

THORNBURY TOWN COUNCIL

Minutes of the Town Council Meeting **held on Tuesday 1 October 2019 in the Council Chamber**

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

Louise Powell (Town Clerk)
Wendy Sydenham (Minutes)

(Cllr Ashley Bijster – absent)
(Cllr Eva Fielding – absent)

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

Cllr Bob Griffin (out of Thornbury)
Cllr Shirley Holloway (out of Thornbury)
Cllr Martin Trueman (work commitment)

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

262/19 Cllr Benj Emmerson declared an interest in item 17 of the agenda.
Cllr Helen Harrison declared an interest in item 10 of the agenda as a Director of Thornbury Welcomes.

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

263/19 The Chairman reported that she had attended the recent Youthfest at the Skatepark. The event was very well attended and those involved had worked very hard in putting together all of the activities that took place.

264/19 The Chairman announced the launch of the Mayor's Youth Awards which are given in recognition of the many young people in Thornbury who give their time voluntarily in support of various individuals, charities or projects. There are four categories - KS1&2, KS3&4, post 16 and team. Each category winner will be given a £50 grant towards a charity or project of their choosing. The deadline for nominations will be 4.00pm on Friday 28 February 2020. Nominees and their guests will be invited to the Annual Town Meeting in April 2020 where the winners will be announced.

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

265/19 There were no members of the public present.

5. **To consider and approve the minutes of the Meeting of Thornbury Town Council on 27.08.19 and any matters arising from them**

266/19 The minutes were agreed as a true record of the meeting and signed by the Chairman.

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

(a) Environment Committee

267/19 The report of the Environment Committee meeting held on 03.09.19 was presented by the Committee Chairman, Cllr Matthew Stringer.

268/19 Cllr Guy Rawlinson reported that he had recently attended a meeting regarding the maintenance of the Medieval Fishponds and had been very encouraged by the approach being taken which would involve minimal changes to the site and just sympathetic maintenance of it. Once the work planned was completed, the site would be handed over to a CIC with the Council having non-voting representation on the group. Cllr Guy Rawlinson proposed that Council support the proposals for the site. The proposal was seconded by Cllr Matthew Stringer and unanimously agreed.

269/19 The issue of dog and litter bins was raised and it was agreed that the Deputy Clerk should check with South Gloucestershire Council who was responsible for the provision of bins on the new estates.

270/19 The recent Heritage Open Doors event at the Town Hall had been successful with over 40 people attending. It was agreed that the event could be more widely publicised next year e.g. Facebook, Gazette, Thornbury Voice, etc.

271/19 Due to other commitments of Committee members on 8 October 2019, it was agreed that the start times of the Environment Committee and the Playing Fields and Cemetery Committee could be swapped around so that the Playing fields and Cemetery Committee would start at 7.00pm and the Environment Committee would start at 8.00pm. This relates to the meetings on 8 October 2019 only.

272/19 It was noted that the report should be amended to show that Cllr Helen Harrison attended the meeting.

273/19 It was proposed by Cllr Matthew Stringer, seconded by Cllr Guy Rawlinson and unanimously agreed that the report is adopted.

(b) Playing Fields and Cemetery Committee

274/19 The report of the Playing Fields and Cemetery Committee meeting held on 03.09.19 was presented by the Committee Chairman, Cllr Helen Harrison.

275/19 Cllr Helen Harrison thanked Councillors who had helped with the recent Osprey Park consultation events and reported that the play equipment had now been ordered.

276/19 It was noted that the report should be amended in item 6 (b) para 3 to read “Cllr Helen Harrison proposed that the Deputy Clerk be given permission to place the order...”

277/19 It was proposed by Cllr Helen Harrison, seconded by Cllr Clive Parkinson and unanimously agreed that the report is adopted.

(c) Town Development Committee

278/19 The report of the Town Development Committee meeting held on 10.09.19 was presented by the Committee Chairman, Cllr Maggie Tyrrell.

279/19 It was proposed by Cllr Maggie Tyrrell, seconded by Cllr Helen Harrison and unanimously agreed that the report is adopted.

(d) Finance and Policy Committee

280/19 The report of the Finance and Policy Committee meeting held on 12.09.19 was presented by the Committee Chairman, Cllr Jayne Stansfield.

281/19 It was proposed by Cllr Jayne Stansfield, seconded by Cllr Matthew Stringer and unanimously agreed that the report is adopted.

(e) Staffing Committee

282/19. The report of the Staffing Committee meeting held on 12.09.19 was presented by the Committee Chairman, Cllr Guy Rawlinson.

283/19 The Committee had agreed to the use of recruitment agencies where appropriate. The Clerk confirmed that the recruitment process for a permanent RFO would take place in the new year which would allow time for the new financial system to bed in.

284/19 It was agreed that an appraisal should be arranged for the Clerk, to be carried out by the Chair of the Council and the Chair of the Staffing Committee.

285/19 It was proposed by Cllr Guy Rawlinson, seconded by Cllr Matthew Stringer and unanimously agreed that the report is adopted.

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

(a) To approve the Accounts for Payment (paper to be tabled)

286/19 The following accounts now due for payment were proposed by Cllr Benj Emmerson, seconded by Cllr Matthew Stringer, and unanimously agreed for payment to be approved. The Community Toilet Scheme was discussed and it was agreed that this should be put on the agenda for the next Environment Committee meeting.

ACCOUNTS PAID OUT OF MEETING

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

ACCOUNTS NOW DUE FOR PAYMENT

Central Services

PKF Accountants	Review Accounts – 31 st March 2019	1920.00
JC Woodward	Window Cleaning	55.00
Purchase Power	Postage Charges	214.94
MCL House	Photocopier Charges	141.42
KRUNCH UK	Youth SLA 3 rd Nov 19 – Jan 2020	8750.00
MSP Group Ltd	IT Support	294.00
Nina Flint	Locum RFO (September)	1198.00
Matrix BES Ltd	Heating/Water Breakdown at Town Hall	381.59

Playing Fields & Cemetery

Sullivans	Machinery Parts	51.88
Sullivans	Machinery Parts	46.73
Yate Disposables	Black Sacks	138.66
SJ & VJ Howell	Hedge Trimming	480.00
Consortium	Cleaning Materials	80.50
Consortium	Cleaning Materials	138.65
Travis Perkins	Line Marking paint	24.86
Advanced Plumbing & Heating Ltd	Plumbing Repair – Pavilion	437.24
Water 2 Business	Water 14/02 -06/09/2019	1586.50
Rentokil Initial	Sanitary Bins + Nappy Bins (MPF)	130.42
Biffa	Waste Disposal Service (MFF)	340.37
Biffa	Waste Disposal Service (Cemetery)	74.78

Grants & Contingencies

Steamers	Community Toilet Scheme	150.00
The Swan	Community Toilet Scheme	250.00
Armstrong Hall	Community Toilet Scheme	250.00
Papilio	Community Toilet Scheme	250.00
The Malt House	Community Toilet Scheme	150.00

(b) To receive the external auditor's report for the year ended 31 March 2019

287/19 The External Auditor Report and Certificate 2018/2019 had been circulated and was noted by Council.

(c) To receive an update on accounting matters

(d) To receive financial reports for month 3 (quarterly report comparison), and month 4 and month 5

288/19 Reports from the new financial systems for months 3, 4 and 5 had been circulated. The Clerk confirmed that reports from the new financial system were much clearer and more informative, but that any feedback was welcomed. Cllr Benj Emmerson

proposed that the reports be accepted. The proposal was seconded by Cllr Matthew Stringer and unanimously agreed.

(e) To consider allocating funds to a request from the Environment Committee

289/19 A proposal from the Environment Committee had been circulated to request funding to make significant improvements to the Poulterbrook Environmental Area. The cost of the project would be £4500 and would include a picnic area, tree planting and two wildflower areas. The proposal confirmed that the project would meet the CIL criteria. Cllr Clive Parkinson proposed that Council support the project and that £4500 be allocated from CIL funds. The proposal was seconded by Cllr Guy Rawlinson and unanimously agreed.

(f) To consider a grant request for funding towards “The Youth Hub” from Krunch

290/19 A grant application form from Krunch South West for £10,000 toward the Youth Hub had been circulated and was noted. Cllr Clive Parkinson proposed that the grant be awarded. Cllr Matthew Stringer seconded the proposal and it was unanimously agreed.

8. To consider planning and licensing applications

291/19 Council considered planning and licensing applications and agreed comments for submission to South Gloucestershire Council as per the attached schedule.

9. To consider and approve the Neighbourhood Plan for Thornbury

292/19 The Neighbourhood Plan had been circulated for approval by Council and the next step would be for it to go out to consultation. It was noted that individual Councillors could comment on the Plan as members of the local community. Cllr Clive Parkinson proposed that the Plan be approved by Council. The proposal was seconded by Cllr Matthew Stringer and unanimously agreed. It was further agreed that paper copies would be produced once any amendments were made following the consultation process.

293/19 Cllr Clive Parkinson proposed that a Working Group be set up to address the issues outlined in section 12 of the Plan which were issues raised during the initial consultation that were outside the remit of the Neighbourhood Plan and would therefore be addressed by Town Council. The Working Group would comprise of Councillor members of the Neighbourhood Development Working Group plus the Chairs of the Environment and Finance and Policy Committees. Other local groups/organisations may be invited to join the Working Group in due course. The proposal was seconded by Cllr Matthew Stringer and unanimously agreed. Cllr Clive Parkinson agreed to set up the first meeting of the Working Group.

11. To consider the road closure application on Tuesday 19 November 2019 for the Christmas Lights event

294/19 Details of the road closure application had been circulated and no objections were raised.

12. **CATS (Climate Action Thornbury and Surroundings) – a group that is looking at making Thornbury a Zero Carbon Town**

- (a) To consider a recommendation from the Environment Committee for Council to support the group in principle
- (b) To consider more recent requests sent via media

295/19 A copy of a presentation given by Climate Action Thornbury and Surroundings at the most recent Environment Committee meeting had been circulated and was discussed. More recent requests by the group had also been circulated and were discussed. Cllr Clive Parkinson proposed the following:-

- (i) Council approve the recommendation from the Environment Committee to support the group in principle
- (ii) The more recent requests by the group be discussed at the next Environment Committee
- (iii) Council develops its own climate change policy, in line with South Gloucestershire Council's policy
- (iv) The suggestion is made to CATS that a number of Councillors join the group's meetings and offer the use of a room at the Town Hall for the meetings.

The proposals were seconded by Cllr Matthew Stringer and unanimously agreed. It was further agreed that the development of Council's climate change policy be taken on by the Finance and Policy Committee and therefore should be on its next agenda.

13. **To consider the draft programme of meetings for the year 2020**

296/19 A draft programme of meetings for 2020 was circulated and agreed. Cllr Clive Parkinson proposed that Cllr Ashley Bijster join the Playing Fields and Cemetery Committee and Finance and Policy Committee. The proposal was seconded by Cllr Matthew Stringer and unanimously agreed.

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

- (a) Consultation for use of area of Filnore Woods, Thornbury

297/19 The Clerk circulated further information on the use of Filnore Woods by the Forest School including timings of sessions and their commitment to ensuring noise levels are controlled by the leaders. In light of this additional information, Cllr Jayne Stansfield proposed that Council does not object to the use of the area by the Forest School. The proposal was seconded by Cllr Benj Emmerson and unanimously agreed.

15. **To consider any matters on the grounds of urgency**

There were no matters to be considered.

(Cllr Benj Emmerson and Cllr Helen Harrison left the meeting.)

10. **To consider a request from “Thornbury Welcomes” to support the “Makaton Friendly” town campaign**

298/19 Information on the Thornbury Welcomes proposal to make Thornbury a "Makaton Friendly" town had been circulated and was discussed. It was proposed by Cllr Clive Parkinson that Council agree to support this as long as the Clerk felt she was able to release the appropriate number of staff to take part in the training. The proposal was seconded by Cllr Jayne Stansfield and unanimously agreed. Council wished the project success.

16. **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.**

299/19 Resolved.

17. **To discuss leasing issues at the Town Hall**

300/19 The Clerk updated Council on leasing issues at the Town Hall. These issues were discussed in detail and it was agreed that the Clerk should arrange a further meeting with one of the organisations involved as soon as possible and inform Councillors Harrison, Parkinson, Holloway, Tyrrell and Stansfield of the date and time of the meeting.

THORNBURY TOWN COUNCIL

PLANNING APPLICATIONS considered on 01.10.19

DATE	REF NO	LOCATION	PROPOSAL	COMMENT	PLANNING DECISION
11.09.19	P19/12605/F	49 Buttercup Road Thornbury Bristol South Gloucestershire BS35 1AR	Erection of single storey rear/side extension to form additional living accommodation.	No objection.	
12.09.19	P19/11769/F	Land At Milbury Heath Cuttsheath Road Buckover Wotton Under Edge South Gloucestershire	Retention of existing mixed commercial uses Class B2 (general industry), Class B8 (storage and distribution) and ancillary office use (Retrospective) (Re-submission of PT17/4396/F).	OBJECT – Council has concerns regarding the use of the land and feels that the area has not been properly planned or properly managed.	
16.09.19	P19/12842/F	95 Osprey Park Thornbury Bristol South Gloucestershire BS35 1LZ	Erection of front porch.	No objection.	
16.09.19	P19/12795/PNH	10 Pine Close Thornbury Bristol South Gloucestershire BS35 2JS	Erection of single storey rear extension which would extend beyond the rear wall of the original house by 3.25 metres for which the maximum height would be 3.99 metres and for which the height of the eaves would be 2.99 metres.	No objection.	

DATE	REF NO	LOCATION	PROPOSAL	COMMENT	PLANNING DECISION
30.09.19	P19/6439/F	Land Adjacent to Ringtail Cottage, Butt Lane, Thornbury	REVISED PROPOSALS Erection of 2 no. detached dwellings and 2 no. detached garages with associated works.	<p><i>(Previous comments - OBJECT - the proposed development is outside the development boundary, Council has concerns regarding access on to the highway which it is hoped will be addressed by the Highways Officer, and Council also has concerns regarding the neighbours' amenities.)</i></p> <p>OBJECT - Council reiterates its previous comments, particularly in relation to its significant concerns regarding access on to the highway.</p>	