



## **EVESHAM TOWN COUNCIL**

Minutes of the Meeting of **EVESHAM TOWN COUNCIL** held at 6.30 pm on **MONDAY 13 JANUARY 2020** in the Council Chamber, Town Hall, Evesham.

Those present:

Chairman: Cllr M S Goodge (Town Mayor)

Vice Chairman: Cllr Mrs S Amor (Deputy Town Mayor)

Councillors: Cllr A P Booth, Cllr G Bearcroft, Cllr P Boyd, Cllr A Dyke, Cllr G Hale, Cllr R Hale, Cllr Miss E Haynes, Cllr Mrs J Johnson, Cllr Mrs J E Sandalls, Cllr Mrs M Sale, Cllr Mrs S Schaathun, Cllr Mrs C Smith, Cllr Mrs F S Smith, Cllr Mrs B Timbrell, Cllr Mrs J Tucker, Cllr N Tucker, Cllr B Turrell

Officers: Mr S D Carter (Town Clerk)

Also present was the Mayor's Chaplain Rev A Spurr

The Town Mayor informed members that the meeting was being recorded.

### **89. Apologies for Absence**

Apologies had been received from Councillors Clifford, Mrs Haines, Mrs Nishigaki, Raphael, Mrs S Smith.

### **90. Declarations of pecuniary or other interests (if any)**

Cllr Dyke declared a non-pecuniary interest in Minute 100 as he is on the planning committee at Wychavon District Council (WDC).

Cllrs Miss Haynes and Bearcroft declared a non-pecuniary interest in minute 100 application (e) as they had undertaken volunteering for the Evesham Abbey Trust in the past.

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

The Town Mayor informed members that he was to hold a fundraiser at Raphael's on Valentines Day, all were invited.

The Mayor informed the Council that a boundary review was to take place at WDC and that this could have implications for the town council as they liked parish boundary wards to match those of the district. The Council would be invited to take part in the consultation when it was published.

### **92. Minutes of the Previous Meeting**

The Minutes of the Town Council Meeting held on 11 November 2019 was circulated with the agenda.

It was proposed, seconded and **RESOLVED** that the minutes be adopted as a true record.

### **93. Committee Minutes**

- (a) Finance and General Purposes Committee – 18 November 2019. It was **RESOLVED** to approve the minutes including the committee recommendations therein.
- (b) Planning and Estates Committee – 28 October 2019. It was **RESOLVED** to approve the minutes including the committee recommendations therein.
- (c) Town Plan Committee – 16 December 2019. It was noted that two councillors had been requested to put their names forward to serve on the Evesham Fairtrade Town Steering Group. It was **RESOLVED** that Councillors Mrs J Tucker and G Hale be appointed to represent the Council on this steering group. It was **RESOLVED** to approve the minutes including the committee recommendations therein.
- (d) Planning and Estates Committee – 23 December 2019. It was **RESOLVED** to approve the minutes including the committee recommendations therein.
- (e) Finance and General Purposes Committee – 6 January 2020. It was **RESOLVED** to approve the minutes including the committee recommendations therein.

### **94. Finance – Payments and Receipts for November and December 2019**

Evesham Town Council's payments and receipts for the months of November and December 2019 were sent out with the agenda.

It was **RESOLVED** that the Town Council payments for the months of November and December as attached at appendix A were approved.

### **95. Update from Worcestershire County Council and Wychavon District Councillors if present**

There was nothing reported under this item.

### **96. Adoption of Almonry Documentation Policy and Plan**

Sent out with the agenda was a documentation policy and plan for the Almonry. It was explained that this policy was part of the museum reaccreditation process.

In response to a question about loan agreements with the VEHS the Clerk explained that it was his understanding that when the Almonry was in a position to look at this it would do so on an item by item basis. It would not be taking indefinite blanket loans as this was contrary to best practise.

Clerk's note: A question was asked as to whether the Almonry had an existing documentation policy and plan, to which it was stated that he thought there was as the Almonry was an accredited museum. The Manager has since confirmed that there was a policy however it was not up-to-date and not in line with best practise, which the new document was.

It was proposed, seconded and **RESOLVED** to adopt the updated Almonry documentation policy and plan.

### **97. Evesham Town Council Budget and Precept – 2020/21**

Circulated with the agenda was a draft budget and fees for the forthcoming financial year 2020/21. It was explained that the budget had been drafted following a meeting of the committee chairman and then two Finance and General Purposes Committees where various amendments were made. Councillors were asked to make reference to these minutes for a narrative of the budget.

It was explained that the proposed budget would see the Council plan to spend £729,790 (excluding any expenditure from grants, NHB reserves etc) against a forecasted income of £147,918 including the Council Tax grant from WDC. This would result in a precept of £581,872 (the precept for the current 2019/20 financial year was £541,214).

In response to a question on the council tax grant the Clerk stated that this was given to the precepting authority from central government following changes to council tax benefit payments. There was no legal obligation on the precepting authority to pass this on to town and parishes and in may areas they did not, however, it could be argued that morally there was an obligation and WDC always had.

It was proposed, seconded and **RESOLVED** that a budget be agreed and that a precept of £581,872 (five hundred and eighty-one thousand, eight hundred and seventy-two pounds) be set and requested from the precept raising authority, this being Wychavon District Council.

Councillor A Dyke asked that it be recorded that he voted against this budget.

#### **98. Adoption of updated Code of Conduct**

Circulated with the agenda was a report regarding the updated members' code of conduct. It was explained that the updated code had been drafted by monitoring offices in the county and adopted by the district councils and county councils. They were recommending that all town and parish councils adopt it too so that there was consistency throughout Worcestershire.

The Clerk explained that this new code expanded on the previous one, rather than taking things away. It added harassment to bullying as unacceptable behaviour, it also expanded the code to cover working group meetings and other non council meetings which members attended in their capacity as councillors. The code also gave specific examples of bullying, etc.

It was unanimously **RESOLVED** to adopt the updated code of conduct.

#### **99. Christmas Lights Contract**

Circulated with the agenda was a report from the Town Mayor on the Christmas Light contract which had now finished. He proposed that the Council look at the feasibility of getting a community group to take on responsibility for the lights with the Council underwriting it. The advantage of this would be that the group involved could seek further funding whilst having the guarantee of the current budget that the council had. It was commented that VECTA should be approached.

It was unanimously **RESOLVED** to look into the feasibility of handing over the responsibility for Christmas Lights to a local group and that a working group be established to investigate this. Those agreed to serve on the working group were Councillors Goodge, Booth, Schaathun, Johnson and Haynes.

*Clerk's note: Cllr Haynes subsequently withdrew her request to serve on the working group*

## 100. Planning Applications

- (a) 19/02579/FUL – Mr Bipin Patel, 1 Chapel Street - demolition of industrial unit and replacement with a single building incorporating six no. one bedroom apartments along with associated external works  
<https://plan.wychavon.gov.uk/plandisp.aspx?recno=101385>

It was **RESOLVED** to recommend that this application be refused. It was stated that this application would overlook neighbouring properties.

- (b) 19/02580/CU – Cotswold Trichology, 4B Port Street - change of use from residential flat with entrance within the business to a scalp micropigmentation treatment room, consulting room and staff / room above existing hair and scalp clinic.  
<https://plan.wychavon.gov.uk/plandisp.aspx?recno=101386>

It was **RESOLVED** to recommend that this application be approved.

- (c) 19/02603/FUL – Mr K Norledge, Hall, Albert Road - proposed demolition of existing Scout Hut and replacement with new building  
<https://plan.wychavon.gov.uk/plandisp.aspx?recno=101409>

It was **RESOLVED** to recommend that this application be approved subject to the proposal not adversely affecting neighbouring properties.

- (d) 19/02737/HP – Mr R Lingham-Wood, 11 Rudge Road - removal of Detached Garage and Carport and construction of single storey side and rear extension  
<https://plan.wychavon.gov.uk/plandisp.aspx?recno=101747>

It was **RESOLVED** to recommend that this application be approved subject to there being a 1 metre gap between buildings.

- (e) 19/02372/FUL & 09/02373/LB– Evesham Abbey Trust, Land Adjacent To Abbey Park Abbey Road - to create a new opening in the Southern boundary wall 2500mm wide and to build a ramp to accommodate vehicles.  
<https://plan.wychavon.gov.uk/plandisp.aspx?recno=101180>

It was **RESOLVED** to recommend that this application be refused. Members were concerned about damage to an historic town asset.

- (f) 19/02693/CU – Mr I Rodenhurst, Hampton Parks Farm, Red Lane Hampton 6 holiday chalets and change of use of part of land from farm to holiday accommodation.  
<https://plan.wychavon.gov.uk/plandisp.aspx?recno=101703>

It was **RESOLVED** to recommend that this application be approved.

## 101. Reports from Council representatives

There were no reports brought up under this agenda item.

102. It was **RESOLVED** to go into confidential session and omit the public and press as tender documents were to be discussed.

## 103. Member Code of Conduct Report including recommendations for Council

In confidential session a report was discussed following a member code of conduct complaint.

It was **RESOLVED** to amend Standing Order 3 rewriting paragraph (k) as follows, splitting it into two sub-clauses:

*k) Photographing, recording, broadcasting or transmitting the proceedings of a meeting:*

*i: The Clerk to the meeting will, where possible, make an audio recording of the meeting to aid in drafting the minutes and to assist in resolving any disagreements as to what occurred or was discussed at the meeting. These recordings will normally be deleted once the minutes, including any amendments, have been agreed as a true and accurate record. Recordings made by the Clerk are not public and will normally only be available to Members and Officers of the Council.*

*ii: Members of the Council and other persons present may record, photograph or broadcast any part of the proceedings other than those following a resolution to exclude the public and press, so long as this, in the opinion of the Chairman, does not undermine or disrupt the meeting. Councillors must not record, photograph, broadcast or otherwise transmit the proceedings of any meeting, or part of meeting, from which the press and public have been excluded. This includes the use of social media to report on, or disclose, the content of items under discussion.*

**104.** It was **RESOLVED** to end confidential session.

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

There were no matters brought up under this agenda item.

The meeting closed at 7.55pm

COUNCILLOR M S GOODGE  
TOWN MAYOR