

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

**Present:** Cllrs C Danter (Chair), E Ash, H Bowman, P Brookes, P Jones, R Langdon, K Moran, J Raywood, S Raywood, M Sztymiak.

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

**23/24 - 101 To receive apologies for absence**

Apologies received from Cllr Dimond-Brown (health), Cllr Robertson (health), Cllr Cody (work), Cllr Smith (work), Cllr Hayes (personal), Cllr Baddams (personal)

**23/24 - 102 To receive declarations of interest**

Cllrs Sztymiak & Bowman – Tewkesbury Borough Councillors – 23/24-119  
Cllr S Raywood – employed with the Planning Inspectorate – 23/24-118

**23/24 - 103 To consider requests for dispensation**

None required.

**23/24 - 104 To receive written questions from members of the public**

There were no questions received.

**23/24 - 105 Public Participation**

A member of the public spoke about their concerns about the licensing application at the Black Bear and the Gloucester Road traffic control and bus stops.

**23/24 - 106 To note the Mayor's Announcements**

Sunday November 12<sup>th</sup> – Tewkesbury Remembrance Parade, thanks were given to all Councillors who took part.

The Town Crier has decided to retire after 25 years of service and there will be a process to find a replacement.

There is no Full Council meeting in December, but Councillors are invited to help at the Christingle Service at the Abbey on 24<sup>th</sup> December in the afternoon. Details to follow.

**23/24 - 107 To approve the minutes of the meetings held on 11<sup>th</sup> September 2023**

It was RESOLVED to approve the minutes of the meeting held on 11<sup>th</sup> September 2023. Proposed by Cllr J Raywood, seconded by Cllr Brookes.

**23/24 - 108 To note the following Committee Minutes –Planning – 9<sup>th</sup> & 23<sup>rd</sup> August, 6<sup>th</sup> & 20<sup>th</sup> September 2023, Finance – 29<sup>th</sup> August 2023, Severn Ham – 18<sup>th</sup> September 2023**

The above minutes were noted.

**23/24 - 109 Matters arising from the minutes**

21/22-147 Cycle storage and Riverside Walk signs – ongoing as part of the HSHAZ work. Wayfinding meeting on Thursday this week, Town Clerk taking part.  
22/23-95 Accessibility of Town Hall - ongoing. Meeting has taken place with the Conservation Officer and are awaiting information from Highways.

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.  
 23/24-88 Rialtas – bug fix provided – complete.  
 23/24-89 Detailed invoice information requested. Circulated – complete.  
 23/24-89 Tewkesbury Live – to be discussed in January meeting – ongoing.  
 23/24-91 Hydrology meeting – held and complete. Final report due this week and additional cost of £300, which will be retrospectively approved.  
 23/24-95 TBC archaeological collection – ongoing. Senior officers have asked for the collection to be valued, they have been advised that it is currently in storage and the Town Council has had to cover these costs. The Tewkesbury Information Centre was found to be unsuitable for storage.

**23/24 - 110 To receive the budget reports for August & September 2023 and earmarked reserves report**

The reports were received.

The Town Clerk advised:

That Buildings & Moorings will need to consider the release of earmarked reserves at their next meeting.

The second part of the precept has been received and now shows in the accounts.

Looking at the six month figures – Actual income (6 months) vs budget (annual)

	Actual income	Budget figure
Moorings	£3,095	£6,000
Watson Hall hire	£11,962	£24,000
Town Hall hire	£9,856	£20,000
Watson Hall bar	£23,449	£45,000

The expenditure costs for bar stock, bar salaries and overall staffing are also within budget at the six month point.

The finances for Tewkesbury Live are not complete as we are still awaiting some invoices to be paid. This will go to the next finance meeting and then to Full Council in January.

**23/24 - 111 To receive the payments reports for August & September 2023**

The reports were received.

**23/24 - 112 To note the Q1 & Q2 bank reconciliations**

The bank reconciliations were noted. The Finance Committee reviews these on a monthly basis, but financial regs require them to come to Full Council for noting.

**23/24 - 113 To approve the Strategic Plan 2024-2029**

Further to asking the Museum trustees if they are happy to be included in part 2.3, it was RESOLVED to approve the Strategic Plan 2024-2029.

Proposed by Cllr Ash, seconded by Cllr Brookes.

**23/24 - 114 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**

It was RESOLVED that the Council will meet the criteria in terms of Governance, Community & Development and wishes to apply for the Local Council Quality Award in January 2024.

Proposed by Cllr Sztymiak, seconded by Cllr J Raywood.

**23/24 - 115 To consider and agree any grant applications**

There is £913.20 left in Community Grant budget for the year.

It was RESOLVED to award £500 to Tewkesbury Town Band.

Proposed by Cllr Brookes, seconded by Cllr Moran.

It was requested that their accounts are included with future applications.

**23/24 - 116 To note that Cllr Moran will be the Outside Bodies liaison for Tewkesbury Medieval Festival rather than Tewkesbury Big Weekend.**

The above change was noted.

**23/24 - 117 To agree to sign up to NALC's Civility & Respect Pledge**

The Town Clerk advised that the employee handbook already includes a 'Dignity at Work' policy in section 8.

**Action:** Training is required as part of the pledge. Town Clerk to investigate options.

It was RESOLVED to sign NALC's Civility & Respect Pledge.

Proposed by Cllr Bowman, seconded by Cllr Brookes.

Cllr S Raywood left the meeting.

**23/24 - 118 To delegate authority to the Planning Committee to complete and approve the response to the South Worcestershire Development Plan Review**

In Dec 2022, Full Council agreed a response to regulation 19, the next step is to have the plan reviewed and the Town Council has until 13<sup>th</sup> December to respond. The original submission from last December will be part of the information considered, but there is now more information in terms of the hydrology report that the Town Council commissioned. The final hydrology report is not available until next week, so it is not possible for Full Council to approve the response and it will therefore be considered at Planning. The intention is to append the full report to the Town Council's submission, but also provide some bullet points as an overview. All Councillors are welcome to attend the Planning meeting on 29<sup>th</sup> November where it will be discussed.

It was RESOLVED to delegate authority to the Planning Committee.

Proposed by Cllr Bowman, seconded by Cllr Moran.

Cllr S Raywood rejoined the meeting.

**23/24 - 119 To review the issue regarding future cemetery provision in Tewkesbury and Tewkesbury Borough Council's plan for dealing with this**

Cllr J Raywood spoke on an issue that had been raised at Planning by a member of the public regarding the lack of suitable cemetery facilities in Tewkesbury once the current cemetery was full, and that the Garden Town will only add to that pressure. Tewkesbury Borough Council have advised that burials will take place in Bishop's Cleeve once the cemetery is full, Councillors have concerns about the distance people will have to travel. Issue in Tewkesbury is that there isn't much suitable land

(due to requirements of graves being 1m about the groundwater) and that this land is wanted for housing due to the elevated location.

Options could be to reuse graves (as this is allowed after 100 years).

Councillors raised questions including, has the Baptist Church been considered in terms of grave reuse? Are woodland burials an option? Could this be built into the Borough Plan? When is the Tewkesbury cemetery expected to be full and how many years are provided for in Bishops Cleeve? Are there any other options in terms of above ground burials, as happens in Spain?

**Action:** Town Clerk to write to Strategic Planning or Chief Executive, to enquire what provision is being made for burials in Tewkesbury.

**23/24 - 120 To approve the separation of the Buildings & Moorings Committee into two separate committees and to agree the membership and quorum**

This was discussed about a year ago at Full Council and it was agreed that it would return for further discussion.

Councillors discussed the issues regarding splitting the committees and some councillors raised concerns about them then being during the day and not solving the problem that there is not enough money to do what needs doing. Other Councillors advised that moorings issues split down the agenda due to the larger projects required in the buildings and splitting the committees would enable moorings to have the focus that it required. It was also raised that due to outside lobbying regarding moorings that you would need a strong experience chair for the committee, as well as potentially a building / estate manager. The difference in quorum was also raised as a question.

**Action:** Town Clerk to return with more information and terms of reference for each of the proposed committees.

**23/24 - 121 To note the council's action with regard to the biodiversity duty on local councils**

The actions were noted.

**Action:** Although it is not a legal requirement, the details will be published on the website.

**23/24 - 122 To receive an update from the Climate Change Working Group**

Deferred to January meeting.

**23/24 - 123 To note the reports from Tewkesbury Borough Council (TBC) and Gloucestershire County Council**

The reports were noted.

**23/24 - 124 Correspondence**

There was no correspondence.

There being no further business, the meeting closed at 7.10pm

Signature of Chairman upon approval of the minutes ..... 15<sup>th</sup> January 2023