

**THORNBURY TOWN COUNCIL**

**Minutes of the Town Council Extraordinary Meeting  
held on Thursday 31 January 2019 in the Council Chamber**

Present: Cllrs Shirley Holloway (Chairman and Mayor)  
Benj Emmerson  
Clare Fardell  
Bob Griffin  
Clive Parkinson  
Guy Rawlinson  
Pam Shipp  
Jayne Stansfield  
Lesley Tuck  
Maggie Tyrrell

Louise Powell (Town Clerk)  
Wendy Sydenham (Administrator)

(Cllr Martin Trueman – absent)

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

Cllr Ashley Bijster (work commitments)  
Cllr Vincent Costello (another commitment)  
Cllr Helen Harrison (another commitment)  
Cllr Matthew Stringer (another commitment)  
Cllr Angela Symonds (indisposed)

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

Cllr Benj Emmerson declared an interest in matters relating to Jigsaw Thornbury as a family member works with them.

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

There were no members of the public present.

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

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

38/19. The Accounts for Payment were tabled and Cllr Benj Emmerson proposed that they be approved for payment. The proposal was seconded by Cllr Guy Rawlinson and unanimously agreed. Cllr Benj Emmerson and Cllr Guy Rawlinson signed the master copy of the Accounts for Payment.

**ACCOUNTS PAID OUT OF MEETING**

South Gloucestershire Council	Rates (January) – Town Hall	1260.00
South Gloucestershire Council	Rates (January) - Cemetery	322.00

## ACCOUNTS NOW DUE FOR PAYMENT

### Central Services

EDF Energy	Electricity Bill	359.63
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### Playing Fields & Cemetery

Almondsbury Garden Centre	Blue Slate Chippings	54.96
Seton	Flammable Storage Vault/Box	772.20
EDF Energy	Electricity Bill	86.84
Biffa Waste Services	Waste Disposal	304.37
Biffa Waste Services	Waste Disposal	66.96

### Grants & Contingencies

BGSW CRC Ltd	Contribution to Community Payback	36.00
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(b) To consider and approve the Council Budget for 2019/2020

39/19. The latest 2019/2020 Draft Budget had been circulated by the Clerk. Council thanked the Clerk for her efforts in getting the budget to this stage, in the RFO's absence.

40/19. Cllr Clive Parkinson highlighted a number of key areas in the budget:-

#### *Environment*

- £7500 of CIL funds would be used towards green projects including solar panels on the Pavilion.

#### *Playing Fields and Cemetery*

- A Public Works Loan Board loan would be taken out over a 10 year period for three items of outdoor equipment (Tractor Loader, Back Hoe and Mower) which would greatly assist the outdoor staff in a number of areas including digging graves by machine rather than manually which would be much quicker and put less physical strain on the outdoor staff.
- The budget for Osprey Park play equipment has been increased to £40,000, with £12,000 of this coming from CIL funds.
- £50,000 has also been allocated from CIL funds towards improvements to the Splash Pad water supply (total amount from CIL income in 2018/2019 and 2019/2020).

#### *Central Services*

- £35,000 has been allocated to the provision of youth services. This increase will allow for the continuation of two youth club evenings per week, in light of the changes to the funding from South Gloucestershire Council.
- £80,000 has been allocated to consultancy fees for the Armstrong Hall Redevelopment Project. This will help fund project management and fundraising expertise to allow the project to move forward. Tender documents for this consultancy work will now be prepared. This includes £20,000 hopefully being raised by the Redevelopment Working Group through community events and fundraising.

#### *Land and Property*

- £18,400 has been allocated to address essential actions highlighted by the Fire Safety and Health and Safety Assessments.

#### *Grants and Contingencies*

- Council will continue to contribute towards a large number of local projects and community groups, and will increase the amount of the grant to the Armstrong Hall.
- The Local Council Support Grant has decreased and it may be the last year that this Grant is received.

#### *Armstrong Hall*

- The Hall's reserves have decreased significantly during 2017/2018 and 2018/2019 due to redevelopment costs, costs associated with an old and deteriorating building, and essential fire safety and health and safety requirements (reserves decreased from £51,000 to less than £20,000). Therefore the grant to the Armstrong Hall will be increased from £50,000 in 2018/19 to £80,000. It is likely that this will need to increase each year due to the age of the building.

#### *CIL Income and Expenditure*

- £33,730.68 was received in CIL income in 2018/19 (from Land at Post Farm), and it was anticipated that at least £122,368 would be received in 2019/20 (from Land at Post Farm and Land at Morton Way). A number of local projects would benefit from this income. Just over £20,000 is unallocated at the moment, but Council has five years in which to spend the funds.

41/19. Cllr Clive Parkinson confirmed that to cover cost pressures and planned projects during 2019/20, there would be an increase in the total precept of 6.7% compared to last year. However, the increase in the number of households in Thornbury (285 more Band D houses) would mean that the actual increase in precept for a Band D house would only be 0.8%. This would be an increase of £0.97 which is just less than £0.02 per week.

The Clerk confirmed that the Wages allocation was based on a 1.5% pay increase, although the pay review amount was yet to be confirmed by Government.

The Chairman thanked Cllr Clive Parkinson, Cllr Benj Emmerson and Cllr Guy Rawlinson for their efforts in working with the Clerk to finalise the budget.

42/19. Cllr Clive Parkinson proposed that this final version of the 2019/2020 Draft Budget be accepted by Council. The proposal was seconded by Cllr Guy Rawlinson and unanimously agreed.

#### 5. To consider Planning and Licensing Applications as per the attached table

43/19. Council considered planning and licensing applications and agreed comments for submission to South Gloucestershire Council as per the attached schedule.

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

44/19. The Clerk reported that the earliest date that the Police and Crime Commissioner could attend a Council meeting was 30 July 2019. It was noted that this was disappointing but that the offer should be accepted. In the meantime it was agreed that the Clerk should

write to the local Inspector to see if they could attend a meeting before then (and before Purdah begins).

7. **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**

45/19. Resolved.

8. **To consider any actions necessary due to staff absence**

46/19. The Clerk reported that a critical member of staff would remain on sick leave at least until mid March. Council asked the Clerk to pass on their regards to the member of staff. The Clerk confirmed that she had investigated, through ALCA, the availability and costs of a locum to cover the post. A suitable locum had been identified and excellent references obtained. The Clerk confirmed the locum's rates of pay and that they would be required for at least one day per week, possibly more initially. Cllr Benj Emmerson proposed that the Clerk proceed with engaging the locum on this basis. Cllr Bob Griffin seconded the proposal and it was unanimously agreed.

9. **To discuss an issue with a lease**

*(Cllr Benj Emmerson left the meeting for this item.)*

47/19. The Clerk reported that the Armstrong Hall Management Committee had asked for Town Council to consider covering the costs of essential fireboarding works between the Bakery Annex and the workshop below (£1485). The Committee had felt that this was a decision that Council should make and they should decide how to cover any costs involved, as it was the Council who had made the decision that the building could be used. The issue was discussed in detail, in particular highlighting the length of time that the Bakery Annex would be usable and who should cover the costs of the work. It was agreed that the Clerk should contact the occupier to explain the situation and explore with them the options for funding the work, perhaps including the use of volunteers to supply the actual labour and/or the occupier applying for a grant to help cover the costs. It was agreed that the Clerk would then report back to Council so that the issue could be considered further, although it was noted that the works did need to be completed fairly quickly.

10. **To consider any quotations for actions required in relation to the risk assessments**

48/19. The Clerk reported that there had been problems with radio reception in some areas. The company who had supplied the radios had come back and trialled both the existing radio and a more expensive radio. They had proposed two options - (1) buying the more expensive radios for an additional £320, but 100% coverage was still not guaranteed, or (2) staying with the existing radios but installing a digital repeater base station at the cost of £750 and upgrading to an emergency button ID for £277 - total cost £1027. The options were discussed and Cllr Guy Rawlinson proposed that we proceed with option 2 as better reception was likely and option 1 may prove to be a false economy. The proposal was seconded by Cllr Bob Griffin and unanimously agreed.

**PLANNING APPLICATIONS considered on 31 January 2019**

<b>DATE</b>	<b>REF NO</b>	<b>LOCATION</b>	<b>PROPOSAL</b>	<b>COMMENT</b>	<b>PLANNING DECISION</b>
24.01.19	<a href="#">P19/0803/F</a>	Hemsley House, Crossways Lane, Thornbury	Erection of two storey detached garage with annexe ancillary to the main dwelling with associated works.	OBJECT – This is effectively a separate, new property and is outside the development boundary.	