

**MINUTES**  
**of a meeting of the Full Council**  
**held at the Tewkesbury Town Hall on 13<sup>th</sup> February 2023 at 6.00pm**

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

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

**22/23 - 156 To receive apologies for absence**  
Apologies received from Cllr Gurney (health). Councillor Smith to leave at 6.50pm.

Cllrs Brennan & Aldridge joined the meeting.

**22/23 - 157 To receive declarations of interest**  
Cllrs Sztymiak, Smith & Cody – Tewkesbury Borough Councillors  
Cllrs Smith & Cody – Gloucestershire County Councillors  
Cllr S Raywood – Planning Committee response – will leave the meeting

**22/23 - 158 To consider requests for dispensation**  
None required.

**22/23 - 159 To receive written questions from members of the public**  
None received.

Cllr Hayes joined the meeting.

**22/23 - 160 Public Participation**  
A member of the public asked a number of questions about financial regulations, emailing councillors and staffing minutes. The Clerk asked for clarification and requested that the questions be emailed so that they could be responded to accurately.

**22/23 - 161 Correspondence**  
Thanks were received from Guideposts for the grant.

**22/23 - 162 To note the Mayor's Announcements**  
  
Nominations for Community Awards are now open. Details are on the Town Council website. Closing date for nominations is the end of February and nominations will be considered in the March Full Council meeting.

There is a Town and Parish Seminar online on 22<sup>nd</sup> February (2-3.30pm) on elections and the national planning policy framework.

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

For those councillors wishing to stand again, nomination packs will be available from the Tewkesbury Borough Council website from mid-February.

- 22/23 - 163**      **To approve the minutes of the meetings held on 9<sup>th</sup> January 2023**  
 Subject to a typo in item 22/23-139, it was RESOLVED to approve the minutes of the meeting held on 9<sup>th</sup> January 2023. Proposed by Cllr Cody, seconded by Cllr Bowman.
- 22/23 - 164**      **Matter arising**
- 21/22-147      **Cycle storage and Riverside Walk signs** – ongoing as part of the High Street Heritage Action Zone work.
- 22/23-95      **Accessibility of Town Hall.** Streaming options being investigated, First quote came in at £23,000 per annum.
- 22/23-141      **Reports to circulate** – Tewkesbury 2030 and 2008 flood reports – complete  
**Appointing a hydrology expert** – Motion deferred to a future meeting. Awaiting information from Cllr Sztymiak in response to the additional questions raised by Cllrs. Two representatives from TBC attending the March, meeting to talk about planning and hydrology reports.
- 22/23 - 165**      **To note the following Committee Minutes: Staffing – 12<sup>th</sup> December 2022, Planning – 7<sup>th</sup> & 21<sup>st</sup> December 2022**  
 The above minutes were noted.
- 22/23 - 166**      **To receive the budget report for December 2022 and the earmarked reserves report**  
 The reports were received.  
 The Town Clerk drew attention to the following items:  
 Finance Income (120) – Warm spaces grant of £1,000 and grant towards Tewkesbury Live of £1,000 were received from Tewkesbury Borough Council.  
 Buildings & Moorings Income (200) – expected to exceed budgeted figure for this year. Moorings on the Back of Avon have been busier than previous years.  
 Over the next few months the committed expenditure in respect of the replacement railings (the funding of which is coming from the High Street Heritage Action Zone) will be seen in the accounts. This will be in excess of the budget, but there is a contract in place for the funding.
- The latest year to date figure for Watson Hall income (600/1800) is £22,966 against a budget of £22,808, which is great news. The income figures for the Town Hall show that it is unlikely to hit the income target of £20,000 and current income is £15,588.
- The current overall budget shows an income of £575,096, against budgeted income of £561,741. The expenditure is also within the expected levels, with £152,485 left for the remaining quarter. It is a healthy position overall.  
 All earmarked reserves that had been resolved to be released have been actioned and this is reflected in the report.
- 22/23 - 167**      **To receive the payments reports for December 2022**  
 The payments report was received.
- 22/23 - 168**      **To note the Q3 bank reconciliations**  
 These were noted.

**22/23 - 169 To consider and agree the Planning Committee's response to the 'Levelling Up and Regeneration Bill'**

Cllr S Raywood left the room, Cllr Sztymiak took the Chair.

Cllr J Raywood outlined the 58 questions that the Planning Committee have looked at over the last few meetings. Deadline for submission is 5<sup>th</sup> March so this is the only Full Council meeting at which the response can be considered. Cllrs were reminded that this document has been circulated on several occasions now and there have been opportunities for comments to be made.

The responses to question 40 and 39 were discussed and a couple of Councillors indicated that there was additional wording that they would like to add.

It was RESOLVED to approve the Planning Committee's response to the 'Levelling Up and Regeneration Bill' subject to the addition of wording to questions 39 and 40 only. This wording will be submitted by those Councillors who wished to add wording and will be circulated to all Councillors so that any issues can be raised before submission.

Proposed by Cllr Sztymiak, seconded by Cllr Danter.

Cllr Danter thanked the Planning Committee for their thoughtful and thorough responses and acknowledged that this was a huge improvement on the historical position where the Town Council did not often reply to the consultations.

Cllr J Raywood advised that the Town Council's responses are also sent to our MP and he has quoted our responses in Parliament, which shows that they are received and taken into account.

Cllr Smith left the meeting. Cllr S Raywood returned to the meeting and took the Chair.

**22/23 - 170 To receive an update from Cllr Cody on the Speedwatch applications and agree next steps**

Cllr Cody provided an update on the Speedwatch applications. The requests for a camera and a vehicle activated sign (VAS) have been approved in principle and the next step is for the paperwork to be signed, so that the assessments can go ahead. Without the signed paperwork the applications cannot be progressed any further.

The next steps are for the location assessments to take place, for both the camera and the VAS. The camera will have a fixed location and there will be choices as to the level at which the Town Council wishes to operate it. At the most basic level, the data is sent directly to the police so that they can act upon any trends. At the more advanced levels warning letters can be sent to individuals at a cost of 50p per letter and spending limits can be set. All data has to be appropriately managed and ensure that the right safeguards are in place.

Cllr Cody has suggested some VAS locations as part of the application process, but these will be evaluated on a points basis as part of the assessment process. Other locations can still be added; Cllr Cody requested that Councillors let her know of any suggestions, locations which are close to schools, nursing homes or in accident black

spots are prioritised. VAS have to be moved every two weeks and cannot return to the location for eight weeks. This is because they become less effective if they are left in one location. The Town Council would be responsible for moving the VAS.

Cllrs thanked Cllr Cody for her work on this and they support the speedwatch work. Questions were asked about the ownership and ongoing maintenance costs. The equipment will be owned by the Town Council and they will be responsible for any ongoing maintenance.

It was RESOLVED to sign the paperwork and progress the speedwatch application for the camera and VAS.

Proposed by Cllr Cody, seconded by Cllr Aldridge.

- 22/23 - 171 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 circulation for consideration by all Councillors at the Full Council meeting, but no alternative budgets will be accepted directly in the Full Council meeting.'**

It was RESOLVED to approve the change to Financial Regulations, as detailed above. Proposed by Cllr Aldridge, seconded by Cllr Brennan.

- 22/23 - 172 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, the Town Council agree in principle to work with the Civic Society and Tewkesbury Borough Council on a campaign to encourage civic pride in our community'**

Cllr Sztymiak advised that copies of the article have been circulated and it is the aim of the civic society to improve civic pride and the look of the town. Bins are a particular focus because of the age of some of the buildings and not all properties have access to the rear of their buildings, making bin storage particularly tricky (especially if you have to bring it through the house). The principle of the motion is to help people to help themselves.

Cllr Cody stated that it is also wider than this too, it is about valuing our local litter pickers who already work hard for the town, encouraging people to put their bins away and working with other parties throughout the town, such as Britain in Bloom, Tewkesbury Live, footpath wardens and Severn Ham volunteers. GCC support working parties in other areas and tools and training can be made available for volunteers.

Councillors agreed that solutions need to be found, it is a motion that comes back on a regular basis over the years. It was noted that the streets, pavements and alleyways are all areas that need attention, but that engaging people is not an easy task. Visitors want to see a clean and tidy town. Could shop owners be encouraged to look after the pavement in front of their shop?

Councillors stated that feedback is often made through the planning comments to Tewkesbury Borough Council to highlight issues such as potential bin storage. The Civic Society and Town Council also already meet with Tewkesbury Borough Council to discuss buildings that are being developed without listed building consent. Improving the town is also mentioned within the Town Council forward plan.

It was RESOLVED that following the article in January's Tewkesbury Direct magazine regarding bins and the desire to improve the town's general appearance, the Town Council values those who have already taken steps to care about our town and wishes to encourage others to take part through public engagement. The Town Council agrees in principle, to work with the Civic Society and Tewkesbury Borough Council on a campaign to encourage civic pride in our community. Proposed by Cllr Sztymiak, seconded by Cllr Cody.

Cllr Bowman thanked all councillors who have helped to deliver the newsletter and thanked the Assistant Town Clerk for writing a really useful newsletter. It is hoped that the Town Council will continue to deliver the newsletter at least once a year. Cllrs thanked Cllr Bowman for organising the delivery routes and newsletters for delivery.

Cllr discussed that it is being suggested that Monday 8<sup>th</sup> May (Coronation Day) is used as a volunteer day and an opportunity to get people together. It was suggested that 17<sup>th</sup> June might be a better date, as it is Tewkesbury Civic Pride Day.

**22/23 - 173 To receive reports from Tewkesbury Borough Council and Gloucestershire County Council**

The GCC report was received from Cllr Cody.

It was requested that the names of the Councillors giving the reports are detailed on the agenda.

Cllr Sztymiak gave a brief update on Tewkesbury Borough Council. The details of the bridge appeal have been circulated and it shows the power of a parish council to challenge the Borough Council.

Voting changes are coming in May – photo ID will be required. ID is not required for three years if you wish to vote by post.

**Action:** Details about photo ID being required to vote to go in all noticeboards. Letters have been sent to all residents.

There being no further business, the meeting closed at 7.45pm.

Signature of Chairman upon approval of the minutes ..... 13<sup>th</sup> March 2023