

FULL COUNCIL AGENDA



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

c.c. County Cllr Vernon Smith
Will Luker, (Gloucestershire Live)

Date: 29th September 2022

NOTICE OF MEETING

You are summoned to a meeting of the Council that will be held on **WEDNESDAY, 5th October 2022**, commencing at 7.00 p.m. in the Ray Shill Room, Northway Community Hub, to include a period of public participation directly after 'Apologies' have been received.

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

Consideration should be given to the impact of Council decisions on climate change and, in line with its policy, Members should do what they can to reduce the Councils carbon footprint, where reasonably possible.

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

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WEDNESDAY, 5th OCTOBER 2022 at 7.00 P.M.

**AT THE START OF THE MEETING ONE MINUTE SILENCE WILL BE HELD IN
REMEMBRANCE OF HM QUEEN ELIZABETH II**



1. **Apologies for absence:** To receive and accept / note apologies for absence.
2. **Public Participation:**
 - a) 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. Members of the public have no right to participate in the general proceedings of the Council, unless invited to do so by the Chairman.
 - b) 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. To note in the Minutes that a Councillor has legally changed name and gender and that this action did not necessitate a requirement to advertise a vacancy.
5. **Minutes of Previous Council Meeting that took place on: 13th July 2022:** For approval and signature ([copy previously circulated to Members](#)).
6. **Matters Arising from Council Minutes/Clerks Report:**

C/265/21 & C/279/21 Christmas Event – A questionnaire was forwarded by Gloucestershire County Council for completion following the funds supplied by them as part of the Build Back Better fund – this has been completed and returned.

C/171/22 Trustees of Northway Youth Club – The Trustees were given a response to their questions relating to the sale of the village hall, additional boxing sessions and a memorial plaque.
7. **Roads & Road Safety:**
 - a) **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 and associated correspondence.

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7. **Roads & Road Safety** (Continued)
 - b) **Northway Lane M5 overbridge** – To receive response from Gloucestershire County Council regarding the suggestion to reverse the traffic calming on the bridge. To consider any further action.
 - c) **Community Speedwatch Fund** – To receive updates relating to the funding application for a Vehicle Activation Sign and also to receive a report from Cllrs Roberts / Mackenzie following a site meeting with Matthew Parker. To review information and determine necessary action.
 - d) **Gloucestershire County Council** – To receive a copy of the Statement of Reasons, Due Regard, Signed Public Notice, Draft Order and 2015 Order for information relating to Ashchurch Rail Station Car Park, which includes pay and display parking. **(Previously forwarded to members but has since been withdrawn).**
 - e) **Montel Civil Engineering** – An introduction to the team responsible for works on the M5 Junction 9 project. **(Copy emailed to Members)**
8. **County Councillor's Report:**
9. **Planning Committee:** To receive the Minutes of the Planning Committee Meeting held on:
 - 20th July 2022. **(Copy circulated to Members).**
 - 17th August 2022 **(Copy previously circulated to Members)**
10. **General Purposes Committee:** To receive the Minutes of the General Purposes Committee Meeting held on 20th July 2022. **(Copy previously circulated to Members).**
11. **Finance Committee:** To receive the Minutes of the Finance Committee Meeting held on 27th July 2022. **(Copy previously circulated to Members).**
12. **Annual Governance & Accountability Return (AGAR):** To receive the completed limited assurance review (External Audit) for the year ended 31 March 2022. To determine any action.
13. **External Auditors** – To receive notice, under the Local Audit (Smaller Authorities) Regulations 2015, from the Smaller Authorities Audit Appointments (SAAA) (who are responsible for appointing external auditors to opted-in smaller authorities). The next 5-year appointing period is now due to be considered running from 2022-23 until 2026-27. To consider whether to accept an appointed external auditor or consider opting out and choosing an external auditor independently to undertake this process and look at the implications that come with that decision. To determine.
14. **Borough Councillor's Report:**
15. **Council Accounts:** To approve the schedule of bills paid and cheques for payment on 5th October 2022.
16. **Code of Conduct / Civility & Respect for the Local Council Sector**– To receive an update relating to the new Code of Conduct (2020/2021) and receive information about the Civility & Respect Pledge **(copy previously circulated to Members).** To determine action.
17. **Food Pantry /Energy Crisis:**
 - a) To receive information relating to the necessity of planning permission for a container at Northway Playing Field for the purpose of a Food Pantry, including clarification of the difference between a Food Pantry and a Food Bank. (Min Ref FIN/58/22 & FIN/59/22 refers). To consider whether to investigate this further and determine where funds for such a container would come from i.e. Rolling Capital or grants. To determine.

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17. **Food Pantry /Energy Crisis:** (Continued)
- b) To receive feedback following the distribution of the newsletter and notices on social media, asking whether volunteers to run a Food Pantry would be forthcoming. To determine any further action.
 - c) To receive any new information available relating to the energy and cost of living crisis and consider any action the Parish Council may need to take. To determine action.
 - d) To receive donation from a resident towards the Parish Council's energy costs (received directly to counteract costs for energy used by Luncheon Club). To agree acceptance of donation and letter of thanks.
 - e) To receive thanks from Sycamore Chapel for the provision of £100.00 for art materials to assist them whilst running a breakfast club during the summer holidays.
18. **Tewkesbury Digital Hub** – To receive approach from Priors Park Neighbourhood Project about becoming a digital hub for Northway (a service that would require volunteers). To consider information and determine action.
19. **Budget Setting** – To consider approval for access to Budgeting Assistance from DCK Accounting Solutions if required. To determine.
20. **Remembrance Sunday** – To consider donating to RBL for a wreath to be laid at the Ashchurch Memorial, to determine donation and confirm availability of Chairman to lay the wreath (Brownies have requested the usual arrangement for the Council to obtain Guide wreath on their behalf). To determine.
21. **Crime & Disorder:**
- a) To receive any information relating to crime and disorder (to discuss under confidential cover if necessary).
 - b) There is to be a change to the local Police and Community Support Officer (PCSO) in Northway to consider writing a letter of thanks to PSCO Simpson. To determine.
22. **Virgin Media Broadband works in Northway** – To receive any comments and updates relating to these ongoing works in Northway and receive an offer of community work provided by Virgin employees. To consider whether this offer should be accepted and in what capacity. To determine action.
23. **Community Hub** – To receive a request for an early morning hire in 2023 and consider whether to allow this. To determine action.
24. **Christmas** – To consider matters relating to Christmas i.e. Christmas Event, Christmas Party/Social, possible use of Sleigh and whether Members would volunteer to assist in sleigh collections. To determine action.
25. **Death of Queen Elizabeth II and Ascension of King Charles III:**
- a) To review the procedures put in place for Operation London Bridge.
 - b) To consider how the Council wish to celebrate the Coronation and whether a sum should be budgeted for this. To determine.
26. **Tewkesbury School** – Following an offer of a tour from the previous head teacher, Gary Watson, to receive confirmation that the new head teacher, Kathleen McGillicuddy, is happy to fulfil this offer. To consider acceptance and determine action.

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27. **Correspondence for Action:**

a) **Tewkesbury Borough Council:**

- i) **Licensing Consultation:** Mandatory CCTV in licensed vehicles – To consider responding to this consultation ([copy circulated to Members](#)). To agree.
- ii). **Mayors' Charity** - Details of the Tewkesbury and Cheltenham Borough Mayors' Charity Raceday at Cheltenham Racecourse. £80 per person.

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

- i) To consider attendance on any courses/events. To determine.
- ii) To receive request for consideration of locations for EV charging points across the county.

28. **Correspondence for Information:**

a) **Gloucestershire County Council:** News update re: Cycleway improvements, Tour of Britain and Project Gigabit (email forwarded to Members)

b) **National Association of Local Councils:**

- i. **Newsletter** – 6th September 2022.
- ii. **Chief Executives Bulletin** 11.07.22, 15.07.22, 29.07.22, 05.08.22, 12.08.22, 26.08.22, 09.09.22, 16.09.22

c) **Society of Local Council Clerks:**

- i. Newsletter relating to training sessions.
- ii. Details of National Conference taking place in Leicestershire in November.

d) **Tewkesbury Borough Council:**

i. **Press Releases:**

- 'Tewkesbury welcomes Tour of Britain for stage six of the men's race
- 'A breath of fresh air for Tewkesbury High Street'
- 'Joint Operation combats environmental crime'
- 'Successful Prosecution for false application for social housing in Tewkesbury Borough'

ii. **Parish Matters 2022** Issue three (forwarded to Members)

e) **Ask Us Anything** – Reference and Enquiry Service, part of Gloucestershire Libraries who offer a service to help customers find the information they require.

f) **Gloucestershire Association of Parish & Town Councils (GAPTC) :**

- i) **Newsletter** – 4th August 2022 (forwarded to Members by email).
- ii) **AGM** – A talk regarding climate change was presented at the AGM (forwarded to Members by email)

g) **The Clerk magazine** – 50-year anniversary addition.

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29. **Correspondence Available in the Clerk's Office**
- a) **Tewkesbury Know Your Patch** – Details of next meeting.
 - b) **Gloucestershire Carers Hub** – Information relating to services provided.
30. **Youth Club / Youth Work :**
- a) To receive a report following the work of Young Gloucestershire over the summer holidays.
 - b) To receive confirmation that a new provider has been appointed to continue youth work from the Village Hall.
 - c) To consider whether the Parish Council wish to fund any other youth activities during the current financial year. To determine.
 - d) To receive request from a local group regarding shared use of the Village Hall, this information has been passed to the Trustees of Northway Youth Club.
 - e) To receive a request from the local PSCO for a further joint meeting with the Parish Council and all youth providers in Northway (Trustees of Northway Youth Club, Sycamore Chapel, Young Gloucestershire)
 - f) To receive request from a Trustee of Northway Youth Club that they be allowed access to the wi-fi code. To consider and determine.
 - g) To receive response from Adam Harper regarding the Parish Councils ongoing support for the provision of free boxing in the Parish.
31. **Tewkesbury Garden Town Sub-Group** – To receive feedback from Cllr Barnes following the Tewkesbury Garden Town Parish Sub group that took place on 21st September 2022 – to take under exclusion if necessary.
32. **Correspondence received after 29th September 2022.**

The next meeting of the Full Council will be Wednesday, 9th November 2022