

THORNBURY TOWN COUNCIL

**Minutes of the Town Council Meeting
held on Tuesday 9 June 2020 at 7.30pm
via Video Conference (Virtual Meeting)**

Present: Cllrs Jayne Stansfield
Christopher Davies
Benj Emmerson
Bob Griffin
Shirley Holloway
Clive Parkinson
Guy Rawlinson
Matthew Stringer
Angela Symonds
Martin Trueman (joined late)
Maggie Tyrrell

Louise Powell (Town Clerk)
Wendy Sydenham (Deputy Town Clerk/Minute Taker)

(Cllr Ashley Bijster – absent)
(Cllr Pam Shipp – absent)

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

137/20. Cllr Clare Fardell – indisposed
Cllr Eva Fielding – work commitment
Cllr Helen Harrison – another commitment

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

138/20. Cllr Matt Stringer declared an interest in matters relating to Thornbury Tennis Club as a member of the Club. Cllr Benj Emmerson declared an interest in matters relating to the Citizens Advice Bureau.

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

139/20. The Chair confirmed that due to the current restrictions she had not attended any events as Chair or Mayor.

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

140/20. There were two members of the public and two representatives from South Gloucestershire Council in attendance with regard to item 11 of the agenda. It was agreed to bring forward item 11.

11. **To consider measures introduced by South Gloucestershire Council to Thornbury High Street to promote social distancing**

141/20. The Chair invited representatives from South Gloucestershire Council to speak to Council regarding their recent pedestrianisation of the High Street. Mark King, Head of Streetcare and Transport, and Sara Blackmore, Director of Public Health, addressed Council, outlining the reasons for the pedestrianisation. South Gloucestershire Council have a duty

to make shopping areas as safe as possible while allowing people to follow social distancing guidelines. This is in line with Public Health England guidance. The changes to the High Street had needed to be made quickly to allow them to be in place before the opening of non-essential shops and cafes, and later, restaurants and pubs. They understood that there had been concerns regarding the speed of the changes and the lack of consultation that this had meant. They were keen to listen to feedback and suggestions to improve the situation. To date, they had received both positive and negative feedback. The changes would be reviewed at the end of July.

(Cllr Martin Trueman joined the meeting at this point.)

Cllr Bob Griffin suggested that the barriers at the top of the High Street be changed from The Close to Chapel Street as large vehicles were having to turn around in a small space. Mark King agreed that this was a good idea and they would look to implement this. Cllr Guy Rawlinson asked what criteria would be used to judge the success of the changes when it was reviewed at the end of July. Mark King confirmed this would include feedback from the public, shop owners, the Town Council and other Thornbury representatives. Mark King confirmed that better signage and “soft measures” would be implemented to improve the look of the pedestrianised area. Cllr Benj Emmerson highlighted a document he had seen that implied that the measures would be made permanent in 18 months time. Mark King stated that the changes had been made under emergency powers which could then be extended under a temporary traffic management order, but that the situation would be reviewed and consulted on before anything permanent was considered.

A member of the public addressed Council, speaking as a resident of Thornbury and as a representative of traders. She stated that many traders felt that a one way system would have been a much better option, especially as half of the traders on the High Street had no other access point for deliveries other than the High Street. Out of hours deliveries would be much more expensive for these traders. She was concerned that there was currently no bus access to the High Street which meant a much longer walk for those less able. There was concern that although the cafes, restaurants and pubs may benefit from being able to trade on the pavement, this may well be at the expense of long-standing shop businesses on the High Street. She stated that the High Street was the lifeblood of Thornbury.

Mark King confirmed that they would be working with traders to narrow down times during which deliveries could be made.

A second member of the public addressed Council, speaking as a resident of Thornbury and as a representative of Sustainable Thornbury. He said that there was a lot of positive feedback from members of Sustainable Thornbury. The most common negative feedback was the lack of consultation and the rumours of the changes becoming permanent. He said that it would take time to get used to, but it would help if the public felt that suggested changes/adjustments were being listened to and made where possible.

Cllr Maggie Tyrrell, speaking as one of the three South Gloucestershire Council Councillors who were also Thornbury Town Council Councillors, stated that the changes would allow the thriving coffee shop culture in Thornbury to continue whilst also obeying social distancing guidelines. Mark King confirmed that he had already been in touch with local businesses regarding licences to operate on the street outside their premises, and would also look to provide cycle racks and make improvements to cycle lanes coming into the High Street. Mark King also stated that they would like to continue to allow bikes to cycle through the High Street, but would keep this under review in case safety issues arose.

Cllr Clive Parkinson stated that he had reservations about the changes, including the loss of car parking spaces. He asked that St Mary Centre, via the Town Centre Partnership, be asked to open the gate in Silver Street to allow access from St Mary Street to the High Street.

Sara Blackmore stated that it was important to continuously review the changes, acknowledge feedback and try to communicate and engage with residents and traders in the town. Cllr Benj Emmerson stated that up to this point there had been very little consultation with the Town Council, which had been disappointing, but they must be fully involved in any reviews.

Cllr Maggie Tyrrell stated that ways of improving the bus access to the High Street should be explored. Mark King confirmed that he would be meeting with representatives of First Bus and Stagecoach next week to develop the bus routes further. He also confirmed that they would be exploring the idea of having the markets on the High Street.

The Chair thanked representatives from South Gloucestershire Council, and also members of the public, for joining the meeting. *(They left the meeting at this point.)*

5. **To consider and approve the minutes of the meeting of Thornbury Town Council on 04.06.20 and any matters arising from them**

142/20. The minutes of the meeting of Thornbury Town Council on 04.06.20 had been circulated and were proposed as a true record by Cllr Clive Parkinson. The proposal was seconded by Cllr Matthew Stringer and unanimously agreed.

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

(a) **Finance and Policy on 14.05.20**

143/20. The report of the Finance and Policy Committee held on 14 May 2020 was presented by the Committee Chair, Cllr Christopher Davies. It was proposed by Cllr Christopher Davies, 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**

144/20. The following accounts now due for payment were proposed by Cllr Matthew Stringer, seconded by Cllr Shirley Holloway, and unanimously agreed for payment to be approved:-

ACCOUNTS PAID OUT OF MEETING

South Glos Council	Rates (May DD) – Town Hall	1310.00
South Glos Council	Rates (May DD) - Cemetery	334.00
HMRC	Tax Payment	5670.77
Avon Pension UK	Pension Payment	2790.53
Salaries	Staff Wages	20941.71
Sage UK	Accounts Software (May DD)	102.00
EDF Energy	Final Electricity Bill – Museum	731.38
The Chantry	Grant Payment	4100.00
Online Supplier	Face Coverings/Masks	175.00
Seton UK(Online - C/Card)	Hand Sanitiser	125.82
Seton UK (Online - C/Card)	Gloves/Sanitiser/Wipes	367.89

Argos (Online - C/Card)	Webcam	19.49
Professional Fees	Temporary RFO	1040.10
Zurich Municipal	Annual Insurance	12798.22

ACCOUNTS NOW DUE FOR PAYMENT

Central Services

Rialtas Business Solutions	Year End Close Down	672.00
MCL House	Photocopier Charges	35.17
Pitney Bowes / Purchase Power	Franking Machine Charges	107.00
Biffa Waste Services	Waste Disposal- TH	69.95
Rural Services Partnership	Membership Subscription	180.00
MSP Group Ltd	IT Support	578.04
South Glos Council	Payroll Charges (Quarterly)	255.96

Playing Fields & Cemetery

Days Fleet	Ford Transit – Rental	4217.33
Biffa Waste Services	Waste Disposal – Pav	102.08
Biffa Waste Services	Waste Disposal - Cem	84.24
GAP Supplies Ltd	Maintenance Materials	100.15
Days Fleet	RFL Recharge	5.00
South Glos Council	Annual Premises Licence	70.00
Ford Fuel Oils	Gas Oil	333.03
Sullivans	Machinery Parts	115.86
Hawkins of Thornbury	Maintenance Materials	202.75
Thornbury Tyres	Turf Tyre x2 – Tractor	864.00
Thornbury Tyres	Tyre Repair	24.00
British Telecom	Telephone Bill – Pavilion MPF	361.05

Land & Property

T.H Roofing & Building Services	Emergency Repairs – Age UK Building	50.00
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Environment

Thornbury Motors	Fuel Expenditure	155.92
South Glos Council	Dog Waste, Grass Cutting	4691.00

(b) To receive an update on accounting matters

145/20. The Clerk confirmed that the internal audit was now complete. She confirmed that the variances were mostly due to how the Armstrong Hall staffing costs were shown in previous years' accounts and how grants and related rent invoices had been processed. She confirmed that from now on both of these areas would be much clearer in the accounts.

(c) To receive the income and expenditure report for April 2020

146/20. The income and expenditure report for April 2020 had been circulated and was noted.

(d) To receive and approve the bank reconciliation for April 2020

147/20. The Clerk reported that the bank reconciliation for May 2020 had been carried out immediately after the bank reconciliation for April 2020 and this had meant that it was not possible to generate a report for April 2020 from the accounting system. She confirmed that the May 2020 report would be available for the next meeting. This was noted by Council.

- (e) To receive an update on the earmarked and general reserves
- 148/20. The Clerk reported that the general reserves were £336,279 at year end. She also confirmed that the earmarked reserves were now clearly separated and itemised in the new accounting system. A report detailing the earmarked reserves had been circulated and was noted.
- (f) To approve the Annual Accounting Statement for year 2019/2020
- (g) To approve the Annual Governance and Accountability Return (AGAR) for the year ending March 2020 (external audit)
- 149/20. The Annual Accounting Statement for year 2019/2020 had been circulated. This was and approved by Council. The Clerk confirmed that this was the document that would be sent to the external auditor. This included the Internal Audit Report. Both were approved by Council.
- 150/20. The Clerk asked Council to examine in particular section two of the Annual Accounting Statement which is the Annual Governance and Accountability Return (AGAR). She confirmed that the Annual Internal Audit Report 2019/2020 (page 3 of 6 of the AGAR) had now been signed off by the internal auditor and showed the ticked and signed version to camera. This confirmed that the auditor was satisfied that all internal controls were in place as set out on that page of the document. This was noted by Council.
- 151/20. The Chair highlighted page 4 of 6 of the AGAR – “Section 1 Annual Governance Statement 2019/2020”. The Chair read out each item on this page of the document and Council confirmed that it agreed with each statement. Cllr Christopher Davies proposed that Council approve this section of the AGAR. The proposal was seconded by Cllr Matthew Stringer and unanimously agreed. The Chair signed the document on camera and confirmed that it would be passed as soon as possible to the Clerk for her signature.
- 152/20. Cllr Clive Parkinson asked for clarification regarding the action on Council to ensure that bank reconciliation reports were regularly checked against physical bank statements by a Councillor. The Clerk confirmed that the auditor was satisfied that it was sufficient for Council to have resolved to do this and agreed on the process that would be followed. Current restrictions had prevented this from actually happening, but it would begin as soon as Government guidelines allowed for it.
- 153/20. The Chair highlighted page 5 of 6 of the AGAR – “Section 2 Accounting Statements 2019/2020”. This was noted by Council. The Clerk explained that the difference in staff costs to the previous financial year was due to difference in how Armstrong Hall staff costs were now being shown, that they were now included in the Armstrong Hall accounts and not the Town Council accounts. The Clerk also explained that the higher figure for receipts was due to an increase in CIL payments and higher sports income during 2019/2020. Cllr Christopher Davies proposed that this section of the AGAR be approved by Council. The proposal was seconded by Cllr Matthew Stringer and unanimously agreed. The Chair signed the document on camera and confirmed that it would be passed as soon as possible to the Clerk for her signature.
- 154/20. The Clerk drew Council’s attention to the Addendum to the AGAR – “Coronavirus Emergency Regulation Changes”. Council noted the Addendum.
8. To review the 2020/2021 grant applications in light of the Coronavirus situation

155/20. The Clerk had circulated a schedule outlining the grant applications for 2020/2021 and proposed actions in light of the change in circumstances due to the Coronavirus situation. The Clerk had also circulated correspondence from two of the grantees regarding their grants. All of the grants were discussed and actions agreed as per the attached schedule.

9. **To consider whether Council wishes to hold “virtual” Committee Meetings**

156/20. The Clerk reminded Council that the original advice regarding virtual meetings was that these should be kept to a minimum and only urgent matters discussed. However, as the restrictions continued and there was uncertainty as to when face to face meetings could restart, a decision would need to be made regarding Committee meetings. It was agreed that this should be reviewed at the August Council meeting with a view to restarting Committee meetings in September. It was noted that the powers delegated to the Chair of the Town Development Committee to provide comments to South Gloucestershire Council on planning applications on behalf of the Committee, would continue to be exercised as necessary. Cllr Maggie Tyrrell asked that Councillors provide her with their comments as and when applications were sent to them by email for consideration.

10. **To consider a request to write to South Gloucestershire Council for additional funding**

157/20. The Clerk had circulated a letter from South Gloucestershire Council – “COVID-19: Support for Town and Parish Councils – Emergency Planning”. The financial impact of the COVID-19 on the Council was discussed and it was agreed that the Clerk should make an application to South Gloucestershire Council for financial support.

(Cllr Benj Emmerson left the meeting at this point.)

12. **To consider Planning and Licensing Applications as per the attached schedule**

158/20. Council considered planning and licensing applications and agreed comments for submission to South Gloucestershire Council as per the attached schedule.

(Cllr Bob Griffin left the meeting at this point.)

13. **To consider Council’s response to the following consultations**

(a) **Thornbury – Morton Way – Bus Stop Improvements**

159/20. Paperwork relating to the bus stop improvements had been circulated. These proposals were discussed and it was agreed that Council supported them but would want drop kerbs to be installed as per the original plans from the developer.

(b) **South Gloucestershire Council’s draft Council Plan 2020-2024**

160/20. Paperwork relating to South Gloucestershire Council’s draft Council Plan for 2020-2024 had been circulated. It was noted that the deadline for comments was 26 July 2020. It was therefore agreed that this would be on the agenda for Council’s next meeting on 21 July 2020 and in the meantime, Councillors should carefully consider the draft plans in order to agree final comments at the next meeting.

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

161/20. The Clerk raised the issue of Heritage Open Days which was due to take place in September. The deadline for advertising participation in the event was 16 June 2020 and

therefore a decision needed to be made quickly as to whether guided tours around the Town Hall would be included this year. The issue was discussed and Cllr Clive Parkinson proposed that it would not be feasible to participate this year due to problems with making the Town Hall safe in terms of social distancing, pinch points, numbers of people attending, as well as the fact that a number of the Councillors who may volunteer as tour guides may still be self-isolating. The proposal was seconded by Cllr Matthew Stringer and unanimously agreed.

15. **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**

162/20. Resolved.

16. **To consider a request to vary the conditions of the Service Level Agreement with Krunch**

163/20. Paperwork relating to the request had been circulated. The request was discussed and it was agreed that the redirection of funds outlined in the request would be allowed, although it was noted that there was potential for this to mean an overall increase in the amount of the contract.

17. **To consider quotes for works to the tennis court fencing (s106) funding**

164/20. The Clerk gave details of two quotes received for replacing the tennis court fencing. More quotes had been sought, but only two had been received. The quotes and the companies were discussed. Cllr Martin Trueman proposed that references be requested and another attempt made to obtain more quotes, both to be discussed at the July Council meeting. Cllr Shirley Holloway seconded the proposal and it was unanimously agreed.

Review of 2020/2021 Grant Applications in Light of the Coronavirus Situation

Number	Grant given to	Amount of grant given	Purpose of grant	Proposed action	Action Agreed By Council
1	Over 60's Tea Room	£4,640.00	Rental payment for 80% of rent costs	Pay proportion when rent is charged	Proposed action agreed.
2	Thornbury In Bloom	£1,500.00	Towards general running costs	Query if finances have been spent and can be accounted for	Proposed action agreed – Clerk to ask for evidence.
3	Thornbury and District Heritage Trust	£3,450.00	Rental payment for 100% rent costs	Pay proportion when rent is charged	Proposed action agreed.
4	Phase	£3,360.00	Towards a mentoring post	Suggest pay?	Clerk to ask for evidence of how the role is being fulfilled.
5	Thornbury Arts Festival Trust	£1,250.00	Towards publicity	Query if finances have been spent and can be accounted for	Proposed action agreed – Clerk to ask for evidence.
6	Thornbury Volunteer Centre	£3,340.00	Rental payment for 80% of rent costs	Pay proportion when rent is charged	Proposed action agreed.
7	Citizens Advice South Gloucestershire	£6,348.00	Training and reference books: £463 Insurance: £275 IT and office equipment: £850 Governance: £95 Turnberries rent: £3120 Laptop storage: £60 Contribution to central overheads: £1495	They have requested we pay £3168 now and the rest when they can confirm rental costs	Council agreed to fund the part of the grant award that was not related to rent and asked to be kept informed as to when/if rent would be charged.
8	Thornbury and District Community Association	£4,100.00	Grant towards running costs- paid in full on request	Paid in full.	Noted by Council.
9	Thornbury Community Composting	£1,000.00	Towards general running costs	Query if finances have been spent and can be accounted for	Proposed action agreed – Clerk to ask for evidence.
10	JISGAW Thornbury	£3,120.00	Rental payment for 100% rent costs	Pay proportion when rent is charged	Proposed action agreed.
11	Thornbury carnival	£1,000.00	Towards running costs	Query if finances have been spent and can be accounted for	Proposed action agreed – Clerk to ask for evidence.
12	KRUNCH	£35,000	Running the Service Level Agreement	Have requested to divert rental costs to other costs incurred as per report	Discussed under item 16 of the main Council agenda.

PLANNING APPLICATIONS considered on 09.06.2020

DATE	REF NO	LOCATION	PROPOSAL	COMMENT	PLANNING DECISION
19.05.20	P20/08328/TRE	11 Warwick Place Thornbury South Gloucestershire BS35 1EZ	Works to re-pollard 1 no. Walnut tree back to previous points to leave a height of 6m and radial spread of 1.5m with a crown thin of 20%. Tree covered by TPO 39 and dated 14/12/1971.	No objection, subject to the Tree Officer's approval.	
22.05.20	P20/08325/F	The Old Dairy Oldbury Lane Thornbury South Gloucestershire BS35 1RE	Change of Use from agriculture to Storage and distribution (Class B8) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended) (retrospective). Demolition of 2 no. buildings, erection of 1 no. building (Use Class B1) with associated parking and landscaping works.	No objection, subject to the Traffic Officer being satisfied that the increase in traffic volume and size of vehicles will be appropriate for the roads.	
26.05.20	P20/07655/RM	Cleve Park Land At Junction Of Morton Way And Grovesend Road Thornbury Bristol South Gloucestershire BS35 3TS	Details of layout, scale, appearance and landscaping for the erection of 336 no. dwellings, associated infrastructure and landscaping. Approval of Reserved Matters to be read in conjunction with Outline permission APP/P0119/W/17/3182296 (PT16/3565/O) (Residential development of up to 350 dwellings, including 14 self-build dwellings (all Use Class C3), development of a 70 unit elderly care facility (flexible Use Class C2 and/or C3), development of up to 1,150 sq m floorspace flexible community and/or commercial facilities (Use Classes A1, D1 and/or D2), and associated public open space and infrastructure. Access to be	<i>It was agreed that a sub-Committee of the Town Development Committee would meet very shortly to agree on Council's response to this application.</i>	

			determined. All other matters reserved).		
27.05.20	P20/08743/F	3 Pentland Avenue Thornbury South Gloucestershire BS35 2YB	Installation of 1 no. front dormer.	No objection.	
03.06.20	P20/09334/PNH	17 Ashgrove, Thornbury, BS35 2LH	The erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 4m, for which the maximum height would be 3m, and for which the height of the eaves would be 3m.	OBJECT – Council has concerns regarding the impact on neighbours’ amenities.	
08.06.20	P20/09533/F	Lansdown Cottage Crossways Lane Thornbury South Gloucestershire BS35 3UE	Erection of two storey and single storey rear extension with rear balcony to form additional living accommodation. Erection of front porch.	OBJECT – Council has concerns regarding overdevelopment of the site and feels that the proposal is inappropriate for the character of the Lane.	
08.06.20	P20/08932/F	16 Church Road Thornbury South Gloucestershire BS35 1EJ	Demolition of existing outbuilding and erection of single storey rear extension to form additional living accommodation.	No objection.	
08.06.20	P20/05907/LB	East Lodge Park Road Thornbury South Gloucestershire BS35 1HN	Fire damage repair and reinstatement works to lodge and attached extensions	No objection, subject to the Listed Building Officer’s approval.	
Appeals:					
18.05.20	APP/P0119/W/20/3 248344 linked to application:	31 Ashgrove Thornbury Bristol South	Demolition of existing garage and erection of 1no detached dwelling. Access and associated works.	OBJECT – Council reiterates its previous comments.	

	P19/7466/F	Gloucestershire BS35 2LH	(Resubmission of PT18/1795/F)		
20.05.20	APP/P0119/W/20/3 249543 linked to application: P19/8588/O	5 North Road Thornbury Bristol South Gloucestershire BS35 1EA	Demolition of existing outbuilding and subdivision of existing dwelling to create 2no. dwellings and erection of 2no. new dwellings and associated works (Outline) with all matters reserved	OBJECT – Council reiterates its previous comments and also supports the original decision to refuse this application based on the lack of amenity space.	