

Minutes of the Council Meeting held on Wednesday, 8th January 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
Cllr Mrs E MacTiernan Cllr E Phennah (from Min Ref: C/06/20)
Cllr C Porter Cllr G Shelton
Cllr K Sollis Cllr Mrs S Terry (until/from Min Ref: C/17/20)

In Attendance: Mr Stuart Strathearn, Neighbourhood Coach, Bromford (until Min Ref: C/02/20 refers)
Mrs C Woodward, Clerk of the Council
Mrs L Stewart, Clerk's Assistant

C/01/20 Apologies for Absence

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

The Clerk passed on a request from Cllr Bailey asking the Council to allow her a 'leave of absence' while she tried to maintain a clear head and mind by removing potential pressures.

Cllr Ward PROPOSED that a six month 'leave of absence' was granted.

FOR: UNANIMOUS

C/02/20 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

Mr Stuart Strathearn introduced himself as the new Neighbourhood Coach for Bromford covering Northway (South) (approx. 160 houses). He had not long been in this role but would be very community based and deal directly with residents. Before leaving he advised that he would forward his contact details to the Clerk via email.

7.08pm – Mr Stuart Strathearn left the meeting.

Cllr Shelton reported that most of the Woodland Trust trees had now been planted around the parish (Min Ref: GP/179/19 refers). Cllr Ward had planted some on the Playing Field but had since run out of stakes, it was requested that consideration of purchase of more stakes should be put to the General Purposes Committee.

The Clerk advised that Friends of the Earth had expressed interest in having some of the left-over trees.

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

FOR: UNANIMOUS

C/03/20 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/04/20 Previous Minutes

Cllr Shelton PROPOSED that the Minutes of the Full Council Meeting that took place on 11th December 2019 should be approved as a true and accurate record. Cllr Godwin SECONDED.

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

ABSTENTIONS:	Cllr Phennah	Cllr Sollis
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C/05/20 Matters Arising from Previous Minutes/Clerks Report

None received.

C/06/20 Roads & Road Safety

- i. **Issues of Concern** – Cllr Roberts raised concern about the surfacing of the road over the Northway Lane motorway bridge. Cllr Ward thought he could remember County Cllr Smith saying that this was due to be resurfaced.
- ii. **Vehicle Activated Sign (VAS)** – The Clerk reminded Members of the agreement that councillors who had been involved in recent speed checks should suggest where posts for the VAS would be best placed (Min Ref: C/249/19 refers). The suggested locations were as follows:
 - The Park between Hardwick Bank Road and Willis Walk junctions.
 - Hardwick Bank Road by the Gould Drive junction.
 - Northway Lane by The Sandfield junction.
 - Kingston Road/Steward Road near Sycamore Road junction(s).
 - Northway Lane by Apple Tree Court

It was AGREED that these locations should be submitted to Gloucestershire County Council for approval.

Cllr Barnes added that a post on the Northway Lane motorway bridge would also be beneficial as vehicles rushed through the chicanes coming into Northway. It was felt that there was nothing to stop the Council requesting more locations later.

7.12pm – Cllr Phennah joined the meeting.

Cllr Ward felt that if the Council advertised that the VAS had been ‘donated by a local business’ it might encourage other local businesses to support similar initiatives.

- iii. **Lee Walk Cycle Way / Kingston Road/Steward Road Speed Humps** – It was explained that a lady had, in the past, been hit by a bicycle when stepping off the Lee Walk footpath. As a result, there had been ongoing discussions with Gloucestershire County Council about getting barriers installed.

The Clerk mentioned that she had reported the Kingston Road/Steward Road speed humps to Gloucestershire County Council so it could check whether they met tolerance and white-line criteria’s (Min Ref: C/251/19 refers).

It was reported that the Clerk had enquired with Gloucestershire County Council (GCC) about the possibility of having a traffic counter along Hardwick Bank Road (to establish, more specifically, the number of vehicles entering Northway). However, Craig Freeman (Local Highways Manager, GCC) had advised that this would cost the Parish £150.00.

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C/06/20 **Roads & Road Safety** (continued)

- iv. **Northway Lane Roundabout** – Cllr Ward explained that a local business had been in touch about the possibility of sponsoring this roundabout (by MOOG and the entrance to the Railway Station). This would involve levelling it out, putting down stone and installing advertisement plaques.

The Clerk added that she had sought advice from Gloucestershire County Council and Tewkesbury Borough Council following the enquiry. It had been noted that Wheatpieces had roundabout(s) which were maintained and sponsored by local businesses. Craig Freeman (Local Highways Manager, GCC) had suggested that, if accepting this offer, the Parish Council would need to take on responsibility of the roundabout also all plans would need to have the County's approval and possibly a meeting on site involving the contractor

Cllr MacTiernan asked what would happen if the business suddenly wanted to stop maintenance of the roundabout – would the cost come back to the Parish Council? It was felt that this would be the case, although Cllr Terry pointed out that with stones being put down it should not require much work. Cllr Roberts added that, even if the business did decide to stop maintaining the roundabout after a time, it was unlikely that it would look worse than it currently did.

Cllr MacTiernan asked the name of the local business. The Clerk advised that it was J Williams Contracting. Cllr Ward expressed an interest.

Cllr Phennah PROPOSED that the Council should accept the offer from J Williams Contracting, and take on responsibility for the Northway Lane roundabout. Cllr Shelton SECONDED.

FOR:	Cllr Phennah	Cllr Shelton
	Cllr Barnes	Cllr Godwin
	Cllr Porter	Cllr Roberts
	Cllr Sollis	Cllr Terry

AGAINST: Cllr MacTiernan

ABSTENTIONS: Cllr Ward

C/07/20 **Borough Councillors' Report**

Cllr MacTiernan reported that the Borough had just had its first full day since Christmas. Before the holidays it had come to attention that the Local Transport Plan Consultation was going on. There had been a presentation regarding this take place at Tewkesbury Town Hall that evening, but she had been unable to attend - however Democratic Services had supplied her with the very large Consultation document to read through. The amount of the document relating to Tewkesbury only spanned five pages and did not say a lot. Despite all of the proposed development on the cards it seemed that the area was very low down on the list. With this in mind, Cllr MacTiernan felt that the Parish Council should request a presentation take place in Northway, as had done in the Town.

The Clerk mentioned that the Council had been approached in the last couple of days by Jennie Dorman (Infrastructure and Improvements Lead, GCC) about having a Parish Councillors Briefing as well as a Public Share Event public meeting. Cllr MacTiernan felt that this sounded like what had taken place at the Town Council but asked the Clerk to clarify this with Jennie Dorman. The Clerk pointed out that there was limited availability at the Community Hub due to other hires.

Cllr MacTiernan mentioned that she had also attended an Executive Committee meeting earlier that day, on the agenda was discussion of Discretionary House Payments. Tewkesbury Borough Council had been given government funding towards this but it had all gone, therefore Members had agreed a further £40,000 be put in the pot to help the Borough's most vulnerable people.

It had been agreed to charge Council Tax on uninhabited properties – to double if uninhabited for over one year and at 150% if uninhabited for over two years.

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C/07/20 Borough Councillors' Report

Cllr MacTiernan added that she had also been given a publication of Cheltenham West Cyber Central Park Consultation, another large document.

CIL had recently been changed at government level which meant that the Borough Council's CIL Working Group would need to meet and discuss how to comply with the new rules.

C/08/20 County Councillor Report

None received.

C/09/20 Planning Committee

Members received the Minutes of the Planning Committee Meetings that took place on 18th December 2019.

C/10/20 General Purposes Committee

Members received the Minutes of the General Purposes Committee Meeting held on 18th December 2019.

C/11/20 Finance Committee

Members received the Minutes of the Finance Committee Meeting held on 11th December 2019.

C/12/20 Council Accounts

Cllr Terry PROPOSED that the schedule of bills paid and cheques for payment, totalling £10,624.58, should be approved. Cllr Phennah SECONDED.

FOR: UNANIMOUS

C/13/20 Defibrillators

The Clerk confirmed that she had chased 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). An explanation regarding this was still being awaited.

Concern was also raised that the defibrillator at The Northway Centre was not showing up on the South Western Ambulance Service's system, despite Cllr Sollis having submitted the monthly reports.

Cllr Roberts PROPOSED that the Council should submit a formal complaint to the South West Ambulance Service. Cllr Shelton SECONDED.

FOR: UNANIMOUS

C/14/20 Newsletter Responses

- i. **Youth Survey** – The Clerk's Assistant had contacted the Chairman of the Youth Club Committee about the questions raised in the youth survey responses (Min Ref: GP/185/19 refers). Following this, another Member of the Committee had contacted the Office to advise that anyone wanting to know what happened to funds from the sale of the old Youth Club be directed to a statement on the Youth Club's Facebook page.

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C/14/20 Newsletter Responses (continued)

It was suggested that wording from this statement could also be used if the Council wanted to include an article in the next Parish newsletter. It was felt that a copy of this wording should be circulated to Members prior to the General Purposes Committee Meeting, at which the newsletter would be considered.

- ii. **Courses at The Hub** – An article calling for interest in possible courses to run at the Community Hub by Adult Education Gloucestershire had been included in the last issue of the newsletter. Members were disappointed to hear that only two residents had contacted the Council to express their interest in such courses, as a result it was AGREED that this should not be progressed.
- iii. **Neighbourhood Plan** – It was noted that no responses had been received in response to an article calling for residents to help the Parish Council form a Neighbourhood Plan. Due to this lack of interest, Cllr MacTiernan PROPOSED no further action was taken towards creation of a Neighbourhood Plan. Cllr Terry SECONDED.

FOR: UNANIMOUS

C/15/20 Luncheon Club

The Clerk mentioned that she had contacted the Council's insurers (Zurich) to ask whether the running of a luncheon club could be covered under its policy (if volunteers were no longer under the umbrella of the Royal Voluntary Service (RVS)). Zurich had responded that, in order for the activity to be valid and insured under the Parish Council's policy, the Council would need to take actions which make it liable for the activity. *'This would therefore involve the organisation and risk management of the activity. It can either be done directly by the Council or done by someone more involved and then approved by the Council'*.

The Clerk also reported that one of the Luncheon Club leaders had committed to run the group on two Wednesday's a month (currently she only covered one week a month) with Freda stepping back but still happy to help with paperwork.

Cllr MacTiernan, who attended the Luncheon Club, pointed out that it had been announced that from that day, for the short term at least, there would only be two Luncheon Club sessions a month.

It was noted that a local resident had expressed interest in running of a luncheon club outside of the RVS umbrella – which would put more responsibility on the Council.

Cllr MacTiernan was keen for the Council to put in place an 'in principle' agreement for the Council to take on the liability for this volunteer to run a luncheon club under its policy – not necessarily for immediate action, but if there became a need. She felt that the Council had a responsibility to try and keep this well attended Club running.

The Clerk mentioned that the accountant had, earlier that day, advised that the Parish Council could run a business, employ staff and make money from the Hub (i.e. in the form of a coffee shop/café) but only because it was a community building.

Cllr Phennah PROPOSED that the Council should let the Luncheon Club run for the two weeks a month and not take any further action unless things changed. No seconder vote was received.

Cllr Roberts felt it would be helpful to obtain an estimate from the Council's insurance providers for adding this cover onto the policy. He offered to seek an estimate for Health and Safety. If taking on this responsibility the Council would need to ensure that all the correct paperwork was being filled out.

It was AGREED that this discussion should be brought to the next Council meeting when more information was available. It was suggested that a meeting should also take place with the volunteer to establish the level of commitment, whether there was an intent to become Level 2 qualified in food preparation, what exactly she was offering to take on and why she would not be happy to work under the RVS umbrella. Cllr Terry felt it would also be helpful to look more into the pros and cons of being under the RVS.

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C/16/20 Community Awards

Members considered nominations for the annual Community Award (Certificate of Appreciation) to be presented at the Parish Assembly.

Cllr MacTiernan PROPOSED that Elizabeth, one of the Luncheon Club leaders, should be awarded. Cllr Ward SECONDED.

FOR: UNANIMOUS

C/17/20 Parish Assembly

Cllr Ward suggested that Jonathan Dibble, Garden Town Programme Director at Tewkesbury Borough Council, should be invited to give a presentation on the proposed bridge for Northway (Min Ref: GP/223/19 refers).

Cllr Roberts suggested that Citizens Advice should be invited to give a presentation.

The Clerk reminded Members that local organisations were invited to submit a report at the Parish Assembly.

8.30pm – Cllr Terry left the meeting.

Cllr MacTiernan felt that it would be the wrong time to have a presentation about the Garden Town/bridge proposals for Northway as the Borough Council still did not know all of the details relating to it.

8.33pm – Cllr Terry rejoined the meeting.

Cllr Phennah suggested a presentation on the Armed Forces Covenant and asked Cllr MacTiernan to investigate who the relevant contact was at Tewkesbury Borough Council.

Members further discussed these options and it was felt that the best way to get people involved and interacting at the Parish Assembly was to have a presentation on something relevant and controversial! It was felt that the main issue coming up was regarding the proposal for construction of a bridge in Northway – and most residents still had no idea this was on the cards.

Cllr MacTiernan PROPOSED that the Council should invite Jonathan Dibble to give a presentation to the community on the proposed bridge project and anticipated effects of the new road into Northway. Cllr Terry SECONDED.

FOR: UNANIMOUS

C/18/20 Voluntary Work in the Parish

No reports of voluntary work were received.

C/19/20 Correspondence for Action

- i. **Gloucestershire Association of Parish & Towns Councils** – Details of upcoming courses were received.
- ii. **Gloucestershire County Council** – Budget 2020/21 – Have Your Say. This correspondence had been forwarded to Members.

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C/20/20 **Correspondence for Information**

- i. **Tewkesbury Town Council** – Planning Committee – Invitation to ‘Which way now?’ at Tewkesbury Town Hall regarding Tewkesbury’s major road network links (emailed to Members).
- ii. **Gloucestershire County Council**
 - a. Details of Library Community Access Points.
 - b. Experiences using Health Visiting and School Nursing Services (this correspondence had been forwarded to Members).
- iii. **The Clerk** – Magazine.

C/21/20 **Correspondence received after 2nd January 2020**

- i. **Tewkesbury Borough Council** – Press Release: A vision for a vibrant community at Western Cheltenham – join the conversation and have your say.
- ii. **Clerks and Councils Direct** – Magazine.
- iii. **Gloucestershire County Council** – Letter asking for permission to hold a Parish Councillors Briefing and Public Share Event (Min Ref: C/07/20 refers).

Cllr Ward PROPOSED that, regardless of whether this was the same as the event(s) that had taken place at Tewkesbury Town Council, the Parish should agree to the Briefing and Public Share Event taking place at Northway Community Hub and also give permission for use of the Council’s boards for display of the information being presented.

FOR: UNANIMOUS

As there was no other business the meeting concluded at 8.47 p.m.