

THORNBURY TOWN COUNCIL

**Minutes of the Town Council Meeting
held on Tuesday 2 October 2018 in the Council Chamber**

Present: Cllrs Angela Symonds (Vice Chairman and Deputy Mayor)
Vincent Costello
Benj Emmerson
Clare Fardell
Bob Griffin
Helen Harrison
Clive Parkinson
Pam Shipp
Jayne Stansfield
Maggie Tyrrell

Louise Powell (Town Clerk)
Wendy Sydenham (Administrator)

(Cllr Martin Trueman – absent)

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

Cllr Shirley Holloway (indisposed)
Cllr Guy Rawlinson (out of Thornbury)
Cllr Matthew Stringer (out of Thornbury)
Cllr Lesley Tuck (out of Thornbury)
Cllr Gail Whitehead (out of Thornbury)

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

Cllr Benj Emmerson declared an interest in matters relating to the Citizens Advice Bureau as a friend of a volunteer.

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

199/18. In the Chairman's absence, the Deputy Chairman confirmed that there were no announcements.

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

There were no members of the public present.

5. **To consider and approve the minutes of the meeting of Thornbury Town Council held on 28 August 2018 and any matters arising from them**

200/18. The minutes of the meeting of Thornbury Town Council held on 28 August 2018 had been circulated and were proposed as a true record by Cllr Clive Parkinson, seconded by Cllr Helen Harrison and signed by the Chairman.

201/18. The Clerk confirmed that Prezzo had verbally agreed to pay the ongoing running costs of the Town Clock and that the Deputy Clerk would be meeting with electricians in the next couple of weeks. The Clerk also confirmed that she had not received a response from South Gloucestershire Council Planning Department regarding the changes to the planning application process, and that she would continue to chase this.

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

(a) Environment Committee

202/18. The report of the Environment Committee meeting held on 4 September 2018 was presented by Cllr Clare Fardell in the absence of the Committee Chairman, Cllr Matthew Stringer.

203/18. Cllr Clare Fardell highlighted a number of issues in the report. A list was being compiled of shops/coffee shops/restaurants in Thornbury that sell Fair Trade items which should be completed in time for the Fair Trade fortnight in February. There was some discussion on possible locations for new trees to be planted and it was agreed that this should be discussed further at the next Committee meeting. Cllr Vincent Costello confirmed that the meeting with South Gloucestershire Council and the developer to discuss the Medieval Fishponds had not taken place yet.

204/18. It was proposed by Cllr Clare Fardell, seconded by Cllr Clive Parkinson and unanimously agreed that the report is adopted.

(b) Playing Fields and Cemetery Committee

205/18. The report of the Playing Fields and Cemetery Committee meeting held on 6 September 2018 was presented by the Committee Chairman, Cllr Clive Parkinson.

206/18. Cllr Clive Parkinson highlighted a number of issues in the report. The Clerk is looking into the impact on the workload of our outdoor staff in maintaining the necessary conditions for the rare grassland fungi at the cemetery. The electrical supply had been fully tested at the Football Club and Tennis Club, and the opening ceremony for the new football facilities will be taking place on 23 October 2018.

207/18. It was proposed by Cllr Clive Parkinson, seconded by Cllr Helen Harrison and unanimously agreed that the report is adopted.

(c) Town Development Committee

208/18. The report of the Town Development Committee meeting held on 11 September 2018 was presented by the Committee Chairman, Cllr Maggie Tyrrell.

209/18. It was proposed by Cllr Maggie Tyrrell, seconded by Cllr Clive Parkinson and unanimously agreed that the report is adopted.

(d) Finance and Policy Committee

210/18. The report of the Finance and Policy Committee meeting held on 13 September 2018 was presented by Cllr Helen Harrison who was Acting Chairman at the meeting.

211/18. It was proposed by Cllr Helen Harrison, seconded by Cllr Benj Emmerson and unanimously agreed that the report is adopted.

(e) Staffing Committee

212/18. The report of the Staffing Committee meeting held on 27 September 2018 was tabled and presented by Cllr Clive Parkinson, in the absence of both the Committee Chairman and Vice Chairman.

213/18. Cllr Clive Parkinson highlighted a number of issues in the report. The staff shortages, particularly at the Armstrong Hall, were discussed and it was noted that this would be dealt with further at the next Management Committee meeting. The timetable for recruitment of a replacement Deputy Town Clerk was also outlined.

214/18. It was proposed by Cllr Clive Parkinson, seconded by Cllr Clare Fardell 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**

215/18. The following accounts now due for payment were proposed by Cllr Clive Parkinson, seconded by Cllr Clare Fardell, and unanimously agreed for payment to be approved:-

ACCOUNTS PAID OUT OF MEETING

South Gloucestershire Council	Rates (September) - Town Hall	1260.00
South Gloucestershire Council	Rates (September) – Cemetery	322.00
Pure MSP	IT Support	431.57

CREDIT CARD / ONLINE PAYMENTS

Alliance Disposables Ltd	Refill Bottles	37.86
Pure MSP	IT Services	210.00
Pure MSP	IT Services	431.57

ACCOUNTS NOW DUE FOR PAYMENT – 2nd October 2018

Central Services

Apogee	Office Paper	97.20
British Telecom	Telephone Bill	519.62
Pitney Bowes	Franking Machine	107.00
GAW Property Maintenance Ltd	Maintenance Repairs	125.00
Dyno-Rod	Unblock Drain	276.00
Corona Energy	Gas Bill	102.34
MCL House	Photocopier Charges	49.55
Berkeley Fabrications & Welding	Repairs to Rocket Ride	96.00
ICO Information Commissioner’s	Data Protection Fee	40.00
Rio Pool Construction Co Ltd	Winterise Splash Pool	342.37
PKF Accountants	Accounts for Year Ended 31 st March 18	1920.00
Petty Cash	Petty Cash	150.00
The Thornbury Deli	Buffet Lunch	113.40

Playing Fields & Cemetery

Savery & Son	4 Pack Padlock & Keys	24.79
TCS Country Supplies	Safety Mat & Grass Seed	101.21
Thornbury Motors	Fuel	191.41
Thornbury Motors	Vehicle Parts & Labour	170.50
Veolia	Waste Disposal	126.12
Veolia	Waste Disposal	63.36
British Telecom	Telephone Bill	44.69
TH White	Jacobsen Turfcats 628	504.00
Corona Energy	Gas Bill	68.46
Corona Energy	Gas Bill	89.02
Brass Founders	Brass Plaque	126.41
Sullivans	108m 2.4 Line	36.00
Matrix BES Ltd	Install & Upgrade Outside Lighting	656.40
JCW Window Cleaning	Window Cleaner	55.00
Biffa Waste Services Ltd	Waste Disposal	304.37
Biffa Waste Services Ltd	Waste Disposal	66.96
Avon Displays	Town Council Signs	297.60

Thornbury Motors Ltd	Diesel	243.63
Thornbury Tyre Services Ltd	Tyre Tube Repair	24.00
EDF Energy	Electricity Bill	76.34

Grants & Contingencies

PCC for Avon & Somerset Constab.	Contribution to Tall Ships	100.00
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Environment

Thornbury Motors	Fuel	127.61
South Glos Council	Localism Service Charges	9473.90

(b) To receive the Financial Statements for August 2018

216/18. The Financial Statement for August 2018 was tabled and noted. The Clerk agreed to check with the RFO why the balance in some of the smaller accounts fluctuate.

(c) To receive the External Auditor's Report 2018

217/18. A copy of the External Auditor Report and Certificate for 2017/18 had been circulated and was noted. Council thanked the Clerk and the RFO for the production of a good set of accounts.

(d) To resolve that four named staff can approve the on-line payments after approval at Committee

218/18. The Clerk confirmed that following issue of the agenda for this meeting, it had been agreed by the Clerk and the Deputy Clerk that it would be beneficial to actually have six (rather than four) named staff who could approve on-line payments. This would be to ensure there was adequate cover during periods of annual leave and sickness of staff members. The six named members of staff would be the Clerk, Deputy Clerk, RFO and the three remaining office staff. The proposal was discussed and it was agreed that it would be good practice, wherever possible, to ensure that the members of staff producing the Accounts for Payment schedule were different to those authorising the on-line payments. Cllr Helen Harrison proposed that Council resolves that six named staff could approve on-line payments after approval at Committee. The proposal was seconded by Cllr Maggie Tyrrell and unanimously agreed.

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

219/18. Council considered planning and licensing applications and agreed comments for submission to South Gloucestershire Council as per the attached schedule.

220/18. Cllr Maggie Tyrrell reported on an appeal in regard to PT18/0900/F (Garden Land Adjacent to 61 Knapp Road) and it was agreed that in light of the Planning Officer's report, Council should change its comments to support the Officer's comments.

9. **To discuss arrangements for Remembrance Day and to approve associated costs**

221/18. The Clerk reported that we had applied for the road closure. In Cllr Matthew Stringer's absence, the Clerk requested Council's approval to purchase refreshments to follow the Remembrance Day service. Cllr Clive Parkinson proposed that approval be given for this, but also that a line should be added to the budget to avoid having to seek this approval each year. The proposal was seconded by Cllr Helen Harrison and unanimously agreed. The Clerk reminded Councillors to let the Town Hall staff know if they required a seat for the church service.

10. **To review and agree dates for 2019 meetings**

222/18. A draft schedule of 2019 meeting dates had been circulated. It was agreed to move the Armstrong Hall Management Commitment meeting from 2 May 2019 to 9 May 2019. The Clerk agreed to check with South Gloucestershire Council whether Council meetings could take place during Purdah. A final version of the schedule would be circulated once finalised.

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

223/18. The Clerk tabled email correspondence between a local resident and South Gloucestershire Council regarding new double yellow lines on St David's Road which are causing problems with parking. The issue was discussed and it was agreed that the Clerk should write to South Gloucestershire Council to ask them to respond to the local resident and also to inform us of the date of any meeting so that the relevant ward Councillor could attend.

224/18. The Clerk referred to a letter from the leader of Thornbury StreetSpace informing Council that he would be leaving the organisation shortly. Council asked that the Clerk write to him thanking him for his enormous efforts in helping young people in the town, and particularly the help and support he has given to many young people transitioning to adulthood in difficult circumstances.

225/18. The Clerk reported that three quotes had been obtained for various health and safety signs that were required, and that she was seeking approval to proceed with the lowest quote of £315. Cllr Benj Emmerson proposed that the Clerk proceed as requested. The proposal was seconded by Cllr Bob Griffin and unanimously agreed.

226/18. The Clerk reported that the path works were progressing well. The two path works that had been quoted for that were not due to the health and safety assessment, were for Thicket Walk and Oakleaze Green and totalled £12,813. The Clerk reported that there was £8,000 left in the budget for path works. The issue was discussed and it was proposed by Cllr Bob Griffin that we proceed with the path works for Thicket Walk and Oakleaze Green as the company was currently on site and that the extra funds required be taken from reserves. The proposal was seconded by Cllr Helen Harrison and unanimously agreed.

12. **To consider accommodation at the Town Hall**

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.

227/18. The Clerk tabled documents related to requests for potential changes to the use of accommodation at the Town Hall. It was agreed that a working group be set up to discuss the issues in more detail. The working group will comprise of the Clerk, Cllr Maggie Tyrrell, Cllr Bob Griffin, Cllr Clive Parkinson and Cllr Jayne Stansfield. The Clerk will email details of the first meeting of the working group.

THORNBURY TOWN COUNCIL

PLANNING APPLICATIONS considered on 2 October 2018

DATE	REF NO	LOCATION	PROPOSAL	COMMENT	PLANNING DECISION
10.09.18	PT18/4084/F	Orchard End, Sibland Road, Thornbury	Erection of two storey side extension and second storey front extension to form additional living accommodation.	No objection, subject to the protection of neighbours' residential amenities.	
21.09.18	PT18/4173/F	CVA House, 2 Cooper Road, Thornbury	Change of use from Offices (Class B1) to Veterinary Surgery (Class D1) as defined in Town and Country Planning (Use Classes) Order 1987 (as amended) to include installation of 6 no. air conditioning units and enclosure, gas bottle storage unit, fire exits to side elevation and front ramp.	No objection.	
24.09.18	PT18/4315/TCA	Selwood, 22 Gloucester Road, Thornbury	Works to crown reduce 1 no. crab apple tree to leave a finished height of 3.5 metres and radial spread of 3.5 metres. Situated within the Thornbury Conservation Area.	No objection, subject to Tree Officer's approval.	
25.09.18	PT18/4284/F	86 Charles Close, Thornbury	Erection of single storey rear extension to form additional living accommodation. Demolition of existing single garage and erection of detached double garage. Resubmission of PT18/2832/F .	No objection, subject to the protection of neighbours' residential amenities.	