

FULL COUNCIL AGENDA



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

Date: 3rd June 2021

NOTICE OF MEETING

You are summoned to a meeting of the Council that will be held on **WEDNESDAY, 9th June 2021**, commencing at 7.00 p.m in the Main Hall, 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

COUNCIL AGENDA

WEDNESDAY, 9th JUNE 2021 at 7.00 P.M.

1. **Apologies for absence:** To receive and accept / note apologies for absence.
2. **Public Participation:**
 - i. 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. During the meeting members of the public will be muted.
 - ii. 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. **Minutes of Previous Council Meetings**
 - **Minutes of the Annual Meeting that took place on 12th May 2021:** For approval and signature ([copy circulated to Members](#)).
 - **Minutes of the Meeting that took place on 12th May 2021:** For approval and signature ([copy circulated to Members](#)).
 - **Minutes of the Extraordinary Council Meeting that took place on 19th May 2021:** For approval and signature ([copy circulated to Members](#)).
 - **Notes from the Informal Meeting that took place on 25th May 2021:** For information.
 - **Minutes of the Extraordinary Council Meeting that took place on 2nd June 2021:** For approval and signature ([copy circulated to Members](#))
5. **Matters Arising from Council Minutes/Clerks Report:**

C/139/32 Defibrillator – *The paediatric pads were cancelled successfully.*

C/138/32 Defibrillator – *Oakley Services have been informed that the Council wish to accept the offer of free defibrillator training. A date is awaited.*

C/140/21 Local Schools – *The Headteacher at Carrant Brook Junior School has confirmed that she has been in touch with both Gloucestershire County Council and Tewkesbury Borough Council regarding bulb planting following receipt of all the necessary details from NPC.*

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6. **Roads & Road Safety:** 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.

7. **County Councillor's Report:**

8. **Planning Committee:**

i. To approve the Minutes of the Planning Committee that took place on Wednesday 21st April 2021 (copy forwarded to Members with their May Full Council Agenda).

ii. To ratify delegated responses to Planning Applications. (Details previously forwarded to Members of the Planning Committee.

Application	Address	Description	Response forwarded to TBC
21/00423/FUL	1 Thistledowns	Erection of detached garage	Concerns relating to proximity to neighbours' fence, drains should be used instead of soakaway as a culvert behind. Large/high in structure (out of keeping).
21/00458/FUL	6 Park Close	Front Velux Windows	No objections
21/00511/FUL	4 Lapwing Close	Two storey side extension	No objections
21/00532/FUL	11 Kingston Road	Single Storey rear extension	No objections
21/00284/FUL	4 Stanford Road	Roofed decking	No objections
20/00908/FUL	Land South of A46	New section of link Road	No objections

iii. Planning Committee – To consider re-starting face-to-face meetings in July. To determine.

9. **General Purposes Committee:**

i. To receive the Minutes of the General Purposes Committee Meeting held on 19th May 2021. (copy circulated to Members).

ii. To receive the Notes from the GP Projects Working Party Meeting held on 2nd June 2021 (copy circulated to Members).

iii. Grants/Section 106

a) To receive confirmation that an Expression of Interest application has been made for Section 106 monies (Pamington) for the installation of a new Gym.

b) To receive confirmation that an application has been submitted to Tewkesbury Borough Council for capital grant funding for a wheelchair swing and an inclusive bridge into Joan's Field (plus short pathway). To ratify the addition of the path.

10. **Carbon Neutral Working Party** – To receive information/quote obtained regarding an inspection of the Village Hall and Changing Room with a view to improving their carbon footprint. To determine action.

11. **Finance Committee:** To receive the Minutes of the Finance Committee Meeting held on 2nd June 2021 (copy circulated to Members).

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12. **Unaudited Financial Statements for the Year ended 31 March 2021** (Copy circulated to Members) – To receive Finance Committee’s recommendations and consider the Accounts/Statements for approval.
13. **Asset Register** – To receive Finance Committees recommendations and review / approve the Asset Register for current financial year to 31st March 2021 (contained within the unaudited Financial Statements). (Copy circulated to Members)
14. **Internal Auditor’s Report** - To receive the second report of the Independent Internal Auditor (Auditing Solutions) and consider contents and determine any necessary action. (Copy circulated to Members)
15. **Annual Governance and Accountability Return 2020/21 Part 3 (AGAR)** (Copy circulated to Members)
 - i. **Annual Governance Statement 2020/21 (Section 1)** - To receive recommendation from Finance Committee and consider responses to each Statement. To determine/approve.
 - ii. **Annual Internal Audit Report 2020/21** – Completed by Internal Auditor on AGAR. To review and consider any necessary action.
16. **Annual Governance and Accountability Return 2020/21 Part 3 (AGAR)** (Copy circulated to Members)
 - i. **Accounting Statements (Section 2)** – To receive Finance Committee’s recommendations, to consider and approve.
 - ii. **AGAR** – For information – The Return requires approval by Full Council before 30th June 2021 and submission to the External Auditor for the 2nd July 2021.
 - iii. **Public Rights Notice** – For information – Agreed under Min Ref FIN/40/21 that the period for Notice of Public Rights would be from 1st July 2021 until 11th August 2021, as the period had to include the first ten working days of July.
17. **Borough Councillor’s Report:**
18. **Council Accounts:** To approve the schedule of bills paid and cheques for payment on 9th June 2021.
19. **Northway Community Hub / Coronavirus (Covid-19):**
 - i. **Takeaway Service and Community Café** – Following zoom meeting scheduled for Tuesday, 8th June 2021 to receive a report from Councillors who attended and consider the information provided and determine any actions as a result.
 - ii. **Veterans Group** – It was agreed by Finance Committee (Min Ref FIN/45/21 refers) that use of the kitchen by the group should be re-considered in June prior to the proposed re-opening of the country from lockdown. To determine.
 - iii. **Youth Group** – To reconsider (Min Ref FIN/45/21 refers) allowing the kitchen to be used for some cooking workshops. To consider and determine.
 - iv. **Bloor** – To receive request for use of the building. To consider and determine.
 - v. **Kitchen** – To consider usage of kitchen generally and determine.
 - vi. **Age UK and Caring for Community and People** - An enquiry as to when spaces will become operational again. To consider response.
 - vii. **i-air** – To receive information relating to an air purification unit and consider whether this would make the Hub safer during Covid. (£36.00 per month hire)

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20. **Northway Community Volunteers** – To receive an email from NCV regarding their future and that of the fete. To consider whether any responses / actions are required and determine.
21. **Northway Fete** – Following NCV's decision to no longer run the annual fete the Council has been approached by the Youth Club leader advising that she wishes to take over the running of this event in her own right. She has requested permission to use the existing date planned of the 7th August 2021. To consider this request and determine any necessary action (including the possibility of including a belated Spring Litter Pick Event at the same time). To consider and determine action.
22. **Northway Playing Field** – A risk assessment has been received from a local Gym Instructor for use of the field and a Parish Council Risk Assessment has also compiled, as recommended by Zurich. To consider whether to standardise an application form going forward. To determine any action. ([Sample circulated to Members](#)).
23. **Digibus Gloucestershire** – The Council expressed an interest in the DigiBus coming to the Playing Field (Min Ref C/47/21 & C/72/01 refers). Some suggested dates for Northway have now been forwarded 7th, 8th and 9th February 2022. To consider approval of this.
24. **Regional Fraud Protect Advisor** – Confirmation that the Council would like to accept the offer of a free presentation from the Regional Fraud Protect Advisor to receive any more details, if available and determine any action required.
25. **Tewkesbury Garden Town** – To receive the Notes from the meeting that took place on Wednesday 12th May 2021. To determine any necessary action. (Any confidential discussions must be held under exclusion)
26. **Christmas Events** – To consider whether to plan for Annual Christmas Events i.e. Family Christmas Event and Council social event (Covid-19 permitting). To consider dates and format. To determine.
27. **Correspondence for Action:**
 - i. **Reconnect** – To receive information relating to this incentive which helps put on shows in village halls to help the community re-connect. To consider any action.
 - ii. **Gloucestershire Association of Parish & Town Councils:-**
 - i. To consider/agree any attendance on courses.
 - ii. To vote for one of the candidates (details forwarded to Members by email). To determine.
28. **Correspondence for Information:**
 - i. **Tewkesbury Borough Council:-**
 - a) **Parish Matters** – Summer 2021 (forwarded to Members by email).
 - b) **Let's Spring Back Campaign** – Campaign to promote safe reopening of local high streets including posters.
 - ii. **National Association of Local Councils (NALC)** – Chief Executive's bulletin newsletter x 3
 - iii. **Inform Gloucestershire** – Cllr Treacy attended this event and forwarded on the slide presentation. This was duly forwarded to all Members for information.
 - iv. **Polling Station** – A letter of thanks for use of the buildings and payment has been received.
 - v. **The Clerk** magazine – May 2021.

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29. **Gloucestershire & Worcestershire Parish Council Association:**
- i. To receive any updates, including responses from other Parish Councils and groups and the Terms of Reference (if available). To consider and approve
 - ii. **Exclusion of the Public and Press under the Public Bodies (Admissions to Meetings Act) 1960 s.1 ss.2 Viz: -**

That in view of the special / confidential nature of the business about to be transacted i.e. determining/approving actions relating to legal procedures and funding, it is advisable in the public interest that the public and press are temporarily excluded and they are instructed to withdraw.
 - iii. **Exclusion Items – COUNCILLORS ONLY.**
 - iv. To consider / determine any further action necessary.
30. **Correspondence received after 3rd June 2021:**

The next meeting of the Full Council will be Wednesday, 14th July 2021