

Minutes of the Council Meeting held on Wednesday, 11th March 2020

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

Present: Cllr S Ward (Chairman) Cllr Mrs P Godwin
Cllr Mrs E MacTiernan Cllr G Shelton
Cllr K Sollis Cllrs Mrs S Terry

In Attendance: Mrs C Woodward, Clerk of the Council
Mrs L Stewart, Clerk's Assistant
Mr T Treacy, Resident

C/58/20 **Apologies for Absence**

Apologies for absence had been received from Cllrs Bailey, Porter, Barnes, Mackenzie, Phennah and Roberts

C/59/20 **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 had observed that some large conifer trees in Westfield Avenue were overgrown and overhanging the pathway that runs from Kingston Road to Northway Lane. The Clerk suggested that if the house number was known the Parish Council could send out a standard letter asking the resident to cut it back.

Cllr Ward asked the Borough Councillors what their views were on the proposed bridge development. Cllr MacTiernan expressed the view that the bridge and adjoining roads would have a detrimental effect, but that Tewkesbury would be a 'Garden Town' whatever the outcome with regard to the bridge.

Cllr Ward commented that communications about the bridge development had been poor, and it felt as though the project was already at the planning stage. Cllr MacTiernan emphasised that the bridge project was not at the planning stage yet; however, the money for it had been allocated and must be used before 2022, or it would be withdrawn. Cllr MacTiernan commented further that although the money for the project had been allocated, it seemed that no one knew where the adjoining roads would be positioned.

General concerns over the resulting traffic flow were noted.

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

FOR: UNANIMOUS

C/60/20 **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).

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C/61/20 Resignation

It was noted that no applications had been received for the Councillor vacancy following the resignation of Colin Woodward.

C/62/20 Previous minutes

Cllr Shelton PROPOSED that the Minutes of the Full Council Meeting that took place on 12th February 2020 should be approved as a true and accurate record. Cllr Terry SECONDED.

FOR: UNANIMOUS

C/63/20 Matters Arising from Previous Minutes/Clerks Report

C/51/20 Council and Public Share Event – *It had been noted that a 'Feedback form' was to be made available at the Public Share Event scheduled for 16th March 2020. The Clerk had made enquiries as to whether the Parish Council was expected to complete one and was awaiting a response from Tewkesbury Borough Council.*

C/52/20 Trustees of Northway Youth Club – *It was acknowledged that the Trustees had been informed of the Council's response with regard to the cooker installation.*

C/48/20 Hiring of The Hub – *The Guides acknowledged agreement to paying the higher charges saying they would have to see how things went, but added that they did appreciate the help they had been given in trying to keep the unit going.*

C/64/20 Roads & Road Safety

- i. **Issues of Concern** – Cllr Mackenzie emailed saying that 30mph signs were only placed at the entrances to the Parish and wondered whether further ones could be placed at mid points on Hardwick Bank Road, Northway Lane, The Park and Kingston Road. Members considered this and Cllr Ward PROPOSED that the Council enquire about the possibility of having some corex 30mph speed signs for these locations.

FOR: UNANIMOUS

- ii. **Vehicle Activated Sign (VAS)** – The Clerk reminded Members that due to the policies in place relating to approval of a VAS, Craig Freeman, Local Highways Manager, Gloucestershire County Council (GCC) had advised that the next step was to prove need and would, therefore, be undertaking speed checks at the agreed locations in Northway to back up the request. As this project was now going to be running into the next financial year The Clerk confirmed that, following communication with Cllr Mackenzie, this would not affect the sponsorship.

C/65/20 Borough Councillors' Report

Cllr MacTiernan informed Members that the Borough Council's Head of Development Services, Annette Roberts, was currently working her final week at the Council. It was reported that there had only been one (external) application for the position. The job had been offered and accepted, with a six month probationary period, and on a consultancy basis costing £700 per day.

Cllr MacTiernan reported that the Commercial Investment Board's budget had been increased, but alternative income streams were still required. The report outlined a number of offers the Borough Council had in place for commercial sites, including a Travel Lodge with a Greggs outlet, and a Volvo garage, both located near Gatwick. There was one further offer in place for an industrial site. If successful, completion of two of these offers was expected in the coming month.

C/65/20 **Borough Councillors' Report** (continued)

Overall commercial investment at this stage was in the order of £60m, with a target income in the range of £600k to £700k per annum.

Cllr MacTiernan further reported that the Commercial Investment Board had recently undergone a Peer Review conducted by the Local Government Association (LGA). The review body was made up of two Councillors and three Executives, who spent a week meeting staff. The feedback from the review was very good, with the Board being described as "small but mighty".

Cllr Ward made the Council aware of a Facebook comment regarding the new Bovis Homes Development at Twigworth, in Gloucester where a lot of the ground had been under floodwater recently resulting in damaged machinery. This application had been refused by TBC but won at Appeal when the Secretary of State had given permission for the development to proceed.

C/66/20 **County Councillor Report**

County Cllr Smith had earlier offered his apologies for being unable to attend this meeting but he had tabled a report which the Clerk read as follows:-

The drop in session held on 29th February 2020 at the Boys' Brigade had been well attended, with in the region of 250 people attending.

Flooding - *GCC Highways teams have been on the ground throughout the recent period of heavy rain and flooding. I have been working closely with the local highways manager to ensure that issues are addressed as quickly as possible. I welcome your views ahead of the multi-agency meeting that has been arranged to consider whether there are any areas of response that could be improved upon.*

Parking - *Following a meeting with the Cabinet member and senior GCC staff, the parking scheme for Tewkesbury has been abandoned.*

Coronavirus (Covid 19) - *The GCC Director of Public Health is coordinating activities locally in line with national guidance. GCC is running a campaign to encourage good practice on personal hygiene and asking people to keep an eye on vulnerable people in their communities.*

Economic Growth Scrutiny Committee - *The Committee is reviewing economic growth issues across the county following meetings held in each district. A further joint meeting of the committee is planned with the Environment Scrutiny Committee to look at the Local Transport Plan.*

Environment Scrutiny Committee - *At the last meeting members considered the electric vehicle infrastructure, biodiversity and the flood risk management strategy.*

Council budget - *The Council has agreed its budget for 2020-21. This amounts to more than £470 million and includes significant additional investment in children's services, services to vulnerable people, highways, economic development, public transport, the fire service and climate change. Climate change activities electric charging infrastructure, tree planting, a carbon-neutral new secondary school in Cheltenham and a range of other low carbon initiatives.*

Children's Services – Ofsted - *A regular monitoring visit has recently taken place and a full inspection is anticipated later in the year.*

Cllr Smith had also telephoned the Office, following the Budget, to ask that Members were informed that:-

- One billion was being released for infrastructure which would allow for the A417 Missing Link to begin this year (he did not make it clear whether that related to the design or the actual programme).
- Junction 10 Works would begin as well as the Cyberhub.
- Money for a new junction 9 A46 off road solution could go ahead.
- Five million for five years had been put in a budget for roads and potholes in Gloucestershire.

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C/67/20 Planning Committee

Members received the Minutes of the Planning Committee Meetings that took place on 19th February 2020.

C/68/20 General Purposes Committee

- i. Members received the Minutes of the General Purposes Committee Meeting held on 19th February 2020.
- ii. The Notes from the Extraordinary General Purposes Committee Meeting held on 9th March 2020 were not available.

C/70/20 Events Working Party

The Notes from the Events Working Party Meeting held on 9th March 2020 were not available.

C/71/20 IT Working Party

- i. Members received the Notes from the IT Working Party Meeting held on 10th February 2020.
- ii. Members received the Notes from the IT Working Party Meeting held on 2nd March 2020.

C/72/20 Staffing Committee

The Minutes from the Staffing Committee Meeting held on 4th March 2020 were not available.

C/73/20 General Data Protection Regulations Working Party (GDPR)

The Notes from the GDPR Working Party Meeting held on 5th February 2020 were not available.

C/74/20 Council Accounts

Cllr Terry PROPOSED that the Schedule of Bills paid and cheques for payment, totalling £22,873.45, should be approved. Cllr Godwin SECONDED.

FOR: UNANIMOUS

Cllr MacTiernan asked for supplier Nick South to provide more frequent invoices, to provide better clarity for the services supplied.

C/75/20 Defibrillators

The Clerk advised that a response had been received from South Western Ambulance Service (SWASFT) regarding the Lee Walk defibrillator not being available to a resident during an emergency (Min Ref C/260/19 & C/13/20 refers). They confirmed that the incident was identified as a spelling error on their system, which had now been corrected and further confirmed that all defibrillators within Northway were now correctly logged with the SWAS.

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C/76/20 **Luncheon Club**

Cllr Terry had an update to provide but believed some of the content was sensitive.

Exclusion of the Public and Press – 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 were temporarily excluded and they were instructed to withdraw.

FOR: UNANIMOUS

8.10 p.m. – Terry Treacy left the meeting.

EXCLUSION ITEMS – Councillors Only - It was agreed, under confidential cover that Cllr Terry would continue to liaise with the Luncheon Club and RVS regarding its future.

8.15pm – Terry Treacy re-joined the meeting.

C/77/20 **Parish Assembly**

It was confirmed that Jonathan Dibble, Programme Director for the Garden Town, would not be attending the Parish Assembly as he believed his presentation would be covered in the Public Share Event. The Clerk enquired whether Members wished any other type of Presentation arranged, but it was AGREED that it was too late to put this in place.

C/78/20 **Groundworkers Meeting**

Cllr Terry advised that she had been unable to attend the latest Groundworkers Meeting. So had no report.

C/79/20 **Emergency Precautions Corona Virus**

Members discussed the growing concerns relating the Corona Virus and the impact it may have on the Council and the Hub. The provision and display of advisory posters relating to activities at the Hub, in light of the emerging Corona Virus issue was discussed. Cllr MacTiernan PROPOSED that some posters were enlarged to A3 for display on the main entrance doors. Cllr Terry SECONDED

FOR: UNANIMOUS

After further discussion Cllr Ward PROPOSED that all hirers of the Community Hub should be contacted and advised, as a matter of courtesy, that in line with Government guidelines the building could be closed at any time.

It matters got worse the Council considered other possible scenarios as follows: -

- Some levels of self-isolation might have to be imposed.
- Some regular meetings may have to be postponed.
- The office would remain open but possibly with a reduced service. The Clerk and the Clerk's Assistant ought not to be in the office at the same time.
- There will be a phased closure of facilities at the Hub.

Cllr Terry questioned whether the forthcoming Parish Assembly scheduled for 23rd March 2020 would go ahead, as this was a legal requirement. Following a brief discussion, it was AGREED that it would go ahead, unless there was an over-riding Government decision to the contrary.

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C/79/20 Emergency Precautions Corona Virus

With regard to the forthcoming litter picking event, it was agreed that this would be governed in the same way as the Parish Assembly.

C/80/20 Voluntary Work in Parish

Cllr Terry reported that her brother has begun making a bug box, all from recycled material. Cllr Terry asked if a felt roof for the box would be acceptable, and it was agreed that it would be. A letter of thanks should be forwarded after it was installed.

It was reported that the volunteer gardeners had undertaken more tidying in the Hub grounds including trimming back the Buddleia bushes. It was suggested that a letter of thanks be sent to them.

C/81/20 Correspondence for Action

- i. **Tewkesbury Borough Council – Civic Ball** – An invitation was received to attend the 2020 Civic Ball. The Chairman did not wish to attend and no one else wished to go in his place.
- ii. **Gloucestershire Association of Parish & Towns Councils (GAPTC)**
 - a) **Courses** - The Clerk tabled details of forthcoming courses. None were relevant at this time.
 - b) **Newsletter** – The Clerk tabled a copy of the GAPTC newsletter and pointed out that the article provided by the Works Experience Student from Alderman Knight school had also been included in this newsletter with GAPTC encouraging other Councils to also consider hosting a student as Northway had.

C/83/20 Correspondence for Information

- i. **Tewkesbury Borough Council:**
 - a) **Press Release** – Funding for community groups in Tewkesbury and Badgeworth.
 - b) **Press Release** – Successful Prosecution for burning Waste in Badgeworth.
 - c) **Press Release** – Financial support for flooded homes.
 - d) Details of a County Council Gloucestershire Digital Innovation Fund (£200,000) providing grants to community groups and organisations to help adults live full and independent lives through the power of technology.
- ii. **Gloucestershire County Council:**
 - a) Road Works Bulletin for 14th - 23rd February 28th February - 8th March.
 - b) Chartered Parish & Town Council Meeting Agenda (04.03.20)
 - c) Councils Connected (forwarded to Members by email)
- iii. **National Association of Local Councils (NALC):**
 - a) Chief Executive's Bulletin 14.02.20, 21.02.20, 28.02.20
 - b) Details of Spring Conference.
 - c) Details of Study Tours later in the year.

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C/83/20 Correspondence for Information (Continued)

- iv. **Society of Local Council Clerks (SLCC):**
 - a) Councils & Clerks Direct March 2020 Issue 128.
 - b) Details of AGC (05.03.20)

C/84/20 Correspondence Available in the Clerk's Office

- i. **Care Choices** – Copy of the Gloucestershire Care and Support Guide 2020.
- ii. **ATDRPG** - Details of meetings held on 6th March and Newsletter February 2020 Issue 19.

C/85/20 Correspondence received after 5th March 2020

- i. **NALC** - Chief Executive's Bulletin – 6 March 2020
- ii. **Tewkesbury Borough Council** – Press Release relating to the Ashchurch Bridge Project.
- iii. **Brownies** – The Clerk tabled photographs provided by the Brownies showing the Foodbank Collection they had made during the 'Week of Kindness'. This had been shared on social media.
- iv. **Letter from Resident** – Ashchurch Railway Parking. A local resident emailed the Council to highlight issues with parking in the vicinity of the Ashchurch Railway station. Following discussion about rights of vendors to park in the approach road to the station, it was decided to direct the resident to Gloucestershire County Council, who was responsible for the car park.
- v. **Gloucestershire Constabulary Neighbourhood Alert** – In the current climate of the Corona Virus outbreak, numerous initiatives were being established to help with looking out for the elderly and vulnerable in the Parish.
- vi. **Tewkesbury Borough Council** – Details of the Gloucestershire County Council new Digital Innovation Fund providing grants to community groups and organisations that help adults live full and independent lives through the power of technology.

At the end of the meeting the Council presented the Clerk's Assistant with gifts and best wishes as this was her last meeting prior to beginning maternity leave.

As there was no other business the meeting concluded at 8.35 p.m.