

Minutes of the Council Meeting held on Wednesday, 13th November 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)
Cllr Mrs D Bailey Cllr M Barnes
Cllr Mrs P Godwin Cllr P Mackenzie (until C/223/19, from C/226/19)
Cllr Mrs E MacTiernan (until C/223/19, from C/226/19) Cllr G Shelton
Cllr K Sollis Cllr Mrs S Terry

In Attendance: Annette Roberts, Head of Development Services, Tewkesbury Borough Council (until C/223/19)
Jonathan Dibble, Garden Town Programme Director, Tewkesbury Borough Council (until C/223/19)
County Councillor Vernon Smith, Gloucestershire County Council (until C/228/19)
Mrs C Woodward, Clerk of the Council
Mrs L Stewart, Clerk's Assistant

C/220/19 Apologies for Absence

Apologies for absence had been received from Cllrs Porter, Phennah and Woodward.

C/221/19 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 Sollis mentioned that the pet shop at Northway Centre had left a light on overnight which better lit up the defibrillator there.

It was noted that the streetlights opposite the Northway Centre, Brannigan Court and Virginia Close were still not working, despite it being reported by the Clerk numerous times. This left the area very dark and residents had reported feeling vulnerable. County Cllr Smith asked the Clerk to email him about the problem and he would try and put pressure on the County Council to get the streetlights fixed.

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

FOR: UNANIMOUS

C/222/19 Declarations of Interest

Cllr Mackenzie declared his interest in Roads & Road Safety item (iii).

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/223/19 Presentation

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

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C/223/19 **Presentation** (continued)

It was AGREED that County Cllr Smith could remain present during the confidential discussions, due to his role at Gloucestershire County Council.

Exclusion items attached separately – COUNCILLORS ONLY - Under confidential cover, Annette Roberts and Jonathan Dibble (TBC) gave an update on progress relating to the Garden Town and 'Planning in Principal' rules that had recently been brought in. There was also opportunity for Members to ask questions.

Following the presentation, Annette Roberts and Jonathan Dibble were thanked for attending.

8.25 pm – Jonathan Dibble, Annette Roberts, Cllr MacTiernan and Cllr Mackenzie left the meeting.

C/224/19 **Previous Minutes**

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

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

ABSTENTIONS:	Bailey	Cllr Roberts
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C/225/19 **Matters Arising from Previous Minutes/Clerks Report**

C/202/19 Presentation - Following a presentation from Mr Woodward, Volunteer Enterprise Advisor with Gloucestershire University, the Parish Council now had a student from Alderman Knight School coming to the office on Thursdays (started 7th November 2019).

C/218/19 Neighbourhood Plan/Ashchurch Concept Masterplan – An article had been placed in the newsletter and responses from residents were being awaited to determine interest.

C/215/19 Voluntary Work in the Parish (Lunch Club) – An article relating to the difficulties Luncheon Club are experiencing in recruiting new helpers was included in the newsletter.

C/214/19 Activity Trail – Northway Infant School had been approached for details of costs and suppliers, they had confirmed they would send this information over when the head teacher was back following an illness. Various quotations had also been received from Mant Leisure.

C/226/19 **Roads & Road Safety**

- i. **Issues of Concern** – Cllr Roberts re-iterated the issue of street lights being off along Northway Lane (opposite Brannigan Court, The Northway Centre and Virginia Close (Min Ref: C/221/19 refers)).

Cllr Shelton asked what was happening now that all of the speeding information had been collated. The Clerk said that she had forwarded the results to Gloucestershire County Council but, due to the majority of road users being within the speed limit (except along Hardwick Bank Road coming into Northway from the 60mph limit) it was unlikely anything would move forward. County Cllr Smith said that he might have an update on this in his report (Min Ref: C/228/19 refers).

- ii. **Results of SDR Box on The Park** – Results had been forward by the Police and circulated to Members. Cllr Ward suggested that the SDR box could have been put in a better location to catch more speeding along The Park, but it was done at the request of a resident, not the Parish Council.

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C/226/19 Roads & Road Safety (continued)

The Clerk pointed out that the Police were already aware of speeding being an issue by the Hardwick Bank Road motorway bridge, coming into Northway. Also, the SDR box had highlighted the high volume of traffic, if nothing else.

Cllr Smith mentioned that, if the Council put a request to him, he could arrange for the County Council to place an SDR box in at a better location.

Cllr Ward PROPOSED that the Clerk should arrange, with County Cllr Smith, for a box to be placed along Hardwick Bank Road, past the defibrillator, to give a clearer picture of the volume of traffic coming in and out of Northway (to go alongside The Park figures).

FOR: UNANIMOUS

8.33 pm – Cllr MacTiernan re-joined the meeting.

- iii. **Consideration of Purchase of a VAS** – It was noted that the Council had received a kind offer of funding towards a vehicle activated sign.

8.34 pm – Cllr Mackenzie re-joined the meeting.

The Clerk explained that the Council needed to seek permission from Gloucestershire County Council prior to purchasing and using a VAS in the area. County Cllr Smith added that there was also a criteria to follow for placing of the posts. It was noted that Richard Waters (GCC's previous Stakeholder Manager) had committed to fund the posts if the Council purchased a VAS, which should be recorded in previous Council Minutes. County Cllr Smith encouraged the Clerk to ask the new Area Manager, Craig Freeman, at GCC if this would be a possibility still, otherwise he would find a way of supporting the Parish Council.

A magazine showing various sign options and prices was tabled. Cllr Ward PROPOSED that the Clerk should get further information for a smiley face VAS showing number plate details and with the added optional Bluetooth capabilities. Also, that the Council should approach Gloucestershire County Council for permission, as well as support in providing the posts (as previously promised).

FOR: UNANIMOUS

C/227/19 Borough Councillors' Report

No report received.

C/228/19 County Councillor Report

County Cllr Smith encouraged the Council to push forward its concerns about the proposed Garden Town, this local information was vital to feed back to the Borough and County Council's.

He had also forwarded a 'Travel by-cycle' booklet to the Council for Members to look at. The County were looking at trying to manoeuvre routes. They had agreed to let two representatives from Northway Parish Council (as well as Ashchurch Rural Parish Council) to attend a meeting about this.

County Cllr Smith mentioned that he had just emailed a list of Highways issues to the Clerk and asked her to forward this to Members.

Cllr Ward mentioned that there had been disappointment expressed about the standard of resurfacing work along Ash Road. The Clerk added that some of the road had been re-dug up by Western Power earlier in the week. County Cllr Smith said that he would try and arrange a meeting to discuss this further.

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C/228/19 County Councillor Report (continued)

Cllr Ward also said that he had been finding it difficult to report issues to Gloucestershire County Council. County Cllr Smith mentioned an app that was available, Cllr Ward explained that this was what he had been using but it had not allowed him to mark locations. Cllr Smith suggested that the Council checked with Craig Freeman (Area Manager, GCC) but pointed out that the app was currently being soft-tested.

8.50pm – County Cllr Smith left the meeting.

C/229/19 Planning Committee

Members received the Minutes of the Planning Committee Meetings that took place on 16th October 2019.

C/230/19 General Purposes Committee

Members received the Minutes of the General Purposes Committee Meeting held on 16th October 2019.

C/231/19 Events Working Party

- i. **Previous Meeting** – Members received notes from the Events Working Party Meeting held on 6th November 2019.
- ii. **Further Suggestions** – Cllr Sollis said that he might be able to help with the alcohol licence for events, if necessary.

Members were advised to contact the Office if they had any further suggestions for events.

- iii. **Volunteers** – Cllrs MacTiernan, Sollis, Roberts, Barnes, Godwin, Terry, Shelton and Ward said that they would be willing to help with any future events. Cllr Bailey said she would possibly be able to help.

C/232/19 Council Accounts

Cllr Terry PROPOSED that the schedule of bills paid and cheques for payment, totalling £10,630.06, should be approved. Cllr Shelton SECONDED.

FOR: UNANIMOUS

C/233/19 Christmas Party

It was confirmed that invitations had gone out for the Parish Council's annual Christmas Party.

Cllrs Roberts, MacTiernan, Godwin, Ward and Shelton confirmed that they would be attending. Cllr Terry said that she would be unable to attend.

C/234/19 Administration Assistant

The Clerk passed on an offer from Glosjobs.co.uk to advertise the Council's Administration Assistant (Maternity Cover) job (Min Ref: S/35/19 refers) at a one-off cost of £33.00. It was noted that quite a few applications had been received and the vacancy was also being advertised in the newsletter. Cllr Ward PROPOSED that the Council did not pay to advertise the job on Glosjobs.co.uk.

FOR: UNANIMOUS

C/235/19 **Voluntary Work in the Parish**

Cllr Ward mentioned that the new owners of the Northway Stores were often seen litter picking the area in front of the shop(s) and emptying at least one of the bins there.

Cllr Roberts PROPOSED that a letter of appreciation was sent to the shop owners. Cllr Barnes SECONDED.

FOR: UNANIMOUS

C/236/19 **Groundworkers Meetings**

Cllr Terry said that she had not attended the last Groundworkers Meeting and advised she would be unable to attend any until at least February. Cllr Terry PROPOSED that this item should be temporarily removed from the Agenda until after February 2020. Cllr Roberts SECONDED.

FOR: UNANIMOUS

Cllr Terry reported that she had attended a 'Communication for Community Groups' event and met the man who ran the harmonica group in Tewkesbury, as a result he would be coming to the Sing-A-Long group on 3rd December, if anyone wanted to attend.

C/237/19 **Town and Parish Council Seminar**

Cllr Roberts had attended this event on 12th November and gave a short report, as follows:

Around 29 parish councillors had attended with him being the only one from Northway so the Council was under-represented. Barbara Pond (GRCC) had given a presentation on CIL and the Counter Fraud Unit had given a talk about what they did.

A litter-picking presentation had highlighted that there were 352 litter pickers on the scheme and they were now provided with blue bags (for recycling) as well as the red bags (general waste). Peter Tonge (Head of Community Services) had explained the amount of time and effort involved in emptying bins throughout the Borough (and highlighted the fact that Northway Parish had 67!).

Over 17,000 people were now subscribed to the brown bin (garden waste) service and the stickers that the Borough Council introduced had saved £250,000.

Finally, it had been announced that Tewkesbury Borough's Council Plan was putting the Garden Town as its priority for 2020-21.

C/238/19 **SLCC Training**

The Clerk confirmed that she and the Clerk's Assistant had attended a training event by SLCC, mostly to learn more about the website accessibility regulations and current policy affecting parish councils.

There had also been an interesting talk on cyber insurance which covered the risk of financial loss, disruption or damage to an organisation due to failure of IT systems. The Clerk had spoken to Zurich, the Council's insurers, who did not currently offer this, however if the Council was subjected to cyber-attack and needed to compensate Zurich confirmed that it would be covered by PLI.

There was also a workshop on writing a media/press release, legal headlines Q&A and an interesting talk on 'thinking outside the box' which mentioned another parish that had installed a community larder to reduce the amount of food waste going to landfill.

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C/239/19 Flagpole and Flags

Members considered whether the Council wanted to get the community involved in designing of a flag for the flagpole (Min Ref: FIN/73/19 refers).

Cllr MacTiernan PROPOSED that the Council should use the Northway Parish Council logo on the flag, therefore there was no need to design anything new. Cllr Shelton SECONDED.

FOR: UNANIMOUS

C/240/19 Grounds Maintenance/Grass Cutting Contract

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

Exclusion items attached separately – COUNCILLORS ONLY - Under confidential cover, Members were notified of a complaint and the response that had been sent back. No further action had been agreed.

C/241/19 Correspondence for Action

i. Gloucestershire Association of Parish & Towns Councils

- a. Members were reminded that a Being A Better Councillor course was taking place at the Hub on 21st November 2019. Cllrs Barnes, Porter and Phennah had confirmed attendance. Cllr Sollis added that he would also be attending.
- b. Calls for interest in possible training on 'Dealing with Difficult People' in Tetbury.

ii. Tewkesbury Borough Council

- a. Tewkesbury Garden Town Seminar on 27th November 2019. Cllrs Mackenzie, Terry, MacTiernan and Godwin hoped to attend.
- b. Members received an adapted version of the form used by the Borough for applications for Dispensation. Cllr Terry PROPOSED that Northway Parish Council should adopt this form. Cllr Ward SECONDED.

FOR: UNANIMOUS

- c. Members' Allowances – Parish Remuneration Panel. Members considered whether Northway should use the services of the Panel. It was AGREED not to proceed.

iii. Gloucestershire Rural Community Council – Decreasing Speed, Increasing Road Safety Event – 14th November in North Leach. No Members were able to attend.

C/242/19 Correspondence for Information

- i. **Tewkesbury Foodbank** – Update and monthly figures.
- ii. **South Worcestershire Development Plan (SWDP)** – Cllr Ward gave feedback following his attendance at the consultation event at Bredon Village Hall on Monday 11th November 2019.

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C/242/19 Correspondence for Information (continued)

- iii. **Gloucestershire Constabulary Alert:**
 - a. 'How to Avoid Becoming a Victim of Cyber Fraud'.
 - b. 'Review of the Delivery of National Neighbourhood Watch Strategy'.
 - c. Burglary Alert.
- iv. **National Association of Local Councils** – Bulletin x 4.
- v. **Gloucestershire County Council** – Essential Information on flooding.
- vi. **Society of Local Council Clerks** – General Election Special MPRS and Remembrance Commemorations.
- vii. **Gloucestershire Hospitals NHS Foundation Trust** – Details of Government's contingency planning for Brexit (if on 31st October 2019).

C/243/19 Correspondence received after 7th November 2019

- i. **Gloucestershire Constabulary** – Burglary campaign.
- ii. **Clerk's & Council's Direct** – Magazine.
- iii. **National Association of Local Councils** –
 - a. Guide to helping principal and local councils tackle loneliness.
 - b. Details of job vacancy.
 - c. Chief executive's bulletin.
- iv. **Warm & Well** – Support in helping residents access funding to keep their homes warm.
- v. **Gloucestershire Association of Parish and Town Council's (GAPTC)** – Newsletter.
- vi. **Gloucestershire County Council** – Road works bulletin.
- vii. **Tewkesbury Borough Council** – Notice of election. It was noted that Brannigan Court was being used as polling station again that year, however, complaints had been received from residents who felt their home was being invaded. These complaints had been passed on to Tewkesbury Borough Council who had said that it would consider use of the Community Hub next time.
- viii. **Ashchurch for Tewkesbury District Rail Promotion Group (ATDRPG)** – Poster advertising forthcoming ATDRPG meeting on 29th November 2019.
- ix. **Home Share** – Details of Home Share service and leaflet.
- x. **GRCC** – Car parking in Tewkesbury Town focus group – Details of meeting on 3rd December. No Members were able to attend.

As there was no other business the meeting concluded at 9.40 p.m.