

## Minutes of the Council Meeting held on Wednesday, 14<sup>th</sup> June 2023

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

Present: Cllr J Roberts (Chairman) Cllr J Beadle  
Cllr C Blackmore Cllr P Godwin (until Min Ref: C/163/23)  
Cllr P Mackenzie Cllr S Terry

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

### C/141/23 Apologies for Absence

Apologies for absence had been received from Cllrs MacTiernan, Barnes and Phennah. No further apologies for absence had been received.

### C/142/23 Public Participation

No matters were raised.

### C/143/23 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/144/23 Minutes of Previous Council Meeting

- i. Cllr Godwin PROPOSED that the Minutes of the Annual Meeting held on 10<sup>th</sup> May 2023 should be approved as a true and accurate record. Cllr Beadle SECONDED.

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

ABSTENTIONS: Cllr Mackenzie

- ii. Cllr Blackmore PROPOSED that the Minutes of the Full Council Meeting held on 10<sup>th</sup> May 2023 should be approved as a true and accurate record. Cllr Terry SECONDED.

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

ABSTENTIONS: Cllr Mackenzie

- iii. Cllr Terry PROPOSED that the Minutes of the Extraordinary Council Meeting held on 24<sup>th</sup> May 2023 should be approved as a true and accurate record. Cllr Godwin SECONDED.

FOR: Cllr Terry Cllr Godwin  
Cllr Blackmore

ABSTENTIONS: Cllr Beadle Cllr Mackenzie  
Cllr Roberts

## NORTHWAY PARISH COUNCIL

### C/145/23 Matters Arising from Council Minutes/Clerks Report

**C/132/23 Correspondence for Action / Code of Conduct Training** – The majority of councillors and staff had attended this training at Tewkesbury Borough Council.

**C/128/23 Events Working Party** – Letters of thanks had been sent to those (outside of the Council) who assisted with the Coronation Trail Event.

**C/118/23 Roads & Road Safety** – A letter was sent to a local resident regarding the parking of their van (and copied to Bromford), as requested. The resident had since started parking his vehicle at an angle which was an improvement.

**C/129/23 Play Gloucestershire** – A play day had taken place at Northway Playing Field on 2<sup>nd</sup> June 2023, and 80+ people had attended.

### C/146/23 Roads & Road Safety

- a. The Clerk had received a lot of complaints regarding the four-way traffic signals at The Park/Northway Lane junction. Gloucestershire County Council had mentioned the works in their bulletin (Grange Road temporary closure), however, the extent of it had not been clear. The Clerk had since established that the works would take 6-10 days and would move along toward Hardwick Bank Road before reaching Grange Road. The workers had been instructed to manage the lights during busy times.

Cllr Roberts suggested that the Council monitored the situation and tried to mitigate impact if possible. He felt that the Council should also express its disappointment at the lack of communication regarding the road works, however, the Clerk had already mentioned this to the County Council.

Cllr Blackmore commented that the Parish Council's posts on social media had been very helpful in informing the local community of the situation.

- b. Road Closures: Temporary Road Closure in Grange Road between 24<sup>th</sup> July and 25<sup>th</sup> August 2023.  
Temporary Closure of part of Grange Road between 24<sup>th</sup> June and 25<sup>th</sup> June 2023.  
Temporary Closure of Northway Lane between 19<sup>th</sup> June and 20<sup>th</sup> June 2023.
- c. VAS Poles and ANPR Camera - The Clerk confirmed that the last communication she had received regarding installation of the VAS posts had been from Mat Parker who had recently been replaced. She was hoping for an update soon.

Cllrs Roberts, Mackenzie and the Clerk had attended a meeting with Gloucestershire Constabulary's Road Safety and Traffic Management Officer regarding positioning of the ANPR camera (Min Ref: C/26/23 & C/118/23 refer). The camera would be situated just east of The Park junction. Speeding data would be sent to Gloucestershire Constabulary's database and forwarded to the Council on a weekly basis. The Council would need to set a speed parameter (35 mph had been suggested at the site meeting and was in line with other parishes) and the Police would issue a maximum of ten letters per week – as instructed by the Parish Council.

It was noted that the first years' licence fee for the ANPR camera was covered, however, there would be an ongoing cost of £150 a year going forward. It would also cost the Council 69p per letter sent.

Cllr Mackenzie PROPOSED that the Council set a speed parameter of 35mph, as recommended. Cllr Roberts SECONDED.

FOR: UNANIMOUS

The Clerk added that if the data showed there was repeated speeding it could mean the Police look into other speed reducing measures.

## NORTHWAY PARISH COUNCIL

### C/146/23 Roads & Road Safety (continued)

Cllr Terry PROPOSED that the Council budgeted £400, from a suitable budget, towards the ANPR camera and associated letters. Cllr Mackenzie SECONDED.

FOR: UNANIMOUS

Although the Council already had a Data Protection Impact Assessment (DPIA) in place for its CCTV at the Community Hub and Northway Playing Field, it was not yet established whether a new document would be required for the ANPR camera. Cllr Blackmore had offered to look into this and put together a new Assessment, if necessary. Cllr Terry PROPOSED that Cllr Blackmore's offer be accepted. Cllr Godwin SECONDED.

FOR: UNANIMOUS

### C/147/23 County Councillor's Report

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

### C/148/23 Planning Committee

Members received the Minutes of the Planning Committee Meeting held on 17<sup>th</sup> May 2023.

### C/149/23 General Purposes Committee

Members received the Minutes of the General Purposes Committee Meeting held on 17<sup>th</sup> May 2023.

### C/150/23 Finance Committee

Members received the Minutes of the Finance Committee Meeting held on 24<sup>th</sup> May 2023.

### C/151/23 GP Projects Working Party

- a. Members received the Notes of the GP Working Party Meeting that took place on 31<sup>st</sup> May 2023.
- b. Cllr Roberts explained to Members that the GP Projects Working Party planned to hold a community consultation event at the skatepark on 1<sup>st</sup> July 2023. They wanted to provide refreshments (chocolate bars, crisps, cans of pop) and so were requesting Full Council's consideration of funding towards this.

Cllr Roberts PROPOSED that £300 should be allocated towards refreshments for this event from the Events budget heading.

FOR: UNANIMOUS

- c. No other requests were received for consideration.

### C/152/23 Borough Councillor's Report

Cllr Godwin reported that there was not much to update on at the Borough Council. Training was still ongoing for new councillors and once this had taken place the Committees would start coming together.

## NORTHWAY PARISH COUNCIL

### C/152/23 Borough Councillor's Report (Continued)

Cllr Blackmore asked whether the Borough Councillors could be asked to provide written reports which could then be circulated in the community. The Clerk pointed out that the Parish Council could request written reports but it was up to the Borough Councillors whether or not they provided them.

Cllr Blackmore PROPOSED that the Council should request that Borough Councillors provided written reports ahead of the Full Council meeting. Cllr Mackenzie SECONDED.

FOR:                      Cllr Blackmore                      Cllr Mackenzie  
                                 Cllr Beadle                              Cllr Roberts

ABSTENTIONS:      Cllr Godwin                      Cllr Terry

### C/153/23 Council Accounts

Cllr Terry PROPOSED that the accounts for payment, totalling £21,867.14, should be approved. Cllr Beadle SECONDED.

FOR:                      UNANIMOUS

### C/154/23 Food Pantry

- a. Johnsons undertook a site visit on 17<sup>th</sup> May to check the proposed area and confirmed that it was suitable, therefore, following receipt of most of the pledges, the building had been ordered.
- b. The Clerk confirmed that formal correspondence had been received from the Planning Department at Tewkesbury Borough Council verifying that the garden building would not require planning permission.
- c. The Clerk read some of the stipulations associated with the grant offer (£5,000) from Tewkesbury Borough Council. Cllr Terry PROPOSED that acceptance of these terms was ratified. Cllr Godwin SECONDED.

FOR:                      Cllr Terry                              Cllr Godwin  
                                 Cllr Beadle                              Cllr Mackenzie  
                                 Cllr Roberts

ABSTENTIONS:      Cllr Blackmore

- d. The Clerk mentioned that she had spoken to the Council's Auditor about the Council receiving a grant from Tewkesbury Borough Council towards the Food Pantry when it would be an outside group running the project. The Auditor had confirmed that, despite this, he could see no issues with the Council accepting the grant so long as it was understood that the building and contents would remain in the Parish Council's ownership.

Cllr Mackenzie PROPOSED that the Parish Council committed to cover the ongoing electrical costs of the garden building (food pantry) going forward. Cllr Terry SECONDED.

FOR:                      Cllr Mackenzie                      Cllr Terry  
                                 Cllr Beadle                              Cllr Godwin  
                                 Cllr Roberts

ABSTENTIONS:      Cllr Blackmore

It was AGREED that the issue of food waste/trade was should be considered at a later date, once a Food Pantry steering committee was up and running.

## NORTHWAY PARISH COUNCIL

### C/154/23 Food Pantry (continued)

Cllr Roberts PROPOSED that the Parish Council should get a quote from One Legal for drawing up a lease between the Parish Council and the Food Pantry regarding use of the garden building.

FOR:                      Cllr Roberts                      Cllr Beadle  
                                 Cllr Godwin                      Cllr Mackenzie  
                                 Cllr Terry

ABSTENTIONS:              Cllr Blackmore

Cllr Blackmore provided an update on progress of the Food Pantry. She had been talking to Priors Park Neighbourhood Project (PPNP) and Feed Gloucestershire about whether the Pantry should be set up as a Community Interest Company (CIC), a Charitable Incorporated Organisation (CIO) or a constituted group. A Steering Committee had been formed to meet and discuss which option they would be progressing with.

Cllr Blackmore said that she had been busy completing various documents and she had put together a logo. She assured the Parish Council that everything was being done with the utmost consideration for the longevity of the project and she was working with PPNP and Feed Gloucestershire to ensure that it was sustainable.

She added that she was meeting with the local schools to put 'user cases' together the following day, she also hoped to meet with the Luncheon Club as well as the local churches to talk about 'user cases' so that, when the Pantry was up and running, they would be able to provide the relevant people with referral forms.

Cllr Roberts suggested that the equipment being purchased with Tewkesbury Borough Council's grants be of a good enough quality so that, in the unlikely event that the Food Pantry did not succeed, it could possibly still be put to use elsewhere.

### C/155/23 'Welcome' Space

- i. Cllr Terry confirmed that the Warm Welcome had been running each Tuesday with just tea, coffee and biscuits being offered and the attendance numbers were relatively low.
- ii. Cllr Terry confirmed that she and Cllr Godwin had met with Environmental Health to discuss what could be provided at the Warm Welcome sessions. It was established that, even if the Council just wanted to continue serving coffee, tea and biscuits, the building would need to be registered. Due to this, and the fact that both she and Cllr Godwin would soon be unable to volunteer their services on Tuesdays and there was only a small amount of funding remaining, she felt that the Council should stop running the Warm Welcome sessions.

Cllr Roberts thanked everyone who had been involved with running of the Warm Welcome / Warm Space and PROPOSED that sessions should continue to run until the end of the month (28<sup>th</sup> June 2023 being the last one) but the Council should consider in September whether it should be re-started ahead of winter 2023.

FOR:                                      UNANIMOUS

### C/156/23 Emergency Plan

The Clerk passed on a request from the Emergency Planning Officer that the Community Hub be designated as a 'Rest Centre' in the event of an emergency. It was noted that there was an upcoming Emergency Plan Working Party Meeting due to take place on 5<sup>th</sup> July 2023.

## NORTHWAY PARISH COUNCIL

### C/156/23 Emergency Plan (Continued)

Cllr Blackmore PROPOSED that the Council should agree in principle to the Community Hub being listed as a Rest Centre but read through the finer details (and forward any questions to the Clerk) prior to the next Emergency Plan Working Party Meeting. Cllr Beadle SECONDED.

FOR: UNANIMOUS

### C/157/23 Caring for Communities and People (CCP)

It was noted that CCP had advised that they would no longer be continuing the community drop-in at Northway Community Hub due to low take up. Members were disappointed to hear this.

### C/158/23 Christmas 2023

- a. Cllr Roberts informed Members that he hoped to hold the annual community Christmas event at the Hub on 2<sup>nd</sup> December 2023. Cllr Beadle PROPOSED that this should be approved. Cllr Blackmore SECONDED.

FOR: UNANIMOUS

- b. Members considered whether the Council would like to arrange for the Northway sleigh run at Christmas 2023. Cllr Godwin PROPOSED that this should be approved, in principle, and the Council should make enquiries with the Boys Brigade (who owned the sleigh). Cllr Beadle SECONDED.

FOR: UNANIMOUS

Cllr Beadle advised that he might be able to tow the sleigh again.

### C/159/23 Coronation Trail Artwork

Cllr Terry had been making investigations into creation of a mural made up of the local schools' Coronation artwork. She hoped to have more information by the time of the next Full Council Meeting, therefore, this item was deferred.

### C/160/23 Crime & Disorder

PCSO Magovern had forwarded a list of crimes that had taken place in Northway between 8<sup>th</sup> May and 12<sup>th</sup> June 2023, amounting to a total of 19 crimes.

### C/161/23 Freedom of the Parish Policy

The Clerk had been asked to include 'Freedom Scrolls' on the Full Council agenda (Min Ref: C/138/23 refers). A policy on adoption of these had been circulated to Members. Cllr Roberts PROPOSED that the Council should adopt this policy. Cllr Mackenzie SECONDED.

FOR: UNANIMOUS

Cllr Blackmore PROPOSED that a meeting should be held to consider whether there was any persons in the parish who should be awarded a 'Freedom Scroll'. Cllr Godwin SECONDED.

FOR: UNANIMOUS

## NORTHWAY PARISH COUNCIL

### C/162/23 Correspondence for Action

- a. **Feeding Gloucestershire** – Invitation to an event on 16<sup>th</sup> June at Churchdown Community Centre. Cllr Blackmore confirmed that she was due to attend on behalf of the Food Pantry. Cllr Godwin confirmed that she would be willing to represent the Parish Council at this event.
- b. **Gloucestershire Association of Parish & Town Council's (GAPTC)** - The Clerk listed upcoming training events.

### C/163/23 Tewkesbury Garden Town Meeting with Ashchurch Rural Parish and Northway Parish Sub-Group

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

FOR: UNANIMOUS

8.37pm – Cllr Godwin left the meeting.

Under exclusion, Members discussed the Borough Council's Strategic Framework Plan and Cllr Roberts PROPOSED acceptance of an offer for a representative to come and discuss the document with the Council in more detail.

FOR: UNANIMOUS

An update was also provided following the legal action that had been taken against Tewkesbury Borough Council regarding the Ashchurch Bridge Over Rail and the distribution of funding between the relevant parishes.

Cllr Blackmore PROPOSED that, following receipt of more information, the Council's opinion regarding distribution of funds had not changed (Min Ref C/133/23 refers). Cllr Terry SECONDED.

FOR: Cllr Blackmore Cllr Terry  
Cllr Mackenzie Cllr Roberts

ABSTENTIONS: Cllr Beadle

### C/164/23 Correspondence for Information

- a. **National Association of Local Councils (NALC) Chief Executive's Bulletin** 25/05/23, 01/06/23, 08/06/23
- b. **Tewkesbury Borough Council**: Press Releases: 'A new Council for Tewkesbury Borough', 'New Mayor for Tewkesbury Borough.'
- c. **Society of Local Council Clerks** – News Bulletin: 23<sup>rd</sup> May 2023.

### C/165/23 Correspondence Available in the Clerk's Office

- a. **Worcestershire County Council** – Poster allowing residents to sign up to topics they are interested in (i.e. policies, strategies, minerals, waste, infrastructure, etc.).
- b. **Caring for Communities and People (CCP)** – Quarterly update.

**NORTHWAY PARISH COUNCIL**

C/166/23 **Correspondence received after 8<sup>th</sup> June 2023**

- i. **Tewkesbury Borough Council** – Tewkesbury Borough News magazine.
- ii. **Young Gloucestershire** – HAF posters.
- iii. **SLCC** – Details of AGM.
- iv. **Tewkesbury Fields** – Invitation to Open Day.

As there was no further business the meeting concluded at 8.56pm.