



# TEWKESBURY TOWN COUNCIL AGENDA

## To: Town Councillors

You are summoned to attend a meeting of the Town Council which will be held remotely via Zoom, on **9<sup>th</sup> November 2020 commencing at 6:00 pm.**

Zoom meeting ID: 934 4072 5158      Password: 003840

Members of the public and press are welcome to attend. Telephone dial in details are available on request, please contact the office for more information.

Debbie Hill  
Town Clerk  
4<sup>th</sup> November 2020

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 meeting held on 12<sup>th</sup> October 2020
8. To note the following Committee Minutes: Planning – 9<sup>th</sup> & 23<sup>rd</sup> September 2020, Staffing – 21<sup>st</sup> September 2020, Environment & Amenities – 1<sup>st</sup> September 2020, Severn Ham – 10<sup>th</sup> September 2020
9. Matters arising from the minutes – for information only
10. To receive Councillor reports for Tewkesbury Borough Council from Cllr Cody and Gloucestershire County Council from Cllr Smith
11. To receive the budget report for September 2020

12. To receive the Q2 bank reconciliations
13. To discuss the Government guidance regarding making venues available during this and any potential future lockdowns and to agree any actions required
14. To review and agree grant applications
15. To approve the payments list
16. Correspondence

The next Full Council meeting will be  
**December 14<sup>th</sup> 2020 at 6pm remotely via Zoom**

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 remotely via Zoom**  
**on 12<sup>th</sup> October 2020 at 6pm**

**Present:** Cllrs P Aldridge (Chair), K Brennan, H Davis, S Raywood, M Sztymiak, J Raywood, C Cody, H Bowman, C Danter, A Carter, S Raywood, P Devine, R Gurney, T Fowler

**In attendance:** J King (Assistant Town Clerk), Nicole Finnegan (Admin Assistant) and 1 member of the public

**20/21 - 91 To receive apologies for absence**

Apologies were received from Cllr Smith (personal) & Cllr Rudge.

**20/21 - 92 To receive declarations of interest**

Cllr S. Raywood declared an interest in items 20/21-102 & 103 as a member of the Royal Town Planning Institute.

Cllr Aldridge declared an interest in an item on the payments list re: Simply Flowers.

**20/21 - 93 To consider requests for dispensation**

None requested.

**20/21 - 94 To receive written questions from member of the public**

No questions have been received.

**20/21 - 95 Public participation**

There was no public participation.

**20/21 - 96 To note the Mayor's announcements**

The Mayor provided an update on the following:

- The Town Clerk is recovering from surgery on her leg following an accident
- Welcome to our new Town Councillors
- The Mop Fair was honoured as per the Royal Charter on 9<sup>th</sup> October, as the full Mop Fair was not possible this year
- The Remembrance Service will be a small service in the Abbey this year. There will be no parade or laying of wreaths at the Memorial Cross.
- Tewkesbury Christmas Lights will be holding a virtual 'switch on' on 21<sup>st</sup> November.

Item 10: Reports from Gloucestershire County Council & Tewkesbury Borough Council were moved up the agenda, due to Councillor availability.

**20/21 - 97 To receive Councillor reports for Tewkesbury Borough Council from Cllr Sztymiak and Gloucestershire County Council from Cllr Cromwell**

Cllr Cromwell provided an update on behalf of GCC:

- Ongoing trial of E-scooters in Gloucestershire.
- GCC Plan to plant 35 million trees over the next ten years.
- As part of the School Streets campaign, Rope Walk will be closed to vehicles during school drop-off/pick-up times.

- Money has been released for the replacement of concrete roads; York Road and Wenlock Road. It will be disruptive but is necessary work.

Cllr Sztymiak provided an update on behalf of Tewkesbury Borough Council:

- COVID-19 response. Gloucestershire is currently below average in terms of cases but rising with the national trend. Tewkesbury Borough Council is planning and getting prepared for a second lockdown along with a recovery and response plan.

**20/21 - 98 To approve the Minutes of the meetings held on 14<sup>th</sup> & 28<sup>th</sup> September 2020**  
It was RESOLVED to approve the minutes of the meeting held on 14<sup>th</sup> September 2020 subject to the minor word change from 'Council' to 'Clerk' in item 20/21 – 076. Proposed by Cllr Sztymiak, seconded by Cllr Davis.

It was RESOLVED to approve the minutes of the meeting held on 28<sup>th</sup> September 2020. Proposed by Cllr Sztymiak, seconded by Cllr Davis.

**20/21 - 99 To note the following Committee Minutes:**  
**Planning – 19<sup>th</sup> August 2020**  
**Staffing – 10<sup>th</sup> August 2020**  
**Finance – 26<sup>th</sup> August 2020**

The above minutes were noted.

**20/21 - 100 Matters arising from the Minutes – for information only**  
**19/20-115 GCC Flooding Report** – Information was provided from GCC: In the last three years ditch maintenance was carried out on watercourses around Morrisons / bypass junction. Total cost £27,190. The Environment Agency has carried out maintenance work within the Town. Tewkesbury Borough Council have riparian responsibilities from Mill Avon River, along Tirl Brook to Link Road and an eastern section of the Carrant Brook. The Environment Agency carry out flail cutting annually for inspection purposes on these stretches, which is often sufficient that no further action is required.  
**19/20-187 Air Pollution** – Deferred to a future meeting.  
**20/21-058 Impact of Covid-19 on Town Hall & Watson Hall income** – ongoing.  
**20/21-059 Petition NALC re: use of gender-neutral pronouns** – on agenda to go to GAPTC AGM – complete.  
**20/21-075 Safer High Streets** – Information circulated – complete.  
**20/21-076 Reserves** – Information circulated – complete.  
**20/21-083 Climate Change Working Group** – Information circulated – complete.

**20/21 - 101 To receive the budget report for August 2020**  
The budget report was received.  
Cllr Sztymiak asked could the budget reports be sent out sooner. The Assistant Town Clerk advised that although in some months it may be possible to provide a report sooner, when the meeting falls close to the start of the month, there is insufficient time to prepare the month end reports. For consistency, the timing of reports has to remain as they currently are.

- 20/21 - 102 To review and agree the response to the NALC consultation regarding the White Paper 'Planning for the Future'**  
Cllr J Raywood gave an overview of the proposed changes to the planning process, the main concern is Planning Committees having enough time to be well informed and give feedback, as well as concerns regarding flooding.  
Cllr Sztymiak requested that requiring buildings to be carbon neutral be added to the sustainability section.  
Subject to this addition, it was RESOLVED to approve the response to the NALC consultation prepared by the Planning Committee.  
Proposed by Cllr Bowman, seconded by Cllr Davis.
- 20/21 - 103 To review and agree the response to the NALC consultation regarding the White Paper 'Transparency & Competition'**  
Cllr J Raywood gave overview of the consultation, which primarily looks at increasing the transparency of land ownership. Cllr S Raywood commented that this consultation really showed the value of the new co-opted members to the planning committee.  
It was RESOLVED to approve the response to the NALC consultation prepared by the Planning Committee. Proposed by Cllr Sztymiak, seconded by Cllr Bowman.
- 20/21 - 104 To consider a proposal from Cllr Danter that Tewkesbury Town Council displays two lit Christmas Trees on the outside of the Town Hall this year to support Tewkesbury Christmas Lights**  
It was considered that Tewkesbury Town Council should display two lit Christmas Trees on the outside of the Town Hall this year to support Tewkesbury Christmas Lights. Cllr Cody commented that the trees should be sustainably sourced and then composted. It was noted that the condition of the Town Hall stonework is fragile, and permission may be required to install brackets from the Conservation Officer.  
**Action:** Assistant Town Clerk to find out cost/source of tree and investigate permission for brackets.
- 20/21 - 105 To consider and agree any resolutions to be submitted for consideration at GAPTC AGM**  
It was RESOLVED to propose the following resolution for consideration at GAPTC AGM: 'Tewkesbury Town Council would like to propose that GAPTC use gender neutral pronouns within their model documents and petition NALC to do the same, for example within their model standing orders.'  
Proposed by Cllr Cody, seconded by Cllr Bowman.
- 20/21 - 106 To review and agree grant applications**  
There were no grant applications.
- 20/21 - 107 To approve the payments list**  
It was RESOLVED to approve the payments list totalling £16,053.57.  
Proposed by Cllr Brennan, seconded by Cllr Bowman.
- 20/21 - 108 Correspondence**  
No correspondence received.

There being no further business, the meeting closed at 7:04pm.

Signature of Chairman upon approval of the minutes ..... 9<sup>th</sup> November 2020

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## TEWKESBURY TOWN COUNCIL PLANNING COMMITTEE

Wednesday 9<sup>th</sup> September 2020

Present: Councillors J Raywood, S Raywood, H Bowman and K Powell

In attendance: Town Clerk, D Hill

Also present: two observers and one member of the public

### MINUTES

The meeting commenced at 19:02.

**P.20.118 Welcome and a reminder of how the meeting will be conducted.**

After it was established that everyone present could hear everyone else, the chairman welcomed everyone to the meeting. It was explained that, in the event of a loss of connection, everyone should try to reconnect as soon as possible. If this could not be achieved within 10 minutes then the meeting would be deemed to have been adjourned and would be reconvened on another occasion.

**P.20.119 To receive apologies for absence**

None

**P.20.120 To receive declarations of interest**

Item 12 – the Town Council is the applicant, so this committee will submit a response to the effect that it has no opinion to offer.

Item 18 – Cllr S Raywood is a licentiate member of the Royal Town Planning Institute

**P.20.121 To receive and consider requests for dispensations**

None

**P.20.122 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



**P.20.123 To approve the minutes of the Planning Committee meeting held on 19<sup>th</sup> August 2020**

Proposed by Cllr. H. Bowman, Seconded by Cllr. S. Raywood  
It was **resolved** to **approve** the minutes

**P.20.124 To receive updates on matters arising from the minutes – for information only**

P.20.114 – the committee’s responses to the Ashchurch Rural Parish Neighbourhood Plan Consultation have been submitted.

**P.20.125 To note correspondence**

TTRP representatives, Cllrs J Raywood, S Raywood and C Cody were invited to a briefing meeting with Tewkesbury Borough Council, which took place on Monday morning. The briefing was essentially concerning the spending of grant money, of EU origin, to help recovery in the town centre, in the wake of the Covid 19 lockdown. The news was very disappointing and there is a distinct possibility that some of the money will have to be returned, unspent. The grant (£85,000) must be spent in three ways –

- Communication with the public to build confidence and inform on how to use current measures
- Promotion to businesses about employing safe trading measures
- Measures to enable social distancing in the town centre

At the previous TTRP briefing, several members highlighted the issue of people living in the southern part of the town, in particular, have no safe way to get to the High Street because the pavements on Church Street and Barton Street and the at the southern end of the High Street are too narrow and there is too much traffic to enable safe use of the road by pedestrians. The Borough was asked to investigate ways of improving this situation and consult traders and shoppers on a range of different options. In the event, the Borough decided that their investigations had produced no conclusive evidence to support taking this line of enquiry further.

**P.20.126 Demolition of existing conservatory, erection of side extension and replacement garden fence**

Planning Application  
121 Canterbury Leys Newtown Tewkesbury Gloucestershire GL20 8BP  
Ref. No: 20/00704/FUL

| Letter reference           | Date requested  | Expiry date     |
|----------------------------|-----------------|-----------------|
| DC/E07000083/QEBKRGQDJPD0H | Mon 17 Aug 2020 | Mon 07 Sep 2020 |
| Observations:              |                 |                 |
| No objection               |                 |                 |



**P.20.127 Erection of an annexe.**

Planning Application  
 15 Wellfield Newtown Tewkesbury Gloucestershire GL20 8BY  
 Ref. No: 20/00673/FUL

| Letter reference  | Date requested  | Expiry date     |
|---|-----------------|-----------------|
| DC/E07000083/QDWRCUQDJLW11  | Tue 18 Aug 2020 | Tue 08 Sep 2020 |
| Observations:<br><br>No objection, subject to the application being for an ancillary building to the main house. The Town Council notes that there is no accompanying application form on the Portal. |                 |                 |

**P.20.128 Crown reduction to 3 x Hornbeam trees up to 2-3m to give an overall rounded shape.**

Planning Application  
 Tesco Stores Ltd Bishops Walk Tewkesbury Gloucestershire GL20 5LS  
 Ref. No: 20/00788/TCA

| Letter reference  | Date requested  | Expiry date     |
|---|-----------------|-----------------|
| DC/E07000083/QFKBUJQDJYX05  | Wed 26 Aug 2020 | Wed 09 Sep 2020 |
| Observations:<br><br>No objection.<br><br>The advice of the Town Council's tree warden is that the trees should have their crowns reduced, but by no more than 2m in the first instance, with a further reduction of 1m, if desired, in the following year. This work should not be carried out until January or February 2021, when the leaves are off and the sap has died down. Otherwise the trees may bleed after the work has been carried out. |                 |                 |

**P.20.129 Reinstatement of Moorings to the West of Priors Court**

Planning Application  
 Moorings West Of Priors Court Back Of Avon Tewkesbury Gloucestershire GL20 5US  
 Ref. No: 19/00144/FUL

| Letter reference  | Date requested  | Expiry date     |
|---|-----------------|-----------------|
| DC/E07000083/PMR884QD0IU00  | Thu 20 Aug 2020 | Thu 10 Sep 2020 |
| Observations:<br><br>The Town Council is the applicant here so it has no comment to make. |                 |                 |



**P.20.130 Installation of a dropped kerb creation of parking area**

Planning Application  
 21 Barton Road Tewkesbury Gloucestershire GL20 5QJ  
 Ref. No: 20/00717/FUL

| Letter reference  | Date requested  | Expiry date     |
|---|-----------------|-----------------|
| DC/E07000083/QEJ4Y1QDJQV09  | Mon 24 Aug 2020 | Mon 14 Sep 2020 |
| Observations:<br><br>No objection, subject to the opinion of Gloucestershire County Council Highways. |                 |                 |

**P.20.131 Retrospective external alterations to main building and erection of perimeter fencing and access gates. Proposed external works to main building including insertion of 5no. louvre grilles, plus installation of cycle storage. Proposed repositioning of the replacement external temporary shed unit and the reconfiguration of the car park and other associated works (as permitted in application 18/01205/FUL).**

Planning Application  
 Unit 1 Plot 5500 Shannon Way Tewkesbury Business Park Tewkesbury Gloucestershire  
 GL20 8SF  
 Ref. No: 19/00859/FUL

(Reconsultation - previous response given 26/11/2019)

| Letter reference                  | Date requested  | Expiry date     |
|-----------------------------------|-----------------|-----------------|
| DC/E07000083/QF91PPQD0IL00        | Tue 18 Aug 2020 | Tue 15 Sep 2020 |
| Observations:<br><br>No objection |                 |                 |

**P.20.132 Land at Bow Farm, Bow Lane, Ripple, Worcestershire**

Proposed extraction of sand and gravel with restoration using site derived and imported inert material to wetland, nature conservation and agriculture (**cross-boundary application**)  
 Further Information (Regulation 25)  
**Application Ref:** 19/000048/CM

(Reconsultation - previous response given 11/12/2019)

|   |
|---|
| Observations:<br><br>Given that there are weight restrictions, both on the Mythe Bridge and in the centre of Tewkesbury, the Town Council considers that its objections have been addressed satisfactorily, so long as lorries to and from the site do not travel through Tewkesbury. |
|---|



**P.20.133 To note any additional information on the Planning Portal regarding applications to which this committee has already responded, and agree further actions**

None

**P.20.134 To note any additional applications on the Planning Portal which will expire before 23<sup>rd</sup> September 2020 and agree further actions**

None

**P.20.135 To discuss progress in responding to the Government's proposed white papers: Changes to the Planning System, Planning for the Future, Transparency and Competition, and agree further actions**

The Working group has met twice and has agreed a response to the first white paper. This will be brought to the attention of Full Council on 15<sup>th</sup> September, so that any necessary adjustments can be made before the deadline submission date of 17<sup>th</sup> September.

Cllrs. J and S Raywood have formulated responses to the second white paper, which will now be circulated to all committee members, for their comments at the next meeting, on 23<sup>rd</sup> September.

The third white paper is about the registration of land ownership and of restrictions on land, such as rights of pre-emption, land options and other contractual arrangements. It really needs the attention of someone with some expertise in this field if we are to produce a meaningful response. The Town Clerk will consult with other large parish and town councils in Gloucestershire at a meeting next week.

**P.20.136 To note the decisions made in July and August, in respect of planning applications to Tewkesbury Borough Council**

Noted

**P.20.137 To receive an update on recent email correspondence to MP Laurence Robertson and to agree further actions**

Mr Robertson agreed to a Zoom meeting, which took place yesterday and was attended by himself and two assistants, the Town Clerk and Cllrs. J Raywood, S Raywood, H Bowman, P Aldridge and K Brennan.

It was a very positive meeting, at which Mr Robertson agreed with many of the points we were making. He said he has been engaged in discussions with the Secretary of State and will continue to do so, making the case for the identification of housing need within the Borough to take account of the over-delivery of houses that has happened in recent years and the pressures caused by the duty to cooperate and the JCS. He said that he continues to make the case for consideration of Tewkesbury's particular circumstances regarding flood risk, infrastructure at or near capacity and historic heritage.



The committee was very encouraged to hear Mr Robertson say that he has formed a group with other MPs whose constituencies lie alongside the River Severn in order to work together on common issues.

He has indicated that he will be pleased to have a copy of the Town Council's response to the white papers, to inform his own discussions in Westminster.

**There being no further business, the meeting closed at 20:26**

**Signature of chairman**

**Date**



## TEWKESBURY TOWN COUNCIL PLANNING COMMITTEE

Wednesday 23<sup>rd</sup> September 2020

Present: Councillors J Raywood, S Raywood, H Bowman and P Aldridge

In attendance: Mrs J King, Assistant Town Clerk

Also present: 2 observers and 1 member of the public

### MINUTES

The meeting commenced at 7.00pm

**P.20.138 Welcome and a reminder of how the meeting will be conducted.**

After it was established that everyone present could hear everyone else, the chairman welcomed everyone to the meeting. It was explained that, in the event of a loss of connection, everyone should try to reconnect as soon as possible. If this could not be achieved within 10 minutes then the meeting would be deemed to have been adjourned and would be reconvened on another occasion.

**P.20.139 To receive apologies for absence**

None

**P.20.140 To receive declarations of interest**

Cllr. S Raywood, re. item 15 – Licentiate Member of the Royal Town Planning Institute

**P.20.141 To receive and consider requests for dispensations**

None

**P.20.142 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.



**P.20.143 To approve the minutes of the Planning Committee meeting held on 9<sup>th</sup> September 2020**

Proposed by Cllr. H Bowman      Seconded by Cllr. S Raywood  
It was **resolved** to **approve** the minutes

**P.20.144 To receive updates on matters arising from the minutes – for information only**

Re. P.20.132 – This committee’s response to the consultation concerning land at Bow Farm, Ripple has been submitted to Worcestershire County Council and acknowledged.  
Re. P.20.135 – Following approval by Full Council, this committee’s response to the consultation on the Government White Paper concerning Changes to the Planning System, has been submitted to NALC and acknowledged.

**P.20.145 To note correspondence**

Councillors have been invited to a remote meeting about the South Worcestershire Development Plan Review, to be held on Wednesday 7<sup>th</sup> October at 6.00pm. As it is important that members of this committee attend, and the timing clashes with our next scheduled planning meeting, the Town Clerk has agreed that our next meeting can be rescheduled, probably to the 6<sup>th</sup> October.  
An email has been received from Tewkesbury Borough Council’s Deputy Chief Executive, Robert Weaver, in response to JR’s email, expressing concern that the partnership between the Borough and TTRP and the town Council has become strained, over the issue of managing the High Street recovery. He has staunchly supported the strategies adopted by the Borough but has agreed that the need for a strong partnership between the local stakeholders represented is now more important than ever.

**P.20.146 [Edgwicks Ltd Northway Lane Newtown Tewkesbury Gloucestershire GL20 8JG](#)**

Application for the variation of Condition 2 (approved plans) of approved application reference 18/00927/FUL to allow for the addition of a single storey lean-to element on the side elevation to provide additional storage, the relocation of the front and rear loading doors, and the omission of the brickwork facing materials on the rear and part of the side elevations.

Ref. No: 20/00564/FUL

| Letter reference | Date requested  | Expiry date |
|------------------|-----------------|-------------|
| PP-08831907      | Thu 25 Jun 2020 |             |
| Observations:    |                 |             |
| No objection     |                 |             |

**P.20.147 [64 Bramley Road Mitton Tewkesbury Gloucestershire GL20 8AQ](#)**

Erection of a single storey rear extension

Ref. No: 20/00829/FUL



| Letter reference | Date requested  | Expiry date |
|------------------|-----------------|-------------|
| PP-09040315      | Mon 07 Sep 2020 |             |
| Observations:    |                 |             |
| No objection     |                 |             |

**P.20.148** [4 Knights Way Newtown Tewkesbury Gloucestershire GL20 8DY](#)

Erection of a single front, side and rear extension  
Ref. No: 20/00818/FUL

| Letter reference  | Date requested  | Expiry date |
|---|-----------------|-------------|
| PP-09026619   | Tue 15 Sep 2020 |             |
| Observations:   |                 |             |
| No objection, subject to the opinion of the local lead flood authority. The Town Council notes that this property is in an area which is prone to flooding and which suffered particularly severe flooding in 2007. |                 |             |

**P.20.149** [6 Somerset Place Tewkesbury Gloucestershire GL20 5HQ](#)

Erection of oak framed front porch  
Ref. No: 20/00852/FUL

| Letter reference | Date requested  | Expiry date |
|------------------|-----------------|-------------|
| PP-09061824      | Fri 11 Sep 2020 |             |
| Observations:    |                 |             |
| No objection     |                 |             |

**P.20.150** **To note any additional information on the Planning Portal regarding applications to which this committee has already responded, and agree further actions**

None. Portal currently inaccessible.

**P.20.151** **To note any additional applications on the Planning Portal which will expire before 7<sup>th</sup> October 2020 and agree further actions**

None. Portal currently inaccessible.



**P.20.152 To discuss progress in responding to the Government’s proposed white papers: Planning for the Future, Transparency and Competition, and agree further actions**

A draft response to the white paper entitled ‘Planning for the Future’ has been written by Cllrs J and S Raywood and circulated to committee members but the documentation requires considerable assimilation and analysis. After a discussion of some key points that must be emphasised within the final response it was agreed to meet as a working group at 7.00pm on Tuesday 29<sup>th</sup> September in order to agree the content of the draft, before submitting it to Full Council in October, for approval. Very little progress has, as yet, been made on addressing the white paper entitled ‘Transparency and Competition’, largely because the legal terminology which features heavily within the document is unfamiliar to committee members.

**P.20.153 To review the budget report of the Planning Committee up to 31<sup>st</sup> July 2020**

The budget report was reviewed.

**P.20.154 To discuss and agree on a draft committee budget for financial year 2021/22 and to consider the budget requirements for 2022/23, 2023/24 and 2024/25**

It was agreed that no changes need to be made to next year’s budget at the moment and that the same figures will be carried forward into the following years. In order to understand this committee’s future commitments, its forward plan, together with that of the Town Council as a whole, will be reviewed once the white paper consultations are completed.

**There being no further business, the meeting closed at 8.20pm.**

Signature of Chairman

Date

## TEWKESBURY TOWN COUNCIL

### MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON MONDAY 21<sup>ST</sup> SEPTEMBER 2020 VIA ZOOM AT 4.00 PM

**Present:** Cllrs J Raywood (Chair), P Aldridge (Town Mayor), K Brennan, H Davis, S Raywood, D Hill (Town Clerk)

- 1) **To receive apologies**  
None. Cllr Powell was absent.
- 2) **To receive declarations of interests**  
None received.
- 3) **To receive dispensations**  
None.
- 4) **To approve the minutes of the Staffing Committee meeting held on 10<sup>th</sup> August 2020**  
It was noted that a member of the public attended the last Staffing Committee meeting and that this information should be added to the minutes. With one small amendment noted, it was RESOLVED to approve the minutes of the Staffing Committee meeting held on 10<sup>th</sup> August 2020. Proposed by Cllr Davis, seconded by Cllr S Raywood.
- 5) **Public participation**  
None.
- 6) **To resolve that the press and public are excluded due to the confidential nature of the business under the Public Bodies (Admissions to Meetings Act) 1960 s.1. Sub section 2**  
Proposed by Cllr S Raywood, seconded by Cllr Davis.
- 7) **Matters arising from the last meeting – for information only**  
None.

Cllr Brennan joined the meeting at this juncture.

- 8) **Staffing Matters**
  1. **Update on bar staff:** The Town Clerk advised that a Bars Supervisor had been appointed with a backup also appointed to be called upon as and when required. A bank of bar staff is available to call upon going forwards. It was noted that all bar staff are engaged on a zero hour basis.
  2. **Update on Town Crier:** The Town Clerk advised that the Town Crier will be provided with a vizor and this has been included on the risk assessment. The Town Crier will recommence duties, but this will be monitored in accordance with government guidelines.
  3. **Purchase of mobile phones:** It was agreed to look into a good value business contract for two mobile phones.

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4. **National Pay Review:** The Town Clerk advised that the national pay review had been implemented in the September salary. The pay rise was 2.75% back dated to 1<sup>st</sup> April 2020 with an additional one day annual leave for all staff on the basic 21 days per year entitlement. The national agreement was noted by the Committee.
5. **Budget Review:** The budget report was reviewed. This will be reviewed again at the next meeting when the half year position will be available. The forward budget will also be discussed at the next meeting.
6. **Staff return to the office and any adjustments required:** The Town Clerk reported that staff had gradually returned to the office on a phased basis with the target of half of all hours being worked in the office by the end of September. The Town Clerk advised that due to work requirements, the Finance Assistant had been asked to return to working in the office from 14<sup>th</sup> September 2020.
7. **Administration Assistant:** The Town Clerk reported that the Administration Assistant is prepared to work an extra hour each day, Monday to Thursday if required.
8. **Recruitment of Public Conveniences Cleaner:** It was agreed to continue to monitor the situation in relation to COVID19 and no advertisement will be placed for the time being. The interim cover provided by GAB Services to continue during this period.
9. **Finance Assistant:** The Committee noted that the Finance Assistant is currently signed off work and due to return on 13<sup>th</sup> October 2020. The Town Clerk has arranged interim cover for a three-week period.
10. **Town Clerk interim review:** carried forward to the next meeting.

There being no further business the meeting closed at 5.11 pm.

Signature of Chairman upon approval of Minutes ..... 12<sup>th</sup> October 2020



**TEWKESBURY TOWN COUNCIL**

**MINUTES**  
*of the*  
**Environment & Amenities Committee meeting**  
held remotely via Zoom on 1<sup>st</sup> September 2020 at 6pm

**Present:** Cllrs S Raywood (Chair), J Raywood, H Davis, P Aldridge, M Sztymiak, H Bowman

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

**E&A 20/036 To receive apologies for absence**

None received.

**E&A 20/037 To record declarations of interest**

Cllrs S Raywood & J Raywood declared an interest in the adoption and ongoing maintenance of trees on Lincoln Green Lane

**E&A 20/038 To consider requests for dispensations**

None received.

**E&A 20/036 To approve the minutes of the meetings held on 30<sup>th</sup> June & 22<sup>nd</sup> July 2020**

It was RESOLVED to approve the minutes of the meetings held on 30<sup>th</sup> June and 22<sup>nd</sup> July 2020. Proposed by Cllr Davies, seconded by Cllr Aldridge.

Cllr Sztymiak questioned the length of notice given for the extraordinary meeting, as it was less than three clear days. The Assistant Town Clerk advised that this was allowed under the new Standing Orders.

Cllrs J & S Raywood left the meeting. Cllr Aldridge chaired the meeting.

**E&A 20/037 To discuss and agree any next steps regarding the proposed adoption and ongoing maintenance of trees on Lincoln Green Lane**

Cllrs raised concerns about the future burden that would fall to the Town Council in ten to twenty years for the maintenance of the trees. The trees are also on land that the Town Council does not own

It was RESOLVED that the Town Council broadly supports the idea, but the Town Council is unable to adopt and take responsibility for the ongoing maintenance of any trees planted on Lincoln Green Lane. The Town Council will advise the Residents' Association to pursue the idea further via Gloucestershire County Council; who own the land, or a local land owner.

Proposed by Cllr Aldridge, seconded by Cllr Davies.

Cllr Bowman left the meeting. Cllrs J & S Raywood re-joined the meeting. Cllr S Raywood resumed chairing the meeting.



## TEWKESBURY TOWN COUNCIL

### **E&A 20/038 Matters arising from the minutes – for information only**

**19/015 Gander Lane Toilets** – ongoing.

**19/036 Community right to bid** — ongoing.

**19/082 Drinking water refill point** - ongoing.

**19/082 Street Cleansing** – future agenda item.

**19/088 Bin outside one stop** – approached for funding – ongoing.

**20/011 Ownership of trees at Derek Graham** – GCC contacted – ongoing.

**20/013 Guide to reading the accounts** – ongoing.

**20/024 Covid signs for Play Areas** – complete.

**20/024 Project possibilities for Derek Graham** – circulated – complete.

**20/029 Play Rangers** – bags of play are awaiting lottery grant – unlikely to happen.

### **E&A 20/039 To receive correspondence relating to the Environment & Amenities Committee**

Four pieces of correspondence were received:

- Request from Tewkesbury School to move bins – work complete
- Request to replace bins on Green Lane – on agenda for decision
- Anti-social behaviour in Derek Graham
- Compliment regarding Gloucester Road toilets – member of the public commented that they were the cleanest and nicest public toilets they had ever used. Thanks go to GAB Services from the E&A Committee.

### **E&A 20/040 Public Participation**

There was no public participation.

### **E&A 20/041 To review the work programme and agree any actions**

The work programme was reviewed.

### **E&A 20/042 To receive updates on Play Areas and agree any actions**

#### **i. Derek Graham Memorial Park**

Anti-social behaviour at the Park was discussed, in particular that the current signs do not state that alcohol is not allowed in the Park.

It was RESOLVED to install three new signs at the Derek Graham Memorial Park. Proposed by Cllr Aldridge, seconded by Cllr Sztymiak.

**Action:** Assistant Town Clerk to check with Severn Trent regarding the proposed location of the third sign.

It was RESOLVED to replace the surface under the cableway with a rubber bonded safety mulch, at a cost of up to £2200.

Proposed by Cllr J Raywood, seconded by Cllr Aldridge.

New equipment and the MUGA was discussed.

**Action:** Assistant Town Clerk to consult with Tewkesbury and Tirlbrook Schools to ask what the young people would like.



## TEWKESBURY TOWN COUNCIL

**Action:** Assistant Town Clerk to obtain price for new wooden seesaw to replace standing seesaw that was removed earlier in the year.

**ii. Mitton Play Area**

Hedges have been cut back

**iii. Warwick Place Play Area**

No specific actions

- E&A 20/043 To receive the committee budget report**  
The committee budget report was received.
- E&A 20/044 To note the use of Covid-19 reopening authority to authorise repairs to the roundabout and infinity bowl at Mitton Play Area at a cost of £364**  
The use of the authority was noted.
- E&A 20/045 To approve the ongoing use of Parish Online (online mapping system) for the forthcoming year at a cost of £450**  
It was RESOLVED to approve the ongoing use of Parish Online for the forthcoming year at a cost of £450.  
Proposed by Cllr S Raywood, seconded by Cllr Davies.
- E&A 20/046 To discuss the current situation regarding Spring Gardens toilet block and agree any additional steps required**  
It was RESOLVED to repair the roof at Spring Gardens at a cost of £325.  
Proposed by Cllr Aldridge, seconded by Cllr J Raywood.
- E&A 20/047 To consider and agree the refurbishment of six benches on the Back of Avon and one bench on King John's bridge at a cost of £1,099**  
It was RESOLVED to refurbish six benches on the Back of Avon and one bench on King John's bridge at a cost of £1,099.  
Proposed by Cllr Sztymiak, seconded by Cllr Aldridge.
- E&A 20/048 To consider and agree the replacement of bins on Green Lane at a cost of £199 each**  
It was RESOLVED to replace two bins on Green Lane with mixed waste bins at a cost of £199 each.  
Proposed by Cllr J Raywood, seconded by Cllr Sztymiak.
- E&A 20/049 To consider the draft budget for 2021-2022 for Environment & Amenities**  
The budget was considered, and an initial budget agreed for submission to the Finance Committee.



**TEWKESBURY TOWN COUNCIL**

**E&A 20/050 To discuss and agree any additional requirement for the adverse weather preparations**

Councillors discussed the preparations for adverse weather. Due to the mild weather last year, around 70 bags of salt remain at the Town Hall. Salt spreaders are being checked and any repairs required will be made.

**E&A 20/051 To receive an update following the noticeboard working group meeting**

Cllr S Raywood provided an update. The policy is under preparation.

Cllrs agreed to extend the meeting by five minutes to conclude the business on the agenda.

**E&A 20/052 To approve the payments list**

It was RESOLVED to approve the payments list totalling £4841.24  
Proposed by Cllr J Raywood, seconded by Cllr Davies.

The meeting closed at 7.32pm.

Signature of Chairman upon approval of the minutes ..... 3<sup>rd</sup> November 2020

DRAFT

## TEWKESBURY TOWN COUNCIL

### MINUTES

*of the*

Severn Ham Committee meeting

Remotely via Zoom on 10<sup>th</sup> September 2020 at 9.00am

**Present:** Cllrs P Aldridge (Chair), J Raywood, C Cody, S Raywood, C Danter, Ms C Corsie, Mr J Lucas, Mr A Purkiss, Mr M McKenna, Mr S Kerr

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

- SH 20/016 To receive apologies for absence**  
Apologies were received from Mr Cluley
- SH 20/017 To record declarations of interest**  
Mr Purkiss – Clerk to the Commoners
- SH 20/018 To consider requests for dispensations**  
None received.
- SH 20/019 To approve the Minutes of the meeting held on 25<sup>th</sup> June 2020**  
It was RESOLVED to approve the minutes of the meeting held on 25<sup>th</sup> June 2020.  
Proposed by Cllr J Raywood, seconded by Cllr Cody.
- SH 20/020 Matters arising from the minutes – for information only**  
SH19/051 Additional Trough – ST investigating – ongoing.  
SH19/056 Land ownership issue – has been submitted – ongoing.  
SH19/082 Environmental Watching Brief – with Severn Trent – ongoing.  
SH19/084 Boost for Diversity funding – ongoing.  
SH20/008 Drone operator – ongoing  
SH20/015 Bikes & BBQs – Facebook posts – complete  
SH20/015 Riparian clearance - ongoing
- SH 20/021 Public Participation**  
There was no public participation.
- SH 20/022 To receive an update from the Chair**  
The Chair reported that any items he wished to raise were covered in the rest of the agenda.
- SH 20/023 To receive an update from Severn Trent Water**  
The November 2019 failure has been repaired together with a further leak on the Ham. Permanent acoustic monitors have been installed across the whole of the pipeline. Committee members were advised that any evidence of leaks can be reported directly to Matt McKenna.  
Five trial holes were dug in August in order to confirm all of the connections required and assist with the design work. It is hoped that the design work will be finished in

## TEWKESBURY TOWN COUNCIL

early October with work commencing in April (weather permitting) completion by early October 2021.

Severn Trent will use the Severn Ham Facebook page to share information about the works with the people of Tewkesbury and they have a Customer Engagement Team who will be in touch soon.

A Committee member asked about the concrete and metal above ground at Lower Avon and asked if this would be expanded. They were advised that they will attempt to minimise it, but it is likely that the concrete contains valves. Any changes that will be made will be for the better and improve the site.

### **SH 20/024**

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

Species diversity restoration work has been completed for this year on plots 1, 2 & 3. Aim is that this area will provide donor hay within four to five years.

A report was received of giant hogweed and Japanese knotweed on the Ham, but neither have been found. There is Himalayan balsam on site, but the nettles are doing a good job of holding it at bay. Balsam is good for bees, but it may be possible to hold a working party to remove it next May / June. Cllr Cody was happy to help co-ordinate the working party.

With the HLS rolling over annually, there is no capital works money and it may be necessary to look at how the scrub is managed, largely the docks at the Southern end of the Ham.

Ms Corsie has approached Gloucestershire Wildlife Trust to consider the Severn Ham as part of their ELMS pilots. It may be possible to take the model and trial it on the Severn Ham even if not included.

**Action:** Ms Corsie & Assistant Town Clerk to trial the model on the Severn Ham and report back.

Ms Corsie has received training on producing simple nature videos, which the Town Council can then share on the Severn Ham Facebook page.

**Action:** Ms Corsie & Assistant Town Clerk to liaise regarding this.

A Committee Member asked about the oilseed rape that grows on the Ham. Ms Corsie advised that it is a relative of oilseed rape, it is not a cause for concern and provides a fantastic seed source for sparrows.

Ken Colbourne has been appointed to provide a diversity report to Severn Trent. Ms Corsie will liaise with Severn Trent to find out the latest information.

### **SH 20/025**

#### **To receive an update from Mike Cluley, Carver Knowles**

Mr Cluley provided a written report outlining the proposed restoration work to the area where the leak has just been fixed. It is proposed that Mr B Perry is contracted by Severn Trent to carry out the remedial work and that appropriate seed from Emorsgate (type to be advised by Ms Corsie) is used. Given the positive growing

## TEWKESBURY TOWN COUNCIL

conditions, it is not considered a requirement to fence of the restoration area and Severn Trent's ecologist has suggested that the animals may help bury the seed.

The Committee agreed to this approach and instructed the Assistant Town Clerk to inform Mr Cluley that the work could go ahead on this basis.

It is also hoped that this area may also become a donor area in the future.

**SH 20/026 To receive the committee budget report**

The committee budget report was received.

**SH 20/027 To examine the delinking of BPS and the future financial impact for Tewkesbury Town Council and to agree the first steps in preparing for the introduction of ELMS**

The Committee discussed the financial impact of the Basic Payment Scheme, which will lead to a loss in income of approximately £10,000 over the next five years.

Discussions were had regarding the possible first steps for ELMS. It was suggested that one acre of plot 17 be left to go 'wild' and then monitor it and feed this back into the system. It was noted that people do use the path at the Southern end of the Ham more than previously has been the case, this need to be considered if we are looking to encourage the curlew to nest down this end of the Ham

It was RESOLVED to leave one acre 'wild' at the Southern end of the Ham.  
Proposed by Mr Lucas, seconded by Cllr Cody.

**Action:** Assistant to the Town Clerk to write to the Commoners regarding the acre trial site.

**SH 20/028 To approve the refurbishment of the bench at the southern end of the Ham**

It was RESOLVED to refurbish the bench at the southern end of the Ham at a cost of £295.00

Proposed by Cllr J Raywood, seconded by Mr Purkiss.

**SH 20/029 To discuss and agree any actions regarding improving the floristic diversity along the bund**

The bund naturally lends itself to being much more floristically diverse, and also provides an important corridor connecting features throughout the site. It would require cutting what is on site, scarifying and planting. Seed would only be that which is already native to the site, with no new introductions. Yellow rattle would be an appropriate seed.

It was felt that improving the flowering plants on the bund would be something positive that residents and visitors would see, set against the works that are going to happen across the Ham next year. It was noted that Natural England would need to approve any work. Committee members discussed the impact of flooding on this, but the bund is not as wet as the field, so will be impacted less.

It was RESOLVED to investigate improving the floristic diversity and acquiring appropriate approval from Natural England for the work.

Proposed by Cllr Aldridge, seconded by Cllr Danter.

## TEWKESBURY TOWN COUNCIL

It was agreed to extend the meeting by up to thirty minutes.

**SH 20/030 To discuss the current arrangements regarding hay cutting and grazing and agree any future changes**

Committee members discussed and acknowledged that Climate Change is having an impact on the cutting dates, especially since they were defined in the 1806 Act.

However, it was felt at present that no official changes were required and that the Commoners would continue to deal informally with required extensions to the cutting period. Mr Purkiss confirmed that the animals would be removed at the point that Ms Corsie advise that the sward is too low.

**SH 20/031 To consider the draft budget for 2021-2022 for the Severn Ham**

The budget was considered – it was requested that the Maintenance (under budget code 4450) be increased to £1500 and the Commoners Grazing costs (under budget code 4850) be decreased to £4500. The budget amount remains unchanged overall.

**SH 20/032 To consider and agree the virement of £4,000 from Ancillary Management to Salaries**

It was RESOLVED to agree the virement of £4,000 from Ancillary Management to Salaries. Proposed by Cllr Danter, seconded by Cllr J Raywood.

**SH 20/033 To approve the payments list**

The payment list totalling £9484.86 was approved. Proposed by Cllr J Raywood, seconded by Cllr Danter.

Post Meeting Note: There were two typographical errors on the payments list, therefore the payments list totalled £8066.16.

**SH 20/034 Correspondence**

The fishing club are cutting grass back around the pegs and volunteered to cut back the grass along the bund. The fishing club was thanked for the offer, but advise that GAB Services have been instructed to do this on a monthly basis. The grass will be cut back six inches on both sides of the path.

Facebook post – path is as wide as it is allowed to be – step aside

The Assistant Town Clerk advised that over the summer months there have been issues reported regarding people taking drugs under the cover of the willow trees by Healings Mill. The police were informed and the bottom of the willow trees was pruned to make it less attractive.

It was noted that the graffiti on Healings Mill does not look attractive.

**Action:** Cllr Cody to provide Assistant Town Clerk with contact details for the new mill owners.

The meeting closed at 10.57am.

Signature of Chairman upon approval of the minutes .....12<sup>th</sup> November 2020

## Summary Income &amp; Expenditure by Budget Heading 30/09/2020

Month No: 6

## Committee Report

|                                | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available |
|--------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|
| <b>Finance</b>                 |                       |                        |                       |                          |                          |                    |
| Income                         | 157,054               | 315,237                | 314,337               | (900)                    |                          |                    |
| Expenditure                    | 4,579                 | 25,318                 | 74,410                | 49,092                   | 0                        | 49,092             |
| Net Income over Expenditure    | <u>152,475</u>        | <u>289,919</u>         |                       |                          |                          |                    |
| plus Transfer from EMR         | 0                     | 0                      |                       |                          |                          |                    |
| Movement to/(from) Gen Reserve | <u>152,475</u>        | <u>289,919</u>         |                       |                          |                          |                    |

**Building & Moorings**

|                                |            |                 |        |        |       |        |
|--------------------------------|------------|-----------------|--------|--------|-------|--------|
| Income                         | 1,646      | 4,202           | 23,900 | 19,698 |       |        |
| Expenditure                    | 1,462      | 24,692          | 64,700 | 40,008 | 2,650 | 37,358 |
| Net Income over Expenditure    | <u>184</u> | <u>(20,489)</u> |        |        |       |        |
| plus Transfer from EMR         | 0          | 0               |        |        |       |        |
| Movement to/(from) Gen Reserve | <u>184</u> | <u>(20,489)</u> |        |        |       |        |

**Environment & Amenities**

|                                |                |                 |        |         |       |        |
|--------------------------------|----------------|-----------------|--------|---------|-------|--------|
| Income                         | (870)          | 1,225           | 0      | (1,225) |       |        |
| Expenditure                    | 4,647          | 16,449          | 68,945 | 52,496  | 9,297 | 43,199 |
| Net Income over Expenditure    | <u>(5,517)</u> | <u>(15,224)</u> |        |         |       |        |
| plus Transfer from EMR         | 0              | 0               |        |         |       |        |
| Movement to/(from) Gen Reserve | <u>(5,517)</u> | <u>(15,224)</u> |        |         |       |        |

**Planning**

|                                |          |          |       |       |   |       |
|--------------------------------|----------|----------|-------|-------|---|-------|
| Income                         | 0        | 0        | 0     | 0     |   |       |
| Expenditure                    | 0        | 0        | 2,500 | 2,500 | 0 | 2,500 |
| Movement to/(from) Gen Reserve | <u>0</u> | <u>0</u> |       |       |   |       |

**Severn Ham**

|                                |                |                |        |        |     |        |
|--------------------------------|----------------|----------------|--------|--------|-----|--------|
| Income                         | 0              | 2,335          | 37,328 | 34,993 |     |        |
| Expenditure                    | 4,679          | 9,019          | 31,869 | 22,850 | 850 | 22,000 |
| Movement to/(from) Gen Reserve | <u>(4,679)</u> | <u>(6,684)</u> |        |        |     |        |

**Watson Hall**

## Summary Income &amp; Expenditure by Budget Heading 30/09/2020

Month No: 6

## Committee Report

|                                | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available |
|--------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|
| Income                         | 2,842                 | 16,151                 | 72,135                | 55,984                   |                          |                    |
| Expenditure                    | 7,769                 | 24,723                 | 61,700                | 36,977                   | 2,069                    | 34,907             |
| Movement to/(from) Gen Reserve | <u>(4,927)</u>        | <u>(8,572)</u>         |                       |                          |                          |                    |

Staffing

|                                |                 |                 |         |        |   |        |
|--------------------------------|-----------------|-----------------|---------|--------|---|--------|
| Income                         | 0               | 0               | 0       | 0      |   |        |
| Expenditure                    | 14,410          | 94,362          | 188,576 | 94,214 | 0 | 94,214 |
| Movement to/(from) Gen Reserve | <u>(14,410)</u> | <u>(94,362)</u> |         |        |   |        |

|                                |                |                |                 |                  |        |         |
|--------------------------------|----------------|----------------|-----------------|------------------|--------|---------|
| Grand Totals:- Income          | 160,672        | 339,150        | 447,700         | 108,550          |        |         |
| Expenditure                    | 37,545         | 194,563        | 492,700         | 298,137          | 14,866 | 283,271 |
| Net Income over Expenditure    | <u>123,127</u> | <u>144,587</u> | <u>(45,000)</u> | <u>(189,587)</u> |        |         |
| plus Transfer from EMR         | 0              | 0              |                 |                  |        |         |
| Movement to/(from) Gen Reserve | <u>123,127</u> | <u>144,587</u> |                 |                  |        |         |

Sept 20.

Date: 08/10/2020

Tewkesbury Town Council

Page 1

Time: 12:53

**Bank Reconciliation Statement as at 30/09/2020  
for Cashbook 1 - Lloyds - Business Account**

User: EXTERNAL

| <u>Bank Statement Account Name (s)</u>             | <u>Statement Date</u> | <u>Page No</u>                     | <u>Balances</u>   |
|--|-----------------------|------------------------------------|-------------------|
| Lloyds Bank Current A/c                            | 30/09/2020            | 5                                  | 364,159.68        |
|  |                       |                                    | <u>364,159.68</u> |
| <b><u>Unpresented Cheques (Minus)</u></b>          |                       | <b><u>Amount</u></b>               |                   |
| 30/01/2020 GRANT Vanessa McClintock                |                       | 210.00                             |                   |
| 30/06/2020 18340 Hy-Clean Supplies Limited         |                       | 32.33                              |                   |
| 28/07/2020 SRT Severn Rivers Trust                 |                       | 7.20                               |                   |
| 21/09/2020 WFH ALLOWAN Working from home allowance |                       | 241.45                             |                   |
| 21/09/2020 2406 Friends of Victoria Gardens        |                       | 500.00                             |                   |
| 21/09/2020 2407 Medieval Festival                  |                       | 1,800.00                           |                   |
|  |                       |                                    | <u>2,790.98</u>   |
|  |                       |                                    | 361,368.70        |
| <b><u>Receipts not Banked/Cleared (Plus)</u></b>   |                       |                                    |                   |
| 29/09/2020 501241                                  |                       | 210.00                             |                   |
|  |                       |                                    | <u>210.00</u>     |
|  |                       |                                    | 361,578.70        |
|  |                       | <b>Balance per Cash Book is :-</b> | <b>361,578.70</b> |
|  |                       | <b>Difference is :-</b>            | <b>0.00</b>       |

**Bank Reconciliation Statement as at 30/09/2020  
for Cashbook 4 - Lloyds - 32 Day Notice A/C**

| <u>Bank Statement Account Name (s)</u>    | <u>Statement Date</u> | <u>Page No</u>                     | <u>Balances</u>   |
|---|-----------------------|------------------------------------|-------------------|
| Lloyds Bank Savings A/c                   | 30/09/2020            | 2                                  | 112,042.23        |
|   |                       |                                    | <u>112,042.23</u> |
| <u>Unpresented Cheques (Minus)</u>        |                       | <u>Amount</u>                      |                   |
|   |                       | 0.00                               |                   |
|   |                       |                                    | <u>0.00</u>       |
|   |                       |                                    | 112,042.23        |
| <u>Receipts not Banked/Cleared (Plus)</u> |                       |                                    |                   |
|   |                       | 0.00                               |                   |
|   |                       |                                    | <u>0.00</u>       |
|   |                       |                                    | 112,042.23        |
|   |                       | <b>Balance per Cash Book is :-</b> | <b>112,042.23</b> |
|   |                       | <b>Difference is :-</b>            | <b>0.00</b>       |

**Bank Reconciliation Statement as at 30/09/2020  
for Cashbook 3 - Petty Cash**

| <u>Bank Statement Account Name (s)</u>    | <u>Statement Date</u> | <u>Page No</u>                     | <u>Balances</u> |
|---|-----------------------|------------------------------------|-----------------|
| Petty Cash                                | 30/09/2020            | 1                                  | 42.92           |
|   |                       |                                    | <hr/> 42.92     |
| <u>Unpresented Cheques (Minus)</u>        |                       | <u>Amount</u>                      |                 |
|   |                       | 0.00                               |                 |
|   |                       |                                    | <hr/> 0.00      |
|   |                       |                                    | 42.92           |
| <u>Receipts not Banked/Cleared (Plus)</u> |                       |                                    |                 |
|   |                       | 0.00                               |                 |
|   |                       |                                    | <hr/> 0.00      |
|   |                       |                                    | 42.92           |
|   |                       | <b>Balance per Cash Book is :-</b> | <b>42.92</b>    |
|   |                       | <b>Difference is :-</b>            | <b>0.00</b>     |

Sep 29

08/10/2020

Tewkesbury Town Council

14:12

Balance Sheet as at 30th Sep 2020

31st March 2019

31st March 2020

| 31st March 2019            |  | 31st March 2020 |                |
|----------------------------|--|-----------------|----------------|
| <b>Current Assets</b>      |  |                 |                |
| 661                        | Sales  | 1,157           |                |
| 4,721                      | VAT Control A/c                              | 6,210           |                |
| 1,077                      | Prepayments                                  | 0               |                |
| 2,300                      | Stock  | 2,300           |                |
| 213,476                    | Current Bank A/c                             | 361,579         |                |
| 4,232                      | Lloyds Bank - Mayor's Charity                | 1,332           |                |
| 38                         | Petty Cash                                   | 43              |                |
| 0                          | Bar Petty Cash                               | 30              |                |
| 73,124                     | Lloyds Bank - Savings A/c                    | 112,042         |                |
| 800                        | Floats                                       | 750             |                |
| <b>300,428</b>             |  |                 | <b>485,443</b> |
| <b>300,428</b>             | <b>Total Assets</b>                          |                 | <b>485,443</b> |
| <b>Current Liabilities</b> |  |                 |                |
| 0                          | Creditors                                    | 46,689          |                |
| 108                        | Other Creditors                              | 0               |                |
| 530                        | Accruals                                     | 0               |                |
| 84                         | Receipts in Advance                          | 0               |                |
| 5,342                      | Uncleared Electronic Payments                | 0               |                |
| 1,217                      | Holding Deposits                             | 1,018           |                |
| <b>7,280</b>               |  |                 | <b>47,708</b>  |
| <b>293,148</b>             | <b>Total Assets Less Current Liabilities</b> |                 | <b>437,735</b> |
| <b>Represented By</b>      |  |                 |                |
| 181,146                    | General Reserves                             |                 | 325,733        |
| 112,002                    | Earmarked Reserves                           |                 | 112,002        |
| <b>293,148</b>             |  |                 | <b>437,735</b> |

The above statement represents fairly the financial position of the authority as at 30th Sep 2020 and reflects its Income and Expenditure during the year.

Signed :  
Chairman \_\_\_\_\_ Date : \_\_\_\_\_

Signed :  
Responsible  
Financial  
Officer \_\_\_\_\_ Date : \_\_\_\_\_



1. Home (<https://www.gov.uk/>)
2. Coronavirus (COVID-19) (<https://www.gov.uk/coronavirus-taxon>)

Guidance

## New National Restrictions from 5 November

Information on the new national restrictions, including what they mean for working from home and business closures, why they are being introduced and the financial support available.

Published 31 October 2020

Last updated 3 November 2020 — see all updates

From:

Cabinet Office (<https://www.gov.uk/government/organisations/cabinet-office>)

Applies to:

England

### Contents

- National restrictions from 5 November
- 1. Stay at home
- 2. Meeting others safely
- 3. Where and when you can meet in larger groups
- 4. Businesses and venues
- 5. Weddings, civil partnerships, and funerals
- 6. Going to work
- 7. Education, school, college and university
- 8. Childcare and children's activities
- 9. Protecting people more at risk from coronavirus
- 10. Visiting relatives in care homes
- 11. Travel
- 12. Staying away from home overnight
- 13. Moving home
- 14. Financial support

[Print this page](#)

Remember - 'Hands. Face. Space.'

- hands – wash your hands regularly and for 20 seconds
- face – wear a face covering in indoor settings where social distancing may be difficult, and where you will come into contact with people you do not normally meet
- space – stay 2 metres apart from people you do not live with where possible, or 1 metre with extra precautions in place (such as wearing face coverings or increasing ventilation indoors)

## National restrictions from 5 November

Applies to: England (see guidance for Wales (<https://gov.wales/coronavirus-firebreak-frequently-asked-questions>), Scotland (<https://www.gov.scot/coronavirus-covid-19/>) and Northern Ireland (<https://www.nidirect.gov.uk/articles/coronavirus-covid-19-regulations-guidance-what-restrictions-mean-you>))

COVID-19 case numbers are rising rapidly across the whole of the UK and in other countries. We must act now to control the spread of the virus. The single most important action we can all take to fight coronavirus is to stay at home, to protect the NHS and save lives.

When we reduce our day-to-day contact with other people, we reduce the spread of the infection. That is why, from Thursday 5 November until Wednesday 2 December, you must:

1. Stay at home, except for specific purposes.
2. Avoid meeting people you do not live with, except for specific purposes.
3. Close certain businesses and venues.

These new measures will reduce the growth rate of the virus, which will:

- prevent the NHS from being overwhelmed
- ensure schools, colleges and universities can stay open
- ensure that as many people as possible can continue to work

Until 00.01am on Thursday 5 November, the relevant Local Covid Alert Level (<https://www.gov.uk/guidance/local-covid-alert-levels-what-you-need-to-know?priority-taxon=774cee22-d896-44c1-a611-e3109cce8eae>) measures will continue to apply in the area where you live. From 00.01 on Thursday 5 November these national restrictions replace the local restrictions in your area.

The new measures will apply nationally for four weeks up to Wednesday 2 December. At the end of the period, we will return to a regional approach, based on the latest data.

These measures will be underpinned by law ([https://www.legislation.gov.uk/ukxi/2020/1200/pdfs/ukxi\\_20201200\\_en.pdf](https://www.legislation.gov.uk/ukxi/2020/1200/pdfs/ukxi_20201200_en.pdf)). Police and other authorities will have powers to give fines and break up gatherings.

You can help to protect your friends and family by downloading the NHS COVID-19 App (<https://www.covid19.nhs.uk/>) to keep updated on the latest guidance from Thursday 5 November

There is separate guidance for households with a possible or confirmed coronavirus infection. (<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>)

## **1. Stay at home**

You must not leave or be outside of your home except for specific purposes. These include:

### **Work and volunteering**

You can leave home for work purposes, or to provide voluntary or charitable services, where you cannot do this from home.

### **Essential activities**

You can leave home to buy things at shops which are open, for instance for food and medicine, or to collect any items - including food or drink - ordered through click-and-collect or as a takeaway, to obtain or deposit money, or to access critical public services (see section below).

### **Fulfilling legal obligations**

You may also leave home to fulfil legal obligations, or to carry out activities related to buying, selling, letting or renting a property.

### **Education and childcare**

You can leave home for education (formal provision, rather than extracurricular classes such as music or drama tuition), training, registered childcare and children's activities that are necessary to allow parents/carers to work, seek work, or undertake education or training. Parents can still take their children to school, and people can continue existing arrangements for contact between parents and children where they live apart.

### **Meeting others and care**

You can leave home to visit people in your support bubble (<https://www.gov.uk/guidance/making-a-support-bubble-with-another-household>), or to provide informal childcare for children 13 and under as part of a childcare bubble, to provide care for vulnerable people, to provide emergency assistance, attend a support group (of up to 15 people), or receive respite care. People can also exercise outdoors or visit an outdoor public place (see section 3).

### **Medical reasons, harm and compassionate visits**

You can leave home for any medical reason, including to get a COVID-19 test, appointments and emergencies, to visit someone who is giving birth or dying, to avoid or escape risk of injury or harm (such as domestic abuse), to visit someone in a care home (if permitted under care home guidance), hospice, hospital, to accompany them to a medical appointment, or to go to the vets (or other animal welfare services).

## Events

You can leave home to attend a place of worship for individual prayer, a funeral or a related event for someone who has died, to visit a burial ground or a remembrance garden, or to attend a deathbed wedding. A full list of what is allowed can be found in the regulations. ([https://www.legislation.gov.uk/ukxi/2020/1200/pdfs/ukxi\\_20201200\\_en.pdf](https://www.legislation.gov.uk/ukxi/2020/1200/pdfs/ukxi_20201200_en.pdf))

## 2. Meeting others safely

In general, you must not meet people socially. However, you can exercise or meet in a public, outdoors space with people you live with, your support bubble (<https://www.gov.uk/guidance/making-a-support-bubble-with-another-household>) (or as part of a childcare bubble), or with one other person. You should minimise time spent outside your home. When around other people, stay 2 metres apart from anyone not in your household - meaning the people you live with - or your support bubble. Where this is not possible, stay 1 metre apart with extra precautions (e.g. wearing a face covering (<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>)).

You must not meet socially indoors with family or friends unless they are part of your household or support bubble.

A support bubble (<https://www.gov.uk/guidance/making-a-support-bubble-with-another-household>) is where a household with one adult joins with another household. Households in that support bubble can still visit each other, stay overnight in each other's households, and visit outdoor public places together.

You can exercise or visit outdoor public places with:

- the people you live with
- your support bubble
- or, when on your own, 1 person from another household. Children under 5, as well as disabled people dependent on round-the-clock care are not counted towards the limit on two people meeting outside

There is further guidance on what exercise and other physical activity can continue during the period of national restrictions.

Outdoor public places include:

- neighbourhood streets, parks, beaches, and the countryside
- public gardens and grounds (whether or not you pay to enter them)
- allotments

- outdoor playgrounds

You cannot meet people in a private garden, unless you live with them or have formed a support bubble with them.

Face coverings (<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>) are required by law to be worn in many indoor settings, such as shops or places of worship where these remain open, and on public transport.

### **3. Where and when you can meet in larger groups**

There are still circumstances in which you are allowed to meet others from outside your household or support bubble in larger groups, but this should not be for socialising. A full list of these circumstances can be found in the regulations.

([https://www.legislation.gov.uk/ukxi/2020/1200/pdfs/ukxi\\_20201200\\_en.pdf](https://www.legislation.gov.uk/ukxi/2020/1200/pdfs/ukxi_20201200_en.pdf))

- The main reasons are for work, voluntary or charitable services, and formal education or training (as opposed to extracurricular classes). This includes where you are fulfilling legal obligations. It can also include work in other people's homes where necessary - for example, for nannies, cleaners or tradespeople. Where a work meeting does not need to take place in a private home or garden, it should not - for example, although you can meet a personal trainer, you should do so in an outdoor public place
- Support groups that have to be delivered in person can continue with up to 15 participants where formally organised to provide mutual aid, therapy or any other form of support. This includes, but is not limited to, support to victims of crime, people in drug and alcohol recovery, new parents and guardians, people with long-term illnesses, people facing issues relating to their sexuality or gender, and those who have suffered bereavement, and vulnerable young people, including for them to meet young workers
- Parent and child groups can continue where they provide support to parent and/or child, and children under 5 will not be counted within the 15 person limit - meaning parents and carers can attend such groups in larger numbers
- Funerals and some weddings can continue, as set out below

### **4. Businesses and venues**

#### **Businesses and venues which must close**

To reduce social contact, the Government has ordered certain businesses and venues to close or restrict how they provide goods and services. These include:

- Non-essential retail, such as clothing and homeware stores, vehicle showrooms (other than for rental), betting shops, tailors, tobacco and vape shops, electronic goods and mobile phone shops, and market stalls selling non-essential goods. These venues can continue to be able to operate click-and-collect (where goods are pre-ordered and collected off the premises) and delivery services
- Hospitality venues such as cafes, restaurants, pubs, bars and social clubs; with the exception of providing food and drink for takeaway (before 10pm; and not including alcohol), click-and-collect, drive-through or delivery
- Accommodation such as hotels, hostels, guest houses and campsites. Except for specific circumstances, such as where these act as someone's main residence, where they cannot return home, for homeless people, or where it is essential to stay there for work purposes
- Leisure and sports facilities such as leisure centres and gyms, swimming pools, tennis and basketball courts, golf courses, fitness and dance studios, climbing walls, archery, driving, and shooting ranges
- Entertainment venues such as theatres, concert halls, cinemas, museums and galleries, casinos, amusement arcades, bingo halls, bowling alleys, skating rinks, go-karting venues, soft play centres and areas, circuses, funfairs, zoos and other animal attractions, water parks, theme parks. Indoor attractions at botanical gardens, heritage homes and landmarks must also close, though outdoor grounds of these premises can stay open
- Personal care facilities such as hair, beauty, tanning and nail salons. Tattoo parlours, spas, massage parlours, body and skin piercing services must also close. It is also prohibited to provide these services in other peoples' homes
- Community centres and halls must close except for a limited number of exempt activities as set out below Libraries can also remain open to provide access to IT and digital services - for example for people who do not have it at home - and for click-and-collect
- Places of worship, apart from for the purposes of independent prayer, and service broadcasting and funerals

These businesses and places will also be permitted to be open for a small number of exempt activities, including:

- education and training (including for schools to use sports and leisure facilities where that is part of their normal provision)
- childcare purposes and supervised activities for children
- blood donation and food banks
- to provide medical treatment
- for elite sports persons (in indoor and outdoor sports facilities), professional dancers and choreographers (in fitness and dance studios)

- for training and rehearsal without an audience (in theatres and concert halls)
- for the purposes of professional film and TV filming

## **Businesses and venues which can remain open**

Other businesses are permitted to stay open, following COVID-19 Secure guidelines. This includes those providing essential goods or services, including:

- Essential retail such as food shops, supermarkets, pharmacies, garden centres, hardware stores, building merchants and off-licences.
- Petrol Stations, car repair and MOT services, bicycle shops, and taxi and vehicle hire businesses.
- Banks, building societies, post offices, loan providers and money transfer businesses
- Funeral directors
- Laundrettes and dry cleaners
- Medical and dental services
- Vets and pet shops
- Agricultural supplies shops
- Storage and distribution facilities
- Car parks, public toilets and motorway service areas.
- Outdoor playgrounds

## **Public Services**

The majority of public services will continue and you will be able to leave home to visit them. These include:

- the NHS and medical services like GPs and dentists. We are supporting the NHS to safely carry out urgent and non-urgent services and it is vital anyone who thinks they need any kind of medical care comes forward and seeks help
- Jobcentre Plus sites
- Courts and probation services
- Civil Registrations Offices
- Passport and Visa Services
- Services provided to victims
- Waste or Recycling Centres

## **5. Weddings, civil partnerships, and funerals**

Funerals can be attended by a maximum of 30 people. Linked ceremonial events such as stone settings and ash scatterings can also continue with up to 15 people in attendance. Anyone working is not counted in the 15 or 30. Social distancing should be maintained between people who do not live together or share a support bubble.

Weddings and civil partnership ceremonies will not be permitted to take place except where one of those getting married is seriously ill and not expected to recover ('deathbed wedding'). These weddings are limited to 6 people.

## **6. Going to work**

To help contain the virus, everyone who can work effectively from home must do so. Where people cannot do so - including, but not limited to, people who work in critical national infrastructure, construction, or manufacturing - they should continue to travel to their workplace. This is essential to keeping the country operating and supporting sectors and employers.

Public sector employees working in essential services, including childcare or education, should continue to go into work.

Where it is necessary to work in other people's homes - for example, for nannies, cleaners or tradespeople - you can do so.

The risk of transmission can be substantially reduced if COVID-19 secure guidelines (<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>) are followed closely. Extra consideration should be given to those people at higher risk.

## **7. Education, school, college and university**

Schools, colleges and universities remain open. The Government will continue to prioritise the wellbeing and long-term futures of our young people and will not be closing core educational facilities, like early years settings, schools, colleges, universities and vocational training centres. It remains very important for children and young people to attend, to support their wellbeing and education and help working parents and guardians. Senior clinicians still advise that school is the best place for children to be, and so they should continue to go to school. Schools have implemented a range of protective measures to make them safe. For those who are home-schooled, pupils can still access education and training in community settings where needed to receive a suitable full-time education.

The Government has been clear that exams will go ahead next summer, as they are the fairest and most accurate way to measure a pupil's attainment. We therefore need to keep schools and colleges open so that children are able to keep progressing towards exams and the next stage of education or employment. Students now have more time to prepare for their exams next year, as most AS, A levels and GCSEs will be held 3 weeks later to help address the disruption caused by the pandemic.

Universities have welcomed back students and we have published guidance advising universities on reopening (<https://www.gov.uk/government/publications/higher-education-reopening-buildings-and-campuses/higher-education-reopening-buildings-and-campuses>) to ensure they have safety measures in place to minimise the spread of the virus. Universities and adult education settings should consider moving to increased levels of online learning where possible.

There are further restrictions in place:

- If you live at university, you must not move back and forward between your permanent home and student home during term time. You should only return home at the end of term. We will publish further guidance soon on how students can travel home safely at the end of term
- Training for extra-curricular purposes, for instance as part of clubs, should not take place. Facilitated activities for children where these provide a childcare function for working parents are allowed to continue

## 8. Childcare and children's activities

There are several ways that parents and carers can continue to access childcare during the national restrictions:

- Early years settings and childminders remain open, and you can continue to use these settings as normal
- You can access other childcare activities (including wraparound care) where reasonably necessary to enable parents to work, seek work, attend education or training, or for the purposes of respite care for carers
- Nannies will be able to continue to provide services, including in the home
- Parents are able to form a childcare bubble with one other household for the purposes of informal childcare, where the child is 13 or under
- Some households will also be able to benefit from being in a support bubble (<https://www.gov.uk/guidance/making-a-support-bubble-with-another-household>), which allows single adult households to join another household

Some youth services are able to continue, such as 1-1 youth work and support groups, but most youth clubs and groups will need to cease for this period.

## 9. Protecting people more at risk from coronavirus

If you are over 60 or clinically vulnerable, you could be at higher risk of severe illness from coronavirus. You:

- should be especially careful to follow the rules and minimise your contacts with others
- should continue to wash your hands carefully and more frequently than usual and maintain thorough cleaning of frequently touched areas in your home and/or workspace

Clinically vulnerable people are those who are:

- aged 70 or over (regardless of medical conditions)
- under 70 with an underlying health condition listed below (that is, anyone instructed to get a flu jab each year on medical grounds):
  - chronic (long-term) mild to moderate respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis

- chronic heart disease, such as heart failure
- chronic kidney disease
- chronic liver disease, such as hepatitis
- chronic neurological conditions, such as Parkinson's disease, motor neurone disease, multiple sclerosis (MS) or cerebral palsy
- diabetes
- a weakened immune system as the result of certain conditions or medicines they are taking (such as steroid tablets)
- being seriously overweight (a body mass index (BMI) of 40 or above)
- pregnant

There is a further group of people who are defined, also on medical grounds, as clinically extremely vulnerable (<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>) to coronavirus – that is, people with specific serious health conditions. Over this period, we are advising the clinically extremely vulnerable to work from home. If you cannot work from home, you are advised not to go to work and may be eligible for Statutory Sick Pay (SSP) or Employment Support Allowance (ESA). You are encouraged to stay at home as much as possible, but are encouraged to go outside for exercise. The full guidance (<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>) is available and the Government will write to everybody who is clinically extremely vulnerable to set out detailed advice while the new restrictions are in place.

## 10. Visiting relatives in care homes

Guidance on care home visits will be published ahead of Thursday. For now, you should follow existing guidance. (<https://www.gov.uk/government/publications/visiting-care-homes-during-coronavirus/update-on-policies-for-visiting-arrangements-in-care-homes>)

## 11. Travel

If you live in England, you cannot travel overseas or within the UK, unless for work, education or other legally permitted reasons, and you should look to reduce the number of journeys you make. However you can and should still travel for a number of reasons, including:

- travelling to work where this cannot be done from home
- travelling to education and for caring responsibilities
- to visit those in your support bubble - or your childcare bubble for childcare
- hospital, GP and other medical appointments or visits where you have had an accident or are concerned about your health
- to buy goods or services from premises that are open, including essential retail
- to spend time or exercise outdoors - this should be done locally wherever possible, but you can travel to do so if necessary (for example, to access an open space)

- attending the care and exercise of a pet, or veterinary services

If you need to travel we encourage you to walk or cycle where possible, and to plan ahead and avoid busy times and routes on public transport. This will allow you to practise social distancing while you travel.

You must not travel if you are experiencing any coronavirus symptoms, are self-isolating as a result of coronavirus symptoms, are sharing a household or support bubble with somebody with symptoms, or have been told to self-isolate after being contacted by NHS Test and Trace. The fine for breaching self isolation rules start at £1,000. This could increase to up to £10,000 for repeat offences and the most serious breaches, including for those preventing others from self-isolating.

If you need to use public transport - to travel to work for example - you should follow the safer travel guidance. (<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>) This includes the rules on wearing face coverings and advice on car sharing. (<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#private-cars-and-other-vehicles>)

For those planning to travel into England, you should check the current travel corridor list (<https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors>) to see whether you need to isolate for 14 days. You will still be required to abide by the restrictions set out here even if you do not need to isolate. If you do need to travel overseas from England before 2 December (and are legally permitted to do so, for example, because it is for work), even if you are returning to a place you've visited before, you should look at the rules in place at your destination and the Foreign, Commonwealth and Development Office (FCDO) travel advice. (<https://www.gov.uk/foreign-travel-advice>)

UK residents currently abroad do not need to return home immediately. However, you should check with your airline or travel operator on arrangements for returning.

## 12. Staying away from home overnight

Overnight stays and holidays away from primary residences will not be allowed- including holidays in the UK and abroad. This includes staying in a second home or caravan, if you own one, or staying with anyone you do not live with or are in a support bubble with.

You are allowed to stay overnight away from your home if you:

- are unable to return to your main residence
- need accommodation while moving house
- need accommodation to attend a funeral or related commemorative event
- require accommodation for work purposes or to provide voluntary services
- are a child requiring accommodation for school or care
- are homeless, seeking asylum or a vulnerable person seeking refuge
- are an elite athlete or their support staff or parent, if the athlete is under 18

If you were already on holiday, you should return to your home as soon as practical and comply with the 'stay at home' requirements in your holiday accommodation in the meantime.

Guest accommodation providers such as hotels, B&Bs and caravan parks may remain open for the specific reasons set out in law, including where guests are unable to return to their main residence, use that guest accommodation as their main residence, or would otherwise be made homeless as a result of the accommodation closing. Accommodation providers are also encouraged to work cooperatively with Local Authorities to provide accommodation to vulnerable groups including the homeless during this period of national restrictions.

### **13. Moving home**

You can still move home. People outside your household or support bubble (<https://www.gov.uk/guidance/making-a-support-bubble-with-another-household>) should not help with moving house unless absolutely necessary.

Estate and letting agents and removals firms can continue to work and people looking to move home can continue to undertake viewings.

Follow the national guidance on moving home safely, (<https://www.gov.uk/guidance/government-advice-on-home-moving-during-the-coronavirus-covid-19-outbreak>) which includes advice on social distancing and wearing a face covering. (<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>)

### **14. Financial support**

Workers in any part of the UK can retain their job, even if their employer cannot afford to pay them, and be paid at least 80% of their salary up to £2500 a month.

The flexibility of the current CJRS will be retained to allow employees to continue to work where they can. Employers small or large, charitable or non-profit are eligible and because more businesses will need to close, they will now be asked to pay just National Insurance and Pensions contributions for their staff during the month of November – making this more generous than support currently on offer.

The Job Support Scheme will not be introduced until after Coronavirus Job Retention Scheme ends.

Wherever you live, you may be able to get financial help through the:

- Coronavirus Job Retention Scheme (<https://www.gov.uk/guidance/coronavirus-covid-19-what-to-do-if-youre-employed-and-cannot-work>)
- Job Support Scheme (<https://www.gov.uk/guidance/check-if-you-can-claim-the-job-support-scheme>) (from 1st November)
- New Style Employment and Support Allowance (<https://www.gov.uk/guidance/new-style-employment-and-support-allowance>)

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1. 3 November 2020  
Updated to reflect current guidance.
2. 1 November 2020  
Minor update to guidance
3. 1 November 2020  
Update to guidance on travel and protecting those at risk.
4. 31 October 2020  
First published.

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- Coronavirus (COVID-19) (<https://www.gov.uk/coronavirus-taxon>)