



## **EVESHAM TOWN COUNCIL**

Minutes of the Meeting of **EVESHAM TOWN COUNCIL** held at 6.30 pm on **MONDAY 10 OCTOBER 2016** in the Council Chamber, Town Hall, Evesham.

Those present:

Vice Chairman: Cllr F Kaler ( Mayor)

Councillors: Cllr Mrs S Amor, Cllr A Barlow, Cllr A P Booth, Cllr R Bowers, Cllr P Boyd, Cllr M D Elliman, Cllr M S Goodge, Cllr Miss E Haynes, Cllr C D Homer, Cllr Mrs L S Jakeman, Cllr Mrs J Johnson, Cllr R S W Jones (Deputy Mayor) Cllr Mrs D R Raphael, Cllr R W Raphael, Cllr Mrs M Sale, Cllr Mrs J E Sandalls, Cllr Mrs F S Smith, Cllr J H Smith OBE, Cllr N S Tucker, Cllr Mrs R J Whiting

Officers: Mr S D Carter (Town Clerk)

### **70. Apologies for Absence**

Apologies for absence were received from Councillors Barclay, Bulman and Tether.

### **71. Declarations of pecuniary or other interest (if any)**

Cllr Sandalls declared an interest in minute 76 (Planning) as she is on the Planning Committee at Wychavon District Council (WDC)

### **72. Announcements by the Town Mayor**

The Town Mayor reminded Members of the Annual Town Bonfire on Saturday 5<sup>th</sup> November and asked for volunteers to contact the office. He also informed Members of a Charity Curry Night on 22 November at the Blue Lagoon and also of a planned Wallace House Open Day/Reveal of the new windows which was due to take place late November/early December.

### **73. Minutes of the Previous Meetings**

The Clerk had circulated with the agenda the Minutes of the Meeting held on 12 September 2016. It was **RESOLVED** that the Minutes be adopted as a true record.

### **74. Committee Minutes**

- a) Planning and Estates Committee – 26 September 2016  
It was moved and seconded that the minutes be approved and the recommendations adopted.
- b) Personnel Committee – 3 October 2016  
It was moved and seconded that the minutes be approved and the recommendations adopted.

## **75. Finance – Payments and Receipts for September 2016**

Evesham Town Council's payments and receipts for the months of September 2016 were circulated to Members with the agenda. In response to a question regarding Wallace House payments the Clerk reported that there had been cash flow in the current month and that it was hoped to be easier in the month of October/November.

It was **RESOLVED** that the Town Council payments for the month of September as attached at appendix A, amounting to £48,543.13 (NET) be approved and the receipts be **NOTED**.

## **76. Planning Applications**

- (a) 16/01808/PN – Mr & Mrs Kedward, R K Services, Lower Leys - Demolish former vehicle workshop and vehicle hire buildings, service bay, office, reception and construct three apartments. It was recommended that permission is refused – considered insufficient parking capacity and it was felt that there was not enough information to make an informed recommendation.
- (b) 16/02252/PP - Mr D Simms, 49 Lichfield Avenue, Single storey rear extension  
It was recommended that this proposal is approved subject to the proposal not affecting neighbouring properties.
- (c) 16/01614/PP - Mr & Mrs V Pilade, The Orchard - replacement of existing garage with a new one with ancillary accommodation over and the erection of a carport.  
It was recommended that this proposal is approved subject to the ancillary accommodation not being used as commercial rent.
- (d) 16/02099/CU - Luminaire Kinesis, 32 Port Street - refurbishment of existing commercial unit to provide new Ground Floor Restaurant with supporting kitchen facilities and retaining and refurbishing existing residential flat above. Change of use A1 to A3.  
It was recommended that this proposal is approved subject to the proposal not adversely affecting neighbouring properties.
- (e) 16/02237/PN - Primafruit Limited, Enterprise Way, Vale Park - extension of B2, B8 unit and ancillary plant and chiller – as approved under permission ref no. W/15/00911/PN but without compliance with condition no. 3 (so as to remove the need to provide flood defence measures). It was recommended that this proposal is approved subject to the officers at WDC/Severn Trent and the Environmental Agency are happy with the proposal - but concern was raised that Phase 3 may also have a detrimental affect on this proposal.

## **77. Town Signage**

- (a) Mr Shawn Riley (WDC Evesham Business Partnerships Manager) gave a presentation, which Members had already received in a report circulated with the agenda, regarding proposed town signage. Mr Riley was seeking three resolutions:
  - (i) Members liked and agreed the pictures to be affixed to the “Welcome to Evesham” town signs
  - (ii) Members to reconsider the initial decision not to allow The Regal Cinema on the Evesham brown tourist signs.

- (iii) Members consider funding the shortfall for all the replacement signs around the town.

Firstly Members considered all 8 images and the proposed location of each “Welcome to Evesham” signs. It was confirmed because of Highways England regulations, the Evesham Crest could not be displayed on the “Welcome to Evesham” signs but all the other information could. Members **RESOLVED** to support the chosen images and the locations as put forward.

Members then considered the Evesham Tourism plates which are the brown tourist signs. Previously Members had objected to having the Regal Cinema feature on the signs and instead had requested that the wording be replaced with Abbey Park. This would mean that the new signs would feature:

- Abbey Park
  - Almonry Museum
  - Battlefield Site
  - Bell Tower
  - Evesham Arts Centre
- Plus the nationally recognisable generic symbols

Mr Riley asked Members to reconsider the decision not to include the Regal Cinema and replace it with Abbey Park. He stated that the Regal Cinema was a popular and arguably the main attraction to Evesham for people outside of the town in terms of visitors. Mr Riley highlighted an article in the Birmingham Mail which indicated how worthwhile it was travelling from Birmingham to go to the Regal Cinema. Members were also reminded that the cinema was publicly funded and that it was a business that brought lots of people to the town, it was therefore important to look at it from a perspective outside Evesham and that he would like to see it on the tourism plates. It was questioned whether instead of Regal Cinema it could be replaced with “Art Deco” cinema. In response Mr Riley stated that the Regal Cinema itself was a brand which was known beyond Evesham and to put Art Deco cinema might confuse matters. It was also commented that Abbey Park could go next to the Bell Tower as, in effect, the Bell Tower was in Abbey Park so it might be pertinent to put Bell Tower/Abbey Park on one line which would make room for The Regal Cinema. Following debate it was **RESOLVED** to agree that the Regal Cinema be placed on the Tourism brown signs and to see if Bell Tower/Abbey Park could be merged on one line. If this is not possible then Abbey Park could come off the sign and replaced by Regal Cinema.

Moving onto the funding, it was confirmed that to replace or to bring in 7 new map display cabinets, the design and print, 15 new replacement tourist finger point signs, 26 new replacement traffic signs and 8 “Welcome to Evesham” signs including the photos would cost £27,919.00. Funding had been obtained totalling £25,000 (£2000 from Cllr John Smith OBE WCC delegated budget, £5000 from WDC, and £18,000 from B & M section 106 commitment) leaving a shortfall of £2919.00 which Evesham Town Council was being asked to contribute. When asked which budget heading this could come out of, the Clerk confirmed that the Town Plan had a budget for this and as this was a Town Plan project it would be appropriate to take the funding from there. Following debate it was **RESOLVED** that the Council contribute £2919.00 towards the project funding from the Town Plan budget.

- (b) Evesham Business Manager’s report and request for funding

Mr Riley presented his report to the Town Council. He was asked to clarify his new role within WDC which he reassured would not change much in what he does for Evesham but would mean that there would be 3 staff covering the district. He would become the ‘Wychavon Inward Investment Manager’. He would still continue to organise events in Evesham. In response to a question regarding Pershore Town Council’s funding of MTP, Mr Riley advised that they did not

contribute, however they did not have as many events in the town as Evesham. He also advised that the town council in Pershore organised the Christmas Lights event which he did here in Evesham. When asked to clarify the future plans for the Christmas Light switch on event and the rumour that it was going to be passed onto another body, Mr Riley confirmed that he certainly would welcome anyone who wished to take on the event. However, this year he would organise it as usual. Mr Riley added that there had been some interest about organising the event but this had not come to anything.

Moving to the funding request, Mr Riley had requested £15,000 again for 2017/18 from the Town Council. This was made up of £3,000 for attracting inward investment, £3,000 for business support grants and £9,000 for local distinctiveness.

Mr Riley was congratulated for his work and it was proposed by Cllr Smith and seconded by Cllr Mrs Raphael and **RESOLVED** that £15,000 to be earmarked to give to Mr Riley.

#### **78. Conclusion of the Annual Audit**

Members considered the Annual Return which had been signed off by the External Auditor. Members **NOTED** the comments.

#### **79. Name Badges**

Members considered all the option and prices as detailed in the report. Some members suggested that they didn't want a badge, however it was proposed and seconded that Option A be the badge of choice. It was also agreed that if you didn't want a badge, you didn't have to have one. Members were to advise the Town Clerk if they felt they didn't want to have one. The cost was noted at £4.97 per badge plus VAT.

#### **80. The Almonry's Albums to Share Project**

Members read the report on the work Mrs Adele Webb form the Almonry had undertaken in support helping those with Dementia in the town. Placed in front of Members were some pilot albums for members to look at. Mrs Webb was fully supported and commended on her work.

**NOTED**

**81.** In accordance with the Public Bodies (admission to meetings) Act 1960, it was **RESOLVED** that the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following item of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

#### **82. Waterside Cemetery – Request for a Contribution towards the cost of repairs to the Hospital Wall.**

Members took on board the advice of the Solicitors that the Town Clerk had obtained and also the information stated before in the survey undertaken by the hospital however they were of the opinion that they were unwilling to meet the request of the hospital. It was therefore **RESOLVED** to write back to the hospital to say that the Council were unwilling to make a contribution.

#### **83. Reports from Council's Representatives**

Cllr John Smith gave a brief report on the French Twinning visit form the town's twin town of Dreux. The visitors had been especially grateful for the hospitality of the Mayor who had greeted them at the Town Hall.

**83. Matters of urgency raised, for information only, at the discretion of the Town Mayor**

Members requested that the Mayoral Board be updated and also look at the provision of a new plaque for the late Cllr Ron Cartwright who had been made Honorary Freeman.

There being no further business, the meeting closed at 7.50 pm

COUNCILLOR F KALER  
MAYOR

Appendix A to Council Minutes  
10 October 2016

5 October 2016 (2016/2017)

**Evesham Town Council  
PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total	
547	Wallace House Expense	02/09/2016	302	Co-operative Acco	Wallace House Ink	Cartridge World	E	41.46	0.00	41.46	
548	Wallace House Expense	02/09/2016	303-June	Co-operative Acco	Wallace House PAYE & N	HMRC	E	747.96	0.00	747.96	
549	Wallace House Expense	02/09/2016	303-July	Co-operative Acco	Wallace House PAYE & N	HMRC	E	674.34	0.00	674.34	
550	Wallace House Expense	02/09/2016	304-Annual P.	Co-operative Acco	Wallace House Insuranc	Arthur J Gallagher	E	5,174.45	0.00	5,174.45	
551	Wallace House Expense	02/09/2016	305	Co-operative Acco	Wallace House Cleaning I	TTB Supplies	E	122.39	0.00	122.39	
552	Wallace House Expense	02/09/2016	306	Co-operative Acco	Wallace House Lift Maint	Thyssenkrupp	E	424.22	0.00	424.22	
553	New Equipment	02/09/2016	307	Co-operative Acco	Litter Bin - St Peters Chur	Broxap	S	260.95	52.19	313.14	
554	Postage	02/09/2016	308	Co-operative Acco	Franking Machine - Credi	Neopost	E	100.00	0.00	100.00	
555	Grounds Maintenance	02/09/2016	309	Co-operative Acco	Cemetery Supplies	BHGS Ltd	S	10.00	2.00	12.00	
556	Vehicle & Van Repairs	02/09/2016	310	Co-operative Acco	Repair Hedge Cutter	OHMS	S	37.50	7.50	45.00	
557	Sale of Retail Items	02/09/2016	311	Co-operative Acco	Almonry Retail Items	C A Price	E	12.80	0.00	12.80	
558	Projects	02/09/2016	312	Co-operative Acco	Dementia Project	OHL Stationery	S	17.20	3.44	20.64	
559	Utilities	01/09/2016	312b	Co-operative Acco	Electricity - Almonry	Eon	S	339.70	67.94	407.64	
560	Grounds Maintenance	05/09/2016	313	Co-operative Acco	Cemetery Fuel	Fuel Card Services	S	74.21	14.84	89.05	
561	PR/Communications	05/09/2016	314	Co-operative Acco	Public Performance Licen	PPL	E	156.61	0.00	156.61	
562	PR/Communications	05/09/2016	315	Co-operative Acco	Almonry Advert	PW Media	S	75.00	15.00	90.00	
563	Sale of Retail Items	05/09/2016	316	Co-operative Acco	Sale of Retail Items	Historical Society	E	133.85	0.00	133.85	
564	Almonry Project GBAP	05/09/2016		Co-operative Acco	Gbap	Gbap	E	96.43	0.00	96.43	
565	Entry Fees	05/09/2016	318	Co-operative Acco	Parish Games	Wychavon Sport	E	79.20	0.00	79.20	
566	Comission	05/09/2016	Commission S	Co-operative Acco	Sale of Retail Items	Alison Maynard	E	25.57	0.00	25.57	
567	Sale of Retail Items	05/09/2016		Co-operative Acco	Sale of Retail Items	Mrs Stanberry Flynn	E	7.20	0.00	7.20	
568	Utilities	12/09/2016	321	Co-operative Acco	Electricity - Mess Room	Opus Energy	S	59.28	2.96	62.24	
569	Grounds Maintenance	12/09/2016	322	Co-operative Acco	Cemetery Fuel	Fuel Card Services	S	26.67	5.33	32.00	
570	Grounds Maintenance	12/09/2016	387	Co-operative Acco	Cemetery Fuel	Fuel Card Services	S	59.03	11.81	70.84	
571	Town Plan (Formally Ek	12/09/2016	323	Co-operative Acco	200017	Poster Competition	Evesham School	E	100.00	0.00	100.00
572	Town Plan (Formally Ek	12/09/2016	388	Co-operative Acco	200018	Poster Competition	St Marys School	E	100.00	0.00	100.00
574	Wallace House Expense	16/09/2016		Co-operative Acco	Wallace House Caretaker	W Cleaner	E	168.75	0.00	168.75	
575	Cleaning	16/09/2016	389	Co-operative Acco	Almonry Cleaning	W Cleaner	E	325.00	0.00	325.00	
576	Cleaning & Caretaking	16/09/2016	389	Co-operative Acco	Town Hall Care Taker	W Cleaner	E	750.00	0.00	750.00	
577	Equipment	16/09/2016	389	Co-operative Acco	Town Hall Baby Changing	W Cleaner	E	57.08	0.00	57.08	
578	Stationery	16/09/2016	390	Co-operative Acco	Stationery	Merlin Office Supplies	S	16.27	3.25	19.52	
579	Equipment	16/09/2016	391	Co-operative Acco	Transcript Kit	Merlin Office Supplies	S	547.60	109.52	657.12	
580	Grounds Maintenance	16/09/2016	392	Co-operative Acco	Cemetery Skip Hire	Pete Bott Skips Ltd	S	370.00	74.00	444.00	
581	Misc	16/09/2016	393	Co-operative Acco	Computer support	Microshade Business Co	S	159.50	31.90	191.40	
582	Buildings Maint & Repai	16/09/2016	394	Co-operative Acco	Repair Bengeworth Cem	K W Boulton	S	150.00	30.00	180.00	
583	Comission	16/09/2016	395	Co-operative Acco	Almonry Ticket Sales	JSL Productions	E	308.70	0.00	308.70	

**Evesham Town Council  
PAYMENTS LIST**

5 October 2016 (2016/2017)

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
584	16/09/2016	396	Co-operative Acco		Almonry Ticket Sales	Morton in Marsh Horse	E	565.20	0.00	565.20
586	16/09/2016	398	Co-operative Acco		Cemetery Supplies	TTB Supplies	S	34.79	6.96	41.75
587	16/09/2016	399	Co-operative Acco		Cemetery Supplies	Countrywide Farmers pl	S	14.97	3.00	17.97
588	16/09/2016	400	Co-operative Acco		Tree Pruner	BHGS Ltd	S	67.64	13.53	81.17
589	16/09/2016	401	Co-operative Acco		ECCC Staff Cost April - Ju	Wychavon D.C	S	2,323.19	464.64	2,787.83
590	16/09/2016	401	Co-operative Acco		ECCC Running Cost April	Wychavon D.C	S	1,003.13	200.62	1,203.75
591	05/09/2016	315a	Co-operative Acco		Almonry Advert	PW Media	S	75.00	15.00	90.00
592	22/09/2016	403	Co-operative Acco		Town Hall Gas Supply	N Power	S	294.59	14.73	309.32
593	22/09/2016	404	Co-operative Acco		Stationery	Viking	S	188.06	37.61	225.67
594	22/09/2016	405	Co-operative Acco		Photo Copier - ETC Admi	MCL Ltd	S	45.00	9.00	54.00
595	22/09/2016	405	Co-operative Acco		Photo Copier Rental	MCL Ltd	S	122.52	24.50	147.02
596	22/09/2016	406	Co-operative Acco		Stationery	Merlin Office Supplies	S	40.50	8.10	48.60
597	22/09/2016	407	Co-operative Acco		Clock Winder Retainer	Mr Stephens	E	100.00	0.00	100.00
598	22/09/2016	408	Co-operative Acco		Town Hall Wi Fi	BT	S	60.70	12.14	72.84
599	22/09/2016	409	Co-operative Acco		Water Allotment Survey E	Severn Trent Water	S	114.90	22.98	137.88
600	22/09/2016	411	Co-operative Acco		Wallace House Cleaning f	West Mercia Supplies	E	139.09	0.00	139.09
601	22/09/2016	412	Co-operative Acco		Wallace House Ink	Cartridge World	E	44.96	0.00	44.96
602	22/09/2016	413	Co-operative Acco		Wallace House Stationery	OHL Stationery	E	32.98	0.00	32.98
603	19/09/2016	414	Co-operative Acco		Cemetery Fuel	Fuel Card Services	S	37.16	7.43	44.59
604	26/09/2016	415	Co-operative Acco		Cemetery Fuel	Fuel Card Services	S	87.48	17.50	104.98
605	26/09/2016	416	Co-operative Acco		Electricity - Town Hall	Hydro electric	S	105.23	5.26	110.49
606	26/09/2016		Co-operative Acco		HR Support	Peninsula Business Supr	S	125.00	25.00	150.00
607	01/09/2016	500236002	Co-operative Acco		Roundabout Nr Listers	Wychavon D.C	E	19.00	0.00	19.00
608	01/09/2016	500236011	Co-operative Acco		Roundabout Adj Vale Lin	Wychavon D.C	E	19.00	0.00	19.00
609	01/09/2016	500184602	Co-operative Acco		ECCC Rates	Wychavon D.C	E	240.00	0.00	240.00
610	01/09/2016	500010409	Co-operative Acco		Bengeworth Cemetery Ra	Wychavon D.C	E	29.00	0.00	29.00
611	01/09/2016	500014026	Co-operative Acco		Almonry Rates	Wychavon D.C	E	835.00	0.00	835.00
612	01/09/2016	500014509	Co-operative Acco		Hampton Cemetery Rate	Wychavon D.C	E	12.00	0.00	12.00
613	01/09/2016	500016798	Co-operative Acco		Waterside Cemetery Rate	Wychavon D.C	E	81.00	0.00	81.00
614	01/09/2016	500077661	Co-operative Acco		Town Hall Rates	Wychavon D.C	E	363.00	0.00	363.00
615	01/09/2016	500103609	Co-operative Acco		Market Place Rates	Wychavon D.C	E	121.00	0.00	121.00
616	30/09/2016		Co-operative Acco		Wages - September	ETC	E	4,655.84	0.00	4,655.84
617	30/09/2016		Co-operative Acco		Wages - September	ETC	E	6,126.50	0.00	6,126.50
618	30/09/2016		Co-operative Acco		Wages - September	ETC	E	5,373.42	0.00	5,373.42
619	30/09/2016		Co-operative Acco		Mayors Allowance	Mayors Allowance	E	333.47	0.00	333.47
620	30/09/2016		Co-operative Acco		Misc KH Sept	Misc KH Sept	E	100.00	0.00	100.00
621	30/09/2016		Co-operative Acco		PAYE & NI - September	HMRC	E	3,195.13	0.00	3,195.13
622	30/09/2016		Co-operative Acco		PAYE & NI - September	HMRC	E	1,244.69	0.00	1,244.69
623	30/09/2016		Co-operative Acco		PAYE & NI - September	HMRC	E	1,426.66	0.00	1,426.66

## Evesham Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
624	30/09/2016		Co-operative Acco		PAYE & NI - September	HMRC	E	83.20	0.00	83.20
625	30/09/2016		Co-operative Acco		Pension - September	Worcestershire County (	E	2,862.19	0.00	2,862.19
626	30/09/2016		Co-operative Acco		Pension - September	Worcestershire County (	E	2,032.95	0.00	2,032.95
627	30/09/2016		Co-operative Acco		Pension - September	Worcestershire County (	E	1,807.12	0.00	1,807.12
628	30/09/2016	417	Co-operative Acco		Almonry Phone	Telecom Audit Bureau	S	37.85	7.57	45.42
629	30/09/2016	417	Co-operative Acco		Almonry Card Machine	Telecom Audit Bureau	S	18.01	3.60	21.61
630	30/09/2016	417	Co-operative Acco		Almonry Fire Alarm	Telecom Audit Bureau	S	18.01	3.60	21.61
631	30/09/2016	417	Co-operative Acco		Almonry Fax	Telecom Audit Bureau	S	18.01	3.60	21.61
632	30/09/2016	417	Co-operative Acco		Almonry Security Alarm	Telecom Audit Bureau	S	18.01	3.60	21.61
633	30/09/2016	417	Co-operative Acco		Cemetery Phone	Telecom Audit Bureau	S	20.05	4.01	24.06
634	30/09/2016	417	Co-operative Acco		Town Hall Phone	Telecom Audit Bureau	S	18.01	3.61	21.62
635	30/09/2016		Co-operative Acco		Bank Charges & Stateme	Co op	E	4.00	0.00	4.00
<b>Total</b>								<b>48,543.13</b>	<b>1,349.27</b>	<b>49,892.40</b>