

MINUTES OF A MEETING OF WINCHCOMBE TOWN COUNCIL HELD AT ABBEY FIELDS COMMUNITY CENTRE, BACK LANE, WINCHCOMBE AT 7.30 PM ON WEDNESDAY 5 JUNE 2024.

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| PRESENT: Mr J Mason (Chair) | Mrs G Madle | Ms S Sturgeon |
| Mr D Chandler | Mr O Madle | Mr R Wakeford |
| Mrs H Clarke | Mr W Marlow | The Clerk |
| Mr D Gray | Mr R Parker | Deputy Clerk |

PUBLIC PARTICIPATION PRIOR TO MEETING COMMENCING.

Resident asked where the planning notice was for the EV chargers being installed on Abbey Terrace, Cllr D Gray explained that as the land belonged to GCC, and it will be GCC installing the chargers, no planning permission would be required.

1. TO NOTE APOLOGIES. Cllrs V Dean and S Maughan.
2. DECLARATIONS OF INTEREST. None.
3. TO CONFIRM THE MINUTES OF THE FOLLOWING MEETINGS:
 - a) PLANNING COMMITTEE MEETINGS HELD ON 1 AND 29 MAY 2024. Proposed Cllr S Sturgeon, seconded Cllr R Wakeford, carried unanimously.
 - b) COUNCIL MEETING HELD ON 1 MAY 2024. Proposed Cllr D Chandler, seconded Cllr R Parker, carried unanimously.
 - c) FINANCE COMMITTEE MEETING HELD ON 22 MAY 2024. Proposed Cllr D Gray, seconded Cllr G Madle, carried unanimously.
4. TO RECEIVE MATTERS ARISING FROM PREVIOUS MEETING.

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| REPF Grant Funding | An application has been submitted for potential grant funding to restore the Abbey Terrace bus shelter. |
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5. TO RECEIVE AN UPDATE ON THE GRCC HOUSING NEEDS SURVEY AND REPORT 2024.
 - Tim from GRCC presented a summary of the latest Housing Needs Survey for Winchcombe.
 - The results serve as a valuable tool to assist in housing development and planning decisions.
 - One of the main areas of concern is the lack of downsizable homes. Cllrs agreed to discuss with WinGreen Town as they have conducted a recent meeting on housing and downsizing and are keen to work together with WTC.
 - Clerk to add to July agenda for further discussion.
6. TO RECEIVE AN UPDATE ON MICROSOFT TEAMS TRAINING FOR COUNCILLORS. WTC emails will be activated for all councillors, once members have followed the set-up instructions issued to all by ReformIT. Five members would benefit from training, whilst others are competent and confident in using all aspect of Microsoft Teams. Clerk to arrange.
7. TO CONSIDER A WTC RESPONSE TO THE TBC CHANGE OF NAME CONSULTATION.

Members agreed that the proposed name change to North Gloucestershire Borough Council would better represent the whole area, without specific reference to Tewkesbury. Members unanimously agreed on Option 4 for the proposed logo. Clerk to submit response.

8. TO RECEIVE AN UPDATE ON THE 2024 WALKING FESTIVAL.
Members wished to expressed thanks to the organisers for all they do to support our town.

Winchcombe Walking Festival 2024

Town's annual walking festival since 2010

- 490 places sold on our walks
- Visitors from UK and USA
- 50% of bookings direct to the Walkers are Welcome website
- 33% came via Google searches and 17% came via referrals
- 38 volunteers assisted with the festival



Distance covered
Over 3,770 miles walked during the festival over the 3 days.
Equivalent of walking from London to Detroit USA or Bristol to Dubai

Promoted by:
National Trails, Glos Live, Cotswolds.com, National Geographic, Long Distance Walkers Association, Yahoo News, Malvern Walking Festival, Tewkesbury Direct, Walking Pages

Boost to the local economy
Festival brought custom directly to:

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| The White Hart, | The Corner Cupboard, | The Undercroft, |
| Winchcombe Pottery, | Flynn's on the Hill, | Cresswells Coaches, |
| Abbey Fields Com Centre, | Local accommodation providers, | GWSR. |

Local retailers saw an increase in sales during the festival. (Feedback from local retailer)
Opportunity for the town's newest retailer, The Undercroft to promote their business and take healthy sales.

Local support
Worked with:

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| Willowcraft of Toddington, | Racing stables, Naunton, | Cotswold sheep breeder, |
| National Grid, | Cotswold Archaeology, | Winchcombe Pottery, |
| Sudeley Castle, | Cotswold Fitness, | Cheltenham Camera Club, |
| Wittington Lodge Farm, | Winchcombe Museum, | Local W.I. |

"I just wanted to say thank you for the wonderful organisation and two extremely enjoyable walks that I joined as part of this year's walking festival. I appreciate the huge amount of work that must be undertaken to plan such an event and it is always such a fantastic weekend". AC via email.

Surplus
Profits from the walking festival are invested in promoting Winchcombe and improving the walking experience in and around Winchcombe for residents and visitors.

Some of our latest projects and award



St Kaneling Hill



Sponker Wood Roman Villa



Recreation award



Free map of Winchcombe

9. TO RECEIVE A RECOMMENDATION FROM THE FINANCE COMMITTEE TO ADOPT:
- a) WTC FINANCIAL REGULATIONS. Proposed Cllr R Wakeford, seconded Cllr R Parker, carried unanimously.
 - b) WTC COMMUNITY GRANT SCHEME AND POLICY. Grant applications to be reviewed quarterly by the Finance Committee. Proposed Cllr D Gray, seconded Cllr S Sturgeon, carried unanimously.

10. A) TO CONSIDER THE ANNUAL INTERNAL AUDIT REPORT 2023/24 OF THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2023/24.

An internal audit has been carried out by Ms R Brown in accordance with the authority's needs.











- B) TO APPROVE SECTION 1 – ANNUAL GOVERNANCE STATEMENT 2023/24 OF THE AGAR 2023/24. Proposed Cllr D Gray, seconded Cllr S Sturgeon, carried unanimously.
 C) TO APPROVE SECTION 2 – ACCOUNTING STATEMENTS 2023/24 OF THE AGAR 2023/24. Proposed Cllr G Madle, seconded Cllr R Wakeford, carried unanimously.
 D) TO NOTE THE DATES OF THE NOTICE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS AND A DECLARATION THAT THE ACCOUNTING STATEMENTS ARE AS YET UNAUDITED.

Under the Accounts and Audit Regulations 2015, the following must be published for a period of 30 consecutive working days, to include the first ten days of July;

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited.
- Section 1 - approved and signed.
- Section 2 - approved and signed.
- Annual Internal Audit Report.

The confirmed notice period will commence Friday 7 June and end Thursday 18 July 2024.

11. CIRCULARS AND CORRESPONDENCE.

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| NALC | <p><u>News Bulletin - 9 May 2024</u></p> <p> <u>CHIEF EXECUTIVE'S BULLETIN</u></p> <p> <u>NALC NEWSLETTER 8 May 2024</u></p> <p> <u>CHIEF EXECUTIVE'S BULLETIN 9 May 2024</u></p> <p> <u>NALC NEWSLETTER 15 May 2024</u></p> <p> <u>CHIEF EXECUTIVE'S BULLETIN 16 May 2024</u></p> <p> <u>NALC NEWSLETTER 22 May 2024</u></p> <p> <u>CHIEF EXECUTIVE'S BULLETIN 23 May 2024</u></p> <p> <u>STAR COUNCIL AWARDS 2024</u></p> <p> <u>NALC NEWSLETTER 29 May 2024</u></p> <p> </p> <p> <u>NEW PUBLICATION</u> The Good Councillors Gude 2024</p> <p>Events</p> <ul style="list-style-type: none"> • Unleashing the power of local councils to tackle the climate emergency - 26 Jun 2024 — 12.00 – 13.15 • Decoding the future of AI in local governance - 24 Jul 2024 — 12.00 – 13.15 • The future of neighbourhood plans - 25 Sep 2024 — 12.00 – 13.15 • Mastering emergency planning - 23 Oct 2024 — 12.00 – 13.15 • The quest for devolution in local governance - 20 Nov 2024 — 12.00 – 13.15 |
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| | <ul style="list-style-type: none"> Empowering the young councillors of tomorrow - 13 Dec2024 — 12.00 – 13.15 |
| Your Community Alerts | <ul style="list-style-type: none"> Winchcombe, Cheltenham. Incident number 0126 of 28/05/24 - A neighbour disturbed a young male attempting to gain entry to a ground floor flat by breaking a window with stone taken from the wall. The suspect then left on a moped. Huddlestone Road, Winchcombe – Approx 13:30 there was a knock at the victims door, he didn't answer and then realised around 15:00 that his bike had been stolen from off the driveway. Red and white Dawes Giro Sports Bike, saddle bag and pump attached. Incident 0282 of 21/05/24 refers. Please find attached a PDF giving up to date vehicle security advice: 65532B53E982D25E06F4F0765CBCB237 (yourcommunityalerts.co.uk) WhatsApp group chat members are being warned they could be targeted by criminals, as Action Fraud reveals it has received 636 reports from victims of the messaging app this year. Find out how to protect yourself from fraud: https://stopthinkfraud.campaign.gov.uk Our News May 2024.pdf (ourwatch.org.uk) Please help us by filling in our quick survey about your concerns and feedback on policing in Tewkesbury (it only takes 5 minutes to complete!) Please click here to complete the survey Gloucestershire's Office of the Police and Crime Commissioner is looking for dedicated people to become Independent Custody Visitors (ICV). To find out more about the role of an ICV please visit: Independent Custody Visiting Scheme (gloucestershire-pcc.gov.uk) To apply or for an informal conversation about the role you can email: engagement.officer@gloucestershire-pcc.gov.uk Cheltenham man jailed for more than eight years after raping woman. Neil Roberts, aged 50 of Godwin Road, Winchcombe, appeared at Gloucester Crown Court for sentencing on Tuesday (21 May). |
| Tewkesbury Borough Council | <ul style="list-style-type: none"> New Mayor for Tewkesbury Borough (mailchi.mp) Council to launch public consultation on name change (mailchi.mp) A new plan for Tewkesbury Borough Council – Supporting people, strengthening communities. (mailchi.mp) Unlicensed dog breeder prosecuted (mailchi.mp) Parish Matters 2024 issue 2 (mailchi.mp) Garden Town Parish Liaison Group Meeting Notes (attached) |
| Rural Services Network | <ul style="list-style-type: none"> The Rural Bulletin - 29 May 2024 (mailchi.mp) The Rural Bulletin - 21 May 2024 (mailchi.mp) The Rural Bulletin - 14 May 2024 (mailchi.mp) RSN Rural Funding Digest - May 2024 Edition (mailchi.mp) The Rural Bulletin - 8 May 2024 (mailchi.mp) The Rural Bulletin - 30 April 2024 (mailchi.mp) |
| CPRE | <ul style="list-style-type: none"> An evening at Stanway House, Gardens & Fountain (campaign-archive.com) May Campaigns Update: {user_data~First Name~Friend,}, CPRE is delighted to have patronage of His Majesty, The King (engagingnetworks.app) <p>A Message from the Chair</p> |

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| | <p>Dear CPRE Gloucestershire supporter,</p> <p>This is a very special time of year for lovers of the countryside. None of us can fail to be moved by the verdant beauty of the trees now coming into full leaf and the wildflowers popping up everywhere to provide food for our pollinators and joy for us all. As we celebrate nature’s bounty I wanted to share two pieces of good news with you.</p> <p>Firstly, I am delighted to announce that we have been awarded a substantial grant to undertake more hedgerow planting next autumn. We all know how important hedgerows are in providing food for our wildlife, retaining soil and capturing carbon. Our recently completed hedgerow planting project resulted in more than one and a half kilometres of hedgerow lays and planted as well as involving a substantial number of volunteers and school children, learning the art of hedge-laying and restoring old hedgerows. The new project will see us lay and plant another two kilometres to last year’s total and involve yet more volunteers in practical activity to enhance our countryside.</p> <p>Secondly, I want to draw your attention to our very special CPRE Gloucestershire event on the evening of June 6th at the Stanway estate. There will be a rare opportunity to meet the estate owner, Lord Wemyss, who will guide us round his historic house and the famous Stanway fountain – arguably the tallest in England!</p> <p>Visitors will have the opportunity too, to see the Stanway miller making flour at the mill in the traditional way. After drinks and canapes in the lovely garden setting, the evening will conclude with an indoor concert from the wonderful Cadenza singing group which so many of us enjoyed at our Christmas carol concert last December.</p> <p>All this for only £10 for members and £15 for non-members! Tickets are available online through this link: https://www.tickettailor.com/events/cpregloucestershire/1216695</p> <p>So please do help us by publicising what should be a wonderful summer evening party. I hope as many members as possible will want to join us and so help to support our major fund-raising event of the year. Please encourage your friends and family to come too to this fantastic event.</p> <p>As ever, thank you, each and every one of you, for your support for CPRE Gloucestershire. With your help, we are working hard to ensure that our beautiful county stays that way.</p> <p>Patricia Professor Patricia Broadfoot CBE Chair</p> |
| SLCC | <ul style="list-style-type: none"> • News Bulletin - 26 April 2024 • News Bulletin - 9 May 2024 |
| Cleeve Common Trust | <ul style="list-style-type: none"> • Spring N'ewes from Cleeve Common Trust |
| GAPTC | <ul style="list-style-type: none"> • Summer 2024 GAPTC Newsletter |

Cllr J Mason informed councillors that the British Legion D-Day Remembrance Service was to be held at 10am Thursday 6 June on Abbey Terrace.

12. ACCOUNTS FOR REPORTING AND SETTLEMENT.

01/05/2024 to 31/05/2024

| Date | Cost Code | Description | Supplier | Total |
|------------|-------------------------------|---|-------------------------|------------|
| 01/05/2024 | Electricity & Gas | Public Toilet Electricity | Scottish Power | -135.05 |
| 09/05/2024 | Bank Interest | Bank Interest (Gross) | Lloyds Bank - Bus. Ba | 503.92 |
| 09/05/2024 | Grave Digger Fees | Burial Fees | A Cross | -70.00 |
| 09/05/2024 | Grass and Hedge Cutting | Grounds Recharge | GCC (Gloucestershire | -143.87 |
| 09/05/2024 | IT Support and Software Lice | ReformIT Support | ReformIT | -147.72 |
| 09/05/2024 | IT Support and Software Lice | website maintenance | Peter Hampton | -60.00 |
| 09/05/2024 | Water Rates | Water Supply | Water Plus | -111.83 |
| 09/05/2024 | HMRC Income Tax and NI | HMRC - Tax and NI | HMRC - Tax and NI | -977.42 |
| 09/05/2024 | Meeting Room Hire | AFCC Room Hire | AFCC - Abbey Fields | -7.00 |
| 09/05/2024 | Winchcombe Park Maintenanc | Park Maintenance | Fairways Contracting | -1,079.10 |
| 09/05/2024 | Winchcombe Park Reserves | Winchcombe Park Pump Track | K-Ten Consulting | -517.80 |
| 09/05/2024 | Tourism Committee Reserve | Professional Services | GM Consulting Servic | -1,350.00 |
| 13/05/2024 | Bank Service Charges | Bank Service Charge | Lloyds Bank - Main Bu | -7.00 |
| 14/05/2024 | Nest Pension WTC Contribut | NEST - WTC and Employees' Contributions | NEST Pension | -127.31 |
| 14/05/2024 | Nest Pension Employees' Co | NEST - WTC and Employees' Contributions | NEST Pension | -169.75 |
| 15/05/2024 | Telephone and Internet | Telephone and Internet | Talk Talk (Office 'Phon | -99.77 |
| 16/05/2024 | Water Rates | Water Supply | Water Plus | -32.57 |
| 16/05/2024 | Winchcombe Park Reserves | Winchcombe Park Pump Track | Mood Landscapes (Wi | -1,680.00 |
| 16/05/2024 | Winchcombe Park Reserves | Winchcombe Park Pump Track | Mood Landscapes (Wi | -146.50 |
| 16/05/2024 | Winchcombe Park Reserves | Winchcombe Park Pump Track | Mood Landscapes (Wi | -70.00 |
| 16/05/2024 | Winchcombe Park Reserves | Winchcombe Park Pump Track | Mood Landscapes (Wi | -1,368.00 |
| 16/05/2024 | Office Supplies | Office Supplies | Office Depot (Viking R | -12.53 |
| 16/05/2024 | Greening/Re-Wilding Group | Greening Group | Winchcombe Greenin | -115.33 |
| 20/05/2024 | Bank Service Charges | Bank Service Charge | Lloyds Bank - Main Bu | -7.00 |
| 23/05/2024 | Staff and Councillor Training | Staff Training | Computer Training Uk | -90.00 |
| 23/05/2024 | Water Rates | Water Supply | Water Plus | -55.01 |
| 23/05/2024 | IT Support and Software Lice | ReformIT Support | ReformIT | -54.29 |
| 24/05/2024 | Memorials | Memorial Fees | Omar L Cottle Stone M | 20.00 |
| 24/05/2024 | Staff Salaries | | | -3,472.67 |
| 28/05/2024 | PWLB Sports HUB | Public Works Loan | Public Works Loan Sp | 249,912.50 |
| 28/05/2024 | Grave Digger Fees | Burial Fees | A Cross | -70.00 |
| 28/05/2024 | Communications and Publicit | Advertising | Reach Publishing Serv | -339.26 |
| 29/05/2024 | Sundry income | business rates (refund) | TBC - Tewkesbury Bo | 167.98 |
| 29/05/2024 | Staff and Councillor Training | Staff Training | GAPTC - Gloucesters | -30.00 |
| 29/05/2024 | Audit Fees | Professional Services | Rachel Brown | -407.80 |
| 31/05/2024 | Greet Rd Cemetery Maintena | Ian Humphries Work | Ian Humphries | -1,200.00 |
| 31/05/2024 | Safety Inspections | Ian Humphries Work | Ian Humphries | -60.00 |
| 31/05/2024 | Grass and Hedge Cutting | Ian Humphries Work | Ian Humphries | -40.00 |
| 31/05/2024 | St. Peter's Churchyard Maint | Ian Humphries Work | Ian Humphries | -208.33 |
| 31/05/2024 | Equipment Repairs and Main | Ian Humphries Work | Ian Humphries | -208.33 |
| 31/05/2024 | Bins (Dog, Litter, Salt) | Ian Humphries Work | Ian Humphries | -45.00 |

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| 31/05/2024 | A Star Cleaning (Toilets) | Cleaning | Donna Clarke - A Star | -1,126.67 |
| 31/05/2024 | Insurance | Insurance | James Hallam Council | -751.07 |
| 31/05/2024 | PWLB Loan Repayments (WPublic Works Loan | | Public Works Loan Sp | -12,889.97 |
| 31/05/2024 | Chairman's Allowance | Chairman's allowance | The Corner Cupboard | -129.40 |
| 31/05/2024 | Winchcombe Park Maintenan | Ian Humphries Work | Ian Humphries | -30.00 |
| 31/05/2024 | General Maintenance (inc. DIan Humphries Work | | Ian Humphries | -50.00 |

It was proposed by Cllr W Marlow and seconded by Cllr D Gray that the accounts be settled, carried unanimously.

13. *SEPARATE BUSINESS - THE CHAIRMAN WILL MOVE THE ADOPTION OF THE FOLLOWING RESOLUTION: UNDER SECTION 100(A)(4) LOCAL GOVERNMENT ACT 1972, THE PUBLIC BE EXCLUDED FOR THE FOLLOWING ITEMS ON THE GROUNDS THAT THEY INVOLVE THE LIKELY DISCLOSURE OF EXEMPT INFORMATION AS DEFINED IN PART 1 SCHEDULE 12A OF THE ACT.*
14. TO REVIEW WINCHCOMBE CEMETERIES GRAVE PREPARATION CONTRACT TENDER SUBMISSIONS AND SELECT A CONTRACTOR.

Following consideration of tender submissions councillors agreed to appoint Moonbeam Gravedigging Services for a two-year contract commencing 1 July 2024. Clerk to confirm. Proposed Cllr R Parker, seconded Cllr D Gray, carried unanimously.

Meeting closed 8.50pm.