

THORNBURY TOWN COUNCIL

Minutes of the Town Council Meeting held on Tuesday 11th June 2019 in the Council Chamber

Present: Cllrs Angela Symonds (Chairman and Mayor)
Shirley Holloway
Guy Rawlinson
Benj Emmerson
Clare Fardell
Chris Davies
Clive Parkinson
Matthew Stringer
Maggie Tyrrell
Eva Fielding
Bob Griffin
Martin Trueman

Louise Powell (Town Clerk)
Hannah Cornford (Minutes)

Absent: Cllr Ashley Bijster

1. To receive any apologies for absence

178/19 Cllr Pam Shipp (indisposed)
Cllr Jayne Stansfield (another commitment)
Cllr Helen Harrison (out of Thornbury)

2. To receive any members' declarations of interest

179/19 Cllr Martin Trueman declared an interest in Thornbury Football Club
Cllr Benj Emmerson declared an interest in matters relating to item 11 on the agenda
Cllr Guy Rawlinson declared an interest in relation to a planning application that he is a neighbour to

3. To receive any Chairman's announcements

180/19 The Chairman gave a brief outline of events she had attended as Town Mayor. Thornbury Magazine had celebrated their 40th anniversary, the League of Friends had held a cream tea fundraiser and the Sea Cadets had named a new Rigiflex. She reported that she had enjoyed very much attending them all.

4. To receive any representations from the public

181/19 In light of the recent news that Boots chemists are set to close a number of their stores, a member of the public wished to impress upon the council her perceived pressure on the chemists in Thornbury. She wished the council to write to Boots head office to state the need for Boots to remain in Thornbury, especially given the new housing developments. Despite there not being information released regarding which stores will be closed, she felt it was important to write now in case Thornbury was one of them. It was discussed that this should be taken to the next Finance and Policy Committee Meeting which she objected to as she felt it would take too long. Cllr Clive Parkinson confirmed this course of action was appropriate and the Clerk would investigate whether this branch is one marked for closure.

182/19 A second member of the public spoke regarding the high demographic of retired people in Thornbury, a number of whom are widowed and isolated as a result. He felt there was a need for an organisation to help these people find like minded companions with similar interests to meet up with. There was discussion concerning existing services and groups, which the speaker felt did not fulfil his desired objective, being too structured and with specific purposes. It was recognised that this was a complex issue that should be referred to Finance and Policy to discuss. It was suggested that it may help to investigate whether there are existing organisations in any other region that we could learn from.

5. **To consider and approve the minutes of the Annual General Meeting of Thornbury Town Council on 08.05.19 and any matters arising from them.**

183/19 Cllr Benj Emmerson commented on the tone of the minutes, the terminology of which the Clerk noted could be revised to include councillors' names. Cllr Matthew Stringer proposed the minutes to be a true record, which was seconded by Cllr Shirley Holloway and unanimously agreed.

6. **To receive reports from the following committees and any matters arising from them**

a. **Environment on 14.05.19**

184/19 The report was presented by Cllr Matt Stringer who gave an outline of the work on Fair Trade, seating and recycling bins. Cllr Maggie Tyrrell suggested Council should help small clubs who want to recycle but lack the resources to implement it on their own. Cllr Stringer continued, drawing attention to the points on the proposed bug wall, Filnore Woods, hanging baskets and Heritage open days which he stated there was a still a need for volunteers to assist with. Chairman Angela Symonds offered her time. There was a query over permitted access for the scheduled tour of the Medieval Fishponds on 12.06.19 which would be checked. Cllr Stringer proposed the report, seconded by Cllr Shirley Holloway and unanimously adopted.

b. **Playing Fields & Cemetery on 14.05.19**

185/19 Cllr Clive Parkinson presented this report, highlighting the required repairs to the war memorial, Osprey Park consultation and the CCTV review. He clarified with the Clerk that the newly purchased vehicle was still running well and they were pleased with the value of the tree works. Cllr Parkinson queried with the Clerk the progress on the replacement for a recently resigned member of grounds staff. The Clerk informed the council an appointment had been made and this person would be starting soon. Cllr Martin Trueman raised a query regarding cemetery maintenance not being completed, which he intended to raise at the next committee meeting. The report was proposed by Cllr Parkinson, seconded by Cllr Bob Griffin and unanimously adopted.

c. **Town Development on 21.05.19**

186/19 Cllr Maggie Tyrrell thanked Cllr Clare Fardell for chairing the meeting in her absence. She had been made aware of faint lines around the mini roundabout at Rock Street and asked that the Clerk add this to her request to South Glos for repainting. She noted that the planning decision notifications had been reasonably in line with Council comments and proposed the report. Cllr Clive Parkinson seconded it and it was unanimously adopted.

d. **Finance and Policy on 23.05.19**

187/19 In Cllr Jayne Stansfield's absence, Cllr Angela Symonds presented the report. The Clerk had checked historic minutes for information relating to Ashgrove and clarified that it had been presented as a potential green space, but had failed to meet criteria. Cllr Maggie Tyrrell confirmed in light of the absence of any recorded potential for development, it was correct

to refer this item to the Environment Committee. The Clerk agreed to put this on the next environment agenda. Regarding insurance, the Clerk had sought three quotes and we have ended up with a better value quote for 3 years. Cllr Symonds proposed the report, with Cllr Guy Rawlinson seconding, which was unanimously adopted.

e. Staffing on 23.05.19

188/19 Cllr Guy Rawlinson presented the report, speaking on staffing and workload issues and re-stating the Hall Project Development Manager's start date would be 15.07.19. He proposed the report, seconded by Cllr Matt Stringer and unanimously adopted.

7. To consider the following matters relating to council finance

a. To approve the Accounts for Payment (tabled)

189/19 Cllr Benj Emmerson checked that the payments to Zurich were for insurance. He also questioned an invoice which the Clerk explained to him was for cover RFO services, which Cllr Guy Rawlinson clarified was paid on invoice. Cllr Matt Stringer queried the value of the payment to South Glos as he thought it was lower than expected, possibly due to a lack of flower bed maintenance recorded. The Clerk would check this. The accounts for payment were proposed by Cllr Stringer, seconded by Cllr Maggie Tyrrell and unanimously agreed.

ACCOUNTS PAID OUT OF MEETING

South Gloucestershire Council	Rates (May) – Town Hall	1289.00
South Gloucestershire Council	Rates (May) – Cemetery	329.00
Sage UK	Accounts Support (DD)	180.00

ACCOUNTS NOW DUE FOR PAYMENT – JUNE 11th 2019

Central Services

MSP Group Ltd	Computer and IT Support	904.30
MSP Group Ltd	IT Support	210.00
Rexel	Lighting	17.40
MCL House	Photocopier Charges	100.97
AED Locator (E.U.)Ltd	Annual Monitoring Charge	378.00
Consortium	Cleaning & Stationery Materials	315.59
Consortium	Cleaning Materials	16.43
Consortium	Cleaning Materials	108.01
Consortium	Cleaning Materials	32.86
Consortium	Stationery	100.75
ALCA	Annual Subscription	1324.67
Biffa Waste Services	Waste Disposal	229.32
Biffa Waste Disposal	Waste Disposal	58.03
*Zurich Municipal	Insurance & Inspections	4291.90
**Lyco Direct (CC)	LED Lights – AH	91.08
Nina Flint	End of Year Accounts/Travel	977.90
EDF Energy	Town Hall Energy Bill	238.60
***MSP Group Ltd	Laptop for New Hall Manager	559.20
*British Telecommunications	Telephone Bill	553.50

Playing Fields & Cemetery

Sullivans	Machinery Parts	76.20
Thornbury Motors	Diesel Fuel	177.74

Thornbury Motors	Diesel Fuel	53.96
Thornbury Motors	Diesel Fuel	51.25
Advance Grass Solutions	Community Composting	858.00
Soils (HS) Ltd	Screened Topsoil	600.00
Biffa Waste Services	Waste Disposal	93.48
Biffa Waste Services	Waste Disposal	425.46
Gap Supplies Ltd	Repair & Maintenance Materials	136.74
Hawkins Of Thornbury	Repair & Maintenance Materials	83.44
Silvey Fuels	Gas Oil	566.41
Rio Pool Construction Co Ltd	Repairs – Splash Pad	164.53
Complete Weed Control	Chemical Moss Control	600.00
South Glos Council	Annual Premises Licence	70.00
*Zurich Municipal	Insurance & Inspections	4291.90
*British Telecommunications	Telephone Bill	48.59
EDF Energy	MPF Energy Bill	84.15
EDF Energy	Cemetery Energy Bill	19.94
Brass Founders	Brass Plaque	192.27
Mole Country Stores	Mat Stable	39.54

Land & Property

*Zurich Municipal	Insurance & Inspections	271.94
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Grants & Contingencies

*Community Toilet Scheme	Grant - Steamers	150.00
*Community Toilet Scheme	Grant – The Swan	250.00
*Community Toilet Scheme	Grant – Armstrong Hall	250.00
*Community Toilet Scheme	Grant – Papilio	250.00
*Community Toilet Scheme	Grant – The Malt House	150.00
KSS CRC Ltd	Community Payback	180.00
*Angela Symonds	Mayor’s Allowance	1000.00

Environment

South Glos Council	Charges – Dog Waste Bins/Grass Cutting	4460.08
**Xylem	Pump for Watering Hanging Baskets	181.94

*Cheque Payments

**Credit Card Payments

***Internal Transfer to Armstrong Hall Account

b. To consider CIL monies allocated to Green Projects inc. solar panels

190/19 There was detailed discussion regarding the source of the payment for the solar panels. It had been planned that it would come out of CIL money for this financial year, but as not available at the point of purchase, had in fact come out of budget from the last financial year. The procedure for allocating the unused CIL money was questioned and clarified. It was agreed that the Environment Committee would consider potential green projects and if there were no budget available, to then propose the project to Finance and Policy to see if reserves or CIL were appropriate.

c. To receive an update on accounting matters

191/19 The clerk updated on the purchase of a new financial software system. Cllr Benj Emmerson questioned how the data transfer would be achieved between our existing and proposed new accounting system. The Clerk explained that real data would be inputted during training and

that the most cost effective method would be used. The Clerk clarified that the costs have risen slightly due to the need to add the Armstrong Hall accounts as well as the need for additional licenses for all staff to use. Cllr Emmerson proposed this approval, seconded by Cllr Clive Parkinson and unanimously agreed.

192/19 The Clerk confirmed she had obtained approval for a public works loan and would proceed with the next stage of paperwork.

d. To approve the Accounting Statement for year 2018/19

e. To approve the Annual Governance and Accountability Return (AGAR) for the year ending March 2019 (external audit)

192/19 The Clerk took items 7d & 7e together. Anomalies had been identified in last years figures so these were being restated. Cllr Emmerson questioned whether anything untoward had been found in them to which the Clerk responded she could see no evidence. Cllr Clive Parkinson wanted to establish what was happening to prevent the situation reoccurring. The Clerk confirmed the matter was being dealt with internally and there was an ongoing investigation.

193/19 The Clerk asked the Councillors to read Section 1 – Annual Governance Statement 2018/19 and confirm agreement. Cllr Clive Parkinson proposed the document to be signed, with Cllr Guy Rawlinson seconding and it was unanimously agreed.

194/19 The Clerk asked the Councillors to read Section 2 – Accounting Statement 2018/19 and confirm agreement. Cllr Benj Emmerson proposed it be signed, with Cllr Guy Rawlinson seconding and it was unanimously agreed. The Chairman would sign both documents of behalf of the Council.

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

195/19 Comments as per attached table

9. To consider council's response to the following consultations:

a. Public Consultation on the Addition of Highways Maintenance onto the South Gloucestershire Council Community Infrastructure Levy Regulation 123 List

196/19 There was detailed discussion surrounding the appropriate use of CIL money, given its intended purpose. Councillors were strongly against the use of CIL money on roads not in the locality of new developments, as it was felt that the South Glos Highways Maintenance budget should cover this. It was suggested that it may be acceptable to use CIL money to repair roads damaged by works traffic, but Cllr Chris Davies observed that under current policy, this was already viable and so a change would not be needed for this use. Cllr Clive Parkinson explained that at present, CIL money generated in Thornbury isn't necessarily used in this area.

197/19 A member of the public joined in the conversation, speaking passionately on the matter to query whether the conditions of the planning applications the money was attached to were breached by the proposal. It was agreed that the Clerk should object to the proposal, but carefully word the comments to ensure the wider requirements for highways maintenance in Thornbury are considered. It is agreed that South Glos Council should ensure that Highways Maintenance is properly and fully funded within its annual budget.

b. Public engagement on the Aust Ferry Improvements Proposals

198/19 Although not in Thornbury, it was felt that many residents would be interested in this matter as they would have used the service. It was agreed the item should be referred to the Town Development Committee.

10. **To resolve under the Public Bodies (Admission to Meetings) Act 1960, that the public and press be excluded from the meeting during consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.**

199/19 Resolved. The remaining member of the public left.

11. **To decide a leasing issue within the Town Hall**

(Cllr Benj Emmerson declared an interest in the matter and left the room)

200/19 The Clerk updated the council on progress made since the last meeting. Cllrs Shirley Holloway and Maggie Tyrrell gave further input following a meeting with a concerned party.

(Cllr Eva Fielding left the meeting)

201/19 After thorough discussion and exploration of the issues involved, it was agreed that the Clerk would respond to the concerned parties to progress the issue.

(Cllr Bob Griffin left the meeting)

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

(Cllr Benj Emmerson re-entered the room)

202/19. The Clerk reminded the remaining councillors that there were upcoming training courses that they could attend. She asked anyone interested to let her know, otherwise she would open up remaining vacancies to other councils.

203/19 The clerk had received an email requesting permission to display a poster in the Town Hall for the proposed new premises of Thornbury Hospital Outpatients. It was agreed this could be displayed.

204/19 The Clerk had received communication from the Chamber of Commerce to inform the Council that normal business is suspended due to no members being put forwards to perform key duties.

205/19 The Clerk had received an email with plans for the celebration of the 75th Anniversary of VE day. This information would be circulated to councillors.

THORNBURY TOWN COUNCIL

PLANNING APPLICATIONS to be considered on 11 June 19

DATE	REF NO	LOCATION	PROPOSAL	COMMENT	PLANNING DECISION
22.05.19	P19/3868/F	Fair View Cutts Heath Road Buckover Wotton Under Edge South Gloucestershire	Demolition of existing link extension. Raising of roofline and erection of extensions to provide additional living accommodation.	Object: development is inappropriate for the location	
22.05.19	P19/5254/LB	41 High Street Thornbury Bristol South Gloucestershire BS35 2AR	Internal and External works to include removal of signage to principle elevation and internal cameras and counter. Removal of internal ATM machine and installation of steel plate to fill opening. Removal of 1 No. night safe and installation of steel plate to fill opening on principle elevation.	No objection	
29.05.19	P19/5640/F	53 Ashgrove Thornbury Bristol South Gloucestershire BS35 2LH	Demolition of existing garage. Erection of detached garage and annexe ancillary to the main dwelling house. (Re submission) -(PT18/6150/F)	No objection	
31.05.19	P19/5954/F	The Cottage Easton Hill Road Thornbury Bristol South Gloucestershire	Creation of new access.	No objection	
03.06.19	P19/6162/TCA	3 Castle Street Thornbury Bristol South Gloucestershire BS35 1HA	Works to fell 1 no. Birch tree. Tree situated in the Thornbury Conservation Area.	No objection	

DATE	REF NO	LOCATION	PROPOSAL	COMMENT	PLANNING DECISION
04.06.19	P19/5591/F	1 Cheviot Drive Thornbury Bristol South Gloucestershire BS35 2YA	Demolition of existing conservatory. Erection of single storey side and rear extension to provide additional living accommodation.	No objection	
04.06.19	P19/5346/R3F	Manorbrook Primary School Park Road Thornbury Bristol South Gloucestershire	Erection of new sections of boundary fence.	No objection	