

**NORTHWAY PARISH COUNCIL**

Minutes of a meeting of the General Purposes Committee held on Wednesday 17<sup>th</sup> April 2019 at Northway Community Hub, Lee Walk, Northway, commencing at 7:25 p.m.

Present: Cllr S Ward (Committee Chairman) Cllr Mrs P Godwin (Committee Vice Chairman)  
Cllr Mrs F Castle Cllr Mrs E MacTiernan  
Cllr E Phennah Cllr J Roberts  
Cllr Mrs S Terry

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

GP/40/19 **Apologies for Absence**

Apologies for absence had been received from Cllrs Porter and Bailey.

GP/41/19 **Declarations of Interest**

No declarations of interest were made as required by the Code of Conduct adopted by the Parish Council on 11<sup>th</sup> July 2012 (Min Ref C/159/12), including paragraph 12(2), were made.

GP/42/19 **Previous Minutes**

Cllr Roberts PROPOSED that the Minutes of the General Purposes Committee Meeting held on Wednesday, 20<sup>th</sup> March 2019 should be approved as a true and accurate record. Cllr MacTiernan SECONDED.

FOR: Cllr Roberts Cllr MacTiernan  
Cllr Phennah Cllr Godwin  
Cllr Ward

ABSTENTIONS: Cllr Castle Cllr Terry

GP/43/19 **Matters Arising From the Previous Minutes**

**GP/35/19 Northway Playing Field > Northway Play Park** – Yellow paint had been purchased for boundary wall, concrete bollards and Changing Room/Village Hall doors. Cllr Ward mentioned that he would be painting these items during the weekend of 27<sup>th</sup> April. It was AGREED that he should email all councillors details of times so that they could confirm directly to him whether or not they would be able to help with the painting.

**GP/36/19 Parish Maintenance Contract > Flood Warden** – A letter of thanks had been sent to Cllr Shelton following his resignation as flood warden to the parish.

**GP/125/18 Road Signs** – It was confirmed that signs had been installed at various entrances into Northway parish.

GP/44/19 **Northway Playing Field**

i. **Northway Play Park**

a. **Inspection Reports** – Following reports of graffiti at the last meeting (Min Ref:



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GP/46/19     **Joan's Field**

Members received a request from a local resident/volunteer for permission to plant some trees in Joan's Field (where the wildflower circles had been planted by Northway Community Volunteers). Cllr MacTiernan asked what size/species of tree would be planted but it was not known.

An email was read from Jamie Beadle, NCV Chairman, explaining that Members of the group were not currently able to put in the hours of maintenance that they once did in Joan's Field. Therefore, they would continue to maintain the flower barrels but could no longer trim and cut back brambles at the field.

It was AGREED that a decision on the trees should be deferred until later in the meeting.

Cllr MacTiernan PROPOSED that the Council should seek quotations from its grounds maintenance providers for the brambles to be trimmed twice yearly (outside of bird nesting season but after the bulbs had flowered). Cllr Terry SECONDED.

FOR:                    UNANIMOUS

GP/47/19     **Giant Hogweed**

Cllr Roberts confirmed that he would be undertaking the Giant Hogweed inspection in the next few weeks, alongside a volunteer.

GP/48/19     **Dog Fouling**

- i.     **Signs** – Members were reminded that a budget of £500 had been set to fund purchase of ten dog fouling signs for the Northway Playing Field (Min Ref: GP/33/18 refers), a quotation had since been received and this was tabled.

Cllr Ward PROPOSED that that the Council should order as many signs as it could for the £500 budget.

FOR:                    UNANIMOUS

Mr Gordon Buchanan (Environmental Health Manager at Tewkesbury Borough Council (TBC)) had confirmed that he was currently programming when the patrols would be taking place and they would contact the Parish Council in due course to arrange teaming up (Min Ref: GP/34/19 refers).

Cllr Castle suggested that the Grange Road (by Magnolia House) should be highlighted as a dog fouling hot spot to Tewkesbury Borough Council.

- ii.    **Bins** – It was noted that Tewkesbury Borough Council had agreed to the installation of a bin at Sinderberry Drive (Min Ref: GP/34/19 refers). The Clerk and Clerk's Assistant were scheduled to meet with a resident on site the following day to agree the most suitable location for the bin, following this TBC had confirmed that they would arrange for the bin to be installed on the Parish Council's behalf.

Cllr Ward mentioned a story that he had seen on Facebook about a local girl who had taken it upon herself to fill empty, plastic bottles with dog poo bags (donated by the local pet shop) and put them up around Northway for dog walkers to use.

Cllr Ward PROPOSED that a letter of thanks be sent to the girl and the pet shop.

FOR:                    UNANIMOUS

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GP/48/19 **Dog Fouling** (continued)

Cllr Roberts suggested that it might also be worth remembering this community act when it came time to consider nominations for the next Certificate of Appreciation.

GP/49/19 **Notice Board**

Members considered the most suitable location for installation of a notice board in Saxon Park (Min Ref: GP/132/18 refers).

Cllr Roberts PROPOSED that a notice board should be sited near to the play park entrance in Saxon Park (although it was noted that permission would need to be obtained first as this was not under Northway Parish Council ownership). Cllr Terry SECONDED.

FOR: UNANIMOUS

GP/50/19 **Parish Maintenance Contract**

- i. **Grass Cutting** – Members were informed of correspondence between the Clerk and Tewkesbury Borough Council (TBC) relating to areas of grass that were currently being cut by Northway Parish Council but not the responsibility of the Parish (either TBC or GCC owned). As a result of this, a meeting had taken place between Cllr Ward, the Clerk and the Clerk's Assistant with Sophie Hunt (TBC) to ascertain which areas the Council should stop maintaining.

Countrywide Grounds Maintenance had been informed immediately of the changes and instructed which areas to stop grass cutting (an updated map was in the process of being provided). The Clerk's Assistant had enquired as to whether this would have an effect on price but a response was still being awaited.

Members had noted that the standard of recent grass cuts undertaken by TBC around Northway had been shockingly bad (and photographs were tabled). The Clerk confirmed that she had also forwarded these photographs to the Borough Council (Cllr MacTiernan suggested that the Clerk copied Pete Tonge (TBC) into future emails relating to the standard of grass cutting). Cllr Godwin mentioned she would also raise the issue at the Borough Council's upcoming Overview and Scrutiny Committee Meeting.

Cllr MacTiernan PROPOSED that the Council should ask Countrywide whether it would be possible for them to take on strimming Joan's Field twice yearly (as proposed above) instead of reducing its price due to reduced grass cutting in the parish (as would have been assumed). Cllr Godwin SECONDED.

FOR: UNANIMOUS

- ii. **Northway Community Hub Grounds** – Cllr Terry confirmed that she had met with the volunteers who were willing to help maintain the shrub areas outside the Community Hub building. Following this she had put together a risk assessment, to do list and guidance notes for the volunteers (copies of which had been circulated to Members).

Cllr Roberts suggested that the thank you statement directed at the volunteers should be moved from the bottom of the guidance notes to the top.

Cllr Terry also informed of gardening tools that the volunteers had felt would best assist them with their tasks (a budget of £50.00 had already been set under Minute Reference: GP/143/18 to cover the cost of tools).

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### GP/50/19 **Parish Maintenance Contract** (continued)

Cllr Roberts PROPOSED approval of these documents (risk assessment, to do list and guidance notes). Cllr Castle SECONDED.

FOR: UNANIMOUS

- iii. **Parish Online** – The Clerk’s Assistant explained that she had signed up for a free trial with Parish Online, a company that provided access to online mapping software. Maps that had been obtained through Parish Online. It was noted that the Council had always had difficulty obtaining good quality maps.

The Parish Online software could also be used to mark assets onto maps or highlight certain areas, which would be useful.

The Clerk’s Assistant mentioned that a discount would be applicable if the district Council was subscribed to Parish Online.

Cllr Roberts PROPOSED that the Council could ask Tewkesbury Borough Council if it was subscribed to this software, if not, Northway Parish Council should take out a one-year subscription and review after this period. Cllr Terry SECONDED.

FOR: UNANIMOUS

- iv. **Bus Shelter Cleaning** – It was noted that, whilst GAB Waste’s pressure washer had been broken, the firm had been wiping down the bus shelters down manually. It was reported that at least one of the brick bus shelters (on The Park) was starting to turn green on the inside and so Members felt that a manual clean was not sufficient for the brick shelters.

Since GAB Waste’s pressure washer had been repaired the previous week, Members felt that it was only fair to allow a period of time for GAB Waste to start cleaning the shelters with the pressure washer again.

Cllr Roberts PROPOSED that the Council should review cleaning of the bus shelters at the next General Purposes Committee meeting (by which point a further clean might have taken place) and, if necessary, consider going out to tender on this contract based on what the Council felt was required. Cllr MacTiernan SECONDED.

FOR: UNANIMOUS

- v. **Tree Management Strategy** – The Clerk’s Assistant was in the process of marking a map with areas to be assessed as part of the tree management strategy (Min Ref: GP/36/19 refers).

Cllr Ward mentioned a large tree by the rear entrance to the Co-Op which would be cut back by Tewkesbury Borough Council due to safety concerns.

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

### GP/51/19 **Emergency Planning**

Members received a request from the Emergency Planning Committee for purchase of torches, foil blankets and other necessary items to be included in the emergency location boxes (foil blankets were also hoped to be placed inside the defibrillator cases) (Min Ref EP/08/19 refers).

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### GP/51/19 **Emergency Planning** (continued)

Cllr Godwin PROPOSED that a budget of £100.00 should be allocated towards purchase of necessary items. Cllr Terry SECONDED.

FOR: UNANIMOUS

### GP/52/19 **'Report It'**

A faded cycle sign (in need of replacing), damaged barrier opposite Kestrel Way, flytipping and poor grass cutting around the parish had all been reported to the Borough/County Council.

### GP/53/19 **Correspondence for Information**

- i. **Open Spaces** – Latest news from OSS.
- ii. **Parking On The Grass** – Correspondence with a local resident regarding the ongoing issue of parking on grass verges.
- iii. **Campaign to Protect Rural England (CPRE)** – Invitation to AGM on 11<sup>th</sup> April 2019.

### GP/54/19 **Correspondence received after 11<sup>th</sup> April 2019**

- i. **Campaign To Protect Rural England (CPRE)** – Gloucestershire Views.
- ii. **Network Rail** – Copy of letter sent to residents advising of vegetation management work due to take place.
- iii. **Fundraising Towards Wooden Trail** – It was noted that the Community Event Working Party had suggested the idea of future fundraising being towards a wooden trail in the parish. It was AGREED that this should be put on a future agenda for ratification.

Cllr MacTiernan suggested that the Council should also consider, on a future agenda, provision of staff to serve refreshments at the Community Hub, even if only on a part time basis. This had been successful at GL3 and she felt it would encourage more use of the building.

As there was no other business the meeting concluded at 8:23p p.m.