

**THORNBURY TOWN COUNCIL**

**Minutes of the Town Council Meeting**  
**held on Tuesday 8 January 2019 in the Council Chamber**

Present: Cllrs Shirley Holloway (Chairman and Mayor)  
Vincent Costello  
Benj Emmerson  
Clare Fardell  
Bob Griffin  
Helen Harrison  
Clive Parkinson  
Pam Shipp  
Jayne Stansfield  
Matthew Stringer  
Maggie Tyrrell

Louise Powell (Town Clerk)  
Wendy Sydenham (Administrator)

(Cllr Lesley Tuck – absent)

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

Cllr Ashley Bijster (work commitments)  
Cllr Guy Rawlinson (out of Thornbury)  
Cllr Angela Symonds (out of Thornbury)  
Cllr Martin Trueman (work commitments)

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

Cllr Clive Parkinson, Cllr Helen Harrison and Cllr Shirley Holloway declared an interest in matters relating to Thornbury Town Trust as Chair/Trustees (item 11).

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

1/19. The Chairman reported on a number of recent events that she had attended as Mayor including an awards ceremony for Thornbury Volunteer Link, the Senior Citizen's Lunch run by the Thornbury Lions Club, the reopening of the new Multiple Sclerosis shop and the visit by Princess Anne to the Thornbury Citizen's Advice Centre.

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

2/19. A member of the public addressed Council to raise concerns about the illogical naming of the new Churchill development in Stoke Field Close and the road leading to it, as well as inaccuracies in their description of Thornbury in their brochure. The lack of consultation between the developers and the Town Council was highlighted, which was particularly concerning as the developer had implied in a recent press article that they had consulted the Town Council. The member of public was thanked for raising these issues and it was agreed that the Town Clerk should write to the developer to object to the lack of consultation with the Town Council, to ask for them to retract the press statement which implied that they had consulted with them, and to strongly suggest that they reconsider the name of the development, perhaps instead to use the name "Stoke Field Court".

3/19. The member of public also wished to address Council with regard to item 11 of the agenda and therefore it was agreed that this item should be brought forward.

11. **To consider correspondence received regarding the Allotment Fires**

- 4/19. Three emails/letters had been circulated regarding the allotments fires and were noted. As Chair of Town Trust, Cllr Clive Parkinson gave a statement to Council regarding the fires. The Trust owned the allotments, although individual sheds were owned by allotment holders and were often difficult to insure. The Trust had met with allotment holders and it had been agreed that a meeting should be arranged with the police to see what progress had been made, options for restorative justice and what security measures could be put in place to help prevent future incidents. Cllr Clive Parkinson then left the meeting while the issue was discuss by Council.
- 5/19. A member of public addressed Council in regard to this issue, highlighting that this was felt to be part of an increasing number of anti-social behaviour incidents in the town. The member of public stressed that this pattern of behaviour should not be underestimated and that there should be a public meeting or a special Council meeting with the police to discuss these issues. Cllr Maggie Tyrrell thanked the member of public for their comments.
- 6/19. The issue of the allotment fires and the general increase in anti-social behaviour was discussed by Council at length and a number of actions were agreed. The Clerk will invite the Police Commissioner to attend a meeting with Council to discuss recent events and more generally to discuss their commitment to community policing and how they are implementing this in Thornbury. The Clerk will check with the Police Commissioner whether they wish the meeting to be open to the public. If not, there will be a public statement issued after the meeting. It was also agreed that the Playing Fields and Cemetery Committee would consider whether security could be improved between Poulterbrook and the allotments. The Clerk would forward one of the emails received from an allotment holder to South Gloucestershire Council's Street Care department to see if they could help with clearing up the area. The Clerk would reply to the emails/letters received on behalf of Council.
- 7/19. It was also agreed that Council would await the outcome of the meeting between Town Trust and the police before discussing any further actions.

5. **To consider and approve the minutes of the meeting of Thornbury Town Council on 6 December 2018 and any matters arising from them**

- 8/19. The minutes of the meeting of Thornbury Town Council held on 6 December 2018 had been circulated and were approved as a true record and signed by the Chairman. One amendment was requested to the paragraph heading of section 8 – this should read “revenue grants” rather than “small grants” – this will be amended.
- 9/19. With regard to the Town Clock, the Clerk reported that the electrical work had been completed and the Deputy Clerk was liaising with the clock refurbishers to arrange a date for them to complete their part of the works.

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

(a) **Environment Committee**

- 10/19. The report of the Environment Committee meeting held on 13 November 2018 was presented by the Committee Chairman, Cllr Matthew Stringer.
- 11/19. Cllr Matthew Stringer reported on a number of issues in the report. The solar panels in the Pavilion will be progressed as soon as possible to take advantage of the better tariff. Both the toilet scheme and the seats on Gillingstool will be discussed further at the next Committee meeting.

- 12/19. It was proposed by Cllr Matthew Stringer, seconded by Cllr Pam Shipp and unanimously agreed that the report is adopted.
- (b) Playing Fields and Cemetery Committee
- 13/19. The report of the Playing Fields and Cemetery Committee meeting held on 15 November 2018 was presented by the Committee Chairman, Cllr Clive Parkinson.
- 14/19. Cllr Clive Parkinson reported on a number of issues in the report. Only one week of football fixtures had been cancelled due to the problem with the Pavilion boiler which had now been replaced. The Clerk confirmed that quotes were being prepared for the improvements to the water supply to the splash pad.
- 15/19. It was proposed by Cllr Clive Parkinson, seconded by Cllr Bob Griffin and unanimously agreed that the report is adopted.
- (c) Town Development Committee
- 16/19. The report of the Town Development Committee meeting held on 11 December 2018 was presented by the Committee Chairman, Cllr Maggie Tyrrell.
- 17/19. Cllr Maggie Tyrrell reported on a number of issues in the report. She would be attending the Public Inquiry into the Bovis Homes Ltd appeal. The application for new dwellings in The Slad, Itchington had unfortunately been approved despite Council's objections. There had been no response yet from South Gloucestershire Council regarding the road safety concerns around Whitebridge Gardens.
- 18/19. 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
- 19/19. The report of the Finance and Policy Committee meeting held on 13 December 2018 was presented by the Committee Vice Chairman, Cllr Shirley Holloway, in the absence of the Committee Chairman, Cllr Angela Symonds.
- 20/19. Cllr Shirley Holloway reported on a number of issues in the report. It was agreed that the Clerk should contact the police to ask for necessary shift changes to take place so that a police representative could attend the next Finance and Policy Committee meeting on 24 January 2019. The Clerk confirmed that Mr David Jarrett would also be attending the next Committee meeting to discuss the development of a primary health care centre in Thornbury.
- 21/19. It was proposed by Cllr Shirley Holloway, seconded by Cllr Matthew Stringer and unanimously agreed that the report is adopted.
- (e) Staffing Committee
- 22/19. The report of the Staffing Committee meeting held on 3 January 2019 was presented by the Committee Vice Chairman, Cllr Matthew Stringer, in the absence of the Committee Chairman, Cllr Guy Rawlinson.
- 23/19. The Clerk reported that the job description for the Deputy Clerk post had been finalised, including the salary banding, with the advice and assistance of ALCA, but that it needed to be agreed by Council. Cllr Clive Parkinson proposed that the job description and salary proposed by the Clerk be approved. The proposal was seconded by Cllr Benj Emmerson and unanimously agreed.

24/19. Cllr Matthew Stringer proposed that Cllr Benj Emmerson be invited to join the Staffing Committee as Chair of the Armstrong Hall Management Committee. This would allow Armstrong Hall staffing issues to be dealt with by the Staffing Committee. The proposal was seconded by Cllr Clare Fardell and unanimously agreed.

25/19. It was proposed by Cllr Matthew Stringer, seconded by Cllr Clive Parkinson and unanimously agreed that the report is adopted.

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

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

26/19. The following accounts now due for payment were proposed by Cllr Clive Parkinson, seconded by Cllr Matthew Stringer, and unanimously agreed for payment to be approved:-

**ACCOUNTS PAID OUT OF MEETING**

South Gloucestershire Council	Rates (December) – Town Hall	1260.00
South Gloucestershire Council	Rates (December) – Cemetery	322.00
Premier Shredding	Papers - Collection Charge	60.00

**CREDIT CARD / ONLINE PAYMENTS**

Pure MSP	IT Support	216.00
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**ACCOUNTS NOW DUE FOR PAYMENT**

**Central Services**

Corona Energy	Gas Bill – Town Hall	301.32
ICCM	Cemetery Management Course	162.00
JCW Window Cleaning	Window Cleaning – Town Hall	55.00
Pitney Bowes	Postage Charges	113.00
South Glos Medical Services	Occupational Health	155.00
Biffa Waste Services	Refuse Collection	7.50
Biffa Waste Services	Refuse Collection	52.42
Biffa Waste Services	Refuse Collection	54.29
Biffa Waste Services	Refuse Collection	7.50
British Telecom	Phone Bill	473.19
EDF Energy	Electricity Bill	444.13
ALCC	Member Fee	40.00
Society of Local Council Clerks	Full Membership	273.00

**Playing Fields & Cemetery**

Corona Energy	Gas Bill - Cemetery	132.67
Alexandra	Work Wear – Anoraks	120.00
Biffa Waste Services	Refuse Collection	304.37
Biffa Waste Services	Refuse Collection	66.96
Biffa Waste Services	Refuse Collection	380.46
Biffa Waste Services	Refuse Collection	83.70
British Telecom	Phone Bill	48.32
EDF Energy	Electricity Bill	106.89
Chipping Sodbury Glass	Georgian Wired Glazing	27.36
Thornbury Tyre Services	Tyre Repair & Balancing	31.20
GAP Supplies Ltd	Gate Valve	9.79
Hawkins of Thornbury	Pop Rivets	10.77
Broxap	Safety Net Hook	24.84

## **Land & Property**

Kendall Kingscott	Town Council Surveys	1560.00
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## **Grants & Contingencies**

Corona Energy	Gas Bill - Museum	91.52
The Malt House	Toilet Scheme	150.00
Papilio (Heritage)	Toilet Scheme	250.00
Armstrong Hall	Toilet Scheme	250.00
The Swan	Toilet Scheme	250.00
Steamers (Wheatsheaf)	Toilet Scheme	150.00
Thornbury Comm Building trust	Quarterly Rental – Youth Area	2875.00

(b) **To consider an application for a 2019/20 revenue grant**

27/19. A late revenue grant application had been circulated for PHASE Thornbury and was considered by Council. It was noted that this organisation was picking up some of the work previously covered by StreetSpace. It was proposed by Cllr Helen Harrison that they be awarded £4800 with the proviso that they be informed that they could not necessarily expect to be awarded a similar amount next year and that they should therefore pursue other funding avenues. This proposal was seconded by Cllr Jayne Stansfield. The proposal was voted on by Council, with six Councillors in favour, two abstentions and none against. The proposal was therefore carried.

(c) **To consider recommendations from the Finance and Policy Committee on CIL expenditure**

28/19. A paper on CIL expenditure including recommendations from the Finance and Policy Committee on the principles for spending CIL funds and possible options for CIL expenditure in 2019/20 had been circulated by the Clerk and was noted. Council confirmed its agreement with the principles and also that no definite decision would be made at this point on the options for expenditure.

(d) **To consider the Council budget for 2019/20**

29/19. The Clerk confirmed that the RFO was still on sickness absence and this was likely to continue. The Council asked the Clerk to pass on their good wishes to the RFO.

30/19. The Clerk had circulated a number of documents relating to the budget including the latest draft. It was noted that there were some inaccuracies in the Grants and Contingencies section which the Clerk agreed to amend. The process for completing the setting of the budget was discussed. It was agreed that the audit sub-committee would meet to continue working on this and that an extraordinary Council meeting would be arranged for 31 January 2019 to agree the final budget. It was noted that in general terms the precept figures in the latest draft budget were unlikely to be very different when finalised.

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

31/19. Council considered planning and licensing applications and agreed comments for submission to South Gloucestershire Council as per the attached schedule.

9. **To consider an application to divert footpath OTH 91 at Milbury House, Buckover**

32/19. Council had received an application under the Highways Act 190 to divert a length of public right of way footpath OTH 91 where it crosses land at Milbury House, Buckover. The application was noted.

10. **To consider the Council's response to South Gloucestershire Council's consultation on a Public Spaces Protection Order (PSPO) in relation to dog fouling**

33/19. Council discussed its response to the consultation and it was agreed that the Clerk would submit this on Council's behalf.

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

34/19. The Clerk tabled an email regarding the withdrawal of Local Council Tax Benefit which was noted. It was agreed that the Clerk should check that this was adequately represented in the budget.

35/19. The Clerk tabled a request for nominations for the Royal Garden Party on 21 May 2019. Cllr Clive Parkinson proposed that Cllr Helen Harrison be nominated to attend. The proposal was seconded by Cllr Shirley Holloway and unanimously agreed. Cllr Jayne Stansfield agreed to submit the nomination.

13. **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**

36/19. Resolved.

14. **To consider the recommendation from the Finance and Policy Committee for the appointment of the winning contractor to a Service Level Agreement for Youth Work Provision in Thornbury**

37/19. The Clerk confirmed the Finance and Policy Committee had requested Council's approval to proceed to the appointment of the winning contractor for youth work provision with the following conditions – (i) we confirm with South Gloucestershire Council that there is no overlap between our Service Level Agreement and their Contract, and (ii) we renegotiate some of the targets with the winning contractor. The Clerk confirmed that satisfactory references had been received. Cllr Matthew Stringer proposed that Council authorise the Clerk to proceed on this basis. The proposal was seconded by Cllr Clive Parkinson and unanimously agreed.

**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>
17.12.18	<a href="#">PT18/6305/F</a>	9 Lavender Close, Thornbury, BS35 1UL	Erection of first floor side extension to form additional living accommodation and erection of front porch.	No objection.	
19.12.18	<a href="#">PT18/5245/F</a>	8 Shannon Court, Thornbury, BS35 2HN	Erection of single storey rear and single storey front extensions to form additional living accommodation.	No objection.	
19.12.18	<a href="#">PT18/6315/O</a>	Land Adjacent to Hackets End, Milbury Heath Road, Buckover	Erection of 1 no. dwellings (outline) with all matters reserved.	OBJECT – the proposals are outside the development boundary, the dwelling would be in an elevated position in a rural location, and there are safety concerns regarding road access.	
19.12.18	<a href="#">PT18/6362/TCA</a>	2 Stokefield Close, Thornbury, BS35 1HE	Works to fell 1 no. Sycamore tree (T2) and crown reduce the height by 5 metres and a radial spread by up to 4 metres 1 no. Sycamore tree (T3). Trees situated in the Thornbury Conservation Area.	No objection, subject to the Tree Officer's approval.	
19.12.18	<a href="#">PT18/6363/TRE</a>	Warren Lodge, Kington, Thornbury	Works to crown reduce 1 no. Larch tree to a finished height of 9 metres and radial spread of 4 metres. Crown thin canopy by up to 20%. Tree covered by Preservation Order SGTPO 30/08 dated 3 March 2018.	No objection, subject to the Tree Officer's approval.	

<b>DATE</b>	<b>REF NO</b>	<b>LOCATION</b>	<b>PROPOSAL</b>	<b>COMMENT</b>	<b>PLANNING DECISION</b>
20.12.18	<a href="#">PT18/4887/F</a>	Land on the South Side of Cutts Heath Road, Buckover	Erection of lean-to extension to agricultural building to facilitate the storage of fodder and machinery and the laying of a hardcore track (retrospective) (revised proposals).	No objection.	
31.12.18	<a href="#">PT18/6381/F</a>	Knapp Cottage, Crossways Lane, Thornbury	Erection of first floor extension with external staircase to existing detached garage to form annex ancillary to the main dwelling house.	OBJECT – the proposals are outside of the development boundary and Council is concerned that this appears to be a separate dwelling which could be used for letting purposes.	