

## Minutes of the Council Meeting held on Wednesday, 11<sup>th</sup> December 2019

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

Present: Cllr S Ward (Chairman) Cllr J Roberts (Vice Chairman) (from C/250/19)  
Cllr M Barnes Cllr Mrs P Godwin  
Cllr Mrs E MacTiernan Cllr C Porter  
Cllr G Shelton Cllr Mrs S Terry

In Attendance: County Councillor Vernon Smith, Gloucestershire County Council (until C/253/19)  
Mrs C Woodward, Clerk of the Council  
Mrs L Stewart, Clerk's Assistant  
Minute-takers (three) / candidates for temporary role of Clerk's Assistant

### C/244/19 Apologies for Absence

Apologies for absence had been received from Cllrs Bailey, Sollis, Woodward, Mackenzie, and Phennah. Cllr Roberts had advised that he would be late.

### C/245/19 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 Godwin mentioned that graffiti had appeared on Changing Room Facility doors.

The Clerk added that there was also graffiti in one of the Steward Road bus shelters and on fencing at a property in Fairway.

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

FOR: UNANIMOUS

### C/246/19 Declarations of Interest

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).

### C/247/19 Previous Minutes

Cllr Godwin PROPOSED that the Minutes of the Full Council Meeting that took place on 13<sup>th</sup> November 2019 should be approved as a true and accurate record. Cllr Terry SECONDED.

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

ABSTENTIONS: Cllr Porter

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### C/248/19 Matters Arising from Previous Minutes/Clerks Report

**C/221/19 Presentation** – A letter of thanks had been sent to Annette Roberts and Jonathan Dibble for attending the last meeting with their presentations.

**C/241/19 Correspondence for Action – Being a Better Councillor Course** – Cllrs Porter, Barnes and Phennah had attended this course. Cllr Barnes reported that he had found it to be interesting and thoroughly enjoyable.

**C/241/19 Correspondence for Action – Tewkesbury Garden Town Seminar** – Cllr Terry gave a report following her attendance at this event, which had been held on 27<sup>th</sup> November 2019 and was also attended by Cllrs Porter, Godwin and MacTiernan.

The headings used at the seminar were largely in keeping with those previously presented by Annette Roberts and Jonathan Dibble at the Full Council Meeting on 13<sup>th</sup> November 2019. Cllrs at the seminar were asked for their opinions on what they perceived a Garden Town to be.

Cllr Terry emphasised the Council's concerns regarding anticipated traffic problems for Northway. She felt that until these concerns were addressed, she could not feel inspired by the rest of what was being proposed.

Cllr MacTiernan commented that, generally, from all the parishes in attendance at the seminar, there had been a lot of nativity which did not come as a surprise. There were also a lot of questions raised by parishes to which the Borough had no answers. Cllr MacTiernan also commented that the event was more like a workshop than a seminar.

**C/235/19 Voluntary Work in the Parish** – A letter of thanks was sent to Northway Stores following reports that the owners regularly picked up litter in front of the shop.

### C/249/19 Roads & Road Safety

- i. **Issues of Concern** – Cllr Godwin asked that consideration of a cycle barrier for Lee Walk be included on a future Road Safety Meeting Agenda.

Cllr Ward felt that speed humps in the parish were ineffective and even small cars did not have to slow down before driving over them. This was due to the pitch of the speed humps relative to the width of such cars, so there was no incentive to slow down. There was further discussion regarding the effectiveness, or not, of speed humps at various locations in the Northway area.

- ii. **Road Closure** – Grange Road (overnight) 2<sup>nd</sup> February – 3<sup>rd</sup> February 2020 for barrier maintenance work. There were no additional comments.
- iii. **Temporary Traffic Order** – Shannon Way and Northway Lane. It was assumed that this Traffic Order was to allow for resurfacing work but there was no date given for it. County Cllr Smith offered to investigate this further and to advise the Council of his findings.
- iv. **Wales and West Utilities** – It was reported that, although notice had only just been received, this work had already taken place.
- v. **Gloucestershire County Council** – The County Council had written to several residents regarding the issue of parking on and/or driving over verges in the parish. The County had also advised that it would be installing a bollard along Northway Lane.
- vi. **Surfacing in Ash Road** – A complaint had been submitted to Gloucestershire County Council regarding the condition of surfacing in Ash Road. County Cllr Smith advised that he would update on this in his report (Min Ref: C/251/19 refers).

C/249/19 **Roads & Road Safety** (continued)

- vii. **Progression of Vehicle Activated Sign (VAS)** – The Clerk reported that a local company (Infinity X) has committed a sum of £2,000 towards the purchase of a VAS.

Craig Freeman, GCC Area Manager, had explained that there were rules relating to use of a VAS and where the posts could be installed. He asked the Council to submit its preferred locations before he could approve or reject them as a possibility.

Cllr Ward PROPOSED that the Members who had been involved in obtaining the speed results should look at and agree upon the locations they felt would be best for siting of a VAS.

FOR: UNANIMOUS

The Clerk reported that a VAS with Auto Number Plate Recognition (ANPR) would cost £26,000 compared to £2,900 for one without (to include brackets and batteries). In addition to the basic VAS costs, a further £250 or £350 would be charged respectively for either USB or Bluetooth connectivity. It was agreed that the USB option would be most appropriate. Cllr Shelton queried the cost of the systems, and the Clerk clarified that quotes had only recently been received and they had not been available when the options were first being explored.

Cllr MacTiernan PROPOSED that the Council should write and gratefully accept the kind offer of £2,000 from Infinity X, this should then be put towards purchase of a VAS (with smiley/sad face and speed). The remainder of the funds should come from the Parish Council's Road Safety Capital budget (£1,000) and the Crime and Disorder budget headings. Cllr Terry SECONDED.

FOR: UNANIMOUS

C/250/19 **Borough Councillors' Report**

Cllr Godwin reported on a new waste campaign Tewkesbury Borough Council had launched aimed at raising awareness of the perils of fly tipping with a new waste collection vehicle. The vehicle was dressed for the occasion with eye-catching artwork. A waste aware 'Hub' had been launched on the Borough Council's website [www.tewkesbury.gov.uk/wasteaware](http://www.tewkesbury.gov.uk/wasteaware). Eighteen fines had been issued so far that year.

There would also be an extra free parking day in Tewkesbury for Christmas on December 21<sup>st</sup> as the small business Saturday was not clearly advertised as being free-parking and many people had paid.

Cllr Barnes suggested that the payment machines be covered over so as to make it clearer to car park users that parking was free on the designated date.

7.22 pm – Cllr Roberts joined the meeting.

C/251/19 **County Councillor's Report**

County Cllr Smith continued the discussion about the condition of the surface along Ash Road (Min Ref: C/228/19 refers). He had met with other Officers on site and agreed that the work was not up to standard. As a result, tests had been carried out on the materials used, the results would be available in the new year and he would report back to the Council with the outcome.

Cllr Smith thanked the Council for forwarding the speed results, he had put these to the County Council's planning department and also made sure that Jonathan Dibble (Tewkesbury Borough Council) was aware so that it could be kept in mind with future proposals for development in the area.

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### **C/251/19 County Councillor's Report (continued)**

Further to earlier discussions regarding speed humps, County Cllr Smith recommended that the Council wrote to Craig Freeman (GCC Area Manager) to ensure that the humps in Northway met with tolerance level specifications and white lining specifications.

Cllr Barnes made the meeting aware that in Longlevens, in Gloucester, they had a painted version of speed humps, and County Cllr Smith recommended that reference to this option be included in the letter to be written to Craig Freeman.

County Cllr Smith updated the Council with regard to the Lengthsman Scheme, advising that this was to be renamed as it was confusing for Council's. Due to the term 'Lengthsman' being perceived as incorrect they were considering 'Highway Wardens' or similar.

County Cllr Smith advised that the County Council had a fund of £5,000, available in the new financial year, towards a specific scheme in each parish. He advised that the Council think about what it might like this funding to go towards.

Prior to leaving the meeting, County Cllr Smith wished everyone a very happy Christmas. Cllr Ward thanked County Cllr Smith for his help and support during 2019.

7.30pm – County Cllr Smith left the meeting.

### **C/252/19 Planning Committee**

Members received the Minutes of the Planning Committee Meetings that took place on 20<sup>th</sup> November 2019.

### **C/253/19 General Purposes Committee**

Members received the Minutes of the General Purposes Committee Meeting held on 20<sup>th</sup> November 2019.

### **C/254/19 Finance Committee**

Members received the Minutes of the Finance Committee Meeting held on 30<sup>th</sup> October 2019.

### **C/255/19 Staffing Committee**

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

### **C/256/19 Information Technology Working Party**

Members received the Notes of the Information Technology Working Party held on 4<sup>th</sup> December 2019.

### **C/257/19 Council Accounts**

Cllr MacTiernan asked for a breakdown of costs in relation to the flag pole (cheque number 101445 refers). It was explained that the invoice had also included concreting to the Changing Rooms Facility.

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C/257/19 **Council Accounts** (continued)

It was noted that the invoice for delivery of newsletters was £20 more than usual due to there being additional inserts included.

Cllr Shelton PROPOSED that the schedule of bills paid and cheques for payment, totalling £13,046.50, should be approved. Cllr Terry SECONDED.

FOR: UNANIMOUS

C/258/19 **Meeting Schedule**

Cllr Terry identified one date error on the proposed Meeting Schedule, which would be corrected. There being no further observations, Cllr Shelton PROPOSED approval of the Schedule. Cllr Terry SECONDED.

FOR: UNANIMOUS

C/259/19 **Christmas Community Event and Party**

- i. **Update on the events that took place on 30<sup>th</sup> November 2019** - Cllr MacTiernan gave a very positive report on the event as a whole and emphasised how happy the children were, largely due to the Santa feature and the activities made available to them. It was reported that 56 letters had been sent to Santa at the event.

Cllr Roberts enquired how much money had been raised, and Cllr Ward advised that it had been approximately £260, which included a £30 donation from K2 Toggs.

Cllr Terry PROPOSED that letters of thanks should be sent to K2Toggs, Santa Claus and Cllr Roberts' cousin who had donated cakes. Cllr Ward SECONDED.

FOR: UNANIMOUS

Cllr Terry also PROPOSED an official thank you from the Council to the organisers of the event (Cllrs Ward, Roberts and Shelton).

FOR: UNANIMOUS

In relation to the evening Christmas Party, Members who had attended found it to be enjoyable and more 'social' than in previous years.

- ii. **Christmas Event 5<sup>th</sup> December 2020** – Cllr MacTiernan proposed that the same format should be adopted for the following year's Christmas events (daytime community event and evening social event), which were provisionally booked in the diary for 5<sup>th</sup> December 2020. Cllr Terry SECONDED.

FOR: UNANIMOUS

C/260/19 **Defibrillators**

Members were informed of an incident where a member of the public had needed access to the defibrillator in Lee Walk, but the Ambulance Service had been unable to provide the code to unlock the cabinet. Following this, the Clerk had written to South Western Ambulance Service to enquire as to what went wrong. There had been a delay in them responding as the person the Clerk usually dealt with had been out of the office, but a list of all the active defibrillators in the parish had been

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### C/260/19 **Defibrillators** (continued)

confirmed and the only one not included on the list was the one at the Northway Centre. It was considered that this might be because a report had not yet been submitted by Cllr Sollis, the Clerk had tried to contact Cllr Sollis about this but without success.

Cllr Roberts pointed out that this did not explain why the Ambulance Service had been unable to pass on the code. The Clerk said that Louise Cooper, the Assistant Community Responder Officer for Gloucestershire, had contacted the Clinical Hub and was still awaiting a response.

Cllr Godwin said that she would be happy to take regular inspection of the defibrillator at the Northway Centre if Cllr Sollis would prefer.

Cllr MacTiernan thanked Cllr Godwin for this offer and PROPOSED that the Council should write to Cllr Sollis and ask if he would prefer someone else to undertake the weekly inspections. Cllr Ward SECONDED.

FOR: UNANIMOUS

### C/261/19 **War Memorial**

The Clerk had been investigating the various steps the Council needed to take if it wished to progress installation of a war memorial at the Community Hub (Min Ref: GP/172/19 refers). It was also noted that there was an agreement in place for purchase of a bench which could be tied in with the memorial theme. Members looked at photographs of memorial and commemorative benches and the majority voted in favour of a 'War Horse' design (at an approximate cost of £800). Cllr Ward therefore PROPOSED that this should be the bench that was purchased.

Cllr Roberts suggested the idea of having a book of remembrance or a display. Also, the suggestion was made of having a plaque – with or without names – and possibly quoting 'Lest We Forget'.

FOR: UNANIMOUS

### C/262/19 **Voluntary Work in Parish**

Cllr Ward extended thanks to Cllr Shelton, who had planted in the region of 140 trees in the area (Min Ref: GP/162/19 refers). There were still some trees left over so further discussion took place about where they could be placed. It was AGREED that Members should think on this and the item brought back to the next General Purposes Committee Meeting.

### C/263/19 **Correspondence for Action**

- i. **Gloucestershire Association of Parish & Towns Councils** – Details of upcoming courses.

### C/264/19 **Correspondence for Information**

- i. **National Association of Local Councils** – Chief Executive's Bulletin 15<sup>th</sup> and 22<sup>nd</sup> November 2019.
- ii. **Tewkesbury Borough Council** – Press release 'Your rubbish, your responsibility'.
- iii. **Tewkesbury Town Council** – Invitation to Tewkesbury Town Carol Service on 12<sup>th</sup> December 2019.
- iv. **The Clerk Magazine** – November 2019.

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C/265/19 **Correspondence Available in the Office**

- i. **Gloucestershire Constabulary** – How to avoid becoming the victim of Christmas fraud.

C/265/19 **Correspondence received after 7<sup>th</sup> December 2019**

- i. **National Association of Local Councils (NALC)**
  - a. Chief Executive's Bulletin
  - b. Spring Conference 2020 details.
- ii. **Gloucestershire County Council** – Councils Connected
- iii. **Ashchurch for Tewkesbury District Railway Promotion Group (ATDRPG)** – Newsletter.

There being no further business, the meeting concluded at 8.04 p.m.