

MINUTES
of a meeting of the Full Council
held at the Tewkesbury Town Hall on 12th June 2023 at 6.00pm

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

In attendance: D Hill (Town Clerk), J King (Assistant Town Clerk) and one member of the public.

23/24 - 36 To receive apologies for absence
Apologies received from Cllr Ash (work).

23/24 - 37 To receive declarations of interest
Cllrs Sztymiak, Bowman & Cody – Tewkesbury Borough Councillors
Cllrs Cody & Smith – Gloucestershire County Councillors
Cllr S Raywood – employed with the Planning Inspectorate
Cllrs Bowman & Dimond-Brown – Tewkesbury Borough Council Planning Committee.
Cllr Bowman – Manor Players Grant Application
Cllr Cody – Medieval Festival Grant Application

Cllr Dimond-Brown joined the meeting.

23/24 - 38 To consider requests for dispensation
None required.

23/24 - 39 To receive written questions from members of the public
There were no written questions.

23/24 - 40 Public Participation
There was no public participation.

23/24 - 41 To note the Mayor's Announcements
The Mayor introduced her chaplain – Reverend Charles Whitney.
Cllr S Raywood was presented with his past Mayor's badge.
The Mayor outlined her recent visits.

23/24 - 42 To approve the minutes of the meetings held on 15th May 2023
Subject to the addition of Cllr Jones to the Buildings & Moorings Committee membership list and a note about VAS being stolen. It was RESOLVED to approve the minutes of the meeting held on 15th May 2023.
Proposed by Cllr Cody, seconded by Cllr J Raywood.

23/24 - 43 To note the following Committee Minutes – Buildings & Moorings – 5th April 2023, Planning – 4th & 19th April 2023, Finance – 11th & 27th April
The above minutes were noted.

- 23/24 - 44** **Matters arising from the minutes**
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**. Investigating streaming options – ongoing.
23/24-19 **General Power of Competence** – Town Clerk circulated details – complete.
23/24-21 **Vehicle Activated Signs** – add to insurance and asset register. Ongoing as costs still needed.
- 23/24 - 45** **To receive the finance reports for April 2023 and earmarked reserves report**
The reports were received.
The Town Clerk drew attention to a couple of matters:
The first half of the precept income has been received from Tewkesbury Borough Council. The end of year accounting has been completed and the committed expenditure in 2022/23 has been accrued.
Earmarked reserve 347 has final figures for the display screen in the Old Court Room and the surplus has been released into general reserves.
- 23/24 - 46** **To receive the payments report for April 2023**
The report was received.
Action: The issue with the Severn Ham figures from Rialtas has returned – report to Rialtas.
- 23/24 - 47** **To receive the financial reports and bank reconciliations for the Town Council for the year ending 31st March 2023**
The reports and reconciliations were noted.

The High Street Heritage Action Zone (HSHAZ) works have had an impact on year end figures, particularly the general reserves. There was £53,080.33 that was paid out of general reserves that will be reimbursed by the HSHAZ funding, but it had not been received at year end. This accounts for the significant decrease in general reserves.

The earmarked reserve reports shows the movements over the year and this is the year end position.
- 23/24 - 48** **To approve the balance sheet and income and expenditure account for 31st March 2023**
It was RESOLVED to approve the balance sheet and income and expenditure account for 31st March 2023.
Proposed by Cllr Brookes, seconded by Cllr Cody.
- 23/24 - 49** **To consider and approve the Annual Governance Statement 2022-23**
Councillors considered each assertion on the Annual Governance Statement in turn. The internal auditors have asked the council to carefully consider items 2 & 5. Discussions were had about compliance with LGA 1972 s.117(1)

It was RESOLVED to approve the Annual Governance Statement 2022-23 as follows:
Item 1 – Yes
Item 2 – No
Item 3 – Yes (Cllr Sztymiak wished to record his no vote on this item)
Item 4 – Yes
Item 5 – Yes
Item 6 – Yes

Item 7 – Yes

Item 8 – Yes

Item 9 – No - due to the trust situation with the Watson Hall.

Proposed by Cllr Bowman, seconded by Cllr S Raywood.

A Cllr stated that; as a new councillor, it would have been easier to follow this item if the chair of finance or the Clerk had taken them through it. This was noted and will be changed for next year.

23/24 - 50 To consider and approve the Accounting Statements 2022-23

It was RESOLVED to approve the Accounting Statements 2022-23

Proposed by Cllr S Raywood, seconded by Cllr Bowman.

23/24 - 51 To consider and agree grant applications from outside bodies

It was RESOLVED to award the following grants:

Tewkesbury Medieval Festival - £2000

Proposed by Cllr Cody, seconded by Cllr Dimond-Brown.

Tewkesbury in Bloom - £2000

Proposed by Cllr Jones, seconded by Cllr J Raywood.

The Town Clerk will ensure that the Town Council logo appears on the planters.

Manor Players - £1000

Proposed by Cllr Sztymiak, seconded by Cllr Dimond-Brown.

Councillors discussed the application form and the amount of information provided in the 'supporting information' box. It was agreed that it should be possible to make representations for grants in other ways, as an application form is not accessible to all, for example as a presentation or film.

Action: Officer to look at options for updating the application form.

23/24 - 52 To approve the Town Council's Community Engagement Policy

Subject to some minor typographical changes, it was RESOLVED to approve the Town Council's Community Engagement Policy.

Proposed by Cllr Dimond-Brown, seconded by Cllr J Raywood.

Cllr S Raywood withdrew from the meeting.

23/24 - 53 To review and approve the proposed response to planning application W/23/00682/OUT Land East Of Bredon Road Off Tewkesbury Road Bredons Hardwick - Outline application for phased residential development capable of being severed for approximately up to 500 dwellings (C3 Use Class) including means of access (two vehicular access points from the B4080 and a pedestrian/cycle access from Derwent Drive) and associated infrastructure and landscaping including provision of formal and informal open space and drainage attenuation basins, with all matters reserved except for access

Subject to the inclusion of details on the Transport Management Act 2004, section 16, it was RESOLVED to approve the proposed response to planning application

W/23/00682/OUT Land East Of Bredon Road Off Tewkesbury Road Bredons Hardwick. Proposed by Cllr Hayes, seconded by Cllr Cody.

Cllrs further discussed the application and the ongoing flood risk that future development poses. It was requested that a resolution be passed to appoint a hydrologist to consider this particular planning application. As it is often the case that pluvial and fluvial water levels are not both considered.

Councillors were advised that this was not within the scope of the resolution and at present there are not costings for this work. Cllr Smith recommended a contact and the University of Bristol as a potential for a hydrology report. Cllr Smith also stated he would be prepared to part finance the report from his GCC Build Back Better funding.

Action – Clerk to contact Bristol University regarding hydrologist availability and costs. Costs to go to Planning or Full Council for approval depending on timing.

Cllr S Raywood rejoined the meeting.

- 23/24 - 54 To note the date of the GAPTC AGM (22nd July at 10.30am) and the call for resolutions**
It was RESOLVED to request that GAPTC make Councils aware of their responsibilities of Local Government Act 1972 s.117 and that Councils have a procedure in place. Proposed by Cllr Jones, seconded by Cllr Danter.
- 23/24 - 55 Review of representation on or work with external bodies and arrangements for reporting back**
It was reviewed and membership updated.
- 23/24 - 56 To receive a recommendation from the internal control checkers for councillors to carry out a check of a sample of council assets and reconcile back to the asset register**
Recommendation for all councillors to get involved checking the fixed asset register for their area. This is the street furniture condition check that has been done previously. It is part of a good audit to check that the fixed asset register reflects the actual assets.
Action: Asset register lists to be generated ready for checking – E&A Committee / Assistant Town Clerk.
- 23/24 - 57 Review of the Council's and / or staff subscriptions to other bodies**
Defer to the next meeting.
- 23/24 - 58 Review of the Council's complaints procedures**
There were no changes recommended to the Council's complaints procedures. It was RESOLVED to accept the Council's complaints procedure. Proposed by Cllr Danter, seconded by Cllr Dimond-Brown.
- 23/24 - 59 Review of the Council's policy for dealing with the press / media**
It was RESOLVED to accept the Council's policy for dealing with the press / media, subject to minor updates to the list of organisations that the Council works with. Proposed by Cllr S Raywood, seconded by Cllr J Raywood.
- 23/24 - 60 To note the reports from Tewkesbury Borough Council & Gloucestershire County Council**
The reports were noted.

23/24 - 61

Correspondence

Correspondence was received from the Rural Market Town Group regarding their 'Sounding Board' groups for younger and older people. All Councillors are invited to join and further details are available from the office.

There being no further business, the meeting closed at 8pm

Signature of Chairman upon approval of the minutes 10th July 2023.