

**Minutes of the Council Meeting held on Wednesday, 8<sup>th</sup> September 2021  
at Northway Community Hub, Northway, commencing at 7:00 p.m.**

Present: Cllr J Roberts (Chairman) Cllr M Barnes  
Cllr C Blackmore Cllr P Godwin (until Min Ref: C/240/21)  
Cllr E MacTiernan (until Min Ref: C/239/21 & Cllr E Phennah  
from C/240/21 until C/241/21) Cllr G Shelton  
Cllr T Treacy

In Attendance: Cllr Vernon Smith, Gloucestershire County Council (until Min Ref: C/222/21)  
Cllr Simon Raywood, Tewkesbury Town Council (from Min Ref: C/217/21 until Min Ref: C/239/21)  
Mrs C Woodward, Clerk of the Council  
Mrs L Stewart, Clerk's Assistant

C/216/21 **Apologies for Absence**

Apologies had been received from Cllrs Ward, Mackenzie and Terry.

C/217/21 **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

It was noted that the old betting shop at the Northway Centre was being turned into a pizza/burger shop. Members could not recall a 'Change of Use' application being received by the Council. Cllr MacTiernan stated that she had not come across this in Planning at the Borough and the Clerk added that she had made enquires and was awaiting a response. Cllr Blackmore believed the right processes had been undertaken.

7:05pm – Simon Raywood, Tewkesbury Town Councillor, joined the meeting.

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

FOR: UNANIMOUS

C/218/21 **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/219/21 **Previous Minutes**

- i. Cllr Shelton PROPOSED that the Minutes of the Full Council Meeting that took place on 16<sup>th</sup> July 2021 should be approved as a true and accurate record. Cllr Godwin SECONDED.

FOR: Cllr Shelton Cllr Godwin  
Cllr Barnes Cllr Blackmore  
Cllr MacTiernan Cllr Phennah  
Cllr Roberts

ABSTENTIONS: Cllr Treacy

## NORTHWAY PARISH COUNCIL

### C/219/21 Previous Minutes (continued)

- ii. Cllr Shelton PROPOSED that the Minutes of the Extraordinary Council Meeting that took place on 28<sup>th</sup> July 2021 should be approved as a true and accurate record. Cllr Godwin SECONDED.

FOR: UNANIMOUS

- iii. Cllr MacTiernan PROPOSED that the Minutes of the Extraordinary Council Meeting that took place on 18<sup>th</sup> August 2021 should be approved as a true and accurate record. Cllr Shelton SECONDED.

FOR: UNANIMOUS

### C/220/21 Matters Arising from Council Minutes/Clerks Report

**C/131/21 Carbon Neutral Working Party** – An air quality monitor had been installed at a location in Kestrel Way. It was noted that the results, once analysed, would be uploaded onto Tewkesbury Borough Council's website and the Clerk agreed to circulate the link to Members.

**C/199/21 Regional Fraud Protect Advisor** – It was confirmed that the Regional Fraud Protect Advisor would be attending the Parish Assembly on 30<sup>th</sup> March 2022 as well as providing an additional Financial Exploitation Presentation for the Council on 6<sup>th</sup> October 2021.

Cllr Shelton mentioned that he had downloaded the fraud booklet electronically in pdf format and felt that it might be beneficial to provide the link for this in the next newsletter.

### C/221/21 Roads & Road Safety

- i. **Issues of Concern** – The Clerk mentioned complaints that had been received regarding speed humps in Saxon Park (by Formal Park). Cllr MacTiernan confirmed that this had been reported at Borough level and, as a result, the speed humps were due to be taken out later in the month.
- ii. **Traffic Survey** – Members had been circulated the results of a recent road traffic survey (undertaken by councillors). Cllr MacTiernan felt that the results showed that, although there was a perception of speeding, very few vehicles were - unless the majority managed to slow down after noticing people in hi viz jackets.

The Clerk passed on an offer from PCSO Simpson who would be willing to undertake further checks alongside councillors, the first of which would see speeders being stopped and given an 'educational chat', the second would result in tickets being issued. Cllr Roberts PROPOSED that this offer should be gratefully accepted. Cllr MacTiernan SECONDED.

FOR: UNANIMOUS

Cllrs Barnes, Treacy and Shelton offered to help with the speed checks.

- iii. **20's Plenty** – Correspondence had been received from a group wanting 20's Plenty, as policy, throughout the county. The Clerk explained that the Council had previously looked at having 20's Plenty in the parish but this had not progressed because it would only apply to the main roads and it would cost a lot to get a traffic order in place.

County Cllr Smith said that he would be able to provide further information relating to this as part of his report.

Cllr MacTiernan said that she would not object to sending a letter of support providing it did not result in an economic cost to the Parish Council.

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### C/221/21 Roads & Road Safety (continued)

Cllr Roberts PROPOSED a decision on this was deferred until after County Councillor Vernon Smith had addressed the Council.

FOR: UNANIMOUS

- iv. **Road Safety Committee Meeting** – Members considered whether it was worth holding the Road Safety Committee Meeting scheduled for 29<sup>th</sup> September 2021. A lot of the issues raised at the previous Road Safety Meeting were still being addressed and there were not many new concerns to discuss.

Cllr Roberts PROPOSED that the Road Safety Committee Meeting was deferred until there were enough matters for an agenda.

FOR: UNANIMOUS

### C/222/21 County Councillor Report

County Cllr Smith had forwarded a report via email and this had been circulated to Members.

Additionally, he provided an update on resurfacing of Northway Lane motorway bridge, this had been due to take place in September but had since been delayed. Maintenance was effectively eighteen months behind due to lockdowns and they were trying to catch up. He envisaged the work taking place in January or February 2022 but there was currently no timescale.

With regard to 20's Plenty, Cllr Smith explained that this was one of several tools in the Highways safety toolbox. He was due to address a scrutiny committee the following day about formulating a policy for cabinet to consider. Currently, a Traffic Regulation Order could only be adopted if specific conditions applied, it was also important to have police enforcement. There had previously been an advisory 20's Plenty along Northway Lane but it did not work because the police did not enforce it. He feared that the group contacting the Parish Council was aiming for something which was not feasible. He promised to let Members know once the new policy was in place.

County Cllr Smith mentioned an event that he had organised called 2030 – a number of organisations would be involved and various proposals and drawings would be on display (flood defence, cycleway proposals, etc.). It was being called 2030 as it would be covering many schemes which would impact what Tewkesbury would look like in 2030. He encouraged Members to attend and give their views.

Cllr MacTiernan asked questions relating to the 2030 event and Northway Lane bridge delays which County Cllr Smith answered.

Cllr Shelton queried whether the County Council would be looking at LED lampposts which could also act as charging points for electric cars. County Cllr Smith said there would be something about the LED streetlights at the 2030 event. There was an option to have charging points and they were also looking motion sensors which activated the streetlights when someone walked underneath them.

7.45pm – County Cllr Smith left the meeting.

Cllr Roberts reminded Members that consideration of the 20's Plenty correspondence had been deferred from earlier in the meeting (Min Ref: C/221/21 refers) and he PROPOSED that the Council take no further action.

FOR: UNANIMOUS

### C/223/21 Planning Committee

- Members received the Minutes of the Planning Committee Meeting that took place on 21<sup>st</sup> July 2021.
- Members received the Minutes of the Planning Committee Meeting that took place on 16<sup>th</sup> August 2021.

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### C/224/21 General Purposes Committee

Members received the Minutes of the General Purposes Committee Meeting held on 21<sup>st</sup> July 2021.

### C/225/21 Staffing Committee

Members received the Minutes of the Staffing Committee Meeting held on 16<sup>th</sup> August 2021.

### C/226/21 Finance Committee

Members received the Minutes of the Finance Committee Meeting held on 28<sup>th</sup> July 2021.

### C/227/21 Community Governance Review Working Party

- i. **Meeting Notes** – Members received the notes of the Community Governance Review Working Party Meeting held on 18<sup>th</sup> August 2021.
- ii. **Recommendation** – The Community Governance Review Working Party had recommended that the Council submitted a proposal to Tewkesbury Borough Council for consideration of a boundary review for Northway. Maps showing the proposals (addition of land to the east of the existing boundary, along the A46 up to the B4079) had been circulated. Members had also been provided with a copy of the Council's reasonings for the proposal.

It was noted that Ashchurch Rural Parish Council had been asked for its views on the existing boundaries and had confirmed that it believed them to be 'well defined' and not warranting any changes.

Cllr MacTiernan felt that this was a good proposal and should be submitted. Cllr Shelton PROPOSED.  
Cllr Blackmore SECONDED.

FOR: UNANIMOUS

### C/228/21 Borough Councillor Report

Cllr MacTiernan highlighted the Build Back Better fund which had been mentioned in County Cllr Smith's email report. She felt that this was an opportunity for some funding to be obtained towards community events in the parish; such as the Christmas Event, Annual Fete and Easter Egg Hunt and mentioned that she was happy to make some applications.

Cllr MacTiernan gave a report on Portfolio briefings relating to Commercial Transportation at the Borough, the team behind this were exceptionally hard working and had been put up for an award.

An Independent Planning Review was ongoing at the Borough, a report was supposed to have been released at the end of August, however, there had been delays - following the report an action plan would be established.

Cllr MacTiernan shared that the most rewarding part about being a Borough Councillors was being able to help residents with problems (the speed humps at Formal Park being an example).

Cllr Blackmore asked whether Cllr MacTiernan would be able to share some of her knowledge on what went in to submitting successful funding applications. The Clerk reminded Members that there used to be a Grant Working Party which stopped (due to lack of Members); perhaps it might be worth the Council setting this up again, especially as there had been such success with recent grant applications.

Cllr MacTiernan added that residents would now be able to put out small, electrical appliances with their bins.

**NORTHWAY PARISH COUNCIL**

C/229/21 **Council Accounts**

Members received the schedule of bills paid and cheques for payment totalling £26,985.86. Cllr Roberts PROPOSED that the accounts for payment be approved.

FOR: UNANIMOUS

C/230/21 **Northway Community Hub/Coronavirus (COVID-19)**

- i. **Updates/Changes** – It was confirmed that magnetic locks had been installed on the cabinets in the kitchen. Moving forward, it was felt that group hirers should be permitted to allow a nominated person access to the kitchen to make drinks, the Caretaker would put out cups and glasses, as necessary, and load them into the dishwasher afterwards. Cllr MacTiernan PROPOSED that this should be permitted. Cllr Blackmore SECONDED.

FOR: UNANIMOUS

It was noted that birthday parties were still limited to a maximum of thirty people and no access to the kitchen. There had also been a request from one hirer for permission to have a bouncy castle in the hall. Cllr Roberts PROPOSED that bouncy castles should be permitted.

FOR: UNANIMOUS

The Clerk mentioned that local family had asked whether they might be permitted to hire the Community Hub on Christmas Eve. Cllr MacTiernan PROPOSED that this should be allowed so long as they were happy to let themselves in and out of the building, locking it securely afterwards, as the Caretaker could not be expected to come out on Christmas Eve. Cllr Blackmore SECONDED.

FOR: UNANIMOUS

The Clerk mentioned that HomeStart had been using the Hub for a long time now for Mothers In Mind sessions. Previously (before Covid-19) they had used the small room but since using the main hall they decided they would like to continue in there. It was noted that there was normally a little more cleaning required after this hire (due to group having small children, crafts, snacks, etc.). Members considered what would be a reasonable charge, considering there was some extra cleaning. Cllr Roberts PROPOSED a charge of £15 for two hours should be offered to the group.

FOR: UNANIMOUS

Members further considered what rules, if any, should be in place for party hires. Cllr Blackmore suggested that the Council could cover itself, from a risk point of view, by requesting all users be double jabbed or take a Covid-19 test before attending. Also, it should be stated in the Conditions of Hire that anyone displaying Covid-19 symptoms should not enter the building.

Cllr Roberts PROPOSED that access to the kitchen should still be limited to one person for party hires.

FOR: UNANIMOUS

Cllr MacTiernan PROPOSED that the Council should remove any limit on numbers using the building. Cllr Phennah SECONDED.

FOR: UNANIMOUS

- ii. **Fund Raising Coffee Morning**

- a. **MacMillan Coffee Morning** – Cllr Roberts PROPOSED that the Council should permit free use of the facility for a MacMillan coffee morning.

FOR: UNANIMOUS

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### C/230/21 Northway Community Hub/Coronavirus (COVID-19)

- b. **Seren's Wish** – Cllr MacTiernan PROPOSED that the Council should permit free use of the facility for a Seren's Wish fundraising coffee morning. Cllr Godwin SECONDED.

FOR: UNANIMOUS

- iii. **Brownies** – Members were reminded that the Council had reduced the hire charge for Brownies as they had been required to split their session into two groups to comply with the restrictions on numbers in the hall (Min Ref: FIN/45/21 refers). Cllr MacTiernan PROPOSED that normal charges should resume for the Brownies. Cllr Shelton SECONDED.

FOR: UNANIMOUS

### C/231/21 Digibus

Following approval of the Digibus visiting Northway Playing Field on 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> February 2022 it had since been advised that, due to delays, the dates would instead be 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> March 2022. Cllr MacTiernan PROPOSED approval of the new dates. Cllr Blackmore SECONDED.

FOR: UNANIMOUS

### C/232/21 Budget Setting

Cllr Roberts PROPOSED that the Council should approve access to Budgeting Assistance from DCK Accounting Solutions, if required.

FOR: UNANIMOUS

### C/233/21 Remembrance Sunday

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

It was felt that the Chairman should lay the wreath or, if he was unavailable, the Vice Chairman.

### C/234/21 Northway Playing Field Gate Opening

Due to the Gate Keeper being on holiday from 13<sup>th</sup>-17<sup>th</sup> September, Members considered how his role could be covered. Cllr Blackmore offered to unlock and lock the gate in the Gate Keeper's absence if someone showed her what to do.

### C/235/21 Correspondence for Action

- i. **Wheelchair Scales** – Members received a suggestion that the Council consider purchasing wheelchair scales. It was noted that there was nowhere local that wheelchair users could go to be weighed. If the Council were to purchase scales, they could be offered for use at a charge of around £20 a time.

After much consideration, it was felt that, aside from the cost of wheelchair scales (starting at £600) taking into account the regular checks, calibration and storage, it would be a lot to take on. Cllr MacTiernan PROPOSED that the Council did not progress purchase of wheelchair scales. Cllr Phennah SECONDED.

FOR: UNANIMOUS

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C/235/21 **Correspondence for Action** (continued)

ii. **Tewkesbury Borough Council**

- a. **Town and Parish Council Seminar** – Cllr Phennah expressed a wish to attend this event which was being held on 23<sup>rd</sup> September 2021.
- b. **Heritage Engagement Officer** – An introductory email had been received from the Heritage Engagement Office regarding the Local Heritage List, for which a criteria was still being awaited.

It was AGREED that this should be deferred to a future meeting.

- iii. **Gloucestershire Rural Community Action** – Members considered whether the Council should join the Tewkesbury VCS Network and/or the Volunteer Manager's Network. Cllr MacTiernan PROPOSED that this was not progressed. Cllr Godwin SECONDED.

FOR: UNANIMOUS

- iv. **Overgrowth in Residents' Gardens from Land North of Sinderberry Drive** – Members received one Sinderberry Drive resident's complaint of overgrowth from fields pushing against her garden fence and causing problems. The Clerk passed on a response from the landowner stating that, if residents wanted to stop overgrowth encroaching onto their properties, they must start weeding on their side of the fence, spray a weed barrier or erect better fencing. The landowner had explained that, although this was not what residents would want to hear, the field was no longer used as farm land because it was overrun with people and dogs, the farmers had also been verbally abused when asking people to stick to paths and keep their dogs on a lead. This information had been passed on to the resident.

It was felt that, ultimately, this was an issue between residents and the landowner, the Council had purely been acting as an intermediary and there was nothing that could be enforced. Cllr Shelton PROPOSED that no further action was taken. Cllr Godwin SECONDED.

FOR: Cllr Shelton Cllr Godwin  
Cllr Barnes Cllr MacTiernan  
Cllr Phennah Cllr Roberts  
Cllr Treacy

ABSTENTIONS: Cllr Blackmore

v. **Gloucestershire Association of Parish & Town Councils**

The GAPTC newsletter had been received as well as details of upcoming courses. The Clerk reminded Members that Cllrs Blackmore, Terry and Shelton were booked onto courses.

C/236/21 **Crime & Disorder**

- i. **Community Engagement** – The Police had taken the Community Engagement Vehicle to Northway Playing Field on 31<sup>st</sup> August 2021. The Clerk read an email from PCSO Simpson advising that they had had good engagement with residents about crime prevention, the youth club had also come over for a chat. PCSO Simpson mentioned that he hoped to get a bicycle marking event booked up for Northway in the near future.
- ii. **Attempted Burglary at Northway Village Hall** – The Clerk provided an update on this incident which, due to lack of CCTV footage, could not be progressed and therefore the case had been closed.
- iii. **Police & Crime Commissioner Engagement Events** – The Clerk confirmed that Cllr Ward was booked to attend one of these events.

## NORTHWAY PARISH COUNCIL

### C/237/21 Correspondence for Information

- i. **Clerks and Council's Direct** – September 2021; Issue 137.
- ii. **Worcestershire County Council** – Minerals Local Plan Main Modifications Consultation (Re-Start).
- iii. **National Association of Local Councils** – Chief Executive's Bulletin 27<sup>th</sup> August 2021.
- iv. **Tewkesbury Borough Council:**
  - a. Press Release – 'Recycle small electricals at the kerbside'.
  - b. Covid-19 Bulletins – These will now be reduced to monthly rather than weekly.

### C/238/21 Correspondence Available in the Clerk's Office

- i. **Guideposts** – Information relating to the Community Hub and available services.

### C/239/21 Tewkesbury Garden Town

- i. **Exclusion of the Public and Press** – Cllr Roberts PROPOSED that, in view of the special/confidential nature of the business about to be transacted i.e. relating to the confidential meetings of Ashchurch Rural Parish and Northway Parish Sub Group, it was advisable in the public interest that the public and press were temporarily excluded, and they were instructed to withdraw.

FOR: UNANIMOUS

8:50pm – Councillor Simon Raywood left the meeting.

8:51pm – Cllr MacTiernan left the meeting.

- ii. **EXCLUSION ITEMS** – Members received an update relating to the Parish Sub Group and concerns which had previously been raised by the Parish Council.

### C/240/21 Property Matters

- i. **Exclusion of the Public and Press** – Cllr Roberts PROPOSED that, in view of the special/confidential nature of the business about to be transacted i.e. relating to a current lease and associated matters, it was advisable in the public interest that the public and press were temporarily excluded, and they were instructed to withdraw.

FOR: UNANIMOUS

8:56pm – Cllr Godwin left the meeting.

8.57pm – Cllr MacTiernan re-joined the meeting.

- ii. **EXCLUSION ITEMS** – Upon receipt of formal advice the Council agreed to accept the offer of a draft letter.



**NORTHWAY PARISH COUNCIL**

C/241/21 **Judicial Review Relating to Ashchurch Bridge Over Rail (ABoR)**

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

FOR: UNANIMOUS

9:40pm – Councillor MacTiernan left the meeting.

- ii. **EXCLUSION ITEMS** – Members received an update relating to the Judicial Review on the Ashchurch Bridge Over Rail Planning Application.

C/242/21 **Correspondence received after 2<sup>nd</sup> September 2021**

None.

As there was no other business the meeting concluded at 9.45 p.m.