

MINUTES
of the
Full Council meeting held on 12th November 2018
In the Council Chamber at the Town Hall, High Street, Tewkesbury

Present: Cllrs C Danter (Chair); K Brennan; H Burns; J Raywood; S Raywood; M Sztymiak; K Powell; S Franklin; M Linton; P Aldridge;

In attendance: D Hill (Town Clerk); P Stanford (Mayor's Chaplain); J King (Assistant to the Town Clerk); Cllr K Cromwell (GCC); The Reverend Canon Paul Williams; three members of the public

18/19 - 248 To receive and note apologies for absence

Cllrs S Carter; A Smith; V Smith; T Walker; P Workman.

Cllr Burns asked when Cllr V Smith last attended, as she believed it was more than six months ago. **Action:** Town Clerk to check minutes for last attendance date.

18/19 - 249 To receive declarations of interest

Cllr Linton – agenda item 3

Cllr Sztymiak – Tewkesbury Borough Councillor. Cllr Sztymiak is also a member of the Standards Committee at Tewkesbury Borough Council but was not involved regarding agenda item 26.

18/19 - 250 To consider requests for dispensation

None requested.

18/19 - 251 To receive written questions from members of the public

None received.

18/19 - 252 Public participation

No comments were received

18/19 - 253 To note the Mayor's announcements

The Mayor thanked all who attended the Remembrance Parade on Sunday, it was a great success and perhaps the largest yet. This was followed by the presentation of the Freedom of the Town to Mike Keen-Price. Mike wished to pass on his most sincere thanks for the honour. A memory book for Mr Keen-Price is being compiled at the Town Hall, anyone wishing to contribute to it should send their comments to the Council office and they will be added.

Thursday 13th December at 7pm – Annual Carol Service

It is with sadness that the Council heard that Mr Colin Parker died on Sunday 11th November. He was a very active member of the town and the Council sends its sincere condolences to his family.

With elections scheduled for May and some Cllrs making the decision not to stand again, the Mayor encouraged Cllrs to start thinking about handover information, and

processes that they may wish to document, in order to facilitate a smooth handover to the new Council members and so that improvements can continue to be made.

18/19 - 254 To receive Councillor report for Gloucestershire County Council

This item was moved up the agenda as Cllr Cromwell had another meeting to attend. Cllr Cromwell reported the following:

- Highways update
 - Smiths Lane work will now start on 26th November.
 - Oldbury Road – work will now be done in two parts, from the roundabout to Nelson Street and then from the roundabout to Sun Street, in order to maintain access to the car park.
 - East Street – work starts on 20th November
- Children’s Services – Ofsted visit happened in October. Good progress has been made but it will take time for the service to be fully transformed.
- Budget – there are particular pressures on Adult Social Care and Children’s Services but the Council finances are generally in good shape and the Council is not having to borrow money to balance the budget.
- Economic Growth Scrutiny – there was a recent meeting at Cheltenham Borough Council to consider economic issues for the town and surrounding area, including the bid for Junction 10 on M5. The plan is to turn Junction 10 into a four way junction, rather than the current two and for the motorway between Junctions 9 & 11 to become a Smart Motorway.
- Fire Service
 - A new Chief Fire Officer has been appointed. Wayne Bowcock will start in early 2019 and is moving from Nottinghamshire where he has been Deputy Chief Fire Officer. Andy Hermiston, the current Deputy Chief Fire Officer will continue to lead the service in the interim.
 - Marin Surl, the Police and Crime Commissioner, is launching a bid to take over the Fire Service, but the County Council will strongly oppose it. Cllrs asked why this was happening. Cllr Cromwell replied that often the Police and Fire Services are across County borders so can make sense. This however is not the case in Gloucestershire where the services are within the County border. The Fire Service is currently economically run by the Council and has no financial issues, so they feel that there is no reason to merge. However National Government is encouraging the merging of the services.

A Cllr asked about the safety issue on the corner between Oldbury Road and East Street. The kerb is very low and vehicles cutting across the corner. Cllr Cromwell replied that this issue has already been highlighted to the County and they are modelling it, in order to find a solution to the safety issue.

A Cllr said that they were not aware of the work at Smiths Lane. Cllr Cromwell replied that the plan was to take up the tarmac and put in blue brick, to improve the look. The double yellow lines will be removed and there will be a drop bollard at the top. Cllr Cromwell will send a copy of the plans to the Town Clerk for circulation.

18/19 - 255 To receive an update from Reverend Canon Paul Williams of Tewkesbury Abbey on plans for 2021 Tewkesbury Together

2021 will be the 550th anniversary of battle of Tewkesbury and 900th anniversary of the consecration of the Norman Abbey. The 2021 Tewkesbury Together project is focusing on how Tewkesbury Town is going to celebrate and a group has been formed to co-ordinate the events. It is about heritage and the importance of it within the town and how it can economically benefit Tewkesbury. The steering group are all giving their time for free and the Town Mayor and Borough Mayor are invited to be part of the group. The Town Council will also be invited to a presentation in January 2019. The group has been formed as a community interest group and they need support, both financial and expertise and would welcome all offers of assistance. The group is asking Tewkesbury to stand beside them and stand behind them, in order to make 2021 a success. Tewkesbury Abbey receives 250,000 visitors a year that they are able to then signpost into the town. Tewkesbury has an amazing heritage and this needs to be captured.

Cllrs commented that this was a fantastic project and getting the community engaged will be part of the success.

18/19 - 256 To approve the Minutes of the meetings held on 8th October 2018

It was RESOLVED to approve the Minutes subject to the following amendments:

18/19.223 to read 'supplementary' rather than 'statutory'

18/19.226 to insert the words 'of the public' after the word 'member'

18/19.232 to insert the words 'Revive & Thrive' after the word 'GMTF'

18/19.235 to read 'budget' rather than 'precept'

18/19.242 to read 'Linton' rather than 'Levin'

Proposed by Cllr Franklin, seconded by Cllr Linton

Cllr Burns questioned whether a general declaration of interests; as declared by Tewkesbury Borough Cllrs, should relate to a specific item. Cllr Sztymiak replied that he had always personally chosen to declare a precautionary interest as he is a member of Tewkesbury Borough Council. **Action:** Cllr Burns to check note from internal audit regarding specific disclosures.

18/19 - 257 Matters arising from the Minutes – for information only

Cllr Franklin provided an update on changing utility companies. Squeaky Clean are a green provider and will provide exact rather than estimated bills. The new generation of smart meters are currently being introduced and once the trial has been completed, smart meters will be available for all premises. The new contract starts on 1st December.

Cllr J Raywood confirmed that the response to TTRP had included the additional comments and feedback provided by the Cllrs at the last meeting. The next TTRP consultation meeting is on Thursday 13th December between 4pm and 7pm.

Action: Town Clerk to check if the date / time clashes with the Town Carol Service

**18/19 - 258 To note the following committee Minutes:
Environment & Amenities 2nd & 23rd October
Planning 3rd & 24th October
Staffing 18th October**

Cllr Aldridge raised a question regarding Environment and Amenities minutes of 2nd October EA18 /057 regarding why the Council's Tree Warden had not been asked to visit the sites prior to the tree survey being authorised. Cllr S Raywood apologized to Cllr Aldridge for the oversight and advised that he would take it back to the Committee.

Cllr Sztymiak requested further information regarding the Subject Access Request detailed in the Staffing Committee minutes of 18th November, item 6. The Town Clerk advised that the initial request had been refused on the basis that it was manifestly excessive under GDPR. The ICO subsequently advised to release some information, but to advise that the additional information requested would incur a charge. There are no current guidelines for charges to be made under GDPR, but under the old Data Protection Regulations a charge of £25 an hour can be made and the applicant has been advised of the cost for the additional information.

Cllr Aldridge raised a query regarding the Planning minutes of 24th October, item 10, as to why had no comments been made regarding the type of trees that must be used to replace in the vicinity. Cllr J Raywood advised that she had raised this matter with him before the planning meeting, but had received the information after the planning meeting had taken place.

18/19 - 259

To receive Councillor report for Tewkesbury Borough Council

A written report for Tewkesbury Borough Council had been received from Cllr P Workman.

- Spring Gardens Car Park – Mace have been appointed to oversee the development of the Spring Gardens site. They are one of the UK's leading consultancies in their field and have a good track record for this type of regeneration, having recently produced a plan for a site with many similarities in Taunton. They will be taking a holistic approach and looking at the wider opportunities for the town.
- The Supplementary Planning Document for Tewkesbury Town Regeneration is to be taken to the Borough Executive for approval on 21st November. The Borough Plan is still out for consultation until the closing date of 26th November.
- Update on Borough Planning Department – between April 18 and October 18, 622 applications were received. During the same period, 399 were determined with 364 being approved and 35 refused.
- Grant funding via Leader Programme – deadline is 26th November.
- Borough is collating information on rough sleeping in its area. Cllrs were asked to email Cllr Workman if they have any information regarding this.
- The Growth Hub at the Borough has its official opening on 21st November.

18/19 - 260

To receive an update from the Town Clerk on the Councillor vacancy for Prior's Park Ward and to agree any further action to be taken

The Town Clerk advised that the Borough Council were notified of the vacancy and that no one has called for an election. The period within which to do this ended on Friday 9th November. The Council now has to decide whether it would like to co-opt or leave the seat vacant, as they are within 6 months of the election.

Cllrs discussed the options and it was felt that co-opting an individual would give them four months to try being a Councillor, with a view to standing for election in May. It was felt that this should be advertised widely, including on the Town Council website, Facebook; including sharing to the Tewkesbury Noticeboard, and to tweet it.

Proposed by Cllr Linton, seconded by Cllr Brennan. It was RESOLVED to co-opt to fill the Councillor vacancy for Prior's Park Ward. Cllrs Powell and Aldridge abstained.

18/19 - 261 To receive reports from members representing the Town Council on outside bodies

Cllr Aldridge advised that the Tewkesbury District Wheelchair Bus is looking for drivers to assist. They will be trained in the use of wheelchair bus. Volunteers need to be under the age of 72 and available to assist for 4 hours a month.

Cllr Aldridge advised that the League of Friends for Tewkesbury Hospital have been informed that X-ray department at Tewkesbury Hospital will only be operating one day a week due to insufficient staff. The League of Friends paid for the X-ray machinery and are concerned that it will be only used one day a week. The Town Clerk advised that there is a nationwide shortage of radiographers.

Cllr S Raywood advised that he and Cllr Brennan had attended a TTRP meeting in October. He stated that there are four consultations between now and January and that the appointment of Mace had been discussed at the meeting. The Town Clerk advised that Annette Roberts will be arranging for Mace to come and talk to the Town Council once they commence.

Cllr Burns provided an update on GMTF – a state of the County report has been commissioned from the University of Gloucestershire and there will be a 'look and learn' session in Ross on 20th November.

18/19 - 262 To consider a request from Cllr Burns to join the Finance Committee

A vacancy has arisen due to the resignation of Cllr Poxon. This was proposed by Cllr S Raywood and seconded by Cllr J Raywood.

It was RESOLVED to ratify the appointment of Cllr Burns to the Finance Committee.

Action: Cllr Burns requested copies of the Finance Committee meeting packs from May 18 – October 18.

18/19 - 263 To receive the expenditure report for September 2018 and the budget report

Cllr Sztymiak asked if the actual figures were up to date as at the end of October. The Town Clerk responded that they are as up to date as possible given the accounting system. Cllrs also discussed the current spend on staffing, particularly regarding caretaking and ensuring that the Council has sufficient resources to carry out duties to the standard expected in Tewkesbury.

The cleanliness of the alleys was raised and the Town Clerk advised that a meeting is being arranged with Tewkesbury Borough Council and Gloucestershire Highways, as the cleaning of many of the alleys is not the responsibility of the Town Council. The

Town Council have been asked to draw back from the cleaning of the alleys, so that Gloucestershire County Council can monitor the work of Ubico accurately.

Action: Town Clerk to report back after the meeting, regarding the responsibility for the alleys.

It was RESOLVED to approve the expenditure report for September 2018 and budget report.

18/19 - 264 To note the bank reconciliations for September 2018

Cllrs raised the issue of uncashed payments dating back to March 2017, particularly items 440, 441 & 442. Cllrs were advised that money owed to the Town Council is regularly discussed at Finance Committee

Cllrs asked about items 320 & 321 for electrical installations, and whether these were duplicate entries. The Town Clerk advised that these were for two installations at the two toilet blocks.

The bank reconciliations were noted.

18/19 - 265 To approve the payments list

Proposed by Cllr Aldridge, seconded by Cllr Brennan. It was RESOLVED to approve the payments list.

18/19 - 266 To receive an update from the Town Clerk on the External Audit

The Town Clerk has chased the final report, but it has not yet been received.

18/19 - 267 To receive an update from the Town Clerk on the trust status of the Watson Hall

This issue was discussed at the Buildings & Moorings Committee meeting on 7th November. The solicitor who was dealing with this has left Thomson and Banks and we are awaiting details of the new contact.

18/19 - 268 To receive an update from Cllr J Raywood on Tewkesbury Borough Council's Section 106 Policy

Cllr J Raywood provided an update on Tewkesbury Borough Council's Section 106 policy. Often a clause in a Section 106 agreement is not specific and it may not be clear who the beneficiary is. In such cases community groups and parishes will now be asked to express an interest in the funds. However, the majority of Section 106 clauses are specific and this does not apply. The Town Clerk has contacted the Borough to request a list of items for which Section 106 funding has currently been earmarked within this parish. The Town Council has been advised that a detailed breakdown is not available.

A conversation with Cllr Cromwell suggested that some Section 106 money had been spent on dog bins which are just waiting for a good home. The Town Clerk has enquired and it looks distinctly possible that the Town council can have some new dog bins to replace broken or distressed stock. Cllr S Raywood and the Assistant to the Town Clerk are progressing this.

The Planning Committee are following the Borough Council's advice and are endeavouring to put together a list of potential requests. Cllrs suggested adding additional CCTV to this list.

18/19 - 269 To agree to add Kenelm Joinery Ltd, CTL Building Services, Will Lennon Electrical, DN Fire & Electrical, Allcoopers Ltd, Astralsound & Emorsgate Seeds to the retained contractors list

Proposed by Cllr J Raywood, seconded by Cllr Brennan.

It was RESOLVED Kenelm Joinery Ltd, CTL Building Services, Will Lennon Electrical, DN Fire & Electrical, Allcoopers Ltd, Astralsound & Emorsgate Seeds to the retained contractors list.

18/19 - 270 To consider and agree grant applications from outside bodies

Cllrs discussed the application from Three Choirs Festival for £1000. Cllrs wished to receive further information from the Abbey before making a decision.

Action: Decision deferred to next meeting.

18/19 - 271 To consider a proposal from Cllr Carter that Tewkesbury Town Council should agree to update the Town Council website

The Town Clerk confirmed that the Finance Committee had agreed a virement of £2500 into the IT budget in order to explore alternative website providers. Cllrs asked that a progress update be given at the next full Council meeting.

Action: The Town Clerk will provide an update on alternative website providers at the next Full Council meeting.

18/19 - 272 To consider a proposal from Cllr Franklin that this Council will not produce printed packs for council or committee meetings, unless specifically requested by member

A number of Cllrs stated that they wished to continue to receive printed packs and that not all members have access, or wish to use a computer in the meetings. It was also stated that five packs should be readily available to members of the public at meetings. The motion was not carried.

18/19 - 273 To consider a proposal from Cllr Linton that all Tewkesbury Town Councillors should be set up with Tewkesbury Town Council emails; rather than private emails, in order to comply with the General Data Protection Regulations

Cllr Linton spoke regarding the issues of having several work and private emails and either missing messages or receiving Council related emails out of normal hours and feeling the need to respond. He also felt that it was not efficient or professional as an organisation and that there are issues regarding privacy, particularly when a Cllr leaves. He outlined possible costs for having Tewkesbury Town Council specific emails. The Town Clerk replied that in order to do this and keep costs reasonable, the way that the website is hosted will need to change and this is part of the ongoing update process.

Action: Deferred to next meeting, dependent on progress made with website update.

18/19 - 274 To note an open letter from Tewkesbury Borough Council regarding the refusal of Cllr Carter to comply with sanctions imposed by the Tewkesbury Borough Council's Standards Committee following a finding that he had failed to comply with the Tewkesbury Town Council Code of Conduct

A Cllr asked if it would be possible to see a copy of the letter.

Action: Town Clerk to speak with Sara Freckleton at Tewkesbury Borough Council regarding this request.

18/19 - 250 To note that the current consultation period for the Tewkesbury Borough Plan Preferred Options Consultation (October 2018) ends on 30th November 2018, and to agree to delegate authority to the Planning Committee to respond on behalf of Tewkesbury Town Council

All Cllrs were invited to join the working group and form a list of comments and questions and these formed the basis of the discussions between Cllrs S Raywood, J Raywood and Matt Barker from Tewkesbury Borough Council at the recent consultation evening. The plan seems reasonable although concerns were raised over site A housing and that it may open up land on to the A38, resulting in urban sprawl and access issues. An informal request was made to consider more spacious housing for the elderly.

Cllr J Raywood is attending the Ashchurch Plan meeting on Tuesday 13th November.

Proposed by Cllr J Raywood, seconded by Cllr S Raywood.

It was RESOLVED to delegate authority to the Planning Committee to respond on behalf of Tewkesbury Town Council to the Tewkesbury Borough Plan Preferred Options Consultation (October 2018).

18/19 - 275 To consider a proposal from the Buildings & Moorings Committee that Tewkesbury Town Council can send out formal correspondence on behalf of the Back of Avon & Riverside Working Group (part of Tewkesbury Town Regeneration Partnership)

Cllrs discussed and agreed that any correspondence signed by the Town Clerk for this group should clearly state that it was signed by the 'Town Clerk on behalf of the Back of Avon & Riverside Working Group (part of Tewkesbury Town Regeneration Partnership)' not just 'Town Clerk'.

Proposed by Cllr Brennan, seconded by Cllr Franklin.

It was RESOLVED that Tewkesbury Town Council can send out formal correspondence on behalf of the Back of Avon & Riverside Working Group (part of Tewkesbury Town Regeneration Partnership)

There being no further business, the meeting closed at 8.34pm.

Signature of Chairman upon approval of the minutes10th December 2018