

TEWKESBURY TOWN COUNCIL

MINUTES OF THE FULL COUNCIL MEETING HELD ON MONDAY 11TH DECEMBER 2017 IN THE COUNCIL CHAMBER, TEWKESBURY TOWN HALL AT 6.15 PM

Present: Cllrs P Clatworthy (Mayor), C Danter (Deputy Mayor), P Aldridge, K Brennan, H Burns, S Carter, K Powell, J Raywood, S Raywood, M Sztymiak, T Walker and P Workman
D Hill (Locum Clerk)

In attendance: Cllr K Cromwell (GCC), The Reverend Canon Paul Williams and two members of the public

The Reverend Canon Paul Williams said prayers.

17/18-128 To receive apologies

Apologies were received from Cllrs Poxon, A Smith and V Smith

17/18-129 To receive declarations of interests

Cllr M Sztymiak – Tewkesbury Borough Council
Cllr P Workman – Tewkesbury Borough Council

17/18-130 To consider requests for dispensation

None received.

17/18-131 To approve the minutes of the previous meeting held on 13th November 2017 and the extraordinary meeting held on 14th November

The minutes of the meeting held on 13th November 2017 were approved. Proposed by Cllr Brennan, seconded by Cllr J Raywood. Unanimous, **motion carried.**

The minutes of the meeting held on 14th December 2017 were approved. Proposed by Cllr Brennan, seconded by Cllr J Raywood. Unanimous, **motion carried.**

17/18-132 Matters arising from the minutes – for information only

There were no matters arising from the minutes.

17/18-133 To receive written questions from members of the public

No questions had been received.

17/18-134 To note the Mayor's announcements

The Mayor thanked Members for coming out in such bad weather and wished everybody a Happy Christmas. The Carol service is being held in the Methodist Church on Thursday – all are welcome. Previous Cllr Monk has recently had a baby girl, Ivy Clara. The Mayor will send a greetings card on behalf of the Council.

17/18-135 To note draft minutes of the following committees:

Planning minutes of 22nd November 2017 and Severn Ham minutes of 16th November 2017 were noted. Cllr Aldridge reported that another major leak on the Ham had occurred and it had been reported to Severn Trent. Mike Cluely is handling issues in relation to the leak on behalf of the Council. Cllr Aldridge also confirmed that the expenditure of £1,080 inclusive of VAT in relation to coppicing had been approved by the Committee and also approved by Full Council.

17/18-136 To receive a Tewkesbury Town Regeneration Partnership report

Cllr Carter reported that the next full meeting will be held on 18th January at Tewkesbury Borough Council. A preliminary meeting is being held on Friday 15th December to review elements of the Masterplan with a view to feeding into the full meeting. Members were urged to attend this meeting and to respond to an email received from Annette Roberts.

Action: Cllr Carter to forward the email to all Councillors.

17/18 -137 To consider the Council's response to planning application 17/01203/FUL: Variation of Condition 2 (design principles) of planning application 13/01003/OUT (Outline planning application (with all matters reserved except access for proposed garden centre, retail outlet centre and ancillary facilities together with associated infrastructure works including access), car parking and landscaping)

Cllr S Raywood advised members that this planning application is dealing only with the aesthetics (design principles) and does not have any impact on any previous views in relation to the overall application. It was resolved that this matter be referred back to the Planning Committee. Proposed by carried.

17/18-138 To agree whether Tewkesbury Town Council should register its interest in the Community Right to Bid relating to the parcel of land on Lincoln Green Lane (corner by Aldi)

Tewkesbury Town Council will not be registering an interest.

17/18-139 To receive reports from outside bodies

Cllr Brennan reported that she and Cllr Clatworthy had recently attended a meeting concerning Tewkesbury Museum. The Curator will be leaving shortly and there are only six volunteers at the present time. Father Christmas will be at the Museum on Saturday 16th December.

17/18-140 To approve payments for November and to note the November bank reconciliation

A query was raised in relation to Powers to spend. The Locum Clerk advised Members that this would be addressed in line with the new Financial Regulations once adopted.

The payments for November and the November bank reconciliation were both noted.

17/18-141 To receive the November budget report

The November budget report was noted. Cllr Danter queried the war memorial fund and agreed to discuss this further with the Locum Clerk.

Cllr Danter to meet with the Locum Clerk to discuss.

17/18-142 To receive an update on the budgeting process for 2018/19

The budgeting process is well under way. A meeting is planned between all Committee Chairmen and the Locum Clerk to discuss further.

17/18-143 To review and approve the list of retained contractors

No list had been received.

Action: Locum Clerk to check on progress of this item.

17/18-144 To agree to subscribe to GRCC at a cost of £25 for membership for one year

Proposed by Cllr Sztymiak, seconded by Cllr Danter. Unanimous, **motion carried.**

17/18-145 To receive an update on the external audit by Grant Thornton

The Locum Clerk reported that she had spoken to Grant Thornton and that an outcome was expected by the end of the week.

17/18-146 To review and adopt Financial Regulations

It was resolved to adopt the updated Financial Regulations. Proposed by Cllr Aldridge, seconded by Cllr Workman. Unanimous, **motion carried.**

17/18-147 To review and adopt Standing Orders

It was resolved that Cllr Aldridge should issue an apology to the Clerk for hindering finalisation of Standing Orders as prepared by the Clerk which were similar to those presented to Full Council for consideration at this meeting. Cllr Aldridge replied that he had been part of a group that had been put in place by the Clerk to review Standing Orders. Proposed by Cllr Sztymiak, seconded by Cllr Powell. Three in favour and six against, **motion not carried.**

It was resolved to adopt Standing Orders. Proposed by Cllr Danter, seconded by Cllr Burns. Unanimous, **motion carried.**

Cllr Burns thanked the Locum Clerk and Cllrs Aldridge and Poxon for their hard work in preparing Financial Regulations and Standing Orders.

17/18-148 To receive reports from Tewkesbury Borough Council and Gloucestershire County Council

My apologies for not attending the meeting, I have a pre-arranged commitment.

Tewkesbury Borough Cllr Julie Greening

Local Government Boundary Review Commission for England published its final draft for Tewkesbury Borough on 31st of October. It proposes changes to the Borough Council ward boundaries for Tewkesbury - Tewkesbury North & Twyning, Tewkesbury South (formerly Priors Park Ward encompassing part of the town) and Tewkesbury Newtown. Tewkesbury Town Council ward boundaries will not change but proposed revised parish electoral arrangements are 5 councillors for Tewkesbury North & Twyning, 8 for Tewkesbury South and 3 for Tewkesbury Newtown. The recommendations must now be approved by Parliament. A draft Order, the legal document which brings into force the recommendations will be laid in Parliament. Subject to parliamentary scrutiny, the new electoral arrangements will come into force at the local elections in 2019. Full details www.lgbce.org.uk/current-reviews/southwest/gloucestershire/tewkesbury.

TBC has an approved a Fixed Penalty Policy for Environmental Offences. The use of these will provide clear information to members of the public regarding the offences for which the Council will use fixed penalty notices and the resulting penalty fine levels. Together with publicity connected with the use of the notices, this may serve as an effective deterrent against environmental crime. Therefore, long term use of fixed penalty notices may have positive implications for environmental quality within the Borough. Also, there have been 4 successful fly tipping/duty of care prosecution this year with more ongoing.

The business grants scheme has been expanded to include support for local businesses operating from home, starting-up or looking to develop and grow. Further details available from tewkesbury.gov.uk/business-grants-and-funding

Tewkesbury Borough News is currently produced 3 times a year as a newspaper however, from Spring 2018 will be a bi-annual magazine, and continue to be available online. This will be reviewed after a year so any feedback would be welcome. Likewise, articles are always welcome from parishes.

As per the recent edition, on Fridays TBC will promote community events taking place the following week on their social media sites. Contact Sam at corporateservices@tewkesbury.gov.uk or 272077 Neighbourhood Development Plans. Following reduced funding from central government to local authorities for NDPs TBC will no longer offer grants to Parishes who start preparing a plan. However, the offer of funding to Parishes that have already started to develop a plan, having had a Neighbourhood Area designated prior to the date of this decision, will be honoured – fortunately Tewkesbury Town Council fall into this category.

TBC Public Service Centre refurbishment work is continuing and the Job Centre/ Department for Work and Pensions (DWP) have moved out of reception and temporarily relocated within the building to the right of the front entrance between the front and rear car parks. There is appropriate directional signage to a new entrance, wheelchair access and additional disabled parking outside.

Joint Core Strategy (JCS) On 5th December Tewkesbury Borough Council voted in favour of adopting the JCS in line with Gloucester City Council's decision of 23rd November. Unlike Gloucester City the decision wasn't unanimous, with 22 votes in favour, 11 against and 1 abstention. It only remains for Cheltenham Borough to make its decision on 11 December. All 3 authorities must agree for the JCS to be formally adopted, following which there is a 6-week legal challenge window. The proposed housing numbers are 9899 for Tewkesbury Borough, 10,996 for Cheltenham and 14,359 for Gloucester City. Most of you will know that the JCS was formed to produce a co-ordinated strategic development plan to show how this area will develop during the period up to 2031: and is steered by officers and elected members from each of the three local authorities. More detail can be found on the JCS website:

<https://jointcorestrategy.org>

Universal Credit (UC) next stage of roll-out went live on 6th December. TBC have been working with DWP, CAB, Severn Vale Housing and Greensquare over the last few months informing residents who will be affected of how will it impact them and when, to reduce potential difficulties. Initially those affected will be new benefit claimants and existing claimants who have a change of circumstances. UC is a new benefit for working age people who are on a low income or out of work. Designed to encourage people back into work, it replaces 6 existing benefits. Instead of receiving benefits separately, a single monthly payment will be paid directly into a bank or building society account and administered by the DWP. Claims must be made online and there are various locations that offer free use of IT equipment including the library, TBC Public Service Centre, Jubilee II building Priors Park.

TBC Housing Team and partners are focussed on preventing homelessness by actively engaging with low income households who are on the verge of experiencing problems due to ongoing Welfare Reform, to seek help early to explore options to prevent a crisis. These could be financial assistance with deposits, tenancy rescue packages, rent in advance. This has so far proved successful and resulted in more residents being able to remain in their own homes or if moving to a more suitable property is a better option, help with finding suitable areas with a support network. If this is someone you know, please encourage them to contact the Housing Team for advice.

Recent additions to online forms mean there are many contact and report-it forms (including County Council) on TBC's website which give residents the option to communicate with departments at times convenient to them. Online communication is useful for monitoring performance good and bad and as

an audit trail. This service is not intended to replace face-to-face or telephone contact but to offer more choice to residents.

Cllr Burns queried whether fixed penalties extend to dog fouling and it was noted that they will. It was additionally noted the Joint Core Strategy has now been adopted by all three Councils and that Universal Credit for new applications only is being rolled out in Gloucestershire. Cllr Burns advised that Tewkesbury Borough Council is currently running a budget consultation.

Gloucestershire County Council report from Cllr V Smith

Money for a secure future

Support for vulnerable children and adults, better roads and a new school is the focus of the county council's budget proposals for 2018/19.

Next week (13th December) cabinet will be asked to consider the annual budget proposals for 2018/19. The budget includes an extra £11 million funding to help the most vulnerable children in Gloucestershire and a cash injection to build a new school.

There is additional money to support more adults to live independently, both older people and those with physical and learning disabilities.

A large investment of £39 million will go into roads over the next four years, as part of the council's £150m investment in highways.

There are also proposals for some one-off investments including £30,000 for each local councillor to support projects through a Growing Our Communities Fund over the next three years, continued support for the Lengthsman Scheme for local highways improvements, and an additional £2.74 million for the A417 highways safety improvement work.

The council is proposing a 1.99 per cent council tax increase and an adult social care levy of 2 per cent on top.

The adult social care levy was introduced in recognition that social care continues to be the greatest pressure on local councils with more and more people requiring support later in life.

The levy means an additional £5.42 million for adult social care services that can only be spent on vulnerable adults, paying for things like social and residential care.

Gloucestershire currently charges £46 per year less in council tax than the average county council, including the levy and £173 per year less in council tax than the highest charging council.

For an average band D household the proposed total increase would be £47.05 per year or £3.92 per month.

Funding from the government is decreasing year on year so the proposed budget is £407.16 million for 2018/19 – a reduction of £0.5 million from 2017/18.

Before agreeing next year's budget, the council wants people across the county to have their say.

The headline proposals for 2018/19 are currently:

- Adult Services - £132.595 million (inc help for people with a disability, older people, vulnerable adults)
- Children & Families – £97.288 million (inc schools, youth support, children's centres, early years)
- Communities & Infrastructure - £80.334 million (inc highways, trading standards, libraries, fire service and waste)
- Public Health - £24.272 million (ring-fenced grant, cannot be used for other areas)

The balance covers £27.71 million of business support and £44.96 million of technical and corporate (inc cost of funding infrastructure investment).

Cllr Ray Theodoulou, deputy leader and cabinet member for finance, said: "We want to improve the quality of life for people and communities in Gloucestershire. Our focus remains on supporting the most vulnerable children and adults in our county and improving our roads. We are also looking to the future

- building stronger communities and supporting our economy to flourish. It's really important that local people tell us if we've found the right balance for this budget so I am encouraging you to have your say." The council will consult on the draft budget from Thursday 14th December - Wednesday 17th January. All budget proposals and recommended council tax levels are subject to the final decision of Full Council on 14th February 2018.

17/18-149 Correspondence

Correspondence was noted.

17/18-150 Cheques for signature

The cheques were approved for signature. Proposed by Cllr Aldridge, seconded by Cllr S Raywood. Unanimous, **motion carried.**

One member of the public left at this juncture.

17/18-151 Public Participation

The following comments were received:

- Why are Borough and County reports not published to members of the public?
- How many noticeboards are owned by the Town Council? Cllr S Raywood replied to this question advising that there are two at the Town Hall, two at Watson Hall, one at Mitton, one at Newtown and one at Warwick Place. It was noted that space on the noticeboards is limited, so ideally and notices should be presented for display in A5 size.
- The next Repair Café will be held on 13th January at 3pm at the Baptist Church

17/18-152 10) Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and press leave during the consideration of the following item

Proposed by Cllr Burns, seconded by Cllr Szytmak. Unanimous, **motion carried.**

17/18-153 To approve the confidential minutes of the extraordinary meeting held on 14th November 2017

Cllr Danter reported that she had commenced arrangements for the mediation process. The Terms of Reference of the Personnel Committee to be appended to these minutes as Appendix A.

The confidential minutes of the extraordinary meeting held on 14th November 2017 were approved.

Proposed by Cllr Aldridge, seconded by Cllr J Raywood. Unanimous, **motion carried.**

There being no further business the meeting closed at 7.50 pm.

Signature of Chairman upon approval of Minutes 15th January 2018

Appendix A

Terms of the Personnel Committee

- The Committee should be a separate committee, that meets as called as necessary.
- Future membership of the Committee should not be automatically the Chairs but should be the most suitable Councillors.
- The Committee should consist of at least 4 members to be able make decisions with 3, the meeting not being quorate unless 3 are present.
- To deal with issues relating to Sickness, Discipline, Grievance and Capability in accordance with Council's Policies and HR support where required.
- All personnel matters and appraisals relating to all members of staff
- Salaries (in association with Finance committee and then Full council)
- Staffing cover and Staffing reviews.
- Professional Development
- The Committee may refer specific matters to the Finance Committee or the Full council if it so wishes.
- Setting up Hearings Panels or Appeals Panels when necessary.
- Nb. To ensure as far as possible that such matters as Appraisals, Grievance, Disciplinary and Capability are dealt with professionally and in accordance with Employment legislation, members of this Committee agree to undertake training in these matters or only act on professional HR advice