

## Minutes of the Council Meeting held on Wednesday, 5<sup>th</sup> October 2022

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  
Cllr P Mackenzie (until/from C/189/22) Cllr E MacTiernan (until/from C/190/22)  
Cllr E Phennah Cllr G Shelton

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

A one-minute silence was held in remembrance of HM Queen Elizabeth II

### C/174/22 Apologies for Absence

Apologies had been received from Cllrs Ward, Terry, Fowler and Barnes. County Cllr Vernon Smith had sent apologies that he would be late. No further apologies for absence were received.

FOR: UNANIMOUS

### C/175/22 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

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

FOR: UNANIMOUS

### C/176/22 Declarations of Interest

Cllr Godwin declared an interest in any discussions relating to Northway Youth Club. No further 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/177/22 Minutes of Previous Council Meeting

Cllr Shelton PROPOSED that the Minutes of the Full Council Meeting held on 13<sup>th</sup> July 2022 should be approved as a true and accurate record. Cllr Godwin SECONDED

FOR: Cllr Shelton Cllr Godwin  
Cllr Mackenzie Cllr MacTiernan  
Cllr Phennah Cllr Roberts

ABSTENTIONS: Cllr Beadle Cllr Blackmore

### C/178/22 Matters Arising from Council Minutes/Clerks Report

**C/265/21 & C/279/91 Christmas Event** – Gloucestershire County Council had requested feedback on the Community Christmas event, toward which Build Back Better Market Towns Fund provided a grant of £1,000. This information had been provided.

## NORTHWAY PARISH COUNCIL

### C/178/22 Matters Arising from Council Minutes/Clerks Report (continued)

**C/171/22 Trustees of Northway Youth Club** – The Trustees were given the Council's response to their questions relating to sale of the Village Hall, additional boxing sessions and a memorial plaque.

*It was noted that an additional night of boxing was being provided for older youths, this was being funded by the teacher himself.*

### C/179/22 Roads & Road Safety

- a. **Issues of Concern** – A consultation relating to the M5 Junction 9 & A46 (Ashchurch) Transport Scheme had been postponed (dates tbc).

Montel Civil Engineering had emailed to address the community's concerns regarding queues forming at the Junction 9 slip road.

- b. **Northway Lane M5 Overbridge** – Max Kelly, the new Local Highways Manager, had responded to the Council's query regarding reversal of prioritisation at the chicanes on the Northway Lane motorway bridge. He advised that the existing layout appeared to be correct with the priorities this way around to prevent 'clogging up' issues when the signals were on red.

Cllr Mackenzie felt that the road safety team should assess the situation during peak hours when school children were trying to cross the road. Cllr Roberts PROPOSED that this was suggested to the Local Highways Manager.

FOR: UNANIMOUS

Concerns were also raised about bollards obscuring the view of what was coming over the bridge and the bus having to drive over the cycle path due to lack of space.

- c. **Community Speedwatch Fund** – Cllr Roberts explained that he and Cllr Mackenzie had attended what seemed like a positive meeting with Mr Parker, the Assistant Road Safety Engineer at Gloucestershire County Council, about the Parish Council's application to the Community Speedwatch Fund. Although Mr Parker had supported this application to the panel, it had been rejected due to not meeting the criteria. The Clerk confirmed that she had requested further clarification regarding the decision. Cllr Roberts PROPOSED that this clarification was awaited to allow the Council to better understand how it did not meet the necessary criteria.

FOR: UNANIMOUS

- d. **Gloucestershire County Council** – Proposals for a permanent Traffic Order relating to Ashchurch Rail Station car park (pay and display) had been received and, subsequently, withdrawn.

- e. **Montel Civil Engineering** – An introduction to the team responsible for works on the M5 Junction 9 project had been received and forwarded to Members.

### C/180/22 County Councillor Report

Cllr Roberts PROPOSED that this item was deferred until later in the meeting when Cllr Smith may be in attendance to provide his report.

FOR: UNANIMOUS

### C/181/22 Planning Committee

Members received the Minutes of the Planning Committee Meeting's that took place on 20<sup>th</sup> July 2022 and 17<sup>th</sup> August 2022.

## NORTHWAY PARISH COUNCIL

### C/182/22 General Purposes Committee

Members received the Minutes of the General Purposes Committee Meeting that took place on 20<sup>th</sup> July 2022.

### C/183/22 Finance Committee

Members received the Minutes of the Finance Committee Meeting that took place on 27<sup>th</sup> July 2022.

### C/184/22 Annual Governance & Accountability Return

It was confirmed that the completed limited assurance review (External Audit) for the year ended 31<sup>st</sup> March 2021 had received an unqualified report. The Clerk was thanked for her contribution to this.

### C/185/22 External Auditors

Members considered the Council's option to opt out of the SAAA central external auditor arrangements. Cllr MacTiernan PROPOSED that the Council did not opt out of the scheme. Cllr Shelton SECONDED.

FOR: UNANIMOUS

### C/186/22 Borough Councillor's Report

Cllr Godwin mentioned that Tewkesbury Borough Council refuse/recycling team had collected newspapers that had been deliberately left out for hedgehogs, to make amends they had donated more paper as well as food and cleaning products to Brockworth Hedgehog Rescue Centre.

Although the proposed Ashchurch Outlet Centre would not be completed until 2024, Dobbies Garden Centre was set to open in early November. Cllr Godwin listed some of the things that would be taking place there in the lead up to Christmas including a Santa's Grotto – with a quiet Grotto for children with special needs – a Santa Paws Grotto for dogs and a Santa breakfast experience.

Cllr MacTiernan reported that Gloucestershire Council Council were providing grants to help district Council's cover the cost-of-living increase and energy crisis. Additionally, Tewkesbury Borough Council were offering one-off grants of £500 to businesses offering 'warm spaces' and local councils could apply.

The Clerk mentioned that the Council had received a donation of £1,000 towards the cost of energy bills at the Community Hub.

Cllr MacTiernan mentioned that she had spoken to Mr Tonge, Head of Community Services at Tewkesbury Borough Council. He had been in touch with representatives at the M.O.D. who were amenable to providing paint and volunteers for the iron bridge project (GP/115/22 refers). The Clerk reported that the Community Payback team were coming to look at the bridge on 19<sup>th</sup> October to see if it was a project they could take on.

### C/187/22 Council Accounts

Cllr MacTiernan suggested that the Football Club should pay for servicing of the mower, the Clerk reminded Members that, although the Club used the mower, it was owned by the Parish Council. Cllr Beadle wondered whether the Council should offer to sell the mower to the Football Club. The Clerk said that she would include an item on the next Finance agenda to allow further consideration of this.

Cllr Shelton PROPOSED that the accounts for payment, totalling £61,553.90, should be approved. Cllr Beadle SECONDED.

FOR: UNANIMOUS

## NORTHWAY PARISH COUNCIL

### C/188/22 Code of Conduct/Civility and Respect for the Local Council Sector

The Borough Council's solicitor had advised the Parish Council to defer adoption of the new Code of Conduct until after training sessions had been provided.

A copy of the 'Dignity at Work' policy had been circulated with the agendas. It was AGREED that consideration of the adoption of this should be reviewed at a later date.

### C/189/22 Food Pantry/Energy Crisis

- a. The Borough Council had originally suggested that planning permission would be required for siting of a container for the purpose of a Food Pantry, however, Officers had reconsidered the need for it due to the amount of people in crisis a pantry would benefit.

The Priors Park Neighbourhood Project (PPNP) had now started bagging their food which made it less of a Pantry and more like the Foodbank. When applying for funding it was very important that whether it was a Foodbank or a Pantry were clear. A Foodbank was an emergency temporary solution, where there was no choice what was contained in the package but a Food Pantry could be accessed for a longer period of time giving people who used it the freedom of choice.

There would be some potential funding coming up at the Borough for projects such as the Food Pantry, Lesa West, the Community Place and Development Officer, would let the Council know as soon as it was open to applications. (Mary Peplow fund)

The Clerk reminded Members that, until someone stepped forward to take a lead on this project (since the Parish Council could not), it would not be moving forward'. Cllr Mackenzie would have liked to take the lead but his work required him to be away a lot. Cllr Blackmore felt that if the project piggy-backed off of what PPNP were doing, which would reduce the amount of work required, she could potentially take the lead on it.

Cllr MacTiernan suggested that a Working Party was created to take things forward. The Clerk pointed out that this would have to be something that was arranged outside of the Council, although the Hub could be used – it would also be useful to invite the ten people who were willing to help out.

Cllr Roberts PROPOSED that the Council should facilitate an initial meeting with interested people who could then, hopefully, take over from there.

FOR: UNANIMOUS

- b. Ten people had put their names forward to help with running of a Food Pantry as a result of the newsletter and social media posts.
- c. Cllr Roberts mentioned the donation of £1,000 from a resident toward the cost of energy bills at the Community Hub (Min Ref: C/186/22 refers).

Cllr MacTiernan PROPOSED that the Council submitted an expression of interest in a one-off grant of £500 from Tewkesbury Borough Council towards providing a 'warm place'. Cllr Blackmore SECONDED.

FOR: UNANIMOUS

Cllr Roberts PROPOSED that the Council should advertise the building being open and provision of refreshments served if this grant was awarded.

FOR: UNANIMOUS

Cllrs Blackmore, Godwin and MacTiernan expressed that they would be willing to volunteer to make drinks for people visiting the Hub to stay warm.

**NORTHWAY PARISH COUNCIL**

C/189/22 **Food Pantry/Energy Crisis** (continued)

The Clerk mentioned that she had contacted GAPTC for advice on accepting the resident's donation, they had been suspicious of the offer and suggested it was not suitable to accept. The Clerk had also contacted the Council's Auditor who had advised that it was a very kind donation and there was no issue with acceptance of it. He suggested that the donation was minuted by Full Council at its next meeting and applied to a relevant cost centre code relating to the Community Hub and drawn against when appropriate to support the energy costs.

7:55pm – Cllr Mackenzie left the meeting.

Cllr Blackmore PROPOSED that the Council should ask the Luncheon Club to consider lowering the age limit to 55 to allow more people to benefit from it in the coming months. Cllr MacTiernan SECONDED.

FOR: UNANIMOUS

8:02pm – Cllr Mackenzie re-joined the meeting.

- e. An email of thanks had been received from Sycamore Chapel following the Council's donation of £100 towards provision of craft activities at their free breakfast mornings which took place in the summer holidays.

C/190/22 **Tewkesbury Digital Hub**

An email had been received from the Priors Park Neighbourhood Project (PPNP) explaining the Gloucestershire Digital Hubs project. Their objective was to provide "additional community building capacity via forming relationships with residents and groups to access technology and improve their digital literacy. This includes supporting people to access video calling, setting up social media profiles, signing up for online shopping, booking appointments, job searching and basic support with how to use their mobile, iPad, laptop, etc."

8:03pm – Cllr MacTiernan left the meeting.

Members considered whether this was something that could run from the Community Hub. Cllr Blackmore asked whether there was a need for this. Cllr Roberts felt that the question could be raised on social media, if there was interest it might be worth investing some time into the idea.

8:09pm – Cllr MacTiernan re-joined the meeting.

Cllr Beadle asked whether the Council would be liable if someone gained access personal details or credit card information whilst offering help at a Digital Hub.

Cllr Roberts PROPOSED that the Council should ask PPNP what it was doing to mitigate the risks.

FOR: UNANIMOUS

Cllr Roberts also PROPOSED that the Council should gauge interest via social media as to whether there was a need for a Digital Hub in Northway and whether there would be any people willing to volunteer their time to help run it.

FOR: UNANIMOUS

C/191/22 **Budget Setting**

Cllr MacTiernan PROPOSED approval for the Clerk to access Budgeting Assistance from DCK Accounting Solutions, if required. Cllr Godwin SECONDED.

FOR: UNANIMOUS

## NORTHWAY PARISH COUNCIL

### C/192/22 Remembrance Sunday

Cllr MacTiernan PROPOSED that a wreath should be obtained for the Council to lay at the Ashchurch Memorial on Remembrance Sunday and a donation of £50.00 made. The Council should also organise the Brownies/Guides wreath as in previous years. Cllr Shelton SECONDED.

FOR: UNANIMOUS

Cllr Roberts mentioned that he would be unable to lay the wreath, it was AGREED that Cllr Ward should be asked to do this as Vice Chairman, however, if he was unavailable, Cllr Shelton offered to step in.

### C/193/22 Crime & Disorder

- a. Cllr MacTiernan said that she had spoken to PCSO Simpson about some closure notices that had been issued in Northway.
- b. Following a change in local PCSO for Northway, Cllr Roberts PROPOSED that a letter of thanks was sent to PCSO Simpson. PCSO McGovern would be the new PCSO for the area and she hoped to recommence PIP (police information point) sessions at the Community Hub and planned to help at the Luncheon Club.

### C/194/22 Virgin Media Broadband Works

The Clerk passed on correspondence from a resident regarding the 'unsightly' overhead cables that had appeared in The Sandfield following Virgin Media works in Northway.

Cllr Roberts felt that Virgin Media had re-laid the paths well after their work. Cllr Blackmore agreed that they had been quick, clean and tidy while in the area.

Members were reminded of Virgin Media's offer to do work in the community. Cllr Roberts PROPOSED that they should be asked to help with clearance work and painting of the iron bridge.

FOR: UNANIMOUS

### C/195/22 Community Hub

Cllr Roberts PROPOSED that a request for an early morning hire in July 2023 should be approved providing consideration was shown towards the neighbours and a out of hours charge made.

FOR: UNANIMOUS

### C/196/22 Christmas

Cllr MacTiernan PROPOSED the following:

1. Cllrs Shelton, Roberts and Ward should be permitted to organise the Christmas Event scheduled for 3<sup>rd</sup> December 2022.
2. The Christmas Social event should take the same format as in the previous year (on the evening of 3<sup>rd</sup> December 2022).
3. Food and refreshments for the events should be funded from the Chairman and Event budgets.
4. The sleigh should be requested for a few nights to go through Northway (councillors present offered to help with collections).

## NORTHWAY PARISH COUNCIL

### C/196/22 **Christmas** (continued)

5. The Council should ask Cllr Smith whether he could provide any financial contributions towards the event.  
Cllr Godwin SECONDED.

FOR: UNANIMOUS

### C/197/22 **Death of Queen Elizabeth II and Ascension of King Charles III**

- a. The Clerk informed Members of actions that had been taken following the death of Queen Elizabeth II. It was noted that people had placed flowers and teddies on the commemorative bench in Platinum Park.

It was AGREED that the current agreed procedures had worked and no changes were necessary.

The Clerk confirmed that a letter of condolence had been sent to the King's Secretary, as was normal procedure.

- b. Members considered how the Council should celebrate the Coronation which would be taking place next year. Cllr MacTiernan PROPOSED that £1,500 should be included in next year's Event budget for the event. Cllr Mackenzie SECONDED.

FOR: UNANIMOUS

### C/198/22 **Tewkesbury School**

It was AGREED that a tour of Tewkesbury School should be arranged for after half term. Cllrs MacTiernan, Roberts, Shelton, Godwin, Phennah, Mackenzie and Beadle were interested in attending, most preferred the possibility of it taking place in the afternoon.

### C/199/22 **Correspondence for Action**

#### a. **Tewkesbury Borough Council**

- i. **Licensing Consultation** – Mandatory CCTV in licensed vehicles – To consider responding to this consultation. Cllr Roberts PROPOSED that no Council response was forwarded but, should Members want to respond to this consultation, they should do so individually.
- ii. **Mayors Charity** – Details of the Tewkesbury and Cheltenham Borough Mayors' Charity Raceday at Cheltenham Racecourse.

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

- i. **Courses** – The Clerk was asked to forward details of a Being a Better Councillor virtual course on 24<sup>th</sup> November and 8<sup>th</sup> December to Cllr Beadle.
- ii. **EV Charging Points** – Members had been asked to suggest possible locations for EV charging points. The Co-Op, Community Hub, Railway Station and Playing Field car parks had all been suggested. It was AGREED that these should be fed back to GAPTC so long as provision of any charging points would be at no cost to the Parish Council.

### C/200/22 **Correspondence for Information**

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

## NORTHWAY PARISH COUNCIL

### C/200/22 Correspondence for Information (continued)

- b. **National Association of Local Councils:**
  - i. Newsletter – 6<sup>th</sup> 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.
- 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** – 4<sup>th</sup> August 2022.
  - ii. **AGM** – A talk regarding climate change was presented at the AGM.
- g. **The Clerk magazine** – 50-year anniversary addition.

### C/201/22 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.

### C/202/22 Youth Club/Youth Work

- a. The Clerk passed on a report from Young Gloucestershire following their summer sessions at Northway Playing Field.
- b. It was confirmed that Aspire to Inspire had been appointed to undertake youth work at Northway Village Hall. Cllr Godwin reported that the junior numbers were good but senior attendance was low.
- c. The Parish Council was still part funding boxing sessions at the Village Hall. Due to there still being money budgeted towards youth work, Cllr Roberts PROPOSED that the Council should try and arrange for Play Rangers sessions to take place before the end of the financial year.

FOR: UNANIMOUS



## NORTHWAY PARISH COUNCIL

### C/202/22 Youth Club/Youth Work (continued)

- d. The Clerk had received correspondence from a local group wanting to have shared use of the Village Hall, this information had been passed to the Trustees of the Youth Club who did decline the request.
- e. PCSO Simpson had expressed that he would like to have a joint meeting with the Parish Council and all youth providers in Northway (Trustees of the Youth Club, Sycamore Chapel, Young Gloucestershire). It was AGREED that the Clerk should try and organise this.
- f. A Trustee of the Youth Club had asked for permission to access the Wi-Fi that the Parish Council had installed in the mower store.

Cllr Blackmore suggested that, due to the fact that the Council would be liable for whatever websites were accessed through its Wi-Fi, anyone using it would need to sign up to an Acceptable Usage policy. It would also need to be ensured that the router filtered out any illegal activity and the password needed to be regularly changed. It was felt that it may be difficult to regularly change the password and due to this, Cllr Blackmore PROPOSED that the Council did not allow any access to the Wi-Fi, for security reasons. Cllr Mackenzie SECONDED.

FOR:	Cllr Blackmore	Cllr Mackenzie
	Cllr Beadle	Cllr MacTiernan
	Cllr Phennah	Cllr Roberts
	Cllr Shelton	

ABSTENTIONS: Cllr Godwin

- g. The Clerk passed on Adam Harpers gratitude for the Council's support of the Boxing Club.

### C/203/22 Tewkesbury Garden Town Sub Group

Cllr Barnes had attended the Tewkesbury Garden Town Sub Group Meeting that took place on 21<sup>st</sup> September 2022.

### C/204/22 Correspondence received after 29<sup>th</sup> September 2022

- a. **Young Gloucestershire**
  - i. Details of Tewkesbury Hub Opening which had been rescheduled for 21<sup>st</sup> October 2022.
  - ii. Theory of Change (Holiday's, Activities and Food Programme) – 14<sup>th</sup> October 2022.
- b. **Royal British Legion Industries** – Preparing for Remembrance this November.
- c. **National Association of Local Councils** – Chief Executive's Bulletin (16<sup>th</sup>, 23<sup>rd</sup>, 30<sup>th</sup> September 2022).
- d. **Carer Aware** – What's On for October.
- e. **Age UK** – Details of new drop-in sessions due to start at Northway Community Hub on Monday's.

Cllr Godwin mentioned that County Cllr Smith had wanted her to report that Gloucestershire County Council were trying to get a better flow on the Junction 9 slip road.

As there was no further business the meeting concluded at 8.50 p.m.