

THORNBURY TOWN COUNCIL

Minutes of the Town Council AGM Meeting held on Wednesday 8th May 2019 in the Council Chamber

Present: Cllrs Angela Symonds (Chairman and Mayor)
Jayne Stansfield (Vice Chairman and Deputy Mayor)
Shirley Holloway
Guy Rawlinson
Benj Emmerson
Clare Fardell
Chris Davies
Clive Parkinson
Pam Shipp
Matthew Stringer
Maggie Tyrrell
Eva Fielding
Helen Harrison

Louise Powell (Town Clerk)
Wendy Sydenham (Deputy Clerk)
Hannah Cornford (Minutes)

1. Retiring Chairman's Announcements

138/19 The retiring chairman welcomed new councillors and former ones back, thanking them for their support. She highlighted several events during the past year that she had attended, including the special remembrance service, Armed Forces Day parade and Britain in Bloom celebrations. The retiring chairman expressed her pride in the success of these events, thanking the volunteers for their involvement and the people of Thornbury for making her feel welcome. Lastly, she thanked the council staff for their support and wished her successor a good year. Cllr Clive Parkinson thanked the retiring Chairman for being an excellent ambassador for Thornbury and supporting local organisations.

2. To elect Chairman and Town mayor for 2019/20

139/19 Cllr Clare Fardell nominated and proposed that Cllr Angela Symonds take up the role as Chairman and Town mayor. She expressed that Cllr Angela Symonds was well known and highly thought of in Thornbury. This was seconded by Matt Stringer. There were no other nominations and this was unanimously agreed

(The Town Clerk and newly elected Chairman left the room and returned wearing the Mayor's robes)

140/19 The newly elected Chairman and Town Mayor was presented with the chain by the retiring Mayor.

3. Presentation of the Past Mayor's Badge

141/19 The retiring mayor was presented with a Past Mayor's Badge

4. To receive the Declaration of Acceptance of Office of the Chairman and Town Mayor

142/19 The newly elected Chairman and Town Mayor signed the Declaration of Acceptance of Office, thanking Cllr Clare Fardell for her nomination and Cllr Shirley Holloway for her

support. She highlighted the value of Thornbury to her and what she hopes to achieve during the following year, focusing on infrastructure to support the new housing and youth services.

143/19 Two Mayor's consorts were elected; these will be her two sons.

5. **To elect Vice Chairman and Deputy Town Mayor for 2019/20**

144/19 Cllr Pam Shipp nominated and proposed Cllr Jayne Stansfield for the position. This was seconded by Cllr Guy Rawlinson and as there were no further nominations, unanimously agreed.

6. **To receive the Declaration of Acceptance of Office of the Vice Chairman and Deputy Town Mayor**

145/19 The newly elected Vice Chairman and Deputy Town Mayor was presented with her chain. She thanked Cllr Pam Shipp for her nomination and offered her support to the Chairman and Town Mayor.

(The meeting was briefly adjourned)

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

146/19 Cllr Ashley Bijster (work commitments)
Cllr Bob Griffin (out of Thornbury)
Cllr Martin Trueman (work commitments)

8. **To receive any member's declarations of interest**

147/19 Cllr Benj Emmerson and Cllr Helen Harrison declared an interest in matters relating to Jigsaw

9. **To resolve that Councillors not present may declare their acceptance into office at or before the next Council meeting**

148/19 It was resolved that councillors not present may sign the declaration at or before the next Council meeting, but if they should sit on a committee at an earlier date, it would need to be signed in advance of this. The date was proposed by Cllr Clive Parkinson, seconded by Cllr Helen Harrison and unanimously agreed.

10. **To appoint members to all standing committees**

149/19 A proposed list of committee membership was tabled. Cllr Eva Fielding was to join the Environment committee. The list was proposed by Cllr Benj Emmerson, seconded by Cllr Matt Stringer and unanimously agreed.

11. **To appoint Chairmen of all Standing committees**

150/19. Chairmen were included in the lists above tabled and agreed above.

12. **To appoint representatives to other bodies**

151/19. A proposed list of councillor representatives on other bodies was tabled and proposed by Benj Emmerson. He commented that some organisations had not invited councillors to any meetings in the last year and it was agreed that the clerk would mention this when she wrote to the outside bodies. Helen Harrison seconded the proposal and it was unanimously agreed.

13. **To consider any representations from the public.**

152/19. There were no members of the public still present.

14. **To consider and approve the Minutes of the Meeting of the Council held on 11th April 2019 and any matters arising from them**
- 153/19. Cllr Matt Stringer queried whether the duplicate payment to South Glos Council had been corrected. The Clerk confirmed that it had.
- 154/19 Cllr Clive Parkinson queried whether South Glos Council were now in control of staff payments. The Clerk confirmed they had taken over payroll and pay slips and from next month, would make the payments direct to staff.
- 155/19 The Clerk confirmed she had not received a response from ALCA regarding the PWLB loan
- 156/19 The clerk confirmed that she and Cllr Clive Parkinson had attended a meeting with Krunch and Turnberries; a better deal had been agreed regarding the rental for 2019/20. Krunch have now signed the SLA.
- 157/19 The Chairman proposed the minutes to be a true record, which was seconded by Benj Emmerson and unanimously agreed they are to be adopted.
15. **To consider and approve the following Committee Reports:-**
- a) **Staffing Committee 18.04.19**
- 158/19 Cllr Guy Rawlinson presented and proposed the report. Interviews for 4 candidates are happening on 14.05.19. Continuing pressures on workload for council staff were noted. The clerk confirmed that a new cleaner has been found. The report was seconded by Maggie Tyrrell and unanimously adopted.
16. **To review the committee structure and dates**
- 159/19 A proposed new structure and meeting dates were tabled. The Clerk confirmed that the Armstrong Hall Meeting 09.05.19 was cancelled and clarified start times for meetings. It was suggested that if the new structure did not work, it could be revised at a later date. The new structure was proposed by Cllr Guy Rawlinson, seconded by Cllr Matt Stringer and unanimously adopted.
17. **To adopt the Thornbury Town Council Code of Conduct for Councillors**
- 160/19 The Clerk stated that the current code of conduct for councillors needed to be updated and had circulated a proposed version based on the NALC best practice template. Cllr Helen Harrison seconded it and it was unanimously adopted. It was noted that the Register of Interest document must be completed as an electronic Word document and emailed to the Clerk by 30th May.
18. **To consider Planning Applications as per the attached table**
- 161/19 Discussion was held and comments agreed as per the attached schedule.
19. **To receive an update on financial matters**
- 162/19 The Clerk clarified the current position regarding the RFO. Due to continuing staffing pressures, the focus was on statutory financial responsibilities (VAT returns and audit). The accounts were needed for external audit by the end of June and will be audited internally at the end of May. The RFO returns this week.

163/19 The audit sub-committee had been informed and agreed that the existing reporting functions on Sage are not of use. Sage is an inappropriate system for a council to use, as it is heavily based on profit and loss. A new package is to be purchased and will be discussed under item 28.

20. **To approve Accounts for Payment (to be tabled)**

ACCOUNTS PAID OUT OF MEETING

South Gloucestershire Council	Rates (April) – Town Hall	128.75
South Gloucestershire Council	Rates (April) – Cemetery	328.70
South Gloucestershire Council	Rates (April) – Tennis Courts	53.23
Sage (UK) Ltd	Accounts (DD)	222.00
Pitney Bowes Finance Ltd	Leasing Agreement (Franking Machine)(DD)	94.93

ACCOUNTS NOW DUE FOR PAYMENT – 8th MAY 2019

Central Services

*Petty Cash	Petty Cash	500.00
South Glos Council	Clr Training	80.00
Paul R Williams Photographer	Clr Photographs	56.00
Rexel	Light Bulbs for Town Hall	77.26
Pitney Bowes	Franking Charges	220.09
MCL House	Printing and Copying Charges	179.11
Walker Fire (UK) Ltd	Town Hall Fire Safety Inspection	402.84
Corona Energy	Town Hall Energy Bill	622.31
Consortium	Stationery	20.39
Consortium	Stationery	197.45
Consortium	Laminating Pouches	16.14
Consortium	Vacuum Cleaner	131.99
Consortium	Office Sundries + Toilet Paper	184.54
Consortium	Stationery	20.39
Horders – Thornbury Press	Order Books	119.70
EDF Energy	Town Hall – Energy Bill	367.64
MSP Group Ltd	IT Services	264.00
Krunch UK	Quarterly Grant Payment	8750.00
Nina Flint	Locum RFO	877.15
Hawkins of Thornbury	Buckets/Cables/Reels	36.60
*British Telecom	Telephone Bill	552.95
**ScrewFix	Replacement Toilet Seat – AH	49.99

Playing Fields & Cemetery

Sport Play	Football/Rugby Post Inspection	114.00
Walker Fire (UK) Ltd	Pavillion Fire Safety Inspection	143.04
Corona Energy	Cemetery Energy Bill	159.33
Helping Hand	Litterpickers	80.23
Consortium	Work Gloves	34.79
KSS CRC Ltd (BGSW Division)	Community Placements	180.00
Thornbury Motors Ltd	Vehicle Fuel	68.27
Thornbury Motors Ltd	Vehicle Fuel	92.59
Murray Hire Centre Ltd	Mini Digger Hire	147.60
Playsafety Ltd	Play Area Inspections	623.40
Consortium	Mopping Unit	5.94
Consortium	Work Gloves	69.58
Travis Perkins	Hammerite Metal Paint	102.65
Brass Founders	Brass Plaque	174.22

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Thornbury Tyre Service Ltd	Vehicle Maintenance	360.00
EDF Energy	MPF – Energy Bill	88.32
EDF Energy	Cemetery – Energy Bill	20.24
Biffa Waste Services	Waste Disposal	82.40
Biffa Waste Services	Waste Disposal	340.37
Biffa Waste Services	Waste Disposal	74.78
Days Fleet	Ford Transit – Contract Hire	4217.32
Brass Founders	Brass Plaque	128.09
Brass Founders	Brass Plaque	175.90
Gaps Supplies Ltd	Maintenance Repair Materials	12.86
Mole Country Stores	ST Sprayer	80.00
*British Telecom Plc	Telephone Bill	46.54

(*Cheque Payments)

(** Credit Card Payments)

164/19 The accounts to be paid were proposed by Cllr Matt Stringer, seconded by Cllr Clive Parkinson and unanimously agreed.

21. **To receive an update on the Council's annual General Risk Assessment**

165/19 The Clerk informed the council that there had been no high risks on the recent ROSPA inspection. A schedule of medium and low risks would be discussed in more detail at the next Playing Fields and Cemetery Committee Meeting.

166/19 The Clerk reported that the new Health and Safety advisor was pleased and very impressed with progress. There was some way still to go, but progress was significant. This would be discussed in more detail at the next Finance & Policy meeting. Cllr Clive Parkinson thanked the clerk and council staff for their work in this area and emphasised the positive outcome of their efforts.

22. **To consider a grant application**

167/19 *(Cllr Benj Emmerson and Cllr Helen Harrison left the meeting for this item)*
A grant application form was tabled from Jigsaw Thornbury for £410 as a contribution towards the cost of fire boarding. Cllr Clive Parkinson proposed the grant to be paid, it was seconded by Cllr Pam Shipp and unanimously agreed.

23. **To receive reports of representatives on other bodies**

168/19 It was reported that there may be a delay on progress with the Plastic Free Thornbury campaign, due to personnel issues.

24. **To note two upcoming training events for councillors:**

- a) **Being a good councillor – Thursday 27th June 7PM**
- b) **Planning in plain English – Tuesday 16th July 7PM**

169/19 Councillors were invited to attend. It was agreed they should let the clerk know by the end of May if they wish to attend.

25. **To consider inviting a representative from the Community Engagement Forum to update on joint working that was discussed at their last meeting**

170/19 Cllr Clare Fardell reported that she had attended this meeting, where South Gloucestershire Council, the police and Phase had reported back on their action to tackle anti-social behaviour. It was decided that a representative from Phase could be invited to either the next Finance & Policy or council meeting.

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

171/19 The Clerk reported she had thank you letters for grants from the Christmas Lights association and the Carnival.

172/19 A message had been posted on the council Facebook account, to thank playing fields staff for their respectful behaviour and attitude towards members of the public, which was much appreciated.

173/19 A thank you letter had been received following an incident involving first aid provision to a member of the public. Two members of outdoor staff had recently attended an intensive training course which gave them skills to respond to an injury. This was commended.

27. **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**

174/19 This was resolved (no members of the public still present).

28. **To consider quotes for a new accounting/finance system**

175/19 The clerk reported that RBS and Scribe were being investigated as potential replacement software for Sage, which is unsuitable. Figures were given for installation, training and support for both systems, either of which would be more economical than the current package. Cllr Clive Parkinson emphasised the importance of the package being correct for the council as a whole and that individual preferences should not influence the decision.

176/19 Cllr Benj Emmerson queried whether there would be any benefit to having the same system as South Glos. Council. The Clerk agreed to investigate.

177/19 The clerk sought permission to implement one of these packages once further information had been sought and discussed with the RFOs. This was proposed by Cllr Benj Emmerson, seconded by Cllr Matt Stringer and unanimously agreed.

THORNBURY TOWN COUNCIL

PLANNING APPLICATIONS considered on 8 May 2019

DATE	REF NO	LOCATION	PROPOSAL	COMMENT	PLANNING DECISION
24.04.19	PT18/6359/F	44 Oakleaze Road, Thornbury	Erection of single storey garage and garden room to provide additional living accommodation.	No objection	
26.04.19	P19/4208/F	St Marys Church, Castle Street, Thornbury	Landscaping works to provide compliant disabled access to south porch and installation of new entrance doors.	No objection, subject to building officer's approval	
26.04.19	P19/4460/F	74 Oakleaze Road, Thornbury	Erection of two storey side and rear extension to form additional living accommodation.	No objection	
01.05.19	P19/3776/F	Thornbury United Reform Church, Rock Street	Installation of replacement steps to side elevation.	No objection	
02.05.19	P19/3774/F	Land at Oldbury Lane, Thornbury	Erection of stable block and store. Change of use of land from agricultural to equine use (sui generis) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended) (retrospective).	No objection	
02.05.19	P19/4763/F	Grovesend Cottage, Gloucester Road, Grovesend	Erection of first floor extension to existing garage to form ancillary annexe with associated works.	No objection	

THORNBURY TOWN COUNCIL

Mayor Angela Symonds
Deputy Mayor Jayne Stansfield

Committees

Environment

Matt Stringer *
Angela Symonds
Clare Fardell
Guy Rawlinson
Jayne Stansfield
Martin Trueman
Pam Shipp
Eva Fielding

Playing Fields & Cemetery

Helen Harrison *
Angela Symonds
Bob Griffin
Clive Parkinson
Jayne Stansfield
Martin Trueman
Pam Shipp

Town Development

Maggie Tyrrell *
Angela Symonds
Bob Griffin
Chris Davies
Clare Fardell
Clive Parkinson
Eva Fielding
Jayne Stansfield
Shirley Holloway

Finance & Policy

Jayne Stansfield *
Angela Symonds
Benj Emmerson
Bob Griffin
Chris Davies
Clive Parkinson
Guy Rawlinson
Helen Harrison
Maggie Tyrrell
Matt Stringer
Shirley Holloway

Armstrong Hall Management

Shirley Holloway *
Angela Symonds
Ashley Bijster
Benj Emmerson
Bob Griffin
Clare Fardell
Jayne Stansfield
Maggie Tyrrell

* Chairperson

S Glos Site Inspection

Central Clare Fardell
East Maggie Tyrrell
North East Pam Shipp
North West Shirley Holloway
South Clive Parkinson

Staffing

Guy Rawlinson *
Matt Stringer
Helen Harrison
Maggie Tyrrell
Jayne Stansfield
Shirley Holloway
Angela Symonds

OUTSIDE BODIES - THORNBURY TOWN COUNCIL

Thornbury & District Community Association (The Chantry)	Chris Davies	1
Four Towns / Vale Link Community Transport	Shirley Holloway	1
Thornbury & District Heritage Trust Council (Museum)	Guy Rawlinson	1
Heritage Partnership Forum	Guy Rawlinson	1
Oldbury Nuclear Power Station Site Stakeholder Group	Clive Parkinson	1
Thornbury in Bloom	Pam Shipp	2
	Matt Stringer	
South Gloucestershire Transport Forum	Bob Griffin	2
	Pam Shipp	
Club Thornbury	Clive Parkinson	1
Town Centre Partnership	Angela Symonds	3
	Jayne Stansfield	
	Maggie Tyrrell	
Community Engagement Forum	Matt Stringer	2
	Clare Fardell	
Krunch Stakeholder Group	Clive Parkinson	1
Dementia Friendly Community	Clive Parkinson	1
Avon Local Counties Association	Jayne Stansfield	1
Town and Parish Council Forum	Matt Stringer	1
Christmas Lights Association	Bob Griffin	2
	Benj Emmerson	
Larger Councils Forum	Clive Parkinson	2
	Bob Griffin	
		Year 4 of
Town Trust	Clive Parkinson	4
		Year 4 of
	Helen Harrison	4
		Year 1 of
	Shirley Holloway	4
Deleted – William Stevens Charity		