

**THORNBURY TOWN COUNCIL**

**Minutes of the Town Council Meeting  
held on Tuesday 12 February 2019 in the Council Chamber**

Present: Cllrs Shirley Holloway (Chairman and Mayor)  
Angela Symonds  
Vincent Costello  
Benj Emmerson  
Clare Fardell  
Bob Griffin  
Helen Harrison  
Clive Parkinson  
Guy Rawlinson  
Jayne Stansfield  
Matthew Stringer  
Maggie Tyrrell (*arrived late*)

Louise Powell (Town Clerk)  
Wendy Sydenham (Administrator)

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

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

Cllr Ashley Bijster (work commitments)  
Cllr Pam Shipp (another commitment)

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

Cllr Clive Parkinson declared an interest in matters relating to Thornbury Town Trust as Chair.

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

49/19. The Chairman mentioned the sad passing of three ex-teachers from Thornbury who had made a tremendous difference to the town during their lives - Joan Tuck, who had been Head Teacher at Crossways and involved in Thornbury in Bloom and the Harmony Club; Nick Large who had been a geography teacher at Marlwood and was involved in helping children from Gillinstool School experience gardening at Dags Allotments; and Peter Sumner who was a teacher at the Marlwood School and was the leader of the Marlwood Folk Companions. Each had made an impact on life in Thornbury and would be sadly missed.

50/19. The Chairman mentioned a number of recent enjoyable and successful events that she had attended as Mayor including the opening of the Henderson Rehabilitation Ward on the top floor of the Morton Way nursing home, a salmon supper organised by Thornbury Museum with a talk on local canals, and a performance by a Welsh male voice choir supported by Thornbury Rotary Club.

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

51/19. The Chairman welcomed a member of the public who addressed Council regarding his own experiences of growing up in Thornbury and the lack of facilities for young people which can often lead to an increase in anti-social and other criminal behaviour. The member of the public was very keen to work with young people in the town and use his own experiences to help with problems with this kind of behaviour. It was agreed that it would be best for him

to approach Krunch South West, especially as the plans for the Skate Park and Hub are progressing. The Chairman thanked the member of public for attending and assured him that contact details for Krunch South West could be provided to him.

5. **To consider and approve the minutes of the meeting of Thornbury Town Council on 8 January 2019 and the extraordinary meeting of Thornbury Town Council on 31 January 2019 and any matters arising from them**

- 52/19. The minutes of the meeting of Thornbury Town Council held on 8 January 2019 had been circulated and were approved as a true record and signed by the Chairman. One amendment was requested to section 2 “To receive any members’ declarations of interest” which listed Cllr Guy Rawlinson and Cllr Angela Symonds as Trustees of Thornbury Town Trust in error. The Councillors who should have been identified as Trustees are Cllr Clive Parkinson, Cllr Shirley Holloway and Cllr Helen Harrison. The administrator confirmed that this would be amended.
- 53/19. The Clerk confirmed that she had written to Churchill Retirement Living regarding the naming of their new development in Stoke Field Court and tabled their response. In this they had confirmed that they would not be changing the name of the development and that they felt they had liaised appropriately with South Gloucestershire Council regarding this. The Clerk confirmed that she had contacted the Technical Officer in Street Naming and Numbering at South Gloucestershire Council who had responded that they would not liaise with the Town Council with regard to the naming of buildings as these are normally private buildings over which they have no control.
- 54/19. The minutes of the extraordinary meeting of Thornbury Town Council held on 31 January 2019 had been circulated and were approved as a true record and signed by the Chairman.

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

(a) Environment Committee

- 55/19. The report of the Environment Committee meeting held on 15 January 2019 was presented by the Committee Chairman, Cllr Matthew Stringer.

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

- 56/19. Cllr Matthew Stringer highlighted a number of issues in the report. It was still hoped that the solar panels in the Pavilion would be completed by the end of March. The Volunteer Evening will take place on 27 February 2019, including a talk by Jerry Dicker on Filnore Woods. The community composting site was approaching its 20<sup>th</sup> anniversary, but their financial position meant that they may not be able to continue operating for much longer.
- 57/19. Cllr Vince Costello reported that a very constructive meeting had taken place with the developers regarding the medieval fishponds. A detailed map had been produced of the area and it was hoped that the Tree Warden would visit when the area was less boggy and produce a report. It was anticipated that a Trust would be set up to look after the area, eventually to be run and owned by local residents.
- 58/19. It was proposed by Cllr Matthew Stringer, seconded by Cllr Clare Fardell and unanimously agreed that the report is adopted.

(b) Playing Fields and Cemetery Committee

- 59/19. The report of the Playing Fields and Cemetery Committee meeting held on 17 January 2019 was presented by the Committee Chairman, Cllr Clive Parkinson.

- 60/19. Cllr Clive Parkinson highlighted a number of issues in the report. The next RoSPA inspection of the play areas would take place around April and the actions from the last inspection were almost complete. The consultation on the improvements to the Osprey Park play area would be postponed until May, due to the continuing absence of the RFO which is impacting on the workload of the Town Hall staff and also due to Purdah.
- 61/19. It was noted that there was an error in item 14 of the report. The proposal regarding acceptance of a quotation for new signage was noted as being seconded by Cllr Matthew Stringer, and should have been noted as being seconded by Cllr Clive Parkinson. The Administrator confirmed that this would be amended.
- 62/19. It was proposed by Cllr Clive Parkinson, seconded by Cllr Bob Griffin and unanimously agreed that the report is adopted.
- (c) Town Development Committee
- 63/19. The report of the Town Development Committee meeting held on 22 January 2019 was presented by the Committee Chairman, Cllr Maggie Tyrrell.
- 64/19. Cllr Maggie Tyrrell highlighted a number of issues in the report, including a visit from Street Care, South Gloucestershire Council, to present on their “Doing More Together” scheme in the context of reduced budgets.
- 65/19. 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
- 66/19. The report of the Finance and Policy Committee meeting held on 24 January 2019 was presented by the Committee Chairman, Cllr Angela Symonds.
- 67/19. Cllr Angela Symonds highlighted a number of issues in the report, including a visit from David Jarrett, BNSSG CCG Area Director for South Gloucestershire, to update on the plans for improved health facilities in Thornbury, the bid for which had recently been turned down by the Department of Health.
- 68/19. The local Thornbury Sergeant had attended to provide an update on policing matters and the Police and Crime Commissioner would be attending the Committee's July meeting. Although the Clerk would be inviting the local Inspector to attend a meeting before then, it was agreed that the Clerk should also contact the Police and Crime Commissioner again to attempt to arrange for a small group of Councillors to meet with her outside of Council meetings and at her offices, which hopefully would allow the meeting to be much sooner than July.
- 69/19. The Clerk confirmed that she had spoken to the internal auditor in light of ALCA's advice on how payments should be authorised. The internal auditor confirmed that she was happy with Council's new procedure whereby Councillors authorised payments at meetings, and then the Clerk/Council staff made the actual payments on line.
- 70/19. It was proposed by Cllr Angela Symonds, seconded by Cllr Matthew Stringer and unanimously agreed that the report is adopted.
- (e) Staffing Committee
- 71/19. The reports of the extraordinary Staffing Committee meeting held on 24 January 2019 and the Staffing Committee meeting held on 5 February 2019 were presented by the Committee Chairman, Cllr Guy Rawlinson.

- 72/19. Cllr Guy Rawlinson highlighted a number of issues in the reports. In light of the continued absence of a critical member of staff, a suitable locum had been engaged and had started last week. It had also been agreed that in light of the continuing work pressures, each Committee Chair should review how actions could be handled in order to help ease the problem where possible. Interviews had taken place for the Deputy Clerk role and the position had been offered to and accepted by the successful candidate. As this was an internal candidate, the recruitment process had been started for the soon to be vacant Administrator post.
- 73/19. It was proposed by Cllr Guy Rawlinson, seconded by Cllr Matthew Stringer and unanimously agreed that the reports are adopted.

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

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

- 74/19. The Accounts for Payment were tabled and Cllr Matthew Stringer proposed that they be approved for payment. The proposal was seconded by Cllr Bob Griffin and unanimously agreed. Cllr Matthew Stringer and Cllr Bob Griffin signed the master copy of the Accounts for Payment. In addition, the Clerk reported that a letter needed to be signed by two Councillors to authorise the new system for the payment of wages. It was agreed that Cllr Helen Harrison and Cllr Bob Griffin would sign the letter tomorrow at the Council offices.

**ACCOUNTS NOW DUE FOR PAYMENT**

**Central Services**

Petty Cash	Petty cash	150.00
Yate Supplies	Bin Liners	65.21
Pure MSP	PC Support	210.00
Lemon Gazelle	Neighbourhood Dev. Plan	600.00
Walker Fire Ltd	Fire Alarm Call Out	108.00
Walker Fire Ltd	Fire Alarm System Service	338.88
TV Licensing	TV License	150.50
Hawkins Of Thornbury	Drain Grid	4.00
British Telecom	Telephone Bill	482.35

**Playing Fields & Cemetery**

Avon Displays	'No Dogs' Signs	849.60
Abbey Loos Ltd	WC Hire	110.40
Raycox Turf Ltd	Grass Turf	14.64
Raycox Turf Ltd	Grass Turf	18.30
Thornbury Motors	Fuel	23.98
Thornbury Motors	Fuel	80.60
PlaySmart UK	Grass Mats/Mesh	726.00
Gap Supplies Ltd	Hammer Bit/Padlock	22.56
British Telecom	Telephone Bill	39.36
Seton	Flame Store/Coshh Cabinets	1432.68
DVLA	Vehicle Tax	250.00

**Environment**

Gap Supplies Ltd	Dust Limestone/Wax bag	74.82
Hawkins Of Thornbury	Loose Bolts	4.45

(b) To receive the financial statements for November 2018 and December 2018

75/19. The financial statements for November 2018 and December 2018 had been circulated and were noted. The Clerk agreed to check when interest is added to the Higher Interest Business Account and whether the Town Council Barclays Accounts were now closed.

(c) To consider changes to the Standing Orders

(d) To consider changes to the Financial Regulations

76/19. The Clerk had circulated final drafts of the Standing Orders and Financial Regulations which included all amendments requested by Councillors, with only one more section to be included in the Financial Regulations on the process for authorising credit card payments. Cllr Clive Parkinson proposed that these documents be adopted (with the insertion of the process for authorising credit card payments) along with the recommendation that the new Council review them at a suitable point in the future. The proposal was seconded by Cllr Guy Rawlinson and unanimously agreed.

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

77/19. Council considered planning applications and agreed comments for submission to South Gloucestershire Council as per the attached schedule.

9. **To consider Council's response to South Gloucestershire Council's Town and Parish Councils Survey**

78/19. Copies of South Gloucestershire Council's Town and Parish Councils Survey - Planning and Enforcement had been circulated. Council's response to the survey was discussed and agreed. The Clerk agreed to submit the response on Council's behalf.

10. **To consider the Council's response to an email received from Barclays bank**

79/19. The Clerk had circulated an email from Barclays Bank regarding the closure of the Thornbury branch and asking for Council's thoughts on the closure. The issue was discussed and the following responses agreed -

(i) *What do you believe will be the biggest impact of the closure of the Thornbury branch on the local community?*

Increased queues at the Post Office which are already significant; another closed shop front on the High Street; those who travel to the Yate Barclays branch will inevitably do other things in Yate e.g. shopping, which will take business away from Thornbury; bad timing with more and more houses being built which may mean more business for the banks.

(ii) *What do you believe will be the biggest impact of the closure of the Thornbury branch on customers of the branch?*

Customers of the branch will be greatly impacted, especially some elderly and economically disadvantaged customers as they may be less able to access on line services; those who do not have their own transport will find travel to Yate difficult; some elderly people and those less proficient with computers may find it harder to transfer their accounts to a different bank.

Council also asked the Clerk to stress that they were very disappointed that these questions were only being asked now, when the decision to close the branch had already been made, and that they strongly advised Barclays to reconsider and reverse the decision.

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

80/19. The Clerk tabled a statement from the South Gloucestershire Anti-Social Behaviour Team which was noted. It was agreed that the Clerk should respond asking for Council to be kept

informed of the Team's activities as this would be very useful information, but also Councillors may be able to provide information to the Team on instances of anti-social behaviour.

- 81/19. The Clerk reported that letters of thanks had been received from both Thornbury Christmas Lights and Four Towns and Vale Link Community Transport for their small grant awards.
- 82/19. The Clerk reported that she had been asked for a quote by Thornbury Voice on an anti-hunt petition that had been started by Severn Vale Saboteurs asking the Council to stop the Berkeley Hunt from meeting in public places. The Clerk had responded "Thornbury Town Council does not hold any legislative powers to either permit or prevent these events".
- 83/19. The Chairman reported that she was arranging for a photograph to be taken of Council at its next meeting on 19 March 2019. A photographer had been booked and it was agreed that as many Councillors as possible should arrive at 6.45pm to help set up the photograph which would be taken before the start of the Trust meeting at 7.00pm.

**PLANNING APPLICATIONS considered on 8 January 2019**

<b>DATE</b>	<b>REF NO</b>	<b>LOCATION</b>	<b>PROPOSAL</b>	<b>COMMENT</b>	<b>PLANNING DECISION</b>
28.01.19	<a href="#">P19/0992/CLP</a>	25 Tilting Road, Thornbury	Erection of conservatory. (Application for Certificate of Lawfulness)	No objection.	
31.01.19	<a href="#">P19/0983/TRE</a>	The Round House, 8A Clare Walk, Thornbury	Works to crown lift 1 no. Hornbeam tree to 3m and crown thin by 15%, covered by SGTPO 08/11, dated 12/07/2011.	No objection, subject to the Tree Officer's approval.	
05.02.19	<a href="#">P19/1136/F</a>	1 Hawthorn Crescent, Thornbury	Partial demolition of existing dwelling. Erection of 2 no. dwellings with associated works (resubmission of <a href="#">PT18/4027/F</a> ).	<i>(Previous comment – no objection.)</i> No objection.	
05.02.19	<a href="#">P19/1202/F</a>	Bay Tree Cottage, Crossways Lane, Thornbury	Erection of a two storey side and rear extension to form additional living accommodation.	No objection.	
06.02.19	<a href="#">P19/1338/F</a>	Orchard Lodge, Clay Lane, Thornbury	Erection of 1 no. detached dwelling with associated works.	OBJECT – the proposed development is outside the development boundary.	