

THORNBURY TOWN COUNCIL

**Minutes of the Town Council Meeting
held on Tuesday 31 July 2018 in the Council Chamber**

Present: Cllrs Shirley Holloway (Chairman and Mayor)
Angela Symonds (Vice Chairman and Deputy Mayor)
Vincent Costello
Benj Emmerson
Clare Fardell
Bob Griffin
Helen Harrison
Guy Rawlinson
Pam Shipp
Jayne Stansfield
Matthew 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 Clive Parkinson (out of Thornbury)

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 Matthew Stringer declared an interest in matters relating to Thornbury Tennis Club as a member of the Club. Cllr Helen Harrison declared an interest in matters relating to Thornbury Running Club as a member of the club.

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

156/18. The Chairman highlighted a number of recent events in Thornbury that she had been involved with as Mayor. The first was the Armed Forces Day on 30 June 2018 which had been an emotional and special occasion. The next was Thornbury Carnival which was a well attended and enjoyable day. Finally, Britain in Bloom judging had taken place in July, both the regional and national judging, and the judges had been very impressed with the hard work that had gone in to making Thornbury look so good. The Chairman thanked the Thornbury in Bloom team and all of the other people involved. The results will be announced in October.

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 meeting of Thornbury Town Council held on 12 June 2018 and any matters arising from them**

157/18. The minutes of the meeting of Thornbury Town Council held on 12 June 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

158/18. The report of the Environment Committee meeting held on 19 June 2018 was presented by the Committee Chairman, Cllr Matthew Stringer.

159/18. Cllr Matthew Stringer highlighted a number of issues in the report. Members of the Committee would be visiting Streamside Walk to identify the best place for the siting of the seat. There was still one slot to fill for Open Doors on 8 September 2018 and volunteers should contact the Deputy Clerk. South Gloucestershire Council planting would include perennials next year which would mean an increase in costs for the first year, but decreased costs in years two and three.

160/18. It was proposed by Cllr Matt Stringer, seconded by Cllr Guy Rawlinson and unanimously agreed that the report is adopted.

(b) Playing Fields and Cemetery Committee

161/18. The report of the Playing Fields and Cemetery Committee meeting held on 21 June 2018 was presented by the Committee Vice Chairman, Cllr Gail Whitehead, in the absence of the Chairman, Cllr Clive Parkinson.

162/18. Cllr Gail Whitehead highlighted a number of issues in the report. The site summer inspection had been very interesting and works required to staff facilities at the cemetery and to the skatepark had been identified.

163/18. It was proposed by Cllr Gail Whitehead, seconded by Cllr Jayne Stansfield and unanimously agreed that the report is adopted.

(c) Town Development Committee

164/18. The report of the Town Development Committee meeting held on 3 July 2018 was presented by the Committee Chairman, Cllr Maggie Tyrrell.

165/18. A member of public addressed Council to report that a speed monitoring device had been installed on a lamp post at the upper end of Gloucester Road, although it was felt that this was in the wrong place and that data gathered from this would be unrepresentative as the roads were quieter in the school holidays. Cllr Maggie Tyrrell reported that she had met with the Traffic Management Engineer and the Director of Street Care from South Gloucestershire Council to discuss the issue. They had confirmed that concealed entrance signage would not be possible, but that "SLOW" road markings should be, and they would explore the possibility of rumble strips. It was agreed that the Clerk should write to South Gloucestershire Council for written confirmation of the actions agreed during this meeting.

166/18. Cllr Clare Fardell raised the issue of changes that were being made by South Gloucestershire Council to where and how planning applications are heard. The Clerk confirmed that Council had not received any details of these changes. It was agreed that the Clerk should write to South Gloucestershire Council asking for confirmation of any changes that were planned and when they would be implemented.

167/18. It was proposed by Cllr Maggie Tyrrell, seconded by Cllr Guy Rawlinson and unanimously agreed that the report is adopted.

(d) Finance and Policy Committee

168/18. The report of the Finance and Policy Committee meeting held on 5 July 2018 was presented by the Committee Chairman, Cllr Angela Symonds.

169/18. It was agreed that the Clerk would check with South Gloucestershire Council whether the charges for grass cutting would be lower due to the recent hot weather.

170/18. It was proposed by Cllr Angela Symonds, seconded by Cllr Gail Whitehead and unanimously agreed that the report is adopted.

(e) Staffing Committee

171/18. The report of the Staffing Committee meeting held on 19 July 2018 was tabled and presented by the Committee Chairman, Cllr Guy Rawlinson.

172/18. It was proposed by Cllr Guy Rawlinson, seconded by Cllr Matthew Stringer and unanimously agreed that the report is adopted.

9. **To consider a request for Junior ParkRun in Thornbury**

173/18. The Clerk reported that Playing Fields and Cemetery Committee had considered a request from ParkRun to hold a Junior ParkRun on a Sunday morning in the Mundy Playing Fields. The issue had been deferred to Council in order to allow time to meet with outdoor staff to discuss any concerns they may have. At the meeting with outdoor staff concerns had been raised about the extra staff time that would be needed and in particular the additional early start on a Sunday. Therefore Council informed representatives from ParkRun who were present that although they supported the idea of a Junior ParkRun on a Sunday morning in principle (and would continue to support the adult ParkRun on a Saturday morning) they could not allow the Mundy Playing Fields to be used because of the unreasonable expectations it would place on the outdoor staff. They advised the ParkRun representatives to explore alternative venues in Thornbury and wished them well.

7. **To consider the following matters related to Council finance**

(a) To approve the Accounts for Payment

174/18. 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:-

ACCOUNTS PAID OUT OF MEETING

South Gloucestershire Council	Rates (June) – Town Hall	1260.00
South Gloucestershire Council	Rates (June) – Cemetery	322.00
South Gloucestershire Council	Rates (July) – Town Hall	1260.00
South Gloucestershire Council	Rates (July) – Cemetery	322.00

Credit Card Payments

Gear4Music	Vocal Mic & Stand	213.74
Amazon Order	Power Cables & Stand	32.03
Stage Depot Ltd	Theatre Lamps	87.30

ACCOUNTS NOW DUE FOR PAYMENT

Central Services

JCW Window Cleaning	Window Cleaning	55.00
MCL House	Photocopier Charges	76.74
Rexel	Light Fittings	94.17
Rexel	Light Fittings	24.07
Siemens	Lease Rental – Photocopier	181.20
Initial	Sanitary Disposal Service	74.88
Pure MSP Ltd	IT Support	1020.00
AED Locator (EU) Ltd	Adult Replacement Pad Pack	118.80
Lemon Gazelle	Neighbourhood Plan Project	950.00

Playing Fields & Cemetery

Mr Excell	Refund – Grave Plot	180.00
Veolia	Waste Disposal	175.74
Veolia	Waste Disposal	335.04
TH White	Mule Hire	222.00
Abbey Loos	Portable Toilet Removal	27.60
Anderson Waste Management Ltd	Empty Private Drainage System	155.00
Hags	Plastic Seat	224.40
Proludic	Installation of Play Equipment	102000.01
Proludic	Installation of Play Equipment	4985.26
Travis Perkins	Line Marking Paint	47.42

Grants & Contingencies

The Malt House	Community Toilet Scheme (March/June)	300.00
Papilio (Heritage)	Community Toilet Scheme (March/June)	500.00
Armstrong Hall	Community Toilet Scheme (March/June)	500.00
The Swan	Community Toilet Scheme (March/June)	500.00
Steamers (Wheatsheaf)	Community Toilet Scheme (March/June)	300.00
BGSW CRC Ltd	Contribution to Community Payback	72.00
Thorn Community Building Trust	Quarterly Rental – Youth Area	917.00
Thorn Community Building Trust	Quarterly Rental – Youth Area	1934.00
Thorn Community Building Trust	Quarterly Rental – Youth Area	2875.00

Environment

T. & J. Owen	Thornbury In Bloom Planting	1698.96
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(b) **To receive the Financial Statements for June 2018**

175/18. The Financial Statement for June 2018 was tabled and noted. It was agreed that the Clerk would ask the RFO for clarification on the “Wages” and “Imprest” accounts.

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

176/18. Council considered planning and licensing applications and agreed comments for submission to South Gloucestershire Council as per the attached schedule.

10. **To receive an update on the Town Clock**

177/18. The Clerk had circulated a letter from the company who were making repairs to the Town Clock which included details of a revised plan for repair including allowing the clock to chime. Although they company had made every effort to minimise costs, the revised requirements would mean an additional charge of £601.00. It was proposed by Cllr Bob Griffin that this additional charge be agreed along with accepting the charge for the three year maintenance contract, which was more cost effective than the one year contract. The proposal was seconded by Cllr Guy Rawlinson and unanimously agreed.

11. **To receive an update from the working group looking at the future of Youth Work in Thornbury**

178/18. The Clerk reported on a meeting with South Gloucestershire Council regarding commissioning of youth work in the future. It appeared that there would be a gap in provision for 11 to 13 year olds and the Clerk is therefore investigating what other local Councils are doing to cover this age group and would come back to Council with proposals for commissioning work for this age group.

12. **To receive an update from the group looking at bus service issues**

179/18. The Clerk reported that First Bus, Stagecoach and South Gloucestershire Council would be holding a roadshow in St Marys Centre on Thursday 30 August 2018 which will give an opportunity for queries from members of the public to be addressed.

13. **To consider Council's response to the following consultation**

(a) **Bus Services Removal from CIL Regulation 123 List (closes 24 August 2018)**

180/18. The consultation was noted and Council agrees entirely with the proposals.

14. **To consider a request from the Police for a scheme called "Tall Ships"**

181/18. Details of the Tall Ships Youth Trust had been circulated and were discussed. There would be a number of donations made from local organisations and it was proposed by Cllr Helen Harrison that Council would underwrite the balance up to a value of £400. The proposal was seconded by Cllr Martin Trueman and unanimously agreed.

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

182/18. The Clerk reported that the White Lion had requested to join the Toilet Scheme. The whole issue of the Toilet Scheme was discussed and it agreed that the policy should be reviewed at the next Finance and Policy Committee meeting. In the meantime it was agreed that the Clerk should inform the White Lion that we are in the process of reviewing this policy.

(Vincent Costello left the meeting.)

183/18. The Clerk reported that Council had received a letter from StreetSpace thanking us for their grant funding.

184/18. The Clerk reported that we had received a letter from a local young sports person enquiring about sponsorship towards the costs of her training and competing. It was noted that unfortunately Council could not sponsor individuals and therefore the Clerk should write to her to let her know the Council's policy but wish her well and suggest that she approaches local businesses.

185/18. The Clerk reported that she had received an enquiry via Facebook about a sandpit being set up in Thornbury. It was agreed that the Clerk should suggest that the person approaches St Marys Centre, as in other areas it is the shopping centre management that organise the sandpits.

186/18. The Clerk reported on an issue with the placement of the flood lights for the works being carried out for Thornbury Town Football Club which needed to go through South Gloucestershire Planning Department. The various options to address this issue were discussed and it was agreed that Council would support whatever option the Clerk, the outdoor staff and the Football Club felt would be the most appropriate and speedy way forward.

15. **To consider quotations received for various path works required**

It was resolved under the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting during consideration of this item of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

187/18. The Clerk tabled the specification for resurfacing works required at various locations in Thornbury and a summary of the quotes received. The Clerk briefly talked through the works that were required and highlighted that some of them had not been budgeted for but needed to be completed due to safety concerns. Cllr Martin Trueman proposed that the lowest quote be accepted. The proposal was seconded by Cllr Guy Rawlinson and unanimously agreed.

THORNBURY TOWN COUNCIL

PLANNING APPLICATIONS considered on 31 July 2018

DATE	REF NO	LOCATION	PROPOSAL	COMMENT	PLANNING DECISION
13.07.18	PT18/3073/ADV	Savers, 16-18 St Marys Way, Thornbury	Display of 9 no. non-illuminated signs, 3 no. illuminated fascia signs and 1 no. hanging sign.	OBJECT – this type of shop frontage is totally out of character with the local area.	
13.07.18	PT18/3074/F	16-18 St Marys Way, Thornbury	Installation of new shopfront (retrospective).	OBJECT – this type of shop frontage is totally out of character with the local area.	
17.07.18	PT18/2484/F PT18/2485/LB	16 The Plain, Thornbury	Installation of 5 no. CCTV points, wall mounted lighting provision, 2 no. vehicle charging points, 3 no. bollards, partial resurfacing of carpark, replacement of existing entrance pillars, and associated works.	No objection, subject to Listed Buildings Officer approval.	
17.07.18	PT18/0902/F	Land at Post Farm, Morton Street, Thornbury	Erection of 29 no. dwellings with access, public open space and associated infrastructure (revised proposals).	OBJECT – Council reiterates its previous objections.	
18.07.18	PT18/2930/F	Former Council Offices, Castle Street, Thornbury	Erection of 6 retirement cottages, including landscaping, parking and associated works.	OBJECT – the proposal is detrimental to other residencies in the development as it is using open space that was an essential part of the application for the main development.	

DATE	REF NO	LOCATION	PROPOSAL	COMMENT	PLANNING DECISION
19.07.18	PT18/3263/F	61 Jubilee Drive, Thornbury	Erection of a two storey side extension and first floor side extension to form additional living accommodation.	No objection.	
23.07.18	PT18/3362/F	19 Sibland Way, Thornbury	Alterations to existing roofline to change flat roof to pitched roof.	No objection.	
<i>APPLICATIONS BELOW WERE RECEIVED AFTER THE AGENDA WAS SENT OUT</i>					
25.07.18	PT18/3418/F	57 Ashgrove, Thornbury	Erection of a first floor side extension over existing garage to form additional living accommodation.	No objection.	
25.07.18	PT18/3372/F	Eastwood Farm, Gloucester Road, Whitfield	Change of use of farm office to 1 no. dwelling (Class C3) with associated curtilage and parking as defined in Town and Country Planning (Use Classes) Order 1987 (as amended).	As a neighbouring parish, the application is noted, but Council wishes to make no comment.	