

**Minutes of the Council Meeting held on Wednesday, 9th June 2021
at Northway Community Hub, Northway, commencing at 7:00 p.m.**

Present: Cllr J Roberts (Chairman) Cllr S Ward (Vice Chairman)
Cllr M Barnes Cllr C Blackmore
Cllr P Godwin (until Min Ref: C/185/21) Cllr P Mackenzie
Cllr E MacTiernan (until Min Ref: C/185/21) Cllr G Shelton
Cllr S Terry Cllr T Treacy

In Attendance: County Cllr V Smith, Gloucestershire County Council (until Min Ref: C/163/21)
Mrs C Woodward, Clerk of the Council
Mrs L Stewart, Clerk's Assistant

C/157/21 **Apologies for Absence**

Apologies had been received from Cllr Phennah.

C/158/21 **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

No issues were raised.

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

FOR: UNANIMOUS

C/159/21 **Declarations of Interest**

No declarations of interest were made as required by the Code of Conduct adopted by the Parish Council on 11th July 2012 (Minute Ref C/159/12), including paragraph 12(2).

C/160/21 **Previous Minutes**

- **Minutes of the Annual Meeting that took place on 12th May 2021** – Cllr MacTiernan PROPOSED that the Minutes of the Annual Meeting that took place on 12th May 2021 should be approved as a true and accurate record. Cllr Ward SECONDED.

FOR: UNANIMOUS

- **Minutes of the Meeting that took place on 12th May 2021** – Cllr Mackenzie pointed out an error on page one of the Minutes, where it stated that he left the meeting early. Cllr Ward PROPOSED that, following the amendment, the Minutes should be approved as a true and accurate record. Cllr Mackenzie SECONDED.

FOR: UNANIMOUS

- **Minutes of the Extraordinary Council Meeting that took place on 19th May 2021** – Cllr Ward PROPOSED that the Minutes of the Extraordinary Council Meeting that took place on 19th May 2021 should be approved as a true and accurate record.

NORTHWAY PARISH COUNCIL

C/160/21 Previous Minutes (continued)

FOR: UNANIMOUS

- **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** – Cllr Terry PROPOSED that the Minutes of the Extraordinary Meeting that took place on 2nd June 2021 should be approved as a true and accurate record. Cllr Shelton SECONDED.

FOR: UNANIMOUS

C/161/21 Matters Arising from Council Minutes/Clerks Report

C/139/21 Defibrillator – The order for paediatric pads had been successfully cancelled.

C/139/21 Defibrillator – Oakley Services had been informed that the Council wished to accept the offer of free defibrillator training.

C/140/21 Local Schools – The headteacher of Carrant Brook School had confirmed that she had contacted both Gloucestershire County Council and Tewkesbury Borough Council regarding bulb planting following receipt of necessary details from NPC.

C/162/21 Roads & Road Safety

The Clerk advised that a bad pothole on the Northway Lane motorway bridge had been reported to the County Council and was now in the programme for repair. She had also queried with County Cllr Smith the resurfacing of the bridge (Min Ref: C/127/21 refers) and he had confirmed that it was still due to take place, hopefully circa September 2021, although there was no exact start date agreed.

Cllr Barnes mentioned that foliage on the Northway Lane motorway bridge was restricting the cycle path and making it dangerous for cyclists. The Clerk confirmed that she would report this to the relevant authority.

C/163/21 County Councillor Report

County Cllr Smith mentioned again that Northway Lane bridge resurfacing was in the structural maintenance plan. Hopefully, with restrictions easing, the Highways Manager's would be able to meet with the depots again and get a system back in place.

In relation to the foliage over the bridge (as mentioned earlier in the meeting) he felt this was something the Community Maintenance gang could pick up on. Northway had a week's worth of work allocated to it and so he asked that Members compiled a list of jobs that could be addressed when the team were in the parish.

County Cllr Smith referred to the Parish Council's wheelchair swing project, he felt this might be something he could support in some capacity with the Community Chest fund although he could not yet confirm this. Cllr Terry explained that the Parish Council had applied for a grant towards the cost of the wheelchair swing and hoped to find out in the next few weeks whether it had been successful.

County Cllr Smith asked the Council to bear in mind that he would be supporting the parish with funding from the Community Chest, although this would need to be split between the other four parishes in his division as well (approx. £2,000 each). He asked the Council to let him know if or when it had any ideas of what it would like to put this toward (in the past this fund had provided Play Ranger sessions).

Cllr MacTiernan asked whether County Cllr Smith was able to support the Council with weedkilling in the parish (Min Ref: GP/80/21 refers). Both the Clerk and County Cllr Smith confirmed that he had already approved matched funding up to £500 towards the cost of this. County Cllr Smith also added that the

NORTHWAY PARISH COUNCIL

C/163/21 County Councillor Report (continued)

Community Maintenance gang was available at a cost of £500 a day (for a two-man team) to undertake maintenance jobs in the parish, if the Parish Council wanted matched funding support towards this it could effectively double the amount of days it was getting.

County Cllr Smith went on to say that he had a Highways Local Budget of £30,000 and was happy to take forward schemes. Several of Northway's footpaths were already in the programme to be resurfaced, including the Spine, Willis Walk, Howard Road, Warren Road and possibly George Dowty Drive.

Cllr Ward asked where things stood with the proposed cycleway by Moog. County Cllr Smith confirmed that three cycle schemes were being implemented in the area, one from Newtown into Tewkesbury town, another from Mitton into town and the third one being by Moog. The packages were still being put together but he confirmed that the County was hoping to deliver the schemes at some point in 2021.

County Cllr Smith reported that discussions with Highways England regarding Junction 9 were still at an impasse, however, Gloucestershire County Council and Highways England had agreed to model the business case he had put forward to see if it was feasible, he looked forward to the results of this being available in 4-6 weeks. Hopefully they could come to a compromise with Highways England soon.

Cllr Shelton asked whether there was an update on the VAS signs. County Cllr Smith said that he would be happy to fund these but, unfortunately, the parish did not qualify. He had asked for a review of the VAS guidelines in the future, if the Local Highways Manager could be given authority to swing the decision it might be possible to eventually get a VAS in Northway.

Cllr Mackenzie mentioned that the Local Highways Manager, at his meeting with Members of the Parish Council, that he would look at reversing the priorities on the Northway Lane motorway bridge. County Cllr Smith mentioned that he had an upcoming meeting with the Local Highways Manager and so would ask about this and touch base on the other things discussed at the meeting (Min Ref: C/84/21 refers).

7.25pm – County Cllr Smith left the meeting.

C/164/21 Planning Committee

- i. **Previous Minutes** – Cllr Shelton PROPOSED that the Minutes of the Planning Committee Meeting that took place on 21st April 2021 should be approved as a true and accurate record. Cllr Ward SECONDED.

FOR:	Cllr Shelton	Cllr Ward
	Cllr Barnes	Cllr Blackmore
	Cllr Godwin	Cllr Mackenzie
	Cllr Roberts	Cllr Terry
	Cllr Treacy	

ABSTENTIONS: Cllr MacTiernan

- ii. Cllr Ward PROPOSED that the Council ratified the responses sent to planning applications, as follows:

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

NORTHWAY PARISH COUNCIL

C/164/21

Planning Committee (continued)

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

Cllr Terry SECONDED.

FOR: UNANIMOUS

- iii. **Planning Meetings** – The Clerk explained that not having face-to-face planning meetings had resulted in a lot more work. It was, therefore, AGREED that planning meetings should resume.

C/165/21

General Purposes Committee

- i. **General Purposes Committee Meeting** – Members received the Minutes of the General Purposes Committee Meeting held on 19th May 2021.
- ii. **GP Projects Working Party Meeting** – Members received the Notes from the GP Projects Working Party Meeting held on 2nd June 2021.
- iii. **Grants/Section 106**
- a. It was confirmed that an expression of interest had been submitted for Section 106 monies (Pamington) for the installation of a new outdoor gym.
- b. It was also confirmed that an application had been submitted to Tewkesbury Borough Council for capital grant funding towards a wheelchair swing and an inclusive bridge into Joan's Field. It was noted that a short path into the field had been included in the application, Cllr MacTiernan PROPOSED ratification of this. Cllr Ward SECONDED.

FOR: UNANIMOUS

C/166/21

Carbon Neutral Working Party

The Clerk explained that she had had trouble finding firms who might be able to assess whether the Village Hall and Changing Room could take action to make them both more carbon neutral (Min Ref: C/131/21 refers). One firm had been unwilling to provide a price, another had not come back another had quoted £500 to assess both buildings, normally £500 would be for one but as the buildings were on the same site they agreed to do both for the same price, otherwise she had struggled to find any other firms to approach.

Cllr MacTiernan PROPOSED that the Council accepted the quotation of £500 to provide an assessment of the Changing Rooms and Village Hall. Cllr Terry SECONDED.

FOR: UNANIMOUS

Cllr Ward asked whether it might be worth the Council considering installing solar panels on the other side (Ray Skill Building) of the Community Hub. Cllr Roberts PROPOSED that this suggestion was considered further by the Carbon Neutral Working Party.

FOR: UNANIMOUS

C/167/21

Finance Committee

Members received the Minutes of the Finance Committee Meeting held on 2nd June 2021.

NORTHWAY PARISH COUNCIL

C/168/21 **Unaudited Financial Statements for the Year ended 31 March 2021**

The Clerk confirmed that the Finance Committee had recommended approval of this document (Min Ref: FIN/54/21 refers), copies of which had also been circulated to the other Council Members. Cllr MacTiernan PROPOSED approval of the Unaudited Financial Statements for the Year ended 31 March 2021. Cllr Ward SECONDED.

FOR: UNANIMOUS

C/169/21 **Asset Register**

It was noted that the Finance Committee had recommended approval of the Asset Register (Min Ref: FIN/55/21 refers). Cllr Ward PROPOSED approval of the asset register. Cllr Shelton SECONDED.

FOR: UNANIMOUS

C/170/21 **Internal Auditor's Report**

The Clerk pointed out that the only recommended action included in the Independent Internal Auditor's second report was having the cash tin reviewed, Cllr Roberts had already started doing this. Cllr Roberts PROPOSED approval of the Report.

FOR: UNANIMOUS

C/171/21 **Annual Governance and Accountability Return 2020/21 Part 3 (AGAR)**

i. **Annual Governance Statement 2020/21 (Section 1)** – Members received the recommendations from Finance Committee (Min Ref: FIN/57/21 refers) and read through each of the statements, and agreed with the recommendations. Cllr MacTiernan PROPOSED approval. Cllr Ward SECONDED.

FOR: UNANIMOUS

ii. **Annual Internal Audit Report 2020/21** – Cllr Shelton PROPOSED approval of this Report. Cllr Godwin SECONDED.

FOR: UNANIMOUS

C/172/21 **Annual Governance and Accountability Return 2021/21 Part 3 (AGAR)**

i. **Accounting Statements (Section 2)** – Finance Committee had recommended approval of these Statements, Members reviewed the statements and agree with the recommendation. Cllr Ward PROPOSED. Cllr Terry SECONDED.

FOR: UNANIMOUS

ii. **AGAR** – It was noted that the return required approval of Full Council before 30th June 2021 to allow submission to the External Auditor for 2nd July 2021. Cllr MacTiernan PROPOSED approval. Cllr Shelton SECONDED.

FOR: UNANIMOUS

iii. **Public Rights Notice** – It was noted that Finance Committee had agreed 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 (Min Ref: FIN/40/21 refers).

NORTHWAY PARISH COUNCIL

C/173/21 Borough Councillor Report

Cllr MacTiernan confirmed that the Parish Council had been successful in its bid for Section 106 funds towards the outdoor gym equipment (Min Ref: C/165/21 refers). There had been three Expressions of Interest and, after approving each, there had also been money left over. She had appealed that this should go to Northway, which it possibly could but confirmation was being awaited. Cllr Terry thanked the Clerks Assistant for all her hard work in collating the information and the Clerk for submitting the Expression of Interest.

Cllr MacTiernan reported that she had attended a Planning Policy Reference Panel Meeting earlier that day and, because of a review of the Joint Core Strategy that was taking place, the Panel was being asked to look at areas of land which could be used for various sizes of development (10,000, 5,000 and 1,500) as well as urban extension and standalone sites.

Another thing that the Borough Council was looking into, Cllr MacTiernan explained, was a supplementary planning document for Tewkesbury Town. There was funding available towards updating local shop fronts, etc. but it could only be obtained with provision of a supplementary planning document and heritage information. They were currently in the process of adding additional chapters to cover Winchcombe and Bishops Cleeve, the matter would then go to the Executive Committee on 6th July.

C/174/21 Council Accounts

Members received the schedule of bills paid and cheques for payment totalling £17,348.33. Cllr Ward PROPOSED that the accounts for payment be approved. Cllr Mackenzie SECONDED.

FOR: UNANIMOUS

C/175/21 Northway Community Hub/Coronavirus (COVID-19)

- i. **Takeaway Service and Community Café** – The Clerk had circulated notes of a Zoom meeting that had taken place on 6th June 2021 with a couple who were looking for a place from which to run their Thai takeaway business (Cllrs MacTiernan, Treacy and Terry had also been in attendance).

Cllr Treacy gave a short report on the discussion that had taken place and how, due to requirements for a gas hob and freezer as well as a clash of days with existing bookings, it was ultimately concluded that this could not be progressed. There had been a suggestion made that pop up takeaway service could be offered from time to time and at events.

Cllr Roberts PROPOSED that the Council should respond to the couple, thanking them for their approach, but advising that it did not feel it was a practical option at the moment, however it would remain open to other suggestions (i.e. a pop up takeaway service).

FOR: UNANMOUS

- ii. **Veterans Group** – Members reconsidered whether this group should be allowed use of the Hub kitchen (Min Ref: FIN/45/21 refers). Cllr Roberts pointed out that whatever was decided by the Council, it would still be subject to whatever government guidelines were in place at the time the groups meetings recommenced at the Hub in July.

Cllr MacTiernan PROPOSED that the Council should agree to use of the kitchen subject to government remaining on its current lockdown roadmap. Cllr Ward SECONDED.

FOR: UNANIMOUS

It was further AGREED that a risk assessment should be requested, and the Council's risk assessment updated. The situation should also be reviewed again at the next Full Council meeting.

- iii. **Youth Group** – Members reconsidered a request for the kitchen to be used for cooking workshops (Min

NORTHWAY PARISH COUNCIL

C/175/21

Northway Community Hub/Coronavirus (COVID-19) (continued)

Ref: FIN/45/21 refers). It was noted that this would clash with another booking but could, possibly, take place over the summer holidays. Members discussed the possibility as well as, if permitted, the need for thorough cleaning of surfaces, appliances and floor after use.

Cllr Terry raised concerns about whether the correct qualifications were held by the persons running the cooking workshops.

Cllr MacTiernan PROPOSED that the Council should request copies of a risk assessment, qualifications, food hygiene rating and public liability insurance and advise that it could not make a decision until it was in receipt of this information. Cllr Terry SECONDED.

FOR: UNANIMOUS

- iv. **Bloor** – It was noted that Bloor had requested to hire the Main Hall for training sessions (one after the other) on 15th July. Although there was a clash with Slimming World on this day, Bloor had advised that they might be able to adjust times slightly. Cllr Ward PROPOSED that Bloor should be permitted to use the facility. Cllr Shelton SECONDED.

FOR: UNANIMOUS

- v. **Kitchen** – Members considered general use of the kitchen for regular users of the Hub (i.e. Book Club, Mothers In Mind, etc.). Members considered how this could be done in a way that kept the staff safe.

Some Councillors felt that there would not be a requirement for extra precaution after 21st June (when the government was proposing things should go back to 'normal'), however others felt that it might be wise to allow the caretaker a certain amount of control regarding what was left out for use (to avoid cross contamination of cutlery, for example).

Cllr MacTiernan PROPOSED that groups should be permitted to use the kitchen assuming there were no longer government restrictions in place.

Cllr Terry felt that the Council should move slowly on this, especially as covid cases were going up slightly. She suggested that the Council should also be wary of the fact that neither the Caretaker or the Clerk's Assistant had received their second vaccination. It was suggested that a decision was deferred, as such, Cllr MacTiernan WITHDREW her proposal.

Cllr Ward PROPOSED that consideration of this matter should be deferred until the next Full Council meeting. Cllr Shelton SECONDED.

FOR: UNANIMOUS

- vi. **Age UK and Caring for Community and People** – Enquiries had been made as to when the Hub would become available for other groups. The Clerk pointed out that it was difficult to fit many users in with the Ray Shill Room still out of operation (as it was being used as a separate office for the Clerk's Assistant). Cllr Ward suggested that the Clerk's Assistant should not move back into the main office until after she had received her second vaccination.

Cllr MacTiernan PROPOSED that the matter was deferred until the next Full Council meeting. Cllr Ward SECONDED.

FOR: UNANIMOUS

- vii. **i-air** – Information was received relating to an air purification unit which could be used to make the facility safer. Cllr MacTiernan PROPOSED this was not progressed. Cllr Treacy SECONDED.

FOR: UNANIMOUS

Cllr Mackenzie wished to look through the information further.

NORTHWAY PARISH COUNCIL

C/176/21 Northway Community Volunteers

The Clerk read a letter from Mr Beadle advising that he was stepping down as Chairman of NCV and explaining that the group would be more 'low key' as the members were not getting any younger and the younger members did not have enough time. They would no longer be holding the fete but would continue with the easter event, sleigh run and planting of flower barrels twice a year.

Cllr Ward PROPOSED that a letter of thanks was sent to both NCV and Mr Beadle on behalf of the whole community. In addition, something should be included in the next issue of Northway Voice. Cllr Terry SECONDED.

FOR: UNANIMOUS

C/177/21 Northway Fete

The Clerk advised that she had been approached by the lady running the local Youth Club and dance business at the Village Hall who wanted to take over running of the Fete, she was requesting permission to hold it on 7th August, as had been originally planned. Funds raised would go towards the youth club and her business, use of the hall, except for toilets, would not be required and she planned on buying the gazebos from Northway Community Volunteers.

Members discussed this in depth and several concerns were raised as well as the need for further information. Cllr MacTiernan felt that, due to the amount of planning that would be involved and the fact that it was less than two months away, it would be better for the Fete to be deferred a year.

Cllr Roberts PROPOSED the Council should respond that, although it was supportive of a new person taking over running of the Fete, it would require information on PLI, relevant risk assessments and details of what percentage would go to youth/business before it could approve a date (either this year or next).

FOR: UNANIMOUS

Cllr Blackmore offered to help with putting together risk assessments, if required.

C/178/21 Northway Playing Field

A risk assessment had been received from a local gym that had requested use of the Playing Field for boot camp sessions (Min Ref: C/128/21 refers), the Council had also put together a risk assessment as recommended by its insurers. It was noted that the trainer was first aid trained and in the process of being DBA checked (he had assured he would not train under-18's until this application had been completed).

The Clerk had put together, and circulated, an application form which could be used for similar requests to use the Playing Field. Cllr Roberts PROPOSED approval.

FOR: UNANIMOUS

Cllr Blackmore suggested that the point made on the last page should be moved to the front page. In addition, she felt the Council needed to take care with its wording regarding liability. Cllr Roberts felt that the Council's insurers would be able to advise on this.

Cllr Barnes referred to mention of 'small groups' and wondered if the application needed to be more specific regarding numbers of people who would be in attendance. It was pointed out that each application, and associated information, would still be reviewed by the Council.

C/179/21 Digibus Gloucestershire

Suggested dates had been forwarded as to when the Digibus could visit Northway during February 2022 (Min Ref: C/47/21 and C/72/21 refer).

NORTHWAY PARISH COUNCIL

C/179/21 Digibus Gloucestershire (continued)

The organisation had expressed concerns that a double decker bus might have difficulty in accessing the Playing Field car park if cars were parked at the entrance. Cllr Ward felt this would not be a problem.

Cllr Terry PROPOSED that the Council should accept this offer. Cllr Ward SECONDED.

FOR: UNANIMOUS

It was suggested that the football club was made aware of the date, once finalised.

C/180/21 Regional Fraud Protect Advisor

Following the Council's decision to progress with organising a presentation from the Regional Fraud Protect Advisor (Min Ref: C/143/21 refers), further consideration was made as to finer details (i.e. should it be extended to the community or other council's, should it be in person or via Zoom).

It was felt that it might be beneficial for Councillors to attend, especially those who had contact with people who might be vulnerable to fraud. Cllr Blackmore PROPOSED that a session should be arranged for councillors on an evening. Cllr Ward SECONDED.

FOR: UNANIMOUS

C/181/21 Tewkesbury Garden Town

It was agreed Members would receive the notes of the Tewkesbury Garden Town meeting that took place on 12th May 2021 under exclusion.

C/182/21 Christmas Events

Cllr Roberts explained that he, along with Cllrs Ward and Shelton, had taken on organising of the Christmas Event during previous years and it was hoped that the Council would permit this arrangement again for the coming year.

Cllr Ward PROPOSED that the Christmas event should be scheduled for 4th December 2021 and its organisation delegated to Cllrs Ward, Roberts and Shelton. In addition, the Council's Christmas social event should be tied in for afterwards. Cllr Mackenzie SECONDED.

FOR: UNANIMOUS

C/183/21 Correspondence for Action

i. **Reconnect** – Members received information on this incentive which helped to put on shows in village halls to help communities reconnect. Cllr Ward PROPOSED no action. Cllr Blackmore SECONDED.

FOR: UNANIMOUS

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

a. The Clerk gave details of upcoming courses. Cllr Shelton had already expressed his interest in attending 'Finance for Councillors' and 'Planning in Plain English' and this was being arranged. Details had been circulated prior to the meeting about a Crowdfunding course and Cllrs Terry, Treacy and Barnes hoped to attend this.

b. Members took a vote on candidates for the Executive panel and the majority were in favour of candidate number 1 (as shown on the Agenda).

NORTHWAY PARISH COUNCIL

C/184/21 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.

C/185/21 Gloucestershire and Worcestershire Parish Council Association

- i. **Updates** – It was noted that no updates were available.
- ii. **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 possible legal proceedings and the funding thereof, it was advisable in the public interest that the public and press were temporarily excluded, and they were instructed to withdraw.

FOR: UNANIMOUS

8:40pm – Cllrs Godwin and MacTiernan left the meeting.

EXCLUSION ITEMS – Members received the notes from the latest Garden Down Meeting (Min Ref C/181/21 refers).

C/186/21 Correspondence received after 3rd June 2021

None.

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