

**MINUTES**  
**of a meeting of the Full Council**  
**held at Tewkesbury Town Hall on Monday 11<sup>th</sup> September 2023 at 6.00pm**

**Present:** Cllrs C Danter (Chair), E Ash, J Baddams, H Bowman, P Brookes, C Cody, A Hayes, P Jones, K Moran, J Raywood, S Raywood, V Smith, M Sztymiak.

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

**23/24 - 79 To receive apologies for absence**

Apologies received from Cllr Robertson (personal), Cllr Langdon (personal) & Cllr Dimond-Brown (health)

**23/24 - 80 To receive declarations of interest**

Cllrs Cody, Sztymiak & Bowman – Tewkesbury Borough Councillors  
Cllrs Cody & Smith – Gloucestershire County Councillors  
Cllr S Raywood – employed with the Planning Inspectorate  
Cllrs Bowman – Tewkesbury Borough Council Planning Committee  
Cllr J Raywood – Chairman of Trustees of Tewkesbury Museum

**23/24 - 81 To consider requests for dispensation**

None required.

**23/24 - 82 To receive written questions from members of the public**

There were no questions received.

**23/24 - 83 Public Participation**

There was no public participation.

**23/24 - 84 To note the Mayor's Announcements**

Greener Together Event at the Town Hall on 23<sup>rd</sup> September in the Town Hall garden.

Sunday November 12<sup>th</sup> – Tewkesbury Remembrance Parade, all Councillors are invited to take part. Parade will leave the Town Hall at 9.20am.

Due to the building works at the Methodist Church, it is not possible to hold the Town Council's carol service there this year. Instead, Councillors are invited to attend and assist with the Christingle Service at Tewkesbury Abbey on Christmas Eve afternoon at 4pm.

**23/24 - 85 To approve the minutes of the meetings held on 10<sup>th</sup> July 2023**

It was RESOLVED to approve the minutes of the meeting held on 10<sup>th</sup> July 2023  
Proposed by Cllr J Raywood, seconded by Cllr Brookes.

**23/24 - 86 To note the following Committee Minutes – Buildings & Moorings – 25<sup>th</sup> July 2023, Planning – 14<sup>th</sup> & 28<sup>th</sup> June, 12<sup>th</sup> & 26<sup>th</sup> July 2023, Environment & Amenities – 4<sup>th</sup> July 2023, Finance – 5<sup>th</sup> June & 3<sup>rd</sup> July 2023, Severn Ham – 26<sup>th</sup> June 2023, Staffing – 12<sup>th</sup> June 2023**

The above minutes were noted.

Council was advised that the Men's Shed Project has been renamed the Shed Project. The Environment and Amenities Minutes will be updated to reflect this change.

A Councillor asked for a progress update on the work to the Employee Handbook to reflect the changes regarding declaring interests. The Town Clerk advised that the update had been received and it would go to the Staffing Committee later this month for review.

**23/24 - 87**

**Matters arising from the minutes**

21/22-147 Cycle storage and Riverside Walk signs – ongoing as part of the HSHAZ work.

22/23-95 Accessibility of Town Hall - ongoing. Next meeting will involve the conservation officer.

23/24-21 Vehicle Activated Signs – added to insurance and asset register – complete.

23/24-56 Asset register lists for checking – ongoing.

23/24-66 Civic Pride / Our Town working group – terms of reference to return to Full Council – ongoing.

23/24-66 Stabbing at Tewkesbury School – response issued and strategic plan picking up youth centric actions – complete.

**23/24 - 88**

**To receive the budget reports for June & July 2023 and earmarked reserves report**

The reports were received.

The Town Clerk drew attention to the Tewkesbury Live numbers which show an expenditure of £43,822 against income of £26,288. This is because the Town Council has paid 100% of band costs and the venues have been invoiced for their 50% of the costs, but this has not been received yet. A full update will be provided on Tewkesbury Live at the next Full Council meeting, but the numbers look positive, with a carry forward of £11,796 to date and a donation of £10,000 has also been received towards the 2024 event from an anonymous donor.

There is an overspend showing on Moorings which relates to the HSHAZ expenditure. New income and expenditure codes are being created so that this can be clearly seen.

**Action:** Ask Rialtas for a timing update for the bug fix which still shows on the Severn Ham number. Add to matters arising to monitor.

**23/24 - 89**

**To receive the payments reports for June & July 2023**

The reports were received.

**Action:** Cllr Sztymiak requested a breakdown of the payments made to GK Engineering in June & July. The invoices primarily relate to health & safety works.

A Councillor asked questions about the payment for T-shirts of £3,500 and asked about how many had been sold, how many remain.

**Action:** To be answered with the Tewkesbury Live update at the November meeting.

Cllr S Raywood left the meeting.

**23/24 - 90**      **To receive and approve the proposed response to: ‘To consider any feedback to be submitted to Tewkesbury Borough Council regarding s.106 mitigation for what the new community will require if the above planning application is approved (Ref NO:22/009610/OUT – Land East of Mythe Road)**

It is noted that there was a typographical error and that the response refers to the Land East of Mythe Road, rather than the Bredon Road. The planning reference number is correct.

Further to the adding in of a request for additional cycle storage, it was RESOLVED to approve the response.

Proposed by Cllr Bowman, seconded by Cllr Cody.

**23/24 - 91**      **To receive the assessment of flood risks associated with Land East of Bredon Road draft report and consider comments and feedback from Councillors and any amendments to the report**

It was noted that page 3 of the report refers to 27 houses being built, when in fact it is 500. Councillors were disappointed that they did not have an opportunity to input into the report.

It was noted that the Council would have liked more recommendations on what mitigation might look like and what the maintenance would look like.

Cllrs asked if this was a missed opportunity for betterment, e.g. should the attenuation ponds be even bigger. Cllr J Raywood advised that if a local authority puts conditions on a developer that are considered unreasonable, they can take this to court and it can be overturned. In this instance the attenuation ponds can only be for the size of the development, there can be no responsibility imposed for mitigating for future potential developments not included in this application.

In 2007 Mythe flood gauge was overwhelmed at 13.4m and taking into account the uncertainty levels, this could be higher next time. Fluvial reports say it could go up to 14m. A Councillor stated that the 1 in 100-year event descriptor is misleading, it is actually a 1% chance each year.

Historically flood levels reached 14.5m, so why are we building to a level of 13.4m. The flood report also doesn't deal with the displacement of water.

**Action:** Councillors requested a meeting with the consultancy who produced the report to be able to discuss further.

Cllr S Raywood rejoined the meeting.

**23/24 - 92**      **To approve the update to Standing Orders, section 18 as advised by the internal auditor**

It was RESOLVED to approve the update to Standing Orders, section 18 as advised by the internal auditor.

Proposed by Cllr S Raywood, seconded by Cllr Brookes.

**23/24 - 93**      **To approve the updated General Privacy Notice**

It was RESOLVED to updated General Privacy Notice.

Proposed by Cllr Brookes, seconded by Cllr J Raywood.

**23/24 - 94**      **To approve the updated grant policy and grant application form**

It was RESOLVED to approve the grant policy and grant application form.

Proposed by Cllr Cody, seconded by Cllr Baddams.

**23/24 - 79 To note the reports from Tewkesbury Borough Council (TBC) and Gloucestershire County Council**

The reports were noted.

A concern was raised about the archaeological collection that is on loan from TBC to Tewkesbury Museum. The museum has asked for them either to be transferred to their ownership or to take them back, the collection totals 180 boxes. TBC was given a year to reply and a further extension of 3 months, which has also now elapsed. With the Museum having to be emptied for the works to take place a decision is needed quickly.

**Action:** Cllrs Bowman & Cody will liaise with the Borough Council.

Are Cllrs confident that TBC finances are robust enough not to end up in s.114 territory, following the situation in Birmingham. The Overview and Scrutiny Committee regularly look at the finances, but realistically after 13 years of austerity, the pressure is on. Cllr Bowman advised that she has requested finance information looking ahead five years and what the absolute statutory requirements are, together with what are the projected income levels will be.

A Councillor asked if the planning register at TBC could be updated, as some historical applications are still showing on the register, the latest of which dates back to 2011.

Cllr Smith left the meeting.

**23/24 - 80 Correspondence**

Gloucestershire Mentoring Programme are looking for volunteers to become mentors to young people aged 10-25. If anyone would like to get involved, please contact the office for further information.

The Town Clerk advised that External Auditor had been in touch about the AGAR for 2022/23. A local elector had raised five objections to the return. The Auditor has assessed them as ineligible objections as they were not received within the relevant time period.

Cllr J Raywood left the meeting.

**23/24 - 81 To retrospectively approve expenditure of £2,750 for a Mechanical and Electrical Condition Report completed by Engineering Services Consultancy Ltd and £4,950 to prepare heat loss calculations and a new heating design at 64 Barton Street**

As part of the £366,000 MEND grant, £20,000 was allocated to cover the installation of new heating and link the fire alarm to the door.

In order for this to be included in the bid, a mechanical and electrical report was required, which then led to the need for the heat loss calculations and the new heating design.

The report covers more than just details on the heating system and includes details on the humidity in the building and what could be done to improve it (this does not form part of the work through the MEND grant).

A Councillor asked if there were there any carbon calculations. The Town Clerk advised that the whole report will go to the next Buildings & Moorings Committee meeting.

It was RESOLVED to approve the above retrospective expenditure.

Proposed by Cllr Sztymiak, seconded by Cllr Brookes.

**23/24 - 82 To delegate authority to the Town Clerk to authorise expenditure relating to the appointment of specialists, preparation of specialist reports and insurance premiums relating to the refurbishment project at 64 Barton Street**

The Town Clerk advised that it is not expected that there will be a need for many more specialist reports. The Town Council has put £50,000 in the budget to cover costs associated with the project. Everything identified at the time of application has been included in the MEND grant application, but there have been items such as the heat loss calculations, that may not have been included, but need to be subsequently covered. The Town Clerk also advised that there will be an increased insurance premium, as the current insurance only covers up to £50,000 of contracted works.

Councillors requested that the Town Clerk kept them regularly informed about the costs of the project (in broad terms), to prevent overspending. It was acknowledged that there are costs that would not yet be known, and it is about reporting and being informed about any risks as they arise.

It was RESOLVED to delegate authority to the Town Clerk as detailed above.

Proposed by Cllr Baddams, seconded by Cllr S Raywood.

**23/24 - 83 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 ss.2**

It was RESOLVED to exclude the press and public as specified above.

Proposed by Cllr S Raywood, seconded by Cllr Moran.

**23/24 - 84 To review the tenders received for refurbishment works to 64 Barton Street and to agree the successful tender**

Cllr Moran declared that she knew one of the contractors.

Cllr Bowman declared that she knew one of the contractors.

The potential start date for the project is the end of October. The scaffolding would impact on the Mop Fair at the beginning of the month, so a later date was agreed.

The Museum trustees are aware of the potential date.

It was RESOLVED to appoint A G Boniface & Sons Ltd to carry out the refurbishment works to 64 Barton Street.

Proposed by Cllr Sztymiak, seconded by Cllr Cody.

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

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