

## Minutes of the Council Meeting held on Wednesday, 14<sup>th</sup> October 2020

Following the passing of the Coronavirus Act 2020 (c.7), Councils are unable to meet in person during the COVID emergency. This meeting was therefore held via a Zoom link, with Councillors connecting remotely. The meeting began at 7:00 p.m.

Present: Cllr S Ward (Chairman) Cllr J Roberts (Vice Chairman)  
Cllr M Barnes Cllr Mrs P Godwin  
Cllr P Mackenzie Cllr Mrs E MacTiernan  
Cllr G Shelton Cllr Mrs S Terry

In Attendance: Mrs C Woodward, Clerk of the Council  
Mr T Treacy, Clerk's Assistant (Temp)

### C/184/20 Apologies for Absence

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

### C/185/20 Public Participation

- i. **Invitation for Members of the Public to Address the Council** – Cllr Ward PROPOSED that the meeting should be adjourned to allow for any public participation.

FOR: UNANIMOUS

Cllr Barnes reported an issue of paint on play equipment at the Play Park. The Clerk advised that the paint had since been removed; furthermore, a resident had made a request for reimbursement for damage caused to her child's clothing, from having used the equipment whilst the paint was still there. The Clerk had reminded the resident that all equipment used at the Play Park was at the user's 'own risk'. The Clerks had also invited the resident to write to NPC if she wished to pursue the matter further.

Cllr Roberts reported that he had made Tewkesbury Borough Council (TBC) aware of damage to ground fixtures at Saxon Park, but that he had not received a reply after 10 days.

Cllr Terry informed Members that she had been approached by a resident, who had complained about Aston Fields Lane and had asked that Northway Parish Council (NPC) be informed. Cllr Terry had made the resident aware that Aston Fields Lane was not under NPC's jurisdiction, but that Ashchurch Rural Parish Council could be informed. As a result of some ongoing confusion about the different councils, Cllr Terry had offered further help to resolve the issue with the resident.

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

FOR: UNANIMOUS

### C/186/20 Declarations of Interest

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). No declarations of interest were made at this meeting.

### C/187/20 Notice of Vacancy

The Clerk reported that she had received feedback from Kevin Sollis, following his disqualification from the Council due to non-attendance. Mr Sollis had said that he was unhappy to have found out about his dismissal via social media (Facebook).

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### C/187/20 Notice of Vacancy

The Clerk reported that the last contact she had received from Mr Sollis was on 2<sup>nd</sup> March 2020, having included him on some 196 emails in the meantime.

The Clerk further reported that despite numerous requests, there had been no reports received in relation to the defibrillator tests, for the installation at the Northway Centre, which Mr Sollis had been responsible for carrying out.

In communications with South West Ambulance Service (SWAS), it transpired that there had been no test reports on that particular defibrillator since June 2020. Cllr Ward recalled that when it came to light that reports were not being submitted, there was a possibility that SWAS could deactivate the defibrillator from their records, which was a bad position to be in. Cllr Ward asked if anyone would be prepared to take on the weekly testing activity, and Cllr Shelton stated that he would be prepared to take it on. The Clerk suggested that, as Cllr Shelton was unfamiliar with the testing process, the Clerk's Assistant could demonstrate the process at the Hub, when the next test was due. This was agreed, and a time was set.

### C/188/20 Co-option

The Clerk informed Members that copies of an application for Co-option had been attached to their agendas, and Cllr Ward identified Mrs Catherine Blackmore as the prospective candidate.

Members believed Mrs Blackmore would be a valuable contributor to the activities of the Council and Cllr Roberts PROPOSED the Co-option of Mrs Blackmore. Cllr Shelton SECONDED.

FOR: UNANIMOUS

### C/189/20 Minutes of the Council Meeting the took place on 9<sup>th</sup> September 2020.

Cllr Terry PROPOSED that the Minutes of the Council Meeting that took place on 9<sup>th</sup> September 2020 should be approved as a true and accurate record. Cllr Mackenzie SECONDED.

FOR: UNANIMOUS

### C/190/20 Matters Arising from Council Minutes/Clerks Report

**C/172/20 Tewkesbury Christmas Lights** – A donation of £250.00 had been made towards the Tewkesbury Christmas Lights.

**C/174/20 Remembrance Sunday** – Wreaths had been ordered for the Parish Council and the Brownies.

**C/178/20 Changing Room Leases Renewal** – Adverts relating to the disposal of land on a public space had been placed in the papers. No objections had been received.

### C/191/20 Roads & Road Safety

i **Concerns** - There were no new concerns raised that required attention before the next Road Safety Committee Meeting.

ii **Minutes of the Road Safety Committee Meeting that took place on 23<sup>rd</sup> September 2020** – Cllr Barnes PROPOSED that the Minutes of the Road Safety Committee Meeting that took place on 23<sup>rd</sup> September 2020 should be approved as a true and accurate record. Cllr Roberts SECONDED.

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C/191/20 **Roads & Road Safety** - (Continued)

FOR:	Cllr Ward Cllr Roberts	Cllr Barnes Cllr Mackenzie
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ABSTENTIONS:	Cllr Godwin Cllr Shelton	Cllr MacTiernan Cllr Terry
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**Minutes of the Road Safety Committee Meeting that took place on 2<sup>nd</sup> May 2020** – Cllr Ward PROPOSED that the Minutes of the Road Committee Meeting that took place on 2<sup>nd</sup> May 2020 should be approved as a true and accurate record. Cllr Roberts SECONDED.

FOR:	Cllr Ward Cllr Terry	Cllr Roberts
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ABSTENTIONS:	Cllr Barnes Cllr Mackenzie Cllr Shelton	Cllr Godwin Cllr MacTiernan
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iii **Updates:**

**Speed Tube Survey** – The Clerk provided feedback relating to the speeding traffic tube survey that had been carried out. The Local Highways Manager (LHM) had concluded from the survey that there was no significant issue with speeding traffic coming from the M5 motorway bridge on Hardwick Bank Road, into The Park.

**Lee Walk** - In relation to safety improvements along Lee Walk, the LHM concluded that the introduction of a motor bike inhibitor would not be suitable as one would need to be installed at each end of Lee Walk. It was noted that any such installation should not be to the detriment of other users, such as wheelchairs, prams, and mobility scooters. The LHM was not dismissive of the idea of installing inhibitors but stated that Highways would not fund anything that could be seen to cause disruption, however, he remained open to suggestions from the Parish Council. County Cllr Smith had confirmed that he could provide some funding if work needed to be done at that location.

**Speed Humps** - There was a discussion about speed humps along Kingston Road and Steward Road, as to whether they met appropriate tolerance levels. The LHM advised that there was a specification for the height of speed bumps, to ensure that they are not too tall. The specification applied to new installations, not existing assets. It was also noted that the speed bumps in question could predate the height specification and may also have been surfaced over. The LHM asked if there was an issue with speeding on this road and on a separate question, wanted to know in what context the junction of The Park and Northway Lane was considered dangerous.

**Vehicle Activation Sign** - The question of a Vehicle Activation Sign (VAS) was also discussed. County Cllr Smith understood that it was the LHM that had the final say on the installation. The LHM advised that he was not ultimately responsible for the decision and noted that the speed data had come close to the limits. Whilst the LHM recognised that the VAS installation at The Park had been turned down, he was prepared to make a further effort to try and have the decision reconsidered.

There was a discussion about VAS installations at Stoke Orchard and Bishops Cleeve, which seemed to have been established without much difficulty. Cllr Ward expressed his frustration about the complications that NPC seemed to be faced with, given that there was evidence of speeding in the area.

Cllr Mackenzie informed Members that he had read of another parish that had placed an article in Gloucester Life to raise awareness of their need for speed cameras and asked if NPC could do the same.

Cllr Roberts stated that whilst he was not against that approach, it would be fair to wait for the outcome of the latest request that the LHM had submitted. It was generally agreed that the Council should wait to hear the final decision, before taking any further action.

Cllr Mackenzie advised Council that he had purchased a speed gun recently, which he was happy for the Council to use. A number of options for speed recording were discussed but it was agreed that only readings from the County Council equipment would be recognised. The Clerk commented that anyone using the County Council equipment would have to abide by the health and safety guidelines, such as the use of high-viz jackets. It was agreed that the Clerk would enquire about a loan of the camera for a two-week window in November or December, but not too close to Christmas. Cllrs Roberts, Shelton and Mackenzie all offered to help with the speed recordings.

**Correx Signs** - The question of NPC having its own Correx signs made was discussed. The LHM indicated that as long as the designs could be agreed as appropriate, then it might be possible for NPC to install them. It was agreed that costs should be made available at the next Full Council meeting and that the initial locations would be The Park and Kingston Road.

**Footway/Cycleway adjacent to Hump Back Bridge** - The question of the footpath/cycleway to bypass the narrow bridge on Northway Lane was discussed. Cllr Roberts asked if the question of the timescale for doing this could be raised at the next Full Council meeting, if County Cllr Smith was present. It was understood that an old dispute about land ownership had since been resolved, so Members were now interested to see the project progress.

**Roundabout, Northway Lane** - The Clerk reported that the LHM had ordered the Utility Statistics for the roundabout at the end of Northway Lane adjacent to the Moog site to be completed as soon as possible. Once available, they would be forwarded to NPC electronically.

**Northway Lane Pavements** - The issue of the cracked pavement on Northway Lane had been discussed, and County Cllr Smith had suggested that this was delamination, caused by ground movement. The LHM asked for the location to be sent to him, such that he could arrange for an inspection. The Clerk confirmed that the details had been sent as requested.

**Capacity Modelling, The Park** - The Clerk had been asked to investigate if any traffic capacity road modelling was available for The Park. In response, the LHM advised that there was a road safety audit available but that modelling exercises were normally for new developments. The LHM also advised that there would be nothing to gain in carrying out modelling at that location as there were no options to either restrict access or to widen any roads.

- iv **Gloucestershire County Council** – With regard to M5 Junction 9 and A46 (Ashchurch) Transport Scheme Proposal, which the Parish Council had been invited to contribute to, Cllr Ward talked Members through the four options that had been put forward, with supporting photographs. With some proposals being rejected on the grounds of expense or impracticality, option four seemed the most logical candidate.

This option would route the road from a new junction with the A46 to the east of Pamington and Aston Cross to the south of Pamington and on to join the M5 at a new roundabout south of Junction 9. In discussions with County Cllr Smith, Cllr Ward was made aware that this option was very close to that being discussed at County Council level. (Copy circulated to Members.)

Cllr Ward also advised that for any new motorway intersection, there must be a two-mile gap between any existing junction, to allow for vehicle acceleration and deceleration. The anticipated timeframe for this development was thought to be at least five years hence. Cllr Roberts commented that it may be in the

## **NORTHWAY PARISH COUNCIL**

### **C/191/20 Roads & Road Safety - (Continued)**

interests of Northway to have an option that made it less easy to build a bypass to the north of Northway, in future years. In saying this, Cllr Roberts expressed his preference for option three, which would have a link from the A435, rather than the A46.

Cllr MacTiernan informed the meeting that she and Cllr Godwin had attended a workshop for the Garden Town Project in the past week. In that workshop, a new draft concept plan was shown for discussion. In their respective groups, attendees considered an off-line A46 proposed route, which would go a good deal more to the south, than the proposals NPC had just considered. Cllr MacTiernan also advised Members

that Highways England do not support extended motorway junctions. Cllr MacTiernan emphasised that this was very much a draft concept and was not likely to progress for some time. Cllr Godwin reported that the group she was in at the workshop had very similar ideas on the concept. Cllr Ward reported that in discussions with County Cllr Smith, the view was expressed that to create a new junction further south (J9A), would be prohibitively expensive.

Cllr MacTiernan also provided an update in relation to the improvement of M5 Junction 10, to a four-way junction. This was a major piece of work, but it was now underway under funding of £253m from government. It was noted that with a distance of some six miles between M5 junctions 9 and 10, the off-line A46 proposal could be accommodated but it was reiterated that this would be a long way into the future.

In order to provide a response to County Cllr Smith, Cllr Ward asked Members to indicate their preferred option from those reviewed. With the exception of Cllr Roberts, whose preference was option three, all were in favour of option four, as recommended by the Road Safety Committee. AGREED.

### **C/192/20 County Councillor's Report**

There was no County Cllr's report presented at this time.

### **C/193/20 Planning Committee**

Members received the Minutes of the Planning Committee Meeting that took place on 16<sup>th</sup> September 2020.

### **C/194/20 General Purposes Committee**

Members received the Minutes of the General Purposes Committee Meeting that took place on 16<sup>th</sup> September 2020.

### **C/195/20 Staffing Committee**

Members received the Minutes (including those under exclusion) of the Staffing Committee Meeting held on 7<sup>th</sup> October 2020.

### **C/196/20 IT Working Party**

- i Members received the notes from the IT Working Party held on 21<sup>st</sup> September 2020.
- ii The new Parish Council website was discussed, and Cllrs Shelton and Roberts agreed that it looked good and met most of the new accessibility regulations. It was noted that ongoing improvements were likely after the website went live, but Cllr Roberts was of the view that the job had been well done.

Cllr Barnes asked if anyone had tried to access the website via their 'phones, which Cllr Ward and the Clerk had, and confirmed that it worked well. Cllr Terry also agreed that the new website looked very good

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### C/196/20 IT Working Party – (Continued)

but commented that the times shown for the Planning Meeting would be more accurate if just the start time was shown, rather than a specific duration, to avoid any confusion.

Cllr MacTiernan commented that she had looked at the new website via iPad, and in her view, found the format to be boring and thought that not many people would use it. Cllr MacTiernan also commented that the background image of Northway, on the homepage was too dim and was difficult to view. It was also noted that links to particular Councillor's contact details, for telephone or email had not worked. The Clerk advised that this was known and would be worked on further, in line with data protection requirements. One approach being considered was to route email enquiries for Councillors to a generic address at the

Parish Office, which could then be distributed to the appropriate Councillor(s), avoiding the use of private email addresses. Cllr Ward also reminded Councillors of the dangers of dealing directly with residents, as it would be easy to act outside of 'Committee' and that the issue of Cllrs MacTiernan and Godwin using their Borough Council email address was not appropriate.

Cllr MacTiernan commented that there should be no need for Members to be concerned about GDPR issues as each had volunteered as Councillors, and therefore to be in the public domain.

Cllr Roberts stated that at the working party, the discussion was not so much to do with individuals being contacted but that centralising all the input that comes to the Council, (through the office) could ensure that nothing requiring action would be missed. Cllr Ward reiterated that centralising input in this way would prevent any individual Councillor from being drawn into making decisions, as an individual.

Cllr MacTiernan agreed with the approach on the understanding that staff at the office were happy to act on behalf of Councillors, by processing various communications that are received.

Given the requirement for the Parish Council to meet the new website accessibility regulations, Cllr Roberts PROPOSED that it went live with the new website. Cllr Terry SECONDED.

FOR:                      Cllr Ward                      Cllr Barnes  
                                 Cllr Godwin                      Cllr Mackenzie  
                                 Cllr Shelton

ABSTAINATIONS:              Cllr MacTiernan

### C/197/20 CCTV Working Party

- i Members received the notes of the CCTV Working Party that took place on 30<sup>th</sup> September.
- ii In discussions about the installation of CCTV cameras at Northway Playing Field, Cllr Ward reminded Members that this subject had been talked about many times before but that NPC had not come as far as it had now, in terms of obtaining quotes for the equipment and installation. Cllr Ward asked Members what their views were regard to having the equipment installed. Cllr Terry PROPOSED that the installation go ahead. Cllr Ward SECONDED.

FOR:                      UNANIMOUS

- iii At the initial CCTV Working Party there had been some discussion about the prospect of using IP based cameras as a possible alternative and the view was that the Working Party should explore this option. In response, the Clerk's Assistant reported that the two companies identified previously as being potential providers, had not responded to requests to talk about the technology.

In order to obtain another view, the Clerk's Assistant had contacted the initial preferred supplier, who advised that there were certain limitations with the IP option, inasmuch as the cameras had a fixed focal length, which denied the user a motorised zoom facility. Furthermore, there appeared to be limitations with the control of stored data, as well as potential year on year running cost increases.

C/197/20 **CCTV Working Party** (Continued)

The Clerk's Assistant confirmed that the provider could install the IP option but also advised that they take out more of these systems than they install. Cllr Terry reported that she was aware of two users of an IP system that had had them removed. Members widely agreed that the IP solution would not be adopted.

In order to finalise the details of the preferred proposal it was agreed that another meeting of the CCTV Working Party would be held on 4<sup>th</sup> November 2020.

C/198/20 **Borough Councillor's Report**

Cllr MacTiernan reported that meetings were going ahead as normal at Tewkesbury Borough Council, via Zoom and that from the Parish Council perspective, the Garden Town Reference Panel working group would be of most interest.

At the workshop, there was an indication that TBC would have to seek another provider for the Concept Master Plan, but it later transpired that BDP were the chosen provider, so there was no longer a need to seek an alternative. Cllr MacTiernan advised the Council that although not within the Borough, the proposed housing development at Mitton had already gone forward to the planning stage, putting in ahead of any Garden Town development.

The new possible draft Concept Plan showed the Garden Town development moving south of the A46, potentially opening up land for new houses south of Pamington and Fiddington. The plan also showed the Centre now moving south, in line with other developments, away from the area of the church and MoD land on the A46. Cllr MacTiernan reported that accessibility to the railway station was also discussed, if everything was to move south, but it was understood that this could be overcome. The working group meeting did not allow time for all the anticipated discussions to be completed, so further meetings were likely. Cllr MacTiernan reiterated that all these developments were still a long way into the future, but also advised that it was likely that these discussions would be raised at Northway and Ashchurch Parish Council meetings.

Cllr Ward asked Cllr MacTiernan what the purpose of the Ashchurch Bridge over Rail (ABoR) would be if houses were not going to be built in that vicinity. Cllr MacTiernan responded by saying the houses would be built on land north of Hardwick Bank Road and north of Aston Fields Lane, and the ABoR would facilitate access to the Mitton development, which was ahead of the Garden Town. It was also understood that the 1000 house proposed at the Mitton site were included in the 10,195 houses in the Garden Town Plan, and that the remaining 9,195 could be accommodated south of the off-line A46, and south of Pamington.

Cllr Ward commented that the Parish Council had been denied an opportunity to comment on the Mitton development, which was under Wychavon Borough Council. NPC was not aware whether any traffic surveys had been carried out, yet the view was that traffic from that site requiring access to the M5, would most likely be channelled through Northway.

Cllr Barnes provided feedback from the last meeting he had attended with Ashchurch Rural Parish Council, about the Garden Town, where a talk had been given about the railway station. The view expressed by the presenter at that meeting was that there would be no change to the train timetables at Ashchurch for Tewkesbury, and that the services that were in place now, were there to stay.

Cllr Roberts agreed with Cllr Barnes but added that the decisions also took into account the current COVID situation, and without knowing what the future holds in that regard, train operators had very little incentive to invest. Cllr Ward talked about the need for greater passenger numbers by the train companies and that where passenger numbers were in single figures at some stops, it was uneconomic to add to services.

Cllr MacTiernan commented that train companies had carried out research into passenger numbers and as a result of the Garden Town Project, and increased employment in the area, recognised that passenger numbers and therefore services would increase, but the timescale was estimated to be 2031 and beyond.

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### C/198/20 Borough Councillor's Report – (Continued)

The Clerk asked Cllr MacTiernan if there had been any feedback on the reason for Highways to have changed its view on the Mitton development, given that it was initially turned down on highways issues. Count Cllr Smith had been asked previously, but he had no further information at the time. Cllr MacTiernan commented that she did not know of any reasons for the change but that NPC could look on-line at Wychavon planning applications.

Cllr Ward asked if there was any indication of timeframe for new maps, which he commented had been slow in coming from the Garden Town Project Officer. Cllr MacTiernan was not aware of a timeframe but advised that it would probably not be until after a formal draft of the new plan was drawn up.

Cllr MacTiernan reported that TBC had agreed to pay the £2000 owed to NPC in relation to the grass cutting contract, part as grant funding and part as per NPC invoice. Cllr Ward asked if Cllr MacTiernan could bring any influence to bear with regard to the cutting back of overgrown bushes on the land opposite the Northway Pub, which had previously been agreed. The Clerk reported that she had progressed this with TBC but had not had a response. Cllr MacTiernan asked if she could be Cc'd on email communications on this topic and that if she could help progress it, she would.

### C/199/20 Council Accounts

Cllr Terry PROPOSED that schedule of bills paid and cheques for payment at 14<sup>th</sup> October totalling £14,575.78 be approved. Cllr MacTiernan SECONDED.

FOR: UNANIMOUS

### C/200/20 Corona Virus (Covid-19)

- i. **Community Hub** - The Clerk reported that there were no hirers coming back to the Hub at this time besides Slimming World and Yoga, but Cllr Shelton had held some coffee mornings, which had been split into smaller groups, to allow more people to attend.

There had been a possibility of a mini first aid group attending the Hub but as there appeared to be no uptake for this, it was likely to be cancelled.

In terms of the Hub first aid facilities, the Clerk made Members aware of guidance that she had received with regard to the contents of first aid kits. The Clerk read a comprehensive list of recommended contents, for Members to consider and comment on. Cllr Terry commented that whilst a face screen may be useful the approach would be overkill for the Hub requirements and a lot of first aid and PPE stock was already held. Cllr Terry commented that the document that the Clerk had read from was important and that NPC needed to know that they were covered in relation to the advice given. Cllr Terry offered to review the document in detail, working with the Clerk, to ensure the correct items were held.

- ii. **Remote Meetings** - The Clerk reminded Members that it was important to have a policy in place for the running of remote meetings. Cllr Ward asked Members if they had any comments relating to the policy, and as none were received, asked for a proposer. Cllr Terry PROPOSED that the policy be adopted. Cllr Shelton SECONDED.

FOR: UNANIMOUS

### C/201/20 Crime and Disorder

The Clerk reported an incident where paint had been put on the Train in the Play Park. The Play Area Inspector had successfully removed it. It was also reported that youths had attempted to pull the defibrillator off the wall of the Changing Room and that in a separate incident, they had been moved on when they had been seen kicking the doors of the changing rooms. There was also an instance of graffiti on the defibrillator sign, which the Litter Picker, along with Cllrs Ward and Godwin had worked to remove. The Clerk also reported that there



## NORTHWAY PARISH COUNCIL

### C/201/20 **Crime and Disorder** (Continued)

had been some evidence of attempts to light small fires in the Playground. The Clerk advised the Council that the Police had increased their presence at the Playing Field.

### C/202/20 **Correspondence for Action**

**Gloucestershire Association of Parish & Town Councils (GAPTC)** - The Clerk reported that Cllr Mackenzie had recently attended the '*Being a Better Councillor*' course and asked if she should send an invitation to Cllr Blackmore, to attend the same course. It was widely agreed that this was a good idea.

The Clerk made Councillors aware of a '*Chairmanship Skills*' course that was being held (via Zoom) on 12<sup>th</sup> November and for anyone interested in attending it, to let her know.

### C/203/20 **Correspondence for Information**

- i. **Environment Agency** – Update on Permit Variation Application – Hinkley Point.
- ii. **Society of Local Council Clerks (SLCC)** – News Bulletin 24<sup>th</sup> September 2020.
- iii. **South Worcestershire Development Plan** – Parish and Town Council Briefing – Cllr Barnes advised that he had not attended the briefing due to a mix up.
- iv. **National Association of Local Councils (NALC)** – Chief Executive's Bulletins 11<sup>th</sup> and 25<sup>th</sup> September
- v. **Play Gloucestershire** – An update from Play Gloucestershire reporting that they had secured funding from the Lottery for the next six months.

### C/204/20 **Correspondence Available in the Clerk's Office**

- i. **Neighbourhood Watch** - Newsletter October 2020 Edition.
- ii. **Know Your Patch** – Minutes for the meeting that took place on 23<sup>rd</sup> September 2020.

### C/205/20 **Correspondence received after 8<sup>th</sup> October 2020**

- i. **Tewkesbury Council Press Releases:**
  - a) Details of Test and Trace Support Payments.
  - b) Solitary Mop Fair ride keeps Royal charter intact.
  - c) Details of Planning Application submitted for Ashchurch Bridge.
- ii. **Works Experience Candidate** - Cllr Ward informed the Council that a letter had been received from Amber, who had attended the Parish Office on Work Experience. Cllr Ward read the letter to Members.

As there was no further business, the meeting concluded at 8.25 p.m.