

## Minutes of the Council Meeting held on Wednesday, 9<sup>th</sup> February 2019

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

Present: Cllr S Ward (Chairman) Cllr Mrs S Terry  
Cllr D Birch Cllr Mrs P Godwin (until/from C/41/19 refers)  
Cllr Mrs E MacTiernan Cllr C Porter  
Cllr J Roberts Cllr G Shelton

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

At 7:00 p.m., before commencement of the Meeting, a minute silence was observed in memory of Cllr Alan Webber who had passed away on 30<sup>th</sup> January 2019.

### C/26/19 Apologies for Absence

Apologies for absence had been received from Cllrs Bailey and Phennah. County Cllr Smith had also sent his apologies.

### C/27/19 Public Participation

- i. **Invitation for Members of the Public to Address the Council** – Cllr Ward PROPOSED that the meeting should adjourn to allow for any public participation.

FOR: UNANIMOUS

Cllr Terry mentioned that graffiti had appeared on dog bins along Northway Lane and the Spine, the notice board along The Park and on the Royal Mail box opposite. The Clerk added that bus shelters in Saxon Park, Kingston Road and The Park had been 'tagged' as well as the Village Hall and Changing Room Doors.

It was AGREED that the Council should post photographs of the vandalism on Facebook and ask anyone with any information to contact the Council confidentially (not naming anybody publicly on the post). It was also felt that the local Police should be informed of the incidents.

The Clerk confirmed that GAB Waste had started to remove the graffiti with the Council's graffiti wipes. He had also removed obscene writing from the Saxon Park bus shelter.

Cllr Terry mentioned that panels of wood had been dumped in Bevan Gardens. It was AGREED that the Council should report this to Tewkesbury Borough Council.

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

FOR: UNANIMOUS

### C/28/19 Declarations of Interest

Cllr Godwin declared an interest in any discussions relating to Youth Provision in Northway (Agenda Item No. 16).

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).

## NORTHWAY PARISH COUNCIL

### C/29/19 Previous Minutes

Cllr Terry PROPOSED that the Minutes of the Full Council Meeting that took place on 9<sup>th</sup> January 2019 should be approved as a true and accurate record. Cllr Shelton SECONDED.

FOR:	Cllr Terry	Cllr Shelton
	Cllr Birch	Cllr Godwin
	Cllr MacTiernan	Cllr Roberts
	Cllr Ward	

ABSTENTIONS: Cllr Porter

Cllr MacTiernan PROPOSED that the Minutes of the Extraordinary Council Meeting held on 23<sup>rd</sup> January 2019 should be approved as a true and accurate record. Cllr Roberts SECONDED.

FOR:	Cllr MacTiernan	Cllr Roberts
	Cllr Godwin	Cllr Shelton
	Cllr Terry	Cllr Ward

ABSTENTIONS: Cllr Birch Cllr Porter

### C/30/19 Matters Arising from Previous Minutes/Clerks Report

**C/06/19 Vehicle Activated Sign (VAS)** – A letter of thanks was sent to Chris Riley, GCC, for use of VAS.

**C/15/19 Youth Providers** – Youth Club Trustees were informed that the Council would not be replacing the windows or doors on the building but would look at any cost effective measures that could be taken to improve things. Also, if they obtained grant funding the Council would need to approve the design.

*It was noted that the doors had been left wide open during the Youth Club session the night before.*

**C/18/19 Correspondence for Action** – Cllr Ward's nomination had been forwarded to GAPTC for the Buckingham Palace Garden Party.

**C/24/19 Financial Requirements for the Year 2019/20** - A request for the Parish Precept was forwarded to Tewkesbury Borough Council in the sum of £172,820.00.

### C/31/19 Road Safety

Cllr Shelton raised the issue of parking on pavements, specifically in relation to a car that had been seen parking fully on the pavement along The Park. The Clerk mentioned that photographs of the parked car had been shown to the Police but they had said that, since a wheelchair or pushchair could pass alongside, it was not considered to be causing an obstruction. Despite this, PCSO Simpson had made a note of the car registration (as well as that of a car that had been photographed parking on the pavement in Saxon Park) and confirmed that he would speak to the owners if he saw them doing it again.

### C/32/19 Borough Councillor Report

Cllr MacTiernan confirmed that the Joint Core Strategy (JCS) Issues and Options consultation (which included the Ashchurch Concept Masterplan) had now ended and Officers were in the process of reviewing the responses (of which there were approx 200). The other consultation that had just finished was the Tewkesbury Borough Plan which received 400 responses and 1,200 representations.

Once Officers had undertaken a review of the JCS consultation it would go to Planning and they would decide whether to change or keep anything.

## NORTHWAY PARISH COUNCIL

### C/32/19 Borough Councillor Report (continued)

The following week the Full Council meeting would be voting on Council Tax – the recommendation would see a £5 increase (per annum) on a D property. The same was proposed the year before.

Lesa West, the Community Support Officer for the area was still off work and was not due back until after 21<sup>st</sup> February. In her absence, Cllr MacTiernan suggested that Andy Sanders or herself or Cllr Godwin be contacted about any issues.

Cllr Roberts mentioned that he had seen a discussion on Facebook about the possibility of the market moving from Spring Gardens onto the Oldbury Road car park. A photograph of a planning application relating to this had also been included on the post. Cllr MacTiernan added that this had not yet gone to Tewkesbury Borough's Planning Committee.

### C/33/19 County Councillor Report

County Cllr Smith had sent his apologies and no report had been received.

### C/34/19 Planning Committee

Members received the Minutes of the Planning Committee Meeting that took place on 16<sup>th</sup> January 2019.

### C/35/19 General Purposes Committee

Members received the Minutes of the General Purposes Committee Meeting held on 16<sup>th</sup> January 2019.

### C/36/19 Finance Committee

Members received the Minutes of the Finance Committee Meeting held on 23<sup>rd</sup> January 2019.

### C/37/19 Capital Projects Working Party

Members received the Notes of the Capital Projects Working Party Meeting held on 9<sup>th</sup> January 2019.

### C/38/19 Council Accounts

Members received the schedule of bills paid and cheques for payment totalling £9,549.87.

Cllr Terry PROPOSED that the accounts for payment be approved. Cllr Shelton SECONDED.

FOR: UNANIMOUS

### C/39/19 Voluntary Work in the Parish

No voluntary work had been observed .

### C/40/19 Parish Assembly

It was AGREED that the Parish Assembly should remain the same as in previous years (with the addition of a report to be received from Neighbourhood Watch).

## NORTHWAY PARISH COUNCIL

### C/41/19 Youth Provision

Under Standing Order 1r, Cllr Ward PROPOSED that, in view of the special/confidential nature of the business about to be transacted, it was advisable in the public interest that the public and press be temporarily excluded and they were instructed to withdraw.

FOR: UNANIMOUS

7.27pm – Cllr Godwin left the meeting.

During this discussion the Council considered what it could do to ensure that the Youth Club in Northway continued. It was AGREED that further information should be brought to the next Full Council Meeting for consideration. Also, that resident's of Northway should be asked for their views on future proofing youth provision the parish.

7:57pm – Cllr Godwin rejoined the meeting.

### C/42/19 Northway Community Hub

- a) **Citizens Advice** – Members were advised that Citizens Advice had held their first session at the Community Hub earlier that day. Two appointments had been made and two had already been booked for the following week.
- b) **Community Wellbeing Service (Caring for Communities and People (CCP))** – The Clerk passed on details of this group which was interested in running a service from the Community Hub. They had proposed spending time in the Atrium to raise awareness about the support and advice that they were able to offer starting on Wednesday 20<sup>th</sup> February and then on Wednesday 6<sup>th</sup> March and Wednesday 13<sup>th</sup> March 2019. Members felt that this was a good idea and Cllr Terry PROPOSED that the Community Wellbeing Service (CCP) should also be invited to attend the Community Event and the Parish Assembly. Cllr Ward SECONDED.

FOR: UNANIMOUS

- c) **Foodbank** – It was noted that the Foodbank had decided not to hold anymore drop in sessions at the Community Hub due to lack of take up in Northway.
- d) **Community Event** – Cllr Terry mentioned that some of the stall holders had said they would be unable to attend the community event due to the change in date. She listed some of the groups that were able to attend.

It was AGREED that the Council should also invite Citizens Advice, Community Wellbeing and Tewkesbury Foodbank to the event.

Cllr Ward PROPOSED that the Council should set up a Working Party to deal with the finer details involved in organising this event.

FOR: UNANIMOUS

Cllrs Ward, MacTiernan, Godwin, Roberts, Terry and Shelton expressed an interest in standing on the Community Event Working Party.

- e) **Fund Raising** – Members considered ways in which the Community Hub could be utilised for fund raising events.

Cllr Ward and Cllr Roberts suggested a beer festival, film showings or quiz and food nights. It was AGREED that these suggestions should be considered further by the Community Event Working Party as well as what the Council should raise funds towards.

## NORTHWAY PARISH COUNCIL

### C/43/19 Ashchurch Concept Masterplan

- a) **Consultation** – It was confirmed that, as well as responding to the consultation, the Clerk had forwarded a letter from the Council to the following Tewkesbury Borough Council Officers - Mr Dawson (Chief Executive), Jonathan Dibble and Annette Roberts. No response or acknowledgement had been received.
- b) **Drop In at Ashchurch Village Hall** – Following this event at Ashchurch Village Hall, the Clerk had sent another letter, on behalf of the Council, to Mr Dawson (Chief Executive), Jonathan Dibble and Annette Roberts (Min Ref: C/11/19 refers). No response or acknowledgement had been received.

Cllr MacTiernan mentioned that she was due to have a meeting with Mr Dawson and would raise the issue of Tewkesbury Borough Council's lack of response to correspondence from Northway Parish Council.

- c) **Ashchurch Rural Parish Council** – The Clerk had sent a letter to Ashchurch Rural Parish Council advising that Northway Parish Council did not wish to add its support to the drafted letter they had forwarded (Min Ref: C/11/19 refers). No response or acknowledgement had been received.

### C/44/19 Groundworkers Meetings

Cllr Terry had been unable to attend the last Groundworkers meeting at The Roses Theatre, but had received a copy of the Minutes and went through a few of items on there. She said that she hoped to take a list of the things that were happening at Northway Community Hub to the next meeting.

### C/45/19 Emergency Plan

The Clerk updated Members on progress of a desktop exercise to test the Council's Emergency Plan. She had been in touch with Gloucestershire County Council Civil Protection Team who, alongside GRCC, said they would be more than happy to run the desktop exercise but would appreciate the Council's help in arranging it. It would involve a fictional scenario "to prompt discussion on how Northway Community Response Team would respond to an emergency and to identify any potential areas of [the] plan that may need to be amended".

The Council had been asked to provide potential dates on which the desktop exercise could take place. It was AGREED that 3<sup>rd</sup> and 17<sup>th</sup> June should be suggested.

### C/46/19 Correspondence for Action

- a) **Gloucestershire Association of Parish and Town Councils (GAPTC)**
  - i. **Training Courses** - No training courses were considered for attendance.
  - ii. **Digital Mapping Course** – It was noted that the Clerk's Assistant had attended a Digital Mapping Event in Highnam earlier that day. Cllr Terry PROPOSED the cost of £10 be ratified by the Council.

FOR: UNANIMOUS

- b). **Society of Local Council Clerks (SLCC)** – Invite for Clerks and Councillors to an event discussing Community Engagement and Community Development Project. No Members wished to attend.
- c) **Bathurst Partners** – The Clerk read a letter from this company regarding land in Northway. Cllr MacTiernan PROPOSED that the Council should not respond to this letter. Cllr Roberts SECONDED.

FOR: UNANIMOUS

## NORTHWAY PARISH COUNCIL

### C/47/19 Correspondence for Information

- a) **Tewkesbury Borough Council** – The Council had notified the Borough Council of the death of Cllr Alan Webber.
- b) **National Association of Local Councils** – Chief Executive's Bulletin
- c) **Gloucestershire County Council (GCC)** – Council's Connected newsletter x 3.
- d) **Gloucestershire Constabulary** - Community Alert – Council Tax Increases
- e) **National Association of Local Councils**
  - i. Open Letter to Councils (copy circulated to Members).
  - ii. Points of Light Publications 2019. It was AGREED that this should be emailed to Members.
- f) **Rural Funding Digest** – Current funding opportunities
- g) **Tewkesbury Borough Council** – Details of the Prince of Wales Award.
- h) **Herbert Protocol** – Details of Herbert Protocol (a form that contains vital information about someone with dementia). Cllr Terry requested a copy of this correspondence.

### C/48/19 Correspondence Available in the Clerk's Office

- a) **Minchinhampton Parish Council** – Vacancy for Assistant Clerk.
- b) **Stroud Town Council** – Vacancy for Assistant Clerk (temporary).
- c) **Thornbury Town Council** – Vacancy for Deputy Town Clerk.

### C/49/19 Correspondence received after 7<sup>th</sup> February 2019

- a) **Frampton Cotteroll Parish Council** – Vacancy for Community Project and Research Officer.
- b) **Information Commissioner's Office** – Newsletter
- c) **National Association of Parish and Town Councils (NALC)** – Chief Executive's Bulletin.

As there was no other business the meeting concluded at 8:35 p.m.