

**Minutes of the Council Meeting held on Wednesday, 10th July 2019
in the Ray Shill Room, Northway Community Hub, Northway, commencing at 7:00 p.m.**

Present: Cllr J Roberts (Vice-Chairman) Cllr Mrs D Bailey
Cllr M Barnes Cllr Mrs P Godwin
Cllr P Mackenzie Cllr Mrs E MacTiernan
Cllr C Porter Cllr G Shelton
Cllr K Sollis Cllr C Woodward

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

C/150/19 **Apologies for Absence**

Apologies for absence had been received from Cllrs Ward, Terry, Phennah and County Cllr Smith.

C/151/19 **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 items were raised.

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

FOR: UNANIMOUS

C/152/19 **Declarations of Interest**

Cllrs Godwin and Bailey declared an interest in any items relating to youth provision.

No further 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/153/19 **Previous Minutes**

Cllr Barnes PROPOSED that the Minutes of the Full Council Meeting that took place on 12th June 2019 should be approved as a true and accurate record. Cllr Godwin SECONDED.

FOR: Cllr Barnes Cllr Godwin
Cllr Bailey Cllr Mackenzie
Cllr MacTiernan Cllr Porter
Cllr Shelton Cllr Sollis

ABSTENTIONS: Cllr Woodward

C/154/19 **Matters Arising from Previous Minutes/Clerks Report**

C/143/19 Youth Club Trustees/Council Informal Meeting – *The response from the Trustees of the Youth Club in relation to CMAS' suggestion to them and the Council was passed on to CMAS, for information.*

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C/154/19 **Matters Arising from Previous Minutes/Clerks Report** (continued)

C/148/19 Annual Governance Return and Accounts for the Financial Year 1 April 2018 to 31 March 2019 – The Annual Governance return had been forwarded to the external auditors PJF Littlejohn.

C/155/19 **Roads & Road Safety**

- i. **Issues of Concern** – Cllr Roberts mentioned the potholes on Northway Lane by Saxon Park which had recently been circled with white paint.

The Clerk mentioned Cllr Shelton had reported that the railings by the notice board along The Park (Spine footpath) had been replaced.

It was also noted that a resident had complained about the 'kink' in the road along Kingston/Steward Road where two cars could not pass alongside each other (opposite Sycamore Road). Craig Freeman (Local Highways Manager, GCC) was due to visit the site and see if anything could be done.

- ii. **Update following use of VAS in Northway** – Cllr Shelton reported that he and Cllr Mackenzie had done four sessions with the VAS (Vehicle Activated Sign) in evenings over the past couple of weeks. The main issue of speeding was highlighted along Hardwick Bank Road, coming from the motorway bridge (by Joan' Field) which is a 60mph zone. Travelling down into Northway they found 75% of vehicles to be going over 30mph. Kingston Road did not highlight any problems, nor did outside Carrant Brook School. They also measured speeds travelling along Hardwick Bank Road from the other direction which highlighted speeding of vehicles coming around the corner.

Cllr Mackenzie mentioned that he had reported six incidents of racing cars to police the previous week. After speaking to PCSO Simpson, it was being arranged for SDR box be placed along The Park and use of the speed gun.

The Clerk said that once all the information from the VAS had been collated it could be forwarded to Gloucestershire County Council and Gloucestershire Constabulary and if there was evidence of speeding the possibility of a graded speed could be looked at.

Cllr Roberts PROPOSED that the Council approached County Cllr Smith to see if anything could be done.

FOR: UNANIMOUS

- iii. **Road Safety Committee** – It was AGREED that the issues raised above be included on the Road Safety Committee Meeting agenda for 25th September 2019.
- iv. **One Way System** – The Clerk mentioned that a suggestion of a one-way system outside Northway Infants School was raised at a meeting with the head teacher at the Emergency Planning meeting. This suggestions was passed on to Craig Freeman, Local Highways Manger, Gloucestershire County Council who had taken things further and, as a result, a consultation letter had been sent to residents which the Clerk read to Members.

C/156/19 **Borough Councillors' Report**

Cllr Godwin reported that Tewkesbury Borough Council (TBC) was working with the Home Office to support vulnerable and hard to reach citizens applying to the EU settlement scheme. The EU settlement scheme was designed to make it straightforward for EU citizens and their families stay in the UK after it leaves the EU. The assisted digital services provide face to face support for citizens in the UK who do not have the appropriate access skills or confidence to complete the online form. This support was being offered at the Public Service Centre at TBC.

Cllr Godwin also provided the Clerk with some dog fouling posters.

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C/156/19 Borough Councillors' Report (continued)

Cllr Roberts mentioned that he had seen an application for houses at the back of Fitzhammon Park in Ashchurch. Cllr MacTiernan said that the Planning Committee was due to visit the site the following day.

C/157/19 County Councillor Report

County Cllr Smith had forwarded correspondence which had been circulated to Members.

C/158/19 Planning Committee

Members received the Minutes of the Planning Committee Meeting that took place on 26th June 2019.

C/159/19 General Purposes Committee

Members received the Minutes of the General Purposes Committee Meeting held on 26th June 2019.

C/160/19 Finance Committee

Members received the notes of the Community Event Working Party Meeting that took place on 29th May 2019.

C/161/19 Notes from Informal Meeting with Trustees of Northway Youth Club

Members received the notes of the informal meeting held with Trustees of Northway Youth Club on 5th June 2019.

C/162/19 Staffing Committee

Members received the Minutes of the Staffing Committee Meeting that took place on 24th June 2019.

C/163/19 Council Accounts

Members received the schedule of bills paid and cheques for payment totalling £16,102.24.

Cllr Godwin noted how reasonable the cost of legal fees from One Legal were. Cllr MacTiernan said that One Legal were trying to do more commercial and third-party work. she had suggested to them that Parish Council's often struggled to get legal work at a reasonable cost. It was AGREED that this should be put on the September Full Council agenda for discussion.

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

FOR: UNANIMOUS

C/164/19 Play Events

The Clerk confirmed that no additional charges would be involved in the World Jungle play sessions, they only sometimes issued a charge for face painting if the queue meant that not everyone would be seen.

If they did not get a large crowd of older children they would automatically include younger ones and amend the activities accordingly.

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C/164/19 Play Events (continued)

It was noted that World Jungle had asked for use of the Village Hall in case there happened to be rain. This request had been put to the Youth Club Trustees who informed that the Hall could be used but indicated there would be a charge.

Cllr Mackenzie PROPOSED approval of payment for use of Northway Village Hall. Cllr Barnes SECONDED.

FOR:	Cllr Mackenzie	Cllr Barnes
	Cllr MacTiernan	Cllr Porter
	Cllr Roberts	Cllr Shelton
	Cllr Sollis	Cllr Woodward

ABSTENTIONS:	Cllr Bailey	Cllr Godwin
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C/165/19 Defibrillator

The Clerk mentioned that she had not yet ordered the defibrillator (C/149/18 refers), however, upon sending an electrician to the local pet shop she had been surprised to discover that he had not approved an electricity source from his building or to fund the cost of the electricity to the defibrillator. The Clerk confirmed that she had phoned to apologise for this misunderstanding and the shop owner had then agreed that he would be willing to fund the electricity as it was only low.

A quotation of £120 for installation had been forwarded to Northway Community Volunteers and a response was still being awaited.

C/166/19 Citizens Advice

It was confirmed that Citizens Advice at Northway Community Hub was going well. One of the volunteers had felt that it was a credit to the Council that it was offering this service. The only issue was that some cancellations meant that the Citizens Advice volunteer was, on occasion, left waiting an hour for the next person to arrive, although this was outside the Council's control (especially as the bookings were taken so as not to allow a gap in between for this reason).

Cllr MacTiernan felt that the positive comments were a direct result of how well the Clerk welcomed people and ran things from the parish side of things.

C/167/19 Neighbourhood Planning

The Clerk confirmed that a presentation on Neighbourhood Planning was due to take place on 24th July 2019 at Northway Community Hub at 7pm (Min Ref: P/39/19 refers), hosted by GRCC.

C/168/19 Voluntary Work in the Parish

Cllr Roberts reported that a red bag of litter had been left by the old railway bridge by a volunteer litter picker.

C/169/19 Groundworkers Meetings

Cllr Terry was not present to give a report, although the Clerk confirmed that had had a positive meeting with GreenSquare.

C/170/19 Correspondence for Action

i. Gloucestershire Association of Parish and Town Councils

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C/170/19 Correspondence for Action (continued)

- a. Upcoming GAPTC courses were listed.
- b. The Clerk confirmed that she had investigated the possibility of holding a Being a Better Councillor course at the Community Hub, this would cost £600 for a mid-day course or £300 for evening, which would be a shorter course (although food would need to be provided if a day course).

Cllr Roberts PROPOSED that the Clerk should speak to the providers and arrange either a daytime or evening course, based on the availability of the hall.

FOR: UNANIMOUS
- c. Members received the agenda for the AGM taking place on 20th July 2019.

C/171/19 Correspondence for Information

- i. **National Association of Local Councils (NALC)** – Chief Executive's Bulletin/Newsletter x 5
- ii. **Gloucestershire Constabulary** – How to Avoid Becoming a Victim of Advance Fee Fraud.
- iii. **Gloucestershire County Council (GCC)**
 - a. Update on new mobile library.
 - b. Chartered Parish and Town Council Meeting regarding non-attendance.
- iv. **Clerks & Councils Direct** – July 2019
- v. **Caring for Communities & People (CCP)** Newsletter – July 2019.
- vi. **Gloucestershire Rural Community Council (GRCC)** – Details of a grant available for Village Hall Improvements.
- vii. **Gloucestershire Environmental Trust** – The Final Report 1997-2019

C/172/19 Correspondence Available in the Clerk's Office

- i. **Office of the Police & Crime Commissioner (OPCC)** – Keep Safe Newsletter - Summer 2019.

C/173/19 Correspondence received after 6th June 2019

- i. **Society of Local Council Clerks (SLCC)** – The Clerk magazine.
- ii. **Information Commissioners Office (ICO)** – Latest news.
- iii. **Tewkesbury Borough Council** – Press releases.
- iv. **National Association of Local Councils (NALC)** – Chief Executive's Bulletin.
- v. **Hiring** – It was noted that someone had enquired about use of the hall on a date that the Council was

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C/173/19 **Correspondence received after 6th June 2019** (Continued)

unable to facilitate, as a result they had asked for permission to hire Northway Village Hall, due to stipulations in the lease this had to be approved by Council. Cllr MacTiernan PROPOSED approval. Cllr Barnes SECONDED.

FOR:	Cllr MacTiernan	Cllr Barnes
	Cllr Mackenzie	Cllr Porter
	Cllr Roberts	Cllr Shelton
	Cllr Sollis	Cllr Woodward
ABSTENTIONS:	Cllr Bailey	Cllr Godwin

As there was no other business the meeting concluded at 7.40 p.m.