



**TEWKESBURY
TOWN COUNCIL**

AGENDA

To: Town Councillors

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

Members of the public and press are welcome to attend.

Debbie Hill
Town Clerk
7th November 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. To note the Mayor's announcements
7. To approve the minutes of the meeting held on 11th September 2023
8. To note the following Committee Minutes: Planning – 9th & 23rd August, 6th & 20th September 2023, Finance – 29th August 2023, Severn Ham – 18th September 2023
9. Matters arising from the minutes – for information only
10. To receive the budget and earmarked reserves reports for August & September 2023
11. To receive the payments reports for August & September 2023
12. To note the Q1 & Q2 bank reconciliations
13. To approve the Strategic Plan 2024-2029

14. Following the approval of the Strategic Plan, the Council resolves that it will meet the criteria in terms of Governance, Community & Development and wishes to apply for the Local Council Quality Award in January 2024
15. To consider and agree any grant applications
16. To note that Cllr Moran will be the Outside Bodies liaison for Tewkesbury Medieval Festival rather than Tewkesbury Big Weekend.
17. To agree to sign up to NALC's Civility & Respect Pledge
18. To delegate authority to the Planning Committee to complete and approve the response to the South Worcestershire Development Plan Review
19. To review the issue regarding future cemetery provision in Tewkesbury and Tewkesbury Borough Council's plan for dealing with this
20. To approve the separation of the Buildings & Moorings Committee into two separate committees and to agree the membership & quorum as follows:
Buildings Committee – quorum of 4
Moorings Committee – quorum of 3
21. To note the Council's action with regard to the biodiversity duty on local councils
22. To receive an update from the Climate Change Working Group
23. To note the reports from Tewkesbury Borough Council & Gloucestershire County Council
24. Correspondence

The next Full Council meeting will be
15th January 2024

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 Tewkesbury Town Hall on Monday 11th 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 23rd September in the Town Hall garden.

Sunday November 12th – 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 10th July 2023

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

23/24 - 86 To note the following Committee Minutes – Buildings & Moorings – 25th July 2023, Planning – 14th & 28th June, 12th & 26th July 2023, Environment & Amenities – 4th July 2023, Finance – 5th June & 3rd July 2023, Severn Ham – 26th June 2023, Staffing – 12th 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 - 95 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 - 96 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 - 97 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 - 98 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 - 99 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 - 100 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 13th November 2023



TEWKESBURY TOWN COUNCIL

PLANNING COMMITTEE

Wednesday 9th August 2023

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

In attendance: Mrs K Chambers (Admin Assistant)

MINUTES

P.23/24.147 Welcome.

The Chairman welcomed everyone present when the meeting opened at 7.31pm

P.23/24.148 To receive apologies for absence

Cllr. A Hayes

P.23/24.149 To receive declarations of interest

Mr Carey – re. application Ref. No: 23/00610/FUL – lives adjacent to the site

P.23/24.150 To receive and consider requests for dispensations

None

P.23/24.151 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.23/24.152 To approve the minutes of the Planning Committee meeting held on 26th July 2023

Proposed by Mr Carey and seconded by Cllr Jones

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

P.23/24.153 To approve the payments list

Proposed by Cllr Raywood and seconded by Cllr Jones

It was resolved to **approve** the payments list subject to further clarity being provided regarding the payment to ESC and which property it relates to.

Payment total - £12,416.33

Post meeting note – the payment to ESC relates to an electrical and mechanical engineer’s survey of 64 Barton Street, as part of the repair project, covered by the recently awarded MEND2 grant.

P.23/24.154 To progress the design of the Planning Webpage

Members considered amended wording offered by Cllr Hayes and made further changes to ensure clarity of understanding. The Admin Assistant confirmed that the committee’s intentions are achievable and will make the appropriate changes to the webpage. Depending on how well it works, there may be additional changes and updates later, especially in respect of the Town Council’s forward plan, which is due to be updated soon.

The agreed format is as follows:

The stated timing of meetings will be corrected from 7.00pm to 7.30pm.

The second bullet point at the top of the page will be expanded to say:

- Highways schemes, National infrastructure schemes and other consenting regimes

The list of committee personnel will be expanded to recognise the valuable contribution of our two lay members.

Below the photographs there will be the following information:

About our committee

This committee meets once a fortnight to consider and respond to local and national planning initiatives from a variety of sources. These include consultations with national government on national infrastructure projects such as major road projects, Tewkesbury Borough Council on local planning applications such as specific building upgrades and neighbouring authorities such as Wychavon District Council, where issues might have a potential impact in Tewkesbury. Our local insight and understanding of our parishioners can influence the final outcome of planning aspirations.

The planning committee meets regularly in the Old Court Room on the ground floor of the Town Hall at or around 7.30pm on a Wednesday evening. Do check the Council website for further details, including the agenda for the next of the fortnightly meetings which always include opportunities for public participation, as we actively welcome public engagement with the council.

Useful references

To find our **agendas and minutes**, please click [here](#)

The **Forward Plan** relates to key decisions that the council plans to make in the near future and can be accessed by following this link [here](#)

Local Planning Policy provides a framework within which Tewkesbury Town Council responses to both local and national initiatives and can be accessed by following this link [here](#)

To learn how to respond to National Infrastructure Projects, follow this link [here](#)

P.23/24.155 To receive updates on matters arising from the minutes – for information only

Re. **P.23/24.010** - There has been no further information forthcoming on 23/00287/LBC.

Re. **P.22/23.392** - There has been no further information forthcoming on 22/00462/LBC.

Re. **P.23/24.131** - The Garden Town Gateway Review will take place here in the Corn Exchange tomorrow, 10th August at 4.00pm

Re. **P.23/24.144** and **P.23/24.145**, the Town Clerk has been asked to pass on our queries and comments to TBC.

P.23/24.156 To note correspondence

The Civic Society has circulated to its members the Town Council's response to the recent reapplication to build 500 houses on Mitton Bank. It has been received very positively indeed. The Civic Society has also sent its own responses to **21/01521/FUL** (41A High Street – retrospective change of use to sui generis – hot food take away), 22/00610/OUT (application to build up to 165 houses on the Mythe) and 23/00559/FUL (4, Quay Street). The first of these is already in our in-tray for our next meeting and we have already responded to the other two.

P.23/24.157 To receive the Borough Councillor's report (if applicable)

None

P.23/24.158 Engineering works to enable site remediation and associated restoration of land.

Planning Application

Former Gasworks Oldbury Road Tewkesbury Gloucestershire GL20 5LS

Ref. No: 23/00610/FUL

Observations:

No objection

P.23/24.159 Installation of new fascia signage

Planning Application

Salvation Army 37 High Street Tewkesbury Gloucestershire GL20 5BB

Ref. No: 23/00583/LBC

Observations:

No objection

P.23/24.160 Change of use from agricultural barns to two residential units.

Planning Application

Park Farm Hoo Lane Deerhurst Tewkesbury Gloucestershire GL20 7DE

Ref. No: 23/00564/FUL

Observations:

No objection

P.23/24.161 To note the decisions made in July 2023, in respect of planning applications to Tewkesbury Borough Council

This item was accidentally omitted from discussions and will be addressed in the next meeting.

P.23/24.162 To note any additional information on the Planning Portal regarding applications to which this committee has already responded, and agree further actions

None that the committee could see, since the TBC public access website was not working.

P.23/24/163 To note any additional applications on the Planning Portal which will expire before Wednesday 23rd August 2023 and agree further actions

None

There being no further business, the meeting closed at 8.12pm

Chairman's signature

23rd August 2023



TEWKESBURY TOWN COUNCIL

PLANNING COMMITTEE

Wednesday 23rd August 2023

Present: Cllrs. J Raywood, S Raywood, P Jones

MINUTES

- P.23/24.164 Welcome.**
The Chairman welcomed everyone present when the meeting opened at 7.33pm.
- P.23/24.165 To receive apologies for absence**
Cllr A Hayes
Mr R Carey
- P.23/24.166 To receive declarations of interest**
Item 14 (P.23/24.177) – Cllr P Jones – Non-pecuniary interest
- P.23/24.167 To receive and consider requests for dispensations**
None
- P.23/24.168 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.23/24.169 To approve the minutes of the Planning Committee meeting held on 9th August 2023**
Proposed by Cllr Jones and seconded by Cllr S Raywood
It was resolved to **approve** the minutes.
- P.23/24.170 To receive updates on matters arising from the minutes – for information only**
Re. **P.23/24.154** – the proposed changes to the Planning Committee webpage have been made, with the exception that there are further links to be added in due course. Tewkesbury Borough Council has contacted us to say that the problems we encountered with the Planning Portal during our last meeting were due to a problem with their server, which we believe has now been corrected.

Re. **P.23/24.010** - There has been no further information forthcoming on 23/00287/LBC.

Re. **P.22/23.392** - There has been no further information forthcoming on 22/00462/LBC.

However, the chairman reminded the conservation officer about the two applications above, while attending a meeting with the enforcement team and the Civic Society regarding unauthorised development within the Article 4 Direction.

Re. **P.23/24.131** - The Garden Town Gateway Review meeting took place here in the Corn Exchange on 10th August. Afterwards, Mr Carey posed some very good questions via email and these have been sent to the Chief Executive and the leader of the Borough Council.

Re. **P.23/24.144** and **P.23/24.145**, there has been no further feedback regarding the two consultations on markets and taxis.

P.23/24.171 To note correspondence

None

P.23/24.172 To receive the Borough Councillor's report (if applicable)

None

P.23/24.173 Change the outside colour and put up a new sign

Planning Application

154 High Street Tewkesbury Gloucestershire GL20 5JP

Ref. No: 23/00008/LBC

Observations:

The Town Council echoes the Conservation Officer's comments. We would like to know if the paintwork which is currently blue will change to match the new fascia.

P.23/24.174 Change of use from retail to hot food takeaway (Sui Generis) - retrospective application

Planning Application

41A High Street Tewkesbury Gloucestershire GL20 5BB

Ref. No: 21/01521/FUL

Observations:

The Town Council agrees with the Conservation Officer and the Civic Society in respect of the issue of bin storage. We feel that this adversely affects the viability and principle of the use of this property for hot food takeaway. The Council notes the comments of the Conservation Officer with regard to the Application form.

P.23/24.175 Change of use of the first and second floors from office (Use Class E) to residential flats (Use Class C3) and associated works.

Planning Application

First Choice Recruitment Service 62 High Street Tewkesbury Gloucestershire GL20 5BJ

Ref. No: 23/00626/LBC

Observations:

Request for further information:

The Town Council considers the treatment of the northernmost staircase to be problematic. We would like to know how it and the cellar would be accessed for maintenance. We are pleased to not that the oculus will be repaired but it seems a shame to have it in a store room. The rationale for the window on the second floor from the current stairwell to the proposed bedroom is unclear.

The Town Council would like the applicant to demonstrate that there is sufficient space for the bins. That said, we like the idea of these two floors being returned to residential use in principle.

P.23/24.176 Change of use of the first and second floors from office (Use Class E) to residential flats (Use Class C3) and associated works.

Planning Application

First Choice Recruitment Service 62 High Street Tewkesbury Gloucestershire GL20 5BJ

Ref. No: 23/00625/FUL

Observations:

Request for further information:

The Town Council considers the treatment of the northernmost staircase to be problematic. We would like to know how it and the cellar would be accessed for maintenance. We are pleased to not that the oculus will be repaired but it seems a shame to have it in a store room. The rationale for the window on the second floor from the current stairwell to the proposed bedroom is unclear.

The Town Council would like the applicant to demonstrate that there is sufficient space for the bins. That said, we like the idea of these two floors being returned to residential use in principle.

P.23/24.177 The demolition of an existing single storey British Red Cross Society Hall to facilitate the construction of a new detached 2 storey residential dwelling and associated works.

Planning Application

Red Cross Centre Link Road Tewkesbury Gloucestershire

Ref. No: 23/00627/FUL

The committee was not quorate for this item and therefore could not make a decision. A request will be made for extra time to respond.

P.23/24.178 Change of paint colour on front elevation ground floor level

Planning Application

Abbey Tea Rooms 59 Church Street Tewkesbury Gloucestershire GL20 5RZ

Ref. No: 23/00454/LBC

Observations:

No objection

P.23/24.179 **Change of use of property to use as a pharmacy.**
Planning Application
101 Queens Road Tewkesbury Gloucestershire GL20 5EN
Ref. No: 23/00633/FUL

Observations:
No objection

P.23/24.180 **Erection of a two storey and single storey rear extension. Erection of a first floor side extension (revised scheme to ref: 22/01356/FUL).**

Planning Application
23 Arundel Road Mitton Tewkesbury Gloucestershire GL20 8AT
Ref. No: 23/00716/FUL

Observations:
No objection

P.23/24.181 **Change of use from agricultural barns to two residential units**
Planning Application
Park Farm Hoo Lane Deerhurst Tewkesbury Gloucestershire GL20 7DE
Ref. No: 23/00729/LBC

Observations:
No objection

P.23/24.182 **Replacing existing 2/2 sash windows with 8/8**
Planning Application
1 Barton Street Tewkesbury Gloucestershire GL20 5PP
Ref. No: 23/00692/LBC

Observations:
No objection

P.23/24.183 **Replacement windows**
Planning Application
2 Barton Street Tewkesbury Gloucestershire GL20 5PP
Ref. No: 23/00707/LBC

Observations:
No objection

P.23/24.184 **1 no. non-illuminated fascia sign and 1 no. non-illuminated double-sided hanging sign**
Planning Application
153 High Street Tewkesbury Gloucestershire GL20 5JP
Ref. No: 23/00701/ADV

Observations: No objection

P.23/24.185 To consider the contents of two emails from Tewkesbury Borough Council on the subject of CIL aspirations re. proposal to build up to 165 houses to the east of Mythe Road and to agree next steps

In a previous response to this question, Full Council agreed that there is a need for storage for the considerable quantity of archaeology that is coming out of excavations carried out prior to new developments. The local repository cannot commit to taking any more, but there will be more, if Tewkesbury Borough is to accommodate the projected growth in population. Full Council also agreed that local community groups need inexpensive storage space and space for making props etc

The Planning Committee believes that something needs to be done alleviate the remoteness of the Mythe and Twyning from Tewkesbury, perhaps with the provision of a small shuttle bus, together with the increased provision and improvement of bus shelters up there. Increased populations around our town centre will lead to more people who need to access our services. We would like to see investment in making its public buildings physically more accessible.

P.23/24.186 To note the decisions made in July 2023, in respect of planning applications to Tewkesbury Borough Council
Noted

P.23/24.187 To note any additional information on the Planning Portal regarding applications to which this committee has already responded, and agree further actions
None

P.23/24.188 To note any additional applications on the Planning Portal which will expire before Wednesday 6th September 2023 and agree further actions
None

All business having been completed, the meeting closed at 8.54pm

Chairman's signature

6th September 2023



TEWKESBURY TOWN COUNCIL

PLANNING COMMITTEE

Wednesday 6th September 2023

Present: Cllrs. J Raywood, A Hayes, P Jones, C Danter, E Ash, Mr R Maggs and Mr R Carey

Also present: one member of the public

MINUTES

P.23/24.189 Welcome.

The Chairman welcomed everyone present when the meeting opened at 7.34pm

P.23/24.190 To receive apologies for absence

Cllr. S Raywood – work commitment

P.23/24.191 To receive declarations of interest

Item 12 (P.23/24.200) – Cllr P Jones – Non-pecuniary interest

Item 13 (P.23/24.201) – Cllr J Raywood – Non-pecuniary interest – will stay to operate the portal but will not speak or chair this item.

P.23/24.192 To receive and consider requests for dispensations

None

P.23/24.193 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.23/24.194 To approve the minutes of the Planning Committee meeting held on 23rd August 2023

Proposed by Cllr Jones and seconded by Cllr Danter.

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

P.23/24.195 To receive updates on matters arising from the minutes – for information only

Re. **P.23/24.010** - There has been no further information forthcoming on 23/00287/LBC.

Re. **P.22/23.392** - There has been no further information forthcoming on 22/00462/LBC.

Re. **P.23/24.144** and **P.23/24.145**, the follow responses to our questions have been received from Tewkesbury Borough Council:

Street Trading Policy Consultation — Tewkesbury Borough Council

Our question: The committee considers that there are two areas of confusion in the policy. It does not understand how a prohibited street can also be a prime site for market trading. (clauses 2.1 and 2.3)

TBC response: If an applicant wishes to apply for trading on a prohibited street this can be determined by a Licensing Sub Committee. If permitted, then some of these streets would be classed as a prime site due to the footfall.

Our question: There is also confusion about when a DBS is needed and when it isn't due to police checks. (clause 3.4.3) What kinds of checks do the police carry out?

TBC response: The DBS check requirement in 3.4.3 has been deleted. The proposal is that the Police will carry out a PNC (Police National Computer) check which will show the same information as a Basic DBS check

Taxi and Private Hire Licensing Consultation — Tewkesbury Borough Council

Our question: This document was very difficult to read and the committee considers that it should have been subject to proof-reading prior to submission. Sections of the document appears to have been written by different people at different times and it is difficult to know which particular body the word 'we' refers to. We note that the amount of previous driving experience a new hackney carriage driver will need is substantially reduced, from three years to one, and do not know the rationale for that. Please could the rationale be clarified.

TBC response: Thank you for this point. Appendix A shows the accepted changes and is easier to interpret. We will be replaced with 'the Council'. The age for a new driver has been updated based on the requirement from the other 5 Glos. Councils and this is taken from the DfT Best Practice Guidance (para.69).

Our question: Please could someone let me know regarding the above, and also confirm the **cut off dates for any feedback** on both.

TBC response: Cut off date for comments is 24 September 2023

These two consultations will be placed on our next agenda in order for us to finalise our response.

P.23/24.196 To note correspondence

Councillors have been invited by MP Laurence Robertson to attend a discussion about Retail and Shoplifting Crime prevention on 7th September.

Tewkesbury Borough Council has invited up to three councillors per parish council to attend an update meeting at 6pm on 13th September, on the subject of the Garden Town and the Borough's proposed thoughts on governance and how they intend to engage with us from now on.

We have received notice of a new tree preservation order at the Tewkesbury Park Golf Club and Hotel for two individual oak trees and a group of oak trees.

P.23/24.197 To receive the Borough Councillor's report (if applicable)

None

P.23/24.198 Retention of 2 container units (used for horse equipment, feed and storage), hay store.

Planning Application

Land West Of Lincoln Green Lane Tewkesbury Gloucestershire GL20 7DW

Ref. No: 23/00723/FUL

Observations:

Objection.

It is unfortunate that the building was started without seeking proper planning permission. Had he done so, there would have been many questions to answer in the application, in terms of scale, application and impact on the historic battlefield site. The Town Council is in agreement with the Conservation Officer.

P.23/24.199 T1. Eucalyptus - Crown Reduction Works Specification to include a height reduction of 2m and spread by 2m, cutting back to strong suitable secondary growth. Shape and balance. New shape indicated in red on image.

Planning Application

13 Gravel Walk Tewkesbury Gloucestershire GL20 5NH

Ref. No: 23/00759/TCA

Observations:

No objection

Cllr P Jones left the meeting at this moment – 8.02pm.

P.23/24.200 The demolition of an existing single storey British Red Cross Society Hall to facilitate the construction of a new detached 2 storey residential dwelling and associated works.

Planning Application

Red Cross Centre Link Road Tewkesbury Gloucestershire

Ref. No: 23/00627/FUL

Observations:

Objection.

Greater consideration needs to be given to vehicular access to and from the site. The access is on a T-junction and there is no space for a vehicle to turn around and there is no space for a vehicle to turn around on site, so vehicles would either have to reverse onto site or reverse out of site onto the T-junction. Visibility would be poor, thus causing a potentially unsafe situation. The location of the dropped kerb would make access and egress even more difficult but there is no proposal here to change this. The building of a low wall between the house and the St John Ambulance building would also make vehicular movement and parking difficult on the neighbouring site, cause a loss of amenity. It should be borne in mind that Link Road can be very busy, especially during times of flood or traffic congestion elsewhere in the town and this would be exacerbated by the pressure on roadside parking, caused by vehicle displaced by this development.

The Town Council notes that the new dwelling would sit upon a raised hardstanding area. We would like to know the rationale for the selected height of the hardstanding.

We are conscious that the proposed building, being two storeys high, will cast a shadow on the property immediately to the north, causing a loss of amenity to the occupants.

The Town Council questions whether a dwelling house is the most appropriate use for this site. Given its historical use for the community over many years, it would be regrettable if this site were to be lost to the community from now on.

Cllr Jones returned to the meeting at this point – 8.37pm.

Chairman selected for this next item – **Cllr P Jones**, proposed by Cllr Hayes and seconded by Cllr Ash.

P.23/24.201 Change of use of the first and second floor of Cross House from Class E to Class C3.

Planning Application

Cross House Church Street Tewkesbury Gloucestershire GL20 5AB

Ref. No: 23/00731/FUL

Observations:

In principle, the Town Council has no objection. However, we require more clarity on the internal layout, particularly in regard to kitchens and bathrooms.

P.23/24.202 To note any additional information on the Planning Portal regarding applications to which this committee has already responded, and agree further actions

An email has been received from Tewkesbury Borough Council concerning **23/00338/FUL Removal / Variation of Conditions for Planning Approval 15/01091/FUL,**

asking us to reconsider our objection in light of the following advice from Gloucestershire Highways.

Following a review of the submitted plans the proposal satisfies the following requirements:

- *Visibility splays – as no speed data has been submitted with the application, the posted speed limit of 30mph has been used to assess the visibility splay requirements for the proposed access. A desirable minimum visibility splay of 43m is required from the proposed vehicle access onto Oldbury Road. The submitted plans indicate that 54m of clear visibility can be provided in both directions along Oldbury Road from the proposed access. Therefore, it is considered that there is suitable visibility at this location.*
- *Turning facility – suitable space for a vehicle to manoeuvre about the site and depart in a forward gear*
- *Cycle parking – suitable provision for at least 1 No. cycle per bedroom*
- *Highway Impact – the revised proposal is not considered to have an adverse impact on highway safety or congestion. Therefore, the Highway Authority would not object to the variation of Condition 2 and the removal of Conditions 9, 10 and 11.*

Observations:

Tewkesbury Town Council thanks County Highways for their advice but still has concerns regarding visibility around the site access. We would like clarification regarding the height of the replacement 'low level' wall to the south of the site. We

are also concerned that the vegetation to the north of the access should be maintained to keep it at a low height, so that drivers can see over it. It is also a concern that someone who has committed to entering the site from Oldbury Road may encounter oncoming traffic coming out of the site and there is no room for them to pass.

P.23/24.203 To note any additional applications on the Planning Portal which will expire before Wednesday 20th September 2023 and agree further actions
Fell tree that has outgrown its location and is contributing to excessive shading to be replaced with Rowan (Sorbus Aucuparia).

Planning Application

The Old Police Station House Bredon Road Tewkesbury Gloucestershire GL20 5BZ

Ref. No: 23/00776/TCA

Observations:

No objection

All business being concluded, the meeting closed at 9.09pm.

Chairman's signature

20th September 2023



TEWKESBURY TOWN COUNCIL

PLANNING COMMITTEE

Wednesday 20th September 2023

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

In attendance: 1 member of the public

MINUTES

P.23/24.204 Welcome.

The Chairman welcomed everyone present when the meeting opened at 7.30pm.

P.23/24.205 To receive apologies for absence

Cllr P Jones – attending a parish and town councils' seminar.

P.23/24.206 To receive declarations of interest

None

P.23/24.207 To receive and consider requests for dispensations

None

P.23/24.208 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)*

A member of the public expressed concern at the sale by auction in London of land opposite Rosefield Crescent. The concern is that this land floods and should therefore not be built on, but the vendor made it very clear that it was up to the purchaser to make all the necessary enquiries and they might not realise that the land should not be built on. Currently, there are old vehicles in a vandalised state on the land and it is believed that, during the next flooding incident, contamination from oil etc will spread to surrounding land. There is also a public footpath over the site and the owner has tried to block this. The question was asked as to whether the land could be bought for public amenity, perhaps by public donation or funding from local businesses. The point was made that local people could aim to raise the funds themselves by such methods but they would need to be clear about who would own it and who would be responsible for maintaining it. Cllr Cody will be contacted to see if she can help and

enquiries will be made with TBC and the Nature Reserve to see if they can help, for example, with S106 funding.

P.23/24.209 To approve the minutes of the Planning Committee meeting held on 6th September 2023

Proposed by Cllr Hayes and seconded by Cllr S Raywood
It was resolved to **approve** the minutes.

P.23/24.210 To receive updates on matters arising from the minutes – for information only

Re. **P.23/24.010** - There has been no further information forthcoming on 23/00287/LBC.

Re. **P.22/23.392** - There has been no further information forthcoming on 22/00462/LBC.

P.23/24.211 To note correspondence

None, that is not addressed elsewhere in this meeting.

P.23/24.212 To receive the Borough Councillor's report (if applicable)

Cllr Bowman explained that TBC has appointed a consultant to create a Masterplan for the Town Centre, which will encompass Healings Mill and Spring Gardens. Work is also to begin on a Strategic Local Plan for Tewkesbury, Cheltenham and Gloucester, in which Tewkesbury will take the lead.

On 28th September there will be a public consultation on a range of High Street Heritage Action Zone proposals in the Town Hall.

P.23/24.213 Prior Approval for the installation of solar panels

Planning Application
71 Barton Street Tewkesbury Gloucestershire GL20 5PY
Ref. No: 23/00778/PDSOL

Observations:

No objection

P.23/24.214 Erection of Timber fenced beer garden (Retrospective) at the rear of Car Park

Planning Application
Theoc House 85 Barton Street Tewkesbury Gloucestershire GL20 5PY
Ref. No: 23/00752/FUL

Observations:

No objection

P.23/24.215 New front door and opening top light over

Planning Application
3 Barton Street Tewkesbury Gloucestershire GL20 5PP
Ref. No: 23/00777/LBC

Observations:

No objection

P.23/24.216 **Proposed side & rear extension to dwelling, proposed outdoor swimming pool**
Planning Application
The Willows Lincoln Green Lane Tewkesbury Gloucestershire GL20 7DN
Ref. No: 23/00745/FUL

Observations:

No objection

P.23/24.217 **23/00338/FUL | Removal / Variation of Conditions for Planning Approval**
15/01091/FUL | Haywards 126 High Street Tewkesbury Gloucestershire GL20 5JU

Two further communications have been received; one from the architect and the other from GCC. These were shared with the committee.

Observations:

The Town Council is content to withdraw its objection so long as the condition requested by Gloucestershire County Council with respect to visibility splays in made a condition of the permission as follows:

Condition :- Provision of Pedestrian Visibility Splays

The Development hereby approved shall not be [occupied/brought into use] until pedestrian visibility splays of 2m x 2m measured perpendicularly back from the [back of footway / edge of carriageway] shall be provided on both sides of the access. These splays shall thereafter be permanently kept free of all obstructions to visibility over 0.6m in height above the adjoining ground level.

Reason: To ensure motorists have clear and unrestricted views of approaching pedestrians when pulling out onto the adopted highway, in the interest of highway safety.

Cllr H Bowman left the meeting at this point, 8.24pm.

P.23/24.218 **To consider further information received and make a final response to Street Trading Policy Consultation — Tewkesbury Borough Council**

Observations:

The Town Council is content with the content and wording of this policy.

P.23/24.219 **To consider further information received and make a final response to Taxi and Private Hire Licensing Consultation — Tewkesbury Borough Council**

Observations:

The Town Council is content with the content and wording of this policy.

P.23/24.220 To note the decisions made in August 2023, in respect of planning applications to Tewkesbury Borough Council

Noted

P.23/24.221 To note any additional information on the Planning Portal regarding applications to which this committee has already responded, and agree further actions

None, that have not already been addressed in this meeting.

P.23/24.222 To note any additional applications on the Planning Portal which will expire before Wednesday 4th October 2023 and agree further actions

None

There being no further business, the meeting closed at 8.34pm.

Chairman's signature

4th October 2023

MINUTES
of the
**Finance Committee meeting held on 29th August 2023 at 6:00PM in the Town Hall,
Tewkesbury**

Present: Cllrs C Danter (Chair), P Brookes, P Jones, S Raywood, J Raywood, K Moran

In attendance: D Hill (Town Clerk)

F.23.030 To receive apologies
Cllr H Bowman, Cllr M Sztymiak.

F.23.031 To receive declarations of interest
None.

F.23.032 To receive dispensations
None.

F.23.033 To approve the Minutes of the Finance Committee meeting held on 3rd July 2023
It was RESOLVED to approve the minutes of the Finance Committee meeting held on 3rd July 2023. Proposed by Cllr J Raywood, seconded by Cllr Brookes.

F.23.034 Matters arising from the Minutes of 3rd July 2023 – for information only
23.024 Breakdown of events at Watson Hall generating higher income levels – The Town Clerk advised that the higher booking income related to bookings held on 8/4/23 Private party, 29/4/23 Wedding, 24/6/23 Wedding, 28/7/23 Tewkesbury Live and 19/8/23 Private party
Action: Town Clerk Query RBS date 17/8/23 as believed this should be 19/8/23
23.028 Bar audit - Possibility of alternative auditor. **Action:** Town Clerk to ask rugby club and ask locally for recommendations.

F.23.035 To receive correspondence relating to the Finance Committee
External auditor correspondence concerning ineligible objections to 2022/2023 AGAR.

F.23.036 Public Participation
None.

F.23.037 To approve the payments list
It was RESOLVED to approve payments totalling £7,641.58. Proposed by Cllr J Raywood, seconded by Cllr Jones.
Action: Town Clerk to look into cost of repairs to damaged mooring structure from 3rd party and to look into whether a claim would be an option.

F.23.038 To review the financial reports and bank reconciliations of the Town Council for June and July 2023
The reports were reviewed.

Action: 120 4100 finance professional expenditure to be journalled to 110 4100 staffing professional. Query 220 4450 moorings maintenance, £90 showing under EMR

- F.23.039** **To review the payments report for May, June and July 2023**
The report was reviewed.
- F.23.040** **To consider and agree grant applications from outside bodies**
It was RESOLVED to award a grant to Priors Park Community Church for £500.
Proposed by Cllr J Raywood, seconded by Cllr Jones.
- F.23.041** **To consider the purchase of an OWL system for the Council Chamber and agree next steps**
The Town Clerk advised 2 OWL devices would be required for the Council Chamber at a one off purchase cost £2,099.
Action – Town Clerk to obtain quotes for associated electrical work and take into 2024/25 budgeting process.
- F.23.042** **To note the formation of a Christmas Lights working group between the Town Council (Town Clerk) and the Christmas Lights Committee**
The formation of tis working group was noted.
- F.23.043** **To note the final position in respect of the High Street Heritage Action Zone Fun**
The final position was noted.
- F.23.044** **To receive a report from the Internal control checkers for Q1 2023/24**
Cllr Brookes reported that a few issues had been identified and these had all been resolved satisfactorily at the follow up meeting held with officers.
- F.23.045** **To receive an update on income and expenditure relating to Tewkesbury Live Free Music Festival 2023**
This item was deferred until the next meeting.

There being no further business the meeting closed at 19:40.

Signature of Chairman upon approval of the minutes 6th Nov 2023



TEWKESBURY TOWN COUNCIL

MINUTES

of the

Severn Ham Committee meeting

Held at Town Hall, Tewkesbury on 18th September 2023 at 9.30am

Present: Cllrs P Brookes (Chair), J Baddams, C Cody, C Danter, Ms C Corsie, Mr T Perry, Mrs K Andrews, Mr M Cornwall-Kelly.

In attendance: J King (Assistant Town Clerk) & one member of the public.

- SH 23/015 To receive apologies for absence**
Apologies were received from Cllr J Raywood (work) & Cllr E Ash (personal)
- SH 23/016 To record declarations of interest**
Mr T Perry declared an interest to works being carried out on the Ham by Mr B Perry
Mr M Cornwall-Kelly – Clerk to the Commoners
- SH 23/017 To consider requests for dispensations**
None received.
- SH 23/018 To approve the Minutes of the meeting held on 26th June 2023**
It was RESOLVED to approve the minutes of the meeting held on 26th June 2023.
Proposed by Cllr Cody, seconded by Cllr Danter.
- SH 23/019 Public Participation**
There was no public participation.
- SH 23/020 Correspondence**
Correspondence was received from the Corbally Group (owners of Healings Mill) regarding the installation of CCTV on the site to prevent further vandalism. The committee discussed the proposal and made suggestions as to how it could work efficiently.
- SH 23/021 Matters arising from the previous minutes – for information only**
SH20/024 ELMS Model for the Severn Ham – ongoing.
SH21/042 Mythe Nature Reserve adoption – ongoing, with GWT legal team.
SH22/058 Eel Pass monitoring details – ongoing.
SH22/070 Legacy proposal – ready to circulate to the committee.
SH23/010 Botanical report was circulated – complete.
SH23/11 Sustainable Farming Incentive information from Caroline.
SH23/11 Curlew – report from Mike Smart – complete.



TEWKESBURY TOWN COUNCIL

SH 23/022 To receive an update from Tewkesbury Popular Angling Association and agree any actions

A member of TPAA was welcomed to the meeting. Discussions were had surrounding access and the transporting of kit and individuals on the Ham and encouraging those who were able to, to walk. It was confirmed that access was restricted to the path and that two trips were completed each weekend to the twenty pegs below the weir.

The information from Natural England regarding access and maintenance was shared with the Angling Association, together with the ORNEC requirements that apply to the site. Maintenance of 1m wide access paths and the fishing pegs are allowed but any pruning of trees would require assent. Member of the TPAA will be advised accordingly.

The Angling Association fish the Severn from June to mid-October. There are summers where they do not fish the Severn due to the tide times.

The issue of the invasive floating pennywort in the Avon was raised. The committee agreed that it was a problem, but it should not be removed on to the Severn Ham.

SH 23/023 To receive an update from Severn Trent (ST) and agree any actions

No report received.

SH 23/024 To receive an update from the Environment Agency and to agree any actions

Minor maintenance is required but it won't involve any disruption to the Ham. It is currently waiting on designs from their contractors.

Green hay from Coombe Hill was applied to the restoration strip last week at the same time as it was applied to the Severn Trent restoration strip.

Results from the shad monitoring show that fish are getting through, but not as optimally as they could at the Upper Lode weir. Funding has been secured to look at options for improving this and ensuring that more salmon and shad can go further up the river to spawn.

SH 23/025 To receive an update from Caroline Corsie, Environmental Advisor and to agree any actions

Ms Corsie provided the following update:

Ben Perry is currently waiting for a weather window in order to put down the bales from Kym Jackson on our restoration plots. There are ten additional bales and a box of seed to be able to distribute on the bund to improve the pollinator corridor, as was the case last year.



TEWKESBURY TOWN COUNCIL

The floating pennywort is an ongoing issue, as it is an invasive species. There are small patches of Himalayan balsam, but no giant hogweed or Japanese knotweed on the site.

The flourishing floodplains project run by WWT has produced a number of floodplain specific plug plants, which we could trial; depending on availability, to see if this method is more successful than that of the hay restoration project. The WWT is happy to offer a visit to see the work that they have been carrying out.

It was RESOLVED to order 126 plug plants at a cost of £88.20.
Proposed by Cllr Cody, seconded by Cllr Baddams.

Sheep are due to start grazing the Ham on 19th September. It is thought that the trough might have a small leak. **Action:** To investigate the leak.

The Sustainable Farming Initiative details have been delayed again. It is hoped that 60,000 farmers will engage with the scheme. It is not yet relevant to the Severn Ham but it may be when the details on common land are released next year.

SH 23/026

To receive an update from the Assistant Town Clerk and agree any actions including

- i. Hay making – Summer 2023 was a particularly wet summer and hay cutting was delayed until into August, as there was no alternative. The Town Council bought out an additional month of the grazing rights at a cost of £100 to compensate the grazier.
- ii. Monitoring on the Severn Ham / Friends of the Severn Ham.
Thank you to all those that assisted with the curlew monitoring. Next request will be livestock monitoring. Action: Circulate grazier's details to the group for direct reporting.
- iii. Rootwave / Legacy Issues – meeting with Tewkesbury Borough Council in July, potential storage issue sorted, proposal has been checked by Mike Cluley and will now be circulated to the committee and Severn Trent.
- iv. Nesting project – It would be cost effective to put up any nesting boxes whilst the tree works take place. Owl boxes are approximately £150 each. Smaller bird boxes for nuthatch and long tailed tit would also be beneficial. Volunteers would be needed for maintenance in December / January each year. PPNP make bird boxes and we should purchase from them where possible. A larger bird feeder could also be used on the bund to support larger numbers of birds during the winter.

It was RESOLVED to approve up to £1000 to provide appropriate bird boxes on the Severn Ham and bird feed for the winter. Assistant Town Clerk to liaise with Ms Corsie regarding locations and optimum numbers.

Proposed by Cllr Danter, seconded by Cllr Cody.



TEWKESBURY TOWN COUNCIL

- v. Clarity on the scrub programme – Dead tree work is more critical from a health and safety point of view and it will also include some scrub works. A quote has been received from Matt Hale which is within the amount previously approved. Assent from Natural England to be applied for.

The Committee also noted the work programme.

SH 23/027

To receive the committee budget report and earmarked reserve report

The reports were received. The Assistant Town Clerk outlined the budget position and that a transfer from earmarked reserves will happen in December to cover the overspend on the footpath repairs.

SH 23/028

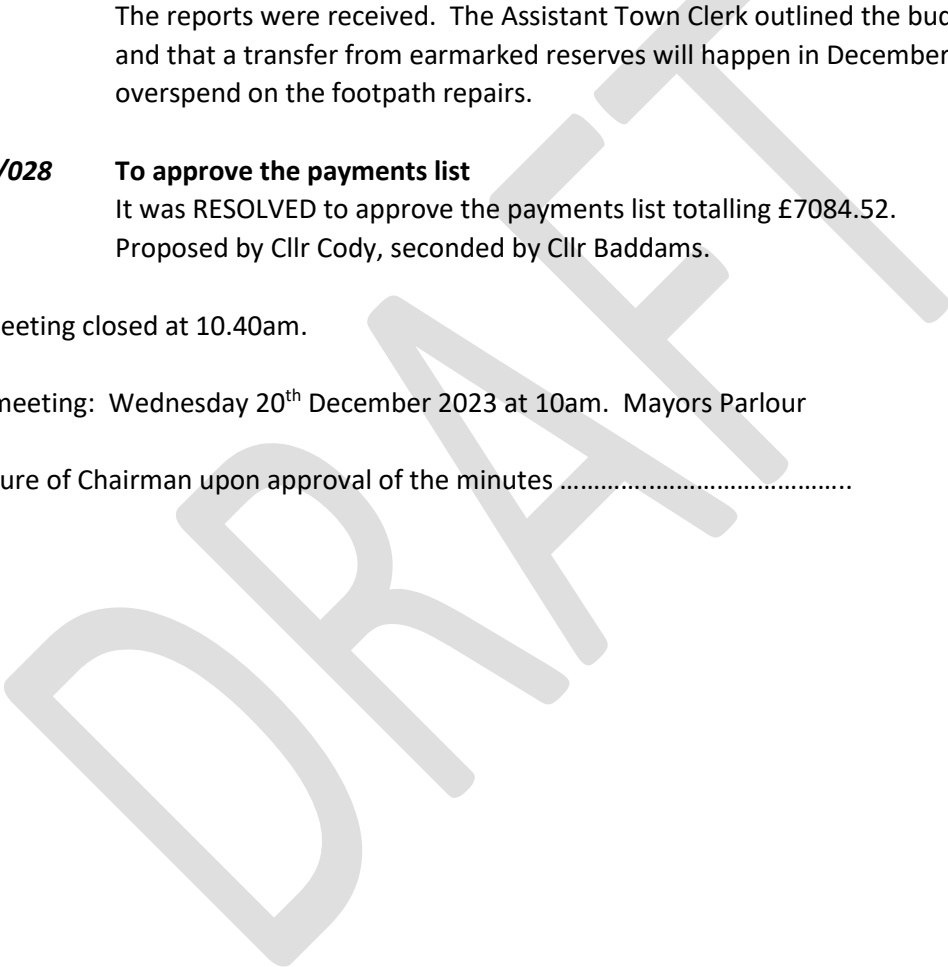
To approve the payments list

It was RESOLVED to approve the payments list totalling £7084.52.
Proposed by Cllr Cody, seconded by Cllr Baddams.

The meeting closed at 10.40am.

Next meeting: Wednesday 20th December 2023 at 10am. Mayors Parlour

Signature of Chairman upon approval of the minutes



Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR B&M 64 BS Maintenance	20,264.00		20,264.00
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	0.00		0.00
324 EMR E&A Noticeboards & Swapbox	1,708.00		1,708.00
325 EMR E&A Playground Projects	20,105.00		20,105.00
326 EMR E&A Youth	4,105.00		4,105.00
327 EMR FIN Asset Management Proj	0.00		0.00
328 EMR B&M War Memorial	6,875.73		6,875.73
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	5,650.00		5,650.00
332 EMR E&A Street Furniture	3,050.00		3,050.00
333 EMR E&A Toilet Block Project	3,108.00		3,108.00
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	5,237.00		5,237.00
339 EMR FIN Legal	14,087.00		14,087.00
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	10,000.00		10,000.00
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 Footpath Repairs	10,738.00		10,738.00
347 EMR PLA Comm. & Display	1,306.00	-1,306.00	0.00
348 EMR PLA Outreach Sessions	0.00		0.00
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	0.00		0.00
353 EMR FIN Shop Windows Project	0.00		0.00
354 EMR B&M TH Maintenance	10,129.00		10,129.00
355 EMR B&M WH Projects	19,319.00		19,319.00
356 EMR B&M WH Bar Equipment	1,914.00		1,914.00
357 EMR B&M 64 BS Projects	11,219.00		11,219.00
358 EMR SH Mythe Nature Reserve	5,000.00		5,000.00
359 EMR PLA Community Devel Planni	2,500.00		2,500.00
360 EMR B&M TH Projects	26,627.00		26,627.00
361 EMR FIN Community Grants	622.00		622.00
362 EMR FIN Tewkes Live Music Fest	0.00		0.00
363 EMR B&M WH Maintenance	307.00		307.00
364 EMR B&M 64 BS Fundraising Proj	720.00		720.00
365 EMR FIN Events and Services	482.00		482.00
366 EMR B&M TH Equipment	870.00		870.00
367 EMR E&A Toilet Block Utilities	1,429.00		1,429.00
368 EMR E&A VAS Repairs	1,655.00		1,655.00
369 EMR STA Training	2,087.00		2,087.00

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
	<u>277,142.96</u>	<u>-1,306.00</u>	<u>275,836.96</u>

Summary Income & Expenditure by Budget Heading August 2023

		Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
Finance						
120 Finance	Income	325,258	493,780	168,522		
	Expenditure	35,123	88,205	53,082		53,082
	Net Income over Expenditure	<u>290,135</u>	<u>405,575</u>	<u>115,440</u>		
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	<u>290,135</u>				
130 Mayor's Charity	Income	920	0	(920)		
140 Tewkesbury Live	Income	28,788	0	(28,788)		
	Expenditure	43,937	0	(43,937)		(43,937)
	Movement to/(from) Gen Reserve	<u>(15,149)</u>				
	Finance Income	<u>354,966</u>	<u>493,780</u>	<u>138,814</u>		
	Expenditure	<u>79,061</u>	<u>88,205</u>	<u>9,144</u>	0	9,144
	Net Income over Expenditure	<u>275,906</u>				
	plus Transfer from EMR	0				
	less Transfer to EMR	0				
	Movement to/(from) Gen Reserve	<u>275,906</u>				
Building & Moorings						
200 Moorings	Income	38,993	6,000	(32,993)		
	Expenditure	51,346	16,400	(34,946)		(34,946)
	Net Income over Expenditure	<u>(12,353)</u>	<u>(10,400)</u>	<u>1,953</u>		
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	<u>(12,353)</u>				
210 64 Barton Street	Expenditure	17,445	54,800	37,355		37,355
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	<u>(17,445)</u>				
220 Town Hall	Income	17,098	20,050	2,952		
	Expenditure	36,631	45,435	8,804		8,804
	Net Income over Expenditure	<u>(19,533)</u>	<u>(25,385)</u>	<u>(5,852)</u>		
	plus Transfer from EMR	90				
	Movement to/(from) Gen Reserve	<u>(19,443)</u>				
230 War Memorial	Expenditure	0	1,000	1,000		1,000
	Building & Moorings Income	<u>56,091</u>	<u>26,050</u>	<u>(30,041)</u>		
	Expenditure	<u>105,422</u>	<u>117,635</u>	<u>12,213</u>	0	12,213
	Net Income over Expenditure	<u>(49,331)</u>				
	plus Transfer from EMR	90				

Summary Income & Expenditure by Budget Heading August 2023

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
Movement to/(from) Gen Reserve	<u>(49,241)</u>				
<u>Environment & Amenities</u>					
300 Play Parks					
Expenditure	3,588	11,368	7,780	3,637	4,143
plus Transfer from EMR	0				
Movement to/(from) Gen Reserve	<u>(3,588)</u>				
310 Spring Gardens					
Expenditure	1,521	11,409	9,888		9,888
plus Transfer from EMR	0				
Movement to/(from) Gen Reserve	<u>(1,521)</u>				
320 Gloucester Road					
Expenditure	624	4,818	4,194		4,194
plus Transfer from EMR	0				
Movement to/(from) Gen Reserve	<u>(624)</u>				
330 Cleaning & Consumables					
Expenditure	2,197	5,518	3,321		3,321
340 Outside Spaces					
Expenditure	4,099	25,409	21,310	290	21,020
plus Transfer from EMR	0				
Movement to/(from) Gen Reserve	<u>(4,099)</u>				
Movement to/(from) Gen Reserve	<u>0</u>				
Environment & Amenities Income	<u>0</u>	<u>0</u>	<u>0</u>		
Expenditure	12,029	58,522	46,493	3,927	42,566
Net Income over Expenditure	<u>(12,029)</u>				
plus Transfer from EMR	0				
Movement to/(from) Gen Reserve	<u>(12,029)</u>				
<u>Planning</u>					
400 Planning					
Expenditure	874	6,500	5,626	881	4,745
plus Transfer from EMR	0				
Movement to/(from) Gen Reserve	<u>(874)</u>				
Planning Income	<u>0</u>	<u>0</u>	<u>0</u>		
Expenditure	874	6,500	5,626	881	4,745
Net Income over Expenditure	<u>(874)</u>				
plus Transfer from EMR	0				
Movement to/(from) Gen Reserve	<u>(874)</u>				

Severn Ham

Summary Income & Expenditure by Budget Heading August 2023

Committee Report

		Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
500 Severn Ham	Income	43,148	33,748	(9,400)		
	Expenditure	22,657	33,616	10,959		10,959
	Net Income over Expenditure	<u>20,491</u>	<u>132</u>	<u>(20,359)</u>		
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	<u>20,491</u>				
	Severn Ham Income	43,148	33,748	(9,400)		
	Expenditure	22,657	33,616	10,959	0	10,959
	Net Income over Expenditure	<u>20,491</u>	<u>132</u>	<u>(20,359)</u>		
	plus Transfer from EMR	0				
	less Transfer to EMR	0				
	Movement to/(from) Gen Reserve	<u>20,491</u>				
<u>Watson Hall</u>						
600 Watson Hall	Income	28,696	76,600	47,904		
	Expenditure	40,082	91,990	51,908	1,430	50,478
	Net Income over Expenditure	<u>(11,386)</u>	<u>(15,390)</u>	<u>(4,004)</u>		
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	<u>(11,386)</u>				
	Watson Hall Income	28,696	76,600	47,904		
	Expenditure	40,082	91,990	51,908	1,430	50,478
	Net Income over Expenditure	<u>(11,386)</u>				
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	<u>(11,386)</u>				
<u>Staffing</u>						
110 Staffing	Expenditure	85,252	233,710	148,458		148,458
	Staffing Income	0	0	0		
	Expenditure	85,252	233,710	148,458	0	148,458
	Movement to/(from) Gen Reserve	<u>(85,252)</u>				
	Grand Totals:- Income	482,901	630,178	147,277		
	Expenditure	345,377	630,178	284,801	6,238	278,564
	Net Income over Expenditure	<u>137,525</u>	<u>0</u>	<u>(137,525)</u>		
	plus Transfer from EMR	90				
	less Transfer to EMR	0				

Summary Income & Expenditure by Budget Heading August 2023

Committee Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
Movement to/(from) Gen Reserve	<u>137,615</u>				

		Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
Finance						
120 Finance	Income	560,605	493,780	(66,825)		
	Expenditure	38,524	88,205	49,681		49,681
	Net Income over Expenditure	<u>522,081</u>	<u>405,575</u>	<u>(116,506)</u>		
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	<u>522,081</u>				
130 Mayor's Charity	Income	920	0	(920)		
140 Tewkesbury Live	Income	36,531	0	(36,531)		
	Expenditure	43,937	0	(43,937)		(43,937)
	Movement to/(from) Gen Reserve	<u>(7,407)</u>				
	Finance Income	<u>598,055</u>	<u>493,780</u>	<u>(104,275)</u>		
	Expenditure	82,461	88,205	5,744	0	5,744
	Net Income over Expenditure	<u>515,594</u>				
	plus Transfer from EMR	0				
	less Transfer to EMR	0				
	Movement to/(from) Gen Reserve	<u>515,594</u>				
Building & Moorings						
200 Moorings	Income	39,087	6,000	(33,087)		
	Expenditure	56,324	16,400	(39,924)		(39,924)
	Net Income over Expenditure	<u>(17,237)</u>	<u>(10,400)</u>	<u>6,837</u>		
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	<u>(17,237)</u>				
210 64 Barton Street	Expenditure	17,566	54,800	37,234		37,234
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	<u>(17,566)</u>				
220 Town Hall	Income	18,866	20,050	1,184		
	Expenditure	38,571	45,435	6,864		6,864
	Net Income over Expenditure	<u>(19,705)</u>	<u>(25,385)</u>	<u>(5,680)</u>		
	plus Transfer from EMR	90				
	Movement to/(from) Gen Reserve	<u>(19,615)</u>				
230 War Memorial	Expenditure	0	1,000	1,000		1,000
	Building & Moorings Income	<u>57,953</u>	<u>26,050</u>	<u>(31,903)</u>		
	Expenditure	112,460	117,635	5,175	0	5,175
	Net Income over Expenditure	<u>(54,507)</u>				
	plus Transfer from EMR	90				

Summary Income & Expenditure by Budget Heading September 2023

Committee Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
Movement to/(from) Gen Reserve	<u>(54,417)</u>				
<u>Environment & Amenities</u>					
300 Play Parks					
Expenditure	3,841	11,368	7,527	3,637	3,890
plus Transfer from EMR	0				
Movement to/(from) Gen Reserve	<u>(3,841)</u>				
310 Spring Gardens					
Expenditure	1,748	11,409	9,661		9,661
plus Transfer from EMR	0				
Movement to/(from) Gen Reserve	<u>(1,748)</u>				
320 Gloucester Road					
Expenditure	880	4,818	3,938		3,938
plus Transfer from EMR	0				
Movement to/(from) Gen Reserve	<u>(880)</u>				
330 Cleaning & Consumables					
Expenditure	2,385	5,518	3,133		3,133
340 Outside Spaces					
Expenditure	6,100	25,409	19,309	290	19,019
plus Transfer from EMR	0				
Movement to/(from) Gen Reserve	<u>(6,100)</u>				
Movement to/(from) Gen Reserve	<u>0</u>				
Environment & Amenities Income	<u>0</u>	<u>0</u>	<u>0</u>		
Expenditure	14,953	58,522	43,569	3,927	39,642
Net Income over Expenditure	<u>(14,953)</u>				
plus Transfer from EMR	0				
Movement to/(from) Gen Reserve	<u>(14,953)</u>				
<u>Planning</u>					
400 Planning					
Expenditure	2,685	6,500	3,815	881	2,935
plus Transfer from EMR	0				
Movement to/(from) Gen Reserve	<u>(2,685)</u>				
Planning Income	<u>0</u>	<u>0</u>	<u>0</u>		
Expenditure	2,685	6,500	3,815	881	2,935
Net Income over Expenditure	<u>(2,685)</u>				
plus Transfer from EMR	0				
Movement to/(from) Gen Reserve	<u>(2,685)</u>				

Severn Ham

Summary Income & Expenditure by Budget Heading September 2023

Committee Report

		Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
500 Severn Ham	Income	43,148	33,748	(9,400)		
	Expenditure	25,001	33,616	8,615		8,615
	Net Income over Expenditure	<u>18,147</u>	<u>132</u>	<u>(18,015)</u>		
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	<u>18,147</u>				
	Severn Ham Income	43,148	33,748	(9,400)		
	Expenditure	25,001	33,616	8,615	0	8,615
	Net Income over Expenditure	<u>18,147</u>	<u>132</u>	<u>(18,015)</u>		
	plus Transfer from EMR	0				
	less Transfer to EMR	0				
	Movement to/(from) Gen Reserve	<u>18,147</u>				
<u>Watson Hall</u>						
600 Watson Hall	Income	35,452	76,600	41,148		
	Expenditure	44,003	91,990	47,987	1,430	46,557
	Net Income over Expenditure	<u>(8,551)</u>	<u>(15,390)</u>	<u>(6,839)</u>		
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	<u>(8,551)</u>				
	Watson Hall Income	35,452	76,600	41,148		
	Expenditure	44,003	91,990	47,987	1,430	46,557
	Net Income over Expenditure	<u>(8,551)</u>				
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	<u>(8,551)</u>				
<u>Staffing</u>						
110 Staffing	Expenditure	103,750	233,710	129,960		129,960
	Staffing Income	0	0	0		
	Expenditure	103,750	233,710	129,960	0	129,960
	Movement to/(from) Gen Reserve	<u>(103,750)</u>				
	Grand Totals:- Income	734,608	630,178	(104,430)		
	Expenditure	385,312	630,178	244,866	6,238	238,628
	Net Income over Expenditure	<u>349,296</u>	<u>0</u>	<u>(349,296)</u>		
	plus Transfer from EMR	90				
	less Transfer to EMR	0				

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
Movement to/(from) Gen Reserve	<u>349,386</u>				

List of Payments made between 01/08/2023 and 31/08/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/08/2023	IMEX	Std Ord	57.60		Till Maintenance
01/08/2023	Tesco Mobile	August 23	14.00		Work mobiles
02/08/2023	SPA Security	923	4,012.80		Tewkesbury Live
05/08/2023	TBC - Back Of Avon	5105564X	73.00		Back Of Avon Business Rates
05/08/2023	TBC - St Marys Lane	51055668	52.00		St Marys Lane Business Rates
08/08/2023	Inty Limited	599067	125.66		IT August
09/08/2023	Cellar Supplies Cheltenham Ltd	0732441	51.01		Bar Stock
11/08/2023	Octopus Energy - Glos Rd Toile	GR 0005	53.59		Energy Glos Rd toilets
14/08/2023	GAB	Std Ord	5,950.00		Contractor costs
14/08/2023	Waterplus (Town Hall - 0385036	0288200	113.17		Water Town hall
14/08/2023	Waterplus (Toilet Block - 0513	02887392	93.45		Water Glos rd
14/08/2023	Waterplus (Trough B. Avon - 08	02885967	7.56		Water July
15/08/2023	Octopus Energy - Watson Hall	WH 0005	784.56		Energy Watson hall
15/08/2023	Octopus Energy - Oldbury Rd To	OR 0005	134.82		Energy Spring Gardens
15/08/2023	GK Engineering, Building & Mar	14/8/23	1,442.50		Deposit for Materials - Moorin
18/08/2023	Charlton Networks	39607	184.25		IT
18/08/2023	Smith's (Gloucester) Limited	c437228	37.20		Glass recycling
18/08/2023	Staff Salaries	FPO	8,049.12		Office Net Wages August P5
18/08/2023	Staff Salaries	FPO	2,073.33		Bar Net Wages August P5
20/08/2023	TBC - TC	Std Ord	354.00		Non Domestic Rates Town Hall
21/08/2023	Canva - Pro	DEB	99.99		Canva Pro
22/08/2023	Waterplus (Watson Hall Bar- 03	02985001	60.81		Water WH Bar
22/08/2023	Waterplus (PC Spring Gdns. - 0	02976890	118.75		Water Sp
23/08/2023	Gloucester County Council	FPO	1,995.30		Penisons July P4
23/08/2023	HMRC	FPO	1,472.59		Tax/Ni July P4
23/08/2023	Cellar Supplies Cheltenham Ltd	770385	955.04		bar Stock
24/08/2023	Digital Telecom Ltd	205923	52.55		WH Phones
24/08/2023	Digital Telecom Ltd	205924	79.91		TH Phones
25/08/2023	NEST	DD	201.80		Pensions August P5
28/08/2023	Diversity Business Services	Std Ord	165.00		HR Retainer
29/08/2023	Lloyds	PAY	35.43		Bank Service Charges
29/08/2023	Opus Gas Supply Limited	28390291	6.82		Wh Gas
31/08/2023	Securitas Security Services (U	1	133.68		Battery replacements -WH
31/08/2023	Countrywide Grounds Maintenanc	2	211.00		grass cutting
31/08/2023	Engineering Services Consultan	3	3,300.00		Consulting Engineering Duties
31/08/2023	Fleet Graphics Tewkesbury Ltd	4	1,000.00		Tewkes Live Programme printing
31/08/2023	Gloucester Asbestos Ltd	5	1,056.00		Asbestos survey work 64 Barton
31/08/2023	Gifts 2 Impress - Just Lanyard	6	267.60		Lanyards x 100
31/08/2023	H Fraser Consulting Ltd	7	1,049.17		Land east of Bredon rd
31/08/2023	Timber & Hardware Supplies Ltd	8	12.85		Mouldings (for selfie boards)
31/08/2023	Haywards Tewkesbury Ltd	9	108.95		Assorted July invoices
31/08/2023	██████████	10	1,196.00		Event Help - Tewkes Live
31/08/2023	Proactive Business Supplies Lt	11	13.19		notebooks
31/08/2023	PV Graphics	12	50.00		Vinyl Logo - salt bin
31/08/2023	Trade UK (T/A Screwfix)	13	5.09		Multipurpose grease
31/08/2023	Cellar Supplies Cheltenham Ltd	770934	111.46		Bar Stock
31/08/2023	██████████	FPO	100.00		Tewkesbury Live expenditure

List of Payments made between 01/08/2023 and 31/08/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
31/08/2023	Waterplus (Watson Hall - 03850	August DD	49.79		WH Water
Total Payments			<u>37,572.39</u>		

List of Payments made between 01/09/2023 and 30/09/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/09/2023	Securitas Security Services (U	1	200.40		Call out/labour WH
01/09/2023	Caroline Corsie	2	1,250.00		Conservation officer for SH
01/09/2023	Gloucester Brewery	3	263.15		Bar Stock
01/09/2023	HCI Date Limited	4	102.00		Domaine renewal
01/09/2023	Hy-Clean Supplies Limited	5	457.59		Spring Gardens Supplies
01/09/2023	Laithwaites Wine Gloucester Sh	6	160.80		Bar Stock
01/09/2023	Electrical Plumbing & Building	7	410.00		museum/SG
01/09/2023	GeoXphere Ltd	8	540.00		Annual Subscription
01/09/2023	PAYROLLS UK LTD	9	73.20		Bar Payroll Processing
01/09/2023	The Photo Studio (Tewkesbury)	10	34.00		CLlr Photos
01/09/2023	Playdale Playgrounds Ltd	11	51.35		Playground parts
01/09/2023	SLCC Enterprises Ltd	12	42.00		Staff training
01/09/2023	Thompson Bancks Solicitors	13	1,422.00		Garden at saffron rd
01/09/2023	Westcotec Ltd	14	1,092.60		Radar Sign repair
01/09/2023	Tesco Mobile	Sept 2023	27.98		Office mobiles
01/09/2023	Gloucester County Council	FPO	1,995.30		Penisons August P5
01/09/2023	HMRC	FPO	1,614.70		Tax/Ni August P5
01/09/2023	IMEX	Std Ord	57.60		Till Maintenace
05/09/2023	TBC - Back Of Avon	5105564X	73.00		Back Of Avon Business Rates
05/09/2023	TBC - St Marys Lane	51055668	52.00		St Marys Lane Business Rates
06/09/2023	Cellar Supplies Cheltenham Ltd	771616	100.79		Bar Stock
07/09/2023	Covers And All	DEB	78.31		Trough Cover
08/09/2023	Inty Limited	613434	125.66		IT
12/09/2023	Waterplus (Trough B. Avon - 08	INV0317095	7.81		Trough water
12/09/2023	Waterplus (Toilet Block - 0513	03165028	97.18		Glos Road water
12/09/2023	Waterplus (Town Hall - 0385036	03171954	117.55		Town Hall Water
14/09/2023	GAB	Std Ord	5,950.00		Contractor costs
14/09/2023	Octopus Energy - Watson Hall	WH 0006	801.35		Watson hall electric
15/09/2023	Octopus Energy - Glos Rd Toile	GR 0006	64.13		GR Energy
15/09/2023	Octopus Energy - Oldbury Rd To	SG 0006	114.11		SG energy
15/09/2023	Octopus Energy - Town Hall	TH 0006	243.26		Town hall energy
19/09/2023	Securitas Security Services (U	1	108.00		Alarm maintenace
19/09/2023	Gutters - Kevin Clarke	2	360.00		Gutter clearing WH and TH
19/09/2023	Countrywide Grounds Maintenanc	3	211.00		Grass cutting
19/09/2023	██████████	4	100.00		Land rent
19/09/2023	CXCS	5	594.00		Cross Compliance continuation
19/09/2023	H Fraser Consulting Ltd	6	2,172.36		Hydrology Survey
19/09/2023	Timber & Hardware Supplies Ltd	7	39.84		lumber/brackets
19/09/2023	Haywards Tewkesbury Ltd	8	97.07		Various August
19/09/2023	Laithwaites Wine Gloucester Sh	9	344.16		Bar Stock
19/09/2023	DDC Foods Ltd.	10	75.34		Bar Stock
19/09/2023	Panacea Business Solutions Ltd	11	55.19		printing
19/09/2023	Proactive Business Supplies Lt	12	251.67		Office supplies
19/09/2023	SLCC Enterprises Ltd	13	409.00		Membership fee 2023
19/09/2023	SPA Security	14	194.40		Key Holding/callout
19/09/2023	Trevor Steger	15	1,700.00		Maintenance of Arrival Sculpt
19/09/2023	Travis Perkins Trading Company	16	118.80		Gravel/grit

List of Payments made between 01/09/2023 and 30/09/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
19/09/2023	Manor Players	FPO	1,000.00		Community Grant
20/09/2023	Staff Salaries	FPO	8,383.98		Office Net Wages Sept P6
20/09/2023	Staff Salaries	FPO	1,465.46		Bar Net Wages Sept P6
20/09/2023	Cellar Supplies Cheltenham Ltd	785234	218.24		Bar Stock
20/09/2023	Smith's (Gloucester) Limited	C441302	55.80		Recycling
20/09/2023	Waterplus (PC Spring Gdns. - 0	on account	118.75		Purchase Ledger DDR Payment
20/09/2023	NEST	DD	187.01		Penisons Sept P6
20/09/2023	TBC - TC	Std Ord	354.00		Non Domestic Rates Town Hall
20/09/2023	Screwfix	DEB	119.76		Signs - fire safety
20/09/2023	Waterplus (PC Spring Gdns. - 0	Credit	-118.75		Purchase Ledger DDR Payment
21/09/2023	Charlton Networks	39725	184.18		IT
21/09/2023	Waterplus (PC Spring Gdns. - 0	3262328	118.75		SG Water
22/09/2023	Waterplus (Watson Hall Bar- 03	3279795	60.81		Bar Water
25/09/2023	Digital Telecom Ltd	206119	79.91		Town hall Phones
25/09/2023	Digital Telecom Ltd	206120	52.55		Watson Hall phones
27/09/2023	Siemens	DD	659.79		Photocopier lease
27/09/2023	Cellar Supplies Cheltenham Ltd	27.9.23	134.87		Purchase Ledger DDR Payment
28/09/2023	Diversity Business Services	Std Ord	165.00		HR Retainer
28/09/2023	Lloyds	PAY	109.69		Bank Service charges
28/09/2023	Opus Gas Supply Limited	28435442	3.74		Town hall Gas
Total Payments			37,804.19		

Bank Reconciliation Statement as at 30/06/2023
for Cashbook 4 - Lloyds - 32 Day Notice A/C

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Lloyds Bank Savings A/c	30/06/2023	67	198,762.25
			<u>198,762.25</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			198,762.25
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			198,762.25
		Balance per Cash Book is :-	198,762.25
		Difference is :-	0.00

Bank Reconciliation Statement as at 30/06/2023
for Cashbook 1 - Lloyds - Business Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Lloyds Bank Current A/c	30/06/2023		385,811.47
			<u>385,811.47</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			385,811.47
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			385,811.47
		Balance per Cash Book is :-	385,811.47
		Difference is :-	0.00

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Mayor's Charity	15/05/2023	1	6,135.60
			<u>6,135.60</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			6,135.60
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			6,135.60
		Balance per Cash Book is :-	6,135.60
		Difference is :-	0.00

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Lloyds Bank Savings A/c	30/09/2023	70	199,956.96
			<u>199,956.96</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			199,956.96
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			199,956.96
		Balance per Cash Book is :-	199,956.96
		Difference is :-	0.00

Bank Reconciliation Statement as at 30/09/2023
for Cashbook 1 - Lloyds - Business Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Lloyds Bank Current A/c	30/09/2023		474,788.41
			<u>474,788.41</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			474,788.41
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			474,788.41
		Balance per Cash Book is :-	474,788.41
		Difference is :-	0.00

TEWKESBURY TOWN COUNCIL STRATEGIC PLAN 2024-2029

	Actions	Assigned to	Timescale
1. To make Tewkesbury a destination of distinction			
1.1	Events & Traditions – Tewkesbury Live, Medieval Festival, Christmas Lights, Big Weekend, High Street Markets, Mop Fair, Tewkesbury in Bloom, Tewkesbury Goes Wild, Remembrance Parade, having a Town Crier	All	Ongoing
1.2	Culture & The Arts <ul style="list-style-type: none"> ○ Drama / bands ○ Street art ○ Collaborative working with other venues ○ Additional 'street sculptures' / trails / pop up temporary attractions – e.g. beach area at Spring Gardens, outdoor cinema 	Town Clerk & Events Manager	Ongoing
1.3	Parking strategy to support events / visitors	Officers / TBC	Spring 2024
1.4	Signage to support visitors <ul style="list-style-type: none"> ○ Battlefield Walk ○ Getting around town / to the river – HAZ work ○ Riverside Walk 	Officers / TBC	Spring 2024
1.5	Promoting lesser-known areas / aspects of the town – Barton Street, independent shops, the things that make Tewkesbury unique etc.	All	Ongoing
2. To maintain and protect the distinctive historic character of the town			
2.1	Protect and maintain the historic buildings owned by the Town Council: <ul style="list-style-type: none"> • Oversee grant funded project for repairs to 64b Barton Street 	Buildings & Moorings	Summer 2024

TEWKESBURY TOWN COUNCIL STRATEGIC PLAN 2024-2029

	Actions	Assigned to	Timescale
	<ul style="list-style-type: none"> Improve accessibility to all Town Council owned buildings and gardens – lead the way and show that it can be done. 	Buildings & Moorings / Planning	December 2025
2.2	To engage with and provide positive input into future plans and developments for Tewkesbury – Garden Town, MAAF site, Healings Mill, Cascades.	Planning	As required
2.3	To value the heritage in Tewkesbury and use it to connect the old part to the new e.g. historical artefacts	All / Tewkesbury Museum	Ongoing
3. To improve community cohesion and support			
3.1	Review and improve the Town Council's communication with residents, ensuring this communication is two way.	Officers	Review Jan 2025
3.2	To use 'Our Town' initiative from TBC to promote collective responsibility for the town, including alleyways / wardens / competitions.	All / TBC	Review April 2024
3.3	Create a directory of community activities / organisations.	Officers	April 2024
3.4	To support volunteering through the town – database of 'occasional volunteers', those who would like to give a couple of hours to a cause, rather than a regular time. Encourage people with skills to become trustees / take up finance posts	Officers	April 2025
3.5	To provide 'quiet areas' in Tewkesbury which help support positive mental health e.g. purchasing Mythe Nature Reserve / Pocket Park in Bishop's Walk	Severn Ham / Environment & Amenities / TBC	Review April 2024

TEWKESBURY TOWN COUNCIL STRATEGIC PLAN 2024-2029

	Actions	Assigned to	Timescale
3.6	To support those from minority communities in Tewkesbury to have representation within the town (acknowledging that Tewkesbury is 97% White British) and have a sense of belonging to the wider community.	Councillors	Ongoing
4. To provide youth centric spaces & forums			
4.1	Improve youth focussed spaces – e.g. ‘impressive’ play area in town, MUGA, shelters.	Environment & Amenities	Review April 2025
4.2	Work with local schools to find ways that young people can comment on what is happening in their town and have a say on future actions. May develop into Youth Council.	Councillors	Summer 2026
5. To have a proactive approach to green initiatives			
5.1	To promote cycling and walking routes around Tewkesbury for all abilities – active travel maps.	GCC / TBC & TTC Councillors	Summer 2026
5.2	Promote Tewkesbury as a welcoming destination for groups of walkers & cyclists with appropriate facilities to support this (e.g. safe bike storage, cafés that are open to accepting large groups)	Initially with Climate Change Working Group	Review Summer 2025
5.3	Ensure air quality & traffic (including the absence of HGV’s in the Town Centre) encourage people to use alternative means of transport.	GCC / TBC / Councillors	Ongoing
5.4	To signpost and model the adoption of green policies, best practice and technologies.	Buildings & Moorings / Climate Change	Review December 2027

Additional information for Full Council – November 2023

Information about the NALC Civility & Respect Pledge can be found here:

<https://www.nalc.gov.uk/our-work/civility-and-respect-project>

More information about Local Council Award Schemes can be found here:

<https://www.nalc.gov.uk/our-work/local-council-award-scheme>

Biodiversity duty

Government advice on complying with the biodiversity states:

‘Public authorities who operate in England must consider what they can do to conserve and enhance biodiversity in England. This is the strengthened ‘biodiversity duty’ that the Environment Act 2021 introduces.

This means that, as a public authority, you must:

1. Consider what you can do to conserve and enhance biodiversity.
2. Agree policies and specific objectives based on your consideration.
3. Act to deliver your policies and achieve your objectives.’

It is a requirement to consider the land we manage and how we could improve biodiversity. For Tewkesbury Town Council this would primarily cover Derek Graham and Warwick Place parks, the Severn Ham and the Town Hall and Anglo-American Remembrance Gardens and the land by St Mary’s Road moorings. The first consideration of what actions to take for biodiversity must be completed by 1st January 2024.

There is no requirement for parish councils to publish a biodiversity report, but they must fulfil their duty and this briefing note details many of the actions that the Town Council has taken or is planning. The Town Council has a Climate Change Working Group which is concerned with improving biodiversity as part of its remit.

For the full Government advice, please see here: <https://www.gov.uk/guidance/complying-with-the-biodiversity-duty#who-must-comply-with-the-biodiversity-duty>

Actions taken

Hay sowing project on two plots on the Severn Ham and the extension of this project to the bund.

Continually work with Natural England to improve the Severn Ham and ensure that the restoration works being carried out by Severn Trent and the Environment Agency are suitable.

Town Hall garden & St Mary’s Lane moorings area take part in No Mow May.

Town Hall garden is managed to improve wildlife outcomes.

No weedkillers are used on Town Council land.

Swap boxes – less items heading to landfill.

Being plastic free at the Watson Hall – less items to landfill.

Tewkesbury Goes Wild – helping the public to engage with the natural environment in the town.

Actions planned

Bird boxes on the Severn Ham.

Wildflower area in St Mary’s Road moorings.

Bulb planting at Warwick Place.

Plug plant trial on the Severn Ham.

Adoption of the Mythe Nature Reserve.

Borough Council Report to TewkesburyTown Council 13.11.2023

- 1) The Borough Council has a Household Support Fund that provides financial support to a range of local organisations who in turn provide food, fuel and household essentials to households in need. These organisations include Citizens Advice, Priors Park Neighbourhood Project, Severn Wye Energy Agency, Tewkesbury Foodbank and Young Gloucestershire.
- 2) The Borough has recently introduced in-cab technology in the waste collection vehicles to improve efficiency. Crews will be able to address the issue of missed bins more promptly and report inaccessible roads or contaminated bins and provide clear evidence to customers. By reducing the need for return trips there would be a saving in cost and carbon emissions.
- 3) Householders in Tewkesbury Borough are being encouraged to register for free advice and technical support to make their homes more energy efficient. Advice will be given by Severn Wye Energy Agency but spaces are limited so people should register as soon as possible. This can be done by entering 'Helping Us to Help You online survey – Tewkesbury Borough' in Google search engine.
- 4) The Borough has started installing air source heat pumps to replace its aging gas boilers. Its estimated it will save 100 tonnes of carbon emissions annually and should be working by spring next year.
- 5) On Thursday this week (9th November) the Executive Committee will consider making a recommendation to full council at the end of November regarding the approval of the Cheltenham, Gloucester and Tewkesbury Strategic and Local Plan Public Consultation (Regulation 18) and the Tewkesbury Interim Housing Position Statement.

Councillor Mike Sztymiak 06.11.2023

Gloucestershire County Council (GCC) Report: Cate Cody: Nov 2023

Any Of Us is a National Fostering Film. GCC joined over 80 countrywide fostering services to produce the short film which aims to raise awareness of the urgent need for more people to become foster carers to provide nurturing, safe homes for children and young people in need. 'Any Of Us' follows the journey of Chloe, a young person entering fostering and features three very different people that she comes into contact with, all who show some of the attributes needed to be a foster carer.

<https://www.youtube.com/watch?v=mCNmSgIVZ7w&t=6s>

Please also see the attached poster for sharing.

Fix My Street: New way to report highways issues: This has replaced the *Report It* function on GCC's website. The introduction should improve efficiency with its easy app which includes: Being able to use the map to see which issues have already been reported; adding new issues; signing-up to receive updates. A wide range of issues can be reported; from potholes and blocked drains to faulty street lights, damaged pavements and fly-tipping. Sign up here: <https://www.fixmystreet.com/>

GCC helping people aged 50+ back into employment. The project aims to tackle high numbers of over 50s who are not currently employed. The scheme will also help solve some recruitment issues where there are three times more job vacancies than unemployed people. 35 employers have pledged work placement opportunities and over 70 people who are not currently employed have expressed an interest in taking part so far. GCC's Employment and Skills Hub will also be working with people who have registered to identify suitable roles and offer support to contact host employers. To sign up for the 50/50 Challenge or for more information, please contact: employers@gloucestershire.gov.uk

Lots going on in Libraries Around 8,000 children signed up to the *Summer Library Challenge*, exploring their library by completing tasks such as reading books they chose, taking part in events and getting into nature. Incentives and prizes were given. 6,000 people registered for musical-themed events across the county, including interactive theatre performances, silent discos, workshops and instrument crafts. The *Challenge* took place in all 40 libraries and was free with membership. Library membership is free to any resident in Gloucestershire or neighbouring county. A range of events were also held during Green Libraries Week, including animal encounters with ZooLab, an Outdoor Learning Session with Wild & Green, Junk Journal Modelling and waste and recycling talks. **Saturday clubs are to launch** across Gloucestershire Libraries; Free activities for young children and their families, to be held as part of a new initiative called *Family Focus*. This will be available to families on selected Saturdays and will be open to all Gloucestershire children and their parents or carers. The project will include a range of free creative activities, workshops and opportunities for children of all ages, with a strong focus on Early Years, hard to reach communities and non-traditional library users. This non-digital project will focus on increasing creativity, dexterity, learning,

literacy, and interaction with others, helping to combat some of the effects left on children and families since 2020. Free tickets will be available soon via the Library catalogue and released throughout the year for individual library events.

Have your say on school admissions. GCC has launched a consultation to gather feedback on admissions arrangements for county run schools and some academies from 2025/26 onwards. The council is not proposing to make any changes to the admissions arrangements for council run schools, but it has a legal duty to consult every seven years. View the list of county council run schools here:

<https://haveyoursaygloucestershire.uk.engagementhq.com/school-admission-arrangements-2025-consultation> When schools are oversubscribed, the current arrangements give priority in the following order: A 'looked after child' or a child who was 'looked after' but has recently been adopted; Children who have siblings at the school; Children who live closest to the school. GCC is also running the consultation on behalf of several academies including Carrant Brook Junior. The consultations will run for seven weeks to 17th Nov 2023.

Call for carers to complete national survey GCC is inviting carers to take part in a national survey to find out more about the vital role they play. National carers surveys started in 2012 and take place every two years. The survey is nationwide and organised by the Department of Health and Social Care. Gloucestershire has more than 51,500 carers providing unpaid support to family members or friends who need help due to a variety of reasons, including age, substance misuse, physical or mental illness and disability. This year's survey of adult carers in England (SACE) will inform local and national work to find out what support carers need. GCC and NHS jointly fund and promote a range of services to support carers. The purpose of the survey is to find out whether these services are helping carers in their roles and in their lives outside of caring. Councils gather their own responses which feed into the national survey. A random sample of approximately 1000 Gloucestershire carers were sent the survey in October.

Extra bus services, including links to Twyning. Via Department for Transport funding, *The Robin* pilot, which currently operates in the Forest of Dean and the north Cotswolds will be expanding. This is an on-demand mini bus service helping those in rural areas to connect where there are currently no bus services. GCC recently proposed expanding *The Robin* to three additional rural areas in Tewkesbury, Stroud and the south Cotswolds as well as extending the current service which is working well in the Forest. The funding also means some services which were withdrawn last year by Stagecoach can be reinstated if operators come forward to run the routes.

Additional services can also be funded at weekends and later in the evenings in response to feedback from bus users. Among the locally proposed bus service improvements are: Service 41: Cheltenham to Tewkesbury and Ashchurch Station – two late journeys each way, Fri & Sat evenings; Sun/Public Holiday service to continue until at least 11pm. Service 71: Gloucester to Tewkesbury

and Ashchurch Station - Mon to Sat, three later journeys each way and a Sun/
Public Holiday service introduced.

Interactive road safety event watched by thousands of students Nearly 4,500 students in Gloucestershire attended a hard-hitting roadshow this year aimed at reducing traffic collisions involving young people. *What If?* is an interactive theatre and film event, telling the tale of two young men who were involved in a crash in the Forest of Dean in 2015. The pair take the audience on a journey through their experiences, exploring their emotions and the impact the crash has had on their lives. The story is accompanied by on-stage talks from the emergency services and family members who have lost loved ones in road traffic collisions. It aims to educate young people to be better informed drivers and to actively think about the dangers of driving as road deaths are a leading cause of fatalities among young people aged between 16 and 24. Young people made up nearly 14% of those injured in RTCs on our County in 2022, with 3 killed and 49 seriously injured. The roadshow is delivered to students aged 16 to 24 each year. The roadshow educates about the 'fatal four' dangerous driving behaviours; inappropriate speed, distraction, not wearing a seatbelt and driving under the influence of drugs or alcohol. After seeing the roadshow, 94% of students said they had changed their mind about choices they would make. The road safety education team at GFRS will be contacting education providers across Gloucestershire to offer the roadshow for next year when they are aiming to increase the uptake of schools and looking to include other organisations such as sporting academies and university groups, to ensure that those beyond post-16 education have the opportunity to view it. If you are an education provider or group and have any queries about the *What If?* Roadshow, or any other road safety education programmes, please contact roadsafetyeducation@glosfire.gov.uk

Support sessions to people with hoarding behaviours. GCC is offering support to people across the county who have hoarding and chronic disorganisation behaviours. Hoarding behaviours can typically include keeping or collecting items that have little or no monetary value but some associated personal connection, such as mail, newspapers and carrier bags, or items they intend to reuse or repair. The new monthly drop-in sessions aim to help individuals with these tendencies and offer a holistic approach to supporting them. Trained co-ordinators will facilitate these sessions, which will be the first of their kind in the county. GCC is working in partnership with the six districts as well as GFRS and Hoarding UK to deliver the sessions. Support has taken place in Cheltenham and Gloucester, with plans to expand to Tewkesbury, the Cotswolds, Forest of Dean and Stroud in the coming months.

Have your say on a **new political map for GCC.** The Local Government Boundary Commission wants to hear what residents and local organisations think about the proposals. A 10 week consultation on the proposals will run until 11th December 2023. The Commission is the independent body that draws these boundaries. It is reviewing Gloucestershire to make sure councillors will represent about the same number of electors and that division arrangements will help the council work effectively. It is proposing there should be 55

divisions and one councillor per division. (Currently there are 53 divisions, represented by one councillor each). Proposed changes include:

A Severn Vale division to include part of Bishop's Cleeve village and The Haresfield and Upton St Leonards division north of Stroud to incorporate a number of settlements. Launching the consultation, the Commission's Chair Professor Colin Mellors said: "We want people in Gloucestershire to help us. We have drawn up proposals for new divisions in Gloucestershire. We want to make sure these new electoral arrangements reflect communities. We also want them to be easy to understand and convenient for local people. Residents and local organisations can help us do that. We would like them to let us know whether they agree with our proposals before we take final decisions. It's easy to get involved. Go to our website. Or you can e-mail or write to us. Just tell us what you think and give us some details why you think that. It's really simple, so do get involved." The Commission has a dedicated section on its website where people can see the detail of the proposals and comment on the names of divisions and their boundaries:

www.lgbce.org.uk/all-reviews/gloucestershire People can also give their views by email at reviews@lgbce.org.uk and by post: Review Officer (Gloucestershire), LGBCE, PO Box 133, Blyth, NE24 9FE.

Enjoy free family activities this winter holiday The Holiday Activities and Food Programme (HAF), is returning for 4 days during school holidays to help keep children happy, healthy and entertained with free activities. Families eligible for income-related free school meals can register now for the winter (HAF) running 2nd to 5th January 2024. See www.gloucestershire.gov.uk/haf

All activities on offer can be viewed for a week from 12pm on 27th November with booking opening at midday on 4th December. Families are encouraged to register now and those requiring additional support can do so via the district HAF Community Connector. Families eligible for income-related free school meals can also apply for Holiday Free School Meal vouchers, which the council is providing for 1 week. Parents will receive £15 per eligible child from reception to year 11. Applications will open at midday on 28th November, closing at midday on 12th December. Vouchers will be distributed from 18th December. Families will be able to find out more at www.gloucestershire.gov.uk/holiday-school-meal-vouchers/ Parents previously registered are automatically included. Families whose circumstances may have changed can find out about eligibility for free school meals should contact childrensfund@gloucestershire.gov.uk Additional support over the winter can be applied for at the *Household Support Fund* for households in most need with food, energy / water bills and other essentials. The Support Hub also has information to help save money and look after health and wellbeing.

Tewkesbury Repair Cafe Next session Sat 18th November, 2-5pm at the Baptist Church. **Daytime Discos** Free events, all are welcome – you can enjoy a cup of tea, a chat and some happy swing music, or even join in with some dancing if you like. Next event Monday 27th Nov, 1-4pm, Watson Hall.