

## Minutes of the Council Meeting held on Wednesday, 12<sup>th</sup> February 2020

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)  
Cllr M Barnes Cllr Mrs P Godwin (until Min Ref: C/52/20)  
Cllr Mrs E MacTiernan Cllr C Porter  
Cllr G Shelton Cllr Mrs S Terry

In Attendance: County Cllr V Smith, Gloucestershire County Council (until Min Ref: C/34/20)  
Mr T Treacy, Resident (until/from C/46/20 & C/50/20)  
Mrs C Woodward, Clerk of the Council  
Mrs L Stewart, Clerk's Assistant

### C/27/20 Apologies for Absence

Apologies for absence had been received from Cllrs Mackenzie, Phennah, Sollis and Bailey.

### C/28/20 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 Roberts mentioned patches in the road by Saxon Park. County Cllr Smith confirmed that this work was in the programme for 2020.

Cllr Shelton asked if/when the Council was getting table clothes with the Northway Parish Council logo on (FIN/09/20 refers). The Clerk confirmed that she was in the process of obtaining quotations for these.

Cllr MacTiernan referred to road works taking place along Shannon Way and asked whether Northway's side of the motorway bridge would be included as part of this. County Cllr Smith explained that, although it was in the programme to be included, time was an issue. As things stood it was possible that the top half of Shannon Way would need to be addressed later in the year.

Cllr MacTiernan mentioned a recent meeting that had taken place at Tewkesbury Town in relation to proposed parking charges which had proved controversial. Following the meeting it had been announced that the plans had been 'suspended' by the County Council, she asked what this meant. County Cllr Smith said that this meant that it would not be progressing, that was the end of the proposals to introduce parking charges in the town. Cllr Roberts said that he had heard the plans had been suspended thanks to the involvement of local MP Laurence Robertson and Borough Councillor Kevin Cromwell.

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

FOR: UNANIMOUS

### C/29/20 Declarations of Interest

Cllr Godwin declared her interest in any items relating to the Youth Club. 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/30/20 Previous Minutes

Cllr Shelton PROPOSED that the Minutes of the Full Council Meeting that took place on 8<sup>th</sup> January 2020 should be approved as a true and accurate record. Cllr Godwin SECONDED.

FOR: UNANIMOUS

Cllr MacTiernan PROPOSED that the Minutes of the Extraordinary Council Meeting that took place on 15<sup>th</sup> January 2020 should be approved as a true and accurate record. Cllr Terry SECONDED.

FOR: UNANIMOUS

### C/31/20 Matters Arising from Previous Minutes/Clerks Report

**C/14/20 Newsletter Responses** – Gloucestershire Rural Community Council (GRCC) were informed that the Parish Council would not be progressing a Neighbourhood Plan. GRCC had responded that they would inform Tewkesbury Borough Council of this.

**C/06/20 Northway Lane Roundabout** – Gloucestershire Highways had been informed that the Council wished to take over responsibility of the Northway Lane roundabout and a specification had been forwarded to them.

**C/25/20 Precept** – A precept of £185,581 (or £185,580 as it had to be rounded to the nearest £1) had been forwarded to Tewkesbury Borough Council.

### C/32/20 Roads & Road Safety

- i. **Issues of Concern** – The Clerk reminded Members of discussions that had taken place with Gloucestershire County Council (GCC) regarding a possible one-way system by Northway School (Min Ref: C/155/19 refers). Following consultation with residents, GCC had advised that they would not be progressing this due to several objections that, if rectified, would probably require traffic calming etc. which would make it unaffordable.

Cllr Terry reported a bad pothole along Northway Lane just before the turning into The Sandfield. Cllr Ward mentioned that the 'Fix My Street' app was a good tool for reporting issues such as potholes. County Cllr Smith added that the County Council's 'Report It' also good.

Cllr Roberts raised concern regarding youngsters riding around without lights on their bikes. He asked whether there was any way that the Council could promote using lights on bikes. Cllr Ward suggested that an article be included the newsletter before next winter.

- ii. **Vehicle Activated Sign (VAS)** – The Clerk confirmed that the funds were in place as well as the agreement to go ahead with purchase of the VAS but there were certain GCC policies that had to be adhered to beforehand. The County Council wanted to know the spot in Northway that had most traffic, speeding and community/environmental concerns. GCC would then undertake a traffic survey and get it scored and verified.

Cllr Roberts PROPOSED that the best location was along Hardwick Bank Road, past the motorway bridge coming into The Park just by the 30mph. Cllr MacTiernan SECONDED.

FOR: UNANIMOUS

### C/33/20 Borough Councillors' Report

Cllr Godwin provided a report on behalf of Tewkesbury Borough Council, as follows:

## **NORTHWAY PARISH COUNCIL**

### **C/33/20 Borough Councillors' Report (continued)**

*"A public consultation for the Cyber Central Garden Community west of Cheltenham commenced on the 13<sup>th</sup> January and runs to 17<sup>th</sup> February. The councils will be seeking views from residents and Businesses. The Supplementary Planning Document will provide a broad masterplan setting out the principals including connections from present neighbourhoods, design of green space, new homes, employment space and community facilities.*

*"Further information at <http://cybercentral.commonplace.is/>*

*"Research into the location of the Ashchurch Bridge is under way and is now in a position to move the bridge forward. GCC as the highways authority will provide the technical expertise to TBC to facilitate the delivery of the Ashchurch Bridge over rail Project. Community drop ins are planned for early spring. Further information visit [www.tewkesburygardentown.co.uk](http://www.tewkesburygardentown.co.uk).*

*"The Secretary of State has approved the 850 houses, a school and shops in Fiddington 1 yr after TBC rejected the plans.*

*"TBC have installed charging points for electric cars which are available for members of the public to use and can be found in the Council Offices rear car park.*

*"Road works on Shannon Way commenced on 11<sup>th</sup> February and will continue until 18<sup>th</sup> (or 19<sup>th</sup>) February. Road closure will be 7pm – 7am.*

*"The High Street parking review has been suspended following meeting at the Town Council."*

### **C/34/20 County Councillor Report**

County Cllr Smith announced that Gloucestershire County Council (GCC) had held its full Budget Meeting earlier in the day and he had brought with him a copy of the report which he briefly went through.

He mentioned the 'Community Chest' fund which would provide the Parish Council with £4,000 to put towards a specific scheme of its choosing. The County were keen to do partnership working and so matched funding with the Parish would be ideal. Cllr Ward wondered whether a recent request for a wheelchair swing might be a good project to benefit from this funding (Min Ref: GP/06/20 refers).

Cllr Smith gave an update relating to the 'Travel By Cycle' scheme, and two big extensions that were in the pipeline (for Mitton and the Town) drawings would be available on 29<sup>th</sup> February 2020.

He mentioned that he had met with the new Roads Minister and they had looked at junction 9, junction 10 and the A417. She had said that there would be extra investments for potholes.

The Ashchurch/Northway bridge being proposed as part of the Garden Town project had been to County and through Cabinet. Gloucestershire County Council were contracted to put together the design, however, he pointed out that the allocated £8.1 million would only pay for two parapets and a deck – nothing more. The County had explained that the work could not be done for £8.1 million but Tewkesbury Borough Council (TBC) would be liable for any overspends, not GCC. Also, if there was any change in roads for the bridge - for example, if the road had to go further than anticipated - the Borough would also be liable for these costs. County Cllr Smith said that he did have concerns TBC would put itself into debt if things did not work according to plan, but this was something to be considered by its Audit Committee.

Cllr MacTiernan mentioned that they had been shown drawings for the bridge as well as an approximate location of where it would be placed, however, one of the issues was that it needed to be bigger and sited so that signals were visible. She suggested that County Cllr Smith attended the next Working Group meeting, as he was a member, and raised his concerns as above.

## NORTHWAY PARISH COUNCIL

### C/34/20 County Councillor Report (continued)

County Cllr Smith mentioned a drop-in that was taking place on 29<sup>th</sup> February at the Boys Brigade in Newtown. It was anticipated that there would be drawings relating to the proposed bridge available there. Cllr Ward enquired why the drop-in was being held in Newtown when the main impact of the bridge would be on Northway. County Cllr Smith explained that he arranged for it to be at the Boys Brigade as he believed Newtown should see the drawings, also it was at the centre of the areas he covered. It was noted that a presentation would also be made to local businesses on 25<sup>th</sup> February - Launch of Tewkesbury Place Strategy - (it was later confirmed that this would be held at Tewkesbury Park Hotel).

County Cllr Smith mentioned the Report-It app which had been released, there was talk of an upgrade coming soon but it made reporting issues easier with a picture of completed jobs being sent out afterwards.

Lastly, following the assessment of the resurface work that had taken place along Ash Road (C/251/19 refers), it was now due to be fully resurfaced, again, at the contractors' cost.

County Cllr Smith handed out copies of his latest newsletter before leaving the meeting.

7.45pm – County Cllr Smith left the meeting.

### C/35/20 Planning Committee

Members received the Minutes of the Planning Committee Meetings that took place on 15<sup>th</sup> January 2020.

### C/36/20 General Purposes Committee

- i. Members received the Minutes of the General Purposes Committee Meeting held on 15<sup>th</sup> January 2020.
- ii. Members received the Minutes of the Extra-Ordinary General Purposes Committee Meeting held on 29<sup>th</sup> January 2020

### C/37/20 Finance Committee

- i. Members received the Minutes of the Finance Committee Meeting held on 13<sup>th</sup> January 2020.
- ii. Members received the Minutes of the Finance Committee Meeting held on 29<sup>th</sup> January 2020.

### C/38/20 Emergency Planning Working Party

Members received the Minutes from the Emergency Planning Working Party held on 22<sup>nd</sup> January 2020.

### C/39/20 General Data Protection Regulations Working Party (GDPR)

Members were unable to receive the Notes of the GDPR Working Party Meeting held on 5<sup>th</sup> February 2020. It was AGREED that this item should be deferred.

### C/40/20 Standing Orders/Financial Regulations Working Party

Members received the Notes of the Standing Orders/Financial Regulations Working Party Meeting held on 5<sup>th</sup> February 2020.

## NORTHWAY PARISH COUNCIL

### C/41/20 Financial Regulations

Cllr MacTiernan PROPOSED approval of the updated Financial Regulations. Cllr Shelton SECONDED.

FOR: UNANIMOUS

### C/42/20 Staffing Committee

- i. Members received the Minutes of the Staffing Committee Meeting held on 13<sup>th</sup> January 2020.
- ii. Members received the Minutes of the Staffing Committee Meeting held on 22<sup>nd</sup> January 2020.

### C/43/20 Council Accounts

Cllr Terry PROPOSED that the schedule of bills paid and cheques for payment, totalling £14,758.35, should be approved. Cllr Roberts SECONDED.

FOR: UNANIMOUS

### C/44/20 Defibrillators

- a) **Update from SWASFT** – The Clerk said that she had still not received a response after further chasing the South Western Ambulance Service for an update on why they had been unable to provide a resident with the code to the defibrillator in Lee Walk during a 999 call before Christmas (Min Ref: C/260/19 refers).

Cllr MacTiernan PROPOSED that the Clerk should try and get through to her contact via phone or, if this was not possible, she should ask to speak to someone higher up. Cllr Ward SECONDED.

FOR: UNANIMOUS

- b) **Defibrillator Training** – It was confirmed that free defibrillator training was due to take place at the Hub on 4<sup>th</sup> April 2020. Members were asked to let the Clerk know if they wished to attend. Cllrs Shelton and Ward asked to be booked onto the training.

### C/45/20 Pollution

Cllr Shelton mentioned figures he had requested in relation to local pollution levels. He wondered if it would be worth circulating these to residents or even undertaking a test of pollution levels in Northway.

Cllr Ward wondered whether air quality surveys might be undertaken as part of the Garden Town plans. Cllr Barnes felt that, if Northway was close to the limit now it might make authorities look at things in more detail.

Cllr MacTiernan felt that it was too soon to try and arrange for pollution levels to be read, the proposed increase in building would have a huge change on the area. She asked what could be achieved by the Parish Council having an assessment of pollution levels, especially when there was no known benefit at this point. In addition, the Council did not know where the equipment could be obtained from or who would monitor and/or read the data.

Cllr Shelton mentioned a pdf that he had been sent by someone at Tewkesbury Borough Council with various facts and figures relating to pollution in Tewkesbury over the years. He offered to send this to the Clerk for circulation amongst Members.

It was AGREED that this item should be reconsidered at the April Full Council Meeting.

## NORTHWAY PARISH COUNCIL

### C/46/20 Luncheon Club

Cllr Terry confirmed that she had met with a lady who had expressed interest in helping to run Luncheon Club sessions, but not under the RVS umbrella (Min Ref: C/15/20 refers).

**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.

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

**EXCLUSION ITEMS – Councillors Only** – It was agreed, under confidential cover, to arrange a meeting with RVS Area Co-Ordinator to discuss health and safety concerns as well as possible training options.

8.24 p.m – Terry Treacy re-joined the meeting.

### C/47/20 Parish Assembly

Jonathan Dibble had advised that he could not confirm attendance at the Parish Assembly until early March.

### C/48/20 Hiring of the Hub

The Clerk explained that, following concerns raised by the Brownies about the lack of time to 'hand over' children to their parents before Guides started on a Friday, the Guides had expressed that they did not want to start any later. It was also noted that, since starting their sessions at the Hub, the Guides' numbers had increased.

Cllr MacTiernan PROPOSED that, since the Council only hired the facility to the Brownies and Guides it was up to them to manage their groups themselves. Cllr Shelton SECONDED.

FOR: UNANIMOUS

Members discussed the fees that were being charged to the Guides, bearing in mind they were now in a better position to pay the hire costs.

Cllr MacTiernan PROPOSED that the Guides should be advised that, now they were having greater attendance, the Parish Council could no longer issue this discount as of April 2020. No second vote was received.

Cllr Roberts PROPOSED that, rather than asking the Guides to pay full price straight away, a slight increase to 2/3 of the price (£582 *pro rata*) would be better – with a review of this arrangement in six months to ensure that it was viable before transitioning up to full price. Cllr Terry SECONDED.

FOR: Cllr Roberts Cllr Terry  
Cllr Barnes Cllr Godwin  
Cllr Porter Cllr Shelton  
Cllr Ward

AGAINST: Cllr MacTiernan

### C/49/20 Risk Assessment

Cllr Terry PROPOSED acceptance of the Risk Assessment recommended for approval by the Finance Committee. Cllr Shelton SECONDED.

FOR: UNANIMOUS

## NORTHWAY PARISH COUNCIL

### C/50/20 War Memorial

Members considered whether to progress the suggestion of a war memorial in the Hub grounds (Min Ref: C/261/19 refers).

Cllr Roberts felt that the new 'War Horse' bench in the Hub grounds - with appropriate wording 'Lest We Forget: We Will Remember Them' - was sufficient as a memorial. Cllr Terry added that she did not feel a 'Book of Remembrance' was not necessary following installation of the bench.

Cllr Roberts PROPOSED that the Council should not progress plans for a war memorial, due to installation of the new bench. Cllr Shelton SECONDED.

FOR: UNANIMOUS

**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.

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

**EXCLUSION ITEMS – Councillors Only** – Details relating to Marking the Death of a Senior National Figure were received under confidential cover and Members agreed action.

8.46 p.m – Terry Treacy re-joined the meeting

### C/51/20 Council and Public Share Event

The Clerk advised that a Parish Council briefing, relating to the proposed Garden Town and bridge, would be taking place at the Community Hub on 4<sup>th</sup> March 2020 (although final confirmation was being awaited). Two weeks later, on 16<sup>th</sup> March a public event would also be taking place and, following this, the County Council would be leaving display boards in the atrium for residents to look at.

### C/52/20 Trustees of Northway Youth Club

- i. **Cooker Request** – Cllr Godwin explained that the Northway Youth Club Trustees were requesting permission to install a cooker in the Village Hall so that the youth workers could do more cooking with the young people. They felt that an electric cooker could go where the fridge currently stood, the fridge could then be relocated in the main hall, just outside the kitchen door.

8.50 p.m. – Cllr Godwin left the meeting.

Councillors expressed concern about the size of the kitchen if two people were to try and cook in there.

Cllr Roberts PROPOSED that the Youth Club Trustees should be permitted to purchase a cooker, so long as it could be evidenced that it was installed by a suitable, qualified electrician and a risk assessment and appropriate health and safety precautions undertaken. Cllr Shelton SECONDED.

FOR: Cllr Roberts Cllr Shelton  
Cllr Barnes Cllr Porter  
Cllr Terry Cllr Ward

AGAINST: Cllr MacTiernan

Cllr Roberts PROPOSED an amendment to his initial proposal, that the Council's agreement to this should be subject to official documents (statement of work) being provided from the proposed installer. Cllr Shelton SECONDED.

## NORTHWAY PARISH COUNCIL

### C/52/20 Trustees of Northway Youth Club (continued)

FOR:                    Cllr Roberts                    Cllr Shelton  
                             Cllr Barnes                    Cllr Porter  
                             Cllr Terry                      Cllr Ward

AGAINST:            Cllr MacTiernan

- ii. **Use of Hub Kitchen** – Members received a request from the Youth Club Trustees for permission to use the Hub kitchen for the purpose of cooking classes. It was felt that this would be no different to any other hire.

Cllr Ward PROPOSED that this should be permitted, subject to availability.

FOR:                    Cllr Ward                      Cllr Barnes  
                             Cllr MacTiernan              Cllr Porter  
                             Cllr Roberts                    Cllr Shelton

AGAINST:            Cllr Terry

Cllr Terry explained that she had voted against this because she would like to see assurance that the classes were being led by a qualified cook.

9.00 p.m. – Cllr Godwin re-joined the meeting.

### C/53/20 Voluntary Work in the Parish

Cllr Roberts mentioned that a local resident (and ex-councillor) had been seen picking up litter at the Ashchurch Station, it was believed that he did this most Saturdays. Cllr Roberts PROPOSED that a letter of thanks was written. Cllr Ward SECONDED.

FOR:                    UNANIMOUS

### C/54/20 Correspondence for Action

- i. **Gloucestershire Association of Parish & Towns Councils** – Details of upcoming courses were received.
- ii. **Gloucestershire County Council** – The Gloucestershire Local Transport Plan (LTP) review. Details of public consultation. Cllr Roberts PROPOSED that councillors should complete this as individuals, if they so wished. Cllr Ward SECONDED.

FOR:                    UNANIMOUS

- iii. **Tewkesbury Borough Council** – Tewkesbury Place Strategy – Invitation to attend a breakfast event on 25<sup>th</sup> February 2020, which would include talks from Tewkesbury businesses and information regarding the Garden Town Status.

### C/55/20 Correspondence for Information

- i. **Tewkesbury Borough Council:**

- a) Cyber Central Garden Community – Public Consultation running from 13<sup>th</sup> January to 17<sup>th</sup> February 2020. Available to view at <https://cybercentral.commonplace.is/>.
- b) Press Release – Electric Car Charging Points installed at Tewkesbury Borough Council's Offices.

## **NORTHWAY PARISH COUNCIL**

### **C/55/20 Correspondence for Information (continued)**

- c) Appeal decision by Robert Hitchins Ltd for up to 850 dwellings for land at Fiddington (which had been allowed). (forwarded to Members by email).
  - d) Press Release – Garden Town makes progress as Ashchurch bridge project begins.
  - e) The Borough Council have booked the Hub to use as a Polling Station for the Police & Crime Commissioner elections due to take place on 7<sup>th</sup> May 2020.
  - f) Youth Support Team Training package sessions. (Details had been forwarded to the Trustees of Northway Youth Club).
  - g) Crime Statistics – If Members wished to check crime stats in Northway they could be found at [www.police.uk/gloucestershire/DA1/crime/](http://www.police.uk/gloucestershire/DA1/crime/)
- ii. **SLCC:**
- a) Details of Practitioners Conference in Kenilworth on 26<sup>th</sup> February 2020.
  - b) Invitation to AGM on 5<sup>th</sup> March 2020.
- iii. **National Association of Local Councils (NALC):**
- a) Chief Executive's Bulletin x 4
  - b) Details of NALC Spring Conference.
- iv. **Gloucestershire County Council:**
- a) Minerals Local Plan for Gloucestershire 2018-2032 – Notification of Inspector's Report.
  - b) Road Works Bulletin 24.1.20 to 2.0220
- v. **Worcestershire Council:**
- a) Minerals Local Plan Submission and Mineral Site Allocations DPD Call for Sites – For information.
  - b) South Worcestershire Development Plan Review – Briefing for Parish and Town Councils on 31<sup>st</sup> March 2020, Guildhall, Worcester.
- vi. **Age UK** – A new drop-in service will be operating from Northway Community Hub as of 11<sup>th</sup> February 2020.
- vii. **Play Gloucestershire** – Play Rangers are doing their last visit of the year on Friday, 21<sup>st</sup> February 2020.

### **C/56/20 Correspondence Available in the Clerk's Office**

- i. **Care Choices** – Copy of the Gloucestershire Care and Support Guide.

### **C/57/20 Correspondence received after 2<sup>nd</sup> January 2020**

- i. **GreenSquare** – Details of transfer to CCP as of 1<sup>st</sup> April 2020
- ii. **National Association of Local Councils (NALC)** – Chief Executive's Bulletin.
- iii. **Tewkesbury Borough Council** – Register of Electors 2019/20 request forms.

**NORTHWAY PARISH COUNCIL**

C/57/20 **Correspondence received after 2<sup>nd</sup> January 2020**

- iv. **Gloucestershire County Council** – Councils connected newsletter.
- v. **Tewkesbury Borough Council** – Email from Annette Roberts informing of her intent to leave the Borough Council for a new post as of April 2020.
- vi. **Northway Village Hall** – Email correspondence relating to a resident who kept entering the hall during Youth Club and dance sessions to complain about the light shining into his property. Members felt that the lights shone directly into the trees and did not affect this man's property. Cllr Roberts suggested that users of the Hall be advised to contact the police regarding this. Cllr Godwin mentioned that the Trustees had advised the dance class teacher to lock the door.
- vii. **The Hygiene Bank** – The Clerk tabled details of this charity and asked whether Members had any objections to the Hub being a drop-off point. Cllr Roberts PROPOSED no objections. Cllr Ward SECONDED.

FOR: UNANIMOUS

As there was no other business the meeting concluded at 9.12 p.m.