

**MINUTES OF THE FULL COUNCIL MEETING
held at St Marys School, St Marys Road, Tetbury
7pm Monday 16th June 2025**

Present:

Town Councillors: Steve Scott (Mayor) Mark Baker (Deputy Mayor), Nikki Ind, Ian Watson, Liz Farnham, Kevin Painter, Suzanne Sanderson, Zowie Baker, Patricia Burrell, Colin Pearce, Rodney Smith, Xam Macutay-Malloch and Judith Taylor.

Officers: T Niblett (CEO (Chief Executive Officer)) V Bolwell (EO (Executive Officer))

Public: eleven

TC01. 06/25 To receive an update regarding Worwell Farm Development:

The representative provided members with an update on the progress of the surgery build and was pleased to report that construction has officially begun.

While the contractors are contractually obligated to complete the build within 12 months, a slight delay is anticipated due to pending approval for connecting cables to the substation at Old Isom Housing development. Alternative solutions are currently being explored to avoid significant disruption.

The representative also reassured members that the weight limit regulations through Tetbury will be strictly observed throughout the construction process.

TC02. 06/25 To receive and accept any apologies for absence:

Alison Figueredo – Work - received and accepted.

Peter Coleman – Holiday – received and accepted.

TC03.06/25 To receive declarations of interest in connection with agenda items as shown and not already stated on Register of Interests:

Cllr Nikki Ind – Agenda item 12. Employee of St Marys.

Cllr Kevin Painter – Agenda item 12. Associated with St Marys.

TC04. 06/25 Public Consultation:

The representative provided a brief overview of Agenda Item 12. To date, £10,000 has been spent on developing a grant application for the refurbishment of St Mary's Church. The original funding request was up to £27,000, though it is acknowledged that receiving the full amount is unlikely.

The Community Infrastructure Levy (CIL) grant is considered crucial for leveraging additional external funding. The church is highlighted as a key community asset and an integral part of the Neighbourhood Plan.

The representative also stressed the risks of inaction, noting that without investment, the church may face financial unsustainability due to an aging congregation and the high costs of maintaining the historic building.

TC05. 06/25 To receive an update from the Dolphins Recreation Centre regarding Project 1:

An update was received from representative of the Dolphins Recreation Centre. A written project report had been circulated to members prior to the meeting.

Concerns were raised about the limited community fundraising efforts to date, alongside appeals for additional funding support.

Cllr C Pearce asked for information regarding the youth club (Tetbury Area Youth and community Trust) are they going to be using the new build?

At this time the representative was unable to answer that question and that it was a question for TAYCT.

Agenda item 12 moved, Chair used discretion to adjust agenda sequence and exercise authority per standing orders.

Cllr N Ind left the meeting 1920

Cllr K Painter left the meeting 1920

TC12. 06/25 To discuss and approve the Community Infrastructure Levy (CIL) application from St Marys Church:

Members discussed the CIL funding application for St Mary's Church in detail. Questions were raised about the Diocese's financial contribution, which was clarified as limited to guidance and permissions. Concerns were expressed over investing in early-stage costs such as planning and architectural fees without assurance the project would proceed, though these were acknowledged as necessary for progression. Some members voiced reservations about supporting religious organisations and the potential precedent this might set. Specific worries were also noted regarding the removal of historic pews and the impact on heritage preservation, with legal and historical challenges recognised but not deemed challenging. In support of the application, members highlighted the church's role as a key community asset, its inclusion in the Neighbourhood Plan, and the potential to unlock larger grants and deliver long-term community benefit.

It was proposed by Councillor L Farnham seconded by Councillor X Macutay-Malloch to approve £12,000 of CIL for the St Marys Church application.

Voting record	For 3	Against 6	Abstain 2	Absent 4
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TC06. 06/24 To approve the Annual Meeting of the Council minutes – Monday 19th May 2025:

It was proposed by Councillor Mark Baker seconded by Councillor Judith Taylor to approve the Annual Meeting of the Council minutes of Monday 19th May 2025.

Voting record	For 10	Against 0	Abstain 3	Absent 2
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TC07. 06/25 To note actions points:

Noted.

It was noted that the Business Plan needs to be included on the agenda. Cllr J. Taylor has requested a meeting with the Mayor, Cllr S. Scott, to discuss the matter further.

TC08. 06/25 To approve the Community Infrastructure Levy (CIL) report to Cotswold District

Council: Cllr L Farnham suggested that the document should include a brief sentence explaining each item of CIL expenditure. This would help clarify the rationale behind funding decisions and improve transparency.

After amendment It was proposed by Councillor L Farnham seconded by Councillor P Burrell to approve the community infrastructure Levy (CIL) report to Cotswold District Council.

Voting record	For 13	Against 0	Abstain 0	Absent 2
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TC09. 06/25 To approve Section 1 – Annual Governance Statement 2024/25 for the Annual

Governance and Accountability Return 2024/25: It was proposed by Councillor P Burrell seconded by Councillor Z Baker to approve Section 1 – Annual Governance Statement 2024/25 for the Annual Governance and Accountability Return 2024/25

Voting record	For 13	Against 0	Abstain 0	Absent 2
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TC10. 06/25 To approve Section 2 – Accounting Statements 2024/25 for the Annual Governance

and Accountability Return 2024/25: It was proposed by Councillor M Baker seconded by Councillor Z Baker to approve Section 2 – Accounting Statements 2024/25 for the Annual Governance and Accountability Return 2024/25.

Voting record	For 13	Against 0	Abstain 0	Absent 2
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It was noted that there are plans to review the selection of the internal auditor in the future.

TC11. 06/25 To discuss and approve the re-allocation of Burial Ground Reserves to General

Reserves: Due to the absence of a background paper, this item has been deferred to the July Full Council meeting. Cllr N. Ind also suggested that information regarding site search costings be included in the July agenda to support informed discussion.

TC13. 06/25 To discuss the Rural England Prosperity Fund application agreed in principle by the Finance & Scrutiny Committee to install solar panels on the Goods Shed:

The CEO requested that a copy of the grant application be submitted to the Council for noting. It was also brought to Full Council's attention that the application was submitted late due to an extension of the original closing date. The representative clarified that the submission was an expression of interest at this stage.

TC14. 06/25 To approve Code of conduct policy as recommended by Finance & Scrutiny

Committee: It was proposed by Councillor L Farnham seconded by Councillor I Watson to approve Code of conduct policy as recommended by Finance & Scrutiny Committee.

Voting record	For 12	Against 0	Abstain 1	Absent 2
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TC15. 06/25 To approve Complaints policy as recommended by Finance & Scrutiny Committee:

It was proposed by Councillor Z Baker seconded by Councillor P Burrell to approve Complaints policy as recommended by Finance & Scrutiny Committee.

Voting record	For 13	Against 0	Abstain 0	Absent 2
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TC16. 06/25 To note Mayors and CEO reports:

Noted.

TC17. 06/25 Noting minutes of Heritage & Environment Committee dated 7th April 2025 accepted by Heritage, Environment and Community Committee on Monday 2nd June 2025:

Noted.

TC18. 06/25 Noting minutes of Health, Wellbeing and Youth Committee dated 14th April 2025 accepted by Heritage, Environment and Community Committee on Monday 2nd June 2025:

Noted.

TC19. 06/25 Noting minutes of Finance & Scrutiny Committee dated Tuesday 22nd April 2025 accepted by Committee on Monday 9th June 2025:

Noted.

TC20. 06/25 To note Working Group minutes:

Noted.

TC21. 06/25 To receive County Councillor Report:

Noted.

TC22. 06/25 To receive District Councillor Reports:

Noted.

TC23. 06/25 To consider correspondence received to date:

Transport link support requested.

It was proposed by Councillor L Farnham seconded by Councillor C Pearce to suspend standing orders in order to approve a letter of support to Gloucestershire County Council. The letter will express Tetbury Town Council's support for improved transport services on behalf of the community.

Voting record	For 13	Against 0	Abstain 0	Absent 2
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TC24. 06/25 To receive Members Reports:

Cllr N Ind – Cllr N. Ind attended the recent Town and Parish Summit and found it highly informative. Encourages all members to take every opportunity to educate themselves on the upcoming devolution process. This is the Council's opportunity to be fully prepared for when devolution is implemented.

Concern raised regarding the handling of donation boxes within the Museum and whether an appropriate financial process is being followed. Cllr S Scott noted that this issue had previously been raised at the Finance & Scrutiny Committee and confirmed that a proper process will be implemented.

Cllr I Watson - A meeting was held with District Councillor Laura Hall-Wilson, Cllr J Taylor and residents of West Street to discuss the ongoing car parking issues. One suggestion was the potential



use of Tetbury Fire Station for public parking; however, Cllr Watson confirmed, following discussions with the Chief Fire Officer, that this is not a suitable option. As a call-out station, Tetbury Fire Station requires 24/7 emergency access, making public parking unfeasible.

Also £11,000 has been successfully secured through the Build Back Better Fund to support six community projects.

Additionally, members were updated on the impact of increased national housing targets, which will affect the Council's planning responsibilities, particularly within the Cotswold District. There is an online meeting to discuss this at Cotswold District Council, please let Cllr Watson know for links.

Cllr L Farnham – attended the recent Wildlife Count event at St Marys Church, where the Town Council's Grounds Team received multiple compliments for their work. Members were pleased to hear this and requested that the positive feedback be passed on to the team.

A request was made for the Heritage, Environment and Community Committee to consider improved signage for St Michael's Catholic Church.

Additionally, concerns were raised regarding idling vehicle engines, particularly outside St Mary's School. Cllr Z. Baker will raise this issue with the school office.

Cllr K Painter – attended the Greening Tetbury Green week events. Noted the improved the bus timetable since raised at a previous meeting.

TC25. 06/25 Items for inclusion on the July Agenda:

Budget setting
Business Plan
Burial Reserves

Cllr N Ind noted apologies

TC26. 06/25 To note the dates and time of the next meeting – Monday 21st July 2025, Tetbury Library, Close Gardens.

Noted.

Meeting ended 2030

Chair Dated