

Minutes of the Council Meeting held on Wednesday, 15th May 2019
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 G Shelton
Cllr Mrs S Terry

In Attendance: Mr L Reid, Local Resident (until Min Ref: C/107/19)
Mrs C Woodward, Clerk of the Council
Mrs L Stewart, Clerk's Assistant

C/106/19 **Apologies for Absence**

Apologies for absence had been received from Cllrs Porter, Bailey and Phennah. County Cllr Vernon Smith had also tendered his apologies.

C/107/19 **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

Cllr Godwin mentioned that the Youth Club had chalked all over the outside walls of the Village Hall. Although this would wash off she thought that it was not teaching the children to respect the building.

It was also noted that the Skate Park had been subjected to graffiti that would not wash off.

Cllr Ward PROPOSED that the Council should contact the trustees and raise its concerns/investigate further.

FOR: UNANIMOUS

Mr Reid raised complaints about the state of the estate – which he felt was dirty. He mentioned that there was grass growing up the kerbs and in the alleyways. Grass cutters had been leaving cuttings to blow onto the pavements, he felt that contractors employed by Tewkesbury Borough Council had no pride in the estate.

Cllr Roberts suggested writing to Tewkesbury Borough Council about these complaints, and added that this could also be an opportunity to promote the litter pick taking place on 8th June 2019.

Cllr Godwin confirmed that the Borough Council were monitoring the grass cutting being done by Ubico.

Mr Reid went on to mention the bad condition that the local roads were in. It was pointed out that these were the responsibility of the County Council.

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

FOR: UNANIMOUS

7:27 p.m. – Mr Reid left the meeting

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C/108/19 Declarations of Interest

Cllr Godwin declared an interest in any items relating to youth provision and/or the recent traveller encampment at Northway Playing Field. Cllr MacTiernan declared an interest in any items relating to the recent traveller encampment at Northway Playing Field.

No further 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).

C/109/19 Previous Minutes

- i. **Council Meeting 10th April 2019** – Cllr MacTiernan PROPOSED that the Minutes of the Full Council Meeting that took place on 10th April 2019 should be approved as a true and accurate record. Cllr Shelton SECONDED.

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

ABSTENTIONS: Cllr Barnes

- ii. **Extraordinary Council Meeting 1st May 2019** – Cllr Roberts PROPOSED that the Minutes of the Extraordinary Council Meeting that took place on 1st May 2019 should be approved as a true and accurate record. Cllr Terry SECONDED.

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

ABSTENTIONS: Cllr Barnes

Cllr Roberts felt that a lot of positivity had come as a result of this meeting.

C/110/19 Matters Arising from Previous Minutes/Clerks Report

C/93/19 Traveller Encampment at Northway Playing Field – *The resident who donated use of his trailer for the clean up had been sent a letter of thanks.*

C/111/19 Roads & Road Safety

Cllr Roberts mentioned that the surface of the road on the roundabout by Saxon Park was getting worse with numerous potholes starting to join up. Cllr Ward suggested that the Council asked County Cllr Smith when this was due to be repaired.

Cllr MacTiernan mentioned that weeds in the gutters were particularly bad and PROPOSED that it should be put to the General Purposes Committee to consider (if necessary) contributing towards Gloucestershire County Council weedkilling. Cllr Ward SECONDED.

FOR: UNANIMOUS

It was noted that there had been a crash along Hardwick Bank Road. It was suggested that this should be raised at the next Road Safety Committee Meeting if there were any safety concerns.

The Clerk mentioned that cyclists had been seen travelling fast along Lee Walk and so new signage (and possibly barriers) had been requested.

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C/111/19 Roads & Road Safety (continued)

It was reported that a sign directing people to the Community Hub had been badly damaged (left hanging from the post) and subsequently removed from Steward Road. The Clerk was in the process of trying to order a replacement.

A request had been put to Gloucestershire County Council for use of the VAS (Vehicle Activated Sign) in Northway again (Min Ref: GP/75/19 refers).

C/112/19 Borough Councillors' Report

Cllrs Godwin and MacTiernan were congratulated on being re-elected onto the Borough Council.

Cllr Godwin gave an update on the proposals for a garden centre and retail outlet in Ashchurch. Robert Hitchens had submitted their first reserved matters application to Tewkesbury Borough Council. This provided details of an initial piece of infrastructure that needed to be put in place. It also provided some detail about design principles within which it would be delivered. The main planning application for the final design would be submitted later in the year.

Cllr Roberts asked whether there was any update on the old Cascades site, Cllr MacTiernan confirmed that there was not. However, she said that the consultants that did the retail assessment (and who would be taking the concept from start to finish) were very good.

Cllr Roberts said that it was good to see the market and marathon taking place along Tewkesbury high street and being supported by Tewkesbury Borough Council.

C/113/19 County Councillor Report

County Cllr Smith had provided a report which was read out by the Clerk (copy attached for Members).

C/114/19 Planning Committee

Members received the Minutes of the Planning Committee Meeting that took place on 17th April 2019.

C/115/19 General Purposes Committee

Members received the Minutes of the General Purposes Committee Meeting held on 17th April 2019.

C/116/19 Finance Committee

Members received the Minutes of the Finance Committee Meeting held on 24th April 2019.

C/117/19 Encampment on Northway Playing Field

- i. **Update** – It was confirmed that the concrete barrier had now been placed at the entrance to Northway Playing Field (Min Ref: C/93/19 refers). Due to the fact that Countrywide Grounds Maintenance still needed to access the field for grass cutting, the concrete barrier had been placed at an angle that would still allow a mower to fit through but not a car with a caravan.

Members were reminded of the longer-term agreement to install an overhead barrier and telescopic bollards subject to utility searches and investigations into implications of the high water table (Min Ref: C/93/19 refers). Advice had been sought as to whether a high water table might cause issues with telescopic bollards. Marshalls, who supply the bollards, had suggested that shingle underneath the

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C/117/19 Encampment on Northway Playing Field (continued)

bollards might help with water drainage. If the water table was very high, they had also recommended using a special machine once a week to suck out any excess water.

Alternatively, the firm supplying the height barrier had provided quotations for a combination barrier and photographs were tabled. This would mean that the existing gate would not be required, nor would there be a need to install the telescopic bollards.

Members felt that, due to the high water table, problems would likely arise if telescopic bollards were installed at the Playing Field entrance.

Cllr MacTiernan PROPOSED that, following new information, the Council should retract its previous agreement to install telescopic bollards and, instead, install a combination barrier at a cost of £5,715.00. Cllr Ward SECONDED.

FOR: UNANIMOUS

The Clerk mentioned that the company supplying the barrier had requested a 40% deposit prior to commencing the work. Cllr Terry PROPOSED agreement to this. Cllr Ward SECONDED.

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

AGAINST: Cllr MacTiernan

Information relating to what utilities might be on site at the entrance to the Playing Field was in the process of being obtained.

- ii. **Further Actions** – It was suggested that consideration of what the existing gate should be used for following its removal should be put to the General Purposes Committee.

Cllr Ward felt that it was important for the Council should restrict who it gave access keys to the Playing Field.

The Clerk mentioned that, since GAB Waste were not currently required to open and close the main gate (due to the fact that the concrete barrier was in place preventing access), they had agreed to empty the playing field bins instead. It was suggested that the Council might want to consider this as a permanent arrangement at the next General Purposes Committee meeting.

C/118/19 Community Event Working Party

- i. **Previous Meetings** - Members received the notes of the Community Event Working Party Meeting that took place on 1st May 2019.
- ii. **Update** – Cllr Terry mentioned that she had provided the office with updated posters for the event. There were also some smaller flyers which Members were welcome to deliver or hand out if they were able to.

Cllr Terry said that she had spoken to County Cllr Smith about funding towards the event and he had confirmed that he would look into this possibility. If granted this could possibly go towards funding a magician that had been booked to attend.

Cllr Godwin said that she had still not managed to speak to a face painter that she knew about availability.

Cllr Terry mentioned that she had tried contacting the local Brownies and Guides about coming along and helping with the litter pick on the day as well as attending the event.

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C/118/19 Community Event Working Party (continued)

Cllr Ward confirmed that he had spoken to local butchers about prices of burgers and ordered these ready for the day, he also confirmed that he would sort a vegetarian option. Cllr Terry confirmed that she had got the onions for frying.

Cllr Terry said that she had sent an article for inclusion in the next issue of Tewkesbury Direct and an advertisement would be in the St Nicholas Church magazine. She would also be taking some leaflets to the next Groundworkers meeting for distribution.

Members wondered whether Cllr Phennah would be interested in having a stall for SSAFA as he had previously.

- iii. **Funds Raised** – It was noted that the poster read that ‘any money raised at this event will go towards an activity trail project’. Cllr Roberts PROPOSED that the wording was suitable and funds raised at the event should go towards this. Cllr Terry SECONDED.

FOR: UNANIMOUS

C/119/19 Community Infrastructure – Future Proofing for the Parish

Cllr MacTiernan raised concerns that, in light of the Ashchurch Concept Masterplan proposals, the Council did not have a Neighbourhood Plan in place. This meant that if/when the development took place in Northway, the Parish Council would lose out on a lot of money. Concerns had previously been raised about the time, money and community involvement that was required in creating a Neighbourhood Plan. Cllr MacTiernan added that it was also about having the ability to lead such a huge project without needing to employ professionals at cost.

Cllr Roberts suggested that this discussion should be covered more fully at a different meeting, when more information was to hand. The Clerk offered to arrange for Barbara Pond, GRCC, to attend another meeting to explain more about Neighbourhood Plans.

It was noted that Members could look at other Neighbourhood Plans online to get an idea of what was required.

It was AGREED that this should be considered further at a future Ashchurch Masterplan Working Party meeting.

C/120/19 Insurance

Members received a recommendation from the Finance Committee that the Council approve Zurich's amended insurance quotation following addition of additional items (i.e. projector) (Min Ref: FIN/27/19 refers). Cllr MacTiernan PROPOSED acceptance. Cllr Godwin SECONDED.

FOR: UNANIMOUS

It was noted that the proposed combination barrier at Northway Playing Field would also need to be added on to the insurance once installed.

C/121/19 Emergency Plan Working Party

The Clerk reminded Members that GRCC would be coming to provide a desktop scenario (as part of Emergency Plan) at the Community Hub on 3rd June 2019.

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C/122/19 Council Accounts

Members received the schedule of bills paid and cheques for payment totalling £19,313.40.

Cllr Terry PROPOSED that the accounts for payment be approved. Cllr Roberts SECONDED.

FOR: UNANIMOUS

C/123/19 Uncontested Election and Co-Option

Members received six applications for co-option for the three available vacancies. Members voted by way of a ballot and the three successful candidates were announced as – Phil Mackenzie, Kevin Sollis and Colin Woodward.

C/124/19 Defibrillator

- i. **Update** – It was confirmed that the recently installed defibrillator in Hardwick Bank Road had now gone live and was being regularly checked by ex-councillor Fiona Castle. Cllr Terry thanked Cllr Ward for all his hard work.
- ii. **Offer from NCV** – Members were reminded of an offer from Northway Community Volunteers (NCV) to donate a defibrillator for installation at The Northway Centre (outside the pet shop) (Min Ref: C/271/18 refers). The Clerk clarified that NCV would hand over responsibility for.

Cllr Roberts felt that the Council could not object to installation of another defibrillator – the more the better, however the issue was whether it wanted to take on ongoing maintenance, insuring the machine, replacing pads as/when necessary and facilitating ongoing checks.

Cllr Godwin confirmed that she would be willing to commit to undertaking regular checks of this machine, if the offer was accepted.

Cllr Ward asked whether any Members were in favour of the Council taking responsibility for this defibrillator from NCV.

FOR: None

AGAINST:	Cllr Barnes	Cllr MacTiernan
	Cllr Roberts	Cllr Shelton
	Cllr Terry	Cllr Ward

ABSTENTIONS: Cllr Godwin

It was further AGREED that the Council should respond to NCV that the Parish Council had no objections to installation of a defibrillator at The Northway Centre but it was not willing to take on the associated ongoing costs, maintenance and responsibilities at this time.

It was also noted that, even if a councillor offered to take responsibility for the ongoing checks, councillors changed from year to year.

C/125/19 Voluntary Work in the Parish

Letters of thanks had been sent to the young girl who placed dog bag holders around the parish and the pet shop owner who donated bags to fill these (Min Ref: GP/48/19 refers). It was suggested that the Council should ask permission to include a photo in the newsletter.

C/126/19 **Youth Provision in Northway**

- i. **Response from Trustees** – The Clerk confirmed that out of the Youth Club Trustees, Diana Bailey, Roy Winrow and Pauline Godwin had confirmed that they would be able to attend a meeting with the Council on 5th June 2019. Responses were still being awaited from two further trustees.

It was considered which/how many Councillors should attend the meeting. It was noted that an Emergency Planning Meeting had been scheduled for the same night.

Members considered what needed to be included on the agenda for this meeting.

Cllr MacTiernan highlighted the fact that one of the main concerns of the Council was what would happen to money from the sale of the old Youth Club building if Northway Youth Club went defunct. Members agreed that if this ever happened the Council wanted to see the money go toward youth provision in Northway, which was not what the current constitution stipulated.

Cllr Terry believed that the rules of the Charity Commission meant the money would have to stay within the charity sector, this was possibly why they would not approve the updated constitution. It was noted that the only youth-related charity in Northway was the Northway Infants Playgroup.

Members felt that it was also a concern that there was no management structure in the Youth Club.

Cllr Roberts made the following suggestion for a layout for the meeting agenda:

1. Background (constitution and financial)
2. Update on current position
3. Discussions for a way forward

It was noted that the senior sessions were not so well attended as the juniors. Cllr Roberts felt it was frustrating that potential funds could not be used towards keeping the struggling youth provision going.

Members agreed that the main aim of the Council was to work with the Youth Club and to, if possible, ensure that its funds remained in Northway for the benefit of the youth.

It was AGREED that all councillors should be invited to attend.

- ii. **Summer Youth Provision** – The Clerk updated Members on availability of sessions over the summer from both Play Rangers and World Jungle.

Cllr Terry asked that, if possible, the summer sessions be booked on dates that did not clash with other events (i.e. Kidzway which took place on Thursdays in August).

Cllr Roberts PROPOSED that the Council should accept the recommended sessions and dates from Play Rangers and have a week of sessions (as opposed to odd days), if available, from World Jungle with the additional cost of advertising. Cllr Terry SECONDED.

FOR: UNANIMOUS

- iii. **Ashchurch Guides** – The Clerk passed on a request from Ashchurch Guides for permission to use the Hub for sessions, if possible at a discounted price due to the fact that the club was facing closure because of low numbers. They hoped that if the Guides ran from the same venue as the Brownies it might encourage members to transition over once they were too old for Brownies. They currently paid £125 per term to use the Village Hall.

The Council considered this request and felt that it would be a tragedy if the Guides had to close, therefore, Cllr Terry PROPOSED that the Council should permit use of the Main Hall at the same cost they currently paid for the Village Hall, subject to review after three months. Cllr Roberts SECONDED.

FOR: UNANIMOUS

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C/126/19 Youth Provision in Northway (Continued)

The Clerk also tabled an email from Mencap mentioning that they were setting up two groups for families that had a person with a learning disability – the first one being a parent and child group and the other an activities group for all family members to attend alongside people with a disability of all ages. They had expressed an interest in using the Hub but would need to keep costs as low as possible so wondered whether any discount could be offered.

Cllr Ward PROPOSED that Mencap should be offered use of the Hub with a 25% discount, for review after six months.

FOR: UNANIMOUS

C/127/19 Groundworkers Meetings

Cllr Terry reported that:–

- Tewkesbury VIP's were looking for volunteers
- GreenSquare were looking for more referrals (especially to their sessions at the Hub)
- Adult education courses had been discussed at the meeting
- Someone was putting together a book for vulnerable people
- Gloucestershire NHS were hoping to run mental health courses in Tewkesbury

C/128/19 Correspondence for Information

- i. **Clerks & Councils Direct** – Magazine – May 2019.
- ii. **Information Commissioner's Office** – Newsletter.
- iii. **National Association of Local Councils (NALC)** – Chief Executive's bulletin x 4.
- iv. **Worcestershire County Council** – Notice that Pre-Application Guidance Document had been published.

C/129/19 Correspondence Available in the Clerk's Office

- i. **Neighbourhood Watch** - Newsletter

C/130/19 Correspondence received after 9th May 2019

- i. **Caring for Communities and People (CCP)** – Notice that CCP would be unable to hold their drop-in service at the Hub over the next few months.
- ii. **GreenSquare** – Notice that GreenSquare would be unable to hold their next session at the Hub.
- iii. **Gloucestershire Association of Parish and Town Councils (GAPTC)** – Service level agreement for the provision of services to member councils 2019/20.
- iv. **National Association of Local Council (NALC)** – Chief Executive's bulletin x 2.
- v. **Northway Youth Club** – Report.
- vi. **Tewkesbury Borough Council** – Declaration of Result of Poll for Borough Ward.
- vii. **Neighbourhood Alerts** – How to avoid becoming a victim of courier fraud.

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C/130/19 **Correspondence received after 9th May 2019** (continued)

viii. **Society of Local Council Clerks (SLCC)** – The Clerk magazine.

Cllr Ward mentioned that Screwfix offered money or supplies for local voluntary projects, this might be something to bear in mind in the future.

As there was no other business the meeting concluded at 9.20 p.m.