



# TEWKESBURY TOWN COUNCIL AGENDA

## To: Town Councillors

You are summoned to attend a meeting of the Town Council which will be held in the Council Chamber, Town Hall, High Street, Tewkesbury, on **3<sup>rd</sup> June 2019 commencing at 6:00 pm.**

**Members of the public and press are welcome to attend.**

Debbie Hill  
Town Clerk  
29<sup>th</sup> May 2019

1. To receive apologies for absence
2. To receive declarations of interest
3. To consider requests for dispensation
4. To receive written questions from members of the public
5. **Public Participation** *(to provide members of the public/press with the opportunity to comment on items on the agenda or raise items for future consideration. In accordance with Standing Orders this will not exceed 12 minutes in total and 3 minutes per person.)*
6. To note the Mayor's announcements
7. To approve the minutes of the meetings held on 15<sup>th</sup> April 2019 & 20<sup>th</sup> May 2019
8. Matters arising from the minutes – for information only
9. To note the following committee minutes: Buildings & Moorings – 8<sup>th</sup> April 2019, Environment & Amenities – 9<sup>th</sup> April 2019, Planning – 17<sup>th</sup> April 2019, Severn Ham – 4<sup>th</sup> April 2019
10. To receive Councillor reports for Tewkesbury Borough Council from Cllr M Sztymiak and Gloucestershire County Council from Cllr K Cromwell.
11. To receive reports from members representing the Town Council on outside bodies
12. To approve the payments list
13. To receive an update from the Town Clerk on the revised arrangements for the Internal Audit and end of year process
14. To approve the payment of the annual stipend to the Town Crier & the Mayor's allowance

15. To consider a proposal from Cllr Brennan that Standing Orders are amended to recommend that all Councillors should be a member of at least one committee
16. To review the current committee structure and to agree the structure and terms of reference for 2019/20
17. To vote on the membership of each committee
18. To consider the formation of a Town Council Events Support Group
19. 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
20. Review of representation on or work with external bodies and arrangements for reporting back
21. To resolve to refer the review of inventory of land and assets including buildings and office equipment to the Finance Committee
22. Confirmation of arrangements for insurance cover in respect of all insured risks
23. Review of the Council's and / or staff subscriptions to other bodies
24. To resolve to form a task/finish group to assist Officers to prepare Council policies due for review
25. To note the time and place of meetings of the Council up to and including the next annual meeting of the Council
26. To note the charity donations made by the Town Mayor in 2018/19: £2,980 The Sensory Zone, £300 Tewkesbury Wheelchair Bus, £500 PPNP, £500 Vale Wildlife Hospital, £500 Avon Navigation Trust, £500 Maritime Volunteer Service
27. Tewkesbury Town Council resolves that from 3<sup>rd</sup> June 2019 until the next relevant Annual meeting of the Council, that having met the conditions of eligibility (at least two thirds of its members being declared elected and the Clerk must hold an appropriate qualification) as defined under the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (prescribed Conditions) Order 2012, to adopt the General Power of Competence
28. To consider and agree grant applications from outside bodies
29. To clarify detail for the motion for submission to the GAPTC AGM on 20<sup>th</sup> July 2019 as follows:  
'GAPTC being a member organisation, to strive to ensure that members are fully informed on matters distributed for their attention. This can be demonstrated by examples of other ALCs and NALCs or even locally GRCC's, method of dissemination.'
30. Correspondence

31. 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 on this agenda
32. To receive an update from the Town Clerk on the money claim served on the Town Council on 11<sup>th</sup> April 2019

**The next Full Council meeting will be  
July 8<sup>th</sup> 2019 at 6pm in the Town Hall**

Final date for agenda items and accompanying papers for the Meeting is **7 clear days before the meeting.**

As part of managing the Council's Risk Assessment, Councillors are reminded to ensure they keep their register of interests up to date.

If you have any questions, please contact the Town Clerk.

The Council has a duty to consider the following matters in the exercise of any of its functions: Equalities, Crime and Disorder, Health and Safety and Human Rights. Anyone wishing to attend any meetings of the Town Council who need ground floor access to do so, should inform the Clerk three days in advance of the meeting so that arrangements can be put into place.

## MINUTES

### *of the*

**Full Council meeting held on 15<sup>th</sup> April 2019**

***In the Council Chamber at the Town Hall, High Street, Tewkesbury***

**Present:** Cllrs C Danter (Chair); K Brennan; H Burns; J Raywood; S Raywood; P Aldridge; M Linton, S Franklin, A Smith, M Sztymiak, T Walker, V Smith, S Carter

**In attendance:** D Hill (Town Clerk); J King (Assistant to the Town Clerk)  
Four members of the public

Meeting started at 18:04

**18/19 - 363 To receive apologies for absence**

Apologies for absence were received from Cllr Workman & Cllr Preedy

**18/19 - 364 To receive declarations of interest**

- i. Cllr Aldridge declared an interest in item 23
- ii. Cllr Sztymiak & Cllr V Smith declared an interest in item 15 – member of Tewkesbury Borough Council
- iii. Cllr S Raywood declared an interest in item 15 – member of TTRP
- iv. Cllr Linton declared an interest in item 18
- v. Cllr V Smith declared an interest in item 20 – member of GCC
- vi. The Town Clerk stated that she believed that Cllr Carter should declare an interest in item 26. Cllr Carter disagreed and the Town Clerk advised that this would be minuted.

**18/19 - 365 To consider requests for dispensation**

None requested.

**18/19 - 366 To receive written questions from members of the public**

None requested.

**18/19 - 367 Public participation**

A member of the public expressed the following:

- i. Re: Item 25 – the individual feels that Abbey 2021 should not take precedence over the Town's long running events such as the Medieval Festival.
- ii. Re: Item 26 – with respect to the money claim, could the Council confirm that any Councillors which have taken actions giving rise to part of, or all of a claim would be barred from taking any part in related decisions and investigations.

**18/19 - 368 To note the Mayor's announcements**

- The Mayor thanked all Cllrs who attended the Annual Parish Meeting. There had been more public participation this year and good positive feedback from the evening.



- The year has been difficult in places, but good work has taken place. The Severn Ham Committee has been looking at the future proofing of the Ham and two Councillors' work on the asset register has enabled the Town Council to now carry out regular checks on the properties and assets and to have appropriate insurance cover.
- If Cllrs are aware of any issues around the town, please report them to the office, so that the issue can be sorted quickly.
- Significant improvements have been made to the Watson Hall. The latest event is a matinee performance from the D-Day Darlings on June 2<sup>nd</sup>. We are very excited to be holding this event, please support if you can.
- The Mayor thanked Cllrs who are continuing to stand and those who are standing down for their support during her Mayoral year.
- Cllr Aldridge thanked the Mayor for hard work over the last year.

**18/19 - 369 To approve the Minutes of the meeting held on 11<sup>th</sup> March 2019**

It was RESOLVED to approve the Minutes of the meeting held on 11<sup>th</sup> March 2019, subject to the following minor changes.

- Cllr A Smith was not present at the meeting
- The Mayor's Chaplain left the meeting after 18/19-336
- 18/19-346 replace 'value of the' with 'monies received for the Watson Hall'
- 18/19-348 insert the word 'written' before update.

Proposed by Cllr Aldridge, seconded by Cllr Linton.

**18/19 - 370 Matters arising from the Minutes – for information only**

18/19-346 The requested information has been provided to the Councillor.

18/19-346 The Town Clerk provided NALC's Legal Topic Note 5, para 74 regarding confidential minutes.

**18/19 - 371 To note the following Committee Minutes:**

**Buildings & Moorings – 4<sup>th</sup> March**

**Environment & Amenities – 5<sup>th</sup> March**

**Planning – 13<sup>th</sup> & 27<sup>th</sup> March**

**Finance – 22<sup>nd</sup> March**

The above minutes were noted.

**18/19 - 372 To receive Councillor reports for Tewkesbury Borough Council & Gloucestershire County Council**

**Gloucestershire County Council**

Cllr V Smith provided a written report on behalf of Gloucestershire County Council.

From 1<sup>st</sup> April Gloucestershire will be moving to a new highways service delivery model. Ringway will take over from Amey delivering routine maintenance such as potholes, grass cutting and winter maintenance. Atkins will provide support for design and consultancy services. Tarmac are responsible for the delivery of all of the major resurfacing schemes.

£150m Highways investment programme continues. Last year the focus was on resurfacing key lengths of 'A' Roads. This year the focus will be on 'B' and 'C' roads. For 19/20 County Councillors will each have £25,000 to spend on highway works within their division. A38 and Odessa traffic lights now completed. 9-18<sup>th</sup> April carrying out major resurfacing works at Coombe Hill overnight.

Community Maintenance Gangs – dedicated to tackling local priorities such as cutting back vegetation on footpaths, clearing out drainage ditches, cleaning signs and other non-safety related works. The two-man Community Maintenance gangs can be tapped into by contacting your local member and putting a work request in. Town Council to work closely with the County Councillor to access the Community Maintenance Gangs.

Cllrs raised the issues that current diversion signs are directing to roads that are closed, as well as signs for road closures remaining in place after the road works are complete. Cllr V Smith will relay this information back to the Highways team.

A Cllr asked if there was any update regarding the Police and Crime Commissioner and Gloucestershire Fire Service. No current update.

A Councillor asked about the N71 Bus Service (evening Gloucester – Tewkesbury Service). A request was made last week to remove the service.

**Action:** Cllr V Smith advised that he was not aware of the changes as it is not a GCC supported service, but he would investigate.

#### **Tewkesbury Borough Council**

Cllr Sztymiak gave a report on behalf of Tewkesbury Borough Council.

The Borough Council have been successful in their bid to Central Government for Garden Town status for the Ashchurch Masterplan area. This means they will get financial funding for planning (£750,000 initially) and access to government support and strategic planning advice. These Garden Towns are meant to provide sustainable areas for people to live and work and include parks, education, transport links, cycleways and green infrastructure. The overall number of dwellings to be provided will be over 10,000 by year 2050. The Borough have expressed the view that they wish to work with local parishes on the development of the plans.

The budget provided to Ubico to deliver bin collection, street cleansing and grass cutting services has been heavily overspent this last year and the Council officers are working with Ubico to put more control on financial management and accountability.

The adoption of the Tewkesbury Town Regeneration Supplementary Planning Document is on the Borough Council Agenda for the meeting on 16<sup>th</sup> April 2019 and will include the recognition that the Flour Mill and Warehouse buildings on the Ham side have now been listed.

A Councillor asked if the reason for Ubico's overspending is unforeseen expenditure, not enough money to provide the service or lack of financial management? Cllr Sztymiak advised that the key aspects being examined were the financial management and control.

A Councillor noted that a member of the public stated in the Annual Town Meeting that the town is looking scruffy and that Ubico should be doing a better job for the town, whether they are overspent or not.

Cllr Sztymiak replied that Tewkesbury Borough is a large area, not just limited to Tewkesbury Town. The street cleansing vehicle, is now back in action and is working



on a schedule of works that will be spread out across the Borough. There is never enough man power to deal with all of the litter and Cllr Sztymiak thanked all of the volunteer litter collectors who help around the Town. Anyone interested in being a volunteer litter collector should get in touch with the Borough Council.

The Town Clerk advised that a member of the public has shared their FOI request regarding street cleaning and the response from GCC and TBC and the frequency of street cleaning to share with interested Councillors.

**18/19 - 373 To receive reports from members representing the Town Council on outside bodies**  
Cllr Burns enquired about the 'Community Involvement and Engagement' slides from the SLCC Branch Meeting.

**Action:** Town Clerk to chase and circulate.

Cllr S Raywood advised that the TTRP – SPD will be going to the Borough Executive on Tuesday 16<sup>th</sup> April. The Expression of Interest regarding the Future High Streets Fund has also been submitted.

**18/19 - 374 To receive the expenditure report for March 2019 and the budget report**  
The expenditure report for March 2019 and the budget reports were received. The Town Clerk advised that bank reconciliations are provided once a quarter, but are reviewed each month by the Finance Committee, together with the income report.

A Cllr raised a question about the money being spent on the Watson Hall and the grant status. The Town Clerk advised that there is no structure within the Trust so on a day to day basis the running has been delegated to the Buildings & Moorings Committee and this is where it is monitored.

Conversations continue with the Solicitor regarding the Trust status and as soon as there is information to share, a Trustees Meeting will be convened.

**18/19 - 375 To approve the payments list**  
It was RESOLVED to approve the payments list.  
Proposed by Cllr Franklin, seconded by Cllr J Raywood

**18/19 - 376 Review of the Council's policies:**

- i. **Complaints policy** – no change
- ii. **Lone Working policy** – no change
- iii. **Member / Officer protocol** – wording update – Finance & Staffing Committee has been changed to Staffing Committee
- iv. **Publication scheme** – no change
- v. **Training and Development policy** – changes marked on document circulated

Cllrs asked if they comply with all of the latest legislation. Standing Orders and Financial Regulations need to be reviewed. An audit is underway to ensure all employment policies are up to date.

Cllrs discussed publishing meeting papers, as well as agendas on the website. The Town Clerk agreed that the staffing levels are now in place to do this.

**Action:** Meeting papers to be published on the website whenever possible. It was noted that sometimes considerable work to redact data is required.

It was RESOLVED to approve the policies listed above, subject to the following changes:

Training & Development Policy – the words ‘or in the case on new legislation’ to be added to the ‘Review’ paragraph.

Proposed by Cllr Aldridge, seconded by Cllr S Raywood.

Publication Scheme – under Class 4 – How we make decisions – Reports presented to Council to read ‘Website’ rather than ‘Hard copy’

Proposed by Cllr Sztymiak, seconded by Cllr V Smith.

**18/19 - 377 To approve the content of the Tewkesbury Town Regeneration Supplementary Planning Document dated March 2019 from Tewkesbury Borough Council**

A Cllr raised an issue that it doesn’t address the flooding issue enough. Cllr J Raywood advised that the Regeneration document is part of a suite of planning policies, and that flooding has a separate SPD.

It was RESOLVED to approve the content of the Tewkesbury Town Regeneration Supplementary Planning Document dated March 2019 from Tewkesbury Borough Council.

Proposed by Cllr J Raywood and seconded by Cllr S Raywood

**18/19 - 378 To receive an update from Cllr J Raywood on the planning application for 3 Saffron Road and the implications for the Tudor Room bar and agree next steps**

A detailed update was received from Cllr J Raywood regarding the recent approved planning application by Tewkesbury Borough Council for 3 Saffron Road.

It is thought that the land sold in 1972 contains an easement that no building over the height of 8ft will be built without permission from the Town Council.

It was RESOLVED that the Town Clerk will refer the easement for legal advice.

Proposed by Cllr Sztymiak, seconded by Cllr Aldridge

It was noted that the outside wall of the Tudor Bar has frost damage and requires remedial work and it would be advisable to complete this work before the extension on 3 Saffron Road is started, due to access. Buildings & Moorings will take over the management of this project.

It was RESOLVED that the Buildings & Moorings Committee obtain costings and undertake the appropriate remedial work on the Tudor Bar.

Proposed by Cllr Sztymiak, seconded by Cllr Aldridge

**18/19 - 379 To discuss and agree any resolutions for submission to the GAPTC AGM on 20<sup>th</sup> July 2019**

Cllr Burns submitted the following resolution:

'GAPTC being a member organisation, strive to ensure that members are fully informed on matters distributed for their attention. This can be demonstrated by examples of other ALCs and NALCs or even locally GRCCs, method of dissemination.'  
Seconded by Cllr Brennan.

**Action:** Town Clerk to submit the above resolution for consideration by GAPTC.

Councillors were reminded that should the resolution be successful, a Councillor will need to be available to present it at the GAPTC AGM on 20<sup>th</sup> July 2019.

**18/19 - 380 To consider and agree grant applications from outside bodies**

It was RESOLVED to approve the following grant:

£500 Mitton Manor Primary School

Proposed by Cllr Sztymiak, seconded by Cllr V Smith

**18/19 - 381 To agree the addition of addition of Cellar Supplies, Shades & Shutters Ltd, Digital Telecom Ltd, Midland Arboricultural and Woodland Services Ltd and Inferno Brewery to the list of retained contractors**

It was RESOLVED to agree the addition of Cellar Supplies, Shades & Shutters Ltd, Digital Telecom Ltd, Midland Arboricultural and Woodland Services Ltd and Inferno Brewery to the list of retained contractors.

Proposed by Cllr Sztymiak, seconded by Cllr Aldridge

**18/19 - 382 To consider a proposal from Cllr Sztymiak, seconded by Cllr Workman that following the construction of over 70 houses on the Belway estate and the creation of an extra junction on the Bredon Road that this council writes to Gloucestershire County Council asking them to change the speed restriction from 40 mph to 30 mph on the Bredon Road up to the county boundary**

Cllrs discussed the above proposal and were in favor of writing to the Road Safety Team at GCC about the issue. It was noted that this was likely to be the beginning of an ongoing discussion about the traffic calming alternatives that may be available, for example, additional school signs or road markings. Cllrs discussed the issues regarding requesting a change a Travel Regulation Order (TRO).

It was RESOLVED that following the construction of over 70 houses on the Belway estate and the creation of an extra junction on the Bredon Road that Tewkesbury Town Council will write to Gloucestershire County Council asking them to change the speed restriction from 40 mph to 30 mph on the Bredon Road up to the county boundary.

Proposed by Cllr Sztymiak, seconded by Cllr Aldridge.

**Action:** Town Clerk to write to Gloucestershire County Council.



- 18/19 - 383 Correspondence**  
Correspondence was received from:
- GAPTC Update
  - New Highways note
  - Nominations for CPRE Gloucestershire Award
  - Tewkesbury Museum, relinquishing any claim to the paintings on Council's asset register
- 18/19 - 384 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 on the agenda**  
It was RESOLVED that 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 on the agenda.  
Proposed by Cllr S Raywood seconded by Cllr Franklin
- 18/19 - 385 To discuss and agree nominations for Youth Civic Awards**  
The nominations for the Youth Civic Awards were discussed and agreed.  
Proposed by Cllr Sztymiak, seconded by Cllr J Raywood
- 18/19 - 386 To receive an update on staffing matters**  
The Town Clerk provided an update on the recent employment tribunal and advised that full findings are now available to read at <https://www.gov.uk/employment-tribunal-decisions/miss-l-netherton-v-tewkesbury-town-council-1402549-2018>
- 18/19 - 387 To discuss the request from Abbey 2021 and agree any actions**  
The Council discussed the underwriting request from Abbey 2021. Members felt the liability was too large, especially in an election year. Members considered it to be a fantastic idea and noted that they would consider a grant application in the current financial year to contribute towards the cost of Abbey 2021 obtaining event insurance cover and would also consider provision in the budget for 2020/21 to support the event.  
  
It was RESOLVED to advise Abbey 2021 that Tewkesbury Town Council is unable to underwrite the requested proposal.  
Proposed by Cllr J Raywood, seconded by Cllr S Raywood.  
  
**Action:** Town Clerk to draft a letter to or meet with the Chair of Abbey 2021.
- 18/19 - 388 To discuss the money claim served on the Town Council on 11<sup>th</sup> April 2019 and to agree the next steps**  
Cllrs discussed the money claim served on the Town Council.  
  
It was RESOLVED to defend the money claim served on the Town Council in line with the Barrister's advice received in Summer 2018.  
Proposed by Cllr Aldridge, seconded by Cllr Walker.

It was RESOLVED to delegate authority to the Clerk to appoint Thomson & Bancks to defend the claim, if it is not covered by the legal expenses policy.  
Proposed by Cllr Linton, seconded by Cllr Franklin.

Cllr Carter wished to have his objection to both resolutions noted.

Cllr Carter requested that it be noted that he did not agree with the Barrister's interpretation. He also wished to note his objection at not being able to have a copy of the Barrister's comments. The Town Clerk had previously advised that all Councillors were welcome to read the comments in the Town Council offices, but copies were not available to take away.

Cllr Carter wished to have it minuted that he was taking no responsibility for this situation, whatever the outcome. He wished to have it minuted that he had done his best both at the time and now.

There being no further business, the meeting closed at 8.30pm

Signature of Chairman upon approval of the minutes ..... 3<sup>rd</sup> June 2019

## TEWKESBURY TOWN COUNCIL

### MINUTES OF THE ANNUAL MEETING HELD ON MONDAY 20<sup>TH</sup> MAY 2019 IN THE GEORGE WATSON MEMORIAL HALL, BARTON STREET, TEWKESBURY AT 6.45 PM

**Present:** T Walker (Mayor), K Brennan (Deputy Mayor), P Aldridge, J Raywood, S Raywood, M Sztymiak, A Rudge, H Davis, C Cody, K Powell, V Smith, C Danter, G Preedy  
D Hill (Town Clerk)

#### **19/20-101 Election of Town Mayor**

Cllr Walker was proposed as Town Mayor of Tewkesbury Town Council for 2019/20. Proposed by Cllr Aldridge, seconded by Cllr Danter. Unanimous, **motion carried**. Cllr Walker duly signed the Declaration of Acceptance of Office.

#### **19/20-102 Election of Deputy Town Mayor**

Cllr Brennan was proposed as Deputy Town Mayor of Tewkesbury Town Council for 2019/20. Proposed by Cllr Danter, seconded by Cllr Aldridge. Unanimous, **motion carried**. Cllr Brennan duly signed the Declaration of Acceptance of Office.

#### **19/20-103 Mayor's Announcements**

Cllr Walker announced that his Mayoress would be Jayne Hodges and that his Chaplain will be Reverend Canon Paul Williams.

#### **19/20-104 To receive apologies for absence**

Apologies for absence were received from Cllr Carter.

#### **19/20-105 Adjournment of the meeting**

The Mayor adjourned the meeting for the Civic Service of "Mayor Making". The adjourned meeting will be held on Monday 3<sup>rd</sup> June at 6pm in the Council Chamber, Town Hall.

There being no further business the meeting closed at 7.22 pm.

Signature of Chairman upon approval of Minutes ..... 3<sup>rd</sup> June 2019

## MINUTES

### *of the*

**Extra-ordinary Buildings & Moorings Committee meeting held on 8<sup>th</sup> April 2019**

***In the Corn Exchange at the Town Hall, High Street, Tewkesbury***

**Present:** Cllrs K Brennan (Chair); P Workman; S Raywood; K Powell & S Franklin

**In attendance:** D Hill (Town Clerk) J King (Assistant to the Town Clerk) & R Blockley (Events Officer)  
Three members of the public

**B&M.18.153 To receive apologies**  
Cllrs Walker & Preedy

**B&M.18.154 To receive declarations of interest**  
Cllr Workman in respect of item 18.164  
Cllr Powell in respect of item 18.165

**B&M.18.155 To receive dispensations**  
None received.

**B&M.18.156 To approve the Minutes of the Buildings & Moorings Committee meeting held on 4<sup>th</sup> March 2019**  
It was RESOLVED to approve the minutes. Proposed by Cllr Workman , seconded by Cllr Franklin.

Cllr Danter joined the meeting at this juncture (12:02)

**B&M.18.157 Matters arising from the Minutes – for information only in relation to matters not on the agenda**  
**B&M18.106 Town Hall clock** – Town Clerk to establish timescale for repair  
**B&M 18.142 Noticeboards Watson Hall** – E&A agreed 50% of the cost 18-142  
**B&M18.146 Tewkesbury in Bloom Cabinet** – the cabinet has been delivered and the location is to be agreed within the Town Hall

**B&M.18.158 Public Participation**  
Written questions were submitted from a member of the public. **Action: response to be provided.**

**B&M.18.159 To agree the replacement of the sound and lighting system and the associated electrical work at the Watson Hall**  
It was noted that since the stage lighting was condemned in 2017, lighting has had to be hired in for events requiring stage lighting. This project requires a lighting contractor and an electrician to work together. The quote for the electrical work includes the removal of all the old equipment. The old lighting may be of interest to a collector.

It was RESOLVED to spend £3,468 with MSL for the supply of lighting equipment and installation and £4,584 for electrical work with Gloucestershire Electrical Services.  
Proposed by Cllr Danter & Cllr Franklin.

**B&M.18.160 To agree the installation of wi-fi at the Watson Hall and the ongoing monthly and annual charges**

Two quotes had been obtained from retained contractors. The quotes were analysed on the cost based over five years.

It was RESOLVED to install wi-fi at the Watson Hall with the ongoing monthly and annual charges with Digital Telecom Ltd.  
Proposed by Cllr Danter, seconded Cllr Powell.

**B&M.18.161 To delegate authority to the Town Clerk to incur expenditure of up to £600 for various carpentry works required at the Watson Hall**

The proposed list of works was noted. Cllrs requested that notices are put up at the serving hatches to advise that hot drinks cannot be served through the hatches. Ideally going forwards, hot drinks will be served from the Theatre Bar.

It was RESOLVED to delegate authority to the Town Clerk to spend up to £600 on carpentry work at the Watson Hall.  
Proposed by Cllr Franklin, seconded by Cllr Powell.

The Town Clerk arrived part-way through this agenda item (12:25).

**B&M.18.162 To delegate authority to the Town Clerk to manage the Tudor Bar for financial year 2019/20**

It was RESOLVED to delegate authority to the Town Clerk to manage the Tudor Bar for financial year 2019/20.  
Proposed by Cllr Franklin, seconded by Cllr Danter.

**B&M.18.163 To agree to purchase a bottle chiller for the Theatre Bar at the Watson Hall**

It was RESOLVED to purchase a bottle chiller up to £375 plus VAT for the Theatre Bar at the Watson Hall.  
Proposed by Cllr Workman, seconded by Cllr Powell.

**B&M.18.164 To discuss the progress in relation to the planning application for the reinstatement of Moorings at Priors Court**

The Town Clerk provided an update regarding the planning application. Additional information has been submitted to the Borough Council and a response is awaited.

**B&M.18.165 To discuss additional information received from Severn Leisure Cruises in respect of leisure river trips in 2019**

It was suggested boat trip information could be added to the Town Council's website.

**Action: Town Clerk to discuss the possibility of a feedback from with the Operator and to request copies of leaflets detailing the Conway Castle boat trips.**



**B&M.18.166 To approve retrospective expenditure of:**  
i. **£304 in respect of obtaining Display Energy Certificates**  
ii. **£281 in respect of tap and connectors for real ale provision at the Tudor Bar**  
It was RESOLVED to approve the retrospective expenditures.  
Proposed by Cllr S Raywood, seconded by Cllr Franklin.

Discussions were had regarding a Display Energy Certificate for the Museum.  
**Action: Town Clerk to liaise with the Museum contacts.**

**B&M.18.167 To authorise the expenditure of £3,000 on improvements to the Town Council's moorings from the Mayor's Charity money being held for this purpose by Avon Navigation Trust**  
It was noted that the wording of this agenda was slightly confusing. The £3,000 was handed to ANT in 2017 after Cllr Brennan had been Mayor in 2016/17. This was not to authorise additional expenditure to ANT.  
It was agreed that the fencing that is rotting and should be replaced in accordance with the Public Realm guidelines.  
Proposed by Cllr Danter, seconded by Cllr Franklin.  
**Action: Town Clerk to ascertain style of fencing to be procured.**

**B&M.18.168 Payments list for approval**  
It was RESOLVED to approve the payments list.  
Proposed by Cllr Danter and seconded by Cllr Workman.

There being no further business the meeting closed at 13:00.

Signature of Chairman upon approval of the minutes ..... 13<sup>th</sup> May 2019



**TEWKESBURY TOWN COUNCIL**

**MINUTES**

*of the*

**Environment & Amenities Committee meeting held on 9<sup>th</sup> April 2019**  
*In the Mayor's Parlour at the Town Hall, High Street, Tewkesbury*

**Present:** Cllrs S Raywood (Chair), J Raywood, C Danter (Mayor), M Sztymiak, S Franklin,  
K Powell

**In attendance:** J King (Assistant to the Town Clerk), 1 member of the public

**E&A 18/137 To receive apologies for absence**  
Cllr Carter & Cllr Walker

**E&A 18/138 To record declarations of interest**  
Cllr Sztymiak declared an interest as a Borough Council in item 21 (minute ref: E&A 18/157)

**E&A 18/139 To consider requests for dispensations**  
None received.

**E&A 18/140 To approve the Minutes of the meeting held on 5<sup>th</sup> March 2019**  
It was **RESOLVED** to approve the minutes.  
Proposed by Cllr Danter, seconded by Cllr Franklin.

18/123 Post meeting note – Cllrs wish to record that there is no known policy that suggests that the standard Tewkesbury Town Council noticeboard would not comply with Tewkesbury Borough Council's requirements for planning.

**E&A 18/141 Matters arising from the minutes – for information only**

**18/053 Arrivall Public Art work** – Ongoing

**18/083 Correspondence regarding purchase of the GIS system** – Complete

**18/083 Overgrown paths** - Ongoing

**18/083 Mythe Speed Data**

**Action:** Cllrs S Raywood & Sztymiak to review and send results to the office

**18/094 Playground inspections** – Complete

**18/114 Maintenance of public toilets** – Repainting of Spring Gardens toilet doors will be completed by GAB Services.

**18/116 Neighbourhood development plan** – Ongoing

**18/124 No Smoking Signs** – Ongoing

**18/132 Additional Litter Bin on Jubilee Way** – Being provided via s106 money

**18/136 Highways list** – Has been returned to GCC



## TEWKESBURY TOWN COUNCIL

- E&A 18/142 To receive correspondence relating to the Environment and Amenities Committee**  
No correspondence had been received.
- E&A 18/143 Public Participation**  
There was no public participation.
- E&A 18/144 To review the work programme**  
Cllrs reviewed the work programme.
- E&A 18/145 To receive Income and Expenditure Reports for February & March 2019**  
The Income and Expenditure Reports for February & March 2019 were received.
- E&A 18/146 To approve the payments list**  
It was **RESOLVED** to approve the payments list.  
Proposed by Cllr J Raywood, seconded by Cllr Franklin.
- E&A 18/147 To receive the Committee Budget Report and to agree the year end actions**  
The Budget Report was received.  
It was **RESOLVED** to:
- Vire £1235 from Street Furniture to Derek Graham R&M
  - Earmark £1571 in Derek Graham R&M for replacement benches
  - Earmark £625 from CCTV for Gloucester Road CCTV
  - Earmark £760 from Tree Maintenance for tree survey
  - Earmark £1500 from Street Furniture for repairs to the Smart Clock
  - Earmark £2164 from Spring Gardens R&M for new doors
  - Earmark £1219 from Gloucester Road R&M for new doors
  - Earmark £1500 from Noticeboards for Lincoln Green Lane noticeboard
  - Earmark £8976 from Warwick Place for play area improvement project
  - Earmark £2475 from Youth budget for supporting holiday playschemes
  - Earmark £1222 from Bus shelter R&M for repairs to Crescent bus shelter
- Proposed by Cllr Danter, seconded by Cllr J Raywood.
- E&A 18/148 To receive updates on Play Areas and agree actions**
- Derrick Graham Memorial Park
    - Waiting for erosion under slide to be repaired – weather issues
    - Zip wire awaiting repair
  - Mitton Play Area
    - Vandal proof drill bits purchased to allow access to inspection chamber of roundabout
  - Warwick Place Play Area
    - Grant of £2000 awarded by GPFA



## TEWKESBURY TOWN COUNCIL

- Awaiting result of Barnwood Trust grant application.
- Phase 1 starts early May – expected completion by Friday 24<sup>th</sup> May – weather dependent.

**E&A 18/149 To discuss and agree the next steps regarding bus shelter cleaning**

It was RESOLVED to approve the cleaning of the sixteen bus shelters by Blue Moon Cleaning Ltd, at a cost of £160 per clean, four times a year.

Proposed by Cllr Danter, Cllr Powell.

The Councillors wished to thank all the companies that provided quotes.

**E&A 18/150 To receive an update on the 2019/20 business rates for Public Conveniences**

At present the legislation removing business rates from Public Conveniences has not passed through Parliament, so business rates continue to be payable. The Committee will continue to monitor the situation and add to a future agenda once the legislation has been passed.

**E&A 18/151 To discuss the response from Fisher German regarding Public Conveniences in Tewkesbury and agree next steps**

Councillors provided responses to the questions raised by Fisher German. The priority is to provide a 'Changing Places' and mother and toddler toilets. Need to investigate grants available and cost of changes to the building. Would like to complete in time for Abbey 2021, if possible.

**Action:** Assistant to Town Clerk to respond to Fisher German and investigate grant options and costs for changes to the building.

**E&A 18/152 To discuss and agree the next steps for replacing litter bins at the Derek Graham Play Area**

Defer to the next meeting.

**E&A 18/153 To discuss and agree replacement benches for the Derek Graham Play Area**

It was RESOLVED to purchase two steel benches at a cost £765 each, from Greenfields Limited for the Derek Graham Play Area.

Proposed by Cllr Sztymiak, seconded by Cllr J Raywood.

**Action:** Councillors wish to investigate the additional cost for anti-theft fixings.

**E&A 18/154 To note the use of emergency powers for:**

The use of emergency powers was noted for:

- a. The repair of the zipwire at the Derek Graham Play Area at a cost of £589.00
- b. Repair of the taps and sinks at Spring Gardens toilet block at a cost of £226.25

**E&A 18/155 To receive an update on the Lincoln Green Lane noticeboard**

The Assistant to the Town Clerk provided an update. A mock up of the sign has been received, but was not in keeping with the way finder signs, so an alternative has





**TEWKESBURY TOWN COUNCIL**

been requested. As soon as this mock up is available, the Assistant to the Town Clerk will organise a meeting between Tewkesbury Borough Council, the Lincoln Green Resident’s Association, Councillor Cromwell and the Town Council to finalise the details. Tewkesbury Borough Council are currently preparing the licence for the board.

***E&A 18/156* To agree Phases 2 & 3 of the Warwick Place Play Area improvement project**

It was RESOLVED to approve Phases 2 & 3 of the Warwick Place Play Area improvement project at a cost of £47,220 and to delegate authority to the Assistant to the Town Clerk to commence the project, as soon as the necessary funds are in place, including a contribution of up to £37,670 from Tewkesbury Town Council.

Proposed by Cllr Sztymiak, seconded by J Raywood.

***E&A 18/157* To agree the Grant Relationship Agreement with Tewkesbury Borough Council in respect of the Pocket Parks Plus Grant Funding Scheme and to authorise the Town Clerk to sign the agreement on behalf of the Town Council.**

It was RESOLVED to agree the Grant Relationship Agreement with Tewkesbury Borough Council in respect of the Pocket Parks Plus Grant Funding Scheme and to authorise the Town Clerk to sign the agreement on behalf of the Town Council.

Proposed by Cllr J Raywood, seconded by Cllr Franklin.

The Chair thanked Councillors for their hard work on the Committee over the last four years and feels that they have set up the Committee and Council for success over the next year.

Councillors thanked the Chair for his leadership over this period.

The meeting closed at 19.07

Signature of Chairman upon approval of the minutes .....21<sup>st</sup> May 2019





## TEWKESBURY TOWN COUNCIL PLANNING COMMITTEE

Wednesday 17<sup>th</sup> April 2019

**Present:** Cllrs J Raywood (Chairman), C Danter (Mayor), S Raywood and T Walker (Deputy Mayor)

**Public Present:** One member of the Public was present.

### MINUTES

Meeting commenced at 19:04.

**1. Welcome and introductions**

The chairman welcomed all present, ensured that introductions were made and issued the usual housekeeping notices.

**2. To receive apologies for absence**

None.

*Post-meeting note: GP sent his apologies for absence due to sickness.*

**3. To receive declarations of interest**

The Committee Chair felt that Cllr Walker may have an interest to declare in item 12.  
No declarations were received.

**4. To receive and consider requests for dispensations**

None.

**5. Public participation** *(to provide members of the public/press with the opportunity to comment on items on the agenda or raise items for future consideration. In accordance with Standing Orders this will not exceed 12 minutes in total and 3 minutes per person)*

None.

**6. To approve the minutes of the Planning Committee meeting held on 27<sup>th</sup> March 2019**

Proposed by Cllr. T. Walker.

Seconded by Cllr. C. Danter.

It was **resolved** to **approve** the minutes.



**7. To receive updates on matters arising from the minutes – for information only.**

Re. item 7 - Councillors met with Gladman at 6.00pm this evening.

Re. item 8 – Local Parish and Town Councillors who are not standing for election on May 2<sup>nd</sup> and clerks were invited to the Borough Council offices for a briefing about the Ashchurch Garden Town Proposal. There is a general feeling that key elements of the scheme that should have been addressed as a priority, ie improvements to the road network have not been so addressed. Local people feel that their concerns are being ignored and public and parish opinions are largely opposed to the scheme, although all recognised that some new homes should be built in the area. The chairman will write to the Borough, on her own behalf at least, emphasising the need for a serious interactive campaign to win hearts and minds in Ashchurch in order to ensure that the proposed Garden Town has the best chance of being successful. If not, it could take generations to be accepted. The email will be circulated to committee members before it is sent.

Re. item 17 – SR has been searching the Town Hall archives and believes he has located an easement document relating to the land at 3, Saffron Road that was sold by the then Borough Council in 1972. If this document was agreed, then we have an easement which will prevent the building of an extension as proposed in 18/00940/FUL. At Full Council on Monday evening it was agreed that this should be looked into further, with a view to contacting the owner, either to withhold permission to build or to seek compensation for loss of light in the event of the easement not being valid and also that the condition of the back wall of the Tudor Room be examined.

Re. Item 18 – On April 4<sup>th</sup> SR and JR attended an update meeting for TTRP members and Ward Councillors about the bid to the Future High Streets Fund and were able to view the content of the bid, which included a video, in which the use of drone footage was noted. There will be a further bid to a special fund within the Future High Streets Fund, for heritage related projects, probably with further video support. JR has contacted Alice Goodall, Borough Urban Designer to ask that drones will not be flown over the Severn Ham while birds are breeding and nesting. This has been agreed.

**8. To note correspondence**

The Chairman reported that she had received an email from Tewkesbury Borough's Head of Development Services, advising that the Regeneration SPD has now been adopted and asking for a discussion about a formal launch. A reply has been sent in agreement to such a discussion.

Re. Spring Gardens (Mace), stakeholder event no 3 will take place at the Borough Council offices on Monday 13 May at 10.00am.



**9. Replacement advertisement.**

Planning Application  
 104 - 105 High Street Tewkesbury Gloucestershire GL20 5JZ  
 Ref. No: 19/00312/ADV

Letter reference	Date requested	Expiry date
DC/E07000083/PORWDZQDLA0E	Thu 28 Mar 2019	Thu 11 Apr 2019
Observations:  No Objection.		

**10. New single storey front, side and rear extensions. New pitched roof over existing single storey rear extension.**

Planning Application  
 27 Brookside Mitton Tewkesbury Gloucestershire GL20 8BE  
 Ref. No: 19/00304/FUL

Letter reference	Date requested	Expiry date
DC/E07000083/POO1IBQDLK40I	Thu 28 Mar 2019	Thu 18 Apr 2019
Observations:  No Objection.		

**11. Proposed new fascia sign and replacement hanging sign.**

Planning Application  
 Crescent Veterinary Centre 31 Church Street Tewkesbury Gloucestershire GL20 5PD  
 Ref. No: 19/00183/LBC

Letter reference	Date requested	Expiry date
DC/E07000083/PPN6LNQD0IP00	Mon 08 Apr 2019	Mon 29 Apr 2019
Observations:  There was a unanimous objection to the illuminated sign element of this application. However, there were a number of queries on which further clarification needs to be sought from the Borough Council and the final response is deferred until this has been received and considered.  <b>Action:</b> JR to contact the Planning Officer re. queries		



**12. Proposed new fascia sign and replacement hanging sign.**

Planning Application

Crescent Veterinary Centre 31 Church Street Tewkesbury Gloucestershire GL20 5PD

Ref. No: 19/00187/ADV

Letter reference	Date requested	Expiry date
DC/E07000083/PPN75DQD0IP01	Mon 08 Apr 2019	Mon 29 Apr 2019
Observations:  There was a unanimous objection to the illuminated sign element of this application. However, there were a number of queries on which further clarification needs to be sought from the Borough Council and the final response is deferred until this has been received and considered.  <b>Action:</b> JR to contact the Planning Officer re. queries		

**13. To approve retrospectively the decision (arrived at through email discussion – 3 in favour, 1 against) to withdraw the Town Council’s objection to**

**Planning Application**

**Units 1-2 Bishops Walk Tewkesbury Gloucestershire**

**Ref. No: 19/00254/ADV**, following negotiations between the Planning Authority and the applicant.

Proposed by Cllr S. Raywood.

Seconded by Cllr. T. Walker.

It was **resolved** to **approve** this decision

**14. To approve retrospectively the decision (arrived at through informal discussion between committee members) to make an objection to**

**Planning Application**

**Oldbury Car Park Oldbury Road Tewkesbury Gloucestershire**

**Ref. No: 19/00128/FUL**

Objection.

The Town Council is dismayed that it was not alerted to the existence of any response to its request for information regarding this application. As a result, it has not had the opportunity to make constructive comments.

The Town Council is further dismayed to read the recommendation of officers, in favour of a delegated permit, when it is not clear that the legitimate concerns expressed in several letters of representation have been fully addressed.

Proposed by Cllr. C. Danter

Seconded by Cllr. T. Walker.

It was **resolved** to **approve** this decision





SR has permission to speak tomorrow at the Borough's Planning Committee meeting to object to poor adherence to process in this instance and to alert the Borough to possible consequences ie. will TTC, in future, have to object to applications when there is insufficient information on which to form a rational judgement, even when it is, in principle, in favour of the application.

**15. To note decisions made in March 2019, in respect of planning applications made to Tewkesbury Borough Council.**

The list of decisions made in respect of planning applications made to Tewkesbury Borough Council was noted.

**16 To agree a recommendation to the Finance Committee to purchase and install digital display screen equipment in the Court Room**

It was RESOLVED to agree a recommendation to the Finance Committee to purchase and install digital display screen equipment in the Court Room. A preference was expressed for one screen at a 60" size.

Proposed by Cllr T. Walker.

Seconded by Cllr. C. Danter.

**17 To view the content of the Planning Committee hand-over file and agree any necessary amendments.**

The content of the hand-over file was viewed. Two small changes were made:-

- addition of an annual review of the Pre-applications Policy
- reference to the role of the tree warden as advisor to the committee.

**There being no further business the meeting was closed at 20:22.**





TEWKESBURY TOWN COUNCIL

MINUTES

*of the*

Severn Ham Committee meeting held on 4<sup>th</sup> April 2019  
*In the Mayor's Parlour at the Town Hall, High Street, Tewkesbury*

**Present:** Cllrs P Aldridge (Chair), J Raywood, C Danter (Mayor), Mr J Lucas, Ms C Corsie, Mr T Perry,

**In attendance:** J King (Assistant to the Town Clerk)

**SH 18/037 To receive apologies for absence**

Apologies were received from Mr A Purkiss, Mr M Cluley & Mr M McKenna

**SH 18/038 To record declarations of interest**

Mr Perry – Hay making

**SH 18/039 To consider requests for dispensations**

None received.

**SH 18/040 To approve the Minutes of the meeting held on 7<sup>th</sup> February 2019**

It was RESOLVED to approve the minutes of the meeting held on 7<sup>th</sup> February 2019, subject to the removal of the word 'temporary' in SH 18/032. Proposed by Cllr J Raywood, seconded by Cllr Danter.

**SH 18/041 Matters arising from the minutes – for information only**

SH18/026 – Water analysis – details of how the water analysis was carried out were provided by Mr McKenna.

SH18/027 – Nesting signage – action complete. The Town Council would like to thank Mike Smart for his assistance in erecting the signs.

SH18/031 Wildlife records – recording sheet received from GERC

**Action:** Assistant to the Town Clerk to publicise the ability to record wildlife seen on the Severn Ham at the Town Hall.

SH18/032 Working group meeting – next meeting date is 25<sup>th</sup> April 2019

SH18/033 – Angling Club – complete

SH18/034 – Signs on the Severn Ham - complete

**SH 18/042 To receive the Chair's report**

Included within report from Caroline Corsie.



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**SH 18/043**

**To receive an update from Caroline Corsie, Environmental Advisor**

Natural England require derogations in order to give ascent for activities of ST Water and for during the bird nesting season. There are currently three pairs of curlew checking out the site.

Three derogations have been sent, regarding the Severn Trent pathway and an early cut and two regarding the spraying of docks. All derogations should be used in conjunction with confirmation from Mike Smart and Link Ecology that there are no curlews in the planned areas. It is important to document all actions taken and who permission was granted by. Permission may be required from the Commoners under the Commons Act, to facilitate a change to the cutting schedule.

**Action:** Assistant to Town Clerk to check with Mr Purkiss regarding Commoners requirements.

Severn Trent are finalising their planning for the work on site. Rob Cunningham is the Environmental Lead and main contact for the project. Soil analysis and water analysis will be done as part of the process. The first stage is a series of bore holes along the line of where they are going to dig. Severn Trent are still waiting on approval from various regulatory bodies, including what to do with any additional soil left over after the pipe has been replaced, as the Environment Agency will consider it waste. Tewkesbury Town Council's role will be to inform and educate people as to the actions taking place with both the replacement of the pipe and the spraying of the docks.

### **Dock Spraying**

Options for dock spraying were discussed. Drones have been used, but skylarks have been known to attack drones. Burning the docks is not an option and electrocution cannot cover an area this large. Spraying needs to take place from a small quad and on foot, by an ecological expert who can identify and avoid any nesting birds in the area. All spraying will be marked with a blue dye and ideally completed by the end of April. The spray used will only affect the docks and the grasses will be unaffected. It is likely that the previous leaks on the Ham have created strong conditions for docks to flourish, as they were not there before. It is important for this work to take place in order for the hay to still have a value, as otherwise the Town Council would have to cut and dispose of the hay, which would be significantly more expensive. The Weeds Act 1959 also remains in force, which states that it is necessary to attempt to control the docks and this is part of the Higher Level Stewardship requirements.

It was RESOLVED to appoint Midland Arboricultural and Woodland Services Ltd to carry out the specialist dock spraying on the Severn Ham and to propose to Full Council that they be added to the list of Preferred Contractors.  
Proposed by Cllr Danter, seconded by Cllr Raywood.



TEWKESBURY TOWN COUNCIL

Severn Trent have appointed Middlemarch as their consultants who will do the soil sampling. They are also having a day of consultancy from the Floodplain Meadow Partnership which will answer the question as to whether there is any point in exploring enhanced species diversity in the southern half of the site.

Higher Level Stewardship form for 2019 has been submitted.

**Action:** Obtain copies of permissions Severn Trent have received from the Environment Agency for the planned work.

**Action:** Obtain reports from Mike Smart, via Rob Cunningham and also cc Mike Cluley so all informed as to actions being taken and up to date information.

**SH 18/044**      **To receive a report from Alan Purkiss on the grazing contract**  
No changes from the last meeting.

**SH 18/045**      **To receive an update from Mike Cluley on claims to Severn Trent Water and the Environment Agency**  
A written report was received from Mr Cluley.  
Compensation report from Severn Trent has now been received by Carver Knowles. Preferred date for 2019 hay auction is Thursday 23<sup>rd</sup> May in the Corn Exchange. The donner hay project will continue this year from plots one and three.  
**Action:** Assistant to Town Clerk to write to Mr Cluley to confirm that the Severn Ham Committee believe that the reinstatement completed by the Environment Agency was inadequate and they wish to continue to pursue appropriate compensation.

**SH 18/046**      **To note receipts and payments for February & March 2019**  
The receipts and payments were noted.

**SH 18/047**      **To receive the committee budget report and to agree the year end actions**  
The budget report was noted.  
It was RESOLVED to carry forward two items as earmarked reserves:  
Weeding                      £2,000 – to cover dock works  
Tree Conservation        £5,000 – to cover tree survey and actions  
Proposed by Cllr Raywood, seconded by Cllr Danter.

**SH 18/048**      **To discuss and agree a programme of sward monitoring and cutting for the Severn Ham for 2019**  
The 1809 Act originally stated the number of animals that could graze on the Severn Ham (up to 800 sheep). The issue is that the size of animal has increased over the last 200 years. It is thought that animals are now 50% bigger than they were in 1809 and therefore logic suggests that there should be 50% fewer animals on the Severn Ham.





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There are standard formula for calculating the number of animals on an area of land, but they vary depending on the land, animal and the animal's age. For example: 60 hectares (including resting scrub), with 1.4 livestock units per hectare and 6 ewes per livestock unit would be 504 sheep.

The committee felt it is necessary to obtain advice on the size of sheep and breed in 1809 and how many sheep would be the equivalent now, when grazed on land after a hay crop.

**Action:** Assistant to the Town Clerk to write to Royal Agricultural College, Cirencester and the National Sheep Association, Malvern for advice.

**SH 18/049**

**To discuss and agree next steps regarding the sighting of otters / mink on the Severn Ham**

There are definitely otters around the Severn Ham. They are depleting the fish, but the fish stocks are ok. It is possible that there are minks around and this needs to be monitored. Mink are very shy and it is unusual to get mink and otter in the same area. Mink are often misidentified as a young otter. Mink are not a desirable species.

**Action:** To continue to monitor sightings of mink / otter.

To add to futureproofing agenda on 25<sup>th</sup> April.

**SH 18/050**

**To discuss and agree the mapping of the docks and dock spraying on the Severn Ham**

Further to the discussions detailed in Ms Corsie's report:

It was RESOLVED to carry out the digital mapping of the docks as detailed in the quotation from Midland Arboricultural and Woodland Services Ltd; dated 7<sup>th</sup> March 2019, at a cost of £870 + VAT.

Proposed by Cllr Raywood, seconded by Cllr Danter.

It was RESOLVED to carry out the spraying of the docks as detailed in the quotation from Midland Arboricultural and Woodland Services Ltd; dated 7<sup>th</sup> March 2019, at a cost of £4180 + VAT per annum, for the first year, with the option to extend for an additional two years, subject to an annual review on the management of docks.

Proposed by Cllr Raywood, seconded by Cllr Danter.

**SH 18/051**

**To discuss and agree next steps for tree maintenance and monitoring ash dieback on the Severn Ham**

The ash trees by the weir and the willows need work. The committee agreed that a full tree survey would be beneficial to plan future works.

**Action:** Assistant to Town Clerk to liaise with Cllr Aldridge regarding quotes and timings for a full tree survey.



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**SH 18/052 To approve the payments list**  
The payments list was approved.  
Proposed by Cllr Raywood, seconded by Cllr Danter.

**SH 18/053 Correspondence**  
None received.

The meeting closed at 10.45am.

Signature of Chairman upon approval of the minutes .....6<sup>th</sup> June 2019

DRAFT



**TEWKESBURY TOWN COUNCIL**  
**Constitution of Committees**  
**Adopted on 3<sup>rd</sup> June 2018**

**Introduction**

The Town Council appoints committees and determines their terms of reference and constitution. Sub-committees (Task and Finish or Working Groups) may be appointed either by Full Council or a committee. The appointing body determines the terms of reference and constitution.

Any function of the Council, with the sole exception of setting the precept, may be delegated to a committee, sub-committee or employee but not to any one Councillor. Town Council remains responsible for any function it delegates to a committee, sub-committee or employee.

**Date of next review: May 2020**

**Committees & Delegations**

<b>Committee</b>	<b>Membership</b>	<b>Quorum</b>	<b>Duties</b>	<b>Powers and Responsibilities</b>
Finance Committee	7 Mayor (Chair), Deputy Mayor (ex-officio) + Chairs of committees x four	5	To oversee the management of all financial matters (including Risk Assessment), ensure audit requirements are met.	<p><b>Delegated authority in respect of all finance matters with the exception of setting the precept.</b></p> <ul style="list-style-type: none"> <li>To prepare a budget in consultation with the Chairs of all spending committees, and others as appropriate.</li> <li>To recommend the budget and precept to full Council no later than the January Council meeting.</li> <li>To prepare a three-year rolling strategic policy.</li> <li>To authorise any expenditure already budgeted for.</li> <li>To approve small grants (up to £1,000) not included in the budget.</li> <li>To refer grants over £1,000 to Full Council for consideration.</li> <li>To appoint internal control checkers from Councillors.</li> <li>To ensure regular internal control checks are made in accordance with legislation.</li> <li>To appoint the independent Internal Auditor.</li> <li>To ensure the assets register is updated annually at the time of renewal of insurance.</li> <li>To ensure Council's assets and other risks are adequately insured.</li> <li>To seek and approve quotations for works and contracts.</li> <li>To ensure Financial Regulations, Risk Assessment and internal controls are reviewed annually.</li> </ul> <p>Report all committee and working group decisions to Full Council via minutes.</p>

<p>Planning Committee</p>	<p>4-6 including the Mayor, Deputy Mayor (both ex-officio). In addition, up to two permanent ad-hoc members.</p>	<p>3</p>	<p>To consider and respond to planning applications, highways schemes and consultations from Government, County and Borough/District Councils.</p>	<p><b>Delegated authority in respect of all planning and highways matters with the exception of major planning applications or schemes with significant infrastructure implications.</b></p> <p>To respond to all planning applications.  To respond to consultations.  To refer major plans to Town Council.  If required, to furnish Finance Committee with a budget for the following year by 31<sup>st</sup> October.  <b>To authorise any expenditure included in the budget.</b></p> <p>Report all decisions to Full Council via minutes.</p>
<p>Environment &amp; Amenities Committee</p>	<p>8 including the Mayor, Deputy Mayor (both ex-officio)</p>	<p>4</p>	<p>To oversee the management of the play areas, public conveniences, youth provision, street furniture and CCTV.</p>	<p><b>Delegated authority in respect of all matters relating to the play areas, public conveniences, street furniture, youth provision, public services, CCTV, and infrastructure (excluding moorings).</b></p> <p>To ensure all facilities are fit for purpose.  To ensure all legal requirements are fulfilled in respect of Health &amp; Safety, insurance, public and employee liability.  To authorise any expenditure included in the budget as well as minor items not exceeding <b>£1,000</b> not included in the budget.  To make recommendations to full Council for all capital expenditure.  To prepare and regularly monitor an Emergency Plan.  To furnish Finance Committee with a budget for the following year by October 31<sup>st</sup>.</p> <p>Report all committee and working group decisions to Full Council via minutes.</p>
<p>Severn Ham Committee</p>	<p>6  3 Councillors +  3 co-opted</p>	<p>3</p>	<p>To oversee the management of the Severn Ham.</p>	<p><b>Delegated authority in respect of all matters relating to the Ham.</b></p> <p>To review the Higher Level Stewardship scheme.  Deliver five year rolling improvement programme  Manage grant income  To ensure facilities are fit for purpose.  To ensure all legal requirements are fulfilled in respect of Health &amp; Safety, insurance, public and employee liability, commoners and related Acts of Parliament.  To authorise any expenditure included in the budget as well as minor items not exceeding <b>£1,000</b> not included in the budget.  To make recommendations to Full Council for all capital expenditure.  To furnish Finance Committee with a budget for the following year by October 31<sup>st</sup>.</p>

Buildings and Moorings Committee	8 Mayor, Deputy Mayor (both ex-officio)	4	<p>To oversee the management of the following:</p> <ul style="list-style-type: none"> <li>a) Town Hall</li> <li>b) Watson Hall</li> <li>c) Town Museum</li> <li>d) The Cross</li> <li>e) The Saffron Road site</li> </ul> <p>To oversee the management of the moorings and to deal with issues over disputes.</p>	<p>Report all decisions to Full Council via minutes.</p> <p><b>Delegated authority in respect of all matters relating to the five assets/properties.</b></p> <p>To ensure all properties are fit for purpose.  To ensure all legal requirements are fulfilled in respect of Health &amp; Safety, insurance, public and employee liability.  To authorise any expenditure included in the budget as well as minor items not exceeding <b>£1,000</b> not included in the budget.  To review, no later than October annually, hire rates.  To furnish Finance Committee with a budget (income and expenditure) for the following year by 31<sup>st</sup> October.</p> <p><b>Delegated authority in respect of all matters relating to the moorings.</b></p> <p>To ensure all facilities are fit for purpose.  To authorise any expenditure included in the budget as well as minor items not exceeding <b>£1,000</b> not included in the budget.  To make recommendations to full Council for all capital expenditure.  To consider and attempt to resolve issues arising from disputes.  To furnish Finance Committee with a budget (income and expenditure) for the following year by 31<sup>st</sup> October.</p> <p>Report all committee and working group decisions to Full Council via minutes.</p>
Staffing Committee	5 Deputy Mayor (Chair), Mayor (ex-officio)	3	To oversee staffing matters.	<p><b>Delegated authority in respect of all matters relating to staffing.</b></p> <p>All personnel matters and appraisals relating to all members of staff, including:</p> <p>Issues relating to sickness, discipline, grievance and capability.  Salaries, appraisals, staffing cover, staffing reviews and professional development.  To keep an overview of the Code of Conduct and Councillor's compliance.  Setting up Hearings Panels or Appeals Panels when necessary.  Decisions to be taken in accordance with legislation, HR advice where required and in line with Council's Policies.  To furnish Finance Committee with a budget (income and expenditure) for the following year by 31<sup>st</sup> October.</p> <p>Report all decisions to Full Council/Finance Committee via minutes.</p>



# TEWKESBURY TOWN COUNCIL OUTSIDE BODIES 2019/2020

## *Representation on External and Partner Organisations*

### 1. Outside Bodies

<b>Organisation</b>	<b>#</b>	<b>Representative(s)</b>
The Almhouse Trust	3	
GAPTC – County Committee	1	
Tewkesbury Town Old People's Welfare Committee	1	
League of Friends of Tewkesbury Hospital	2	
Tewkesbury & District Wheelchair Bus Association	1	
Gloucestershire Market Towns Forum	2	
Trustees of Tewkesbury Museum	2	
Tewkesbury in Bloom	2	
Chartered Parishes Group <i>(run by Gloucestershire County Council)</i>	2	
Tewkesbury Town Band	1	
Tewkesbury Town Regeneration Partnership	3 (+TC)	
Friends of the Town Hall Garden		
War Memorial Committee Tewkesbury		
Royal British Legion		

### 2. Trustees

<b>Organisation</b>	<b>Representative(s)</b>
George Watson Memorial Hall	<b>All Town Councillors</b> (meeting once yearly)
The Anglo American Garden of Remembrance & Riverside Walk	<b>All Town Councillors</b> (meeting once yearly)

# TEWKESBURY TOWN COUNCIL SCHEDULE OF MEETINGS 2019/20

		Year/Month												
		2019						2020						
Day	Time	Meeting	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May
Monday	6:00pm	Annual Assembly											6 <sup>th</sup>	
	6:00pm	Full Council	3 <sup>rd</sup>	8 <sup>th</sup>		9 <sup>th</sup>	14 <sup>th</sup>	11 <sup>th</sup>	9 <sup>th</sup>	20 <sup>th</sup>	10 <sup>th</sup>	9 <sup>th</sup>	20 <sup>th</sup>	11 <sup>th</sup> 18 <sup>th</sup>
Tuesday	6:00pm	Environment & Amenities		2 <sup>nd</sup>		3 <sup>rd</sup>	22 <sup>nd</sup>		17 <sup>th</sup>		4 <sup>th</sup>	17 <sup>th</sup>		5 <sup>th</sup>
Wednesday	6:00pm	Buildings & Moorings	19 <sup>th</sup>	31 <sup>st</sup>		11 <sup>th</sup>	23 <sup>rd</sup>		11 <sup>th</sup>	29 <sup>th</sup>		11 <sup>th</sup>	22 <sup>nd</sup>	
	7:00pm	Planning	12 <sup>th</sup> 26 <sup>th</sup>	10 <sup>th</sup> 24 <sup>th</sup>	14 <sup>th</sup>	4 <sup>th</sup> 18 <sup>th</sup>	2 <sup>nd</sup> 16 <sup>th</sup> 30 <sup>th</sup>	13 <sup>th</sup> 27 <sup>th</sup>	18 <sup>th</sup>	8 <sup>th</sup> 22 <sup>nd</sup>	5 <sup>th</sup> 19 <sup>th</sup>	4 <sup>th</sup> 18 <sup>th</sup>	1 <sup>st</sup> 15 <sup>th</sup> 29 <sup>th</sup>	13 <sup>th</sup> 27 <sup>th</sup>
Thursday	9:00am	Severn Ham	6 <sup>th</sup>	18 <sup>th</sup>		19 <sup>th</sup>		7 <sup>th</sup>		16 <sup>th</sup>		5 <sup>th</sup>	30 <sup>th</sup>	
	6:00pm	Finance	27 <sup>th</sup>	25 <sup>th</sup>	22 <sup>nd</sup>		3 <sup>rd</sup> 31 <sup>st</sup>	28 <sup>th</sup>		9 <sup>th</sup> 30 <sup>th</sup>	27 <sup>th</sup>		16 <sup>th</sup>	7 <sup>th</sup> 28 <sup>th</sup>

Note: This timetable of meetings reflects a planned schedule. However, please check the notice board or website for an agenda before attending as meetings are subject to cancellation or change.  
Updated 25/02/2019