

NORTHWAY PARISH COUNCIL

Minutes of a meeting of the General Purposes Committee held on Wednesday 12th October 2022 in the Ray Shill Room at Northway Community Hub, Lee Walk, Northway, commencing at 7:15 p.m.

Present: Cllr S Ward (Chairman) Cllr M Barnes
Cllr J Beadle Cllr C Blackmore
Cllr T Fowler Cllr P Godwin
Cllr G Shelton

In attendance: Mrs C Woodward, Clerk of the Council
Mrs L Stewart, Clerk's Assistant

GP/124/22 **Apologies for Absence**

Apologies had been received from Cllrs Terry, MacTiernan, Mackenzie, Roberts and Phennah. No further apologies had been received.

GP/125/22 **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 (Min Ref C/159/12), including paragraph 12(2).

GP/126/22 **Previous Minutes**

Cllr Godwin PROPOSED that the Minutes of the General Purposes Committee Meeting held on 20th July 2022 should be approved as a true and accurate record. Cllr Shelton SECONDED.

FOR: UNANIMOUS

GP/127/22 **Matters Arising from the Previous Minutes**

GP/116/22 Newsletter – Issue 28 of Northway Voice had been delivered.

GP/117/22 Trees – Trees overhanging Lee Walk had been cut back following complaints.

GP/119/22 Parish Maintenance Contract > Bin – A new bin was installed in Gould Drive.

GP/116/22 Newsletter – Cllr Blackmore spoke to the farmer about cutting the fields behind Sinderberry Drive.

GP/94/22 Memorial Tree – An apple tree would be planted in Platinum Park during October in memory of Mr Clapham.

GP/112/22 Joan's Field – A 'No Access' sign was installed at the cleared opening into Joan's Field.

GP/31/22 Parish Maintenance > Grass Cutting Contract – The annual grass cutting report was submitted to Tewkesbury Borough Council.

GP/75/22 Northway Playing Field > Northway Play Park – The roundabout was serviced, bolts tightened/replaced on the tri-swing and multiplay unit, grass matting secured, and one swing seat raised.

GP/99/22 Event Flag – The tear-drop event flag had been ordered and delivered.

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GP/127/22 **Matters Arising from the Previous Minutes** (continued)

GP/92/22 Northway Playing Field > Concrete Cover – A damaged concrete cover that the Council agreed to repair was found to be the responsibility of Severn Trent.

GP/75/22 Northway Playing Field > Young Gloucestershire – Young Gloucestershire provided a report following the camps held at Northway Playing Field during the summer holidays.

GP/128/22 **Northway Playing Field**

i. **Northway Play Park**

- a. **Inspection Reports** – Weekly inspection reports relating to the play park had been received. Photographs were shown of the new lockbox for the wheelchair swing which had been damaged. Also, grass matting was coming up by the play train.
- b. **Swings** – Cllr Shelton PROPOSED purchase of replacement brakes/bushes for the aerial runway. Cllr Godwin SECONDED.

FOR: UNANIMOUS

- c. **Bird Spikes** – Cllr Blackmore had provided a risk assessment relating to installation of bird spikes on top of the swing frames (Min Ref: GP/111/22 refers). She explained that, in the risk assessment, she was strongly recommending that a pest control expert be consulted.

Cllr Shelton PROPOSED that the Council sought advice from the Environmental Health Department at Tewkesbury Borough Council. Cllr Barnes SECONDED.

FOR: UNANIMOUS

- d. **Wheelchair Swing** – It was confirmed that works to the wheelchair swing and surfacing had been completed. RoSPA had undertaken a post installation inspection and the report was shown to Members.

The following issues were raised:

- Bolt(s) loose on fencing.
- Cap missing underneath the swing seat.
- Pull rope missing (this was still in the office).
- There were a number of non-compliances to the EN 1176 standards which are not intended to cover supervised items. These included ground clearance, rigid members and impact attenuation of platform. A robust risk assessment and adequate training would be essential before using the item – it should only be used under supervision and kept locked when not in use.
- Rigid suspension mechanisms (total length) are not permitted (no reasonably practicable action was identified).

Blueberry had confirmed that they would attend site on 24th October to replace the missing cap and tighten the fencing bolt. They would also demonstrate how the swing should be used, should anyone want to attend.

It was suggested that the Council made a video of how the swing was to be used, this could be put on the Council website and a QR code to the link put somewhere on site.

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GP/128/22 **Northway Playing Field** (continued)

It was AGREED that the Council should advertise that the swing was almost ready for use and ask members of the public to get in touch if they would like a key to the lockbox (which would store the pull rope), also the office should get sufficient keys cut in the meantime.

- e. **Concrete Walls** – Cllr Blackmore PROPOSED acceptance of a quotation for repair and repainting of the concrete walls in the Play Park. Cllr Ward SECONDED.

FOR: UNANIMOUS

ii. **Northway Skatepark**

- a. **Inspection Reports** – Weekly inspection reports relating to the skatepark had been received, no new issues were raised. It was noted that metal on one of the ramps was being welded later in the week.
- b. **Skatepark Project** – It was confirmed that a Planning Application had been submitted in relation to the skatepark (Min Ref: GP/111/22 refers).

iii. **M.U.G.A / Outdoor Gym** – Weekly inspection reports relating to the MUGA and Outdoor Gym had been received. No new issues were raised.

iv. **BMX Humps** – Weekly inspection reports relating to the BMX Humps had been received. No new issues were raised.

v. **Main Entrance**

- a. Following damage to palisade fencing at the entrance to Northway Playing Field, the owner of the car had paid £426 to cover the cost of repairs.
- b. Cllr Blackmore PROPOSED that the play equipment inspector should be asked to add inspection of the main gate to her programme for once every three months. Cllr Ward SECONDED.

FOR: UNANIMOUS

vi. **Footpath** – Photographs were shown of the pavement to the skatepark which had started to crack. Cllr Ward PROPOSED that the Council re-assessed the cracks after a few months to see if they had improved or gotten worse.

FOR: UNANIMOUS

vii. **Other Issues** – A member of the public had phoned the office to suggest that the Playing Field should be, once again, named The Gould Field after Mr Gould who donated it to the parish.

Another resident had messaged her concerns about feeling ‘unsafe’ at the Play Park due to older kids swinging the aerial runway rope around.

A disposable barbecue and a pack of lighting wood had been removed from the Playing Field in the summer when the ground had been very dry. Members considered whether there was a need for a sign requesting no BBQ’s be lit at the field. No action was agreed.

GP/129/22 **Joan’s Field**

i. **Bridge/Access** – Three quotations had been received for supply and installation of a bridge, gates and footpath into Joan’s Field.

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GP/129/22 **Joan's Field** (continued)

Cllr Ward PROPOSED acceptance of the cheapest quotation from J Williams Contracting and approval of the funding required, breakdown as follows: £5,685 from the Capital Grant, £2,833.03 Section 106 funds from Pamington Development (14/00972/OUT) and £4,426 (approximately) outstanding to be taken from Rolling Capital Fund.

FOR: UNANIMOUS

- ii. **Other Issues** – No other issues were raised.

GP/130/22 **Platinum Park**

- i. **Teenage Shelter** – Inspection reports relating to the Teenage Shelter had been received. No new issues were raised.
- ii. **Wild Area** – Members considered whether the wild area on Platinum Park should be flailed occasionally to encourage wildflowers. It was AGREED that a quotation should be sought for flailing.
- iii. **Bulb Planting** – Members considered a suggestion for planting of bulbs on Platinum Park. Cllr Shelton mentioned that the ground was too hard to plant bulbs. It was AGREED that consideration of this should be deferred until the following year.
- iv. **Overgrowth** – Members reconsidered maintenance of overgrowth (Min Ref: GP/58/22 refers). Cllr Shelton PROPOSED that the Council budgeted for to take place during the 2023/24 financial year. Cllr Beadle SECONDED.

FOR: UNANIMOUS

- v. **Bollards** – Members considered installation of bollards along the verge near Harriers Walk to stop cars parking there. It was believed that there was a requirement for items to be placed a minimum distance from the road and, even if bollards were installed, people would probably just park further along. Cllr Ward suggested that, since one from Harriers Walk had raised this as being an issue, no action should be taken.
- vi. **Other Issues** – The ash path on Platinum Park had become untidy and overgrown. It was AGREED that Smart Cut should be asked to maintain this regularly.

GP/131/22 **Circus**

Members who had attended the circus agreed that the performance had been 'outstanding' and very enjoyable. Although the circus office had received a lot of complaints upon arrival, there had only been positive comments received by the end of the weekend.

Cllr Ward PROPOSED that the circus should be permitted to return if/when they wanted.

FOR: UNANIMOUS

Cllr Beadle commented on how nice it had been seeing Platinum Park used for something. Suggestions of a picnic/outdoor cinema and Santa sleigh/bar were made.

Members were reminded that the circus had donated £500 to the Parish Council. Cllr Beadle PROPOSED that the Council should investigate the possibility of hiring a big screen to broadcast the coronation in 2023. Cllr Shelton SECONDED.

FOR: UNANIMOUS

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GP/132/22 Policies

- i. **Dumping of Garden Waste** – It was noted that garden waste had, again, been dumped outside of the Community Hub fencing (Lee Walk side). Members considered whether a policy should be established to deal with future, similar issues. As it would be difficult to establish who had left the waste, and the fact that the Council could not enforce issuing of fines, it was AGREED that a policy should not be created.

Cllr Godwin PROPOSED that the Council should increase the amount of maintenance cuts being done along Lee Walk per year. Cllr Barnes SECONDED.

FOR: UNANIMOUS

- ii. **Flying of Drones** – The Clerk had received a complaint regarding flying of a drone(s) over gardens in The Park. An example policy had been found online and was circulated to Members. It was AGREED that the Council should reconsider having a policy if/when it became more of an issue.
- iii. **Use of Verges During Building Work** – Cllr Blackmore suggested that any issues arising from use of verges during the building work should be dealt with on a case-by-case basis. It was AGREED that a policy should not be created.

GP/133/22 Dogs

- i. **Dog Area** – Members were reminded of a request that the Council make Northway Playing Field dog free area and provide a fenced off dog walking area on Platinum Park (Min Ref: GP/111/22 refers). The resident who had made the request had said they would get more information to the Council in time for the meeting but none had been received.

The request was considered and Members sympathised with the resident's situation, however, the Council decided it would like to keep the Playing Field as inclusive as possible for both dog walkers and children – likewise, it did not want to see Platinum Park usable only by dog walkers. The Play Park was already a fenced off, dog free area and it was AGREED that nothing more should be done.

- ii. **Dog Issues** – Members were informed of two separate injuries occurring to residents because of dangerous dogs (one of which had since been put to sleep).

GP/134/22 Iron Bridge

Community Payback representatives had agreed to meet with the Council to discuss possibility of painting the iron bridge and cleaning up the area (GP/115/22). Cllrs Blackmore and Ward had offered to attend. Cllr Ward PROPOSED that the Council asked someone to assess how much paint would be required and also queried with Network Rail as to whether the bridge needed to stay grey.

FOR: UNANIMOUS

GP/135/22 Trees

- i. **GCC Tree Warden Scheme** – It was confirmed that the Council's application for ten free trees had been accepted. In addition, there was a possibility that the County might supply the eight extra trees that had been agreed (Min Ref: GP/95/22 refers).

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GP/135/22 **Trees** (continued)

The company that had originally quoted for planting of the trees had not responded to recent emails, therefore, M Hale had been asked to price, he had felt it would cost around £200. Cllr Ward PROPOSED that M Hale's this price should be accepted and any stakes, mulch, etc. required should be purchased using funds from the Build Back Better grant.

FOR: UNANIMOUS

Cllr Blackmore PROPOSED that the Council should obtain wooden tree guards for the trees. Cllr Shelton SECONDED.

FOR: UNANIMOUS

- ii. **Kingston Road Tree** – Members heard of residents complaints regarding a tree in Kingston Road which was interfering with their telephone line.

Cllr Blackmore PROPOSED that the Council should research responsibility of cutting back trees to protect phonelines, however, this proposal was retracted after Members found information on Google which indicated it was the landowner's responsibility and not BT/Openreach.

Cllr Ward PROPOSED that the Council should ask M Hale to do a thorough cutback of the tree to prevent it from being an issue to the phoneline for as long as possible.

FOR: UNANIMOUS

- iii. **TPO's** – It was AGREED that the Council should defer consideration of applying for TPO's until the following year.

GP/136/22 **Scarecrow Competition**

Members agreed that the scarecrow competition, like the circus, had been 'outstanding' and really brought the community together. Cllr Ward PROPOSED that the Council wrote a letter of thanks to Sycamore Chapel who organised the event.

FOR: UNANIMOUS

GP/137/22 **Bins**

Members received a request for installation of bins in Alexandra Way where lorry drivers often parked up and left a lot of mess.

Members considered this request; however, it was noted that the area was privately owned and not the Parish Council's responsibility. Additionally, no council tax was paid by local businesses and the bins would be of no benefit to the residents who did pay council tax. Cllr Ward PROPOSED that no action was taken.

FOR: UNANIMOUS

GP/138/22 **Newsletter**

Members considered items for inclusion in the next newsletter. Suggestions included: Christmas event and sleigh collections, the circus visit, scarecrow event, Queen Elizabeth's death and King Charles' Coronation. Members were asked to forward any articles or further suggestions to the office.

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GP/139/22 **Gloucestershire Playing Fields Association**

Cllr Ward PROPOSED renewal of the Council's subscription to Gloucestershire Playing Fields Association (GPFA).

FOR: UNANIMOUS

GP/140/22 **Budget for the Financial Year**

2101 GP - SALARIES – It was AGREED that this heading should be set at £10,000.00.

2135 GP - COVID 19 – It was AGREED that this heading should be set at £0.00.

2136 GP - GRASS CUTTING TBC & GCC – It was AGREED that this heading should be set at £7,100.00.

2137 GP - GRASS CUTTING – It was AGREED that this heading should be set at £5,700.00.

2138 GP - LITTER BINS – It was AGREED that this heading should be set at £1,200.00.

2139 GP - DOG BINS – It was AGREED that this heading should be set at £50.00.

2140 GP - BUS SHELTERS – It was AGREED that this heading should be set at £1,000.00.

2141 GP - PLAYING FIELD MAIN – It was AGREED that this heading should be set at £8,000.00.

2142 GP - THE PARK AMENITY AREA – It was AGREED that this heading should be set at £3,000.00.

2143 GP - JOAN'S FIELD – It was AGREED that this heading should be set at £2,000.00.

2144 GP - OTHER AREAS – It was AGREED that this heading should be set at £4,500.00.

2145 GP - HUB GROUNDS – It was AGREED that this heading should be set at £550.00.

2150 GP - NOTICEBOARDS/NEWSLETTER – It was AGREED that this heading should be set at £1,400.00.

2152 GP - EMERGENCY PLAN/FLOODING/WINTER – It was AGREED that this heading should be set at £250.00.

Cllr Godwin PROPOSED acceptance of these figures ([copy of breakdown attached](#)). Cllr Barnes SECONDED.

FOR: UNANIMOUS

GP/141/22 **Parish Maintenance Contract**

i. **Grass Cutting** – Cllr Barnes PROPOSED that the Council should continue with the existing grass cutting arrangements, if Tewkesbury Borough Council were still agreeable to it. Cllr Shelton SECONDED.

FOR: UNANIMOUS

ii. **Ongoing Contracts** – Members did not wish to review or tender for any existing contracts.

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GP/141/22 **Parish Maintenance Contract** (Continued)

- iii. **Emergency Contractors** – Members reviewed the Emergency Contractors and wished to add M Hale, for any emergency tree work, if he was agreeable.
- iv. **Area Opposite the Northway Centre** – A meeting with Andy Noble from Tewkesbury Borough Council had been arranged in order to discuss ongoing maintenance of the area opposite the Northway Centre. Unfortunately, this had not taken place and so the Clerk's Assistant was trying to re-arrange.
- v. **Other Items** – It was noted that Smart Cut were arranging a roboflail cut of a steep embankment in Sinderberry Drive.

GP/142/22 **Winter Maintenance**

Cllr Godwin offered to check the amount of grit in the bin on Northway Lane motorway bridge. It was suggested that Cllr Roberts be asked to look at the bin in Saxon Park and also check whether any overgrowth needed trimming back.

GP/143/22 **Drainage and Flooding**

- i. **Reports** – No drainage/flooding issues were raised.
- ii. **Flood Warden** – No report was received.
- iii. **Annual Report** – No report was received.

GP/144/22 **'Report It'**

The following issues had been reported to the relevant authority:

- Metal sticking out of the path in the alleyway between Warren Road and the Playing Field had been reported to GGCC Highways (resolved).
- Lee Walk overgrowth (Northway Lane end) had been reported to Bromford Housing.
- Crash at entrance to Playing Field and damage to fencing had been reported to the Police.
- Tug Wilson Close, Cedar Road and Northway Lane broken signs were reported to Tewkesbury Borough Council.
- Cedar Road condition of footpath reported to GCC Highways and County Cllr Smith
- Damaged drain cover in Fairway reported to GCC Highways.
- Broken concrete cover reported to Severn Trent.
- Various streetlights not working reported to GCC Highways.

GP/145/22 **Correspondence for Action**

- i. **Young Gloucestershire** – Invitation to Theory of Change event on 14th October 2022.

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GP/146/22 **Correspondence for Information**

- i. **Gloucestershire Playing Fields Association**
 - a. The Playing Field newsletter – Summer 2022.
 - b. Pitch advice for sports clubs and parish/town councils.
- ii. **Keep Britain Tidy** – A call for action on disposable BBQ's, sky lanterns and street glass.
- iii. **Tree Warden Meeting** – Details of meetings (both of which were cancelled).
- iv. **Ash Road** – Copy of correspondence between resident and various organisations regarding maintenance at a property.

GP/147/22 **Correspondence received after 6th October 2022**

- i. **Gloucestershire County Council** – Information on National Hedgerows Week.
- ii. **Tewkesbury Borough Council** – Press Release – Bag it and bin it!
- iii. **Gloucestershire Playing Field Association** – Details of playground inspection training.
- iv. **Tewkesbury Christmas Lights Committee** – Invitation to meeting on 20th November 2022. Cllr Ward confirmed that he was already attending this meeting.

There being no further business, the meeting 9.40 pm