

MINUTES
of a meeting of the Full Council
held at Tewkesbury Town Hall on Monday 11th March 2024 at 6.00pm

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

In attendance: D Hill (Town Clerk), J King (Deputy Town Clerk) and five members of the public.

23/24 - 146 To receive apologies for absence

Apologies received from Cllr Ash (health), Cllr Danter (health), Cllr Langdon (work), Cllr Robertson (work), Cllr Smith (work)

23/24 - 147 To receive declarations of interest

Cllrs Sztymiak, Dimond-Brown & Bowman – Tewkesbury Borough Councillors
Cllr S Raywood – employed with the Planning Inspectorate – item 17

23/24 - 148 To consider requests for dispensation

None required.

23/24 - 149 To receive written questions from members of the public

There were no questions received.

23/24 - 150 Public Participation

A member of the public raised questions about the representation made regarding the Black Bear's licence review and why it was not raised on the agenda. In addition, why it was different to the Council's response to the stance on the licensing for the Canterbury Inn.

The Black Bear already had a licence to operate in the way they have been doing, whereas the Canterbury Inn was making an application to extend their operation beyond the terms of their current licence. The Black Bear is situated in an area of town which has a night-time economy, whereas we believe there is no night-time economy around the Canterbury Inn. The Council had responded to the licensing details for the Canterbury Inn by requesting more information and when this was received, it was a satisfactory answer. In respect of the way in which the Black Bear's licence had been responded to, this was different because there was no time to ask for any more information and the committee took the advice of the Clerk as to how they should respond. The Committee's response included that things needed to be kept under review.

Licensing is not the Town Council's responsibility, that sits with the Borough Council. We have requested to be copied in on licensing matters within the town and the process of consultation is one that we continue to work with the Borough to improve. Sometimes we are consulted well in advance, sometimes at very short notice and sometimes not at all. Some licence applications are straightforward to comment on, but some are unique and require a novel approach. We aim to learn from all we do at the Town Council, especially when having dealt with something unique and novel.

As detailed at the last Full Council meeting, a complaint was made to the Monitoring Officer at Tewkesbury Borough Council regarding the procedure taken. Since then the Monitoring Officer spoke to the Town Clerk regarding the procedure taken and confirmed that there is no issue.

A member of the public asked if the Town Council has any connection to the main sponsor of Tewkesbury Live.

The Town Clerk advised that there was no connection between the Town Council and the main sponsor, but they do wish to remain anonymous.

23/24 - 151 To note the Mayor's Announcements

The Annual Town Meeting will take place at 6pm at the Town Hall.

Tewkesbury Dementia Action Alliance drop in event. Monday 18th March, 10am-6pm, at the Watson Hall.

23/24 - 152 To approve the minutes of the meetings held on 15th January 2024

It was RESOLVED to approve the minutes of the meeting held on 15th January 2024. Proposed by Cllr Dimond-Brown, seconded by Cllr J Raywood.

23/24 - 153 To note the following Committee Minutes – Planning – 13th December 2023, 3rd & 17th January 2024, Finance – 14th December 2023 & 8th January 2024, Environment & Amenities – 2nd January 2024, Staffing – 6th December 2023, Severn Ham – 20th December 2023, Building & Moorings – 12th December 2023

The above minutes were noted.

A Cllr asked about the Planning Committee's response on 17th January to the Garden Towns Charter and the request that natural methods of flood over technical ones and whether we should just listen to the expert's view. A Cllr replied that in this context it is raising the point that nature should come first.

23/24 - 154 Matters arising from the minutes

21/22-147 Cycle storage and Riverside Walk signs – new signs are going up at the moment. Cycle storage locations and suitable units are being considered

23/24-66 Civic Pride / Our Town working group – terms of reference to return to Full Council in June. Leaflet has been printed and the Town Council supported the costs.

23/24-95 TBC archaeological collection – No update available from Cllrs Bowman / Cody. **Action:** Town Clerk to provide the storage costs.

23/24-117 Civility & Respect Training – Cllr Robertson & Town Clerk are trialling the online training.

23/24-120 Splitting committees – to be discussed at the Annual Town Council meeting in May, along with draft terms of reference for the Planning Committee and confirming terms of reference for all other committees.

23/24 - 155 To receive the budget reports for December 2023 & January 2024 and earmarked reserves report

The reports were received.

The Town Clerk noted that the Finance Consultant is currently working with the Town Council regarding the High Street Heritage Action Zone (HSHAZ) funding and some of the income that was treated as income in advance and how to report this

correctly, so the accounts reflect the correct funding. This will go to the Finance Committee.

It was noted that the Council has received more grants this year from HSHAZ and MEND funding than in previous years, so the accounts do show more income than the budgeted figures.

Planning income figures show £3,356 which is the repayment of monies previously held in a separate account for Neighbourhood Development Planning and it has been confirmed that these do not need to be repaid, so they have been paid into the Town Council's account.

The income for Severn Ham, shows £23,000 of additional income which was reinstatement compensation from Severn Trent which will be used for the future preservation on Severn Ham.

A Cllr asked how do we capture HSHAZ monies, so that it can be clearly seen? The Town Clerk advised that a full income and expenditure report for is reviewed at each Finance Committee meeting.

The end of year accounts are expected to be complete by end of April / beginning of May.

23/24 - 156 To receive the payments reports for December 2023 & January 2024

The reports were received.

There are two redactions, one of which is the refund of a hire charge for the front bar which was not required and the second is staff mileage expenses.

23/24 - 157 To note the Q3 bank reconciliations

The bank reconciliations were noted. As there was no bank statement for the Mayor's Charity account in December 2023, the January statement was included for completeness.

23/24 - 158 To note the meeting schedule for 2024/25

The meeting schedule was noted.

23/24 - 159 To receive and vote on nominations for the positions of Mayor & Deputy Mayor

It was RESOLVED that Cllr Paul Jones be elected as Town Mayor for 2024/25. Proposed by Cllr J Raywood, seconded by Cllr S Raywood.

It was RESOLVED that Cllr Alan Hayes be elected as Deputy Mayor for 2024/25. Proposed by Cllr Jones, seconded by Cllr Danter.

23/24 - 160 To agree to register all remaining Town Council assets, including the Anglo-American Remembrance Garden and the Riverside Walk with Land Registry

A Cllr asked about the costs. The Town Clerk advised that a sector specific consultant rather than a solicitor is being used, which is keeping the costs down. This year the Town Council will have spent between £1500 and £2000 and it is within the legal budget set.

It was RESOLVED to register the above assets with Land Registry. Proposed by Cllr S Raywood, seconded by Cllr Hayes.

- 23/24 - 161 To receive an update on 64 Barton Street**
The Town Clerk advised that external works at 64 Barton Street have been completed and the scaffolding has been taken down.
Internal works continue, with the second fix electrics, internal repairs and painting taking place. Damp proofing works have also been undertaken as the ground level outside the south room is higher than the room. The asbestos floor tiles in this room needed to be removed to enable the damp proofing work to commence. Low level roofing works are to be completed by 18th March, along with the restoration of the decorative ceiling. Refurbishment will be complete at end of April, with the museum starting a phased move back in from May onwards.
The current contract value is £212,353, but there is some additional plasterwork and decoration work to be added. The budget for the project is £235,573 and the contingency has not been touched. However, this may be required for the transport costs of moving back in, as removal and storage costs were higher than expected.
- 23/24 - 162 To resolve to support the campaign from Zero Hour regarding the Climate & Ecology Bill**
It was RESOLVED to support the campaign from Zero Hour regarding the Climate & Ecology Bill. Proposed by Cllr Cody, seconded by Cllr Baddams.
- 23/24 - 163 To review the Planning Committee's terms of reference**
Deferred to May meeting.
- 23/24 - 164 To receive an update from the Climate Change Working Group**
Cllr Cody provided an update on items that had happened over the past year. All Parish footpaths have been mapped out and there are volunteers who regularly walk and report any issues. The Swilgate 20mph signs have been repainted, the water fountain has been installed at Spring Gardens and a swap box installed at the Town Hall. 'Tewkesbury Goes Wild' held 40 free outdoor events and the same is planned for July 2024. Next meeting is 23rd April at 10am, all councillors are welcome to attend, followed at 11.30am by the next Tewkesbury Goes Wild planning meeting.
- 23/24 - 165 To note the update on the accessibility discussions for the Town Council buildings**
The update was noted. Next steps are to get a topographical survey. Funding options are being investigated. A Cllr suggested that the Barnwood Trust also be approached. A Cllr asked about whether Lloyds Bank was closing and whether this would have an impact. The Council has no information about this, but is aware that Lloyds own the building that they are in.
- 23/24 - 166 To note the reports from Tewkesbury Borough Council (TBC) and Gloucestershire County Council**
The reports from TBC & GCC were noted.
The resurfacing on the High Street, Tewkesbury is scheduled to take place overnight on w/c 8th April.
- 23/24 - 167 Correspondence**
Thanks were received from the Air Ambulance for their grant.

Tewkesbury Wheelchair Bus Committee – invitation has been extended to Town Councillors as to whether anyone would like to join. Please let the office know.

23/24 - 168 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 s1. ss2
It was RESOLVED to exclude the press and public.
Proposed by Cllr S Raywood, seconded by Cllr Hayes.

23/24 - 169 To discuss and agree the nominations for the Tewkesbury Town Civic Awards
The nominations were discussed and agreed.

Cllrs discussed the possibility of nominating individuals for additional country wide awards, such as OBE /MBE. **Action:** To add to next agenda

There being no further business, the meeting closed at 7.26pm.

Signature of Chairman upon approval of the minutes 13th May 2024

DRAFT