

## THORNBURY TOWN COUNCIL

### Minutes of the Town Council Annual General Meeting held on Tuesday 8 May 2018 in the Council Chamber

Present: Cllrs Helen Harrison (Chairman and Mayor – items 1 to 5)  
Shirley Holloway (Chairman and Mayor – items 5 to 18)  
Pam Shipp (Vice Chairman and Deputy Mayor – items 1 to 6)  
Angela Symonds (Vice Chairman and Deputy Mayor – items 7 to 18)  
Vincent Costello  
Benj Emmerson  
Clare Fardell  
Bob Griffin  
Clive Parkinson  
Jayne Stansfield  
Matt Stringer  
Martin Trueman  
Maggie Tyrrell  
Gail Whitehead

Louise Powell (Town Clerk)  
Wendy Sydenham (Administrator)

(Cllr Lesley Tuck – absent)

#### 1. To receive any apologies for absence

Cllr Guy Rawlinson (work commitments)

#### 2. To receive any members' declarations of interest

Cllr Martin Trueman declared an interest in matters relating to Thornbury Town Football Club as a member of the Club.

Cllr Shirley Holloway declared an interest in item 15 as a resident of Chantry Road.

#### 3. To receive any retiring Chairman's announcements

92/18. The retiring Mayor and Chairman, Cllr Helen Harrison, addressed Council to deliver her retiring speech. She started by introducing the Mayor's Youth Award category winners and outlined the reasons they had won the awards. She presented cheques from the Mayor's Fund to two local charities, Jigsaw Thornbury and the Thornbury Brain Tumour Support. She stated that it had been an honour, privilege and delight to serve as Mayor over the last two years. She thanked organisations and community groups, young people, friends and family, members of all the churches, the Baptist Church, Council staff and Councillors, and individuals who had supported her throughout her time as Mayor. Finally she thanked her children and husband for their support.

93/18. Cllr Clive Parkinson proposed a vote of thanks to Cllr Helen Harrison on behalf of Council for her efforts and hard work over the past two years as Mayor and Chairman.

#### 4. To elect Chairman and Town Mayor for 2018/19

94/18. It was proposed by Cllr Benj Emmerson that Cllr Shirley Holloway be elected to act as Chairman and Town Mayor for the year 2018/19. This was seconded by Cllr Bob Griffin.

There being no further nominations, it was unanimously agreed that Cllr Shirley Holloway be duly elected.

95/18. The retiring Chairman and Mayor, the newly elected Chairman and Mayor and the Clerk then left the Chamber for the exchange of robes. On returning to the Chamber, the Clerk invited the retiring Mayor to place the chain of office on the new elected Mayor.

5. **To receive the Declaration of Acceptance of Office of the Chairman and Town Mayor**

96/18. Cllr Shirley Holloway then read and signed the Declaration of Acceptance of the Office of Chairman and Town Mayor for the ensuing year which was countersigned by the Town Clerk.

97/18. The newly elected Chairman and Mayor addressed Council to thank them for the opportunity to serve as Mayor and Chairman, and highlighted the many positive aspects of life in Thornbury. She also highlighted concerns about mass development and the need to work together to ensure that the facilities needed would be provided for this development, including buses, roads, car parks, health facilities, etc. She also highlighted the importance of Thornbury continuing to be a welcoming place, no matter how large it becomes. Finally, she nominated her two sons to act as consorts at Mayoral events.

6. **Presentation of the Past Mayor's Badge**

98/18. The newly elected Chairman and Mayor then presented the retiring Chairman and Mayor with a Past Mayor's Badge.

7. **To elect the Vice-Chairman and Deputy Town Mayor for 2018/19**

99/18. It was proposed by Cllr Pam Shipp that Cllr Angela Symonds be elected to serve as Vice-Chairman and Deputy Mayor for the year 2018/19. The proposal was seconded by Cllr Matt Stringer. There being no further nominations, it was unanimously agreed that Cllr Angela Symonds be duly elected. The Mayor then placed the Deputy Mayor's chain of office on Cllr Angela Symonds.

8. **To appoint Members to all Standing Committees**

100/18. It was proposed by Cllr Matt Stringer, seconded by Cllr Jayne Stansfield and unanimously agreed that membership of the Standing Committees be as follows:

***Environment Committee***

Cllrs	Matt Stringer	Angela Symonds	Clare Fardell
	Guy Rawlinson	Helen Harrison	Martin Trueman
	Pam Shipp	Vince Costello	Shirley Holloway

***Playing Fields and Cemetery Committee***

Cllrs	Clive Parkinson	Angela Symonds	Bob Griffin
	Gail Whitehead	Jayne Stansfield	Lesley Tuck
	Martin Trueman	Pam Shipp	Shirley Holloway
	Vince Costello		

***Town Development Committee***

Cllrs	Maggie Tyrrell	Angela Symonds	Bob Griffin
	Clare Fardell	Clive Parkinson	Guy Rawlinson
	Shirley Holloway	Vince Costello	Gail Whitehead

***Finance and Policy Committee***

Cllrs	Angela Symonds Clive Parkinson Maggie Tyrrell	Benj Emmerson Guy Rawlinson Matt Stringer	Bob Griffin Helen Harrison Shirley Holloway
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***Staffing Committee***

Cllrs	Guy Rawlinson Maggie Tyrrell	Matt Stringer Shirley Holloway	Clive Parkinson Angela Symonds
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***Armstrong Hall Management Committee***

Cllrs	Benj Emmerson Bob Griffin Jayne Stansfield	Angela Symonds Clive Parkinson Maggie Tyrrell	Shirley Holloway Gail Whitehead
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9. **To appoint Chairman of all Standing Committees**

101/18. It was proposed by Cllr Matt Stringer, seconded by Cllr Helen Harrison and unanimously agreed that the following Councillors be appointed Chairman of the Committees:

Environment Committee – Cllr Matt Stringer  
Playing Fields and Cemetery Committee – Cllr Clive Parkinson  
Town Development Committee – Cllr Maggie Tyrrell  
Finance and Policy Committee – Cllr Angela Symonds  
Staffing Committee – Cllr Guy Rawlinson  
Armstrong Hall Management Committee – Cllr Benj Emmerson

10. **To appoint representatives to other bodies**

102/18. It was proposed by Cllr Matt Stringer, seconded by Cllr Helen Harrison and unanimously agreed that the following Councillors be appointed by Council to serve on other bodies as shown below:

Thornbury and District Community Association (The Chantry)	Cllr Clive Parkinson
Four Towns/Vale Link Community Transport	Cllr Shirley Holloway
Thornbury and District Heritage Trust Council (Museum)	Cllr Guy Rawlinson
Heritage Partnership Forum	Cllr Guy Rawlinson
Oldbury Nuclear Power Station Site Stakeholder Group	Cllr Guy Rawlinson
Thornbury in Bloom	Cllr Pam Shipp Cllr Gail Whitehead
William Stephens Charity	Cllr Bob Griffin Cllr Angela Symonds Cllr Pam Shipp
South Gloucestershire Transport Forum	Cllr Bob Griffin Cllr Pam Shipp
Club Thornbury	Cllr Clive Parkinson
Town Centre Partnership	Cllr Shirley Holloway Cllr Angela Symonds Cllr Maggie Tyrrell
Community Engagement Forum	Cllr Matt Stringer Cllr Martin Trueman
Krunch Stakeholder Group	Cllr Clive Parkinson

Dementia Friendly Community	Cllr Clive Parkinson
Avon Local Counties Association	Cllr Jayne Stansfield
Town and Parish Council Forum	Cllr Matt Stringer
Christmas Lights Association	Cllr Bob Griffin Cllr Benj Emmerson
Larger Councils Forum (New)	Cllr Clive Parkinson Cllr Bob Griffin
Town Trust	Cllr Clive Parkinson (Year 3 of 4) Cllr Helen Harrison (Year 3 of 4) Cllr Shirley Holloway (Year 3 of 4)

11. **To consider any representations from the public**

No representations were made by members of the public present.

12. **To consider and approve the Minutes of the Meeting of Council held on 20 March 2018 and any matters arising from them**

103/18. The Minutes of the full Council meeting held on 20 March 2018 had been circulated and were proposed as a true record by the Chairman, seconded by Cllr Helen Harrison and signed by the Chairman.

13. **To consider and approve the following Committee reports**

(a) Environment Committee

104/18. The report of the Environment Committee meeting held on 27 March 2018 was presented by the Committee Chairman, Cllr Matth Stringer.

105/18. Cllr Matt Stringer highlighted the efforts made by Paul Le Riche regarding the development of the Poulterbrook environmental area. It was agreed that Council's thanks should be passed on to Paul. Cllr Matt Stringer also highlighted the Heritage Open Doors event that would take place on Saturday 8 September 2018, in particular the fact that more volunteers were needed.

106/18. It was proposed by Cllr Matt Stringer, seconded by Cllr Clare Fardell and unanimously agreed that the report is adopted.

(b) Playing Fields and Cemetery Committee

107/18. The report of the Playing Fields and Cemetery Committee meeting held on 29 March 2018 was presented by the Committee Chairman, Cllr Clive Parkinson.

108/18. Cllr Clive Parkinson provided an update on issues relating to Thornbury Town Football Club. It had been confirmed that the Club had won the county league and it was agreed that Council should write to the club to congratulate them. The position of the gas main had led to some minor changes being made to the location of the stand.

109/18. Cllr Clive Parkinson highlighted a number of other issues. The play equipment for the Mundy Playing Fields had been ordered and should be installed before the Carnival. With regard to the Skatepark, the way forward was likely to be that Council would commission the works rather than being a non-Executive member of the CIC, but more information would follow on this. It was noted that the report from the meeting held on 29 March

2018 should have referred to “StreetSpace” rather than the “Baptist Church” as one of the named partners in the CIC. The report will be amended to correct this error. Finally, Cllr Clive Parkinson highlighted the Silver 4 Star Award that had been presented to the town as part of Britain in Bloom and it was agreed that Council’s thanks should be passed on to the outdoor staff.

110/18. It was proposed by Cllr Clive Parkinson, seconded by Cllr Gail Whitehead and unanimously agreed that the report is adopted.

(c) Town Development Committee

111/18. The report of the Town Development Committee meeting held on 10 April 2018 was presented by the Committee Chairman, Cllr Maggie Tyrrell.

112/18. Cllr Maggie Tyrrell updated Council on the ruling in favour of the developer in the Cleve Park appeal. It was agreed that this was disappointing, especially as a number of suggested changes to the plans had not been made. Cllr Gail Whitehead requested that the Clerk progress organising some planning training for Councillors. Cllr Maggie Tyrrell reported that she and Cllr Shirley Holloway had attended the Buckover Garden Village workshop on 17 April 2018. Attendees had stressed concerns regarding traffic volume, amongst other issues. It was noted that no response had been received from Rob Wiltsher at South Gloucestershire Council regarding the speeding issue at the upper end of Gloucester Road. It was agreed that this should be followed up by the Clerk. Finally the Clerk reported that two developers had asked to make presentations to Council regarding potential further developments and they had been told that they were welcome to present at the beginning of a future meeting which would be open to the public.

113/18. It was proposed by Cllr Maggie Tyrrell, seconded by Cllr Helen Harrison and unanimously agreed that the report is adopted.

(d) Finance and Policy Committee

114/18. The report of the Finance and Policy Committee meeting held on 12 April 2018 was presented by the Committee Chairman, Cllr Pam Shipp.

115/18. Cllr Pam Shipp highlighted a number of items in the report. The Clerk confirmed that more information on GDPR was coming through and we would need to start to look at necessary changes shortly, including the issue of non-Council email addresses.

116/18. It was proposed by Cllr Pam Shipp, seconded by Cllr Clive Parkinson and unanimously agreed that the report is adopted.

(e) Staffing Committee

117/18. The report of the Staffing Committee meeting held on 24 April 2018 was tabled and, in the absence of the Committee Chairman, was presented by Cllr Matt Stringer.

118/18. It was proposed by Cllr Matt Stringer, seconded by Cllr Gail Whitehead and unanimously agreed that the report is adopted.

14. To consider planning and licensing applications as per the attached schedule

119/18. Council considered planning and licensing applications and agreed comments for submission to South Gloucestershire Council as per the attached schedule.

15. **To note the temporary closure application of Chantry Road on Saturday 19 May 2018 13.30 to 16.00 for a Chantry Road Street Party (Royal Wedding)**

120/18. Council noted the details of the temporary closure application.

16. **To receive the Financial Statement for March 2018 and approve Accounts for Payment**

121/18. The Financial Statement for March 2018 was tabled and noted.

122/18. The following accounts now due for payment were proposed by Cllr Matt Stringer and seconded by Cllr Gail Whitehead for payment to be approved:-

**ACCOUNTS PAID OUT OF MEETING**

South Gloucestershire Council	Rates (April) - Town Hall	1260.00
South Gloucestershire Council	Rates (April) – Cemetery	318.00
South Gloucestershire Council	Rates (April) – Tennis Court	47.47

**ACCOUNTS NOW DUE FOR PAYMENT**

**Central Services**

Petty Cash	Petty Cash	200.00
Big Interactive	IT Emergency Call Out	100.00
Big Interactive	IT Emergency Call Out	50.00
The Consortium	Stationery & Cleaning Materials	107.31
EDF Energy	Electricity Bill	361.57
Horders – Thorn Press	Printing	269.40
Pitney Bowes	Franking Machine Top Up	318.02
Sage	SageCover – Accounts	1861.20
British Telecom	Phone Bill	60.21
Ellis Whittam	New Employment Services	1860.00
Ellis Whittam	Insurance 18/19	142.74
Lemon Gazelle CIC	Neighbourhood Plan	1200.00
Walker Fire	Fire Safety Service	578.05
Jigsaw	Mayor’s Donation	1082.32
Brain Tumour Support	Mayor’s Donation	1082.32

**Playing Fields & Cemetery**

Brass Founders	Brass Plaque	118.01
EDF Energy	Electricity Bill	20.39
EDF Energy	Electricity Bill	88.32
HAGS	Nuts & Bolts	16.80
Proludic Ltd	Installation of Play Equipment	19,200.00
Play Safety Ltd	Post Installation Inspection – Streamleaze	474.00
Play safety Ltd	Annual Inspection – Play Areas	541.80
T H White	Mower Hire	528.00
JPS Property Maintenance	Boarding – Changing Rooms	349.20
Hawkins of Thornbury	Bolt Anchor	22.47
T H White	Belt & Blade	199.01
T H White	Blades	248.10
T H White	Misc Repair	39.60
Thornbury Motors Ltd	Petrol	136.89
British Telecom	Telephone Bill	472.44
Veolia ES (UK) Ltd	Waste Disposal	335.45

Veolia ES (UK) Ltd	Waste Disposal	175.94
Walker Fire	Fire Safety Service	156.74

**Land & Property**

Walker Fire	Fire Safety Service	44.10
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**Grants & Contingencies**

Thornbury Arts Festival Trust	Revenue Grant	950.00
Four Towns & Vale Link Com	Revenue Grant	1000.00
Thornbury Community Composting	Revenue Grant	1000.00
Thornbury In Bloom	Revenue Grant	1500.00
StreetSpace (Baptist Church)	Revenue Grant	2860.00
Thorn & District Community Assoc	Revenue Grant	4100.00
Thornbury Carnival CIC	Revenue Grant	1300.00
Thornbury Xmas lights	Revenue Grant	1100.00
Thorn & District Heritage Trust	Revenue Grant	3450.00
Jigsaw Thornbury	Revenue Grant	3120.00
Citizens Advice South Glos	Revenue Grant	3850.00
Krunch	Revenue Grant	13500.00
Over 60's Tea Room	Revenue Grant	4640.00
Thornbury & District Volunteer Link	Revenue Grant	4175.00

**Environment**

Almondsbury Garden Centre	Hanging Baskets	5248.00
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17. **To receive reports of representatives on other bodies**

123/18. Cllr Clive Parkinson reported that the AGM of the Thornbury Town Trust had taken place the previous week where it had been confirmed that £26,000 had been awarded during 2017/18.

18. **To receive any correspondence and notices not referred to specific Committees or to be dealt with on grounds of urgency**

124/18. The Clerk reported that a Thornbury Community Celebration Service would take place in St Marys Church on 2 June 2018 at 4.30pm and anyone wishing to attend on behalf of Council should let her know.