

## Minutes of the Council Meeting held on Wednesday, 8<sup>th</sup> February 2023

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

Present: Cllr J Roberts (Chairman) (from: C/25/23) Cllr S Ward (Vice-Chairman)  
Cllr J Beadle Cllr C Blackmore  
Cllr P Godwin Cllr P Mackenzie  
Cllr E MacTiernan (until/from C/35/23) Cllr E Phennah  
Cllr G Shelton Cllr S Terry (until/from C/45/23)

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

### C/21/23 Apologies for Absence

Apologies had been received from Cllr Barnes and County Cllr Smith. Cllr Roberts had advised that he would be late. No further apologies for absence were received.

In the absence of Cllr Roberts, Cllr Ward (Vice-Chairman) took the chair.

### C/22/23 Public Participation

Cllr Ward noted that, going forward, Council meetings would no longer be adjourned for public participation as matters raised by the electorate would be received during the meeting allowing Standing Orders to remain in force.

No Members of the public were present.

### C/23/23 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/24/23 Minutes of Previous Council Meeting

Cllr Godwin PROPOSED that the Minutes of the Full Council Meeting held on 11<sup>th</sup> January 2023 should be approved as a true and accurate record. Cllr Terry SECONDED

FOR: Cllr Godwin Cllr Terry  
Cllr Beadle Cllr MacTiernan  
Cllr Phennah Cllr Ward

ABSTENTIONS: Cllr Blackmore Cllr Mackenzie  
Cllr Shelton

### C/25/23 Matters Arising from Council Minutes/Clerks Report

7.04pm – Cllr Roberts joined the meeting and took the Chair.

*C/261/22 & C/07/23 Warm Space – Cllrs MacTiernan and Blackmore gave a report on the Warm Space which had been running since the 9<sup>th</sup> January. It was noted that usage was increasing and it was appealing to people on a social aspect more than financial which was encouraging.*

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C/25/23 **Matters Arising from Council Minutes/Clerks Report** (continued)

**C/262/22 & C/05/23 Correspondence for Action / Matters Arising** – Cllrs Shelton, Godwin and Terry confirmed that they had attended afternoon tea at Barchester Homes which had been enjoyable. A letter of thanks was forwarded on behalf of the Council.

**C/06/23 Roads & Road Safety** – Emails received from a resident relating to potholes and Northway Lane motorway bridge issues had been forwarded to the Local Highways Manager (as suggested by County Cllr Smith). The potholes along Mill Lane had also been reported and a sign had since been put up warning of the uneven road surface.

**C/16/23 Food Pantry** – Cllr Blackmore and the Clerk had submitted an application to Tewkesbury Borough Council's Community Food Project Fund for consideration.

**C/19/23 Correspondence for Action/Sleigh Appeal** – The Boys Brigade had been informed of the Council's decision to donate £100 towards the cost of running the sleigh over Christmas.

**C/19/23 Correspondence for Action / Hire of Hub:**

- Various groups that enquired about free use of the Community Hub had been informed of the Council's responses.
- A regular hirer had confirmed a donation of £50 towards the skatepark project.

**C/29/23 Correspondence for Action / Age UK** – Ida Pöschel had been invited to a Council meeting to talk about a proposed new walking group for Northway, however, she might wait and do a presentation on this at the Parish Assembly instead which Members felt would work better.

**C/19/23 Correspondence for Action / Safer Streets Funding** – Details of projects in the pipeline had been forwarded.

C/26/23 **Roads & Road Safety**

- a) **Concerns** – The Clerk reminded Members that the Northway Lane streetlights had been out for a number of months, and she was regularly contacting Gloucestershire County Council's (GCC) street lighting team for updates. Despite numerous emails being sent by GCC to Team Managers at National Grid, they had only received notification that a contractor had been instructed and planned to attend. No date had been provided. As a result GCC were leaving it a couple of days and if no further details were provided they were going to escalate the issue.

Cllr Roberts wanted to acknowledge that the Northway Lane motorway bridge had, at last, been resurfaced.

- b) **Vehicle Activated Sign (VAS)** – It was confirmed that the VAS had been delivered. Cllr Mackenzie had created a document with photographs of suggested locations for the posts to be installed (this had been circulated with the meeting agenda). Locations were as follows: -

- Northway Lane motorway bridge
- The Park (approaching Hardwick Bank Road junction)
- Hardwick Bank Road (between Gould Drive and George Dowty Drive junctions)
- Northway Lane (near the entrance to Formal Industrial Park)
- Kingston Road (between Ash Road and Stanford Road junctions)

Cllr Mackenzie explained that Mathew Parker (Road Safety Engineer) and Max Kelly (Local Highways Manager) from GCC had told him that the locations would need to meet legislation so the Parish Council

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### C/26/23 Roads & Road Safety (continued)

should just provide rough locations, however, the VAS needed to be facing vehicles coming into the estate and should be moved at least once every two weeks.

Cllr Ward PROPOSED approval of these locations. Cllr MacTiernan SECONDED.

FOR: UNANIMOUS

It was confirmed that letters of thanks had been forwarded.

- c) **Community Speedwatch** – When Mathew Parker (Road Safety Engineer, GCC) had delivered the VAS, he had suggested that the Parish Council applied to the Police and Crime Commissioners Speedwatch Fund for a speed camera. As a result of this, and because the Council had previously included this as something they wished to see in Northway, the Clerk had submitted an application and was requesting this was ratified. Cllr Terry PROPOSED ratification. Cllr Godwin SECONDED.

FOR: UNANIMOUS

- d) **Village Gateways** – Members reconsidered the possibility of Village Gateways for the parish (Min Ref: C/37/22 refers). The Clerk reminded Members that prices of Gateways started at £457 and County Cllr Smith had previously confirmed that he might be able to contribute towards the cost. There were mixed feelings regarding the success of Village Gateways but most Members felt that they worked better than a 30mph sign in getting drivers to reduce their speeds. Cllr Roberts PROPOSED that the idea of Village Gateways for Northway was considered more fully by the Road Safety Committee.

FOR: UNANIMOUS

### C/27/23 County Councillor's Report

A report had been forwarded to Members by email and was tabled at the meeting.

### C/28/23 Planning Committee

Members received the Minutes of the Planning Committee Meeting held on 18<sup>th</sup> January 2023.

### C/29/23 General Purposes Committee

Members received the Minutes of the General Purposes Committee Meeting held on 18<sup>th</sup> January 2023.

### C/30/23 Finance Committee

The Minutes of the Finance Committee Meeting held on 1<sup>st</sup> February 2023 were not yet available.

### C/31/23 Borough Councillor's Report

Cllr Godwin reported that Stagecoach had changed their bus times and would now run the 41 service (Cheltenham, Tewkesbury, Northway) every half hour and the 71 service (Gloucester, Twigworth, Tewkesbury, Northway) would run every other half an hour (15 mins after the 41).

Covid-19 booster vaccines would be ending on 12<sup>th</sup> February, however, those who had not received their first or second vaccine would still be able to access it.

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### C/31/23 Borough Councillor's Report (Continued)

The Court had ruled in favour of Ashchurch Rural Parish Council with regard to the Ashchurch Bridge over Rail. Cllr MacTiernan gave an update on the options that were available to the Borough Council following the ruling and what might happen next.

Despite the decision regarding the bridge, Cllr MacTiernan pointed out that Tewkesbury Borough Council had not given up on the Garden Town. It planned on holding a workshop with LDA (the consultants) at the Borough Council Offices. Members of the subgroup would be invited, and Cllr MacTiernan had explained that Northway's representatives had daytime jobs so would prefer an evening. They were waiting to hear which days worked with LDA and could then re-arrange, if necessary, however it would likely be deferred much later. If it still proved difficult then it would likely end up that a workshop be held for each council separately.

Cllr Ward asked if the local elections would impact planning at the Borough Council. Cllr MacTiernan confirmed that it would impact the entire procedure and, with all the progress that had been made with the Garden Town, any new Council would require several seminars to brief them on progress to date.

Cllr Roberts asked if the Borough Council was going to have a session on 'lessons learnt' following the bridge appeal. Cllr MacTiernan was unsure; however, the Borough Council did plan on having more communication with the public and parish councils, even attending meetings if this was wanted.

### C/32/23 Play Gloucestershire

Play Gloucestershire had been contracted to hold a Play Rangers session at Northway Playing Field on 24<sup>th</sup> February 2023 (Min Ref: C/202/22 refers). Due to limited availability, a further two dates had been provisionally booked for the easter holidays at a cost of £528.50 per day. Cllr Terry PROPOSED approval. Cllr Ward SECONDED.

FOR: UNANIMOUS

### C/33/23 Arnold-Baker on Local Council Administration

Cllr MacTiernan PROPOSED approval of purchase of the latest edition of Arnold-Baker on Local Council Administration at an approximate cost of £160.00. Cllr Terry SECONDED.

FOR: UNANIMOUS

### C/34/23 Council Accounts

Cllr Terry PROPOSED that the accounts for payment, totalling £16,049.28, should be approved. Cllr Godwin SECONDED.

FOR: UNANIMOUS

### C/35/23 Food Pantry

- a. **Tewkesbury Borough Planning** – The Clerk mentioned that her initial email enquiring about planning permission for a food pantry in the Community Hub grounds had been lost so she had to resubmit it.
- b. **Food Pantry/Community Fridge** – Cllr Blackmore felt that the biggest blockade to setting up a food pantry was the requirement for registration of a charity and setting up a bank account. Also, take up, as with the warm space, might take a while. In the meantime, she had been looking into the idea of a community fridge and felt that this might be something worth pursuing as it would help to prevent food waste locally. Cllr Blackmore asked if the Council would consider allowing placement of a fridge in the atrium at the Community Hub or even outside if this was preferable. She, along with a team of volunteers, would oversee the filling and emptying of stock, cleaning and defrosting, as necessary,

C/35/23 **Food Pantry** (continued)

Members discussed this possibility and concerns were raised regarding impact on office staff, the look of the building, reliability of volunteers and how food regulations would be complied with.

Cllr Blackmore assured that she would take on the responsibility herself if volunteers proved unreliable, they would also be signing up to the Community Food Network who would provide more guidance and possibly funding.

The possibility of having a small fridge in the atrium was discussed, however it was noted that people would only be able to access it during office hours and it would be off limits at weekends when most of the private hires took place.

Cllr MacTiernan asked whether the Council would be expected to pay for the fridge. The Clerk reminded Members that that Council had put aside £5,000 to support the Food Pantry project and a local firm 'Infinity' had also committed £2,000 (Min Ref: C/260/22 refers). Funding might also be available from Feeding Gloucestershire and Tewkesbury ILP but the Council needed to move fast if applying to either of these.

It was noted that the Food Pantry and the Community Fridge were two different projects, however, Cllr Blackmore felt that a Community Fridge could give the Pantry project more momentum and the one could grow into the other.

Cllr Blackmore had looked at the cost of indoor fridges and found them to be in the region of £800, she felt it would also be useful for the Parish Council to purchase a compost bin as this would reduce its carbon footprint. Cllr Mackenzie found details of outdoor, lockable fridges which appeared to be virtually indestructible and costed between £1,000 - £2,000. Outside locations were considered and Members felt it was important to take advantage of the CCTV and consider the need for an outdoor socket.

Cllr Roberts PROPOSED that the Council purchased an outside, lockable fridge which could be used by the Food Community Network, provided that 50% of the cost was obtained from other grants. No vote was taken.

Cllr Mackenzie offered to measure outside the front of the Community Hub and do some mock up drawings taking into account the CCTV.

Cllr Roberts WITHDREW his proposal and PROPOSED that the Council deferred a decision until Full Council on 8<sup>th</sup> March when Cllr Mackenzie's mock up drawings might be available.

FOR: UNANIMOUS

8.34pm – Cllr MacTiernan left the meeting.

c. **GAPTC** – It was noted that Cllr Blackmore would be providing a presentation on the Food Pantry project to members of Gloucestershire Association of Parish and Town Councils on 23<sup>rd</sup> February.

d. **Funding** –

i. **Feeding Gloucestershire** – The Council considered whether the Council could apply for this fund on behalf of the Food Pantry volunteers but it was not considered to be viable. Cllr Roberts PROPOSED that no action was taken.

8.40pm – Cllr MacTiernan re-joined the meeting.

ii. **Young Gloucestershire / Tewkesbury ILP** – The Clerk was asked to enquire whether Tewkesbury ILP would provide funding towards a Community Fridge.

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### C/36/23 Events Working Party

Cllr Roberts provided an update on the Community Trail event. The Working Party had decided that residents should be encouraged to decorate the outside of their house/garden over the Coronation weekend and register to be part of a trail. The best decorated houses would then win prizes of £200 (1<sup>st</sup> prize), £100 and £50, as voted by people taking part in the trail quiz (a royal word would be on view at each of the houses and these would make up a cross word, or similar). A £50 prize would also be awarded to someone with the correct quiz answers. A cream tea would be available at the Community Hub on 8<sup>th</sup> May. The Working Party was keen to start advertising this event as soon as possible.

Cllr Terry PROPOSED approval of the above event. Cllr Beadle SECONDED.

FOR: UNANIMOUS

Cllr MacTiernan PROPOSED approval of the prizes (amounting to £400 in total). Cllr Godwin SECONDED.

FOR: UNANIMOUS

Cllr Roberts PROPOSED approval of purchase of bunting and a coronation flag to be used to decorate the Community Hub, up to a cost of £250.

FOR: UNANIMOUS

Cllr Roberts PROPOSED that the Council should approve engagement with the local schools and Sycamore Chapel art group in the lead up to the event.

FOR: UNANIMOUS

### C/37/23 Community Hub Hire

A request had been received for use of the Community Hub on 25<sup>th</sup> December 2023 (Min Ref: FIN/16/23 refers). The potential hirers had advised that they would be attending the meeting to answer any questions and find out the outcome of the decision, however, they had not arrived.

Cllr MacTiernan PROPOSED that, since the potential hirers had not attended, the Council did not have all the facts to enable it to make a decision and the enquirers should be advised of this. Cllr Terry SECONDED.

FOR: UNANIMOUS

### C/38/23 Elections

The Clerk had forwarded an Elections Toolkit from Gloucestershire Association of Parish and Town Councils (GAPTC) to Members. It was noted that this was a useful document that could be used by the Council. Cllr MacTiernan PROPOSED that the office staff should use the information provided to advertise the elections to the general public as they felt fit. Cllr Terry SECONDED.

FOR: UNANIMOUS

### C/39/23 Risk Assessment

Members reviewed the Risk Assessment and Cllr Ward PROPOSED approval of it, as recommended by the Finance Committee. Cllr Terry SECONDED.

FOR: UNANIMOUS

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### C/40/23 Internal Audit

Cllr Godwin PROPOSED approval of the Internal Audit, as recommended by the Finance Committee. Cllr Shelton SECONDED.

FOR: UNANIMOUS

Cllr Terry thanked the Clerk for all her work relating to the Council's finances.

### C/41/23 Parish Assembly

- a. **Agenda** – The Clerk tabled the proposed agenda for the Parish Assembly. Cllr Roberts PROPOSED approval.

FOR: UNANIMOUS

- b. **Presentation** – Members considered re-arranging for the Fraud Protection Advisor from the South West Regional Organised Crime Unit to provide a presentation (he had been unwell last year and unable to attend) but it was noted that in his absence Cllr Blackmore had stepped in and given a presentation on fraud. Alternatively, Age UK was promoting a new walking group and was already hoping to talk to the Council about this so perhaps this could be incorporated into the Parish Assembly instead.

Cllr Blackmore suggested that the Warm Space volunteers should do a joint presentation on the success of the project. Cllr Roberts PROPOSED.

FOR: UNANIMOUS

*(Note: Following the meeting it was felt that it would be inappropriate for councillors to do this presentation due to Purdah).*

- c. **Community Awards** – Members considered possible recipients of a Community Award. It was AGREED that Rachel Goodchild (Sycamore Chapel) and Adam Harper (Boxing Clever) should be awarded a Certificate of Appreciation. It was also suggested that Adam Harper might be willing to arrange for a boxing demonstration to take place at the Parish Assembly.

### C/42/23 Crime & Disorder

PCSO Magovern had forwarded crime statistics for the area. A total of 6 incidents had occurred between 13<sup>th</sup> January – 2<sup>nd</sup> February 2023, all 6 of these had been recorded as crimes.

### C/43/23 Correspondence for Action

- a. **Gloucestershire Association of Parish & Town Council's (GAPTC)**

i. **Courses** - The Clerk listed upcoming training events. Cllr Beadle had been booked onto 'Being a Better Councillor'. Cllr Blackmore asked to be booked on to the 'Planning in Plain English' on 20<sup>th</sup> March 2023. Cllr MacTiernan also expressed an interest in the session but was unsure if she would be available to attend, she agreed to let the Clerk know if she wished to go ahead.

ii. **Photo ID Elections** – Resources for use on social media and newsletters to raise awareness regarding the need for photo ID at the upcoming elections. Cllr MacTiernan had put together an article for inclusion in the next issue of Northway Voice.

- b. **Freemasons Grant Panel** – Invitation to the next GCF Let's Talk/Let's Listen and details of grant programme and funding priorities.

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### C/44/23 Correspondence for Information

- a. **National Association of Local Councils (NALC)** – Chief Executive’s Bulletin 13.1.23, 20.01.23 & 27.01.23.
- b. **Worcestershire County Council** – Details of a Green Infrastructure Strategy consultation between 23<sup>rd</sup> January and 6<sup>th</sup> March 2023. This can be found at [www.worcestershire.gov.uk/gi](http://www.worcestershire.gov.uk/gi).
- c. **Gloucestershire Rural Community Council** – Details explaining that some flood warnings have been automated meaning they may look different to usual – this is due to industrial action.
- d. **Tewkesbury Borough Council** – Confirmation that the Community Hub has been booked as a Polling Station on 4<sup>th</sup> May 2023. Hirers have been notified.
- e. **Breakfast Meeting** – Cllr Roberts accepted an invitation to the re-forming Breakfast Meeting to be held at Dobbies on the 24<sup>th</sup> February. (*Note: this was subsequently cancelled*).

### C/45/23 Land to the North of Hardwick Bank Road

The Council attended an informal meeting with Newland Homes on 6<sup>th</sup> February 2023.

9.10pm – Cllr Terry left the meeting.

Not much information was available at this time, but Newland Homes had made it clear that, going forward, they would want to consult with the community. They did talk a little bit about their ‘green’ initiatives and mentioned there would still be areas for walking. No opinions were given by Council.

9.13pm – Cllr Terry re-joined the meeting.

Cllr Blackmore expressed concern that not many people were aware that more houses were going to be built. Cllr Terry suggested including something in a future newsletter to manage people’s expectations.

### C/46/23 Tewkesbury Garden Town Meeting with Ashchurch Rural Parish and Northway Parish Sub-Group

Cllr Roberts gave a short report following his attendance at the latest Sub-Group meeting.

### C/47/23 Judicial Review / Ashchurch Bridge over Rail (ABoR)

Members were pleased to have won the recent Appeal against the Courts decision in favour of Tewkesbury Borough Council. This was a great success but did not guarantee that the bridge would still not come forward (although this seemed unlikely). Tewkesbury Borough Council had released a statement saying they would be required to reimburse legal costs of around £70,000.

### C/48/23 Correspondence received after 2<sup>nd</sup> February 2023

- i. **Network Rail** – Notice of upcoming works.
- ii. **Gloucestershire Association of Parish and Town Councils (GAPTC)** – Details of changes to the S137 figure.
- iii. **National Association of Local Councils (NALC)** – Newsletter.
- iv. **Rural Services Network** – Details of a CAB survey.

As there was no further business the meeting concluded at 9.30pm.