

# TEWKESBURY BOROUGH COUNCIL

**Minutes of a Meeting of the Council held remotely on Tuesday, 8 December 2020  
commencing at 6:30 pm**

## **Present:**

The Worshipful the Mayor  
Deputy Mayor

Councillor G F Blackwell  
Councillor A S Reece

## **and Councillors:**

R A Bird, G J Bocking, C L J Carter, C M Cody, K J Cromwell, M Dean, R D East, J H Evetts, P A Godwin, M A Gore, D W Gray, D J Harwood, M L Jordan, E J MacTiernan, J R Mason, H C McLain, P D McLain, H S Munro, J W Murphy, C Reid, J K Smith, P E Smith, R J G Smith, V D Smith, C Softley, R J Stanley, S A T Stevens, P D Surman, M G Sztymiak, S Thomson, R J E Vines, M J Williams and P N Workman

## **CL.31 ANNOUNCEMENTS**

31.1 The Mayor advised that the meeting was being held under the emergency provisions of the Coronavirus Act 2020 and, specifically, The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020. The meeting was being broadcast live via the internet, it was not being recorded by the Council but, under the usual transparency rules, it may be being recorded by others.

## **CL.32 ONE MINUTE SILENCE IN MEMORY OF COUNCILLOR ANNA HOLLOWAY**

32.1 Following the sad passing of Councillor Anna Hollaway, the Mayor invited the Leader of the Council to pay tribute to Anna following which there was a minute's silence in remembrance of the Council's dear colleague.

32.2 In expressing his sorrow for the passing of Anna, he advised that her loss was felt keenly by all that had known her. Anna had been a lovely, warm, sincere and committed person who had done great work for others, quietly and without fuss. Anna would be missed greatly by all and the thoughts of the Council were with her friends and family at this incredibly difficult time.

## **CL.33 APOLOGIES FOR ABSENCE**

33.1 Apologies for absence were received from Councillors L A Gerrard and P W Ockelton.

## **CL.34 DECLARATIONS OF INTEREST**

34.1 The Committee's attention was drawn to the Tewkesbury Borough Council Code of Conduct which was adopted by the Council on 26 June 2012 and took effect from 1 July 2012.

34.2 There were no declarations of interest made on this occasion.

**CL.35 MINUTES**

- 35.1 The Minutes of the meeting held on 29 September 2020, copies of which had been circulated, were approved as a correct record.
- 35.2 In relation to the Member Questions which had been raised about Cleeve Hill Golf Club, a Member advised that it cost a considerable amount of money to maintain a golf club and it was the membership costs that would help save it, not casual users dropping in for tea and cake, so he urged people that wished to use it to become members to keep it going.

**CL.36 ITEMS FROM MEMBERS OF THE PUBLIC**

- 36.1 There were no items from members of the public.

**CL.37 MEMBER QUESTIONS PROPERLY SUBMITTED IN ACCORDANCE WITH COUNCIL PROCEDURE RULES**

- 37.1 There were no Member questions on this occasion.

**CL.38 RECOMMENDATIONS FROM EXECUTIVE COMMITTEE****Corporate Peer Challenge - Final Report and Action Plan**

- 38.1 At its meeting on 18 November 2020, the Executive Committee had considered the Corporate Peer Challenge final report and action plan and recommended to Council that the peer review action plan be approved; and that monitoring of the action plan be undertaken by the Overview and Scrutiny Committee on a six-monthly basis.
- 38.2 The report which was considered by the Executive Committee had been circulated with the Agenda for the current meeting at Pages No. 26-49.
- 38.3 The Chair of the Executive Committee proposed the recommendation and the Vice-Chair seconded it.
- 38.4 A discussion ensued during which some Members expressed concern about the pressure on Heads of Service in light of the departure of the Deputy Chief Executive and it was suggested that a review of the action plan in four months would be more appropriate than six months. In response, the Head of Corporate Services advised that the review was currently in the Overview and Scrutiny Committee work programme as pending but he had intended that it would be added to June to give Officers time to implement any actions before the first monitoring period. Other Members were of the view that bringing forward the monitoring period would put additional pressure on Officers rather than alleviating it and they felt the recommendation from the Executive Committee was therefore the most sensible way forward.
- 38.5 The Member confirmed it was not her intention to add more to the workload but rather to monitor it to ensure the wellbeing of Officers was protected. With that in mind she proposed and, it was seconded, that point 2 be amended to read 'That monitoring of the action plan be undertaken by the Overview and Scrutiny Committee on a four-monthly basis'. Upon being put to the vote, the amendment was lost.

38.6 The recommendation of the Executive Committee was then put to the vote and it was

**RESOLVED**

1. That the peer review action plan be **APPROVED**.
2. That monitoring of the action plan be undertaken by the Overview and Scrutiny Committee on a six-monthly basis.

**Infrastructure Funding Statement**

38.7 At its meeting on 18 November 2020, the Executive Committee had considered the Infrastructure Funding Statement and recommended to Council that the publication of the Infrastructure Funding Statement for 2020 be approved; and that it be noted that the Annual Community Infrastructure Levy Rates Summary Statement would be published alongside the Infrastructure Funding Statement.

38.8 The report which was considered by the Executive Committee had been circulated with the Agenda for the current meeting at Pages No. 50-77.

38.9 The Chair of the Executive Committee proposed the recommendation and the Vice-Chair seconded it.

38.10 A Member referred to the Section 106 Agreement monies held by the Council and questioned when the money would start to be spent; how much was outstanding and how much was scheduled to be spent in 2020 and 2021. In response, the Head of Development Services indicated that there was an outstanding balance in that funding pot but it was likely that very little would be spent in the remainder of 2020 given that this was only a few weeks away. However, bids had been invited from community groups so the amount spent in 2021 would depend on the expressions of interest received through that process as well as following discussions with colleagues and partners on how commuted sums could be spent. She was acutely aware of the need to spend the money and it was a priority in her work programme to ensure the money was spent where it was allocated. She advised that, whilst she could not say it would all be spent in 2021, she did want to see a large expenditure in that period.

38.11 Accordingly, it was

**RESOLVED**

1. That the publication of the Infrastructure Funding Statement for 2020 be **APPROVED**.
2. That it be **NOTED** that the Annual Community Infrastructure Levy Rates Summary Statement would be published alongside the Infrastructure Funding Statement.

**Replacement Pay and Display Parking Machines**

38.12 At its meeting on 18 November 2020, the Executive Committee had considered setting aside capital receipts for the replacement of pay and display parking machines and it was recommended to Council that capital funding of £117,000 be allocated from the Capital Receipts Reserve for the replacement of car park pay and display machines across all authority-owned and charged car parks; and that authority be delegated to the Head of Finance and Asset Management to procure suitable parking pay and display machines that offered cash and card payment options with a remote back office function.

38.13 The report which was considered by the Executive Committee had been circulated with the Agenda for the current meeting at Pages No. 78-82.

38.14 The Chair of the Executive Committee proposed the recommendation and the Vice-Chair seconded it.

38.15 A Member advised that she was pleased to see the inclusion of solar technology within the report. Another Member noted the intention that the new machines would accept cash as well as card and she questioned why that was felt necessary and how much could be saved in capital and maintenance costs if cash was not included in the specification. In response, the Head of Finance and Asset Management was of the view that it was sensible to keep the options open for customers. There had been good take-up of the parking app since its introduction and there was good feedback from other local authorities about the contactless option on their parking machines however, a number of customers had indicated that they would still like to have the option of using cash. With that in mind it was not felt by Officers to be the right time to completely remove the cash facility on the machines. The way the new machines worked made it easy to take away the cash offering when it was felt to be the right time. There would be negligible savings if the cash facility was removed as the contract for collection of cash from the machines was based on the amount collected rather than the number of times a machine was visited.

38.16 Members noted that there were people that chose to use cash rather than card as well as those that did not have the option to use a card and, accordingly, it was

**RESOLVED**

1. That capital funding of £117,000 be allocated from the Capital Receipts Reserve for the replacement of car park pay and display machines across all authority-owned and charged car parks.
2. That authority be delegated to the Head of Finance and Asset Management to procure suitable parking pay and display machines that offered cash and card payment options with a remote back office function.

**CL.39 NOTICE OF MOTION: SUPPORT FOR TECH TALENT CHARTER**

39.1 The report of the Chair of the Overview and Scrutiny Committee, circulated at Pages No. 83-89, provided information about the Committee's discussion on the Support for Tech Talent Charter Motion and the Council was asked to note that the Motion had been withdrawn.

39.2 The Mayor reminded Members that this item was for information only and invited the Overview and Scrutiny Chair to advise on the outcome of the Motion.

39.3 The Overview and Scrutiny Chair explained that the meeting of the Council on 28 July 2020 had agreed that the Motion on the Tech Talent Charter be referred to the Overview and Scrutiny Committee for consideration. This had taken place at its meeting on 13 October 2020 and, as could be seen from the Minutes of that meeting, attached as an Appendix to the report, a full and detailed discussion had occurred. At the end of the discussion, the detail and timing of the Motion had been considered and the proposer of the Motion had agreed that it would be withdrawn while she worked with other political groups to find some wording which would be acceptable across the board to come back to the Council at a future date.

39.4 Accordingly, it was

**RESOLVED**

- That the decision of the Overview and Scrutiny Committee held on 13 October 2020 in respect of the Tech Talent Charter Motion be **NOTED**.

**CL.40 MEMBERSHIP OF GLOUCESTERSHIRE POLICE AND CRIME PANEL**

40.1 Attention was drawn to the Agenda which asked Members to note the change in the Council's reserve representative on the Gloucestershire Police and Crime Panel from Councillor A S Reece to Councillor R A Bird.

40.2 Accordingly, it was

**RESOLVED** That the Council's reserve representative on the Gloucestershire Police and Crime Panel be Councillor R A Bird.

**CL.41 COVID-19 EMERGENCY DECISIONS TAKEN UNDER URGENCY POWERS IN ACCORDANCE WITH PART 3 OF THE CONSTITUTION**

41.1 The report of the Chief Executive, circulated at Pages No. 90-112, set out a the details of two decisions that had been taken by the Chief Executive, in consultation with the appropriate Lead Members, under the urgency powers set out in Part 3 of the Constitution as a result of the COVID-19 pandemic. The report advised Members of the decisions taken to comply with the requirements of the Constitution and the Council was asked to note those decisions.

41.2 Accordingly, it was

**RESOLVED** That the decisions taken by the Chief Executive, in consultation with appropriate Lead Members, as set out in the Appendices attached to the report, be **NOTED**.

**CL.42 FAREWELL TO THE DEPUTY CHIEF EXECUTIVE**

42.1 The Chief Executive indicated that staff and Members had said goodbye to the Deputy Chief Executive at an online presentation on 4 December – although he would officially leave on 4 January 2021 – but he was now attending his last Council meeting prior to taking up his new post at Cotswold District Council. He advised that, in his time in the role, the Deputy Chief Executive had fulfilled a significant ambassadorial role, done a lot for the Council and its reputation and been a great support to the Chief Executive.

42.2 The Leader of the Council offered his thanks, on behalf of all Members, to the Deputy Chief Executive for his hard work during his time with the Council and indicated that Members had all been very impressed and grateful for his determination. He indicated that the Deputy Chief Executive had done a lot in the wider sphere around the Council and had had a big impact on its effectiveness as an authority. He wished the Deputy Chief Executive all the best and every success in his new role and into the future.

42.3 The Deputy Chief Executive thanked everyone for their kind comments and advised that it had been a privilege to work with Tewkesbury Borough Council over the last four years. He felt the Council had great working relationships across the board and this had made it possible to achieve great things in difficult times. He had enjoyed working with the whole management team and offered particular thanks to the Chief Executive for his guidance and words of encouragement over the years. He thanked everyone for their warm wishes and wished all a great Christmas and New Year.

42.4 The Leader of the Tewkesbury and Twyning Independent Group offered his personal thanks for the way the Deputy Chief Executive had worked with him and his colleague showing a 'can do' and positive attitude and wished him all the best for the future.

**CL.43 SEPARATE BUSINESS**

43.1 The Chair proposed, and it was

**RESOLVED** That, under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involve the likely discussion of exempt information as defined in Part 1 of Schedule 12A of the Act.

**CL.44 SEPARATE RECOMMENDATION FROM EXECUTIVE COMMITTEE**

**Management Arrangements following the Departure of the Deputy Chief Executive**

*(Exempt – Paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972 – Information relating to any individual)*

44.1 At its meeting on 18 November 2020 the Executive Committee considered a report which detailed a proposed way forward in respect of the management arrangements to be put in place following the departure of the Deputy Chief Executive. The Council considered the recommendation and agreed a temporary arrangement to cover the post of Deputy Chief Executive until such time as a decision was made on a permanent arrangement.

The meeting closed at 7:35 pm