

## **NORTHWAY PARISH COUNCIL**

Minutes of a meeting of the General Purposes Committee held on Wednesday 20<sup>th</sup> April 2016 at The Ray Shill Building, Northway, commencing at 7:07 p.m.

Present:	Cllr Mrs P Godwin (Vice Chairman)	Cllr D Nash
	Cllr J Roberts	Cllr S Ward
	Cllr A Webber	Cllr R Winrow

In attendance: Mrs C Woodward, Clerk of the Council

### **GP/27/16 Apologies for Absence**

Apologies for absence had been received from Cllrs Shelton, Birch, Cooper, MacTiernan, Terry and Bailey.

### **GP/28/16 Declarations of Interest**

Cllr Godwin declared her interest in items relating to The Gould Field. No further declarations of interest, 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/29/16 Previous Minutes**

Cllr Ward PROPOSED that the Minutes of the General Purposes Committee Meeting held on 16<sup>th</sup> March 2016 should be approved as a true and accurate record. Cllr Winrow SECONDED.

FOR:	Cllr Ward	Cllr Winrow
	Cllr Godwin	Cllr Nash

ABSTENTIONS:	Cllr Roberts	Cllr Webber
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### **GP/30/16 Matters Arising From the Previous Minutes**

***GP/21/16 Bins*** – A new bin had been ordered and delivered ready for installation by The Park bus shelter.

***GP/24/16 Correspondence for Action*** – NCV's secretary, Mrs Turner, had been given permission to contact the Council on NCV's behalf (in addition to the Chairman, Mr Beadle).

### **GP/31/16 Northway Playing Field**

- i. **Northway Play Park** – Members received weekly inspections for the Play Park (undertaken by Mr Davis, GAB Waste). There were no new issues raised and Mr Davis hoped to rectify the existing ones (Min Ref GP/19/16 refers) in the near future.

As well as the weekly inspection Mr Davis had submitted his Quarterly Inspection undertaken on the 12<sup>th</sup> April 2016. The items raised were as follows:-

- Surface flood water at entrance to park – to monitor.
- Graffiti on large play frame in play park/basket ball area/skate park – to remove at later date.
- Roundabout full of water and hard to push around - to be sorted at a later date.

- Burns in rubber matting around play equipment.
- Swing basket suspension rope had slight wear showing metal – additional tape put on, to be monitored. Shackle and bolt to be replaced.
- Trampoline pit full of water and litter – to remove when possible.
- 3 x cement block seats chipped and damaged - ok to use will be fixed at a later date.
- Some metal fence slats had been kicked in and bent slightly and paint was chipped.
- Spinning disc rubber starting to fray on outside – to monitor.
- Seat by Skate Park has one slat bent and slightly raised – ok to use.
- Seat on large swing support eye is starting to break around the metal seat – will monitor and replace when necessary.

Mr Davis concluded that all the items noted were small and any larger repairs were to be completed at a later date – they would cause no harm or direct injury to the public.

Cllr Nash expressed concern with the last statement made by Mr Davis and enquired whether he was qualified to say this. Cllr Winrow pointed out that Mr Davis had attended the same training course that himself and Cllr Cooper had attended, put on by Gloucestershire Playing Fields Association along with Rospa, which did qualify for such a statement. It was noted that the crucial thing was to ensure and be able to prove that visual inspections took place on a regular basis.

ii. **Skate Park**

- a. **Weekly Inspections** – Following previous reports of graffiti (Min Ref: GP/05/16 refers) Mr Davis had confirmed that he hoped to remove this soon.
- b. **Painting** – Cllr MacTiernan was not present to give an update regarding the Council's application to the Youth Local Fund (Min Ref GP/19/16 refers). It was noted that County Councillor Vernon Smith had reported at Full Council that the money was available for the work but he needed Cllr MacTiernan to resubmit the application on a different application form.

- iii. **M.U.G.A / Outdoor Gym** - Weekly inspections had been undertaken by Mr Davis (GAB Waste). It had been reported that the base of the cycle machine was still loose, Mr Davis hoped to secure this with concrete once the weather improved. There was also graffiti on the metal frames which he hoped to paint over when the weather improved.
- iv. **Plaque** – It had been agreed at the last General Purposes Committee Meeting (GP/19/16 refers) that a plaque should be purchased and placed in the playing field giving details of its benefactor. Following the meeting it was noted that such a plaque already existed and was attached to the Play Park. It read 'This field was given to the Parish of Ashchurch by Mr & Mrs H E Gould and opened by Brig. C M Northern MBE on 26<sup>th</sup> June 1971'.

In view of this new information it was agreed that a new sign was not necessary. Cllr Winrow PROPOSED it was cleaned and relocated to a more prominent position at the entrance to the field. Cllr Nash SECONDED.

FOR: UNANIMOUS

Cllr Ward agreed to undertake this work on behalf of the Council.

- v. **Signage** – Northway Community Volunteers (NCV) wanted to install new signage in place of the existing at the entrance to old Northway Lane, directing the public to Northway Playing Field and the Village Hall. The Admin Assistant had obtained designs and costings from Morelock (the firm used by Gloucestershire County Council/Amey). This had come back at a cost of £252.58, with an additional charge of £550.00 for installation of the sign. NCV had come back to the Council stating that they were happy

to pay for the sign but wondered whether the installation cost could be reduced by using another contractor. The Admin Assistant had contacted Richard Waters, Stakeholder Manager, Gloucestershire Highways asking if this would be appropriate and he responded that it would be fine as long as they held the appropriate accreditation and Public Insurance to work on the public highway. The installer would also need to collate utility information beforehand to ensure that there were not any electricity cables etc in the vicinity. Although this may seem excessive it was necessary. When the contractors wished to undertake the work they would need to contact the Streetworks Team to 'book' the roadspace.

Members considered this information and although the cost for installation seemed excessive they felt that if Mr Water's recommendations were followed the costings would probably not be reduced by using another firm, as there was a lot involved. Cllr Ward, therefore, PROPOSED, that NCV were told that this was the cost of the work and if they did not wish to proceed because of the cost then a new sign would not be installed. Cllr Winrow SECONDED.

FOR: UNANIMOUS

It was noted that if NCV decided to progress the work it may be better for them to donate the net sum to the Parish Council who would then be able to progress the work on their behalf.

vi. **Graffiti Panels/Artists**

**Date** - The Clerk confirmed that the date of the Graffiti Workshops was 31<sup>st</sup> May 2016 and 1<sup>st</sup> June 2016. The Artists recommended two groups of up to 12 in number all who would need to be aged 13 and above.

**Deposit** - It was confirmed that a deposit of £218.00 had been paid towards the workshops.

**Advertising** - Members considered how best to advertise the workshops and all felt very strongly that Northway youth should take priority. It was AGREED that Tewkesbury School, Alderman Knight School and Abbey View School should be given the information as well as it being passed on to GMAS and advertised on the Parish Council website and facebook. Members did consider going to local scouts/boys brigade but did not want to be inundated with applications. The Echo and Tewkesbury Direct should also be contacted about the workshop and a post event item should be included in the next Parish Council newsletter.

Members reviewed the draft Booking Form that the Admin Assistant had designed (attached to Agenda) and believed it covered everything that would be required they also felt the other suggestions of wearing old clothes, bringing packed lunches and drinks as well as offering toilet facilities (changing room) should be included.

Members felt it would be a good idea to have additional application forms available on the day (if attendees did not show up or in the unlikely event that workshops were not fully booked). Also, a waiting list should be created and held at the office so that if any youths dropped out those on the waiting list could fill the gaps on the day.

Cllr Ward PROPOSED that the matters just discussed should be progressed. Cllr Nash SECONDED.

FOR: UNANIMOUS

**Installation of Panels** – The panels were being installed on Thursday, 26<sup>th</sup> May 2016 and the contractor wished to meet Councillors on site to confirm location. Cllr Terry had already agreed to attend and Cllr Godwin also agreed to go.

**Protection of Boards** – The Admin Assistant had contacted on of the Graffiti Artists to see how the boards could be protected once the art was done. The artist had suggested the use of lacquer but could not confirm whether or not it would be removed by graffiti wipes but he felt that if they sprayed a layer after the workshops and left the Council with a tin, the graffiti wipes could be used to carefully remove any offensive graffiti and a new layer sprayed on afterwards – he thought this would be sufficient but could not say for sure.

It was AGREED that the lacquer should be sufficient and that the Council should accept the Artists kind offer of a tin being left for further use.

**Painting of Boards** – Members considered whether both sides of the boards should be painted or just one, bearing in mind that the workshop was over two days with two teams. Cllr Nash PROPOSED that the artists should use one side only but if needed to use the other side too, as long as this did not incur any additional charges. Cllr Ward SECONDED.

FOR: UNANIMOUS

**Poster** – The Admin Assistant had put a sample poster together for Members to consider. All were very impressed and wanted to thank the Admin Assistant for her hard work. Cllr Ward PROPOSED that the poster be used as it was with the addition of advertising that the booking form could also be obtained from the Parish Office. Another amendment was where it stated 'first come, first serve' (as Cllr Nash had pointed out) this should be changed to 'first come, first served'. Cllr Nash SECONDED.

FOR: UNANIMOUS

**Other Items** – Members considered whether there were any other matters to address. Cllr Roberts did suggest that it might be worthwhile to erect a gazebo for the event but then realised that, as it was two day event, the gazebo would have to be removed and re-erected.

It was AGREED that the schools should be approached and advertising begin as soon as possible.

- vii. **BMX Sign** – The sign that had been provided by NCV at a cost of £360.00 had been vandalised and was not repairable although the posts were still in situ. Cllr Winrow suggested that a new sign was attached to the palisade fencing as it would be more difficult to remove it from there. Cllr Nash was concerned about leaving the two posts where they were, wondering if they would be hazard. It was felt that a new sign did not need to include all the logos it could just mention in the small print all those who donated.

Cllr Ward PROPOSED that Morelock were approached for a quotation for a sign allowing for a stronger metal than the previous sign and also for a third post. Cllr Nash SECONDED.

FOR: UNANIMOUS

Cllr Ward agreed to measure what was necessary and provide details to the Admin Assistant before she made contact.

- viii. **Gate Opening Trial** – The six month trial for keeping the playing field main gate open during the day time was due to end. Members considered whether to keep this going, although Cllr Godwin did point out that there were likely to be increased numbers of travellers around at this time of year. Cllr Ward pointed out that in previous discussions, including those about Joan's Field, the suggestion of a barrier had been raised. He

GP/31/16 **Northway Playing Field** (continued)

explained that this would be of strong metal and probably the height of a vehicle with a roof box on top to allow regular vehicles in and out. It would also need to have the ability to be opened to allow for contractors vehicles. Cllr Nash expressed concern that with the level of immature activity in the area that young people may swing from it. Cllr Roberts suggested that the best way forward would be to obtain a quotation for this type of barrier. It was mentioned that there was something similar, that it could be based on, installed in Swindon Village. Cllr Roberts PROPOSED that a quotation was sought and brought back to the next meeting. Cllr Nash SECONDED.

FOR: UNANIMOUS

Cllr Winrow further PROPOSED that the gate was left open until further notice. Cllr Ward SECONDED.

FOR: UNANIMOUS.

GP/32/16 **The Park Amenity Land**

- i. **Teenage Shelter** - No inspection reports had been received.
- ii. **Head Drivers** – Head drivers had been ordered to allow Mr Davis to undertake inspection of the shelter, these were at a cost of £39.00. Cllr Roberts PROPOSED ratification of the expenditure. Cllr Ward SECONDED.

FOR: UNANIMOUS

- iii. **Access** – Three quotations had been received for installation of a dropped kerb and two drop down bollards on The Park (GP/06/16 & GP/20/16 refer). Members were reminded that the majority of the funding was coming by way of a Section 106 agreement in the sum of £2500 towards the access. Cllr Ward PROPOSED that, although not the cheapest the Council should accept a quotation from Spa Paving in the sum of £2890.00 on the grounds of best value as more appeared to be being provided for the money. The remaining funds to make up the difference should come from The Park budget heading. Cllr Nash SECONDED.

FOR: UNANIMOUS

A license for the work still had to be obtained but the Admin Assistant had been unable to complete the application without the name of the agreed contractor.

It was AGREED that some members would visit the site on Sunday morning, 24<sup>th</sup> April 2016 and work out exactly where the entrance should be, although the consensus was to have it adjacent to the access to Sherborne Homes.

- iii. **Bollards** – It was noted that last year a bollard had been found on the ground at the Park and it appeared to have fallen due to being rotten at the base. Cllr Nash pointed out that he had recently been the victim of youths hitting his front door with a bollard which was removed from the Saxon Park play area and also appeared to be rotten. Tewkesbury Borough Council, who were responsible for the Saxon Park play park, suggested that they were liable for this. Cllr Nash's concern was that if the bollards along The Park were in a similar condition they could prove to be a liability. It was agreed that Members would undertake a visual inspection of the bollards at the same time as assessing the new entrance on to The Park. This should then be brought back to the next General Purposes Committee Meeting.

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### **GP/33/16 Joan's Field**

The next check for Giant Hogweed was due in May at Joan's Field. This task was normally undertaken by Cllr Cooper along with a representative of the Environment Agency. Cllr Nash agreed to meet with the Environment Agency representative as long as the appointment was made for a Monday.

### **GP/34/16 Flower Barrels**

Northway Community Volunteers had provided the Council with a map of locations where they proposed to place wooden barrels to be planted with flowers. These had been forwarded to Richard Waters, Gloucestershire Highways for his view. His response was that if they were being provided by the Parish Council they could be supported as they would be covered by the Parish Council public liability insurance. He did also feel some of the locations should be changed, particularly the ones outside the 30mph limit or close to the start of the limit where traffic speeds could be a little higher. The concern would be for a motorist, or motorcyclist veering off the road and colliding with one of the barrels. He also mentioned that the proposed barrel for the northern section of Hardwick Bank Road would be a concern where traffic speeds coming in from the Bredon direction could be higher and also the barrels by the chevrons needed a rethink. He went on to suggest that a safety audit could be carried out at no cost for the locations as long as these barrels were a Parish Council asset.

The Clerk responded to Richard Waters that they were being provided by NCV who would also maintain them to which he responded that it would be easier to go through the parish so the risk was covered by the Parish Council. He also said it would be easier to give permission to a parish council as it would have certain statutory powers for this type of activity and was an elected body.

Members were disappointed at how difficult this seemed to be and wondered whether the barrels could be located elsewhere such as in front of the shops in Lee Road and on parish land. Cllr Nash suggested they were placed in Joan's Field but Cllr Roberts said that he believed NCV wanted to do something for other parts of Northway as they already spend a lot of time with Joan's Field. Members did not feel they could take the barrels on as a community asset as their responsibility would then lie with the Council. Although NCV intend to look after them there was no definitive period of time for which this would happen.

Cllr Nash felt that NCV should be told that, due to current constraints and following advice from the Highway Authority, the Parish Council could only support barrels on Parish Land. Cllr Ward PROPOSED that this response was given by the Council and Cllr Nash SECONDED.

FOR: UNANIMOUS

### **GP/35/16 Dog Consultation Results**

Members considered whether the Consultation Results should be made public and Cllr Roberts PROPOSED that all but Northway responses were removed. The results should be made available in email format, to be viewed at the Parish Office or to be purchased at 10p a sheet. The comments should be included but without any names or details of any individual who may be recognisable from a description. Cllr Ward SECONDED.

FOR: UNANIMOUS

### **GP/36/16 Notice Boards**

- i. **Poster Size** – Due to the overcrowding in the notice boards it was suggested that the

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### **GP/36/16 Notice Boards (continued)**

posters were displayed in 'A5' format. Members agreed that meeting posters would be suitable in 'A5' but that discretion should be used depending on which audience was targeted by the poster, as some groups may need larger print, and some would be unreadable if made too small. Cllr Nash PROPOSED that posters were reduced to 'A5' but discretion should be used. Cllr Winrow SECONDED.

FOR: UNANIMOUS

- ii. **Laminating** – Members considered whether posters should be laminated to make them last longer and look neater. Cllr Winrow PROPOSED that due to the expense of doing this they should not be laminated. Cllr Roberts SECONDED.

FOR: UNANIMOUS

- iii. **Non Council Posters** – Councillors discussed whether the Parish Council should be responsible for printing posters for other groups. Cllr Roberts PROPOSED that anyone who wished the Parish Council to display posters should provide 'hard' copies of them in 'A5' format, (unless they were too detailed). Alternatively they could make copies at the Parish Office for a cost of £0.10 per copy (black and white). Cllr Ward SECONDED.

FOR: UNANIMOUS

### **GP/37/16 Newsletter**

Members received seven written complaints as well as a number of verbal ones, including some from Councillors, stating that they had not received a 'Northway News' or they had received it after the events advertised in it had taken place. Cllr Roberts pointed out that, although these were negative comments, the fact that so many had been raised showed that the newsletter was read and appreciated.

It was noted that the current deliverer was studying for exams and so delivery had taken longer than usual. Cllr Ward PROPOSED that other options for delivery should be investigated but the Council needed to be aware that this would cost more. There was no seconder at this point.

Cllr Nash felt that the Council was asking for trouble in advertising an event that was taking place on 7<sup>th</sup> March when the newsletters were only delivered to the deliverer on the 4<sup>th</sup> March. The Clerk reminded Councillors that the Administration Assistant, following the final amendments, had forwarded a copy of the newsletter to all Councillors asking them to check it before she forwarded it to the Printers. Unfortunately she had very little response and had to email Councillors a second time to remind them. This delayed the period from writing to printing significantly.

Cllr Nash PROPOSED that this agenda item was put on the next GP meeting so the Councillors who were not present could listen to the failing in management of the newsletter and also more Councillors needed to take responsibility. There was no seconder at this point.

Cllr Roberts PROPOSED that alternative quotations were sought and this should be reviewed at next General Purposes Committee to consider lessons learned. There was no seconder at this point.

Cllr Nash PROPOSED that other quotations were sought and also the management of the product was reviewed at the next GP meeting. Cllr Ward SECONDED.

FOR: UNANIMOUS

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### **GP/38/16 Parish Maintenance Contract**

- i. **Actions/Alterations** – The Clerk said that the Grass Cutters had missed a piece of ground in Hawthorn Way but this had been reported to them.
- ii. **Bus Shelter Cleaning** – The Clerk explained that the Parish Council had used the current Steam Cleaning Firm for a number of years but currently had not succeeded in getting them to provide an up to date copy of their public liability insurance. They had also been asked to re-submit their invoices in an acceptable format that would meet the requirements of the Auditor. To date the invoices had not been resubmitted nor had the Parish Council seen sight of the insurance. Both the Admin Assistant and the Clerk had written on a number of occasions, the last email asking that they stop all works and informing them that another contractor may need to be found. Councillors felt that the Council should look for another firm.

The Clerk tabled details that the Admin Assistant had obtained in 2013, when the contract last went out to tender, as well as figures provided by GAB Waste. It was noted that three quotations were necessary and Cllr Nash PROPOSED that the three cheapest tenderers from 2013 were re-approached and asked to submit a new price along with GAB Waste. Cllr Roberts SECONDED.

FOR: UNANIMOUS

- iii. **Minor Repairs** – Historically the Admin Assistant had the facility to spend up to £100 on minor repairs. The Clerk pointed out that this happened anyway by way of petty cash or receipts added on to invoices. When play inspections were undertaken very often a small repair was necessary and it was more cost effective to make that repair immediately. Cllr Godwin enquired whether this was a conflict for the contractor but it was pointed out that the repairs were so minor that no other contractor would quote for them. Cllr Roberts PROPOSED agreement for up to £100 to be spent by the Administration Assistant on minor repairs. Cllr Nash SECONDED.

FOR: UNANIMOUS

### **GP/39/16 Drainage and Flooding**

- i. **Reports from Members** – No reports on flooding were raised.
- ii. **Flood Warden** – No report was received.

### **GP/40/16 Correspondence for Action**

- i. **Gloucestershire Playing Field Association (GPFA)**
  - a) Groundsman Workshop – Taking place on 21<sup>st</sup> April 2016.
  - b) Playground Management Training – This had already been attended by Neil Davis.

### **GP/41/16 Correspondence for Information**

- i. **Kompan** - Deals on supply only outdoor play equipment.
- ii. **ProEarth Developments** – Web link for details on how a Sand Hopper can help with flood protection.
- iii. **Tewkesbury Borough Council** – Request for dog fouling statistics – none reported.



**iv. Countrywide Grounds Maintenance**

- a) Grass cutting – Confirmation that grass cutting started up again the week commencing 4<sup>th</sup> April 2016.
- b) Fraud – Warning that fraudulent invoices had been sent via letter and email to some Countrywide customers requesting that outstanding fees be paid to a different account.

**v. Keep Britain Tidy** – Information on national anti-littering poster campaign ‘Are You A Street Clean Superhero?’ and Wayne Dixon along with his dog Koda who are taking an epic litter picking journey along the west coast of the UK.

**vi. Fields in Trust** – e-Zine.

**vii. Gloucestershire County Council** – Correspondence relating to a street light which was removed from Hardwick Bank Road following an accident. Confirmation had been received that this was due to be replaced.

**ix. Tewkesbury Borough Council**

- a) Flytipping – Correspondence relating to an incident of fly tipping in George Dowty Drive. Confirmation had been received that this was in hand.
  - b) Broken Fence Panel – Correspondence relating to a broken fence panel in Kestrel Way. Tewkesbury Borough Council had confirmed that this would be dealt with.
- x. Campaign for the Protection of Rural England (CPRE)** – Newsletter, Annual Review, Diary of Events and invitation to AGM.

GP/42/16 **Correspondence received after 14<sup>th</sup> April 2016.**

- i. **cbf Screenprint** – A firm advertising their production of newsletters and flyers.
- ii. **Campaign for the Protection of Rural England (CPRE)** – Forthcoming Events.

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