

**THORNBURY TOWN COUNCIL**

**Minutes of the Town Council Meeting  
held on Tuesday 12 June 2018 in the Council Chamber**

Present: Cllrs Shirley Holloway (Chairman and Mayor)  
Angela Symonds (Vice Chairman and Deputy Mayor)  
Vincent Costello  
Benj Emmerson  
Bob Griffin  
Helen Harrison  
Guy Rawlinson  
Jayne Stansfield  
Matthew Stringer  
Martin Trueman  
Lesley Tuck  
Maggie Tyrrell (arrived late)  
Gail Whitehead

Louise Powell (Town Clerk)  
Wendy Sydenham (Administrator)

(Cllr Vincent Costello – absent)

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

Cllr Clare Fardell (out of Thornbury)  
Cllr Clive Parkinson (out of Thornbury)

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

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

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

125/18. The Chairman highlighted two very interesting and enjoyable events that she had attended recently as Mayor – the Thornbury Community Celebration Service at St Marys Church on 2 June 2018 and the 10<sup>th</sup> Anniversary of the Great Western Ambulance in Cirencester on 3 June 2018.

4. **To receive any representations from the public**

Members of the public were welcomed to the meeting.

5. **To consider and approve the Minutes of the Annual General Meeting of Council held on 8 May 2018 and any matters arising from them**

126/18. The Minutes of the Annual General Meeting of Council held on 8 May 2018 had been circulated and were proposed as a true record by the Chairman, seconded by Cllr Helen Harrison and signed by the Chairman.

6. **To consider and approve the following Committee reports and any matters arising from them**

(a) Environment Committee

127/18. The report of the Environment Committee meeting held on 15 May 2018 was presented by the Committee Chairman, Cllr Matthew Stringer.

128/18. Cllr Matthew Stringer highlighted a number of issues in the report. Volunteers were still needed for the Open Doors event on Saturday 8 September 2018, and any Councillors interested in volunteering should contact the Deputy Clerk. The Summer Walkabout which had been planned for Monday 18 June 2018 will need to be moved. A new date will be agreed at the next Environment Committee and communicated to all Councillors.

129/18. It was proposed by Cllr Matt Stringer, seconded by Cllr Martin Trueman and unanimously agreed that the report is adopted.

(b) Playing Fields and Cemetery Committee

130/18. The report of the Playing Fields and Cemetery Committee meeting held on 17 May 2018 was presented by the Committee Vice Chairman, Cllr Gail Whitehead, in the absence of the Chairman, Cllr Clive Parkinson.

131/18. The Clerk updated Council on two issues. Western Power had clarified that there were two electric cables running into Thornbury Tennis Club, one of which could be enclosed and would potentially provide enough capacity for the Club's future flood lighting requirements, provided the cable was in good condition. The Clerk also confirmed that Proludic were on site in the Mundy Playing Fields removing the old play equipment and the new equipment had been ordered. Proludic were confident that the work would be finished on schedule before the Carnival.

132/18. It was proposed by Cllr Gail Whitehead, seconded by Cllr Jayne Stansfield and unanimously agreed that the report is adopted.

(c) Town Development Committee

133/18. The report of the Town Development Committee meeting held on 29 May 2018 was presented by Cllr Shirley Holloway in the absence of the Committee Chairman, Cllr Maggie Tyrrell, and the Vice Chairman, Cllr Clive Parkinson.

134/18. A member of public requested an update on the issue of speeding at the upper end of Gloucester Road which had been discussed at the Committee meeting on 29 May 2018. The Clerk confirmed that she would be arranging for a representative from South Gloucestershire Council to attend a future Town Development Committee meeting to discuss the issue and would let interested members of the public know the date as soon as possible.

135/18. It was proposed by Cllr Shirley Holloway, seconded by Cllr Bob Griffin and unanimously agreed that the report is adopted.

(d) Finance and Policy Committee

136/18. The report of the Finance and Policy Committee meeting held on 2 May 2018 was presented by the previous Committee Chairman, Cllr Pam Shipp.

- 137/18. It was proposed by Cllr Pam Shipp, seconded by Cllr Gail Whitehead and unanimously agreed that the report is adopted.
- 138/18. The reports of the Finance and Policy Committee meetings held on 21 May 2018 and adjourned to 25 May 2018 were presented by the Acting Chairman at those meetings, Cllr Shirley Holloway.
- 139/18. It was proposed by Cllr Shirley Holloway, seconded by Cllr Matthew Stringer and unanimously agreed that the report is adopted.
- 140/18. The report of the Finance and Policy Committee meeting held on 31 May 2018 was presented by the Committee Chairman, Cllr Angela Symonds.
- 141/18. Cllr Angela Symonds highlighted a number of issues in the report, in particular the new T1/T2 bus service which had replaced the 78/79 service. The Clerk reported that a meeting had been arranged with representatives from South Gloucestershire Council and First Bus on Thursday 28 June 2018 to discuss problems with the new service, and that all Councillors were invited to this. The Clerk agreed to email the details of the meeting to Councillors.
- 142/18. It was proposed by Cllr Angela Symonds, seconded by Cllr Guy Rawlinson and unanimously agreed that the report is adopted.

(e) Staffing Committee

- 143/18. The report of the Staffing Committee meeting held on 7 June 2018 was tabled and presented by the Committee Chairman, Cllr Guy Rawlinson.
- 144/18. It was proposed by Cllr Guy Rawlinson, seconded by Cllr Matt Stringer and unanimously agreed that the report is adopted.

7. To consider the following matters related to Council finance

(a) To approve the Accounts for Payment

- 145/18. The following accounts now due for payment were proposed by Cllr Shirley Holloway, seconded by Cllr Guy Rawlinson, and unanimously agreed for payment to be approved:-

**Central Services**

British Telecom	Telephone Bill	555.11
EDF Energy	Electricity Bill	342.22
Barcan + Kirby	Charges for Legal Services	960.00
The consortium	Cleaning & first Aid Materials	76.04
The Consortium	Cleaning Materials	100.56
Zurich Municipal	Town Council Insurance	14042.66
Replacement Keys	Filing Cabinet Keys	28.00

**Playing Fields & Cemetery**

Thornbury Motors Ltd	Petrol	557.45
Murray Hire Centres Ltd	JCB Hire	143.70
British Telecom	Telephone Bill	45.06
EDF Energy	Electricity Bill	84.15
Brass Founders	Brass Plaque	174.22
Sullivans	Set of Blades	27.59
Sullivans	Mixing Bottle & Shoe Assay	45.00
Veolia ES (UK) Ltd	Waste Disposal	145.02
Veolia ES (UK) Ltd	Waste Disposal	273.89

Abbey Loos	Portable Toilet Rental	110.40
Walker Fire (UK) Ltd	Fire Safety Service	179.04
Yate Disposables Ltd	Black Sacks & Swing Bin Liners	173.10
Travis Perkins	Cable Tie	2.53
Travis Perkins	Cable Tie	5.06
Travis Perkins	Roller Sleeve & Cage	41.39

### **Grants & Contingencies**

EDF Energy	Electricity Bill	400.53
JIGSAW Thornbury	Mayor's Youth Award	50.00
Shirley Holloway	Mayor's Annual Allowance	1000.00

### **Environment**

Hawkins of Thornbury	Maintenance Materials	99.37
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(b) To receive the Financial Statements for April 2018 and May 2018

146/18. The Financial Statements for April 2018 and May 2018 were tabled and noted.

(c) To receive a presentation from the Responsible Financial Officer (RFO)

147/18. The RFO talked through the Annual Governance & Accountability Return and the Accounting Statement which had been circulated. The RFO reported that in summary Thornbury Town Council was in a sound financial position, but did highlight cost pressures that would face the Council during the next financial year. The RFO will continue to carefully monitor the budget in light of these cost pressures. The RFO confirmed that most of the Barclays accounts were now closed and informed Council that this had involved writing off historical debts to the value of £450.74. The RFO reported that it was his intention to open a specific "reserves" account with Unity Trust to allow the reserves to be kept separate and allow greater transparency on the occasions they needed to be used. Cllr Benj Emmerson queried where CIL reserves would be kept and the RFO confirmed that they would be included in this reserves account but earmarked as CIL reserves. The RFO reported that he was carefully monitoring the Armstrong Hall finances, and in particular the impact of professional fees costs and wages/agency costs. The Chair thanked the RFO on behalf of Council for the significant work involved in preparing these documents.

(d) To approve the Annual Governance Statement for 2017/18 (external audit)

148/18. The RFO talked through each item in the Annual Governance Statement for 2017/2018. It was proposed by Cllr Guy Rawlinson that the Annual Governance Statement for 2017/18 be approved and signed. The proposal was seconded by Cllr Gail Whitehead and unanimously agreed. The Annual Governance Statement was signed by the Chairman.

*(Cllr Maggie Tyrrell arrived at the meeting.)*

(e) To approve the Accounting Statement for 2017/2018 (external audit)

149/18. It was proposed by Cllr Guy Rawlinson that the Accounting Statement for 2017/2018 be approved and signed. The proposal was seconded by Cllr Gail Whitehead and unanimously agreed. The Accounting Statement for 2017/2018 was signed by the Chairman.

(f) To approve the Accounts for 2017/2018

150/18. It was proposed by Cllr Guy Rawlinson that the Accounts for 2017/2018 be approved. The proposal was seconded by Cllr Gail Whitehead and unanimously agreed.

8. **To pass a resolution to confirm that all Thornbury Town Council staff are eligible to join the Local Government Pension Scheme**

*(Note - this resolution had been passed at the Finance and Policy Committee meeting on 31 May 2018 but it had been established that it was necessary for the resolution to be passed by Full Council.)*

151/18. The Clerk reported that Avon Pension Fund had contacted us to request a copy of the Council resolution to confirm that all Thornbury Town Council staff are eligible to join the scheme. Cllr Shirley Holloway proposed that as from 31 May 2018 all current and future employees are designated as eligible to become members of the Local Government Pension Scheme. The proposal was seconded by Cllr Guy Rawlinson.

9. **To consider Planning and Licensing Applications as per the attached table**

152/18. Council considered planning and licensing applications and agreed comments for submission to South Gloucestershire Council as per the attached schedule.

10. **To consider Council's response to the following consultations**

(a) Unauthorised Traveller Site Consultation (SGC Scrutiny Task and Finish Group)

153/18. The consultation was briefly discussed and it was agreed that the Clerk would circulate the comments that had been put together so far by Councillors, and that any additional comments should be emailed to the Clerk before the deadline of 15 June 2018.

11. **To consider Council's representation at this year's Carnival**

154/18. It was agreed by Council that there were no issues, projects or proposals that needed to be consulted on at this time and therefore it was not necessary for Council to have a stall at this year's Carnival.

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

155/18. The Clerk reported that Lemon Gazelle would charge a £300 fee to attend and present at the Armstrong Hall Working Group meeting and asked on behalf of the Working Group Chairman, Cllr Clive Parkinson, for Council to agree to pay this fee. The request was discussed in detail and the Chairman asked for a vote on the matter. There were 11 votes in favour of paying the fee, and two votes against. Therefore the proposal to pay the fee was carried by a majority vote.

**THORNBURY TOWN COUNCIL**

PLANNING APPLICATIONS considered on 12 June 2018

<b>DATE</b>	<b>REF NO</b>	<b>LOCATION</b>	<b>PROPOSAL</b>	<b>COMMENT</b>	<b>PLANNING DECISION</b>
25.05.18	<a href="#">PT18/2439/TCA</a>	St Marys Church, Castle Street, Thornbury	Works to coppice 2 no. Yew trees to 300mm from ground level. Trees situated within the Thornbury Conservation Area.	No objection, subject to the Tree Officer's approval.	
04.06.18	<a href="#">PT16/4774/O</a>	Land West of Gloucester Road, Gloucester Road	Erection of 130 no. dwellings on 8.00 hectares of land with public open space, drainage, associated works and access. Outline application with access for consideration, all other matters reserved.	The application was discussed and it was agreed that Council should reiterate its previous comments. Cllr Maggie Tyrrell to pass on our comments verbally at the relevant meeting.	
<i>APPLICATIONS BELOW WERE RECEIVED AFTER THE AGENDA WAS SENT OUT</i>					
05.06.18	<a href="#">PT18/2571/PDR</a>	8 Nightingale Close, Thornbury, BS35 1TG	Installation of 1 no. obscure glazed window to first floor West elevation.	No objection.	