

TEWKESBURY TOWN COUNCIL

MINUTES OF THE FULL COUNCIL MEETING HELD ON MONDAY 21ST MAY 2018 IN THE COUNCIL CHAMBER, TEWKESBURY TOWN HALL AT 6.00 PM

Present: C Danter (Mayor), P Aldridge, K Brennan, H Burns, S Carter, S Franklin, M Linton, M Poxon, K Powell, J Raywood, S Raywood, M Sztymiak, P Workman
D Hill (Town Clerk)

In attendance: Territory Envoy Paul Stanford and three members of the public

Territory Envoy Paul Stanford said prayers.

18/19-106 To receive apologies for absence

Apologies were received from Cllrs T Walker (Deputy Mayor), A Smith and M Sztymiak

18/19-107 To receive declarations of interest

Cllr Workman declared an interest in relation to the agenda item concerning the planning application for 500 residential dwellings.

18/19-108 To consider requests for dispensation

None.

18/19-109 Public participation

The Mayor moved this agenda item.

The Planning Consultants representing the Developer of the proposed 500 dwellings at Bredon gave a brief overview of the application. They confirmed that 35-40% of the housing would be affordable and that 62% of the site will be retained as open space. A transport assessment has been undertaken in conjunction with Gloucestershire and Worcestershire County Councils and also Highways England. Flood risk and drainage implications have also been considered.

Members expressed concern that flooding implications had not been properly considered and there were also concerns over the lack of sewerage infrastructure for taking sewerage away. Cllr S Raywood pointed out that there had been a letter around 11 months ago concerning modelling for sewerage infrastructure. Concerns were also raised around general infrastructure, schools, road access and displacement. Cllr S Raywood suggested circulating the Flood Plan to the Planning Consultants.

18/19-110 To approve the minutes of the previous meeting held on 23rd April 2018

The minutes of the meeting were approved. Proposed by Cllr Aldridge, seconded by Cllr Brennan. Unanimous, **motion carried.**

18/19-111 To receive written questions from members of the public

No questions had been received.

18/19-112 Mayor's Announcements

Cllr Danter thanked all members who had attended Mayor Making. The BIG weekend had been a great success in spite of the clash with the Royal Wedding and the weather had been excellent.

18/19-113 To note draft committee minutes

Minutes of the following committees were noted:

Buildings & Moorings 26th April, Finance & Staffing 9th and 19th April, Planning 2nd and 16th May, Severn Ham 29th March and Personnel 9th April and 9th May 2018.

Cllr Poxon queried the validity of the payment of £8,000 to the Museum. The Clerk advised that this amount is the budgeted amount and it is anticipated that this will be paid in blocks of £1,000 throughout the year. Each individual payment will need to be approved by the Buildings & Moorings Committee. Cllr Poxon also queried the repairs to the Severn Ham. Cllr Aldridge advised that money has been set aside by Severn Trent for the replacement of the pipes.

18/19-114 To receive a recommendation from the Personnel Committee to have a standalone Staffing Committee with amended Terms of Reference

It was proposed to form a standalone Staffing Committee. Proposed by Cllr Aldridge, seconded by Cllr Brennan. Seven in favour and two against, **motion carried**.

It was proposed to remove the responsibility for the overview of Code of Conduct and Councillor compliance. Proposed by Cllr Poxon, no seconder, **motion not carried**.

It was proposed to agree the Terms of Reference with an amendment that the members of the committee will be elected at Full Council with the exception of the Chairman who shall be the Deputy Mayor. Proposed by Cllr Poxon, seconded by Cllr J Raywood, 12 in favour, **motion carried**.

18/19-115 To receive recommendations on the future Terms of Reference in respect of Environment & Amenities and Planning Committees

It was resolved to agree the recommendations. Proposed by Cllr S Raywood, seconded by Cllr Franklin. Nine in favour, three abstentions, **motion carried**.

18/19-116 To review the current committee structure and to agree the structure and terms of reference for 2018/19

It was resolved to reduce the membership of the Finance committee to seven members. Proposed by Cllr Brennan, seconded by Cllr Franklin. 10 in favour, **motion carried**.

Cllr Aldridge stated that the Severn Ham committee needed more members.

The membership and quorum of committees was agreed as follows:

Finance – seven members and quorum of five

Buildings & Moorings – eight members and quorum of four

Environment & Amenities – eight members and quorum of four

Severn Ham – eight members (including co-opted members) and quorum of three

Planning – four members and quorum of three

It was also proposed that any member can be co-opted to a committee in the event of a committee meeting being inquorate. Proposed by Cllr Brennan, seconded by Cllr J Raywood. Seven in favour, five against, **motion carried**.

The payments for February were approved. Proposed by Cllr Aldridge, seconded by Cllr J Raywood. **Motion carried, 1 abstention**. The Clerk reported that the bank reconciliation for March would be available for the next meeting along with other year end documents.

18/19-117 To vote on the membership of each committee

Buildings & Moorings committee – Cllrs Brennan, Franklin, Powell, S Raywood and Workman
Environment & Amenities committee – Cllrs Franklin, Powell, J Raywood and S Raywood. Cllr Sztymiak had also stated his interest in this committee. **Action: Clerk to add ratification of Cllr Sztymiak to this committee to the next Full Council agenda.**

Finance – Deferred at this stage

Planning – Cllrs J Raywood and S Raywood

Severn Ham – Cllrs Aldridge, Danter and J Raywood

Staffing – Cllrs Aldridge, Brennan, Franklin, J Raywood and Walker

Cllr Brennan requested that members consider joining committees.

In accordance with Standing Order 4 d vi Chairmanship of the committees was voted on as follows:

Buildings & Moorings – Cllr Brennan

Environment & Amenities – Cllr S Raywood

Finance – Cllr Danter (as Mayor)

Planning – Cllr J Raywood

Severn Ham – Cllr Aldridge

Staffing – Cllr Walker (as Deputy Mayor)

Accordingly automatic membership of the Finance Committee – Cllrs Aldridge, Brennan, Danter, J Raywood, S Raywood and Walker

For the remaining place on the Finance Committee Cllrs Franklin, Poxon and Sztymiak had expressed their interest. Cllrs Franklin and Poxon left the room for voting. Cllr Poxon was elected as the seventh member of the Finance Committee.

18/19-118 To agree a task/finish group to work with the Town Clerk to review Standing Orders and Financial Regulations

Standing Orders – Cllrs Aldridge and Burns

Financial Regulations – Cllrs Burns and Poxon

Cllr V Smith left at this juncture.

18/19-119 Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities

None.

18/19-120 Review of representation on or work with external bodies and arrangements for reporting back

Item deferred. **Action: Clerk to add to future agenda.**

18/19-121 Review of inventory of land and assets including buildings and office equipment

Cllr J Raywood provided an update on the recent work she has undertaken in relation to producing the asset register.

18/19-122 Confirmation of arrangements for insurance cover in respect of all insured risks

The Town Clerk advised that the insurance cover had recently been reviewed at renewal. Some small amendments are being made to the allocation of assets between buildings (these will not increase the premium).

18/19-123 Review of the Council's and/or staff subscriptions to other bodies

The Clerk had provided members with a list of subscriptions. No amendments were made.

18/19-124 Review of the Council's policies

Policies were reviewed as detailed below:

- i. Complaints policy – review March 2019
- ii. Lone Working policy – review January 2019
- iii. Media policy – no current policy
- iv. Member/Officer protocol – review March 2019
- v. Publication Scheme – review March 2019
- vi. Training policy – to be reviewed

Proposed by Cllr Aldridge, seconded by Cllr Franklin. **Action: Clerk to ensure item concerning training is added to all committee agendas and then bring recommendations back to Full Council.**

18/19-125 Review of the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998

Action: Town Clerk to produce process note.

18/19-126 To note the time and place of the meetings of the Full Council up to and including the next annual meeting of the Council

Details of the Full Council meetings were noted. Finance & Staffing committee information needs to be split in light of resolution passed this evening to split the committee.

18/19-127 To approve the March reconciliation

Cllr Poxon commented that there appears to be a discrepancy on the supporting documentation in support of the bank reconciliation. **Action: Clerk to investigate this with Scribe 2000 or Paul Burdick.**

18/19-128 To note the draft annual accounts for the Internal Auditor visit on 23rd May 2018

The documents were noted.

18/19-129 To note the charity donations made by the ex-Mayor: £2,500 to Hope for Tomorrow and £2,500 to Tewkesbury Town Museum

The donations were noted.

18/19-130 To note the recent email from Quintech Computer Group and to discuss the options and agree on a way forward

The email was noted. It was agreed that the Clerk should seek quotes for IT and Telephony support.

18/19-131 To consider the quotes for the renewal of the hygiene contract

The quotes were considered. It was resolved to award the contract to Initial Rentokil unless a similar quote could be obtained from the existing contractor. Proposed by Cllr Poxon, seconded by Cllr Linton. 11 in favour, **motion carried.**

18/19-132 To receive an update on GDPR and to discuss whether to appoint a member to monitor the Council's approach to GDPR due to the recent update from NALC concerning the role of Data Protection Officer for Parish/Town Councils

The Town Clerk provided an update on preparations for GDPR, including information on the Privacy Notices prepared in line with NALC guidelines. It was agreed not to appoint a member to monitor the Council's approach to GDPR at this stage. The Town Council wishes to wait for additional information and guidance from GAPTC.

18/19-133 To discuss the Council's response to the planning application in respect of the development of approximately 500 residential dwellings (C3 Use Class) including means of access (two vehicular access points from the B4080 and a pedestrian/cycle access from Derwent Drive) and associated infrastructure and landscaping including provision of formal and informal open space and drainage attenuation basins

Cllr S Raywood advised members that at this stage all matters are reserved as this is an outline application at this stage. It was agreed the Town Council objects to the planning application. A detailed reply is being prepared by Cllr S Raywood and will be endorsed at the next Planning Committee meeting. Proposed by Cllr S Raywood, seconded by Cllr Linton. Unanimous, **motion carried.**

18/19-134 To agree to the removal of the tree at 2 Saffron Road

Cllr Aldridge will pass details of a local Tree Surgeon to the Town Clerk so that the area impacted can be reviewed. Proposed by Cllr S Raywood, seconded by Cllr Brennan. Unanimous, **motion carried.**

18/19-135 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 items

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

18/19-136 To receive an update from the Clerk on the Moorings dispute

The Clerk provided an update on the Moorings dispute.

There being no further business the meeting closed at 8.37 pm.

Signature of Chairman upon approval of Minutes

18th June 2018