#)). To consider any action.
 - iv. **Joan's Field Access** – To receive recommendation from the GP Projects Working Party, and following the Community Walkabout, that the Council consider installing a safe access into Joan's Field. To determine action.
7. **County Councillor's Report:** (Due to Purdah there will be no report)
8. **Planning Committee:** To receive the Minutes of the Planning Committee Meeting held on 17th March 2021. ([copy circulated to Members](#))
9. **General Purposes Committee:**
 - i. To receive the Minutes of the General Purposes Committee Meeting held on 17th March 2021. ([copy circulated to Members](#)).
 - ii. To receive the Notes from the GP Projects Working Party Meeting held on 7th April 2021 ([copy circulated to Members](#)).
 - a) To approve progression of a community survey (with the help of GRCC/TBC Funding Officer), and consider any associated costs. To determine.
 - b) To approve submitting an expression of interest to Tewkesbury Borough Council for Section 106 monies that may be available for sports activities. To determine
10. **Carbon Neutral Working Party:**
 - i. To receive the Notes of the Carbon Neutral Working Party Meeting held on 7th April 2021 (to be tabled).
 - ii. To receive additional notes regarding practical actions the Parish Council could take, review, amend and approve. ([copy circulated to Members](#)).
 - iii. To receive recommendation from the Carbon Neutral Working Party that the Parish Council does not declare a Climate Emergency and agree to be carbon neutral by 2030 but instead agree that it will take the risk of climate change seriously including how it cares for its assets. To consider putting together a policy to reflect this. To determine.
 - iv. To receive recommendation from the Carbon Neutral Working Party that it investigates the process and costs for implementing a pollution survey in the area of The Park. To determine.
 - v. To consider whether the Council need to consider ways of making the Village Hall and Changing Rooms more efficient, to include the possibility of an inspection for this purpose. To determine.
11. **Staffing Committee:** To receive the Minutes of the Staffing Committee Meeting held on 24th March 2021 ([copy circulated to Members](#)).
12. **Borough Councillor's Report:**
13. **Gloucestershire & Worcestershire Parish Council Association:**
 - i. Following agreement to become part of the newly formed Parish Council Association, in the event that a representative is required, to nominate a Councillor to attend meetings and report back to Council. To determine.

COUNCIL AGENDA

WEDNESDAY, 14th APRIL 2021 at 7.00 P.M.

13. **Gloucestershire & Worcestershire Parish Council Association:** (continued)
 - ii. To receive any further updates relating to the Association and determine any necessary action.
14. **CCTV:**
 - i. To approve purchase of a USB Encryption Keypad for use with the Playing Field CCTV system.
 - ii. To consider whether to progress the installation of a telegraph pole at the Village Hall / Changing Rooms to enable broadband to the building. To determine.
15. **Council Accounts:** To approve the schedule of bills paid and cheques for payment on 14th April 2021.
16. **Defibrillator:**
 - i. To receive information relating to the inability of the Emergency Services to activate the Hardwick Bank Road defibrillator and receive subsequent responses relating to this incident. To determine any further action.
 - ii. To consider the purchase of Paediatric pads (£63.00). To determine.
 - iii. To consider additional signage, with contact details, at each defibrillator location that would make residents aware that the Parish Council is responsible for the machines. To determine.
 - iv. To confirm Councillors currently looking after the Defibrillators are happy to continue in that role. To approve any necessary changes.
17. **Coronavirus (Covid-19):**
 - i. **Use of buildings as Polling Stations:**
 - a) **Community Hub** - To receive confirmation that the Hub has been assessed for use as a Polling Station to ensure its safety during Covid-19. To consider any additional cleaning cost charges and antisocial opening hours charges that should be relayed to Tewkesbury Borough Council for payment. To determine
 - b) **Northway Village Hall** – Carrant Brook School is unavailable at the present time for voting, therefore, the Village Hall is a temporary location for this year. To consider whether additional charges should be made to Tewkesbury Borough Council for the antisocial gate opening and closing times. To determine action.
 - ii. **Use of the Community Hub for Hirings and Meetings**
 - a) The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 allowed for remote meetings between 4th April 2020 and 7th May 2021. To consider responding to a 'Call for Evidence' in relation to these arrangements. To determine.
 - b) To consider whether the Parish Council would like to write to Luke Hall MP requesting the continuance of remote meetings. To determine.
 - c) If the Government do not extend the above-mentioned regulations the Council need to consider how to safely move forward with Face-to-Face Meetings. To receive recommendations from the Staffing Committee in relation to the opening up of the building (face to face meetings and hiring's) ([details circulated to Members](#)). To determine action.

COUNCIL AGENDA

WEDNESDAY, 14th APRIL 2021 at 7.00 P.M.

17. **Coronavirus (Covid-19):** (continued)
 - d) To consider the possibility of Cllrs arranging for weekly lateral flow tests (without being discriminatory) and the purchase of a thermometer to be used before meetings. To consider and determine action.
18. **Hire of Northway Community Hub** – To receive request for consideration of use of the Hub for 'community café / take away service. To determine.
19. **Local Schools**
 - i. **Community Venture:**
 - a) Following contact from the Pre-school and Carrant Brook School (raised at the Parish Assembly) regarding 'giving back to the community', to consider the suggestions of bulb planting at the entrances to Northway or any other suitable community venture that could be undertaken by these groups later in the year. To determine what actions need to be undertaken to progress.
 - b) To consider whether the Parish Council should make a financial contribution towards this community incentive. To determine.
 - ii. **Tewkesbury School** – To review the Headteacher's offer (contained in the Parish Assembly Report) to attend any Council meetings to field questions about education in Tewkesbury or to give a greater insight. Or, alternatively, to consider accepting his invitation for Members to visit the school on a typical day to showcase their good work (when restrictions are lifted). To determine.
20. **Youth Work in the Parish** – Following four days of youth provision by Young Gloucestershire in Northway, to receive feedback and consider / determine any action, if necessary.
21. **Water Meter at Northway Community Hub** – It was agreed that the Clerk should communicate with a contractor and Bromford Housing Association regarding whether the meter has been fenced over (Min C/42/21 refers). To receive an update and consider further action. To determine.
22. **Standing Orders** – To ratify amendments to Standing Orders, as agreed at March Full Council meeting in line with Standing Order No 26 (a), regarding the amendment relating to EU procurement threshold figures in Section 18 of the Standing Orders (Min Ref C/70/21 refers). This section still applies even though we are no longer in the EU, and it is suspected that at some stage the wording will be changed to reflect that it applied to the UK. (This information was circulated to Members with their March Agenda).
23. **Crime & Disorder** – To receive details of crime and disorder in the parish (any confidential matters to be discussed under exclusion) and consider any actions.
24. **Correspondence for Action:**
 - i. **VE Day – 8th May 2021** – To consider whether the Parish Council wish to mark VE Day with any Royal British Legion products. To determine.
 - ii. **Gloucestershire Association of Parish & Town Councils (GAPTC):**
 - a) Call for Resolutions. To consider if the Council wish to submit a Resolution for debate at the Annual General Meeting in May. To determine.
 - b) To consider attendance on any suitable courses. To determine.

COUNCIL AGENDA

WEDNESDAY, 14th APRIL 2021 at 7.00 P.M.

25. **Correspondence for Information:**

i. **Gloucestershire Association of Parish and Town Councils:**

- a) An introduction to Purdah and an email reminding Councils that they cannot use council facilities to promote any candidates standing for any post in the parish, borough or county.
- b) Newsletter and Legal Topic Note.

ii. **National Association of Local Councils (NALC):**

- a) **Chief Executive's Bulletin** – 12/03/2021, 19/03/2021, 26/03/2021 01/04/2021
- b) **Newsletters** – 'How to get young people involved in local councils' and 'So, where has the planning power gone?'

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

- a) Notice of Election of a County Councillor (this has been displayed in the Parish as requested by TBC)
- b) Press Release – Gloucestershire's recycling centres set to move to summer hours.
- c) Press Release – 'Council sets budget for 2021/2022'
- d) Updated contact details for Members and website.
- e) Press Release – 'Council welcomes the Cotswold Hub Co as new tenants of Cleeve Hill Golf Club'.
- f) Press Release – 'More funding available for voluntary and community groups'.

iv. **Society of Local Council Clerks** – Newsletter February 2021.

26. **Correspondence received after 8th April 2021:**

The next meeting of the Full Council will be Wednesday, 12th May 2021 directly following the Annual Meeting