

NORTHWAY PARISH COUNCIL

Minutes of a meeting of the General Purposes Committee held on Wednesday 16th October 2019 at Northway Community Hub, Lee Walk, Northway, commencing at 7:05 p.m.

Present: Cllr Mrs S Terry (Committee Chair) Cllr S Ward (Committee Vice-Chair)
Cllr Mrs P Godwin Cllr Mrs E MacTiernan
Cllr C Porter Cllr J Roberts
Cllr K Sollis

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

GP/135/19 **Apologies for Absence**

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

GP/136/19 **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/137/19 **Previous Minutes**

Cllr Roberts PROPOSED that the Minutes of the General Purposes Committee Meeting held on Wednesday, 18th September 2019 should be approved as a true and accurate record. Cllr Godwin SECONDED.

FOR: Cllr Roberts Cllr Godwin
Cllr MacTiernan Cllr Porter
Cllr Sollis Cllr Ward

ABSTENTIONS: Cllr Terry

GP/138/19 **Matters Arising from the Previous Minutes**

GP/112/19 Northway Playing Field > Access – A disclaimer was added to the key-borrowing form warning that the Council would not accept liability for any accidents or injury incurred in opening/closing the security barrier.

GP/112/19 Northway Playing Field > Bin Emptying – GAB Waste had been asked to continue emptying bins on the Playing Field.

GP/112/19 Northway Playing Field > Gate Opening – GAB Waste had been asked to lock the gate on some nights due to hire of the Village Hall. Any additional charge incurred for doing this would be forwarded to the Youth Club Trustees.

GP/118/19 Benches/Chairs – Two benches had been placed in the Hub grounds.

GP/134/19 Correspondence Received after 12th September 2019 – A response was sent to the resident who had asked when business signs would be taken down from Shannon Way and Northway Lane. The query had been forwarded to Gloucestershire County Council.

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GP/138/19 **Matters Arising from the Previous Minutes** (continued)

GP/134/19 Correspondence Received After 12th September 2019 – An article was forwarded for inclusion in Tewkesbury Borough News.

GP/99/19 Dog Fouling > Waste Bin – A contractor had been instructed to remove a dog bin along Northway Lane and replace it with the one from Hardwick Bank Road.

GP/139/19 **Northway Playing Field**

- i. **Play Inspection Reports** – Inspection reports received from GAB Waste highlighted:
- Presence of toadstools in the Play Park (removed by GAB Waste).
 - Roundabout pit full of water, grinding when pushed around.
 - Rope on Cone Spinner starting to fray, tape applied.
 - Graffiti on numerous pieces of Skate Park equipment.
 - Bearings collapsed on Cross Trainer and pedals will not go around.
 - BMX Humps slightly overgrown but still safe to use. It was noted that the humps were supposed to be cut regularly and so this should be chased up with the contractors.
- ii. **Maintenance** – Quotations for maintenance to the perimeter of the Playing Field had not yet been received (Min Ref: GP/112/19 refers). It was noted that Countrywide had been cutting closer to the edge of the Playing Field.
- iii. **Tree** – Members were informed that a resident had expressed concern about a Silver Birch tree behind her property which had offshoots on it. She was worried that windy weather might make some of it break and land on her greenhouse. It was confirmed that the tree was Northway Parish Council's responsibility. Cllr Ward advised that he had been to look at the tree and a branch did protrude quite a long way into the resident's garden. He did not feel it was dangerous but was no expert so could not be sure that the branch would not break in high winds.

Cllr Roberts PROPOSED that the Council should arrange for removal of any branches protruding into this resident's garden. Cllr Ward SECONDED.

FOR: UNANIMOUS

- iv. **Water Tap** – The Clerk's Assistant tabled further information that had been researched in relation to the bottle filling tap as well as costs for installation.

Cllr MacTiernan PROPOSED that no further action was taken. Cllr Godwin SECONDED.

FOR:	Cllr MacTiernan	Cllr Godwin
	Cllr Porter	Cllr Roberts
	Cllr Terry	

AGAINST: Cllr Ward

ABSTENTIONS: Cllr Sollis

- v. **Mosquito** – Members considered whether it would be beneficial to re-commence discussions relating to a high-pitch mosquito youth dispersal device.

Cllr MacTiernan PROPOSED that quotations should be sought and, if progressed, the device should be installed on the Playing Field near to the Play Park. Cllr Ward SECONDED.

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GP/139/19 **Northway Playing Field** (continued)

FOR: UNANIMOUS

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

GP/140/19 **Joan's Field**

- i. **Maintenance** – Quotations for maintenance to the fruit trees and brambles in Joan's Field had not yet been received (Min Ref: GP/113/19 refers).
- ii. **Bat Boxes** – It was noted that Northway Community Volunteers (NCV) had met with a licenced bat handler who advised that the bat boxes in Joan's Field could be better placed. As such, the group was writing to inform the Council of its intend to move the boxes and asking for permission to undertake minor pruning of trees (if necessary).

Cllr Ward PROPOSED that NCV were permitted to undertake minor tree pruning. Cllr Roberts SECONDED.

FOR: UNANIMOUS

- iii. **Other Issues** – Cllr Ward asked whether it would be possible to ask Countrywide to start strimming between the new saplings in Joan's Field. AGREED.

It was noted that more free trees from The Woodland Trust were due to arrive in November.

GP/141/19 **The Park**

- i. **Maintenance** – Quotations for maintenance to the fruit trees had not yet been received (Min Ref: GP/114/19 refers).
- ii. **Other Issues** – No further issues were raised.

GP/142/19 **Northway Guardians**

Mr Yardy had emailed the Office to say that he felt things had not progressed enough to warrant an update on the Northway Guardians in the newsletter, however, he suggested it might be worth advertisement a date for getting people together again. Members agreed this might be beneficial.

GP/143/19 **Handyman**

The Clerk explained that looking back over the months and breaking down figures or trying to estimate costs for odd jobs was too big a job.

Cllr Terry PROPOSED that consideration of this item should be deferred until January 2020, in the meantime the Office should monitor what odd jobs came up so that there would be a better overall idea as to whether there was a need for a handyman.

FOR: UNANIMOUS

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GP/144/19 **Bus Shelters**

Members received quotations for bus shelter cleaning. Cllr Ward PROPOSED that the Council should accept the cheapest quotation, which was from GAB (for cleaning of the brick shelters) and Blue Moon Window Cleaning (for cleaning of the perspex shelters).

FOR: UNANIMOUS

It was further AGREED that the bus shelters should be cleaned every two months as opposed to quarterly and a schedule should be requested so that the Office was aware of when the work was being done.

GP/145/19 **Dog Waste Bin**

Members saw photographs of a dog waste bin, along The Spine, on which the lid had become rusty and sharp. GAB Waste had applied tape to make the bin safer.

The Clerk highlighted the fact that there was money in the litter bin budget to allow for purchase of a litter bin.

It was highlighted that there was a dog waste bin and a litter bin slightly further along The Spine and, since the Borough Council were promoting 'any bin will do' when it came to disposing of dog bags, Cllr Ward suggested that one of these could be moved to replace the damaged dog bin.

Cllr MacTiernan said that she would not be in favour of the Council installing any more dog waste bins. Cllr Ward pointed out that litter bins were a lot more expensive (the Council purchased ones with a lifetime warranty).

Cllr MacTiernan PROPOSED that the Council should remove the damaged dog waste bin and replace, only if necessary, with a litter bin. Cllr Porter said that he would be against this, The Spine was well used by dog walkers and dog bags being disposed of in an open bin would result in a bad smell.

Cllr MacTiernan PROPOSED that the Council should purchase a litter bin to keep in storage until there was a need for it. Cllr Godwin SECONDED.

FOR: UNANIMOUS

Cllr Terry PROPOSED that the damaged dog waste bin should be removed.

FOR: UNANIMOUS

Members received a request for a dog bin to be installed by Willis Walk, a resident had become fed up with the amount of dog poo being left on the paths and found that dog walkers regularly disposed of dog poo bags in their dustbin.

It was noted that there was a bin opposite the entrance to Kestrel Way.

Cllr Ward PROPOSED that the resident should be offered a dog fouling sign to put up if they wished.

FOR: UNANIMOUS

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GP/146/19 **Northway Community Hub Grounds**

- i. **Smoking** – Various litter/cigarette bins, smokers’ poles and mounted ashtrays were shown to Members (Min Ref: GP/120/19 refers).

Cllr Ward PROPOSED purchase of a stainless steel litter and cigarette bin for installation in the Community Hub Grounds. Cllr MacTiernan SECONDED.

FOR: UNANIMOUS

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

GP/147/19 **Newsletter**

- i. **Draft** - Cllr Terry PROPOSED approval of the draft copy of Northway Voice, Issue 21.

FOR: UNANIMOUS

It was suggested if Members noticed any errors after the meeting they should contact the Office.

- ii. **Youth Survey** - Cllr Roberts PROPOSED that the Council should have return-boxes for the youth survey at the Community Hub and ask about the possibility of having another at The Pearl of Northway (fish and chip shop). In addition, the survey should be made available online. Cllr Ward SECONDED.

FOR: UNANIMOUS

GP/148/19 **Grass Cutting/General Maintenance**

- i. **Tewkesbury BC/Ubico** – An email had been sent to Mr Peter Tonge, Tewkesbury Borough Council, asking about the possibility of taking on the Borough and County grass cutting (Min Ref: GP/123/19 refers) and reference had been made to the ‘Community Right to Challenge’. A response was still being awaited.

- ii. **Reports/Issues** – It was noted that some maintenance in the parish had been overlooked. When asked about these, Countrywide had said that they had been having difficulty mowing due to the wet weather.

- iii. **Response from Countrywide** – An email had been sent to Countrywide raising concerns about the standard of work being received and referring to an inappropriate response that had been received when contractor(s) had been questioned. The Clerk’s Assistant read the response from Countrywide’s Manager who wanted to reassure Members that they would do their best to put things right and explaining staff changes which had caused difficulties. They had also arranged for a team of four to come over later in the week to get on top of things that had been missed (due to recent bad weather).

FOR: UNANIMOUS

- iv. **Exclusion of the Public and Press under Standing Order No. 1c, Viz**

Under Standing Order 1r, Cllr Terry PROPOSED that, in view of the special/

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GP/148/19 **Grass Cutting/General Maintenance** (continued)

confidential nature of the business about to be transacted, it was advisable in the public interest that the public and press be temporarily excluded and they were instructed to withdraw.

FOR: UNANIMOUS

- v. **Exclusion Items** – Under confidential cover, the Council considered quotations from Countrywide Grounds Maintenance and Smart Cut for grass cutting from April 2020. Following receipt of two favourable references relating to Smart Cut, Cllr Roberts PROPOSED that, due to a significant price difference, the Council should accept the quotation for grass cutting from Smart Cut. Cllr Terry SECONDED.

FOR: UNANIMOUS.

Upon consideration of general maintenance quotations received from Countrywide Grounds Maintenance and Smart Cut, Cllr Terry PROPOSED that Smart Cut's quotation should be accepted for the next financial year. The vote was UNANIMOUS

FOR: UNANIMOUS

GP/149/19 **Weed Killing**

It was noted that weed killing had been delayed due to wet weather (Min Ref: GP/125/19 refers) but would be taking place sometime in the next couple of weeks.

GP/150/19 **Notice Board in Saxon Park**

A proposed licence to erect a notice board in Davey Road, Saxon Park, had been received from Tewkesbury Borough Council. Cllr Ward PROPOSED acceptance and signed the necessary sections.

FOR: UNANIMOUS

GP/151/19 **Parish Maintenance Contract**

- i. **Contractors** – Review of current contractors. No prices had been received. It was AGREED this item should be deferred.
- ii. **Emergency Contractors** – Review of current emergency contractors. No prices had been received. It was AGREED this item should be deferred.
- iii. **Other Issues** – Cllr Roberts mentioned that several street lights near the Northway Centre had stopped working. The Clerk had already reported this to the County Council.

It was noted that a Lee Walk resident had taken it upon themselves to cut the Parish Council's hedging (between the Community Hub and Lee Walk) which had reduced the height. Cllr MacTiernan PROPOSED that the resident should be written to, in the nicest possible way, explaining that the Council was trying to grow the hedge higher and asking that they contact the Council directly with any problems in the future, rather than taking action themselves (also mentioning lack of PLI). Cllr Roberts SECONDED

FOR: UNANIMOUS

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GP/151/19 **Parish Maintenance Contract** (continued)

The Clerk mentioned the fact that, with this hedge (which was very sharp and brambly) there was sometimes the need for someone to come and cut it back urgently, if the current contractors only came once a week and would probably not make a special trip. Cllr Roberts PROPOSED that the Council should identify someone who might be able to do this, if necessary. Cllr MacTiernan SECONDED.

FOR: UNANIMOUS

GP/152/19 **Winter Maintenance**

No necessary action.

GP/153/19 **Drainage and Flooding**

- i. **Reports** – Cllr Ward mentioned the issue of water pooling along Steward Road. It was suggested that County Cllr Smith and Craig Freeman (GCC) should be contacted about this.
- ii. **Flood Warden** – No reports received.

GP/154/19 **'Report It'**

The following issues had been reported to the relevant authorities:

- Flytipping down lane opposite Joan's Field. This had now been collected.
- Vape Point posters that had been left up in Shannon Way and Northway Lane. Gloucestershire County Council had concluded 'no fault found' in relation to these. Cllr MacTiernan PROPOSED that the Parish Council should query why no action had been taken in relation to this. Cllr Ward SECONDED.

FOR: UNANIMOUS

- Street lights out between Cherry Orchard and Brannigan Court.

GP/155/19 **Budget for the Financial Year 2020/21**

Cllr MacTiernan PROPOSED that the DOG BINS heading was removed and funds that usually went in it should be transferred to LITTER BINS. It was explained that, even if the Council did not purchase any further dog bins, there still needed to be a heading to allow for things such as removal of old or damaged bins, repairs, purchase of dog fouling signs, etc.

2137 GRASS CUTTING – It was AGREED that this heading should be set at £5,000.

2138 LITTER BINS – It was AGREED that this heading should be set at £800.

2139 DOG BINS – It was AGREED that this heading should be set at £350.

2140 BUS SHELTERS – It was AGREED that this heading should be set at £1,000.

2141 PLAYING FIELD MAIN – It was AGREED that this heading should be set at £8,000.

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GP/155/19 **Budget for the Financial Year 2020/21** (continued)

2142 THE PARK AMENITY AREA – It was AGREED that this heading should be set at £750.

2143 JOAN'S FIELD – It was AGREED that this heading should be set at £500.

2144 OTHER AREAS (INCL. LITTER PICK) – It was AGREED that this heading should be set at £8,000.

2145 HUB GROUNDS – It was AGREED that this heading should be set at £650.

2148 DOG WARDEN CONTRIBUTION – Members AGREED that this heading should be set at £0.

2150 NOTICEBOARDS / NEWSLETTER – Members AGREED that this heading should be set at £2,800.

2152 EMERGENCY PLAN/FLOODING – Members AGREED that this heading should be set at £500.

Members noted that, following these agreements, the total General Purposes Committee Budget for 2020/21 would be set at £28,350 (copy of breakdown attached), a reduction of £1,400 on the current year's budget. Cllr Ward PROPOSED acceptance of these figures. Cllr Godwin SECONDED.

FOR: UNANIMOUS

Members considered capital projects that it might want to recommend to November Finance Committee Meeting including Skate Park upgrade (Min Ref: GP/87/14 & GP/132/18 refer), replacement Gym Equipment (Min Ref: GP/105/18 & GP/112/19 refer) and an activity/trim trail (Min Ref: C/214/19 refers). It was AGREED that when a meeting of the Capital Projects Working Party was scheduled it could consider these suggestions along with any others.

GP/156/19 **Correspondence for Action**

- i. **Primary Care Supplies** – Details of glow in the dark AED location signs. Cllr Sollis explained that the defibrillator at The Northway Centre was difficult to see at night due to lack of nearby lighting. It was suggested that a glow in the dark sign might also be beneficial for the defibrillator outside the Changing Room Facility.

Cllr MacTiernan PROPOSED that suitable glow in the dark signage should be purchased for these two defibrillators. Cllr Ward SECONDED.

FOR: UNANIMOUS

It was noted that permission would need to be sought from Creed Catering (landlords) before drilling holes into any exterior walls at The Northway Centre.

- ii. **RoSPA** – Details of 2019 Play Safety Conference at Hilton Metropole Birmingham on 5th December 2019.

- iii. **Keep Britain Tidy** – Details of 'We're Watching You' campaign. Cllr Terry PROPOSED that the Council should use excess from 2019/20's Dog Bins budget heading towards purchase of a package to trial in Northway.

FOR: UNANIMOUS

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GP/157/19 **Correspondence for Information**

- i. **Rural Services Network** – Bulletin.
- ii. **Playdale** – Details of Play Consultancy Service.

GP/158/19 **Correspondence received after 10th October 2019**

None received.

As there was no other business the meeting concluded at 8.46pm.