



TEWKESBURY TOWN COUNCIL AGENDA

To: Town Councillors

You are summoned to attend a meeting of the Town Council which will be held at the George Watson Memorial Hall, Barton Street, Tewkesbury on **Monday 19th July 2021 commencing at 6:00 pm.**

Members of the public and press are welcome to attend.

Debbie Hill
Town Clerk
13th July 2021

1. To receive apologies for absence
2. To receive declarations of interest
3. To consider requests for dispensation
4. To receive written questions from members of the public
5. Public Participation *(to provide members of the public/press with the opportunity to comment on items on the agenda or raise items for future consideration. In accordance with Standing Orders this will not exceed 12 minutes in total and 3 minutes per person.)*
6. To note the Mayor's announcements
7. To approve the minutes of the meetings held on 19th April 2021 & 21st June 2021
8. To note the following Committee Minutes: Finance – 2nd March, 8th April & 6th May 2021, Buildings & Moorings – 24th March & 5th May 2021, Planning, 3rd March, 17th March, 31st March, 14th April & 28th April 2021, Staffing – 22nd March 2021, Severn Ham – 4th March & 22nd April 2021, Environment & Amenities – 10th March 2021
9. Matters arising from the minutes – for information only
10. To receive Councillor reports for Tewkesbury Borough Council from Cllr Sztymiak and Gloucestershire County Council from Cllr Smith
11. To receive the finance reports for April, May & June 2021 and earmarked reserve report
12. To receive the bank reconciliations for Q1
13. To ratify the decisions made using the scheme of delegation

14. To receive the payments report from 1st April – 30th June 2021
15. To consider and agree to pay the £10,000 2021 grant direct to Tewkesbury Abbey PCC
16. To consider and agree any grant applications
17. To agree that Cllr Gurney joins the Severn Ham Committee
18. To consider and agree the role of ex-officio roles on Committees including whether they carry voting rights
19. To approve the Planning Working Group's response to: Outline application for residential development (up to 460 dwellings), a primary school, associated works, ancillary facilities and infrastructure, open space, recreation facilities and landscaping. Vehicular access from the A46 (T) and Fiddington Lane.
20. To agree a response to the Boundary Commission's Consultation on Constituency Boundaries
21. To receive reports from members representing the Town Council on outside bodies
22. Correspondence
23. Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and press leave during the consideration of the following items on this agenda
24. To consider and vote on the nominations for the GAPTC Executive Committee
25. To consider the quotations received for the replacement toilet doors at Spring Gardens

The next Full Council meeting will be
September 13th 2021

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 19th April 2021 at 6pm

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

In attendance: D Hill (Town Clerk), J King (Assistant Town Clerk), three members of the public.

20/21 - 207 To formally appoint the Town Mayor for 2021/2022

It was RESOLVED to formally appoint Cllr J Raywood as the Town Mayor for 2021/22
Proposed by Cllr Aldridge, seconded by Cllr Brennan.
Cllr J Raywood read and signed the declaration of acceptance of office.

20/21 - 208 To formally appoint the Deputy Town Mayor for 2021/2022

It was RESOLVED to formally appoint Cllr S Raywood as the Deputy Town Mayor for 2021/22. Proposed by Cllr Aldridge, seconded by Cllr Davis.
Cllr S Raywood read and signed the declaration of acceptance of office.

20/21 - 209 To receive apologies for absence

Apologies were received from Cllr Fowler (work) and Cllr Smith (personal)

20/21 - 210 To receive declarations of interest

Cllrs S Raywood & J Raywood declared an interest in formally appointing the Town Mayor / Deputy Mayor and the approval of the Mayor's allowance.

Cllrs Cody & Sztymiak declared that they were Tewkesbury Borough Councillors in relation to item 20/21-223.

20/21 - 211 To consider requests for dispensation

None requested.

20/21 - 212 To receive written questions from member of the public

None received.

20/21 - 213 Public participation

A member of the public asked if there was an update on the current repairs being carried out at the Museum and a date for completion. Is there an update on volunteers being able to enter the museum? Can we have a progress report on the Orchard contract re: fundraising.

The Town Clerk advised that she had spoken to the Architect on Friday and was waiting for an update on progress. It is likely that the completion date will move back as other issues have been identified. The insurers are adamant that there should be no access to the building whilst the works are taking place, the Town Clerk has enquired as to whether access at the weekend would be possible.

The Orchard contract has been signed but there is no further update.

- 20/21 - 214 To note the Mayor's announcements**
- The Government consultation regarding the holding of remote meetings is now open. The document will be circulated to all Councillors by email and responses collated and approved by Finance Committee on 6th May.
 - It is hoped that we will be able to hold a ceremonial 'Mayor Making' event outside at the Town Hall at 6pm on Monday 17th May; subject to the next relaxation in Covid rules to be confirmed on 10th May. All Councillors are invited to attend.
 - The Annual Town Meeting will be held remotely via Zoom on Tuesday 27th April at 6pm. This is not a Council meeting, although the Council will report on their activities over the last year, but all Councillors are welcome to attend.
 - There will be no Town Council meetings from 7th May until 21st June, due to changes in legislation governing remote meetings, much of the agenda is making preparations for this.
- 20/21 - 215 To approve the Minutes of the meetings held on 8th March 2021**
It was RESOLVED to approve the minutes of the meeting held on 8th March 2021
Proposed by Cllr Aldridge, seconded by Cllr Powell.
- 20/21 - 216 To note the following Committee Minutes:**
Planning – 3rd & 17th February 2021
Finance – 1st February 2021
Staffing – 26th February 2021
Severn Ham – 4th February 2021
- The above minutes were noted.
Cllr Sztymiak enquired about Severn Ham minutes regarding soil samples. Cllr Aldridge advised that the cost could be reclaimed from Severn Trent.
- 20/21 - 217 Matters arising from the Minutes – for information only**
 20/21- 176 – Ex-officio roles – on the agenda
 20/21-195 – Town Clerk to circulate redundancy information - complete
- 20/21 - 218 To receive written Councillor reports for Tewkesbury Borough Council from Cllr Cody and Gloucestershire County Council from Cllr Cromwell**
- Cllr Cody provided a written report from Tewkesbury Borough Council.
- Capital grants scheme for building improvement work or community sports facilities launched.
 - Leisure Centre and Tourist Information Centre have reopened.
- Cllr Cromwell provided a written report from GCC:
- Covid-19 response update and new money for Gloucestershire's care homes
 - Call for economy boosting ideas www.gloucestershire.gov.uk/business-property-and-economy/uk-community-renewal-fund/
 - Approval of new mental wellbeing grants
- 20/21 - 219 To receive the finance reports for February 2021**
The finance reports to the end of February 2021 were received.
Action: Earmarked reserves to be regularly included.

- 20/21 - 220 To agree an update to Standing Orders section 18, subsections (f) & (g) as approved by the Finance Committee**
It was RESOLVED to agree the update to Standing Order section 18, subsections (f) & (g). Proposed by Cllr S Raywood, seconded by Cllr Aldridge.
- 20/21 - 221 To approve the scheme of delegation from 7th May – 20th June**
It was noted that the scheme of delegation notes that these requirements may extend if the Government changes the relaxation dates.
- Scheme of delegation to be updated to state that Staffing Committee members will be consulted about staffing matters and the decision would be subsequently ratified. Committee chairs would not be consulted.
- It was RESOLVED to approve the scheme of delegation subject to the above change. Proposed by Cllr Aldridge, seconded by Cllr Brennan.
- 20/21 - 222 To agree the proposed meeting dates for 2021/22**
It was RESOLVED to agree the proposed meeting dates for 2021/22, subject to the removal of dates prior to 21st June and Full Council in June moving from 14th June to 21st June.
Proposed by Cllr Aldridge, seconded by Cllr S Raywood.
- 20/21 - 223 To agree a response to the South Worcestershire Development Plan Regulation 18(III) Sustainability Appraisal**
It was RESOLVED to agree the response proposed by the Planning Committee to the South Worcestershire Development Plan Regulation 18(III) Sustainability Appraisal. Proposed by Cllr Sztymiak, seconded by Cllr Brennan.
- 20/21 - 224 To resolve to petition Tewkesbury Borough Council for the release of ‘Welcome Back’ funds to the Town Council as directed by NALC and to report to the County Association if not forthcoming, as directed by Robert Jerrick MP**
£84,000 of funding has been given to Tewkesbury Borough Council (TBC), primarily to cover the three town centres – Winchcombe, Bishops Cleeve and Tewkesbury. Advice on how to distribute it was received by TBC on Friday. A Cllr noted that this could be used on the empty shop window project, saving £3000 from the precept. Cllrs to ask for a timeframe regarding the receipt of funds at TTRP on 22nd April.
- It was RESOLVED that Tewkesbury Town Council will petition Tewkesbury Borough Council for the release of ‘Welcome Back’ funds to the Town Council as directed by NALC and to report to the County Association if not forthcoming, as directed by Robert Jerrick MP.
Proposed by Cllr Aldridge, seconded by Cllr Brennan.
- Action:** Town Clerk to ask for a breakdown of what the original funding was spent on and if all this money has been spent.
Action: Details from NALC to be circulated to all Councillors.

- 20/21 - 225 To approve the payment of the annual stipend to the Town Crier and the Mayor's allowance**
It was RESOLVED to approve the payment of the stipend to the Town Crier and the Mayor's allowance
Proposed by Cllr Sztymiak, seconded by Cllr Brennan.
- 20/21 - 226 To review and agree membership of each Committee**
The Committee membership was agreed.
Actions: Buildings & Moorings to consider splitting and plan to be brought to Full Council in July.
Cllr Smith to be asked as to whether he wishes to continue on Severn Ham Committee. Cllr Gurney is interested in joining. **Action:** Agenda item for June.
Decision on voting rights for ex officio. Agenda item for June.
- 20/21 - 227 To review the Committee terms for reference for 2021/22**
Deferred to the next meeting.
- 20/21 - 228 Review of arrangements, including any charters and agency agreements, with other local authorities and a review of contributions made to expenditure incurred by other local authorities**
The Town Clerk advised that there were none.
A Cllr asked if the insurance for the Arrivall fell under this.
Action: Town Clerk to investigate.
- 20/21 - 229 Review of representation on or work with external bodies and arrangements for reporting back**
Representation on external bodies was agreed.
Action: Information regarding GMTF and GPFA to be circulated in case any Cllrs are interested in joining.
- 20/21 - 230 To resolve to refer the review of inventory of land and assets to the Finance Committee**
It was RESOLVED to refer the review of inventory of land and assets to the Finance Committee. Proposed by Cllr Aldridge, seconded by Cllr S Raywood.
- 20/21 - 231 Confirmation of arrangements for insurance cover in respect of all insured risks**
The arrangements were noted. Town Clerk confirmed the Town Council is insured and has additional cover for the contract works on the museum roof.
- 20/21 - 232 Review of the Council's and or staff subscriptions to other bodies**
Deferred to June meeting.
- 20/21 - 233 Review of the Council's complaints procedure**
Deferred to June meeting
- 20/21 - 234 Review of the Council's policies, procedures and practices in respect of its obligations under the freedom of information and data protection legislation**
Deferred to June meeting

- 20/21 - 235 Review of the Council's policy for dealing with the press / media**
Deferred to June meeting
- 20/21 - 236 Review of the Council's employment policies and procedures**
Deferred to June meeting
- 20/21 - 237 Review of the Council's expenditure incurred under the general power of competence**
The Town Clerk is not aware of any expenditure in the last year under the general power of competence.
- It was RESOLVED to extend the meeting by a maximum of thirty minutes.
Proposed by S Raywood, seconded P Aldridge.

Cllr Cody left the meeting.

- 20/21 - 238 To note that the GAPTC AGM will take place on 24th July 2021 and to agree any resolutions that the Town Council wishes to put forward for debate**
The deadline for submission of resolutions is 7th May.
Action: Timetable to go out to Cllrs. Suggestions will be circulated and retrospectively approved.
- 20/21 - 239 To receive reports from members representing the Town Council on outside bodies**
Cllr J Raywood provided a written report on Tewkesbury Hospital League of Friends and a TTRP on 22nd April 2021.
- Cllr S Raywood advised that there is progress regarding the removal of business rates from public toilets. The third reading takes place in the Lord on 20th April.
- 20/21 - 240 To receive the internal control check report for Q3**
The internal control check was received. Cllrs Brennan & Bowman will be carrying out the Q4 check. Proposed date is Thursday 29th April.
- 20/21 - 241 Correspondence**
None received.

There being no further business, the meeting closed at 19.40.

Signature of Chairman upon approval of the minutes 21st June 2021

MINUTES
of an Extraordinary meeting of the Full Council
held at the George Watson Memorial Hall on 21st June 2021 at 6.30pm

Present: Cllrs J Raywood (Chair), P Aldridge, H Bowman, K Brennan, C Cody, H Davis, P Devine, S Raywood, V Smith.

In attendance: D Hill (Town Clerk) & J King (Assistant Town Clerk)

21/22 - 1 To receive apologies for absence

Apologies were received from Cllr Carter (work), Cllr Sztymiak (personal) and Cllr Gurney (work)

21/22 - 2 To receive declarations of interest

Cllr Cody declared the following interests in relation to the Garden Town:

Member of Tewkesbury Garden Town Member Reference Panel

Member of the JCS member reference panel

Borough & County Councillor

Cllr Smith declared that he was a County & Borough Councillor on working groups in relation to the Garden Town.

Cllr Brennan declared an interest in the grant application from Tewkesbury Christmas Lights.

Cllr Aldridge raised a point of order that meetings are not allowed in a place that serves alcohol. The Chair advised that according to the 1972 Local Government Act "Meetings of a parish council shall be held at such a place, as they may direct but shall not be held in premises which at the time of such a meeting may, by virtue of a premises licence or temporary event notice be used for the supply of alcohol, unless no other suitable room is available either free of charge or at reasonable cost". The Chair advised that the Clerk had deemed there was no other suitable meeting place (outside and under cover) given the current coronavirus restrictions and therefore it was suitable. Cllr Aldridge wished to note his ongoing objection.

21/22 - 3 To consider requests for dispensation

None requested.

21/22 - 4 To receive written questions from member of the public

None received.

21/22 - 5 To receive the year end budget for 2020-21

The year end budget was received.

21/22 - 6 To receive the year end earmarked reserves report for 2020-21

The year end earmarked reserves report was received.

21/22 - 7 To receive the year end bank reconciliations for 2020-21

The year end bank reconciliations were received.

- 21/22 - 8 To consider and approve the Annual Governance Statement 2020-21 as recommended by the Finance Committee**
The Town Council read out the Annual Governance Statement and advised that the Internal Audit has been signed off.
- It was RESOLVED to approve the Annual Governance Statement 2020-21.
Proposed by Cllr Brennan, seconded by Cllr Bowman.
- Cllr Aldridge thanked the Town Clerk and staff for their hard work over the last year.
- 21/22 - 9 To approve the Balance Sheet and Income & Expenditure Account for 2020-21**
The Town Clerk noted that the overall reserves have increased this year to £319,361. The earmarked reserves this year have increased from £112,002 to £183,280 due to the work programme, whilst general reserves have decreased from £181,146 to £136,081. The Clerk feels that the overall reserve figure is just about acceptable, but the Council need to be mindful that their responsibilities are for three historic buildings and moorings are also costly to maintain. Ideally reserves would be higher and this is an ongoing concern. Cllrs asked what level of reserves would be suitable. As a minimum a Council should hold at least six months in general reserves, to cover one instalment of the precept if it is not received. However, the assets and responsibilities in Tewkesbury are significant compared to the population and the amount that can be raised through the precept. It was noted that earmarked reserves will be monitored throughout the year to see if any can be released to general reserves.
- It was RESOLVED to approve the Balance Sheet and Income & Expenditure Account for 2020-21. Proposed by Cllr Brennan, seconded by Cllr Davis.
- 21/22 - 10 To consider and approve the Accounting Statements 2020-21**
It was RESOLVED to approve the Accounting Statements 2020-21.
Proposed by Cllr Aldridge, seconded by Cllr Brennan.
- 21/22 - 11 To agree to pay the £10,000 2021 grant direct to Tewkesbury Abbey PCC**
The Town Council originally agreed to award a grant of £10,000 to support the 2021 celebrations and particularly the 'son et lumiere' at the Abbey, which would draw people in to the town. The 2021 have disbanded and the event is now being run by Tewkesbury Abbey PCC. The Council have concerns that the event may now be centred around the Abbey and not draw people into the Town.
Action: The Council would like to ask the PCC for further details about the planned event and to invite them to the next meeting.
- 21/22 - 12 To consider and agree the grant application from Tewkesbury Christmas Lights**
It was RESOLVED to grant £2,500 to Tewkesbury Christmas Lights.
Proposed by Cllr Aldridge, seconded by Cllr Smith.
- 21/22 - 13 To agree to join the Gloucestershire & Worcestershire Parish Council Association**
It was RESOLVED to join the Gloucestershire & Worcestershire Parish Council Association. Proposed by Cllr Aldridge, seconded by Cllr S Raywood.
Action: Town Clerk to write and confirm that Tewkesbury Town Council wishes to join the Association.

21/22 - 14

To agree that the Clerk writes to the Secretary of State for Housing, Communities & Local Government to urge him to visit Tewkesbury to discuss the Garden Town and associated issues.

Cllrs discussed the importance of having the correct infrastructure in place, rather than just piecemeal development and that the Garden Town plan gives structure to the developments. If houses are built first, then the roads are built around them. Cllrs discussed the current issues with the M5 Junction 9 plans and ensuring that the right decisions are made. The consultation from Highways England should take place in Summer 2021. Cllrs also discussed flooding and the two sources of data; Severn Trent data is based on rainfall and the Environment Agency data is based on river levels, and the fact that developers just pick the source that suits them, rather than looking at both. Cllrs agreed that development in general should be the main area for discussion, rather than just the Garden Town and that the changes to Government Policy will have a detrimental impact to Tewkesbury.

It was RESOLVED that the Clerk writes to the Secretary of State for Housing, Communities & Local Government to urge him to visit Tewkesbury to discuss development and associated issues.

Proposed by Cllr Aldridge, seconded by Cllr Bowman.

There being no further business, the meeting closed at 7.20pm

Signature of Chairman upon approval of the minutes 19th July 2021

MINUTES

of the

Remote Finance Committee meeting held on 2nd March 2021 at 6:00PM via Zoom

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

In attendance: D Hill (Town Clerk)

F.20.106 To receive apologies
Cllr Danter

F.20.107 To receive declarations of interest
Cllrs Brennan and J Raywood in respect of approving expenditure relating to replacement of the fire alarm system at Tewkesbury Museum.

F.20.108 To receive dispensations
The Town Clerk gave a dispensation to Cllrs Brennan and J Raywood as above to enable the item to be quorate.

F.20.109 To approve the Minutes of the Finance Committee meeting held on 1st February 2021
Subject to a small typographical error to be rectified it was RESOLVED to approve the Minutes of the Finance Committee meeting held on 1st February 2021. Proposed by Cllr J Raywood, seconded by Cllr Bowman.

F.20.110 Matters arising from the Minutes – for information only.
20.044 **Applying for a Lloyds Charge card:** Carry Forward
20.045 **Expenditure of legal advice for Watson Hall titles:** Carry Forward
21.008 **Mayor's Allowance:** Now amended and showing correctly on I&E report.

F.20.111 To receive correspondence relating to the Finance Committee
The Town Clerk has received an email from a member of the public.

F.20.112 Public Participation
None.

F.20.113 To review the financial reports, bank reconciliations and financial position of the Town Council to 31st January 2021
The financial reports, bank reconciliations and financial position of the Town Council to 31st January 2021 were reviewed.
Cllr Sztymiak queried expenditure relating to B&M Moorings Maintenance £8,714 and Projects £4,067 – Overspend?? Where did the poles expenditure come from? Journal report to investigate.
Museum Projects – grant income to be shown as income?
Action: Town Clerk to look into the issues raised and also to bring a report to the next meeting showing furlough payments received in this financial year.

- F.20.114 To consider and agree grant applications from outside bodies**
None
- F.20.115 To agree to the payments list**
It was RESOLVED to approve the payments list totalling £10,089.56. Proposed by Cllr S Raywood, seconded by Cllr J Raywood. Cllr Sztymiak against due to the format the payments list was presented in.
- F.20.116 To discuss the External Audit 2019/20**
The External Audit report was noted and the historic except for item was acknowledged.
- F.20.117 To agree the process and timescale for Q3 2020/21 Internal Control Checks**
Cllr J Raywood and Cllr S Raywood to follow up with Cllr Brennan, Cllr Bowman, and Cllr Gurney.
- F.20.118 To receive an update from the Town Clerk on recent IT issues**
The Town Clerk updated the committee on the recent server down time and website issues. It was agreed to monitor the situation, but it was felt that this was largely due to current working challenges in light of the pandemic.
- F.20.119 To retrospectively approve expenditure relating to a replacement fire alarm system at Tewkesbury Museum**
It was RESOLVED to retrospectively approve expenditure relating to a replacement fire alarm system at Tewkesbury Museum. The Town Clerk was given authority to make the final decision on the chosen system in line with advice from the Conservation Officer in respect of listed building consent. Proposed by Cllr Sztymiak, seconded by Cllr S Raywood.
- F.20.120 To review and agree draft financial regulations for recommendation to Full Council.**
Amendments were proposed to wording at sections 4.1 and 7.8 and the document will be presented to the next Full Council meeting.

There being no further business the meeting closed at 7.30 pm.

Signature of Chairman upon approval of the minutes 8th April 2021

MINUTES

of the

Remote Finance Committee meeting held on 8th April 2021 at 6:00PM via Zoom

Present: Cllrs P Aldridge (Chair), H Bowman, K Brennan, C Danter, J Raywood, S Raywood, M Sztymiak

In attendance: D Hill (Town Clerk)

F.20.121 To receive apologies

None

F.20.122 To receive declarations of interest

None

F.20.123 To receive dispensations

None

F.20.124 To approve the Minutes of the Finance Committee meeting held on 2nd March 2021

It was RESOLVED to approve the Minutes of the Finance Committee meeting held on 2nd March 2021. Proposed by Cllr K Brennan, seconded by Cllr H Bowman.

F.20.125 Matters arising from the Minutes – for information only.

20.110 **Matters arising from the minutes:** Carried Forward.

20.113 **Review of financial reports: Museum Grant:** Now showing on a separate nominal code.

21.119 **Replacement Fire Alarm:** The Town Clerk confirmed that the system ordered was the wireless system after a discussion with the Conservation Officer.

F.20.126 To receive correspondence relating to the Finance Committee

None

F.20.127 Public Participation

None.

F.20.128 To review the financial reports and bank reconciliations of the Town Council to 28th February 2021

The reports were reviewed. The nominal code 4999 was queried. **Action:** Town Clerk to look into the origins of this code. Town Clerk to provide an update on expenditure incurred to date and projected expenditure on the Museum roof project. The moorings income was queried in relation to the split between short term and long term moorings. The Town Clerk confirmed that all moorings income relates to long term moorings. A query was also raised in relation to business rates on the moorings and the Town Clerk confirmed that business rates are paid on the Town Council owned moorings. The amount of wastage in the bar as a result of the lockdown was questioned. **Action:** Town Clerk to confirm wastage figures.

The bank reconciliation report for the savings account for February was not included in the agenda pack and will be reviewed at the next meeting.

F.20.129 To consider and agree grant applications from outside bodies

The grant application was not agreed due to the fact it was not a local charity.

F.20.130 To discuss the issue of empty shop windows in Tewkesbury and to consider and agree to use the remaining grant budget to support filling these windows.

Cllr Sztymiak to take forward re: funding. It was RESOLVED to use the remaining budget of £2,890 to support filling the windows. Proposed by Cllr K Brennan, seconded by Cllr P Aldridge.

F.20.131 To agree the payments list

None

F.20.132 To agree to release £2,433 from Earmarked Reserves, St Mary's Lane Moorings to Buildings & Moorings, Moorings Maintenance

It was AGREED to release £2,433 from earmarked reserves. Proposed by Cllr C Danter, seconded by Cllr K Brennan.

F.20.133 To agree the earmarked reserves for the end of the financial year 2020/21

It was resolved to release and add earmarked reserves as follows:

Existing earmarked reserves:

338 Finance Professional £1,942 to be released

New earmarked reserves:

Finance 120

4200 insurance £1,606 earmark for insurance

4310 tourism £1,000 earmark for shop windows project

4330 grants £2,890 earmark for shop windows project

4350 elections £1,000 earmark to existing earmarked reserve 340

Buildings & Moorings 200

210 Museum

1100 grants received £18,750 earmark for Museum roof project

4500 museum projects £5,772 earmark to existing earmarked reserve 320

220 Town Hall

4450 maintenance £5,831 earmark for TH maintenance

600 Watson Hall

4590 projects earmark for WH projects

4960 equipment earmark for WH bar equipment

Proposed by Cllr C Danter and seconded by Cllr K Brennan.

F.20.134 To review and agree an amendment to Standing Orders for recommendation to Full Council

It was RESOLVED to recommend the amendment to Standing Orders to the next Full Council meeting. Proposed by Cllr Sztymiak, seconded by Cllr S Raywood.

F.20.135 To receive the report following the internal control checks for Q3 2020/21

To be received at the next Full Council meeting.

F.20.136 To receive a report showing furlough payments received to date.

The report was noted

**F.20.137 To delegate authority to the Town Clerk to deal with health and safety matters
regarding the pictures in the Town Hall**

It was RESOLVED to delegate authority to the Town Clerk to deal with health and
safety matters regarding the pictures in the Council Chamber at the Town Hall.

Proposed by Cllr S Raywood, seconded by Cllr K Brennan.

There being no further business the meeting closed at 7.25 pm.

Signature of Chairman upon approval of the minutes 6th May 2021

MINUTES
of the
Remote Finance Committee meeting held on 6th May 2021 at 6:00PM via Zoom

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

In attendance: D Hill (Town Clerk)

- F.21.001 To receive apologies**
Apologies received from Cllr Brennan.
- F.21.002 To receive declarations of interest**
None
- F.21.003 To receive dispensations**
None
- F.21.004 To approve the Minutes of the Finance Committee meeting held on 8th April 2021**
It was RESOLVED to approve the Minutes of the Finance Committee meeting held on 8th April 2021. Proposed by Cllr Danter, seconded by Cllr Bowman.
- F.21.005 Matters arising from the Minutes – for information only.**
20.110 **Applying for a Lloyds Charge card:** Carry Forward
20.110 **Expenditure of legal advice for Watson Hall titles:** Carry Forward
20.128 **Bar wastage** – figures to be added to wastage chart.
- F.21.006 To receive correspondence relating to the Finance Committee**
None
- F.21.007 Public Participation**
None.
- F.21.008 To review the financial reports and bank reconciliations of the Town Council to 31st March 2021**
The reports were reviewed.
A Cllr enquired as to the reason for the overspend in Staffing Professional. They were advised that it was for cover for the Finance Officer.
Action: Town Clerk to investigate overspend on water rates at Watson Hall.
- F.21.009 To consider and agree grant applications from outside bodies**
None received.
- F.21.010 To agree the payments list**
It was RESOLVED to approve the payments list totalling £5289.37.
Proposed by Cllr Sztymiak, seconded by Cllr Danter.

- F.21.011** **To receive a report showing furlough payments received to date**
The report was reviewed.
- F.21.012** **To consider and approve the Annual Governance Statement 2020/21**
The statement was considered and will be recommended to Full Council.
- F.21.013** **To approve the Balance Sheet and Income & Expenditure Account for the financial year ended 31st March 2021**
Deferred to Full Council.
- F.21.014** **To consider and approve the Accounting Statement 2020/21**
Deferred to Full Council.
- F.21.015** **To agree a response to the call for evidence on the right to hold remote meetings**
Further to the completion of the questionnaire by Councillors, it was RESOLVED to submit the results for the call for evidence and that the response would cover the following areas: a duty to those who had not yet had a vaccine, flexibility and the code of conduct.
Proposed by Cllr S Raywood, seconded by Cllr Aldridge. Cllr Danter abstained.
- F.21.016** **To note that Internal Financial Control checks for Q4 2020/21 have been completed**
It was noted.
Action: Working group meeting to discuss future internal control checks.
Cllr J Raywood & Town Clerk to arrange.

There being no further business the meeting closed at 6.57pm.

Signature of Chairman upon approval of the minutes 2nd September 2021

MINUTES
of the
Remote Buildings & Moorings Committee meeting held on 24th March 2021 via Zoom

The meeting commenced at 18:02

Present: Cllrs C Danter (Chair); K Brennan, K Powell, S Raywood, A Carter, P Devine, R Gurney,

In attendance: J Raywood, D Hill (Town Clerk), R Blockley (Events Officer) and two members of the public

B&M.20.130 Receive apologies for absence
None.

B&M.20.131 Receive declarations of interest
None.

B&M.20.132 Receive dispensations
None.

B&M.20.133 Approve the minutes of the Building & Moorings Committee meeting held on 10th December 2020 and 27th January 2021.
Minutes from 10th December 2020 are deferred to the next meeting. It was RESOLVED to approve the minutes from 27th January 2021. Proposed by Cllr Danter, seconded by Cllr S Raywood.

B&M.20.134 Matters arising from the minutes
B&M.20.107 – Tree work: Back of Avon proposed work requires planning permission. Cllr Raywood advised this was now progressing. Carried forward.
B&M.20.093 – Defibrillator quotes: Rotary have agreed provisionally to help fund a defibrillator. Following up a suggestion to place one on High St. rather than Anglo American garden.
B&M.20.127 – Repairs to windows at museum: Croft response re window to be confirmed.

B&M.20.135 Receive correspondence relating to the Buildings & Moorings Committee
None.

B&M.20.136 Public Participation
A member of the public thanked the Town Council for holding the meeting on 18th February. The original request for assistance with four matters has now been reduced to just one issue in relation to the landing stage.

B&M.20.137 Approve payments to be made
It was RESOLVED to approve payments totalling £5,981.46. Proposed by Cllr Powell, seconded by Cllr S Raywood.

B&M.20.138 Review the budget report

The budget report was reviewed. **Action:** Town Clerk to review allocation of grant income.

B&M.20.139 Review Structural Engineer reports on Watson Hall balcony and retaining wall in courtyard

Metal Barrier that runs around balcony top. It was agreed that recommendations should be followed. **Action:** Contractor to be identified to look at options for handrail.

B&M.20.140 Retrospectively approve expenditure relating to Structural Engineer report for courtyard at the Watson Hall

It was RESOLVED to approve the expenditure. Proposed by Cllr S Raywood, seconded by Cllr Powell.

B&M.20.141 Review and agree work required to the retaining wall at the Back of Avon.

The work required was reviewed. **Action:** Town Clerk to ask Ian Bishop to quote for this work.

B&M.20.142 Consider and agree the quote for CCTV in the Town Hall

The quote for £2,900 was agreed on. The proposed work to be run past the Conservation Officer at Tewkesbury Borough Council for listed Building consent. Proposed by Cllr Danter, seconded by Cllr S Raywood.

B&M.20.143 Receive updates on funding applications at the Town Hall and Watson Hall and agree the next steps

- i. **Town Hall** - Stair lifter - look for any possible alternatives
- ii. **Watson Hall** – The Events Officer confirmed funding had been awarded for £23,612 for accessible doors at the Watson Hall, replacement flooring and automated release internal doors linked to the fire alarm system. It was RESOLVED to progress with this work. Proposed by Cllr Powell, seconded by Cllr Brennan.

B&M.20.144 Approve purchase of replacement flag poles for the Town Hall.

The Town Clerk to liaise with Ian Bishop to determine the specification for the replacement flagpoles.

B&M.20.145 Review the work programme

- i. Installation of fire alarm system at the Museum - Wireless system to be installed ASAP. Electrical work required ahead of installation.
- ii. Works on the Museum roof - Scaffolding - erected, Pest control – complete.
- iii. Repairs to windows at the Museum – carry forward
- iv. Appointment of Solicitor to look into matters concerning the titles relating to the Watson Hall and Tewkesbury Museum - carry forward
- v. Planning application at Prior's Court - Additional project development. Confident that there is a good case for wall to be associated with freehold of the adjacent building. Cllr S Raywood to circulate information and working group to be formed.

The meeting was extended by 30 minutes – no objection.

- vi. Ongoing moorings issues - Landing stage and poles – requests from previous meeting. Informal meeting of Clls to discuss issues raised previously and other matters.

B&M.20.146 Review the work programme
The programme was reviewed briefly.

B&M.20.147 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 Danter, seconded by Cllr S Raywood.

B&M.20.148 Consider Surveyor report regarding the garden to the rear of the Watson Hall
Surveyor to prepare a shareable report and then pass to Solicitor to share with property owner.

There being no further business the meeting closed at 7.56 pm.

Signature of Chairman upon approval of the minutes 5th May 2021

MINUTES

of the

Remote Buildings & Moorings Committee meeting held on 5th May 2021 via Zoom at 6pm

Present: Cllrs C Danter (Chair); K Brennan, K Powell, S Raywood, A Carter, P Devine, R Gurney,

In attendance: J Raywood, D Hill (Town Clerk), R Blockley (Events Officer) and one member of the public

B&M.21.001 Receive apologies for absence

None.

B&M.21.002 Receive declarations of interest

None.

B&M.21.003 Receive dispensations

None.

B&M.21.004 Approve the minutes of the Building & Moorings Committee meeting held on 10th December 2020 and 24th March 2021

It was RESOLVED to approve the minutes of the Buildings & Moorings Committee meeting held on 10th December 2020. Proposed by Cllr S Raywood, seconded by Cllr Danter. It was RESOLVED to approve the minutes of the Buildings & Moorings Committee meeting held on 27th January 2021. Proposed by Cllr Gurney, seconded by Cllr Powell.

B&M.21.005 Matters arising from the minutes

B&M.20.107 – Tree work: Back of Avon proposed work requires planning permission. Cllr Raywood advised this was now progressing. Carried forward.

B&M.20.093 – Defibrillator quotes: Rotary have agreed provisionally to help fund a defibrillator. Following up a suggestion to place one on High St. rather than Anglo American garden. Carried forward.

B&M.20.127 – Repairs to windows at museum: The Town Clerk confirmed the response from Croft and this will be followed up.

B&M.20.138 – 64 Barton Street: Grant funding now recoded to an income code – complete

B&M.20.139 – Watson Hall balcony handrail: The Events Officer will check the wording of the recommendation in the Structural Engineer's report

B&M.20.143 – Back of Avon retaining wall: awaiting quote for work

B&M.21.006 Receive correspondence relating to the Buildings & Moorings Committee

A member of the public has been corresponding with the Town Council concerning landing steps at the Back of Avon and gave an overview of the issues and possible options that the Town Council may wish to consider.

- B&M.21.007 Public Participation**
None.
- B&M.21.008 Approve payments to be made**
None.
- B&M.21.009 Review the budget report**
The budget report was reviewed.
- B&M.21.010 Receive an update on funding applications at the Town Hall and Watson Hall and agree the next steps**
Stair walker alternative options will be investigated.
The Events Officer advised that revised flooring quotes were being obtained for the corridor floor replacement at the Watson Hall.
- B&M.21.011 Approve purchase of replacement flag poles for the Town Hall**
It was RESOLVED to approve the expenditure of £1,107 on the purchase of replacement flag poles. Proposed by Cllr S Raywood, seconded by Cllr Powell.
- B&M.21.012 Update on re-opening of buildings and to approve expenditure in relation building improvements**
The Town Clerk advised that craft fayres had restarted in the Town Hall
The Events Officer reported that the bar at the Watson Hall had been opened to fill a gap in the offering to the community due to the lack of outside spaces available in Tewkesbury. It is anticipated that this will end when pubs are allowed to re-open indoors.
- B&M.21.013 To discuss process for decision making from 7th May until such time as face to face meetings are permitted/legislation allows the holding of remote meetings**
The Town Clerk reminded members of the Scheme of Delegation to be put in place as agreed at Full Council.
- B&M.21.014 To appoint a Lead Member for the Watson Hall**
Cllr P Devine was appointed as Lead Member for the Watson Hall.
- B&M.21.015 Approve purchase of replacement flag poles for the Town Hall.**
The Town Clerk to liaise with Ian Bishop to determine the specification for the replacement flagpoles.
- B&M.21.016 Receive updates on the following ongoing matters:**
- i. **Roof works at 64 Barton Street** – The Town Clerk reported that completion had been delayed due to additional works identified, listed building consent and availability of materials.
 - ii. **Additional repairs to windows/façade at 64 Barton Street** – quotes are awaited.
 - iii. **64 Barton Street funding project** – The Town Clerk reported that work was underway by Orchard Fundraising.
 - iv. **Appointment of Solicitor to look into matters concerning the titles relating to the Watson Hall and 64 Barton Street** - Appointment of Solicitor ongoing. Town

Clerk to consider contacting Severn Ham consultant for an alternative recommendation.

- v. **Planning application at Prior's Court** – this matter will be taken into the Moorings working group.
- vi. **Ongoing moorings issues:** it was agreed to form a working group to look into these issues. Cllrs Danter, Powell, Bowman, Gurney Devine, S Raywood volunteered to take part in this. A member of the public also volunteered to take part.

There being no further business the meeting closed at 7.00 pm.

Signature of Chairman upon approval of the minutes 28th July 2021



TEWKESBURY TOWN COUNCIL PLANNING COMMITTEE

Wednesday 3rd March 2021

Present: Cllrs. J Raywood, S Raywood, H Bowman, Mr R Maggs and Mr R Carey

In attendance: Mrs J King, Assistant Town Clerk

Also present: three members of the public

MINUTES

The meeting commenced at 7.00pm

**P.20.315 Welcome and a reminder of how the meeting will be conducted.
(1)**

After welcoming everyone to the meeting and it was established that everyone present could hear everyone else, the chairman 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.20.316 To receive apologies for absence
(2)**

None

**P.20.317 To receive declarations of interest
(3)**

SR - P.20.328 (14) – Licentiate member of RTPI (Personal interest)

**P.20.318 To receive and consider requests for dispensations
(4)**

None

**P.20.319 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)
(5)**

None

(A member of the public joined the meeting at this point.)

**P.20.320 To approve the minutes of the Planning Committee meeting held on 17th February 2021
(6)**

Proposed by Mr. R. Carey Seconded by Cllr. S. Raywood
It was resolved to approve the minutes.



**P.20.321 To receive updates on matters arising from the minutes – for information only
(7)**

The Tewkesbury Borough Local Plan inspection has now taken place. Cllr S Raywood listened to some pertinent parts of it and the inspector seemed to appreciate the development constraints around this parish, for example, the road infrastructure, the flood plain, heritage sites and the conservation area. There did not appear to be difficulties regarding our Statement of Common Ground with the Borough over policy TEW4. We await the outcome of the inspector's deliberations, which may take a few months.

**P.20.322 To note correspondence
(8)**

An invitation to attend the SWDPR briefing on Monday evening was accepted by JR and SR. There is currently a Sustainability Appraisal consultation on the South Worcestershire Local Plan, until 19th April 2021. The 404 page-long document will be circulated to committee members ahead of our next meeting, when it will be on the agenda. Much of the document is of little relevance to this parish but we do need to consider the potential impacts of those proposed development sites closest to us.

**P.20.323 Erection of a single storey rear extension
(9)**

Planning Application
16 Ashchurch Road Tewkesbury Gloucestershire GL20 8BT
Ref. No: 21/00201/FUL

Observations:

No objection.

(Cllr. Bowman noted that there did not seem to be a green notice on display at the site. TBC will be asked to check on this.)

**P.20.324 Replacement of two rear windows with flush casement timber sash windows
(10)**

Planning Application
1 Masons Court Barton Street Tewkesbury Gloucestershire GL20 5PY
Ref. No: 19/01024/LBC

Observations:

No objection.



P.20.325 (11) Erection of a single storey side extension, demolition of detached garage and extension of boundary wall/fence

51 Churchill Grove Newtown Tewkesbury Gloucestershire GL20 8EL
Ref. No: 20/01168/FUL

Observations:

No objection.

P.20.326 (12) To note any additional applications on the Planning Portal which will expire before 17th March 2021 and agree further actions

None

P.20.327 (13) To note any additional information on the Planning Portal regarding applications to which this committee has already responded, and agree further actions

Riverside Café, The Gazebo Back Of Avon Tewkesbury Gloucestershire GL20 5AJ
Ref. No: 20/01106/FUL

Following a discussion with the applicant, the Town Council withdraws its objection, subject to a satisfactory agreement between the applicant and the Planning Officer regarding the stacking and securing of furniture.

(A member of the public left the meeting at this point)

P.20.328 (14) To complete and agree a draft response to the government consultation: - [National Planning Policy Framework and National Model Design Code: consultation proposals - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/national-planning-policy-framework-and-national-model-design-code) for submission to Full Council for approval on 8th March 2021

During the discussion of this item, it was unanimously agreed to extend the meeting for an additional 15 minutes.

A draft response, having been circulated prior to the meeting, was amended and agreed by the committee.

There being no further business, the meeting closed at 8.45 pm.

Signature of chairman

Date



TEWKESBURY TOWN COUNCIL PLANNING COMMITTEE

Wednesday 17th March 2021

Present: Cllrs. J Raywood, S Raywood, H Bowman, Mr R Maggs

In attendance: Mrs D Hill, Town Clerk

Also present: One member of the public

MINUTES

The meeting commenced at 7.01 pm

**P.20.329 Welcome and a reminder of how the meeting will be conducted.
(1)**

After welcoming everyone to the meeting and it was established that everyone present could hear everyone else, the chairman 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.20.330 To receive apologies for absence
(2)**

Mr R Carey

**P.20.331 To receive declarations of interest
(3)**

None

**P.20.332 To receive and consider requests for dispensations
(4)**

None

**P.20.333 Public participation (to provide members of the public/press with the opportunity to
(5) 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.20.334 To approve the minutes of the Planning Committee meeting held on 3rd March 2021
(6)**

Proposed by Cllr. H. Bowman Seconded by Cllr. S. Raywood

It was resolved to approve the minutes.

**P.20.335 To receive updates on matters arising from the minutes – for information only
(7)**

The Town Council's response to the National Planning Policy Framework and National Model Design Code consultation was approved at Full Council on 8th March and has been submitted to the Government.

**P.20.336 To note correspondence
(8)**

Mr. R. Maggs joined the meeting at this point.

Following advice from one of our committee members that application 20/00201/FUL seemed to display no green notice the Borough Planning Officer sent an email reminder to the applicant and asked for photographic evidence that the notice has indeed now been displayed.

Regarding the SWDPR Regulation 18(III) Sustainability Appraisal Consultation (item 20), JR has been in communication by email, with the Chairman of Bredon Parish Council and also the Clerk of Twyning Parish Council. Twyning Parish Council discussed this matter last week and Bredon Parish Council has been asking the South Worcestershire Councils for the detailed analysis which informed the rating given to the proposed Mitton site. This has not yet been forthcoming. Bredon PC would welcome further dialogue with Tewkesbury Town Council on this matter.

A press release has been circulated amongst councillors today, to the effect that Tewkesbury Borough Council's Planning Committee has approved the application to build a bridge over the railway track, between Northway and Bredon.

The Civic Society has copied JR into an email to the Technical Services Officer within the TBC Planning Department, complaining that consultee comments on some planning applications are not being made available to view. Of particular concern were applications nos. 20/01237/FUL and 20/01238/LBC, for which the comments of both this committee and of the conservation officer were not visible. It is not yet clear whether TBC has replied to the Civic Society.



P.20.337 (9) Remove the porch canopy and replace with vertical hanging tiles

Planning Application
26 Twixtbears Bredon Road Tewkesbury Gloucestershire
Ref. No: 21/00155/FUL

Observations:

No objection

P.20.338 (10) Erection of a single storey rear extension

Planning Application
1 Brookside Mitton Tewkesbury Gloucestershire GL20 8BE
Ref. No: 21/00217/FUL

Observations:

No objection

P.20.339 (11) Replace glass roof on rear extension with a flat roof

Planning Application
14 Barton Road Tewkesbury Gloucestershire GL20 5QG
Ref. No: 21/00179/FUL

Observations:

No objection

P.20.340 (12) Installation of LED lighting to illuminate fascia sign

Planning Application
101 High Street Tewkesbury Gloucestershire GL20 5JZ
Ref. No: 21/00227/ADV

Observations:

No objection



P.20.341 (13) Change of use from sweetshop (A1 retail) to nail saloon (Sui Generis). Internal and external alterations to include new shop front, new signage on frontage, re-opening of side doorway with installation of new door.

Planning Application

44 High Street Tewkesbury Gloucestershire GL20 5BH

Ref. No: 21/00033/LBC

Observations:

No objection.

P.20.342 (14) Change of use from sweetshop (A1 retail) to nail saloon (Sui Generis). Internal and external alterations to include new shop front, new signage on frontage, re-opening of side doorway with installation of new door.

Planning Application

44 High Street Tewkesbury Gloucestershire GL20 5BH

Ref. No: 21/00032/FUL

Observations:

No objection

P.20.343 (15) Replacement of first floor window on West elevation.

Planning Application

7 Graham Court Oldbury Road Tewkesbury Gloucestershire GL20 5NZ

Ref. No: 21/00238/FUL

Observations:

No objection

P.20.344 (16) Erection of an aluminium framed warehouse building.

Planning Application

Astron Document Solutions Limited Shannon Way Tewkesbury Business Park Tewkesbury Gloucestershire GL20 8BL

Ref. No: 21/00167/FUL

Observations:

No objection



- P.20.345 (17) To note any additional applications on the Planning Portal which will expire before 31st March 2021 and agree further actions**

None

- P.20.346 (18) To note any additional information on the Planning Portal regarding applications to which this committee has already responded, and agree further actions**

None

- P.20.347 (19) To note the decisions made in February 2021, in respect of planning applications to Tewkesbury Borough Council**

Noted

- P.20.348 (20) To agree a draft response to the South Worcestershire Development Plan Review Further Regulation 18 (III) Sustainability Appraisal Consultation**
[SWDP Review - South Worcestershire Development Plan \(swdevelopmentplan.org\)](http://swdevelopmentplan.org)

Following detailed discussion, it was agreed that Cllrs. J and S Raywood would prepare a draft response by 20th March, for further consideration on 31st March. Since a consultation with such a potentially significant impact on this parish should receive the consideration of the Full Council, the draft response will be sent to all councillors for their opinion. The next Full Council meeting will be on 19th April - the deadline date for responses. The Town Clerk will therefore write to the South Worcestershire Councils to request an extension of time until 21st April. Efforts will also be made to engage with Gloucestershire County Council and the constituency MP on this.

- P.20.349 (21) To receive the committee budget report and to agree the earmarked reserves for the end of the financial year.**

This item has been deferred to the next meeting on 31st March 2021

There being no further business, the meeting closed at 8.17pm



TEWKESBURY TOWN COUNCIL PLANNING COMMITTEE

Wednesday 31st March 2021

Present: Cllrs. J Raywood, S Raywood, H Bowman, R Gurney and Mr Richard Carey

In attendance: Mrs J King, Assistant Town Clerk

Also present: 1 member of the public

MINUTES

The meeting commenced at 7.01pm

**P.20.350 Welcome and a reminder of how the meeting will be conducted.
(1)**

After welcoming everyone to the meeting and it was established that everyone present could hear everyone else, the chairman 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.20.351 To receive apologies for absence
(2)**

Mr R Maggs (work) Cllr S Raywood (delayed due to work)

**P.20.352 To receive declarations of interest
(3)**

None

**P.20.353 To receive and consider requests for dispensations
(4)**

None

P.20.354 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)*
(5)

None



P.20.355 To approve the minutes of the Planning Committee meeting held on 17th March 2021 (6)

Proposed by Cllr. H Bowman Seconded by Mr R Carey

It was resolved to approve the minutes.

P.20.356 To receive updates on matters arising from the minutes – for information only (7)

None

P.20.357 To note correspondence (8)

An additional information consultation is currently running, concerning access between the A38 and a proposed gravel pit at Ripple, plus associated works. This will be an item on the next Planning Committee agenda.

A letter has been received from the enforcement officer regarding 3, Saffron Road. The borough has determined that it will regularise the development which took place on that site without the proper permissions being sought. Since this decision is very much to the disadvantage of the George Watson Memorial Hall Trust, of which the Town Council is the sole trustee, the Town Council may wish to consider what further action, if any, it wishes to take.

P.20.358 Extension to existing garage (9)

Planning Application

18 Knights Way Newtown Tewkesbury Gloucestershire GL20 8DY

Ref. No: 21/00241/FUL

Observations:

The Town Council considers that visibility from this proposed garage access is poor but recognises that this is not made worse by the proposal to extend the building. The Town Council therefore has no objection to make.

Cllr. S Raywood joined the meeting at this point.

P.20.359 Demolition of existing garage and erection of 1 no. detached bungalow and provision of associated vehicular parking area and residential garden area (10)

Planning Application

28 Moulder Road Newtown Tewkesbury Gloucestershire GL20 8EE

Ref. No: 21/00289/FUL

Observations:

No objection, subject to the opinion of Land Drainage Advice.



P.20.360 (11) Demolition of existing garage and conservatory and erection of a two storey front and side extension and single storey rear extension.

Planning Application

9 Manor Park Mitton Tewkesbury Gloucestershire GL20 8BQ

Ref. No: 21/00315/FUL

Observations:

No objection

P.20.361 (12) Demolition and removal of the existing Legion Footbridge crossing the River Swilgate at the East end of the Rail Meadows Car Park

Planning Application

The Currently Disused Footbridge Crossing The River Swilgate From Howells Road To The Youth Centre East Of Rails Meadow Car Park Howells Road Tewkesbury Gloucestershire

Ref. No: 21/00223/DEM

Observations:

No objection. The Town Council is pleased to note that there is an intention to make good the footpaths and it looks forward to seeing proposals for a bridge replacement.

P.20.362 (13) Replacement front windows to first and second floor.

Planning Application

67 Barton Street Tewkesbury Gloucestershire GL20 5PX

Ref. No: 21/00329/FUL

Observations:

No objection, subject to the opinion of the Conservation Officer

P.20.363 (14) Replacement of front windows to first and second floor.

Planning Application

67 Barton Street Tewkesbury Gloucestershire GL20 5PX

Ref. No: 21/00330/LBC

Observations:

No objection, subject to the opinion of the Conservation Officer



- P.20.364 (15) To note any additional applications on the Planning Portal which will expire before 14th April 2021 and agree further actions**

None

- P.20.365 (16) To note any additional information on the Planning Portal regarding applications to which this committee has already responded, and agree further actions**

None

- P.20.366 (17) To agree a draft response to the South Worcestershire Development Plan Review Further Regulation 18 (III) Sustainability Appraisal Consultation**
[SWDP Review - South Worcestershire Development Plan \(swdevelopmentplan.org\)](http://swdevelopmentplan.org)

A draft response, which had been circulated prior to the meeting, was discussed and suitably amended. It will be presented for approval by the Full Council on 19th April 2021.

During the discussion it was unanimously agreed that the meeting should be extended by ten minutes. (Proposed by Cllr. S Raywood and seconded by Cllr. H Bowman)

- P.20.367 (18) To receive the committee budget report and to agree the earmarked reserves for the end of the financial year.**

The budget report was received and the committee agreed unanimously that there was no need to earmark any of the unspent money.

There being no further business, the meeting closed at 8.41pm

Signature of chairman

Date



TEWKESBURY TOWN COUNCIL PLANNING COMMITTEE

Wednesday 14th April 2021

Present: Cllrs. J Raywood, S Raywood, H Bowman and Mr R Maggs

In attendance: Mrs J King, Assistant Town Clerk

Also present: Three members of the public

MINUTES

The meeting commenced at 7.00pm

P.20.368 (1) Welcome and a reminder of how the meeting will be conducted.

After welcoming everyone to the meeting and it was established that everyone present could hear everyone else, the chairman 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.20.369 (2) To receive apologies for absence

Mr R Carey

P.20.370 (3) To receive declarations of interest

None

P.20.371 (4) To receive and consider requests for dispensations

None

P.20.372 (5) Public participation *(to provide members of the public/press with the opportunity to comment on items on the agenda or raise items for future consideration. In accordance with Standing Orders this will not exceed 12 minutes in total and 3 minutes per person)*

None



P.20.373 (6) To approve the minutes of the Planning Committee meeting held on 31st March 2021

Proposed by Cllr. H. Bowman Seconded by Cllr. S. Raywood

It was resolved to approve the minutes.

P.20.374 (7) To receive updates on matters arising from the minutes – for information only

None

P.20.375 (8) To note correspondence

None

P.20.376 (9) Installation of dropped kerbs and formation of a new vehicular access

Planning Application

Mythe Crest Mythe Road Tewkesbury Gloucestershire GL20 6EB

Ref. No: 21/00387/FUL

Observations:

No objection, subject to the approval of County Highways. The Town Council's own investigations indicate that the required visibility from the proposed gateway appears to meet the terms of current legal requirements, although it would appreciate the County Highways team's confirmation of this. The Town Council understands that the neighbour has offered to remove the hedge (not an ancient one) and replace it with ranch style fencing to match existing. It would further improve the safety of egress from both this property and the neighbouring property if this was done.

P.20.377 (10) Erection of a single storey rear and side extension

Planning Application

10 Harbourside Tewkesbury Gloucestershire GL20 5DT

Ref. No: 21/00393/FUL

Observations:

The Town Council requests further information prior to providing a response. It is not clear, from the information provided, how the proposed extension would impact on the neighbouring conservatory. The Town Council has also observed that there is no green notice in evidence and we are therefore not sure if the neighbour is aware of the application.



P.20.378 (11) **Installation of 1no. replacement fascia sign and 1no. replacement wall mounted sign**
Planning Application

Crescent Veterinary Centre 31 Church Street Tewkesbury Gloucestershire GL20 5PD
Ref. No: 21/00114/LBC

Observations:

Objection. The Town Council considers that the materials proposed for the signs are not appropriate in such a key heritage location.

P.20.379 (12) **Installation of 1no. replacement fascia sign and 1no. replacement wall mounted sign**
Planning Application

Crescent Veterinary Centre 31 Church Street Tewkesbury Gloucestershire GL20 5PD
Ref. No: 21/00113/ADV

Observations:

Objection. The Town Council considers that the materials proposed for the signs are not appropriate in such a key heritage location.

Three members of the public left the meeting at this point.

P.20.380 (13) **Proposed extraction of sand and gravel** with restoration using site-derived and imported inert material to wetland, nature conservation and agriculture (cross-boundary application)

Bow Farm, Bow Lane, Ripple, Worcestershire
19/000048/CM (Worcestershire CC) and 19/0081/TWMAJM (Gloucestershire CC)

Observations:

A previous submission related to this application indicated that HGVs from the site would not come through Tewkesbury or over the Mythe Bridge. The current submission seems less clear on this point. Due to concerns about the potential adverse impact of HGVs from the site on Tewkesbury's road infrastructure and also on air quality in the vicinity of the Black Bear roundabout, the Town Council requests that, in the event of the development being permitted, it should be on condition that, in addition to the Mythe Bridge and Tewkesbury Town Centre, HGVs from the site will also not attempt to use the Black Bear roundabout and Bredon Road.

P.20.381 (14) **To note any additional applications on the Planning Portal which will expire before 28th April 2021 and agree further actions**

None.

It was noted that, at the next meeting, a similar agenda item to this will be extended to encompass any applications that remain in the Council's in-tray, since the 28th April



2021 will be the last occasion on which the committee will be able to meet and agree responses, until the 21st June 2021 at the earliest. Committee members asked the chairman to write to our MP, Laurence Robertson, to request his support for the resumption of the right of parish councils to hold remote meetings.

P.20.382 (15) To note any additional information on the Planning Portal regarding applications to which this committee has already responded, and agree further actions

None

There being no further business, the meeting closed at 7.54pm

Signature of chairman

Date



TEWKESBURY TOWN COUNCIL PLANNING COMMITTEE

Wednesday 28th April 2021

Present: Cllrs. J Raywood, S Raywood, H Bowman, R Gurney, Mr R Maggs and Mr R Carey

In attendance: Mrs D Hill, Town Clerk

Also present: One member of the public

MINUTES

The meeting commenced at 7.02pm

**P.20.383 Welcome and a reminder of how the meeting will be conducted.
(1)**

After welcoming everyone to the meeting and it was established that everyone present could hear everyone else, the chairman 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 but will probably not be reconvened, as the Town Council's right to hold remote meetings will cease after 6th May, according to current legislation and pending a re-interpretation of the Local Government Act, of 1972.

**P.20.384 To receive apologies for absence
(2)**

None

**P.20.385 To receive declarations of interest
(3)**

JR and SR are neighbours of the agent for the application featured in item 12, but do not interact socially.

**P.20.386 To receive and consider requests for dispensations
(4)**

None



- P.20.387 (5)** **Public participation** *(to provide members of the public/press with the opportunity to comment on items on the agenda or raise items for future consideration. In accordance with Standing Orders this will not exceed 12 minutes in total and 3 minutes per person)*

None

- P.20.388 (6)** **To approve the minutes of the Planning Committee meeting held on 14th April 2021**

Proposed by Cllr. H. Bowman Seconded by Mr R. Carey

It was resolved to approve the minutes.

- P.20.389 (7)** **To receive updates on matters arising from the minutes – for information only**

In accordance with a request from committee members the chairman has written to MP Laurence Robertson regarding the imminent cessation of the right to hold meetings remotely.

- P.20.390 (8)** **To note correspondence**

The Town Council has been asked by TBC to complete a settlement audit (as have all local parish councils). The last one was done in four years ago. The deadline for this work is 21st May. We will write separate audits for each of the settlements within our parish.

- P.20.391 (9)** **Erection of a front porch and single storey rear extension.**

Planning Application

25 Canterbury Leys Newtown Tewkesbury Gloucestershire GL20 8BP

Ref. No: 21/00073/FUL

Observations:

No objection

- P.20.392 (10)** **Erection of a summerhouse**

Planning Application

1 The Almonry Abbey Precinct Tewkesbury Gloucestershire GL20 5SR

Ref. No: 21/00367/FUL

Observations:

No objection in principle but the Town Council wishes to understand how the summerhouse will be constructed particularly the flooring and base, and also to know the County Archaeologist's opinion with regard to the risk to possible underlying archaeology.

The Town Council notes that no green notice was visible.



P.20.393 (11) Retention of replacement windows on front elevation and replacement door and ground floor level window on rear elevation (retrospective)

Planning Application

8 Oldbury Road Tewkesbury Gloucestershire GL20 5NA

Ref. No: 21/00287/FUL

Observations:

The Town Council considers that the appearance of the windows and door, which have already been replaced, does not detract from the character of the building and has no objection to their retention.

The Town Council notes that there was no green notice in evidence.

P.20.394 (12) Erection of a single storey rear extension.

Planning Application

17 Newtown Lane Newtown Tewkesbury Gloucestershire GL20 8BU

Ref. No: 21/00392/FUL

Observations:

No objection

P.20.395 (13) To note all remaining applications on the Planning Portal and agree a response to each

Alterations to the existing car workshop, including a new roller shutter door to the northern elevation. Part change of use from Sui-generis (car showroom) to Use Class E to extend the retail area into part of the existing car showroom, including external alteration to the northern and western elevations.

Planning Application

P J Nicholls 3 Ashchurch Road Tewkesbury Gloucestershire GL20 8DT

Ref. No: 21/00250/FUL

Comment:

Before making a response, the Town Council wishes to understand the possible impact of the proposed development on parking, vehicle movement, traffic generation and traffic volume in the immediate area, on Ashchurch Road, Pyke Road and Knights Way.



Installation of a built in gas meter box

Planning Application

81 Church Street Tewkesbury Gloucestershire GL20 5RX

Ref. No: 21/00194/FUL and Ref. No: 21/00195/LBC

Comment:

No objection

Change of use of building from office to residential (C3) use.

Planning Application

39 High Street Tewkesbury Gloucestershire GL20 5BB

Ref. No: 20/00634/FUL

Comment:

Before making a response, the Town Council requires more detailed information about the proposed changes. We would like to know details of how bins and bicycles, for example, would be stored. We would also like to see details of the proposed internal layout. We also wish to know if any of the rear courtyard is within the curtilage of the site.

**P.20.396
(14)** **To agree to set up a Planning Working Group which will continue to meet via Zoom on a regular basis to understand and appraise new Planning Applications on the planning Portal, until such time as the Committee can legally meet again.**

It was proposed by Cllr. J. Raywood and seconded by Cllr. H. Bowman that the committee members, plus any other councillors and members of the public who wish to join the conversation, will continue to meet as a working group on Zoom, on a fortnightly basis, if necessary, to analyse and discuss applications on the Planning Portal. The proposal was resolved. Following each meeting the chairman will summarise the discussions in an email, to which committee members and councillors may reply in order to agree or disagree with the summary. The majority opinions will then be submitted as a response to the Planning Authority and all responses will be formally ratified as soon as it is safe and legal to do so. The first of the working group meetings will also focus on the completion of a settlement audit.

There being no further business the meeting was closed at 8:25pm

Signature of chairman

Date

TEWKESBURY TOWN COUNCIL

MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON MONDAY 22ND MARCH 2021 VIA ZOOM AT 4.00 PM

Present: Cllrs J Raywood (Chair), 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 26th February 2021**
It was RESOLVED to approve the minutes of the Staffing Committee meeting held on 26TH February 2021. Proposed by Cllr Davis, seconded by Cllr Brennan.
- 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 Brennan.
- 7) **Matters arising from the last meeting – for information only**
Purchase of mobile telephone – carry forward due to lockdown.
- 8) **Staffing Matters**
 - i. **Appraisals** – Appraisals are being undertaken despite the work from home directive and will be actioned as required.
 - ii. **Bar staff** – Bar staff are furloughed and this will continue until government guidelines allow the Watson Hall to re-open.
 - iii. **Returning to work in the office** – This situation will continue to be monitored in line with government guidance.
 - iv. **Budget report** – The Staffing Committee budget report was reviewed. There are no amounts to be earmarked from financial year 202/21.
 - v. **Finance Officer vacancy** – The Town Clerk reported that the Administration Assistant has taken on additional responsibilities and received training from the consultant due to the fit of the sales ledger work with the bookings system work already undertaken. The Administration Assistant is also undertaking purchase ledger work and as previously discussed to manage the additional workload the Administration Assistant is happy to increase her hours by 4 per week to a total of 24 hours. It was RESOLVED to increase

TEWKESBURY TOWN COUNCIL

the contracted hours for the Administration Assistant to 24 hours per week. Proposed by Cllr Brennan, seconded by Cllr Davis.

- vi. **Toilet Cleaner vacancy** – The Town Clerk reported that this work is still being covered by GAB Services. This situation will be monitored as we come out of lockdown. The Town Council has received positive feedback regarding the continued opening of the public toilets throughout the pandemic and the cleanliness of the facilities.
- vii. **Transparency requirements** – Following a query raised it was noted that the Town Council is compliant relating to HR related requirements.

There being no further business the meeting closed at 4.42pm.

Signature of Chairman upon approval of Minutes

TEWKESBURY TOWN COUNCIL

MINUTES

of the

Severn Ham Committee meeting

Remotely via Zoom on 4th March 2021 at 10.00am

Present: Cllrs P Aldridge (Chair), J Raywood, C Cody, S Raywood, Ms C Corsie, Mr J Lucas, Mr A Purkiss, Mr T Parry, Mr M Cluley, Mr S Kerr (Severn Trent), Mr O Fielding (Dalcour Maclaren), Mr N McGovern (Geda Construction), Mr J Coalter (Geda Construction), Mr J Urbanowicz (Dalcour Maclaren), Mr S Pullen (Severn Trent Ecologist)

In attendance: J King (Assistant Town Clerk)

SH 20/064 To receive apologies for absence
No apologies were received.

SH 20/065 To record declarations of interest
Mr Purkiss – Clerk to the Commoners

SH 20/066 To consider requests for dispensations
None received.

SH 20/067 To approve the Minutes of the meeting held on 4th February 2021
It was RESOLVED to approve the minutes of the meeting held on 4th February 2021.
Proposed by Cllr J Raywood, seconded by Cllr Cody.

SH 20/068 Public Participation
There was no public participation.

SH 20/069 To receive an update on the Severn Trent pipeline works

Reinstatement

Use of green hay – The original plan was to spread green hay along the working area following completion of the works this year. However, due to timescales provided by the contractors (primarily due to connection dates), Severn Trent will miss the window to effectively spread green hay in 2021, therefore an alternative plan is required to create green cover before the winter.

75% of the working area will be ready for reinstatement by mid-August, with the remaining 25% being required for ongoing access for connection and testing works. This will then be available for reinstatement in October-November. These dates could be subject to change depending on the weather.

Following completion of the work this year, the plan is to plant oats, which will hopefully be very fast to establish and can be sown late in the year with an increased seed rate. 75% of the area will hopefully be planted by late September. The remaining 25% of the area will be sown by mid-November. In early summer of 2022 after consultation and with an ecological walk over survey to mark bird nests, the oats will be cut and removed from the working strip. Natural England are happy

TEWKESBURY TOWN COUNCIL

with oats as a cover crop. Priority is to provide a cover to hold the soil together, not a crop.

The green hay spreading will then be instigated along the whole of the working area no later than 15th August 2022 after the oats have been cut and bales removed. The actual timing of the green hay will depend upon the phenology of the donor crop, the ability of the Ham as the recipient site to accept the green hay and the contractor being available to do the work. The timing of this will be in consultation between Severn Trent, Natural England and the advisors of the Severn Ham Committee. Other measures such as brush harvested seed and ongoing weed control are also being considered in addition to this, in consultation with Caroline Corsie.

Haul Road

It has become apparent that a stone haul road along the working area will be necessary to allow safe movement of machinery during the works. Other alternatives have been considered in detail but ultimately dismissed as not suitable due to ground conditions and type of machinery required. The stone haul road is a significant expense and would not be used if other options were suitable.

Due to the adverse ground conditions, sensitive nature of the area and significant & frequent loading, a bespoke haul road design is required. The proposed design consists of the following:

- A geotextile layer to form a barrier between the subsoil and the temporary haul road
- A geogrid layer to reinforce the road, preventing rutting.
- A layer of 6F2 stone, a coarse aggregate which forms the main structural layer designed to support the loads imposed by the required plant, including piling rigs.
- A layer of Type 1 stone which forms a safe working platform suitable for vehicle traffic.

The haul road will be laid on a geotextile membrane, extending wider than the road and weighted at the sides and ends with scaffold poles, which will enable the road to be wrapped ahead of any flood event to prevent stone being washed out. This membrane will also enable the stone to be completely removed following completion of the works.

Due to the ground conditions encountered on the Ham, track matting does not provide adequate support for frequency of use (delivery of pipe sections/materials/movement of plant and machinery within the working area etc) nor the heavy loads that will be imposed by larger plant. For example, the 750mm diameters CFA piles require an accurate installation to ensure the correct construction of the pile capped thrust restraint. This can only be guaranteed with a suitably designed piling platform.

Further to this, with repeated use the access matting would become uneven and would open at the joints which would cause a H&S issue – hence requirement for a stone sub-base to them which would defeat the objective.

In this scenario a stone haul road will cause less damage to the existing ground than the matting as there would be less loading on the subsoil.

There is a comprehensive environmental management plan in place regarding contamination and biosecurity. There will be an ecological clerk of works based on

TEWKESBURY TOWN COUNCIL

site in order to make sure that all of the protocols are followed. There are also management plans regarding the checking of machines before entrance to the site and specific refuelling protocols. The management plans will be shared with the Town Council and submitted to Natural England. Mr Cluley reminded the Committee that Severn Trent are entering the site under notice and therefore the liability remains with Severn Trent for any issues along the working strip.

There will be daily visual checks of the road, to check if the stones getting displaced and ecological clerk of works will note monitor. The Committee raised concerns about the removal of the road and were advised that the geotextile will be spread either side of the road (approximately 3 – 4m) as a buffer zone. All stones will be removed at the end of the works.

The Committee asked about the safeguards for the gas main and fuel pipe, as well as the current water pipe. They were advised that for each of those elements, Severn Trent have been in contact with the Statutory Bodies and permissions to cross have been submitted. The crossing points on the haul road have been designed with a concrete slab to protect the pipelines and has been sent to each of the asset owners for approval.

The trial holes revealed that there is up to 300mm of topsoil. This will be removed and kept separate to the sub soil. The sub soil will be reinstated as soon as possible when works are completed on an area, the top soil will be reinstated in the 75% / 25% split when the reinstatement works are ready to take place. The haul road will sit a little higher than the rest of the Ham. There is a material management plan for excess material and where possible, any excess will be used on site. However it is noted, that there will be material that will need to be removed from the site.

De-watering

Throughout the works, water may need to be pumped from the open sections of trench. When working at the northern and southern ends of the working area, this can be discharge straight into the river, but when working in the middle of the Ham, the proposal is to discharge onto the ground outside of the working area. Water will first pass through a sediment tank prior to being discharged into the river (when within 100-150m of the river) or onto the Ham. There will be daily inspections of the water discharged. Mr Purkiss expressed concern at water being pumped into the middle of the Ham.

At present, the volume of water that will be pumped is unknown, and discussions have been had with Mike Cluley regarding the possibility of certain areas being too wet to cut for hay. Should this prove to be the case, compensation can be paid for any loss of revenue experienced as a result. The grass will also need removing later in the season, and Severn Trent will consult with Mike Cluley regarding this, with Ben Perry being the preferred contractor to do this work.

TEWKESBURY TOWN COUNCIL

Ecology

Penny Anderson Associated Ltd have been appointed as the Ecological Clerk of Works for the scheme. They are overseeing the bird dissuasion works to mitigate against ground nesting species being disturbed during the works.

A small amount of vegetation needs to be cleared on the boundary with the Borough Mills site. This work will be carried out before the 15th March, as Natural England usually take this as the cut-off date when hedges or trees should not be cut down because of the risk of birds nesting. This is on the basis that if they do build a nest early, they are unlikely by that date to have eggs and can rebuild. This clearance is required to create a new access point on to the Severn Ham, which will be used solely for the works. This has the advantage of the current access being available as usual for farm traffic. This has been agreed with the owners of Healings Mill and the fence will be reinstated at the end of the works.

The security of the site was discussed and the Committee were advised that it will be monitored 24/7 by mobile camera towers. These have the advantage of being portable and providing 360 degree coverage, as well as closely monitoring key entrance points.

The traffic management process for how materials will get to site was discussed. It will be required to shut Quay Street for short periods when the large machinery is being transported to site, due to the weight restrictions on the bridge. This has been agreed with GCC Highways.

SH 20/070 To consider and agree any actions regarding the Severn Trent pipeline works and reinstatement on the Severn Ham

It was RESOLVED to agree the proposed actions from Severn Trent regarding the reinstatement, haul road, de-watering and ecology, as detailed in SH 20/069.

Proposed by Cllr Aldridge, seconded by Cllr J Raywood.

The meeting closed at 11.00am.

Next meeting: Thursday 22nd April at 9am

Signature of Chairman upon approval of the minutes22nd April 2021

TEWKESBURY TOWN COUNCIL

MINUTES

of the

Severn Ham Committee meeting

Remotely via Zoom on 22nd April 2021 at 9.30am

Present: Cllrs P Aldridge (Chair), J Raywood, S Raywood, C Danter, K Brennan, Ms C Corsie, Mr J Lucas, Mr A Purkiss, Mr T Parry, , Mr S Kerr (Severn Trent), Ms S Currall (Severn Trent), Mr O Fielding (Dalcour Maclaren), Mr N McGovern (Geda Construction),

In attendance: J King (Assistant Town Clerk)

SH 20/071 To receive apologies for absence
Apologies were received from Cllr Cody.

SH 20/072 To record declarations of interest
Mr Purkiss – Clerk to the Commoners.

SH 20/073 To consider requests for dispensations
None received.

SH 20/074 To approve the Minutes of the meeting held on 4th March 2021
Subject to two amendments to SH20/069 - the word 'doner' being replaced with 'recipient' and the inclusion of 'Mr Purkiss expressed concern at water being pumped into the middle of the Ham.
It was RESOLVED to approve the minutes of the meeting held on 4th March 2021.
Proposed by Cllr J Raywood, seconded by Cllr Danter

SH 20/075 Matters arising from the previous minutes – for information only
SH19/051 Additional Trough – Mr Purkiss, Mr Fielding, Ms Corsie & Mr Cluley to discuss most appropriate location.
SH19/056 Land ownership issue – has been submitted – ongoing.
SH19/082 Environmental Watching Brief – closed as part of general works.
SH19/084 Boost for Diversity funding –closed, not applicable at the moment.
SH20/008 Drone operator – closed, as works have started.
SH20/024 ELMS Model for the Severn Ham – ongoing.
SH20/029 Investigating floristic diversity & NE approval – ongoing.

SH 20/076 Public Participation
There was no public participation.

SH 20/077 To receive an update from Severn Trent and agree any actions
Mr McGovern provided an update.
Main works started on 6th April. Compound is set up and work initially started in Breakingstone Meadow.

TEWKESBURY TOWN COUNCIL

Work on the Ham started on 10th April. Majority of fencing is complete and crossing points are in place. Topsoil stripping has commenced and the protective measures for the oil pipeline and existing water main are in place.

Work on the haul road continues and Severn Trent are taking advantage of the dry weather. Being able to remove the topsoil and seal it in the bund during the good weather, helps to protect the integrity of the soil.

Pipe laying will start in two to three weeks. Bird dissuasion measures continue, and groundwater sampling has been happening.

The Committee asked if the damage around the existing mains will be repaired as part of the restoration? It has been the route for vehicles going to repair leaks over previous years. Mr Kerr to speak to operations about the possibility. Mr Kerr shared a drone picture that shows the rutting from this damage.

A Committee member raised an issue regarding the new crossing point in the centre of the site encouraging people to walk across an area that is not a definitive footpath. Mr Fielding advised that they had been placed with advice from Gloucestershire Highways and experience where people tend to climb fences into the works, rather than walking back on themselves. Severn Trent are happy to put up more signs about ground nesting birds.

Action: Assistant Town Clerk to talk with Mr Fielding regarding signs and crossing points.

Severn Trent advised that the contractors onsite were approached this week by the Environment Agency about access in order to do some fish trapping. Severn Trent gave their contract details to Mr Cluley.

SH 20/078

To receive an update from Caroline Corsie, Environmental Advisor

HLS claim form has to be in by May 15th and the Cross Compliance annual review should also take place soon.

Ms Corsie would like to take soil samples from some of the bunds. Severn Trent are happy to assist and can organise or escort her to the locations.

With the restoration programme, strongly in favour of a 'belt and braces' approach, combining green hay, brush harvesting and also purchasing seed from Emorsgate.

On the wildlife side of things, tadpoles have been rescued and released at their new home on the Tewkesbury Nature Reserve took the tadpoles. The grass cover is particularly poor this year, due to the weather conditions and overgrazing in the Autumn.

The new hi-vis 'Severn Ham Guardian' vests seem to be receiving a positive response. Most people seem to be keeping their dogs on leads.

SH 20/079

To receive an update from Mike Cluley, Carver Knowles

No report.

SH 20/080

To discuss and agree any actions regarding the proposed eel pass at Abbey Mill

The building of the eel pass will take place on EA owned land, so the issue is regarding the access route. The current proposed access (which is the one used previously) along the edge of the bund caused significant damage to the number of

TEWKESBURY TOWN COUNCIL

rare plants and can still be seen today. The restoration work that was done was also of a poor quality.

The Assistant Town Clerk advised that the legislation regarding remote meetings runs out on 7th May, so the Committee will not be able to meet and make decisions until 21st June.

It was RESOLVED to delegate authority to the Assistant Town Clerk, in conjunction with the Chair and Ms Corsie to negotiate with the Environment Agency and move this forward. Proposed by Cllr J Raywood, seconded by Cllr Aldridge.

No planning application has currently been submitted regarding the works.

SH 20/081 To receive the committee budget report

The budget report was received. It was noted that the reinstatement costs had been received from Dalcour Maclaren.

SH 20/082 To approve payments list

It was RESOLVED to approve the payments list totalling £9681.99.
Proposed by Cllr J Raywood, seconded by Cllr Danter.

SH 20/083 Correspondence

The Assistant Town Clerk shared the proposed new signs for the Severn Ham regarding dogs on leads. The Committee supported the new look sign.

The Committee discussed the empty shop window project and taking on a window for the Severn Ham. Cllr J Raywood has been collecting items and will liaise with Cllr Brennan regarding it. The Committee were in favour of the idea.

Earth Stars - Glos Wildlife Trust scheme starts on the Ham in May. Shad counting in the first session, but will be documenting species on the Ham later in the year. Will be on the Ham every other month.

The meeting closed at 10.58am

Next meeting: To be advised.

Signature of Chairman upon approval of the minutes



TEWKESBURY TOWN COUNCIL

MINUTES

of the

**Environment & Amenities Committee meeting
held remotely via Zoom on 10th March 2021 at 6pm**

Present: Cllrs S Raywood (Chair), J Raywood, P Aldridge, K Powell, M Sztymiak, T Fowler, H Bowman

In attendance: J King (Assistant Town Clerk)

E&A 20/090 To receive apologies for absence
Apologies were received from Cllr Davis.

E&A 20/091 To record declarations of interest
None received.

E&A 20/092 To consider requests for dispensations
None received.

E&A 20/093 To approve the minutes of the meetings held on 12th January 2021
Amendment to 20/21-085 to include 'Cllrs Sztymaik & Aldridge support the principle of the boxes, but do not feel that the park would be the best location'
It was RESOLVED to approve the minutes of the meetings held on 12th January 2021.
Proposed by Cllr Aldridge, seconded by Cllr Sztymiak.

E&A 20/094 Matters arising from the minutes – for information only
19/015 Gander Lane Toilets – ongoing – new funding available.
19/036 Community right to bid — ongoing – with Tewkesbury Borough Council.
19/082 Drinking water refill point – ongoing – with Buildings & Moorings.
19/088 Bin outside one stop – funding agreed – with TBC to approve final location.
20/011 Ownership of trees at Derek Graham – GCC to review – ongoing.
20/045 Contact Tirlbrook & Tewkesbury School re: Derek Graham – ongoing.
20/085 Swap box – ongoing.

E&A 20/095 To receive correspondence relating to the Environment & Amenities Committee
Correspondence received regarding access to Lincoln Green Lane noticeboard.
Action: Add to next meeting agenda (18th May)

E&A 20/096 Public Participation
There was no public participation.

E&A 20/097 To review the work programme and agree any actions
The work programme was reviewed.



TEWKESBURY TOWN COUNCIL

The replacement bus shelter panels cost £47 more than approved, due to a back panel rather than a side panel requiring replacement.

It was noted that the Play Ranger session in May will not be able to go ahead due to Covid restrictions. There are six sessions provisionally booked for Summer 2021.

The emergency plan was discussed, with particular reference to flooding. It was noted that the Environment Agency & Severn Trent have different data and levels at which areas flood and that developers are picking the data that suits their development.

Action: To understand what action kicks in at each point during a flooding incident – Ask Cllr Smith to present at next meeting.

Action: Emergency plan to be circulated to all E&A committee members.

E&A 20/098 To receive updates on Play Areas and agree any actions

i. Derek Graham Memorial Park

To agree the location of the new seesaw.

It was RESOLVED to site the new seesaw between the basket swing and the standard swings, close to the accessible roundabout and tarmac access, to make the seesaw as accessible as possible. Check that Tewkesbury Borough Council are happy with the location.

Proposed by Cllr J Raywood, seconded by Cllr Powell.

It was RESOLVED to retrospectively approve the additional cost of the seesaw at Derek Graham at a cost of £168.

Proposed by Cllr Sztymiak, seconded by Cllr Aldridge.

The pipeline replacement work across part of the play area was noted. The work is likely to commence in April 2021. Cllr Aldridge was concerned that any damage to the roots of the trees would be rectified.

Action: Assistant Town Clerk to contact Fischer German regarding trees.

ii. Mitton Play Area

It was RESOLVED to maintain the artificial grass at Mitton Play Area by the application of sand, at a cost of £245.

Proposed by Cllr Sztymiak, seconded by Cllr Aldridge.

iii. Warwick Place Play Area

The planned changes to the access gate were noted, money in the maintenance budget will be earmarked to cover any costs associated with the new drop kerb.

The Assistant Town Clerk advised that there is a cable that is hanging lower than desired across the playground. BT have visited the site and advised



TEWKESBURY TOWN COUNCIL

that it does not belong to them. Western Power have been contacted and they advised that the cable does not belong to them. There is therefore no danger to life from the low hanging cable.

The cable appears to go to four houses and seems to be connected to television aerials. Cllrs advised that it may be a historic alarm system.

Action: Cllr Powell to investigate.

Cllrs discussed planting a tree at Derek Graham. The location was agreed as the south east corner of the park, bordering Queen's Road, as suggested in the most recent tree survey.

It was RESOLVED to purchase a tree and suitable guard up to a cost of £75. Proposed by Cllr Sztymiak, seconded by Cllr Aldridge.

E&A 20/099 To consider and agree the purchase of pea gravel to refill two ballast bins at a cost of £100 and replacement sandbags at a cost of £116

It was RESOLVED to purchase pea gravel to refill two ballast bins at a cost of £100 and if needed, if replacement bags are not available from the Borough Council, replacement sandbags at a cost of £116.

Proposed by Cllr Sztymiak, seconded by Cllr Powell.

Cllr Aldridge left the meeting.

E&A 20/100 To receive the committee budget report
The committee budget report was received.

E&A 20/101 To agree the earmarked reserves at the end of the financial year 2020/21

It was RESOLVED to earmark the following reserves:

£4565 Playpark Projects (300/4590) – project works at Derek Graham

£1208 Maintenance – Derek Graham (300/4600) – slide issue

£1375 Maintenance – Warwick Place (300/4620) – drop kerb work

£1200 Spring Gardens maintenance (310/4450) – replacement doors

£2000 Spring Gardens projects (310/4590) – replacement doors

£6400 (includes £3000 annual maintenance due in March) (340/4750) – CCTV upgrade

£2630 Tree maintenance (340/4755) – pollarding at Derek Graham

£2320 Street furniture (340/4760) – ongoing work inc. refurbishment of ballast bin

£4000 Youth budget (340/4770) – Play ranger sessions for 2021/22

£2000 Bus shelters (3400/4780) – Gupshill roof / seating

£1344 Noticeboards (340/4795) – Replacements for Mitton & Newtown.

Proposed by Cllr J Raywood, seconded by Cllr Powell.



TEWKESBURY TOWN COUNCIL

E&A 20/102 To approve the payments list

It was RESOLVED to approve the payments list totalling £100. This payment is for petty cash.

Proposed by Cllr Sztymiak, seconded by Cllr J Raywood.

The meeting closed at 7.19 pm.

Next meeting: 18th May 2021 at 6pm.

Signature of Chairman upon approval of the minutes 18th May 2021

DRAFT

Summary Income & Expenditure by Budget Heading April 2021

Month No: 1

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
Finance							
120 Finance	Income	160,378	160,378	320,816	160,438		
	Expenditure	1,186	1,186	60,946	59,760		59,760
	Net Income over Expenditure	159,193	159,193	259,870	100,677		
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	159,193	159,193				
	Movement to/(from) Gen Reserve	0	0				
	Finance Income	160,378	160,378	320,816	160,438		
	Expenditure	1,186	1,186	60,946	59,760	0	59,760
	Net Income over Expenditure	159,193	159,193				
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	159,193	159,193				

Building & Moorings

200 Moorings	Income	435	435	5,500	5,065		
	Expenditure	0	0	10,600	10,600	650	9,950
	Movement to/(from) Gen Reserve	435	435				
210 Museum	Expenditure	0	0	25,000	25,000		25,000
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	0	0				
220 Town Hall	Income	565	565	18,100	17,535		
	Expenditure	1,035	1,035	38,400	37,365	800	36,565
	Movement to/(from) Gen Reserve	(469)	(469)				
230 War Memorial	Expenditure	0	0	1,000	1,000		1,000
	Building & Moorings Income	1,000	1,000	23,600	22,600		
	Expenditure	1,035	1,035	75,000	73,965	1,450	72,515
	Net Income over Expenditure	(35)	(35)				
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	(35)	(35)				

Environment & Amenities

300 Play Parks	Expenditure	1,717	1,717	11,120	9,403		9,403
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	(1,717)	(1,717)				
310 Spring Gardens	Expenditure	120	120	10,863	10,743		10,743
	plus Transfer from EMR	0	0				

Summary Income & Expenditure by Budget Heading April 2021

Month No: 1

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
	Movement to/(from) Gen Reserve	(120)	(120)				
320 Gloucester Road	Expenditure	209	209	5,100	4,891		4,891
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	(209)	(209)				
330 Cleaning & Consumables	Expenditure	204	204	5,304	5,100		5,100
340 Outside Spaces	Expenditure	(219)	(219)	19,105	19,324	2,669	16,655
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	219	219				
	Movement to/(from) Gen Reserve	0	0				
	Environment & Amenities Income	0	0	0	0		
	Expenditure	2,030	2,030	51,492	49,462	2,669	46,793
	Net Income over Expenditure	(2,030)	(2,030)				
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	(2,030)	(2,030)				

Planning

400 Planning	Expenditure	0	0	1,500	1,500		1,500
	Planning Income	0	0	0	0		
	Expenditure	0	0	1,500	1,500	0	1,500
	Net Income over Expenditure	0	0				
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	0	0				

Severn Ham

500 Severn Ham	Income	0	0	37,328	37,328		
	Expenditure	1,264	1,264	36,546	35,282	3,720	31,562
	Net Income over Expenditure	(1,264)	(1,264)	782	2,046		
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	(1,264)	(1,264)				
	Severn Ham Income	0	0	37,328	37,328		
	Expenditure	1,264	1,264	36,546	35,282	3,720	31,562
	Net Income over Expenditure	(1,264)	(1,264)				
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	(1,264)	(1,264)				

Summary Income & Expenditure by Budget Heading April 2021

Month No: 1

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>Watson Hall</u>							
600	Watson Hall						
	Income	3,975	3,975	72,800	68,825		
	Expenditure	3,741	3,741	55,320	51,579	23,028	28,551
	Movement to/(from) Gen Reserve	<u>234</u>	<u>234</u>				
	Watson Hall Income	<u>3,975</u>	<u>3,975</u>	<u>72,800</u>	<u>68,825</u>		
	Expenditure	<u>3,741</u>	<u>3,741</u>	<u>55,320</u>	<u>51,579</u>	<u>23,028</u>	<u>28,551</u>
	Movement to/(from) Gen Reserve	<u>234</u>	<u>234</u>				
<u>Staffing</u>							
110	Staffing						
	Expenditure	11,454	11,454	195,740	184,286		184,286
	Staffing Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		
	Expenditure	<u>11,454</u>	<u>11,454</u>	<u>195,740</u>	<u>184,286</u>	<u>0</u>	<u>184,286</u>
	Movement to/(from) Gen Reserve	<u>(11,454)</u>	<u>(11,454)</u>				
<u>Grand Totals:-</u>							
	Income	<u>165,353</u>	<u>165,353</u>	<u>454,544</u>	<u>289,191</u>		
	Expenditure	<u>20,709</u>	<u>20,709</u>	<u>476,544</u>	<u>455,835</u>	<u>30,867</u>	<u>424,968</u>
	Net Income over Expenditure	<u>144,644</u>	<u>144,644</u>	<u>(22,000)</u>	<u>(166,644)</u>		
	plus Transfer from EMR	<u>0</u>	<u>0</u>				
	Movement to/(from) Gen Reserve	<u>144,644</u>	<u>144,644</u>				

Summary Income & Expenditure by Budget Heading May 2021

Month No: 2

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>Finance</u>							
120 Finance	Income	3	160,381	320,816	160,435		
	Expenditure	(5,181)	(3,995)	60,946	64,941		64,941
	Net Income over Expenditure	5,183	164,376	259,870	95,494		
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	5,183	164,376				
130 Mayor's Charity	Income	1,000	1,000	0	(1,000)		
	Expenditure	1,100	1,100	0	(1,100)		(1,100)
	Movement to/(from) Gen Reserve	(100)	(100)				
	Finance Income	1,003	161,381	320,816	159,435		
	Expenditure	(4,081)	(2,895)	60,946	63,841	0	63,841
	Net Income over Expenditure	5,083	164,276				
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	5,083	164,276				
<u>Building & Moorings</u>							
200 Moorings	Income	1,155	1,590	5,500	3,911		
	Expenditure	310	310	10,600	10,290	650	9,640
	Movement to/(from) Gen Reserve	844	1,279				
210 Museum	Expenditure	0	0	25,000	25,000		25,000
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	0	0				
220 Town Hall	Income	861	1,426	18,100	16,674		
	Expenditure	971	2,006	38,400	36,394	800	35,594
	Movement to/(from) Gen Reserve	(110)	(580)				
230 War Memorial	Expenditure	0	0	1,000	1,000		1,000
	Building & Moorings Income	2,016	3,016	23,600	20,584		
	Expenditure	1,281	2,316	75,000	72,684	1,450	71,234
	Net Income over Expenditure	734	700				
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	734	700				
<u>Environment & Amenities</u>							
300 Play Parks	Expenditure	53	1,770	11,120	9,350		9,350
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	(53)	(1,770)				

Summary Income & Expenditure by Budget Heading May 2021

Month No: 2

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
310	Spring Gardens						
	Expenditure	1,750	1,870	10,863	8,993		8,993
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	(1,750)	(1,870)				
320	Gloucester Road						
	Expenditure	384	593	5,100	4,507		4,507
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	(384)	(593)				
330	Cleaning & Consumables						
	Expenditure	1,500	1,704	5,304	3,601		3,601
340	Outside Spaces						
	Expenditure	217	(2)	19,105	19,107	2,669	16,438
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	(217)	2				
	Movement to/(from) Gen Reserve	0	0				
	Environment & Amenities Income	0	0	0	0		
	Expenditure	3,904	5,934	51,492	45,558	2,669	42,889
	Net Income over Expenditure	(3,904)	(5,934)				
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	(3,904)	(5,934)				

Planning

400	Planning						
	Expenditure	0	0	1,500	1,500		1,500
	Planning Income	0	0	0	0		
	Expenditure	0	0	1,500	1,500	0	1,500
	Net Income over Expenditure	0	0				
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	0	0				

Severn Ham

500	Severn Ham						
	Income	0	0	37,328	37,328		
	Expenditure	350	1,614	36,546	34,932	3,720	31,212
	Net Income over Expenditure	(350)	(1,614)	782	2,396		
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	(350)	(1,614)				
	Severn Ham Income	0	0	37,328	37,328		
	Expenditure	350	1,614	36,546	34,932	3,720	31,212
	Net Income over Expenditure	(350)	(1,614)				
	plus Transfer from EMR	0	0				

Summary Income & Expenditure by Budget Heading May 2021

Month No: 2

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
Movement to/(from) Gen Reserve	<u>(350)</u>	<u>(1,614)</u>				

Watson Hall

600 Watson Hall	Income	4,845	8,819	72,800	63,981		
	Expenditure	7,487	11,227	55,320	44,093	23,028	21,065

Movement to/(from) Gen Reserve	<u>(2,642)</u>	<u>(2,408)</u>
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Watson Hall Income	<u>4,845</u>	<u>8,819</u>	<u>72,800</u>	<u>63,981</u>		
Expenditure	<u>7,487</u>	<u>11,227</u>	<u>55,320</u>	<u>44,093</u>	<u>23,028</u>	<u>21,065</u>
Movement to/(from) Gen Reserve	<u>(2,642)</u>	<u>(2,408)</u>				

Staffing

110 Staffing	Expenditure	14,365	25,819	195,740	169,921		169,921
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Staffing Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		
Expenditure	<u>14,365</u>	<u>25,819</u>	<u>195,740</u>	<u>169,921</u>	<u>0</u>	<u>169,921</u>

Movement to/(from) Gen Reserve	<u>(14,365)</u>	<u>(25,819)</u>
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Grand Totals:- Income	7,863	173,216	454,544	281,328		
Expenditure	<u>23,306</u>	<u>44,015</u>	<u>476,544</u>	<u>432,529</u>	<u>30,867</u>	<u>401,662</u>
Net Income over Expenditure	<u>(15,443)</u>	<u>129,201</u>	<u>(22,000)</u>	<u>(151,201)</u>		
plus Transfer from EMR	0	0				
Movement to/(from) Gen Reserve	<u>(15,443)</u>	<u>129,201</u>				

Summary Income & Expenditure by Budget Heading June 2021

Month No: 3

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>Finance</u>							
120 Finance	Income	3	160,384	320,816	160,432		
	Expenditure	3,771	(224)	60,946	61,170		61,170
	Net Income over Expenditure	(3,768)	160,608	259,870	99,262		
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	(3,768)	160,608				
130 Mayor's Charity	Income	0	1,000	0	(1,000)		
	Expenditure	0	1,100	0	(1,100)		(1,100)
	Movement to/(from) Gen Reserve	0	(100)				
	Finance Income	3	161,384	320,816	159,432		
	Expenditure	3,771	876	60,946	60,070	0	60,070
	Net Income over Expenditure	(3,768)	160,508				
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	(3,768)	160,508				
<u>Building & Moorings</u>							
200 Moorings	Income	1,005	2,595	5,500	2,905		
	Expenditure	198	508	10,600	10,092	650	9,442
	Movement to/(from) Gen Reserve	807	2,086				
210 Museum	Expenditure	18,523	18,523	25,000	6,477		6,477
	plus Transfer from EMR	17,053	17,053				
	Movement to/(from) Gen Reserve	(1,470)	(1,470)				
220 Town Hall	Income	1,224	2,650	18,100	15,450		
	Expenditure	1,702	3,708	38,400	34,692	800	33,892
	Movement to/(from) Gen Reserve	(478)	(1,057)				
230 War Memorial	Expenditure	0	0	1,000	1,000		1,000
	Building & Moorings Income	2,229	5,245	23,600	18,355		
	Expenditure	20,423	22,739	75,000	52,261	1,450	50,811
	Net Income over Expenditure	(18,193)	(17,494)				
	plus Transfer from EMR	17,052	17,052				
	Movement to/(from) Gen Reserve	(1,141)	(441)				
<u>Environment & Amenities</u>							
300 Play Parks	Expenditure	1,056	2,826	11,120	8,294		8,294
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	(1,056)	(2,826)				

Summary Income & Expenditure by Budget Heading June 2021

Month No: 3

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
310 Spring Gardens	Expenditure	942	2,812	10,863	8,051		8,051
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	(942)	(2,812)				
320 Gloucester Road	Expenditure	236	828	5,100	4,272		4,272
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	(236)	(828)				
330 Cleaning & Consumables	Expenditure	217	1,921	5,304	3,383		3,383
340 Outside Spaces	Expenditure	1,892	1,891	19,105	17,214	2,669	14,546
	plus Transfer from EMR	490	490				
	Movement to/(from) Gen Reserve	(1,402)	(1,401)				
	Movement to/(from) Gen Reserve	0	0				
	Environment & Amenities Income	0	0	0	0		
	Expenditure	4,343	10,277	51,492	41,215	2,669	38,546
	Net Income over Expenditure	(4,343)	(10,277)				
	plus Transfer from EMR	490	490				
	Movement to/(from) Gen Reserve	(3,853)	(9,787)				

Planning

400 Planning	Expenditure	0	0	1,500	1,500		1,500
	Planning Income	0	0	0	0		
	Expenditure	0	0	1,500	1,500	0	1,500
	Net Income over Expenditure	0	0				
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	0	0				

Severn Ham

500 Severn Ham	Income	183	183	37,328	37,145		
	Expenditure	30	1,644	36,546	34,902	3,720	31,182
	Net Income over Expenditure	153	(1,461)	782	2,243		
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	153	(1,461)				
	Severn Ham Income	183	183	37,328	37,145		
	Expenditure	30	1,644	36,546	34,902	3,720	31,182
	Net Income over Expenditure	153	(1,461)				
	plus Transfer from EMR	0	0				

Summary Income & Expenditure by Budget Heading June 2021

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
Movement to/(from) Gen Reserve	<u>153</u>	<u>(1,461)</u>				

Watson Hall

600 Watson Hall	Income	3,335	12,155	72,800	60,645		
	Expenditure	5,292	16,520	55,320	38,800	23,028	15,772

Movement to/(from) Gen Reserve	<u>(1,957)</u>	<u>(4,365)</u>
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Watson Hall Income	<u>3,335</u>	<u>12,155</u>	<u>72,800</u>	<u>60,645</u>		
Expenditure	<u>5,292</u>	<u>16,520</u>	<u>55,320</u>	<u>38,800</u>	<u>23,028</u>	<u>15,772</u>
Movement to/(from) Gen Reserve	<u>(1,957)</u>	<u>(4,365)</u>				

Staffing

110 Staffing	Expenditure	16,697	42,516	195,740	153,224		153,224
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Staffing Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		
Expenditure	<u>16,697</u>	<u>42,516</u>	<u>195,740</u>	<u>153,224</u>	<u>0</u>	<u>153,224</u>

Movement to/(from) Gen Reserve	<u>(16,697)</u>	<u>(42,516)</u>
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Grand Totals:- Income	5,751	178,966	454,544	275,578		
Expenditure	<u>50,556</u>	<u>94,571</u>	<u>476,544</u>	<u>381,973</u>	<u>30,867</u>	<u>351,106</u>
Net Income over Expenditure	<u>(44,805)</u>	<u>84,395</u>	<u>(22,000)</u>	<u>(106,395)</u>		
plus Transfer from EMR	17,542	17,542				
Movement to/(from) Gen Reserve	<u>(27,263)</u>	<u>101,938</u>				

	<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320	EMR B&M Museum Maintenance	11,240.00		11,240.00
321	EMR B&M Town Hall Gardens	250.00		250.00
322	EMR B&M Moorings Prior's Court	19,894.23		19,894.23
323	(Not In Use)	0.00		0.00
324	EMR E&A Noticeboards	1,447.00		1,447.00
325	EMR E&A Playground Projects	7,110.00		7,110.00
326	EMR E&A Youth	6,615.00		6,615.00
327	EMR Fin Asset Management Proj	3,821.00		3,821.00
328	EMR B&M War Memorial *	5,557.73		5,557.73
329	EMR SH Severn Ham	6,140.00		6,140.00
330	EMR E&A CCTV	3,074.00		3,074.00
331	EMR E&A Tree Maintenance	5,150.00		5,150.00
332	EMR E&A Street Furniture	4,029.00		4,029.00
333	EMR E&A Toilet Block Project	6,394.00		6,394.00
334	EMR E&A Gloucester Road Maint.	0.00		0.00
335	EMR E&A Bus Shelters	2,000.00		2,000.00
336	EMR Fin Regalia	0.00		0.00
337	EMR Fin Website	2,160.00		2,160.00
338	EMR Fin Professional	0.00		0.00
339	EMR Fin Legal	0.00		0.00
340	EMR Fin Elections	3,000.00		3,000.00
341	EMR Fin Tourism & Marketing	1,474.00		1,474.00
342	EMR Fin Newsletter	500.00		500.00
343	EMR SH Weeding	3,000.00		3,000.00
344	EMR SH Severn Ham Tree Maint	8,000.00		8,000.00
345	EMR SH Hay Sowing Project	8,675.00		8,675.00
346	EMR SH Carver Knowles	2,050.00		2,050.00
347	EMR Pla Comm. & Display	2,500.00		2,500.00
348	EMR Pla Outreach Sessions	342.00		342.00
349	EMR B&M Moorings Projects	4,263.00		4,263.00
350	EMR B&M Watson Hall Lease *	20,000.00		20,000.00
351	EMR B&M Moorings St Mary's Lan	2,433.00		2,433.00
352	EMR Insurance	1,556.00		1,556.00
353	EMR Shop Windows Project	3,890.00		3,890.00
354	EMR TH Maintenance	5,831.00		5,831.00
355	EMR WH Projects	10,515.00		10,515.00
356	EMR WH Bar Equipment	1,619.00		1,619.00
357	EMR Museum Roof Project	18,750.00		18,750.00
		<u>183,279.96</u>	<u>0.00</u>	<u>183,279.96</u>

Bank Reconciliation Statement as at 30/06/2021
for Cashbook 1 - Lloyds - Business Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds Bank Current A/c	30/06/2021		291,948.85
			<u>291,948.85</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			291,948.85
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			291,948.85
		Balance per Cash Book is :-	291,948.85
		Difference is :-	0.00

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds Bank Savings A/c	30/06/2021	43	112,085.20
			<u>112,085.20</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			112,085.20
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			112,085.20
		Balance per Cash Book is :-	112,085.20
		Difference is :-	0.00

RECORD OF USE OF COVID-19 SCHEME OF DELEGATION

Payments List 11/05/2021 totalling £5,344.15

Payments List 08/06/2021 totalling £7,161.07

Payments List 15/06/2021 totalling £26,076.94

Approval of release of £490 from earmarked reserve 332 street furniture (scaffolding for clock) (E&A)

Approval of release of £640 from earmarked reserve 325 playground projects (extension of wetpour to base of slide & emergency repair to wetpour edge) (E&A)

Approval of release of £17,052.50 from earmarked reserve 357 museum roof project (Committee Chairs)

Payments List 24/06/2021 totalling £5,794.56

Approval to order two business mobile phones and to set up a direct debit to Tesco Mobile (Finance)

List of Payments made between 01/04/2021 and 30/06/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/2021	NEST	BACS	65.89		NEST Pension March 2021 P12
01/04/2021	Diversity Business Services Lt	4018	165.00		HR Retainer
03/04/2021	Opus Gas Supply Limited	26225688	319.64		TH gas
06/04/2021	Digital Telecom Ltd	26178	180.00		Purchase Ledger DDR Payment
06/04/2021	Waterplus (Toilet Block - 0513	INV0473374	164.23		Water GR
06/04/2021	Tewkesbury Borough Council	002427	196.00		Garden Waste Bins
07/04/2021	Laithwaites Wine Gloucester Sh	UKSIN00831	190.56		Wine for WH
08/04/2021	Inty Limited	307058	79.98		IT
13/04/2021	Waterplus (Town Hall - 0385036	INV0473612	140.71		Water TH
13/04/2021	Waterplus (Trough B. Avon - 08	INV0473879	27.75		Water Trough B/Avon
14/04/2021	GAB	Std Ord	4,550.00		Contractor costs
14/04/2021	Bar Petty Cash	PC	15.30		Transfer to Bar PC
16/04/2021	HMRC	BACS	1,698.89		Tax/NI March 2021 P12
16/04/2021	Gloucester County Council	BACS	1,910.75		Pension March 2021 P12
16/04/2021	Focus Cancer Care	000404	1,100.00		Donation Focus Cancer care
20/04/2021	Blue Moon Cleaning	1	170.00		Bus Shelter Cleaning
20/04/2021	Countrywide Grounds Maintenanc	2	227.59		Grounds Maintenance
20/04/2021	eibe complete inspiration	3	3,741.60		Seesaw and installation
20/04/2021	GAPTC	4	50.00		Councillor training
20/04/2021	GW Shelter Solutions	5	368.40		SI-382/1404/GW Shelter Solutio
20/04/2021	Timber & Hardware Supplies Ltd	6	112.03		Noticeboard/Dustbin
20/04/2021	Haywards Tewkesbury Ltd	7	238.75		Maintenenace
20/04/2021	Herefordshire Fire Protection	8	228.84		TH Extinguishers
20/04/2021	Hy-Clean Supplies Limited	9	115.68		Cleaning Supplies
20/04/2021	Imex Data & Communications Lim	10	273.60		IT
20/04/2021	Proactive Business Supplies Lt	11	143.98		Business Supplies - Shelving
20/04/2021	Severn Seating	12	295.00		Bench Refurb SH
20/04/2021	Trade UK (T/A Screwfix)	13	15.99		Maintenance
20/04/2021	Staff Salaries	BACS	6,402.61		Staff Salaries April P1
20/04/2021	TBC - Town Hall	50009540	419.00		TH Business Rates
20/04/2021	Tewkesbury Borough Council	STD ORD	1.60		TH Business Rates
21/04/2021	Digital Telecom Ltd	200427	49.80		Telephone
21/04/2021	Digital Telecom Ltd	200422	76.20		Telephone
21/04/2021	Cellar Supplies Cheltenham Ltd	POA	691.46		Purchase Ledger DDR Payment
23/04/2021	Laithwaites Wine Gloucester Sh	POA	157.32		P/Ledger Electronic Payment
24/04/2021	Charlton Networks	36041	107.80		IT Support
26/04/2021	Squeaky Clean Energy Ltd	323936	115.07		Electricity
26/04/2021	Squeaky Clean Energy Ltd	323927	333.35		Electricity
26/04/2021	Squeaky Clean Energy Ltd	323928	93.40		Electricity
28/04/2021	Opus Gas Supply Limited	26290101	53.08		Watson hall
28/04/2021	Waterplus (Watson Hall - 03850	March	122.91		Purchase Ledger DDR Payment
28/04/2021	Lloyds	FPO	10.55		Bank Charges
29/04/2021	Ascot Wholesale Ltd	Q41175	426.28		Coffee machine for WH
29/04/2021	Rebecca Blockley	FPO	207.67		Expenses
29/04/2021	Jen King	FPO	43.56		Expenses
30/04/2021	ABComplete Ltd	1	784.56		Museum pest control
30/04/2021	Carver Knowles Property Consul	2	240.00		RPA BPS Submission

List of Payments made between 01/04/2021 and 30/06/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/04/2021	Countrywide Grounds Maintenance	3	227.59		Grounds Maintenance
30/04/2021	Environmental Management Solutions	4	420.00		Asbestos survey at Museum
30/04/2021	Greenfields Garden Services Ltd	5	294.00		Play area sand
30/04/2021	Timber & Hardware Supplies Ltd	6	93.37		Back of Avon railings
30/04/2021	Haywards Tewkesbury Ltd	7	253.07		Paint for touch ups
30/04/2021	Hutchings & Son	8	44.00		Tree Planting
30/04/2021	KB Heating	9	480.00		Boiler Servicing
30/04/2021	PAYROLLS UK LTD	10	184.20		bar payroll processing
30/04/2021	Plain English Accounting	11	1,950.00		Accounting
30/04/2021	Proactive Business Supplies Ltd	12	59.97		Stationery
30/04/2021	Network Connections UK Ltd T/A	13	4,050.00		Annual Maintenance
30/04/2021	Tewkesbury Borough Council	14	50.00		Insurance recharge 2021
30/04/2021	Cellar Supplies Cheltenham Ltd	AGR-18158	1,873.88		Bar Stock
04/05/2021	HMRC	002430	21.60		Combined Consumables
05/05/2021	TBC - Back Of Avon	5105564X	68.60		Back Of Avon Business Rates
05/05/2021	TBC - Gloucester Road	51075439	232.35		Gloucester Road Business Rates
05/05/2021	TBC - Spring Gardens	51075448	307.90		Spring Gardens Business Rates
05/05/2021	TBC - St Marys Lane	51055668	57.20		St Marys Lane Business Rates
06/05/2021	Cellar Supplies Cheltenham Ltd	POA DD	1,873.88		P/Ledger Electronic Payment
07/05/2021	B Creations	2698	37.50		Bar Workwear
12/05/2021	WPS Insurance Brokers & Risk Solutions	506309117	529.00		insurance
12/05/2021	Freehouse Live	S FERBRACH	150.00		Steve Ferbrache
12/05/2021	The Ramp People	248102	150.00		Access Ramp for WH
12/05/2021	nationwide Asset Management Ltd	10127	96.00		Kitchen equipment
13/05/2021	NEST	DD	79.06		NEST Pension April 2021 P1
14/05/2021	GAB	Std Ord	4,550.00		Contractor costs
14/05/2021	4Luk Ltd	2762	855.48		Bar taps
16/05/2021	Waterplus (Watson Hall Bar- 03	0385036125	106.24		Water
19/05/2021	HMRC	BACS	1,129.16		HMRC Tax/NI April 2021 P1
19/05/2021	Gloucester County Council	BACS	1,845.54		GCC Pension April 2021 P1
20/05/2021	Squeaky Clean Energy Ltd	324883	264.42		Electricity
20/05/2021	Squeaky Clean Energy Ltd	324884	66.58		Electricity
20/05/2021	Squeaky Clean Energy Ltd	324891	94.00		Electricity
20/05/2021	Squeaky Clean Energy Ltd	324892	300.37		Electricity
20/05/2021	Inty Limited	314528	79.98		IT
20/05/2021	TBC - TC	Std Ord	419.00		Non Domestic Rates Town Hall
20/05/2021	Staff Salaries	BACS	8,353.30		Staff Salaries May P2
21/05/2021	Digital Telecom Ltd	200613	76.20		Telephone
21/05/2021	Digital Telecom Ltd	200618	49.80		Telephone
21/05/2021	Charlton Networks	36162	108.19		Telephone
26/05/2021	Siemens	DD	813.25		Photocopier lease
27/05/2021	NEST	DD	79.06		NEST Pension May 2021 P2
28/05/2021	Lloyds	FPO	8.85		Lloyds
28/05/2021	Diversity Business Services Ltd	POA	165.00		Purchase Ledger DDR Payment
31/05/2021	4Luk Ltd	1	96.00		Bar Pump Repairs
31/05/2021	Caroline Corsie	2	1,250.00		Conservation of Severn Ham
31/05/2021	Greenfields Garden Services Ltd	3	227.69		DG playpark repairs

List of Payments made between 01/04/2021 and 30/06/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
31/05/2021	Hillside Brewery	4	82.80		Cask for WH
31/05/2021	Hy-Clean Supplies Limited	5	237.04		Supplies
31/05/2021	Inferno Brewery Ltd	6	255.00		Casks for WH
31/05/2021	Music Sound & Lighting LTD	7	219.00		ADJ uplighter package
31/05/2021	Plain English Accounting	8	300.00		Accounting
31/05/2021	Proactive Business Supplies Lt	9	821.84		Stationery
31/05/2021	Tewkesbury Borough Council	10	1,800.00		Play Area Inspections
31/05/2021	Opus Gas Supply Limited	26310035	197.98		TH Gas Bill
01/06/2021	Barbourne Cider LLP	1	98.40		Bar stock for WH
01/06/2021	Countrywide Grounds Maintenanc	2	227.59		Park grounds maintenance
01/06/2021	Timber & Hardware Supplies Ltd	3	101.96		Decking - Moorings
01/06/2021	Inferno Brewery Ltd	4	510.00		Bar Stock
01/06/2021	Locksmiths Gloucester	5	65.00		Lock Repairs
01/06/2021	Ben Perry	6	350.00		grass cutting for SH
01/06/2021	The Photo Studio (Tewkesbury)	7	18.00		Mayor's photo
01/06/2021	Plain English Accounting	8	600.00		Accounting
01/06/2021	TKR Refrigeration Ltd	9	250.14		glasswasher repair
01/06/2021	Waterplus (Watson Hall - 03850	INV0486978	122.91		Purchase Ledger DDR Payment
03/06/2021	Opus Gas Supply Limited	26399548	183.58		TH gas bill
05/06/2021	TBC - Back Of Avon	5105564X	68.60		Back Of Avon Business Rates
05/06/2021	TBC - Gloucester Road	51075439	232.35		Gloucester Road Business Rates
05/06/2021	TBC - Spring Gardens	51075448	307.90		Spring Gardens Business Rates
05/06/2021	TBC - St Marys Lane	51055668	57.20		St Marys Lane Business Rates
05/06/2021	Tewkesbury Borough Council	BACS	-0.35		Non Domestic Rates WCs
05/06/2021	Tewkesbury Borough Council	BACS	-0.20		Non Domestic Rates St Mary's
05/06/2021	Tewkesbury Borough Council	BACS	-3.90		Non Domestic Rates Spring
05/06/2021	Tewkesbury Borough Council	BACS	1.40		Non Domestic Rates Back /Avon
08/06/2021	Inty Limited	INV0032129	79.98		IT Services
08/06/2021	Debbie Hill	BACS	443.19		Expenses
08/06/2021	Rebecca Blockley	BACS	45.75		Expenses
08/06/2021	GAPTC	BACS	2,446.62		Annual Subscription
14/06/2021	ABComplete Ltd	1	108.00		April-July 2021
14/06/2021	Countrywide Grounds Maintenanc	2	227.59		Grounds maintenance
14/06/2021	Hy-Clean Supplies Limited	3	194.36		Cleaning Supplies
14/06/2021	Imex Data & Communications Lim	4	91.20		Till maintenance
14/06/2021	KB Heating	5	1,248.10		Toilets Maintenance
14/06/2021	Locksmiths Gloucester	6	320.00		Disabled toilet lock SG
14/06/2021	PAYROLLS UK LTD	7	62.40		payroll office staff
14/06/2021	The Photo Studio (Tewkesbury)	8	21.00		Prints of councillors
14/06/2021	Jen King	BACS	14.24		Expense Claim
14/06/2021	Rebecca Blockley	BACS	45.25		Expense Claim
14/06/2021	Rebecca Blockley	BACS	45.00		expense claim
14/06/2021	Rebecca Blockley	BACS	50.00		expense claims
14/06/2021	Debbie Hill	BACS	39.95		expense claim
14/06/2021	GAB	Std Ord	4,550.00		Contractor costs
15/06/2021	Securitas Security Services (U	1	372.00		Alarm Service Contract
15/06/2021	Tewkesbury Chalkboards	2	60.00		Decorated Chalkboard for WH

List of Payments made between 01/04/2021 and 30/06/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
15/06/2021	Clavell and Hind	3	87.54		Bar Stock
15/06/2021	Digital Telecom Ltd	4	90.00		IT
15/06/2021	First Signs & Labels Ltd	5	27.36		Bus shelter no smoking signs
15/06/2021	Glos Rural Community Council	6	25.00		Renewal
15/06/2021	Timber & Hardware Supplies Ltd	7	85.15		BoA maintenance
15/06/2021	Haywards Tewkesbury Ltd	8	452.46		Strimmer servicing
15/06/2021	Hillside Brewery	9	695.40		Bar Stock
15/06/2021	Hy-Clean Supplies Limited	10	303.75		Cleaning Supplies
15/06/2021	C.W. Hygiene Services Ltd	11	330.00		Kitchen Deep Clean
15/06/2021	Inferno Brewery Ltd	12	425.00		Bar stock
15/06/2021	Kyron Venn	13	85.00		Bar Supplies
15/06/2021	PAYROLLS UK LTD	14	59.40		Payroll
15/06/2021	Plain English Accounting	15	600.00		Accounting
15/06/2021	Theoc Testing	16	123.45		Pat testing
15/06/2021	Trade UK (T/A Screwfix)	17	16.99		Repairs
18/06/2021	HMRC	BACS	1,330.84		Tax/Ni May P2
18/06/2021	Gloucester County Council	BACS	1,868.27		Pensions May P2
18/06/2021	Staff Salaries	BACS	8,536.03		Net Wages June P3
18/06/2021	Debbie Hill	BACS	119.90		Expenses
18/06/2021	Joanna Rutherford	BACS	77.14		Expenses
18/06/2021	Loisa hayland	BACS	100.00		WH Entertainment
18/06/2021	J Rolt	BACS	150.00		WH Entertainment
20/06/2021	TBC - TC	Std Ord	419.00		Non Domestic Rates Town Hall
21/06/2021	Initial Washroom Hygiene	33891334	1,172.34		Hygiene Svc Cont 14/6-13/6/22
22/06/2021	Squeaky Clean Energy Ltd	0325990	795.96		0325990/1634/Squeaky Clean Ene
22/06/2021	Squeaky Clean Energy Ltd	0325996	184.48		Town hall Electricity
22/06/2021	Squeaky Clean Energy Ltd	0325991	72.93		0325991/1633/Squeaky Clean Ene
22/06/2021	Charlton Networks	36282	108.00		service charge
23/06/2021	NEST	BACS	80.20		NEST Pension June 2021 P3
24/06/2021	Ian Bishop	1	20,463.00		Museum roof works
24/06/2021	Cheltenham & Gloucester Scaffo	2	588.00		Scaffold for High Street Clock
24/06/2021	CLMB Media	3	50.00		Video of Mayor Making
24/06/2021	Complete First Aid Training	4	210.00		First Aid training for bar sta
24/06/2021	Digital Telecom Ltd	5	126.00		Watson telephone
24/06/2021	One Stop Promotions Ltd	6	1,328.40		Wall mounted flag poles
24/06/2021	Haywards Tewkesbury Ltd	7	188.09		kitchen equipment
24/06/2021	Jaydee Living Ltd	8	81.36		Stackable containers-recycling
24/06/2021	KB Heating	9	290.00		Spring garden maint.
24/06/2021	Orchard Fundraising Ltd	10	375.00		Professional fund raising
24/06/2021	Proactive Business Supplies Lt	11	152.08		Stationery
24/06/2021	Vimto Out of Home	12	638.48		bar Stock
24/06/2021	Wybone Limited	13	490.49		litter bin
25/06/2021	Lloyds	DD	17.00		Bank Charges
25/06/2021	Squeaky Clean Energy Ltd	326210	44.40		Electricity SG toilets Dec-May
28/06/2021	Diversity Business Services Lt	4112	165.00		HR Services
28/06/2021	Opus Gas Supply Limited	26471095	23.92		WH gas bill
30/06/2021	Lloyds - 32 Day Notice A/C	Interest	3.02		Interest Received

List of Payments made between 01/04/2021 and 30/06/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/06/2021	Waterplus (Watson Hall - 03850	POA	122.91		Purchase Ledger DDR Payment
Total Payments			<u>122,991.27</u>		

Grants Awarded to date in 2021/22

£2500 Tewkesbury Christmas Lights

Applications received from:

Tewkesbury Alley Revival (Project Alleycats) - £1000 requested

Activities in 2020 and Spring 2021 were nearly all cancelled due to Covid, other than the launch of the Alley App – a virtual guide to the Alleys. In 2019 our major projects were the completion and installation of the Czar sculpture on the Back of Avon. We also hosted regular alley strolls. In addition, we produced and sold 200+ copies of the Alleys and Courts Calendar in association with Tewkesbury Arts Society and maintained raised funds through the sale of maps and teatowels.

Over the next 9 months we want to commission two art works. The first will be in Stephens Alley – a mural recalling the stocking frame knitting trade which once flourished in the alley. We have permission of ATS to mount the work on their wall. We look to commission a professional artist to create the work. The second piece is planned for Fletchers Alley – a metalwork panel with a cats theme. Again, we have permission of the property owner and are currently discussing designs. A professional metalworker artist would be employed. We estimate the total costs of these works to be in the region of £7000.

We see the major benefit in raising the standing of alleys as significant features of the Tewkesbury townscape. In addition, we have found that our works are appreciated by both the residents and visitors to the town. Interestingly, no Alleycat work has ever been defaced or vandalised.

Tewkesbury in Bloom - £1500 requested

The organisation aims to provide floral displays to brighten the High Street and entrances to the Town – King John's Bridge, Gloucester Road, Ashchurch Road, for residents and to attract visitors. Also, to engage with the community through planting activities and to enter the National In Bloom Awards.

This year fundraising events have been restricted due to covid and summer planting will be paid for this year as safely organising volunteers to do it, was not possible. Two boats have been repainted and Back of Avon area around the boat re-gravelled.

The grant will be used to continue the sponsorship of the planters. The planters are part of the In Bloom entry and help to brighten the Town for the benefit of residents and visitors alike.

**TEWKESBURY TOWN COUNCIL
COMMITTEE MEMBERSHIP 2020/2021**

Environment & Amenities:	TUESDAY
8 Councillors	Quorum: 4
S. Raywood (Chair), H. Davis, J. Raywood, M. Sztymiak, P. Aldridge, P. Devine and K. Powell. <i>Mayor and Deputy Mayor are ex-officio.</i>	
Planning:	WEDNESDAY
7 Councillors	Quorum: 3
Cllrs J. Raywood (Chair), H. Bowman, S. Raywood, Mr R Maggs & Mr R Carey (H. Davis & C. Danter – ad-hoc members) <i>Mayor and Deputy Mayor are ex-officio.</i>	
Buildings & Moorings:	WEDNESDAY
9 Councillors	Quorum: 4
C. Danter (Chair), A. Carter, A. Rudge, K. Powell, S. Raywood, P. Devine, R. Gurney and K. Brennan. <i>Mayor and Deputy Mayor are ex-officio.</i>	
Finance:	THURSDAY
7 Councillors – (Chair Mayor plus 5 Chairs plus one Councillor)	Quorum: 5
P. Aldridge (Chair), J. Raywood, M. Sztymiak, H. Bowman, K. Brennan, C. Danter and S. Raywood	
Severn Ham:	THURSDAY
8 Members including 3 co-opted	Quorum: 3
P. Aldridge (Chair), C. Danter, C. Cody, V. Smith and J. Raywood <i>Mr A. Purkiss, Mr J. Lucas, and Mr T. Perry are co-opted members</i> <i>Mayor and Deputy Mayor are ex-officio.</i>	
Staffing Committee:	Ad Hoc
5 Councillors – (Chair Deputy Mayor plus 4 Councillors))	Quorum: 3
J. Raywood (Chair), K. Brennan, S. Raywood, K Powell, H. Davis <i>Mayor is ex-officio.</i>	

Proposed response from the Planning Working Group to:

[Outline application for residential development \(up to 460 dwellings\), a primary school, associated works, ancillary facilities and infrastructure, open space, recreation facilities and landscaping. Vehicular access from the A46 \(T\) and Fiddington Lane.](#)

Land To The North West Of Fiddington Tewkesbury Gloucestershire
Ref. No: 21/00451/OUT

The proposed Garden Town

- There are concerns that ad-hoc developments in this location obstruct the planned development that is required to ensure a high-quality built environment in the future for all.
- The proposed development will occupy land that has been deemed appropriate for industry and other types of employment opportunity. Where is it supposed that the occupants of the houses will work, without having to travel considerable distances to their place of employment?

Transport

- The existing road network cannot cope with the increased traffic. Particular areas of concern are the junctions, some of which are already operating close to, or over capacity, and also the roads leading to the north and south of the junction at Aston Cross.
- It is noted that the transport assessment may not take full account of the impact of some smaller local housing developments that have come to fruition or have been consented since 2016.
- The Town Council notes that the majority of the site is remote from the A46 and that access to it from that one junction will be via estate roads. That is as it should be, in order to avoid creating rat runs along the existing country roads and the Town Council would not want it to be otherwise but is concerned that access for emergency vehicles to the southernmost parts of the site could be slow and difficult.
- The Town Council wishes to know what measures will be used to prevent green lanes from being used as short cuts by vehicle drivers.

Flooding

- The Town Council has concerns over the potential impact of the development on flooding, both locally and further downstream. The Tirlbrook is of particular concern in this respect.
- On what evidence does the Government base its opinion that the risk of flooding within the area is low? Local experience has shown that evidence based on rainfall will indicate vastly different results from evidence based on river levels.
- It would appear that it is anticipated that, at times of high water levels and rainfall, a great deal of water is likely to end up on the Nature Reserve and floodplains to the south of Tewkesbury Town. The impact of this on local residents must be considered carefully.

Green infrastructure and ecological impact

- The Town Council is keen to ensure that, where development takes place, this will not result in a net loss for wildlife.

- Milnes Covert is currently a habitat for deer and foxes. Although the proposed outline plan suggests that the covert will be retained, its suitability as a home for wildlife is likely to be affected by the proposed development of homes, a school and sports fields close by. How will the developer ensure that the covert remains an attractive habitat with ready access to food sources and safe movement to and from the site?
- It is important that all the habitats within the designated site area do not become isolated.
- There are concerns regarding the protection of safety and amenity for users of public footpaths and bridleways within the curtilage of the proposed development and especially at places where they are to be crossed by access roads. The Town Council also wishes to know if there are any plans to enhance the bridleway bridges to reduce the severance that the motorway creates.
- The Town Council notes the conditions suggested by the ecological advisor but is concerned that they are insufficiently stringent. For example, the current ecological value of the site may not be great but, given that there will be less of it, should there not be a requirement to improve the value of that which is left? The Town Council's own conservation advisor has indicated that the named bat species and grass snakes merit greater consideration, particularly in respect of access to food and there should be more specific information available about the species of birds present on the site.
- The Town Council is concerned at the lack of unbroken wildlife corridors indicated within the design and wishes to know more about how wildlife will be enabled to cross the access roads in particular. Some of these corridors seem to be quite narrow.
- The Town Council wishes to know if the developer plans to incorporate pollinator corridors into its proposals.
- The Town Council notes that there are lots of green spaces on the masterplan and wishes to know how these will be enabled to add to the amenity of the site rather than being areas of land left over after development.

Local amenities

- The Town Council questions the proposed location of the sports field in the part of the site which will be most subject to floods, especially when there is more demand for such spaces during the months when flooding is more likely.
- The Town Council would like to know what facilities will be provided for teenagers.
- The Town Council notes the proposal to include scattered small local areas of play and wonders if it might be more appropriate to replace some of them with a larger play park that can incorporate more complex equipment to challenge children's fitness and imaginations.

The wider context of the site

- The identification of Alderman Knight school in the Design and Access Statement as the local secondary school indicates poor quality background research into the context of the site. With such a large development, in addition to other large developments already in the pipeline, this suggests insufficient knowledge of existing facilities and their ability to accommodate a larger population.
- The Town Council notes that pedestrian and cycle access to the local secondary school is poor, particularly at times of flooding.
- The surrounding area consists of a number of small hamlets and the Town Council is keen to insist that the character of these existing small communities must not be completely overwhelmed by the new development.

- The Design and Access Statement points to Tewkesbury Town centre as an influence of local character. The Town Council wishes to point out that the character of Tewkesbury Town centre is unique to itself and inappropriate to potential development in Fiddington, where the context of the built environment is, and should be, completely different.
- The Town Council notes that local people are concerned at the new development being considered to be part of Fiddington. It is important that Fiddington can keep its existing identity.