

## THORNBURY TOWN COUNCIL

### Minutes of the Town Council Meeting (Grants) held on Thursday 6 December 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  
Clive Parkinson  
Guy Rawlinson  
Pam Shipp  
Jayne Stansfield  
Maggie Tyrrell

Louise Powell (Town Clerk)  
Wendy Sydenham (Administrator)

(Cllr Martin Trueman – absent)  
(Cllr Lesley Tuck – absent)

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

Cllr Bob Griffin (out of Thornbury)  
Cllr Helen Harrison (out of Thornbury)  
Cllr Matthew Stringer (another commitment)

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

273/18. Cllr Clare Fardell declared an interest in matters relating to Thornbury Volunteer Link and the Over 60's Tea Room. Cllr Benj Emmerson declared an interest in matters relating to Jigsaw Thornbury and Thornbury Christmas Lights Association.

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

274/18. The Chairman reported on a number of recent events that she had attended as Mayor. The Remembrance Day events were very well attended, and the youth groups deserve a special mention for their lovely art and poetry. Thanks should go to the Thornbury Christmas Lights Association for a successful Christmas lights switch on, with 96 premises taking part. New physiotherapy facilities have opened up at Thornbury Leisure Centre. Finally, at a recent St Mary's Centre peer group meeting, there was good news that several vacant premises would be occupied shortly.

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

275.18. There were a number of representatives present from organisations that had submitted grant applications to Council. They were welcomed to the meeting and invited to address Council at the point at which their application was being considered.

#### 6. To consider and approve the minutes of the meeting of Thornbury Town Council on 6 November 2018 and any matters arising from them

276/18. The minutes of the meeting of Thornbury Town Council held on 6 November 2018 had been circulated and were approved as a true record and signed by the Chairman.

7. **To consider and approve small grant applications for 2018/19**

277/18. Small grant applications for 2018/19 were considered in detail by Council. Grants were approved for payment as follows:-

<i>Name of Organisation</i>	<i>Amount Awarded</i>
Northavon Youth Theatre Company	£600.00
Brandon Trust	£500.00
Thornbury Lipreaders	£500.00
Jigsaw Thornbury	£1,000.00
Thornbury Christmas Lights Association	£500.00
Thornbury Duke of Edinburgh Award Centre	£780.00
Thornbury Community Composting	£300.00
Four Towns and Vale Link Community Transport	£500.00
Krunch South West	£720.00
Thornbury Chamber of Commerce (Maps)	£300.00
Thornbury Chamber of Commerce (Postcards) ( <i>see below</i> )	£300.00
<b>Total</b>	<b>£6,000.00</b>

278/18. It was agreed that if the Thornbury Chamber of Commerce were not able to proceed with their plans for the production of postcards due to a lack of funding from other sources, then the £300 awarded by Council for this could be put towards their other application for the provision of maps in service stations.

8. **To consider and approve revenue grant applications for 2019/20**

279/18. Revenue grant applications for 2019/20 were considered in detail by Council. The following grants were given provisional approval for payment in 2019/20, dependent on budget setting to be approved by Council in January 2019:-

<i>Name of Organisation</i>	<i>Amount Awarded</i>
Thornbury and District Heritage Trust	£3,450.00
Thornbury and District Volunteer Link	£4,175.00
Jigsaw Thornbury	£3,120.00
Thornbury Arts Festival Trust	£950.00
Thornbury in Bloom	£1,500.00
Thornbury and District Community Association	£4,100.00
Over 60's Tea Room	£4,640.00
Citizens Advice South Gloucestershire	£4,850.00
Thornbury Carnival CIC	£1,300.00
Thornbury Christmas Lights Association	£1,265.00
<b>Total</b>	<b>£29,700.00</b>

280/18. It was noted that those grants that covered rents set by Thornbury Town Council may be subject to alteration as and when Council considered whether to increase rents for 2019/20. This would take place during budget setting in January 2019 and those grants affected would be increased by the same amount as the rent increase.

281/18. The representative from Jigsaw Thornbury confirmed that the health and safety measures that had been put in place made the use of the Bakery Annex space very safe, and that in fact the increased usage meant that the space was heated more frequently which was helping with damp issues. The Clerk confirmed that a survey of the building had confirmed that it was safe for use.

282/18. It was noted that the supporting financial information, especially information on the reserves held by applying organisations, was essential in Council's decision making process. However, often the supporting information is quite detailed and lengthy and therefore it was agreed that it would be useful for the grant application form to be amended to include information on "last year's profits", "reserves", etc.

283/18. With regard to the application from Thornbury Lawn Tennis Club, it was agreed that Cllr Maggie Tyrrell would check whether the requested funds could actually be obtained from Avon Lawn Tennis Association grants. Their application would be put on hold until this was clarified.

5. **To consider applications for the vacancy in the South Ward of Thornbury in order to co-opt a Councillor**

284/18. Cllr Clive Parkinson nominated Ashley Bijster to fill the vacancy for Councillor in the South Ward of Thornbury. There were no further nominations. Cllr Maggie Tyrrell seconded the nomination and it was unanimously agreed that Ashley Bijster be co-opted. Cllr Ashley Bijster signed the Declaration of Acceptance of Office.

9. **To consider the following general matters related to Council finance**

(a) **To approve the Accounts for Payment**

285/18. The following accounts now due for payment were proposed by Cllr Benj Emmerson, seconded by Cllr Guy Rawlinson, and unanimously agreed for payment to be approved:-

**ACCOUNTS PAID OUT OF MEETING**

South Gloucestershire Council	Rates (November)	1260.00
South Gloucestershire Council	Rates (November)	322.00
British Telecom	Phone Bill	579.64

**CREDIT CARD / ONLINE PAYMENTS**

Amicus AHS	Tree/Hedge Maintenance	280.00
Pure MSP	PC Support	210.00
JPS Property Maintenance	Install New Kitchen in Pavilion	3720.00
Lloyds Bank	Monthly Fee	3.00

**ACCOUNTS NOW DUE FOR PAYMENT**

Petty Cash	Petty Cash	150.00
The Chantry	Hire of Room + Refreshment	23.80
Hawkins of Thornbury	Timer/ Gloves/Retractable Blade Knife	69.09
Pass & Totterdell Ltd	Install & Supply Water Heater	9497.44
Radii Skatepark Repairs	Repairs to Skatepark	1390.00
EDF Energy	Electricity Bill	82.83
EDF Energy	Electricity Bill	369.72
Corona Energy	Energy Bill	77.82
Corona Energy	Energy Bill	129.02
Corona Energy	Energy Bill	505.45
Pitney Bowes	Photocopying Charges	324.02
Brass Founders	(Europa Engineering) Plaque	129.09
Brass Founders	(Europa Engineering) Plaque	175.90
Mr J Hainsworth	(Holy Mowers) Petrol	53.37
Severn Plumbing & Heating	Call-out for Fault to Boiler	60.00
MCL	Photocopying Charges	65.24
SJ & VJ Howell	Hedge Trimming	480.00

Thornbury Church Council	Pruning of Yew Trees in Churchyard	150.00
DCS 2 Way Radio Ltd	Radios/Chargers/Earpieces/Licence	1665.00
<b><u>Central Services</u></b>		
Lemon Gazelle	Neighbour Plan	1450.00
MCL House	Staples for Photocopier	108.00
South Glos Medical Services Ltd	Occupational Health	155.00
<b><u>Playing Fields &amp; Cemetery</u></b>		
Abbey Loos	Portable Toilet Rental	37.20
<b><u>Land &amp; Property</u></b>		
Earth Anchors Ltd	Park Equipment Parts	164.34
Pass & Totterdell Ltd	Install & Supply Boiler – 67 High St	2208.00
<b><u>Environment</u></b>		
Travis Perkins	Postcrete & Ballast	107.09

(b) To consider a draft council budget for 2019/20

286/18. In the RFO's absence, the Clerk circulated the latest draft of the budget for 2019/20. Information on the number of band D properties in Thornbury had also been tabled and was noted. There were a number of amendments still to be made and further information to be provided, and therefore it was agreed that once the RFO was back at work, he and the Clerk would meet with Cllr Clive Parkinson and Cllr Benj Emmerson to progress this. This meeting would need to take place well in advance of the Council meeting on 8 January 2019. It was also noted that the issue of CIL payments would be considered at the Finance and Policy Committee meeting on 13 December 2018.

*(Cllr Vincent Costello left the meeting.)*

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

287/18. Council considered planning and licensing applications and agreed comments for submission to South Gloucestershire Council as per the attached schedule.

11. **To agree the meetings calendar for 2019**

288/18. The draft meetings calendar for 2019 had been circulated. It was agreed that the Annual Town Meeting should be moved from 30 April 2019 to 28 May 2019 so that it did not clash with purdah. It was also agreed that the Armstrong Hall Committee meeting on 2 May 2019 should be moved to 9 May 2019. With those changes, the meetings calendar for 2019 was agreed.

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

(a) "Doing More Together Survey" – South Gloucestershire Council

289/18. Paperwork relating to this consultation had been circulated. It was agreed that Council were not in a position to respond until it had further information, and therefore the Clerk would invite a representative from South Gloucestershire Council to attend either the Town Development Committee meeting on 22 January 2019 or the Finance and Policy Committee meeting on 24 January 2019.

(b) "Review of Polling Districts and Polling Places" – South Gloucestershire Council

290/18. Paperwork relating to this consultation had been circulated and was noted.

(c) Joint Spatial Plan – Technical Evidence Work Consultation

291/18. Paperwork relating to this consultation had been circulated. The deadline for comment was 7 January 2019, but it was agreed that we should ask for an extension to allow Council's response to be discussed further at the next Council meeting on 8 January 2019. If this was refused, it was agreed that Cllr Maggie Tyrrell and the Clerk should liaise to agree a response on behalf of Council.

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

292/18. The Clerk informed Council that the Town Hall offices would close on Friday 21 December 2018 at midday and would open again at 9.00am on Wednesday 2 January 2019. Cllr Clare Fardell confirmed that she would inform the Over 60's Team Room.

14. **To consider a quote for electrical works to the Town Clock**

*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.*

293/18. The Clerk informed Council of a quote to install the electrical connection to the Town Clock and reported that this may be subject to an increase if the work could not be done in normal working hours. Council agreed that the Clerk should proceed with the electrical works.

## THORNBURY TOWN COUNCIL

PLANNING APPLICATIONS considered on 6 December 2018

DATE	REF NO	LOCATION	PROPOSAL	COMMENT	PLANNING DECISION
19.11.18	<a href="#">PT18/5206/O</a>	October Cottage, Old Gloucester Road, Thornbury	Erection of 1 no. detached dwelling with garage and associated works. Alterations to existing access (outline), with access to be determined, all other matters reserved.	OBJECT, the proposed development is outside the development boundary.	
23.11.18	<a href="#">PT18/5308/PDR</a>	96 Lavender Close, Thornbury, BS35 1UL	Erection of rear conservatory.	No objection.	
27.11.18	<a href="#">PT18/4678/F</a>	Land Off Morton Way/Badger Road, Thornbury	Erection of a convenience store (Class A1) – revised plans altering site layout/design of building.	OBJECT, Council reiterates its previous objections. Furthermore, Council has concerns that there are discrepancies between different versions of the plans e.g. the width of the footpath by the hedge differs in different plans. The small amount of climbing planting suggested on the large wall will not help the overbearing nature of the wall. Council also has concerns about the type of materials used for the gate and the type of access.	
28.11.18	<a href="#">PT18/5542/TCA</a>	Coach House, High Street, Thornbury	Works to trees as per the applicants proposed schedule of works (application form – section 5) submitted to South Gloucestershire Council on 27.11.18. Trees situated in the Thornbury Conservation Area.	No objection, subject to the Tree Officer's approval and Council is also concerned that there is no mention of a replacement tree for the tree that is being removed.	

<b>DATE</b>	<b>REF NO</b>	<b>LOCATION</b>	<b>PROPOSAL</b>	<b>COMMENT</b>	<b>PLANNING DECISION</b>
28.11.18	<a href="#">PT18/5503/F</a>	21 Tilting Road, Thornbury, BS35 1ES	Erection of two storey side and rear extension and first floor side extension to form additional living accommodation.	No objection.	