

**Minutes of the Council Meeting held on Wednesday, 13<sup>th</sup> May 2026**

**In the Ray Shill Room, Northway Community Hub, Northway, commencing at 7:15 p.m.**

Present: Cllr M Barnes (Chair) Cllr J Roberts (Vice Chair)  
Cllr J Beadle Cllr P Godwin  
Cllr R Godwin Cllr O Kareem  
Cllr J Llewellyn Cllr G Shelton  
Cllr S Terry (until/from: C/126/26)

In Attendance: Cllr K Usmar, Gloucestershire County Council  
Mrs C Woodward, Clerk of the Council  
Mrs L Stewart, Clerk's Assistant

C/104/26 **Apologies for Absence**

Cllrs Phennah, Ward and Fancourt, Borough Cllr Bocking and PCSO Owen had tendered their apologies. No further apologies were received.

C/105/26 **Public Participation**

No issues were raised.

C/106/26 **Declarations of Interest**

No declarations of interest were made, as required by the Code of Conduct adopted by the Parish Council on 12<sup>th</sup> April 2023 (Minute Ref C/85/23).

C/107/26 **Minutes of Previous Council Meetings**

Cllr Llewellyn PROPOSED that the Minutes of the Full Council Meeting that took place on 8<sup>th</sup> April 2026 should be approved as a true and accurate record. Cllr Terry SECONDED.

FOR: Cllr Llewellyn Cllr Terry  
Cllr Barnes Cllr Beadle  
Cllr P Godwin Cllr Roberts  
Cllr Shelton

ABSTENTIONS: Cllr R Godwin Cllr Kareem

C/108/26 **Matters Arising from Council Minutes/Clerks Report**

**C/187/25 Carrant Brook School** – Following confirmation from the Local Highways Manager in October 2025 that he would arrange for the road markings outside Carrant Brook School to be repainted in the new financial year, the work had now been completed. The Council's thanks were passed on.

Cllr Usmar commented that she wished the Council had informed her earlier of the request, as once she had raised the matter with the Local Highways Manager, the work had been completed within a couple of weeks. She encouraged the Council to work with her and make her aware of such issues in future so that she could lend additional support to requests.

The Clerk advised that the Council had been trying, for some time, to get the disabled parking bay outside Northway Chemist remarked. Cllr Usmar offered to look into the matter.

## NORTHWAY PARISH COUNCIL

C/108/26 **Matters Arising from Council Minutes/Clerks Report** (continued)

**C/69/26 Roads & Road Safety** – Thanks was forwarded to the Local Highways Manager following completion of drainage works on Northway Lane, by Apple Tree Court.

**C/74/26 Warm Space Working Party** – Volunteers joined the Borough Mayor for afternoon tea to acknowledge their contributions (photos had been forwarded to the office). The Working Party had agreed to run further sessions in the autumn with a grant from the Grassroots fund.

**C/88/26 Mayor Making** – Cllr Barnes had accepted an invitation to the Tewkesbury Town Council Mayor Making Ceremony on 28<sup>th</sup> May as well as the Annual Meeting and Mayor Making at Tewkesbury Borough Council.

**C/88/26 Central Cladding Systems Ltd** – A start date for repair works to the Community Hub roof had been confirmed as Monday 1 June 2026. The works were expected to last approximately four weeks, and the contractors had assured the Council that disruption to hirers would be kept to a minimum wherever possible.

C/109/26 **Roads & Road Safety**

- a. **Issues of Concern** – Cllr Llewellyn reported that potholes along Hardwick Bank Road had been marked for repair for some time, but the works had still not been carried out.

Cllr Roberts reported a missing sign at the bus stop by Ashchurch Train Station and also that there were no road markings there.

County Cllr Usmar asked that anyone reporting issues on Fix My Street forward the details on to her.

Cllr Terry highlighted concerns regarding young people riding electric bikes on the roads and on Northway Playing Field, noting that this posed a danger. Cllr Llewellyn suggested that the local PCSOs be informed of the issue.

- b. **20's Plenty** – Details of free webinar taking place on 22<sup>nd</sup> May 2026. Cllr Llewellyn expressed an interest in participating in this.

- c. **Gloucestershire County Council** – Details of upcoming works:

- B4080 Bredon Road starting 25<sup>th</sup> June – Night works.
- Details of temporary closure at Gannaway Lane, Newtown.

- d. **Tewkesbury Half Marathon** – Members considered whether any feedback should be relayed to the organisers of the Tewkesbury Half Marathon following numerous complaints shared on social media and raised verbally with councillors and office staff.

Overall feedback was that the event had been chaotic, with organisers not giving enough consideration to the needs of the local community. Concerns were also raised regarding the lack of information provided in advance of road closures, and reports that vehicles had continued to use closed roads, which had been dangerous.

Cllr Roberts commented that it was positive for the event to take place, but the general feeling was that the organisation and management of the event could have been better, he PROPOSED that feedback was sent to the organisers. Cllr Terry SECONDED.

FOR: UNANIMOUS

- e. **Northway Lane M5 Overbridge** – Cllr Barnes had forwarded information to the office regarding bridges elsewhere in the country where security fencing, in excess of six feet high, had been welded to the railings, including examples at Walsall and Heath Lane.

## NORTHWAY PARISH COUNCIL

### C/109/26 Roads & Road Safety (continued)

It was also noted that the Samaritans signs had been removed from the Northway M5 overbridge.

### C/110/26 County Councillor's Report

County Cllr Usmar had forwarded reports to the Council Office, these had been circulated to Members.

Cllr Usmar added that the Local Highways Manager had advised that the road mender would be coming to Northway in the near future. The Clerk confirmed that she had already provided him with a list of the Parish Council's priority areas.

Cllr Usmar also provided an update on the Community 20's consultation and the Grassroots Fund, noting that the fund was now almost fully allocated. She further advised that a number of matters had been discussed at Full Council meetings at the County Council, including motions relating to affordable housing and proposals for Severn Trent to become a statutory consultee in planning matters. Debates had also taken place regarding mental health, particularly as it was Mental Health Awareness Week, and she stated that she would press for the Samaritans signs to be reinstated on the bridge.

Cllr Shelton asked whether any discussions had taken place regarding pavement parking. Cllr Usmar did not recall this matter being raised.

### C/111/26 Youth Work

- a. **Northway Youth Club** – A request had been received from the Youth Club providers for an item to be included on the agenda to allow them to address the Council. However, they had not responded to any of the Clerk's emails seeking confirmation of their attendance. Cllr P Godwin offered to chase this up on the Clerk's behalf.
- b. **Play Gloucestershire** – A project specification had been received for the four play days agreed for the current financial year.
- c. **Children Society** – The Clerk passed on an email from the Children's Society who ran a hub in Tewkesbury and were looking to get more young people involved in their activities. They ran sessions for ages 10 – 18 and also a SEN group for young people aged 10 – 25 who had additional needs. She was wondering whether the Council would be happy to pass on details to young people and families in the community and also offered to provide flyers. It was AGREED that the Council accepted the offer of some flyers. Cllr P Godwin also took a copy of the correspondence to share with Northway Youth Club.
- d. **Boxing Clever** – The Clerk read an email from the parent of a child attending the boxing sessions, expressing thanks to the Council and highlighting the significant benefits the sessions had provided.

### C/112/26 General Purposes Committee

Members received the Minutes of the General Purposes Committee Meeting that took place on 15<sup>th</sup> April 2026. It was noted that the date on the Minutes was incorrect.

### C/113/26 Planning Committee

Members received the Minutes of the Planning Committee Meeting that took place on 15<sup>th</sup> April 2026.

### C/114/26 Events Working Party

Members received the Notes of the Events Working Party Meeting that took place on 18<sup>th</sup> March 2026.

## NORTHWAY PARISH COUNCIL

### C/115/26 Finance Committee

- a. **Previous Minutes** – Members received the Minutes of the Finance Committee Meeting that took place on 22<sup>nd</sup> April 2026.
- b. **Lease** – It was AGREED to defer discussion of this until item 28 on the agenda (Min Ref: C/132/26 refers)

### C/116/26 Postage

Following approval to trial emailing of agendas (Min Ref: C/131/25 refers), Members considered whether this setup was working well. The Clerk gave a run down of the postage costs over the past three years, which did show an overall reduction.

Cllr Terry PROPOSED that the Council continued to email the agenda's and reviewed the situation again in a year. Cllr Llewellyn SECONDED.

FOR: UNANIMOUS

The Clerk was asked to send extra reminders to Members regarding ad-hoc or Working Party meetings.

### C/117/26 This Is Tewkesbury Working Party

Members received the Notes of the Meeting that took place on 11<sup>th</sup> May 2026. Members were given a brief rundown of the discussion that had taken place at the meeting as well as a recommendation that promotional pens and pop-up banners be purchased. The Clerk tabled quotations of £112 (for pens) and £45 (for banners). Cllr Roberts PROPOSED approval of purchase.

FOR: UNANIMOUS

### C/118/26 Borough Councillor's Report

Cllr Bocking had forwarded a report in advance of the meeting, which had been circulated to Members.

### C/119/26 Zurich Insurance

The Clerk explained that there had been an increase in the annual premium for the Council's insurance policy with Zurich Insurance. The premium, which had previously been £4,495.08, had risen to £5,499.99 for the current year.

Upon querying the increase, Zurich had advised that this was due to index linking and increased public liability rates. They had also confirmed that they would be unlikely to charge a fee should the Parish Council wish to seek alternative quotations and cancel the renewal.

Cllr Roberts commented that Zurich Insurance's reasoning for the increase appeared justified. Members considered seeking alternative quotations for insurance cover but felt that there would not be sufficient time before the expiry of the current policy.

It was suggested that alternative quotations should be sought in preparation for the following year's renewal, and that the Council should write to Zurich expressing its dissatisfaction regarding the increase.

Cllr Terry PROPOSED acceptance of the increased price. Cllr Llewellyn SECONDED.

FOR: UNANIMOUS

## **NORTHWAY PARISH COUNCIL**

### **C/120/26 Parish Online**

Cllr Barnes PROPOSED renewal of services provided by Parish Online for continued website provision and mapping software. Cllr Terry SECONDED.

FOR: UNANIMOUS

### **C/121/26 Council Accounts**

Members received the accounts for approval for payment. It was noted that BDR had increased their monthly charge, despite this having previously been agreed as a fixed amount. The Clerk had raised the matter with the company and was awaiting a response.

Cllr Llewellyn PROPOSED that the accounts for payment, totalling £26,426.02 should be approved. Cllr Terry SECONDED.

FOR: UNANIMOUS

### **C/123/26 Sunflowers Suicide Charity**

Sunflowers Suicide Support had confirmed that they could provide a bespoke training session covering how to recognise the signs that someone may be considering suicide, how to keep a person safe in that moment, and how individuals can look after themselves afterwards should such a situation arise (Min Ref: C/78/26 refers). The cost of the training would be £125.00.

Cllr Roberts PROPOSED that the session should be booked and, once a date was established, this should be advertised to the public. Cllr Llewellyn SECONDED.

FOR: UNANIMOUS

### **C/124/26 Building Security**

Concerns regarding safety and security had been raised following the attendance of a member of the public at the previous month's Full Council meeting (Min Ref: C/86/26 refers). The individual had been reluctant to leave until he had been offered somewhere to sleep for the night, and some Members had felt intimidated by the situation.

In light of this, Members considered what measures could be introduced to improve the security of the building, particularly during evening meetings. Several suggestions were put forward, including the installation of an internal button-controlled entry system or an audible alert to indicate when someone entered or exited the building.

Cllr Roberts PROPOSED that the Clerk investigate the costs of installing a bell or similar alert system. Cllr Terry SECONDED.

FOR: UNANIMOUS

### **C/125/26 Devolution**

It was confirmed that Cllrs Fancourt and Barnes had attended Gloucestershire Association of Local Councils training in Toddington relating to devolution on 23 April, together with the Clerk and the Clerk's Assistant. It was reported that very little information had been available, and that the session had primarily provided an opportunity for parish councils to discuss their concerns and worries.

## NORTHWAY PARISH COUNCIL

### C/125/26 Devolution (continued)

The Clerk advised that, in light of upcoming development and devolution, the Borough Council had decided to commence a Community Governance Review across the borough. She encouraged Members to consider their views in advance of the next meeting, when the consultation would be received.

### C/126/26 Garden Communities/Stewardship

- a. **Garden Communities** – Cllr Barnes provided an update following his attendance at a Garden Communities Team meeting. It appeared that the A46 offline solution was no longer being considered as an option going forward, which would have significant implications for the Garden Community plans and would require a radical rethink of proposals.

It was also reported that planners had rejected proposals for housing development north of Ashchurch and, as a result, no further progress was expected until October or November, or possibly the following year.

Further concerns were raised regarding the lack of capacity within existing power and wastewater infrastructure. Severn Trent were saying that an upgrade of their facilities would be at significant cost and would not be able to start until 2030 which meant it could be up to ten years before anything could be achieved. It was also noted that responsibility for providing any required electricity substation infrastructure would lie with developers and the planning process, rather than with National Grid.

Several other concerns were raised and Cllr Barnes felt that the Garden Town Team were now admitting that there were serious issues. Feedback from the Cratus review had not yet come back.

It was also noted that Newland Homes had still not submitted a planning application.

8:27pm – Cllr Terry left the meeting.

- b. **Stewardship** – Cllr Roberts passed on correspondence from Neil Hopwood regarding stewardship planning for the Garden Communities.

8:29pm – Cllr Terry rejoined the meeting.

He explained that Ashchurch Rural Parish Council held strong views regarding stewardship arrangements, and that he was seeking to emphasise the importance of considering the impact any proposals could have on Northway.

### C/127/26 Annual Governance – Assertion 10

It was noted that only one or two councillors had not yet completed their GDPR training.

### C/128/26 Northway Food Pantry

The Clerk relayed an appeal from the Northway Food Pantry for assistance in filling a number of voluntary roles, including that of Project Manager. Councillors had been emailed copies of the role descriptions in order to help promote the vacancies. It was noted that, should the positions remain unfilled, the Pantry may have to seriously consider closure.

8:32 – Cllr R Godwin left the meeting.

### C/129/26 Correspondence for Action

- a. **Gloucestershire Association of Parish & Town Councils (GAPTC)** – The Clerk listed upcoming GAPTC training sessions.

## NORTHWAY PARISH COUNCIL

### C/129/26 Correspondence for Action (continued)

- b. **Tewkesbury Borough Council** – Draft Film Classification Policy Consultation – Cllr Roberts PROPOSED no response. Cllr Terry SECONDED.

FOR: UNANIMOUS

### C/130/26 Crime & Disorder

- a. **Crime Figures** – None available.
- b. **Other Information** - The Clerk informed Members that the Co-Op had been broken into that morning, however nothing had been stolen.
- c. **PIP** – PCSO Fellowes had held a drop-in at Northway Community Hub on 30<sup>th</sup> April which had been well attended.

### C/131/26 Scheme of Delegation

Cllr Terry PROPOSED approval of the Finance Committee's recommendation to adopt a Scheme of Delegation (Min Ref: FUN/37/26 refers). Cllr P Godwin SECONDED.

FOR: UNANIMOUS

### C/132/26 Lease Working Party

- a. **Meeting** – Members received the Notes of the Meeting that took place on 8<sup>th</sup> April 2026.
- b. **Informal Meeting** – Members received the Notes of the Informal Meeting that took place on 22<sup>nd</sup> April 2026.
- c. **Recommendations** – Cllr Roberts explained the discussions that had taken place at the Lease Working Party meetings. In summary, the current lease arrangement between the Parish Council and Tewkesbury Town Football Club (TTFC) had not worked as well as hoped, as the cost of running the building had exceeded the income received through the lease.

Going forward, TTFC men's teams would be playing their matches at their new clubhouse in Wheatpieces, and the TTFC Colts would be using the pitches at Northway. A new arrangement would therefore need to be established. The Working Party had raised a number of outstanding issues with TTFC and had requested that these be resolved before they ceased using the facility at Northway.

It was also noted that the TTFC Colts would not require use of the showers. They would benefit from use of the kitchen to sell drinks and refreshments, but their main requirement was use of the pitches, which the Council had explained could not be leased as they were for public use.

The Working Party suggested that a pay-to-play arrangement may be more suitable going forward than a lease, as it would allow the Council greater control of the facility. However, it was acknowledged that this would likely create additional administration for the office.

It was noted that Tewkesbury Tigers would probably still require use of the shower facilities, although they only had a small number of matches each season. TTFC had suggested that Tewkesbury Tigers may be willing to move to the Tewkesbury Academy pitches if this presented a difficulty.

The Clerk clarified that, under a pay-to-play arrangement, responsibility for all building-related costs would fall to the Council, including legionella testing, utilities, fire safety checks, line marking and cleaning. TTFC had suggested that they currently paid between £50 and £60 per match.

## NORTHWAY PARISH COUNCIL

### C/132/26 Lease Working Party (continued)

The Working Party had also suggested that, if the showers were no longer required, they could be locked and the boiler switched off. However, the Clerk expressed concern that this could result in the facilities becoming unusable.

It was acknowledged that there was no straightforward solution and that the Changing Rooms Facility may operate at a loss regardless of the arrangement adopted.

It was AGREED that the Clerk should ask TTFC Colts how many matches they intended to play at Northway per season in order to establish the potential income that could be generated through a pay-to-play arrangement.

Cllr Roberts PROPOSED that the Council should explore the practicalities of a pay-to-play arrangement further to determine whether a suitable way forward could be found. Cllr R Godwin SECONDED.

FOR: UNANIMOUS

### C/133/26 Correspondence for Information

- a. **Petition** – Request to sign a petition to support a campaign against inappropriate development. It was AGREED that this should be circulated to councillors.
- b. **Gloucestershire Association of Local Councils (GALC)** – April Newsletter
- c. **Artshape** – Introduction to the Peer Navigator for Access Charity who can provide support for adults and unpaid carers navigating the adult social care system.
- d. **Tewkesbury Know Your Patch** – Minutes from the meeting that took place on 12<sup>th</sup> March.
- e. **Caring for Communities and People (CCP)** – CCP's Housing Support and Family Support drop-ins have been withdrawn due to lack of attendance/lack of interest.

### C/134/26 Correspondence Available in the Clerk's Office

- a. **Tewkesbury Borough Council :-**
  - i. **HAF** – Call for applications for organisation wishing to deliver Holiday Activities & Food (HAF) provision.
  - ii. **Press Releases:**
    - New Cemetery Viewer app helps residents' connection with local heritage.
    - Vistry hands over Bishops Cleeve community centre to Tewkesbury Borough Council.
    - Mayor's marathon challenge to support local charities.
    - Celebrated authors and historians to headline first-ever Tewkesbury History Festival
- b. **Cameron Thomas MP** – Email with information relating to the Parliament's Culture, Media and Sport (CMS) Committee advising that applications have been opened for a second round of inquiries.

### C/135/26 Correspondence Received After 7<sup>th</sup> May 2026

- a. **CCP** – Notice that housing advice and family support drop-ins at Northway Community Hub are stopping.
- b. **Tewkesbury Borough Council – Press Releases:**
  - Council defeats appeal over revocation of premises licence for Sandhurst restaurant.
  - Multi-agency statement ahead of Gloucester cheese rolling event.

## **NORTHWAY PARISH COUNCIL**

### C/135/26 **Correspondence Received After 7<sup>th</sup> May 2026** (continued)

- Tewkesbury Borough Council has welcomed a new mayor for 2026/27
- c. **Gloucestershire Playing Fields Association (GPFA)** – Invitation to Centenary Reception - 26 June 2026. Cllr Barnes expressed an interest in attending.
- d. **St Nicholas Church** – Letter of thanks for use of Northway Community Hub for event.
- e. **Gloucestershire Association of Local Councils (GALC)** – Details of upcoming courses.
- f. **Clerks and Councils Direct** – Magazine

As there was no further business the meeting concluded at 8:54 pm.