

## TWYNING PARISH COUNCIL

Clerk: Gill Jennings E-mail: [clerk@twyningcouncil.co.uk](mailto:clerk@twyningcouncil.co.uk)

MINUTES (Subject to agreement at the next Council meeting)  
OF A MEETING of Twyning Parish Council  
held at <https://us04web.zoom.us> on Monday 20<sup>th</sup> April 2020 at 7pm

Councillors Present: Cllr Bartlam, Edes, Hadley, Holden, Horsfall (Chair), Nottage  
Also Present: Borough Cllr Mike Sztymiak, Clerk/RFO

234	<u>Welcome</u> Councillor Horsfall welcomed everyone in attendance										
235	<u>Apologies for absence</u> Apologies Cllr Ellis, Cllr Murray/Irwin unable to log on.										
236	<u>Declaration of interest/Requests for Dispensation</u> There were no declarations of interest										
237	<u>Emergency Measures (at an interim Zoom meeting attended by all except Cllr Ellis, the following measures were agreed:</u> <ol style="list-style-type: none"> <li>1. Funding to the Emergency Committee of £300 (£700 obtained from grant funding)</li> <li>2. Expenditure to be by cheque following each meeting agreed by the whole council unless there was a one-off urgent amount which could be agreed via Whatsapp by majority vote.</li> <li>3. Consensus may be obtained by email to the Clerk regarding planning applications for submission to TBC with decisions formed by the Planning Committee chairman reported to the next PC meeting</li> <li>4. The use of virtual meetings for decision making</li> <li>5. The Minutes of the meeting of the 9<sup>th</sup> March 2020 were agreed</li> <li>6. TRAC correspondence – Cllr Horsfall to contact parties to move towards a cooperative agreement</li> </ol> <p><b>Resolution required: To ratify the emergency measures as above</b> <b>Proposed Cllr Nottage/seconded Cllr Bartlam, all in favour</b></p>										
238	<u>Any Planning Matters to report (Cllr Hadley)</u> <b>Decided applications</b> The two decided applications in March relate to tree TPOs on Twyning Green (20/00062/TPO - which we are aware of) and a sycamore at the Spinney on Fleet Road ((20/00017/TPO - opposite the Fleet) and both received consent.  <b>Validated applications</b> The two validated applications from March are as follows including my brief comments: 20/00298/FUL - Mistral, Hillend - rear and side extension to existing house - we may need to look at the additional vehicle entrance proposed as the property lies close to the junction at the top of Hill End Road; 20/00288/CLE - The Bungalow, Phelps Farm - needs more research as it is a dual application for continued use as residence without agricultural occupancy and a separate parcel of land being included in the residential curtilage after 10 years of occupancy. <b>Planning Committee to be consulted by Cllr Hadley, response to TBC via the clerk.</b>  <b>Application 19/01084/OUT - 52 houses north of Fleet Lane</b> Not much movement apart from an update on drainage options (will ask Dave L for a view) and Natural England have no objection. We need to ensure that the highways issue (lack of pedestrian footpath access) remains on the agenda.										
239	<u>Grasscutting Contract – quotations are required for work to commence in May</u> <u>To consider quotations obtained (Cllr Nottage)</u> Two quotations were obtained, one for £420 per cut and the other for £320 per cut. <b>Proposed Cllr Holden, seconded Cllr Edes to proceed with Jeremy Brookes, all in favour. Clerk to place order.</b>										
240	<u>To consider a request from the Tennis Club for use of S106 funding</u> The Tennis Club had enquired whether S106 funding of £2400 originally intended for resurfacing of the courts could now be spent on replacement floodlighting. Cllr Horsfall had advised the Club that this would require a decision by TBC. <b>The further £5412 requested was discussed and it was proposed Cllr Edes/seconded Cllr Nottage that this whole matter be deferred until after lockdown.</b>										
241	<u>Finance</u> <ol style="list-style-type: none"> <li>1. To agree the payments for April and receive the budget breakdown</li> </ol> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">One.com (Email Hosting)</td> <td style="width: 15%; text-align: right;">101960</td> <td style="width: 10%; text-align: right;">71.17</td> <td style="width: 10%; text-align: right;">59.31</td> <td style="width: 5%; text-align: right;">11.86</td> </tr> <tr> <td>Clerk - Office Expenses &amp; Postage</td> <td style="text-align: right;">101961</td> <td style="text-align: right;">43.32</td> <td style="text-align: right;">43.32</td> <td style="text-align: right;">0.00</td> </tr> </table>	One.com (Email Hosting)	101960	71.17	59.31	11.86	Clerk - Office Expenses & Postage	101961	43.32	43.32	0.00
One.com (Email Hosting)	101960	71.17	59.31	11.86							
Clerk - Office Expenses & Postage	101961	43.32	43.32	0.00							

## TWYNING PARISH COUNCIL

Clerk: Gill Jennings E-mail: [clerk@twyningcouncil.co.uk](mailto:clerk@twyningcouncil.co.uk)

	Orchard Hire - (Heras fencing)	101962	106.75	88.96	17.79
	TJB Fencing (strimming/mowing TRAC)	101963	120.00	120.00	0.00
	Cotswold Web (Website hosting)	101964	288.00	240.00	48.00
	Clerk salary	101965	500.00	500.00	0.00
	Clerk salary	101966	400.82	400.82	0.00
	HMRC (march)	101955	688.70	688.70	0.00
	Smith of Derby (attending to clock fault)	101967	180.00	150.00	30.00
	Twyning Village Hall	101968	48.00	48.00	0.00
	Sinclair - Lease of minibus		456.00	380.00	76.00
	PATA - payroll services	101969	23.25	23.25	0.00
	GAPTC	101970	465.43	465.43	0.00
	<p><b>Payments were proposed for approval PH, seconded SH, all in favour.</b>                      The clerk advised the council to consider the budget overspend on grasscutting, the shortfall in minibus income due to lockdown, and the continuation of heras fencing hire as opposed to finding a permanent solution. Cllr Nottage volunteered to investigate provision of a permanent gate. Costs would be reclaimed from Persimmon due to their lack of action in providing a gate. <b>The Council unanimously agreed.</b></p> <p>2. To receive draft year end accounts which cannot be finalised until receipt of bank statements but the council may wish to consider placement of reserves (questions to the clerk in writing please)</p> <p><b>No queries had been raised. The Council considered the reserves and decided not to make any changes. Once the accounts were reconciled the final return would be completed for approval by the Chairman.</b></p>				
242	<p><u>Date of Next Meeting</u>                      11<sup>th</sup> May - the Council may wish to consider whether to make this the AGM                      The date for an ordinary meeting was agreed. <b>Proposed by Cllr Nottage that the AGM be deferred to May 2021, seconded Cllr Holden, all in favour</b></p>				
	<p>PLEASE NOTE REPORTS FROM COUNTY/BOROUGH COUNCILLORS ARE INVITED IN WRITING AND WILL BE POSTED TO THE WEBSITE                      A report was provided by Cllr Sztymiak and is attached to these minutes</p>				
	<p>COULD PARISHIONERS PLEASE PUT THEIR QUESTIONS AND QUERIES BY EMAIL TO THE CLERK</p>				

### Tewkesbury Borough Report 20.04.2020

#### **Service delivery**

The Borough Council Annual meeting has been cancelled and the current appointments including Mayor, Deputy Mayor, Leader, Deputy Leader, membership of Committees and Outside Bodies etc. will continue until the next annual meeting of the Council in May 2021.

Gloucestershire councils are currently working together to review the technology solutions needed to introduce remote council meetings and ensure that we have robust procedures to enable public access and participation. ICT teams will be working collaboratively to test and evaluate available platforms.

The property team is monitoring the numbers of visitors to Tewkesbury cemetery (and those who just pass through) to assess if we require to close it and ensure social distancing is maintained.

An out-of-hours service for booking burials has been implemented, in the first instance, until the end of April.

The police will be using council chamber for training events during lockdown, from 20 April. They will be using the old IT room to allow for effective social distancing in their area.

Ubico continues to maintain core waste services, the garden waste service remains suspended and will be regularly reviewed.

## TWYNING PARISH COUNCIL

Clerk: Gill Jennings E-mail: [clerk@twyningcouncil.co.uk](mailto:clerk@twyningcouncil.co.uk)

Environmental health officers have recently monitored 279 businesses, including in rural areas, who showed a high level of compliance. Those that are starting to operate takeaway services, that didn't previously, are being given the latest guidance on the relevant legislation.

There continues to be an increase (14%) in the number of council tax reduction applications received; additional resource has been identified to assist the revenues and benefits team with these along with the increase in enquiries and work associated with administering the business grants scheme.

Officers have seen an increase in the number of bonfire and noise complaints. Environmental health will be working with comms on messages about being a considerate neighbour.

The planning team will be re-instigating its pre-application advice service from today.

Finance has completed a financial return to government outlining the direct and indirect impact COVID-19 has had on the authority's finances. Moving forward, this will be a monthly return.

It is still a statutory requirement to answer FOI in 20 days. The Information Commissioner's Office (ICO) recognises though the pressures that councils are under and will take this into account if needs be. TBC officers who respond to FOI requests have been instructed by management team to ensure they engage with a requestor if they believe they will need an extension of time.

The car parks in Tewkesbury remain free for the time being.

### ***Community support***

The community cell team continued to provide support to those identified through the portal across the bank holiday weekend. There have been 340 requests for help, which have been mostly around the need for food and prescription deliveries. The community cell has been matching these requests up with the relevant community groups that can help provide the support needed. Follow up calls are made to make sure residents have received the support needed and if any further support is necessary.

Tewkesbury Borough Council has launched a £100,000 Covid-19 Emergency Community Fund to help communities as they respond to exceptional challenges over the coming months. To date, twelve applications have been received from community groups. The total value of the applications so far is £11k.

Charitable organisations across Tewkesbury Borough (and voluntary and community groups with charitable aims) can apply for a grant of up to £1,000 to deliver projects or services that meet the Tewkesbury Borough COVID-19 Emergency Community Fund criteria.

The following activities will be a priority for this grant programme:

- Direct and immediate practical support for vulnerable groups
- Volunteer capacity to organisations delivering support to the above groups
- Providing the above groups with access to necessary resources
- Initiatives to reduce isolation and vulnerability

Running costs for organisations will be supported, including staff costs, volunteer expenses and transport costs. Small capital costs are also eligible, providing the capital items are directly linked to supporting the above groups.

To be eligible to apply, the organisations work in response to Coronavirus must support one or more of the following groups:

- Elderly (aged 65 and over)
- Vulnerable or disadvantaged people
- People with disabilities and/or underlying health difficulties
- Homeless people
- Low income families

## TWYNING PARISH COUNCIL

Clerk: Gill Jennings E-mail: [clerk@twyningcouncil.co.uk](mailto:clerk@twyningcouncil.co.uk)

- Those that are self-isolating and have no support
- Refugees and asylum seekers
- People experiencing food poverty
- You do not have to be a registered charity, as long as the work you do has charitable aims.

To find out more, please follow this link - <https://www.tewkesbury.gov.uk/forms/emergency-grant-for-charitable-organisations-and-community-groups>

### **Business support**

1080 COVID-19 Small business grant applications have been received, with £9.86m of grant payments processed by the revenues and finance teams to 849 businesses.

The council is responsible for administering and delivering the following measures which include:

- a 12-month business rates holiday for all retail, hospitality and leisure businesses in England
- a 12-month business rates holiday for childcare providers on Ofsted's Early Years Register (Early Years Foundations Stage)
- small business grant funding of £10,000 for all business in receipt of small business rate relief or rural rate relief
- grant funding of up to £10,000 for retail, hospitality and leisure businesses with property with a rateable value of up to £15,000
- grant funding of up to £25,000 for retail, hospitality and leisure businesses with property with a rateable value between £15,000 and £51,000.

The following links to online forms where businesses can apply for rate relief and grants:

<https://covid19.tewkesbury.gov.uk/business-rate-relief-and-grants>

### **COVID-19 microsite**

The microsite hosted by the Borough is intended to give all COVID-19 information in one place and went live mid-afternoon on Thursday 9 April ready for residents and business to use over the Easter bank holiday:

<https://covid19.tewkesbury.gov.uk> Forms include applications for business rates relief, business grants, retail discounts and community grants.

### **COVID19 Stats as at 17<sup>th</sup> April 2020**

Total UK Tests - 417,649

Total UK Cases - 103,093

Total UK Deaths - 13,729

Total Confirmed Cases in South West - 3,913

Total Confirmed Cases in Gloucestershire - 768

Total Deaths in Gloucestershire - 113

### **Gloucestershire Community Help**

The County Community help hub is where you can volunteer to help or ask for help.

The community help hub helpline 01452 583519 is open 8am-8pm on weekdays and 9am-4pm on weekends or visit:

<https://www.gloucestershire.gov.uk/gloucestershires-community-help-hub/>

## TWYNING PARISH COUNCIL

Clerk: Gill Jennings E-mail: [clerk@twyningcouncil.co.uk](mailto:clerk@twyningcouncil.co.uk)

The County hub will disseminate this information to the District councils who will then link with the individual local volunteer groups.

So far as at 17<sup>th</sup> April 2020 the number of people responding to the site are :-

I can offer help – 2978

I need help – 2096

Someone I know needs help – 754

My business can help – 246

### ***The Long Table initiative***

The Long Table initiative is now operating in the borough. This is a model where residents can be provided and delivered with seven meals for £25, but anyone who can't afford this can request meals for free. The scheme was originally started in Stroud but is now supported by Diocese of Gloucester and is being pushed across the county. Further information is attached to this bulletin this will also be shared on the website and social media.

Councillor Mike Sztymiak and Councillor Philip Workman

20.04.2020