

NORTHWAY PARISH COUNCIL

Minutes of a meeting of the General Purposes Committee held on Wednesday 15th July 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 approximately 7:10 p.m.

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

In attendance: Mrs C Woodward, Clerk of the Council
Mr T Treacy, Clerk's Assistant

GP/82/20 **Apologies for Absence**

Apologies for absence had been received from Cllr Porter.

GP/83/20 **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 (Min Ref C/159/12), including paragraph 12(2), were made.

GP/84/20 **Previous Minutes**

Cllr Shelton PROPOSED that the Minutes of the General Purposes Committee Meeting held on Wednesday, 17th June 2020 should be approved as a true and accurate record. Cllr Ward SECONDED.

FOR: UNANIMOUS

GP/85/20 **Matters Arising from the Previous Minutes**

GP/73/20 RoSPA Report –*The Clerk's Assistant provided an update from the RoSPA Inspector: "There is a spring-loaded brake on the inside of the traveller housing. When the brake does not engage, this is usually an indication that the pad has worn and needs replacing. This is a low risk."* Cllr Ward reported that he had used the ride when it was first installed and found no evidence of a brake on the equipment then and questioned whether one was ever fitted.

As a final step to close off this issue, the Clerk's Assistant was asked to obtain the view from Mant Leisure, who supplied the equipment. In the meantime, considering this was a low risk, Cllr Ward PROPOSED no further action was taken. Cllr Roberts SECONDED.

FOR: UNANIMOUS

GP/74/20 – Northway Playing Field – *Thanks were extended to Cllr Ward from the Chair, for the repair he had carried out to the Basketball Board.*

GP/61/20 Replacement Matting for the Cableway – *The Clerk's Assistant advised that two priced options had been received from the original supplier, for matting at the Cableway. The first option was to provide a 2Mtr wide strip of matting along the length of the ride, at £1,140. The second option was to overlay the area with a mulch, at £5000.00.*

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GP/85/20 **Matters Arising from the Previous Minutes** (continued)

Cllr Ward provided a further update saying that, following recent rainfall, the matting along the length of the ride had been exposed giving a different view to the earlier pictures, where mud had been covering the matting.

Cllr Ward suggested that there would be a greater risk (due to vandalism) in putting new matting down than there would be from leaving the existing matting in place now that the trip hazard had been removed.

Cllr Roberts PROPOSED that since the trip hazard had been removed, the risk was also removed, and that the area be left as it was. Cllr Mackenzie SECONDED.

FOR: UNANIMOUS

Cllr Terry thanked the Clerk's Assistant for the costings work he had done.

GP/86/20 **Northway Playing Field**

- i. **Northway Play Park** – The Clerk's Assistant informed the Committee of recent damage that had been done to the waste pipes coming from the Village Hall. An email exchange with the Police, relating to this incident revealed that, as there was no CCTV evidence, "there are no further lines of enquiry at this time". Further to that exchange, Cllr Ward had carried out repairs to the piping and had fitted reinforced covers to them.

Cllr Terry directed the discussion back to the Inspection Reports for the Play Park.

The Clerk's Assistant reported that although a full inspection was not currently being done, ongoing visual inspections were taking place.

- ii. **Northway Skate Park** – The Clerk's Assistant reported that although a full inspection was not currently being done, ongoing visual inspections were taking place
- iii. **MUGA** – The Clerk's Assistant reported that although a full inspection was not currently being done, ongoing visual inspections were taking place.
- iv. **BMX Humps** – The Clerk's Assistant reported that although a full inspection was not currently being done, ongoing visual inspections were taking place.
- v. **Crime and Disorder** – Cllr Terry referred to the earlier update provided by the Clerk's Assistant regarding damage to the pipe work at the Village Hall. With reference to the installation of security cameras, the Clerk's Assistant informed Members that contact had been made with a local resident, whose company was involved with the provision and installation of security systems. The Clerk's Assistant further informed the Committee that a meeting had been arranged with the engineer for Friday 17th July, to explore the various options.

Cllr Ward asked the Committee if they had any specific thoughts in relation to the positioning of the cameras. Cllr Ward had an initial proposal of one camera at the main entrance to the Village Hall, which would capture images of vehicles and pedestrians entering the site. A second camera could be positioned facing the entrance to the site from Oak Drive, with a third covering the car park, out to the main field.

Cllr Terry asked for members' thoughts on the proposal, and there was general agreement that this was a sensible approach. There was also general agreement that the addition of two dummy cameras could be worthwhile.

Cllr Roberts asked if the question could be raised about protection of the security cameras themselves, from vandalism. Cllr Ward envisaged cameras similar to the ones fitted at the Hub being used, which came with reinforced bodies and glass, but agreed to raise the question at his meeting.

vi **Other Issues**

- a) Emergency Plan – In consideration of holding PPE equipment as part of the Emergency Plan boxes, Cllr Terry expressed that view that there should be additional PPE, such as masks and gloves. Cllr Shelton agreed. Cllr Ward asked if a disinfectant spray should also be included, which Cllr Terry agreed with, noting that they would have to be checked regularly, as they do go out of date. Cllr Barnes advised that other PPE goes out of date too, and that would also need to be checked.

Cllr Roberts asked if the provision of PPE would need to be extended to residents that might attend the building to help in an emergency, in which case the quantity to purchase would be significantly higher. Cllr Ward expressed the view that the boxes would only be for the Community Response Team and volunteers and that anyone else attending should supply their own. This view was widely agreed. It was also noted that using the building during the pandemic may not be possible, due to the need to social distance.

Cllr Terry PROPOSED from the Chair that the additional items be included in the Emergency Plan boxes.

FOR: UNANIMOUS

- b) Re-opening of the Play Park – The Clerk's Assistant reminded the Committee that a quote had been agreed for a deep clean of the Play Park (GP/74 refers). The initial date for the deep clean had to be cancelled as the other activities needed to be completed first. Cllr Terry asked the Committee if they were happy for the Clerk's Assistant to manage rearranging the date for this work. The Committee confirmed their support for Cllr Terry's suggestion.

Cllr Roberts asked if it would be feasible for the cleaning company to carry out the deep clean sooner, and that with the installation of some temporary signs, the Play Park re-opening could be brought forward. Saxon Park was given as an example of a Play Park that had been seen in use recently. The Clerk advised the Committee that although there were some temporary signs at some other parks, and that they had been seen in use, there had been no notifications issued that they were officially open.

Cllr Terry suggested that Northway Parish Council (NPC) should wait until the permanent signs were in place before the deep clean and re-opening took place.

Cllr Terry asked if the signs had been ordered, to which the Clerk advised the signs had been sent out and that NPC were waiting for confirmation that they could be made.

- c) Cracked Footpath Adjacent to Play Area – Although the most recent photographs were not available, the Clerk's Assistant advised the Committee that a representative from Cheltenham Surfacing had visited the site and had informed that the cracks had almost completely closed up, due to recent heavy rain. The recommendation from Cheltenham Surfacing was to keep a watch on the situation but no action was necessary at this stage.

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GP/87/20 **Joan's Field**

The Clerk's Assistant advised that there was nothing to report for this meeting.

GP/88/20 **The Park**

- i. The Clerk's Assistant reported that although a full inspection was not currently being done, ongoing visual inspections were taking place.
- ii. Teenage Shelter – The Clerk's Assistant informed the Committee that of the three contractors he had approached to quote for periodic inspection and minor repairs at the Teenage Shelter, only one had provided a quote. A figure of £35 has been quoted per inspection.

The Clerk advised that the inspection needed to be carried out quarterly. Previous costings were discussed, and it was agreed that the latest price was reasonable in view of the time that had gone by.

Cllr Roberts PROPOSED that the price be accepted. Cllr Shelton SECONDED.

FOR: UNANIMOUS

GP/89/20 **Parish Maintenance Contract**

i. **Grass Cutting**

- a) **Tewkesbury Borough Council (TBC) Contract** – The Clerk's Assistant updated the Committee with regard to the sign-off of the formal Grass Cutting Contract. A hard copy of the Contract signed off by TBC had been received. Via the video link, the Committee was able to view the Contract folder, which also contained the associated maps of the area.
- b) **Grass Cutting Contractors** – The Clerk's Assistant informed the Committee that, in accordance with the Grass Cutting Contract, the three-monthly progress report was due at the end of July. The Clerk's Assistant had been in contact with TBC, to ask about their preferred format and had received some sample spreadsheets. Whilst not that detailed, the samples would serve as a useful basis upon which to build the report. Cllr Barnes asked that the feedback recently received from local residents be included in the report, and the Clerk's Assistant confirmed that it would be. Cllr Terry reported that she had spoken to one of the grass cutting team and informed him of the positive feedback that had been received, which he was very pleased to hear. The Clerk's Assistant was also able to confirm that Smart Cut had been informed of the positive feedback from residents and that they were delighted to receive it.

ii. **Other Issues**

- a) **Tree Undergrowth** - The Clerk reported three trees that were very overgrown at their bases, making it difficult for grass cutters to get close to them: one in Lee Road, one at the entrance to the Playing Field and one in Kingston Road. Cllr Roberts reported a similar situation with the trees on Northway Lane at Saxon Park. Following discussion about the extent of the overgrown bases of the various trees, it was decided that only the original three trees mentioned, should be tended to.

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GP/91/20 **'Report It'**

The following issues had been reported to the relevant authorities:

15/06/20 – Damaged pipes at the Village Hall. Previously discussed.

25/06/20 – Graffiti on the monument on Northway Lane. A representative from the Scenes of Crime Team had called at the Hub and taken away the aerosol can believed to have been used in the incident.

07/07/20 – A hanging branch on a tree in Fairway was reported as being dangerous. The branch had since been removed.

13/07/20 – A large tree at the junction of Grange Road and Hardwick Bank had been reported as overhanging the road, causing vehicles to hit it, resulting in a lot of leaves and other debris.

GP/92/20 **Correspondence for Information**

- i. The Rural Bulletin Newsletters dated 23rd June, 30th June and 7th July 2020.

GP/93/20 **Correspondence received after 9th July 2020**

- i. The Rural Bulletin, dated 14th July
- ii. Email from TBC relating to the re-opening of Play Areas. The Clerk's Assistant read an extract of the email, to bring the Committee up to date with TBC's proposals, which Parish Councils had been invited to follow. For clarity, it was agreed that the email would be forwarded to all Committee Members.
- iii. Cllr Ward advised all Committee members to be vigilant with emails that appeared to have come from him. The underlying message was that if there was any doubt, messages should be deleted, and Cllr Ward would always call individual Councillors if necessary.

As there was no other business the meeting concluded at 8.05 p.m.