



TEWKESBURY TOWN COUNCIL AGENDA

To: Town Councillors

You are summoned to attend a meeting of the Town Council which will be held in the Council Chamber at the Town Hall, High Street, Tewkesbury on **Monday 13th February 2023 commencing at 6:00 pm.**

Members of the public and press are welcome to attend.

A handwritten signature in black ink that reads "D. Hill".

Debbie Hill
Town Clerk
7th February 2023

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. Correspondence
7. To note the Mayor's announcements
8. To approve the minutes of the meeting held on 9th January 2023
9. Matters arising from the minutes – for information only
10. To note the following Committee Minutes: Staffing – 12th December 2022, Planning – 7th & 21st December
11. To receive the budget report for December 2022 and the earmarked reserves report
12. To receive the payments report for December 2022
13. To note the Q3 bank reconciliations

14. To consider and agree the Planning Committee's response to the 'Levelling Up and Regeneration Bill'
15. To receive an update from Cllr Cody on the Speedwatch applications and agree next steps
16. To approve a change to Financial Regulations (Annual budgets (estimates) and forward planning) to state that 'Any Councillor who wishes to propose an alternative forward budget may do so, but this must be submitted to the Town Clerk in time for consideration at the Finance Committee meeting, prior to the Full Council meeting where the budget is agreed. All alternative budgets (and supporting documentation) will be circulated for consideration by all Councillors at the Full Council meeting, but no alternative budgets will be accepted directly in the Full Council meeting'
17. To consider a motion from Cllr Sztymiak, seconded by Cllr Cody that 'Following the article in January's Tewkesbury Direct Magazine regarding bins and the desire to improve the town's general appearance, that the Town Council agree in principle to work with the Civic Society and Tewkesbury Borough Council on a campaign to encourage and support civic pride in our community'
18. To receive reports from Tewkesbury Borough Council and Gloucestershire County Council

The next Full Council meeting will be
13th March 2023

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.

MINUTES
of a meeting of the Full Council
held at the Tewkesbury Town Hall on 9th January 2023 at 6.00pm

Present: Cllrs S Raywood (Chair), H Bowman, K Brennan, P Brookes, C Cody, C Danter, A Hayes, P Jones, R Langdon, J Raywood, V Smith, M Sztymiak.

In attendance: D Hill (Town Clerk), J King (Assistant Town Clerk) & 9 members of the public.

22/23 - 139 To receive apologies for absence

Apologies received from Cllr Gurney (work), Cllr Aldridge (personal), Cllr Robertson (health). Cllr Cody advised that she needed to leave the meeting at 6.50pm.

22/23 - 140 To receive declarations of interest

Cllrs Sztymiak, Smith & Cody – Tewkesbury Borough Councillors
Cllrs Smith & Cody – Gloucestershire County Councillors

22/23 - 141 To consider requests for dispensation

None required.

22/23 - 142 To receive written questions from members of the public

None received.

22/23 - 143 Public Participation

Several members of the public spoke on the issue of appointing a hydrology consultant. Members of the public raised concerns about the fact that all areas of the town have flooding issues and they feel they cannot rely on Tewkesbury Borough Council for support. Specific concerns were raised about the land in Mitton which slopes towards the Carrant Brook and that the brooks around the town provide more danger than the main Avon and Severn rivers and there is little flood defence in Tewkesbury. They wished to know why developers have not provided any flood defences for the town, a need to know what flooding is going to take place and this is not provided by the developers. Further comment was made regarding the fact that the Carrant Brook has never been dredged and it was felt this would help. If 500 additional houses were built, the runoff would go straight into the brook and digging big holes to hold the water is not sufficient. Residents stated that Tewkesbury Borough Council have a duty of care to make sure their residents are protected and that the Environment Agency flood reports show that 95% of houses on the south side of the Carrant Brook are at risk of flooding at 2007 levels. There was conflicting evidence in the developer reports.

A member of the public commented that there are three Councillor profiles that are not on the website. That there were no Borough or County reports and that there is only a summary of the budget on the website. The Town Clerk advised that the three new Councillors are in the process of getting their photos taken and profiles prepared, there are no reports as it is not on the agenda for this meeting and that the full budget proposal is in the meeting pack published on the website.

Due to potential time limitations, the items regarding setting the budget, requesting the precept and the appointing of a hydrology consultant, were moved up the agenda.

22/23 - 139 To review and approve the budget for financial year 2023-24

The Town Clerk advised that following the Finance Committee meeting on 5th January the only alternation to the 2023/24 budget was to reduce the proposed expenditure allocated under planning consultancy from £10,000 to £5,000. This was also reduced to £5,000 for the financial year 2024/25

This gives a proposed expenditure of £630,178. There is no change to the budgeted income of £160,428 and there is no planned use of reserves for 2023/24. This leaves a funding difference is £469,750, which is an increase of 11.7% and in line with latest inflation data.

The Town Clerk advised that the increases per band; based on the proposed budget, would be as follows:

Band A from £77.76 to £86.88 a year, increase of 18p per week
Band B from £90.72 to £101.36 a year, increase of 20p per week
Band C from £103.68 to £115.84 a year, increase of 23p per week
Band D from £116.60 to £130.25 a year, increase of 26p per week
Band E from £142.56 to £159.28 a year, increase of 32p per week
Band F from £168.48 to £188.24 a year, increase of 38p per week
Band G from £194.40 to £217.20 a year, increase of 44p per week
Band H from £233.28 to £260.64 a year, increase of 53p per week

Cllr Sztymiak proposed an alternative budget that would result in a 3.74% increase including the following adjustments:

Town Hall projects to be reduced from £16,000 to £6,000

Moorings projects from £10,000 to £6,500

Museum maintenance from £50,000 to £30,000

Planning consultancy to increase from £5,000 to £10,000

Bar stock expenditure to reduce from £25,000 to £23,000

Bar income to increase from £45,000 to £50,000

Cllr Smith seconded this motion.

The Town Clerk was asked to respond about the items that would be impacted by implementing this budget.

The museum building (64 Barton Street) currently has three defective ceilings and issues with the roof. The known cost for repairing the one decorative ceiling that is currently propped up is £25,000. £50,000 has been secured from the Heritage Action Zone Funding, but this has to be used on external work.

The Town Clerk recently met with Avon Navigation Trust regarding the moorings on the Back of Avon and they advised that the moorings are on borrowed time. Repairs may give another two to three years, but they will need replacing and this will cost £50,000 - £100,000.

The Town Hall is a Grade II* listed building and requires a specialist survey. Issues we are already aware of are the lack of accessibility, the rear exit door not being compliant with fire regulations and the heat in the summer in the Corn Exchange. Long term solutions are required for all these issues.

The bar stock costs and income, were calculated based on year to date and forecast figures for the current financial year.

A Councillor asked why, given that the budgeting process starts within the committees in August, that this is being brought up at the last minute. How can

Councillors be expected to accurately consider it and why was the amendment not brought to the Finance Committee?

Action: Consider that any amendments to future budgets should be sent to Finance before Full Council considers them and that they should not be made last minute.

Cllr Sztymiak commented that this was not possible as the budget figures were only available following the Finance Committee meeting held on 5th January. The Town Clerk advised that the detailed budget had come before Full Council on 30th November and that the only change to the budget figures presented to that meeting, was a reduction to the planning consultation figure from £10,000 to £5,000.

A recorded vote was taken on the amended budget, with a rise of 3.74%

In favour: Cllrs Sztymiak & Smith

Against: Cllrs S Raywood, H Bowman, K Brennan, P Brookes, C Cody, C Danter, A Hayes, P Jones, R Langdon & J Raywood

The amendment was not passed.

It was RESOLVED to approve the budget of £630,178 expenditure and £160,428 income, as recommended by the Finance Committee.

Proposed by Cllr S Raywood, seconded by Cllr Brennan.

A recorded vote was requested.

In favour: Cllrs S Raywood, H Bowman, K Brennan, P Brookes, C Cody, C Danter, A Hayes, P Jones, R Langdon & J Raywood

Against: Cllrs Sztymiak & Smith

Cllr Cody left the meeting.

22/23 - 140 To agree the Council's precept request for financial year 2023-24

It was RESOLVED that the precept request will be £469,750.

Proposed by Cllr S Raywood, seconded by Cllr Brennan.

Cllrs Smith & Sztymiak voted against the precept request.

22/23 - 141 To consider a motion from Cllr Sztymiak, seconded by Cllr Smith that 'This council employs the services of a hydrological and flooding expert to look at the impact the South Worcestershire Development Plan review developments and Garden Town developments will have on Tewkesbury and what measures and actions should be taken to prevent Tewkesbury Parish from flooding'

Cllr S Raywood stated that he is employed by Planning Inspectorate but is not speaking on their behalf during this meeting.

Cllr Sztymiak stated that he had attended the South Worcestershire Development Plan Review and that Bredon Parish Council had employed two consultants to defend themselves against the planned new development and he felt that Tewkesbury Town Council should be doing the same. The planned new developments are going to impact all of Tewkesbury regarding flooding and not enough has been done to protect the town. The Town Council need an expert who is respected in the industry to challenge the developer, as developers will have their

own experts who will promote the interests of the developer. Gloucestershire County Council (GCC) and Tewkesbury Borough Council (TBC) are underfunded and cannot do a proper impact assessment. Tewkesbury Borough Council need / want the housing and that becomes the overriding factor without considering the risks to the town. Cllr Sztymiak stated that Tewkesbury should defend itself and need the hydrologist to come up with solutions on how to protect Tewkesbury.

Cllrs asked whether there were some background notes to support the proposal and what a hydrologist would cost? Would £10,000 be sufficient? Why don't TBC and GCC have sufficient funds, given that funding for flood risk assessment is coming from the garden town project. Is there an indication that TBC wouldn't choose an appropriate hydrologist? If a hydrology report is the responsibility of TBC and GCC, we should be able to trust the officers to be working for the elected representatives. If Pershore has already had some hydrology surveys done, could we find out what it had cost them?

Tewkesbury will want surveys of the whole town done, not just one area and is it known how long a report remains 'valid' for. No Councillor disagrees that there needs to be a report that can be believed, trusted and accurate, but if TBC has money in their budget to do this, should we not be applying pressure to them, rather than the action returning to the Town Council. A Councillor stated that TBC has secured funding of £750,000 and £2.4m to deliver their obligations regarding the garden town. TBC's Place Development Manager - Garden Communities Team at Tewkesbury Borough Council, recently confirmed that wider infrastructure / flood / environmental assessment evidence based work will form part of the JSP (Joint Strategic Plan, formerly Joint Core Strategy) review process. It was also confirmed that should any planning application be received prior to that it would have to include all the detailed technical studies that are a normal requirement of the planning process. Surely therefore, the role of the Town Council should be to put pressure on TBC to ensure that these reports are suitably commissioned and briefed. The Town Council do not know where all the proposed housing is planned for, so it would be difficult to brief a hydrologist effectively. If the Town Council do not believe that TBC have the safety of Tewkesbury in mind, then this should be pursued through the appropriate channels.

Cllr Smith was asked about the Tewkesbury 2030 day and the proposals that came out of this.

Cllr Smith replied that the Tewkesbury 2030 feedback showed that the flood defences were rejected by the public as being ugly and disruptive. He stated that the water courses are now being dredged. Cllr Smith requested that the September 2008 report be circulated to new Councillors, as it states that the Planning Authority is the problem. The Environment Agency reports do not take into account rainfall and that a hydrologist is needed to help beat unwanted planning applications. Developers get the report they pay for.

It was RESOLVED to defer this item to a future Full Council meeting once further information is available .

Proposed by Cllr Brennan, seconded by Cllr Bowman.

Cllrs Smith & Sztymiak voted against the deferral.

Councillors requested the following additional information in order to move this item forward:

What will it cost to produce this report for the whole parish?

What will the scope of the report be?

Who would we approach to do it?

How long does a report like this take to produce, is there a timescale within which it is valid?

Actions: Town Clerk to circulate the Tewkesbury 2030 report and the flood report from 2008.

22/23 - 142 To note the Mayor's Announcements

Thank you to everyone who attended the Town Council's Carol Service. The collection made £139.28, which was split between the Town Band and the Mayor's Charity Fund.

Nominations for Community Awards are now open. Details are on the Town Council website. Closing date for nominations is the end of February.

Next date for the diaries: Tewkesbury Town Council Civic Service at Tewkesbury Abbey on Sunday 12th March at 5pm

22/23 - 143 To approve the minutes of the meetings held on 14th & 30th November 2022

It was RESOLVED to approve the minutes of the meetings held on 14th & 30th November 2022. Proposed by Cllr Brennan, seconded by Cllr Jones.

22/23 - 144 Matter arising

21/22-147 **Cycle storage and Riverside Walk signs** – ongoing as part of the High Street Action Zone work.

22/23-95 **Accessibility of Town Hall.** Working with DB Pixelhouse who installed the streaming equipment at the Abbey to investigate options for the Council Chamber. Have also approached an alternative provider who specialise in local council streaming solutions.

22/23 - 145 To note the following Committee Minutes: Finance – 3rd November 2022, Buildings & Moorings – 8th November 2022, Planning – 9th & 23rd November 2022

The above minutes were noted.

22/23 - 146 To receive the finance reports for October & November 2022

The finance reports were received.

The Town Clerk advised that there are two items of good news not yet in the report. Funding of £50,000 has been received to carry out the external work at 64 Barton Street. This work has to be completed by 31st March.

The Council has also received £1,000 of Covid related funding from Tewkesbury Borough Council towards Tewkesbury Live in 2023.

The releases from earmarked reserves, as approved at the last Full Council meeting, have all been completed.

22/23 - 147 To receive the payments reports for October & November 2022

The payments reports were received.

22/23 - 148 To note the GAPTC subscription fee for 2023-24

The subscription fee was noted.

22/23 - 149 To note that Cllr S Raywood has been appointed a trustee for Reverend C W Groves Almshouses

It was noted. This role forms part of the Town Mayoral duties and changes with the Town Mayor.

22/23 - 150 Correspondence

A card was received from King Charles III replying to the Town Council's message of condolence which was sent following the death of Queen Elizabeth II.

Following Borough Cllr Sztymiak and Cllr Workman's recent ward correspondence and suggestion that members of the public write to the Town Clerk requesting that a flooding expert be appointed, a number of such letters have been received. Cllr Sztymiak asked why these had not been distributed to Councillors. The Town Clerk responded that correspondence is still being received on this matter and that the office had not been advised of the request made in the correspondence prior to this being distributed which has resulted in additional workload.

There being no further business, the meeting closed at 7.42pm.

Signature of Chairman upon approval of the minutes 13th February 2023

TEWKESBURY TOWN COUNCIL

MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON MONDAY 12TH DECEMBER 2022 IN THE MAYOR'S PARLOUR, TEWKESBURY TOWN HALL AT 6.00 PM

Present: Cllrs M Sztymiak (Chair), P Aldridge, K Brennan, J Raywood, S Raywood
D Hill (Town Clerk)

- 1) **To receive apologies**
None received.
- 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 25th April 2022**
It was RESOLVED to approve the minutes of the Staffing Committee meeting held on 25th April 2022. Proposed by Cllr Aldridge, seconded by Cllr S Raywood.
- 5) **Public participation**
None.
- 6) **Matters arising from the minutes – for information only**
The Town Clerk reported that the Administration Assistant would like a replacement chair. It was agreed that expenditure in the region of £200 should be sufficient and the Town Clerk should purchase under delegated powers. The committee recommended that any surplus in the training budget at the end of financial year 2022/23 should be earmarked due to the election in May 2023.
- 7) **Review the committee budget report and forward budget for 2022/23**
The budget report was reviewed. It was noted that the forward budget had been set in the Finance Committee meeting held on 3rd November 2022.
- 8) **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 Aldridge, seconded by Cllr S Raywood.
- 9) **Staffing matters**
 - i) **National pay award**
The national pay award settlement was noted and the Town Clerk confirmed increases and backpay had been applied to all staff impacted by this.
 - ii) **Assistant Town Clerk**
It was RESOLVED to award the Assistant Town Clerk an increase of one scale point backdated to 1st November 2022 in view of her successful completion of CiLCA. Proposed by Cllr Aldridge, seconded by Cllr J Raywood.

iii) Administration Assistant

It was noted that the Administration Assistant has enrolled for the ILCA qualification. The Administration Assistant's role has expanded in respect of her duties relating to supporting the Planning Committee. Accordingly, the job description will need to be reviewed at the next Staffing Committee meeting.

iv) Review of appraisals

Staff appraisals to be reviewed at the next Staffing Committee meeting. Cllrs S Raywood and Sztymiak to arrange appraisal meeting for the Town Clerk.

v) Analysis of working week

Members of the committee an overview of office staff working week in terms of percentage of time spent working on different matters. The Town Clerk will implement this from January 2023.

vi) Bar Manager

The Town Clerk reported that the Bar Manager has returned from sick leave. The Town Council's HR consultant has advised that the Bar Manager role should be split between events (zero hours contract) and admin, cleaning and stock control (fixed hours contract). The HR consultant had also advised that the fixed hours role should be offered in the first instance to the current Bar Manager and the Town Clerk reported that the Bar Manager was happy to accept this role based on 17 hours per month. The Town Clerk presented job specifications for both roles and confirmed that splitting the role has no other implication on terms and conditions. It was RESOLVED to split the Bar Manager role. Proposed by Cllr Aldridge, seconded by Cllr J Raywood.

vii) Real living wage

The Town Clerk reported that all staff impacted by the increase to the real living wage to £10.90 per hour will be implemented from 1st April 2023.

viii) Assistant Town Clerk internet banking access

The Town Clerk recommended that for business continuity the Assistant Town Clerk should have internet banking access. This will be progressed through the Finance Committee and an update provided at the next Staffing Committee meeting.

There being no further business the meeting closed at 5.05pm.

Signature of Chairman upon approval of Minutes



TEWKESBURY TOWN COUNCIL PLANNING COMMITTEE

Wednesday 7th December 2022

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

In attendance: No members of the public

MINUTES

P.22/23.230 Welcome.

The chairman welcomed all present and introductions were made where necessary.
The meeting started at 19:45 pm

P.22/23.231 To receive apologies for absence

Mr R Carey
Cllr R Gurney

P.22/23.232 To receive declarations of interest

None

P.22/23.233 To receive and consider requests for dispensations

None

P.22/23.234 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.22/23.235 To approve the minutes of the Planning Committee meeting held on 23rd November 2022

Proposed by Councillor P. Jones and seconded by Mr R. Maggs

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

P.22/23.236 To receive updates on matters arising from the minutes – for information only

Re. p.22/23.200 - **Change of use to A5 takeaway and residential**

The next meeting of the Borough Planning Committee is scheduled to take place on 20th December. There is no agenda yet, but TBC has issued a recommendation list,

including a recommendation to permit the application for 133-4 High Street. Residents who have contacted the chairman with their concerns will be informed.

Although the planning portal appeared to be working during our last meeting, we had been advised that it would not be. All responses agreed at that meeting have been communicated directly to planning officers via email in addition to being submitted on the portal, to ensure that they were received in good time.

P.22/23.226 – the Town Council’s agreed response to this policy consultation has been submitted to the South Worcestershire Local Authorities.

P.22/23.237 To note correspondence

The Town Clerk has asked us to respond to the following email which has been received from the Borough Environmental Health Officer:

We consulted you earlier in the year regarding a Public Space Protection Order relating to dog control and dog fouling. Under the Anti-Social Behaviour Crime and Policing act 2014 we are required to consult on the proposed wording of the order and as key partners within Tewkesbury Borough we would value your feedback.

Observations:

The Planning Committee is content with most of the wording of the Public Space Protection Order except that:

In general provision 2, we think it should be made clear what the magnitude of the fine could be, without people needing to consult other documents, as feel that very few people would know what level 3 on the standard scale means. Is it possible to say that the fine could be up to £1,000?

P.22/23.238 Proposed change of use of offices to a mixture of 7no. one, two and three bedroom flats with conversion of outbuildings to provide two dwellings.

69-70 High Street Tewkesbury Gloucestershire GL20 5LE
Ref. No: 19/00686/FUL

Observations:

Objection

The Design and Access statement no longer matches the rest of the application because, for example, it is still mentioning the provision of nine flats instead of the seven now proposed.

We notice that the space standards have not been met in these flats:

First floor – the 36 sqm flat is not big enough (should be at least 39 sqm).

First floor – the 47 sqm flat would be suitable only for single person occupancy.

Second floor – the 55 sqm flat is not big enough (should be at least 61 sqm).

Second floor – it is difficult to tell whether or not the 97 sqm flat is sufficiently large, since so much of the space is taken up by two staircases up to the attic.

The Town Council notes the changes that have been made to the cycle storage facility, which have had an adverse impact on the bin storage. Since the bike storage is not covered it is possible that some bicycles may end up in the bin store and lead to displacement of the bins. The two bins in the private amenity space should be of

different sizes but are not drawn as such and it is difficult to know whether the larger bin will block the entrance to the space.
It appears that the bins in the communal amenity area no longer fit there very well, with one being difficult to access. This may well make the space difficult to keep clean and tidy.
The Town Council would like to know the distance between the bin storage area and the nearest openable windows of adjacent properties so that we can ascertain whether neighbours will be subject to smells and other nuisances.

P.22/23.239 Proposed change of use of the White Bear to Offices and/or services (Class E c), e) and g)(i)) incorporating minor alterations. Retention of the Old Coach House building as Public House (sui generis).

Planning Application

The White Bear Bredon Road Tewkesbury Gloucestershire GL20 5BU

Ref. No: 22/01219/FUL

Observations:

The Town Council would like more information on the functioning and surfacing of the new parking places in practice, taking into account the site layout including the location of trees. It would be useful to have a Transport Technical Note to provide information on site access and visibility.

P.22/23.240 The tree that we would like to carry work out on is the Magnolia Tree identified on the attached plan as T2 and also noted as T2 in the Tewkesbury Council Tree Preservation Order No. 313 Reduce branch back to an appropriate point as it is damaging gate and touching glass on the kitchen window which may break. See photographs accompanying the application which explains the issues and proposed works.

Planning Application

The Abbey School Church Street Tewkesbury Gloucestershire GL20 5PD

Ref. No: 22/01260/TPO

Observations:

Following consultation with the Parish Tree Warden, the Town Council reluctantly agrees that a little work could be done to this tree, but the Tree Warden stresses this should only be undertaken after flowering in late Spring or early Summer.

P.22/23.241 To note any additional applications on the Planning Portal which will expire before 21st December 2022 and agree further actions

None

P.22/23.242 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 21:25.



TEWKESBURY TOWN COUNCIL PLANNING COMMITTEE

Wednesday 21st December 2022

Present: Cllrs. J Raywood, H Bowman, R Gurney, P Jones and A Hayes

In attendance: 1 member of the public

MINUTES

P.22/23.243 Welcome.

The meeting opened at 7.32pm. The chairman welcomed all present.

P.22/23.244 To receive apologies for absence

Cllr. S Raywood – unwell

Mr R Carey

Mr R Maggs

P.22/23.245 To receive declarations of interest

None

P.22/23.246 To receive and consider requests for dispensations

None

P.22/23.247 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.22/23.248 To approve the minutes of the Planning Committee meeting held on 7th December 2022

Proposed by Cllr Bowman and seconded by Cllr Jones

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

P.22/23.249 To receive updates on matters arising from the minutes – for information only
Re. **P.22/23.200 - Change of use to A5 takeaway and residential (22/00811/FUL)**.
This application was permitted during yesterday's Borough Planning Meeting.
Re. **P.22/23.236-** one of the applications to which this committee responded was **Replacement advertisements and alterations to front and rear elevation, including new extraction and ventilation equipment (22/00894/FUL)**. It was noted this evening that the business appears to be fully in operation despite not yet having been granted permission. It was also noted that some individual, presumably a customer, had parked their vehicle in front of the premises, not in parallel but at an angle, so that a substantial portion of the vehicle, including a front wheel, was on the pavement and the back end was partially obstructing the roadway. This kind of customer behaviour magnifies the concerns we have regarding the increase of take-away food outlet provision in the town.

P.22/23.250 To note correspondence
None

P.22/23.251 Outline planning application for the erection of up to 250 dwellings, community sports pavilion and outdoor sports pitches, as well as associated highway, drainage and green infrastructure including trim trail, outdoor play and community orchard. All matters reserved except for access.
Planning Application
Land To The South-east Of Bluebell Road And East Of Rudgeway Lane, Wheatpieces, Tewkesbury.
Ref. No: 22/00834/OUT

Observations:

One of the options for improving sustainable travel could be the provision of facilities for car clubs, where vehicles can be recharged in a public space and made available to members who don't need to have a car all the time, for example, in the car park by the football pitches.

Considering that, every morning, there are public announcements on the radio about congestion along the Ashchurch Road, the Town Council feels that any additional traffic on that road, that leads to increased queueing in the vicinity of three schools and the Shannon Way junction is unacceptable due to the impact on air quality and noise, which will make the area unpleasant to children.

P.22/23.252 Erection of a garage outbuilding
Planning Application
The Willows Lincoln Green Lane Tewkesbury Gloucestershire GL20 7DN
Ref. No: 22/01210/FUL

Observations:

No objection

P.22/23.253 To note any additional applications on the Planning Portal which will expire 11th January 2023 and agree further actions

Replacement boiler and repositioning of boiler flue vent.

Planning Application
Lucia House Trinity Street Tewkesbury Gloucestershire GL20 5LH
Ref. No: 22/00948/FUL

Observations:

No objection, subject to the conservation officer's comments.

Replacement boiler and repositioning of boiler flue vent.

Planning Application
Lucia House Trinity Street Tewkesbury Gloucestershire GL20 5LH
Ref. No: 22/00949/LBC

Observations:

No objection, subject to the conservation officer's comments.

Replacement of sash windows to front elevation. Removal of old cables from front elevation. Replacement of shop signage.

Planning Application
3 Church Street Tewkesbury Gloucestershire GL20 5PA
Ref. No: 22/00762/FUL

Observations:

The Town Council wishes to see more detailed information about materials and illumination before passing comment.

P.22/23.254 To note any additional information on the Planning Portal regarding applications to which this committee has already responded, and agree further actions

None

P.22/23.255 To note the decisions made in November 2022, in respect of planning applications to Tewkesbury Borough Council

Noted

There being no further business, the meeting closed at 8.42pm.

Signature of chairman

11th January 2023

Summary Income & Expenditure by Budget Heading 07/02/2023

Month No: 9

Committee Report

		Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
Finance							
120	Finance						
	Income	2,515	452,230	419,979	(32,251)		
	Expenditure	1,165	65,986	67,839	1,853	11	1,842
	Net Income over Expenditure	<u>1,349</u>	<u>386,244</u>	<u>352,140</u>	<u>(34,104)</u>		
	plus Transfer from EMR	1,822	3,378				
	Movement to/(from) Gen Reserve	<u>3,171</u>	<u>399,515</u>				
130	Mayor's Charity						
	Income	0	3,592	0	(3,592)		
	Expenditure	0	500	0	(500)		(500)
	Movement to/(from) Gen Reserve	<u>0</u>	<u>3,092</u>				
	Finance Income	<u>2,515</u>	<u>455,822</u>	<u>419,979</u>	<u>(35,843)</u>		
	Expenditure	<u>1,165</u>	<u>66,486</u>	<u>67,839</u>	<u>1,353</u>	<u>11</u>	<u>1,342</u>
	Net Income over Expenditure	<u>1,349</u>	<u>389,336</u>				
	plus Transfer from EMR	<u>1,822</u>	<u>3,378</u>				
	less Transfer to EMR	<u>0</u>	<u>-9,892</u>				
	Movement to/(from) Gen Reserve	<u>3,171</u>	<u>402,606</u>				
Building & Moorings							
200	Moorings						
	Income	959	4,983	5,722	739		
	Expenditure	70	10,448	12,323	1,875		1,875
	Net Income over Expenditure	<u>889</u>	<u>(5,465)</u>	<u>(6,601)</u>	<u>(1,136)</u>		
	plus Transfer from EMR	0	335				
	Movement to/(from) Gen Reserve	<u>888</u>	<u>(5,130)</u>				
210	64 Barton Street						
	Expenditure	3,175	20,289	40,300	20,011		20,011
	plus Transfer from EMR	0	6,788				
	Movement to/(from) Gen Reserve	<u>(3,175)</u>	<u>(13,501)</u>				
220	Town Hall						
	Income	401	14,853	20,104	5,251		
	Expenditure	1,532	22,462	40,978	18,516	1,896	16,620
	Movement to/(from) Gen Reserve	<u>(1,131)</u>	<u>(7,609)</u>				
230	War Memorial						
	Expenditure	22	22	1,040	1,018		1,018
	Building & Moorings Income	<u>1,359</u>	<u>19,836</u>	<u>25,826</u>	<u>5,990</u>		
	Expenditure	<u>4,799</u>	<u>53,220</u>	<u>94,641</u>	<u>41,421</u>	<u>1,896</u>	<u>39,525</u>
	Net Income over Expenditure	<u>(3,439)</u>	<u>(33,385)</u>				
	plus Transfer from EMR	<u>0</u>	<u>7,123</u>				
	Movement to/(from) Gen Reserve	<u>(3,439)</u>	<u>(26,262)</u>				
Environment & Amenities							
300	Play Parks						
	Expenditure	38	1,926	11,243	9,317		9,317

Summary Income & Expenditure by Budget Heading 07/02/2023

Month No: 9

Committee Report

		Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	<u>(38)</u>	<u>(1,926)</u>				
310	Spring Gardens						
	Expenditure	1,147	17,032	13,969	(3,063)		(3,063)
	plus Transfer from EMR	5,834	5,834				
	Movement to/(from) Gen Reserve	<u>4,687</u>	<u>(11,198)</u>				
320	Gloucester Road						
	Expenditure	407	2,439	3,313	874		874
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	<u>(407)</u>	<u>(2,439)</u>				
330	Cleaning & Consumables						
	Expenditure	185	3,161	5,410	2,249		2,249
340	Outside Spaces						
	Expenditure	4,806	12,430	25,115	12,685	4,669	8,017
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	<u>(4,806)</u>	<u>(12,430)</u>				
700	Memorial Benches						
	Income	0	278	0	(278)		
	Expenditure	0	540	0	(540)		(540)
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(262)</u>				
	Environment & Amenities Income	<u>0</u>	<u>278</u>	<u>0</u>	<u>(278)</u>		
	Expenditure	<u>6,584</u>	<u>37,527</u>	<u>59,050</u>	<u>21,523</u>	<u>4,669</u>	<u>16,854</u>
	Net Income over Expenditure	<u>(6,584)</u>	<u>(37,248)</u>				
	plus Transfer from EMR	<u>5,834</u>	<u>5,834</u>				
	Movement to/(from) Gen Reserve	<u>(750)</u>	<u>(31,414)</u>				

Planning

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

Severn Ham

Summary Income & Expenditure by Budget Heading 07/02/2023

Month No: 9

Committee Report

		Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
500 Severn Ham	Income	27,891	39,706	35,828	(3,878)		
	Expenditure	32	10,923	35,226	24,303	359	23,944
	Net Income over Expenditure	<u>27,859</u>	<u>28,783</u>	<u>602</u>	<u>(28,181)</u>		
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	<u>27,859</u>	<u>28,783</u>				
	Severn Ham Income	<u>27,891</u>	<u>39,706</u>	<u>35,828</u>	<u>(3,878)</u>		
	Expenditure	<u>32</u>	<u>10,923</u>	<u>35,226</u>	<u>24,303</u>	<u>359</u>	<u>23,944</u>
	Net Income over Expenditure	<u>27,859</u>	<u>28,783</u>	<u>223,377</u>	<u>(124,109)</u>		
	plus Transfer from EMR	0	0				
	less Transfer to EMR	0	0				
	Movement to/(from) Gen Reserve	<u>27,859</u>	<u>28,783</u>				
Watson Hall							
600 Watson Hall	Income	4,964	59,454	80,108	20,654		
	Expenditure	7,340	74,459	86,709	12,250	3,475	8,775
	Net Income over Expenditure	<u>(2,375)</u>	<u>(15,005)</u>	<u>(6,601)</u>	<u>8,404</u>		
	plus Transfer from EMR	0	3,402				
	Movement to/(from) Gen Reserve	<u>(2,375)</u>	<u>(11,603)</u>				
	Watson Hall Income	<u>4,964</u>	<u>59,454</u>	<u>80,108</u>	<u>20,654</u>		
	Expenditure	<u>7,340</u>	<u>74,459</u>	<u>86,709</u>	<u>12,250</u>	<u>3,475</u>	<u>8,775</u>
	Net Income over Expenditure	<u>(2,375)</u>	<u>(15,005)</u>				
	plus Transfer from EMR	0	3,402				
	Movement to/(from) Gen Reserve	<u>(2,375)</u>	<u>(11,603)</u>				
Staffing							
110 Staffing	Expenditure	20,790	156,232	216,776	60,544		60,544
	Staffing Income	0	0	0	0		
	Expenditure	<u>20,790</u>	<u>156,232</u>	<u>216,776</u>	<u>60,544</u>	<u>0</u>	<u>60,544</u>
	Movement to/(from) Gen Reserve	<u>(20,790)</u>	<u>(156,232)</u>				
	Grand Totals:- Income	<u>36,730</u>	<u>575,096</u>	<u>561,741</u>	<u>(13,355)</u>		
	Expenditure	<u>40,709</u>	<u>398,847</u>	<u>561,741</u>	<u>162,894</u>	<u>10,409</u>	<u>152,485</u>
	Net Income over Expenditure	<u>(3,980)</u>	<u>176,249</u>	<u>0</u>	<u>(176,249)</u>		
	plus Transfer from EMR	7,656	19,737				
	less Transfer to EMR	0	-9,892				

Summary Income & Expenditure by Budget Heading 07/02/2023

Month No: 9

Committee Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
Movement to/(from) Gen Reserve	<u>3,676</u>	<u>205,878</u>				

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR B&M 64 BS Maintenance	6,709.00	0.00	6,709.00
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 EMR B&M Moorings Maintenance	335.00	-335.00	0.00
324 EMR E&A Noticeboards	1,447.00		1,447.00
325 EMR E&A Playground Projects	12,604.00		12,604.00
326 EMR E&A Youth	4,105.00		4,105.00
327 EMR FIN Asset Management Proj	3,821.00		3,821.00
328 EMR B&M War Memorial	5,857.73		5,857.73
329 EMR SH Severn Ham	6,140.00		6,140.00
330 EMR E&A CCTV	2,500.00		2,500.00
331 EMR E&A Tree Maintenance	5,150.00		5,150.00
332 EMR E&A Street Furniture	2,300.00		2,300.00
333 EMR E&A Toilet Block Project	7,902.00	-5,834.00	2,068.00
334 EMR E&A Gloucester Road Maint.	0.00		0.00
335 EMR E&A Bus Shelters	2,640.00		2,640.00
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	9,087.00		9,087.00
340 EMR FIN Elections	4,000.00		4,000.00
341 EMR FIN Tourism & Marketing	1,474.00		1,474.00
342 EMR FIN Newsletter	1,500.00		1,500.00
343 EMR SH Weeding	7,500.00		7,500.00
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	1,306.00		1,306.00
348 EMR PLA Outreach Sessions	271.00		271.00
349 EMR B&M Moorings Projects	6,363.00		6,363.00
350 EMR B&M Watson Hall Lease *	20,000.00		20,000.00
351 EMR B&M Moorings St Mary's Rd	2,433.00		2,433.00
352 EMR FIN Insurance	1,556.00	-1,556.00	0.00
353 EMR FIN Shop Windows Project	3,290.02	-3,290.02	0.00
354 EMR B&M TH Maintenance	9,761.00		9,761.00
355 EMR B&M WH Projects	10,040.00		10,040.00
356 EMR B&M WH Bar Equipment	1,619.00		1,619.00
357 EMR B&M 64 Roof Project	0.00		0.00
358 EMR SH Mythe Nature Reserve	5,000.00		5,000.00
359 EMR PLA Community Devel Planni	1,000.00		1,000.00
360 EMR B&M TH Projects	12,100.00		12,100.00
361 EMR FIN Community Grants	1,822.00	-1,822.00	0.00
362 EMR FIN Tewkes Live Music Fest	9,892.50	-9,892.50	0.00
363 EMR B&M WH Doors & Floors Proj	3,402.00	-3,402.00	0.00
364 EMR B&M 64 BS Fundraising Proj	6,788.00	-6,788.00	0.00
	<u>222,744.48</u>	<u>-32,919.52</u>	<u>189,824.96</u>

List of Payments made between 01/12/2022 and 31/12/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/12/2022	Tesco Mobile	DD	22.98		Dec 2022 Mobiles
05/12/2022	GAPTC	1	508.00		Independant auditor scheme
05/12/2022	Gloucester Brewery	2	102.56		Bar Stock
05/12/2022	Healthmatic Ltd	3	16,024.02		Door Lock SG toilets
05/12/2022	Hy-Clean Supplies Limited	4	1,078.40		bar equipment
05/12/2022	KB Heating	5	542.50		Watson Hall Work
05/12/2022	Laithwaites Wine Gloucester Sh	6	490.92		Bar Stock
05/12/2022	Michaels Civic Robes	7	111.00		Braid/mayoral loop
05/12/2022	Notice Board (UK) Limited	8	1,306.80		New notice board
05/12/2022	PAYROLLS UK LTD	9	69.60		Office Payroll
05/12/2022	The Photo Studio (Tewkesbury)	10	44.40		Council Group Photo and frame
05/12/2022	Trade UK (T/A Screwfix)	11	50.30		WH equipment
05/12/2022	Two Farmers Limited	12	64.50		Bar Stock
05/12/2022	Wybone Limited	13	597.28		Litter Bin
05/12/2022	Opus Gas Supply Limited	DD	278.32		Town hall gas
05/12/2022	TBC - Back Of Avon	5105564X	70.00		Back Of Avon Business Rates
08/12/2022	Inty Limited	DD1	100.80		IT
08/12/2022	Cellar Supplies Cheltenham Ltd	DD2	280.61		bar Stock
09/12/2022	Bulb Energy - Gloucester Rd To	DD	148.71		Glos RD Energy
13/12/2022	Waterplus (Town Hall - 0385036	DD1	95.92		Water - TH
13/12/2022	Vimto Out of Home	I612339	259.16		Bar Stock
13/12/2022	nisbets	51305580	61.18		Soup Kettle
13/12/2022	Waterplus (Toilet Block - 0513	DD	86.30		Water Glos Rd
13/12/2022	Waterplus (Trough B. Avon - 08	DD1	8.39		Water BOA
14/12/2022	Cellar Supplies Cheltenham Ltd	DD	477.37		Bar Stock
14/12/2022	GAB	Std Ord	5,666.66		Contractor costs
15/12/2022	HMRC	FPO	3,988.50		Tax/Ni NOV P8
15/12/2022	Gloucester County Council	FPO	2,662.06		Pensions NOV P8
15/12/2022	Coffee World (UK) Ltd	FPO	8.83		Replacement Part
16/12/2022	Smith's (Gloucester) Limited	DD2	34.80		Glass recycling
20/12/2022	Staff Salaries	BP	7,909.06		Office Net Wages Dec P9
20/12/2022	Staff Salaries	BP	1,438.37		Bar Net Wages Dec P9
20/12/2022	TBC - TC	Std Ord	419.00		Non Domestic Rates Town Hall
20/12/2022	Rich Baldwin	FPO	5,680.00		Ticket Sales for Spunge
21/12/2022	Cellar Supplies Cheltenham Ltd	598944	2,023.86		Bar Stock
21/12/2022	Waterplus (PC Spring Gdns. - 0	DD2	108.34		Spring Gardens water
22/12/2022	Charlton Networks	38415	169.51		IT/phones
22/12/2022	Digital Telecom Ltd	204423	77.58		Phones Town hall
22/12/2022	Digital Telecom Ltd	204424	51.00		Phonts WH
22/12/2022	KB Heating	1059	345.00		Maintenance
22/12/2022	Trade UK (T/A Screwfix)	DEC	99.73		Padlock and chain
22/12/2022	Friends of Victoria Gardens	CHQ	600.00		002481 - Grant Awarded
22/12/2022	Waterplus (Watson Hall Bar- 03	DD4	50.28		Watson Bar water
23/12/2022	Information Commisioners Offic	35	35.00		2022 renewal
28/12/2022	Diversity Business Services Lt	4926	165.00		HR Retainer
28/12/2022	Lloyds	PAY	53.59		Bank Service charges
28/12/2022	Opus Gas Supply Limited	DD5	464.87		Watson Hall Gas

List of Payments made between 01/12/2022 and 31/12/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
29/12/2022	NEST	DD	187.01		Penisons Dec P9
30/12/2022	Cellar Supplies Cheltenham Ltd	dd6	498.36		Bar Stock
Total Payments			<u>55,616.43</u>		

Tewkesbury Town Council

Bank - Cash and Investment Reconciliation as at 31 December 2022

Confirmed Bank & Investment Balances

Bank Statement Balances

31/12/2022	Lloyds Bank Current A/c	411,440.35
12/10/2022	Mayor's Charity	6,357.85
31/12/2022	Petty Cash	40.77
31/12/2022	Lloyds Bank Savings A/c	112,468.50
31/03/2020	Bar Takings	0.00
31/05/2022	Bar Petty Cash	0.00

530,307.47

Other Cash & Bank Balances

1,200.00

531,507.47

Receipts not on Bank Statement

0.00

Closing Balance

531,507.47

All Cash & Bank Accounts

1	Current Bank A/c	411,440.35
2	Lloyds Bank - Mayor's Charity	6,357.85
3	Petty Cash	40.77
4	Lloyds Bank - Savings A/c	112,468.50
5	Bar Takings	0.00
6	Bar Petty Cash	0.00
	Other Cash & Bank Balances	1,200.00
	Total Cash & Bank Balances	<hr/> 531,507.47 <hr/>

Gloucestershire County Council Report - Cate Cody - 13th February 2023

Stagecoach Bus fares Single fares are £2 from now until 31/03/22 (eg a return from Tewks to Chelt or Glos is currently £4) <https://tinyurl.com/4dd9ykqb> Please support this to show that people use them when they're affordable – it's cheaper than car parking, saves carbon and keeps the services running. There will also be more regular buses from Tewkesbury to Cheltenham and Gloucester starting 19/02/23 <https://tinyurl.com/up4zdrnh>

Bow Farm Gravel Extraction (Land At Bow Farm, Bow Lane, Twyning, Tewkesbury) Planning Application 19/0081/TWMAJM Was refused on 26/01/23

How can transport can be decarbonised? Please give your views on the best methods for reducing the emissions and tackling the climate emergency, the survey is open until 28/02/23 <https://tinyurl.com/2p8vexud>

'Cutting costs and carbon' Winter energy saving campaign. In the UK, around 22% of carbon emissions come from our homes, (heating, lighting and appliances). Carbon and money saving ideas here: <https://tinyurl.com/v5s8xab>

Have your say on GCC's healthy lifestyles service As part of the council's legal duty to improve the health and wellbeing of local people and reduce health inequalities, they provide a healthy lifestyles service that supports people to make changes like quitting smoking or losing weight. The consultation runs until 16/04/23 <https://tinyurl.com/2p83h4wr>

'No Person is an Island' GCC's Director of Public Health's first annual report. It highlights connecting with others for good health, wellbeing and the prevention of loneliness. The report showcases projects and groups bringing people together and provides recommendations that individuals, communities and organisations can take to make sure Gloucestershire is a place which connects people. "One thing we can all do is check in on someone, be that a friend, family or a neighbour". Read the excellent report here: <https://tinyurl.com/46v5afcu>

Tewkesbury Repair Cafe Next session Sat 18th February, 2-5pm at the Baptist Church.