

## THORNBURY TOWN COUNCIL

### Minutes of the Town Council Meeting held on Tuesday 11<sup>th</sup> February 2020 in the Council Chamber

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

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

(Cllr Martin Trueman – absent)  
(Cllr Ashley Bijster – absent)

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

Cllr Bob Griffin (indisposed)  
Cllr Shirley Holloway (indisposed)

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

23/20 Cllr Fardell declared an interest in both the Over 60's Tea Room and Volunteer Link, which relate to item 7c.

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

24/20 Cllr Symonds acknowledged that several Councillors had not been well recently and wished them a speedy recovery. She had recently attended the concert by the Morriston Orpheus Choir at the Armstrong Hall, which had been excellent. She had also been to the Salmon Supper organised by the museum as a fundraiser. This had included a talk from Meg Wise about Thornbury From The Air. She had a busy month ahead.

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

25/20 A representative from Thornbury Volunteer Link was present in relation to item 7 (c) of the agenda. It was agreed to bring this item forward.

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

c) **To consider a letter received from a revenue grant recipient for 20/21** *(taken out of order)*

- 26/20 A representative of Thornbury Volunteer Link addressed Council with regard to the award that had been granted to the organisation. A letter from them had been circulated to Council outlining the financial position of the organisation and asking Council to reconsider the amount that had been awarded, which was 80% of what had been asked for (the amount requested would cover 100% of their rental costs for the year). She emphasised the vital role that she felt the organisation played in Thornbury, with it having had a presence in the town for nearly 30 years and with 130 organisations on their books.
- 27/20 The Deputy Clerk confirmed that all of the grants budget had been spent and any further money awarded would need to come from Council's reserves.
- 28/20 Cllrs Tyrrell and Stansfield highlighted that member awarded funding from South Gloucestershire Councillors could be applied for as the application process had not yet closed. It was agreed that details of the application process would be passed on to Thornbury Volunteer Link and that consideration of increasing the grant from Thornbury Town Council could be postponed until the Finance and Policy Committee meeting on 5 March 2020 by which time the outcome of the South Gloucestershire Council member awarded funding process would be known.

5. **To consider and approve the minutes of the Meeting of Thornbury Town Council on 07.01.20 and any matters arising from them**

- 29/20 Cllr Stringer reported that he had talked to representatives from the Church in relation to VE Day events. It was also confirmed that CATS had set up a meeting. Cllr Stringer proposed the minutes as a true record, seconded by Cllr Parkinson with all in favour.

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

(a) **Environment on 14.01.20**

- 30/20 Cllr Stringer presented the report. He clarified that planting in the raised beds in Pullins Green had not been progressed because of workload issues at South Gloucestershire Council. He had contacted Thornbury In Bloom to see if they could care for the raised beds until a more permanent solution was in place. The Poulterbrook environmental area was progressing well. Fairtrade fortnight was starting on 24 February 2020 and the leaflet had been updated. Cllr Fardell wished to thank Hannah for her assistance in rescuing the leaflet, for which the original version had been lost. An officer at South Gloucestershire Council was helping with arrangements and she was very helpful and enthusiastic. The Volunteer evening had been delayed until March. Discussion would take place at the next Committee meeting with regard to a new date and possible speakers.

- 31/20 Cllr Tyrrell reported that there had been developments with the Vilner Lane Woodland site. South Gloucestershire Council had confirmed that the woodland would be saved. Cllr Tyrrell acknowledged the hard work a number of people had put into preserving the wood, though petitioning and publicity. Thornbury Town Council had been resolute in its position that it wished the woodland to stay, so it was very pleased that this outcome had been reached. Cllr Tyrrell reported also that in future, the plans for any future tree planting by South Gloucestershire Council would first be sent to the Town Council with exact location of the planting.
- 32/20 Cllr Fielding had spoken with a resident regarding issues over seating and rent in a South Gloucestershire Council owned premises. It was agreed that she should advise the resident to speak with South Gloucestershire Council.
- 33/20 The report was proposed by Cllr Stringer, seconded by Cllr Rawlinson and unanimously adopted.

(b) Playing Fields & Cemetery on 14.01.20

- 34/20 Cllr Harrison presented the report, explaining that the meeting had started with a minutes silence for Jack Hainsworth, a Committee member who had recently passed away. He would be sadly missed. Osprey Park playground had been completed and was extremely popular. A new dog bin had arrived and was soon to be installed near to the skate park. The report was proposed by Cllr Harrison, seconded by Cllr Fielding and unanimously adopted.

(c) Town Development on 21.01.20

- 35/20 Cllr Tyrrell presented the report. There had been some discussion on the Boxing Day event complaint. She proposed the report, seconded by Cllr Davies and unanimously adopted.

(d) Finance & Policy on 23.01.20

- 36/20 Cllr Stansfield presented the report, highlighting the discussion on the lease for the over 60s Tea Room, finances for Miss Saise's Cottage and the possibility of joining a scheme to measure baseline carbon emissions. Cllr Rawlinson had responded to a questionnaire on strengthening policing powers and his response had been submitted by the Clerk. The report was proposed by Cllr Stansfield, seconded by Cllr Stringer and unanimously adopted.

(e) Staffing on 23.01.20

- 37/20 Cllr Rawlinson presented the report, confirming that we are now fully staffed. Cllr Rawlinson proposed the report, seconded by Cllr Stringer and it was unanimously adopted.

7. To consider the following matters related to council finance

(a) To approve the Accounts for Payment

**ACCOUNTS PAID OUT OF MEETING**

South Gos Council	Rates (Dec) – Town Hall	1289.00
South Gos Council	Rates (Jan) – Town Hall	1289.00
South Gos Council	Rates (Dec) – Cemetery	329.00
South Gos Council	Rates (Jan) – Cemetery	329.00
Over 60's Tearoom	Grant – Ref Rent	4640.00
Volunteer Link	Grant – Ref Rent	4175.00
Citizens Advice Bureau	Grant – Ref Rent	3850.00
Jigsaw	Grant – Ref Rent	3120.00
Nina Flint	Locum RFO	838.60
Printed Today	Vinyl Banner	33.16

**ACCOUNTS NOW DUE FOR PAYMENT****Central Services**

Cash	Petty Cash	200.00
EDF Energy	Electricity Bill	736.24
Acorn	Recruitment Fees	1691.54
MSP	IT Support	84.00
MSP	IT Support	312.16
Consortium	Stationery/Cleaning Materials	263.16
Biffa waste Services	Waste Disposal	93.11
Rialtas Business Solutions	Tax Digital for VAT	70.80
MCL	Photocopier Charges	72.35
Thornbury Magazine	Neighbourhood Plan Centrefold	163.20
South Gos Council	Payroll Charges Oct – Dec 2019	255.96
GAPS Supplies Ltd	Supplies for Town Hall Planter	441.50
Horders Thornbury Press	x5 Receipt Books	119.40
MSP Group Ltd	IT Support, New Phone Line + Broadband	701.27
British Telecommunications	Telephone Bill	499.53
Lemon Gazelle	Set Up Reg 14 Survey – Neighbourhood Plan	400.00

**Playing Fields & Cemetery**

Savery & Son	Digital Door Latches	70.14
Savery & Son	Mortice Lock/Keys	76.51
Biffa Waste Services	Waste Disposal	74.78
Biffa Waste Services	Waste Disposal	175.56
Travis Perkins	Line Marking Paint	24.86
Travis Perkins	Concrete	14.47
EDF Energy	Electricity Bill	73.54
British Telecommunications	Telephone Bill	61.80
Glasdon UK Ltd	Dog Waste Bin	260.28
Abbey Loos	Mobile Toilet Rental	110.40

**Land & Property**

Clutton Cox	Licence to Occupy Land	366.00
Hawkins of Thornbury	Carbon Monoxide Detector	28.99

**Grants & Contingencies**



(a) Standing Orders

- 44/20 Cllr Emmerson suggested a number of changes including that the terminology used did not reflect the membership of the Council, with only male pronouns used. He felt they should be replaced with neutral ones. There was some discussion about the use of the term "Chairman" instead of "Chair" but this may be enshrined in Council law.
- 45/20 Cllr Parkinson noted that the standing orders contained a lot of information on how to pass a motion, which is rarely used in the Town Council, but very little on how to make a proposal, which is much more common. It was agreed this should be addressed. It was agreed that the suggested changes be made and revised documents brought back to the next Council meeting for further consideration/adoption.

(b) Financial Regulations

- 46/20 Cllr Emmerson had a number of queries which he felt would be better addressed outside of the meeting with the Clerk. It was particularly noted that it mentioned the use of BACS/CHAPS needing to be approved every two years and this may need doing again. It was felt the staff should also be asked whether they had comments to make on how the financial system works. It was agreed that this document should also be amended and brought back to the next Council meeting for further consideration/adoption.

(c) Risk Register

- 47/20 The Deputy Clerk explained that Council needed to consider whether it agreed that all risks had been captured in the document, that the risks had been assessed correctly and that sufficient controls had been put in place to mitigate the risks. Cllr Parkinson felt that the risk of senior staff leaving suddenly should be covered. It was agreed that the document should be amended and brought back to the next Council meeting for further consideration/adoption.

12. **To consider planning and licensing applications**

- 48/20 The applications were discussed and comments made, as per the attached table.

13. **To consider council's response to the following consultations:**

(a) Public Consultation on proposed changes to Adult Social Care Fees & Charges

- 49/20 The consultation was noted.

14. **To note correspondence received from grant recipients 19/20**

- 50/20 Two thank you letters had been received and were noted.

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

51/20            There were none.

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*

52/20            Resolved.

17.    **To discuss leasing issues and to sign/seal those that are ready for agreement**

53/20            The Deputy Clerk explained that there were no leases to be brought before Council at this meeting. She did explain however that one tenant was seeking to get further surveys done on the building and legal protection for Council was being sought.

18.    **To consider quotes for the following:**

(a) Card payment terminal for the Town Hall

54/20            The Deputy Clerk outlined four quotes that had been received for the provision of a card payment terminal at the Town Hall. It was accepted by Council that payment by card was often expected. There was some discussion about how this would work in practice, including compliance with the financial regulations. The Deputy Clerk confirmed that the intention would be to explore what payments could be made by card in discussion with the RFO. Cllr Stringer proposed that the lowest quote be accepted. Cllr Davies seconded this and all were in favour.

(b) Quotes for electricity supplier

55/20            The existing electricity contract was coming to an end on 31.03.2020 and the Deputy Clerk outlined quotes from alternative suppliers, including green energy suppliers. It was agreed that the Deputy Clerk should proceed with one of the green suppliers, which is one of the two cheapest but had provided the best customer service.

## THORNBURY TOWN COUNCIL

PLANNING APPLICATIONS considered on 11 February 2020

DATE	REF NO	LOCATION	PROPOSAL	COMMENT	PLANNING DECISION
27.01.20	P19/3197/O APP/P0119/W/19/3 243836	Quarryleaze Lower Morton Thornbury South Gloucestershire BS35 1LF	Demolition of existing buildings. Erection of 1 no. dwelling (Outline) with access to be determined, all other matters reserved.	<i>Referred to Maggie 28.01.20</i> Object: Council wish to re-iterate all previous comments	
27.01.20	P20/01454/F	6 Severn Drive Thornbury Bristol South Gloucestershire BS35 1EX	Demolition of existing garage and erection of two storey side extension to form additional living accommodation.	No objection	
28.01.20	P20/01628/CLP	18 Sibland Road Thornbury Bristol South Gloucestershire BS35 2EP	Erection of front porch, partial conversion of integral garage and installation of roof lights to rear roof slope.	No objection	
30.01.20	P20/01702/PNA	Land At Ambience Paddock Thornbury Road Thornbury Bristol South Gloucestershire	Prior notification of the intention to erect 1 no. agricultural building for the storage of compost and housing of livestock.	Object: council query the necessity of the building and if there is evidence that it is essential, the height be minimised as the current scale of the building is too large for the location.	
30.01.20	P20/01742/F	10 Hillcrest Thornbury Bristol South Gloucestershire BS35 2JA	Replacement garage roof to facilitate partial garage conversion	No objection, subject to adequate parking for the size of the house.	
30.01.20	P20/01418/TRE	Thornbury Health Centre Eastland Road Thornbury Bristol South Gloucestershire	Works to crown lift 1 no. Ash Tree and 1 no. Birch Tree to 3m, fell 1 no. Conifer and 1 no. Cherry tree. Trees covered by SGTPO 31/17 and dated 23/01/2018	No objection, subject to tree officer's approval.	



05.02.20	P20/02143/F	12 Hawthorn Crescent Thornbury South Gloucestershire BS35 1ED	Erection of single storey front extension to form additional living accommodation (amendment to previously approved scheme P19/3468/F).	No objection	
<b>APPLICATIONS RECEIVED AFTER PAPERS SENT OUT</b>					
05.02.20	P19/19427/F	7 Stokefield Close Thornbury Bristol South Gloucestershire BS35 1HE	Erection of single storey rear extension with first floor balcony to form additional living accommodation. <b>AMENDED PLANS RECEIVED: 543307-B-19-6 Rev B</b>	<i>Original comments: Council believe the flat roof to be inappropriate and the balcony would overlook the neighbouring property. We consider it a poor design to be within a conservation area.</i> Object: Council re-iterate all previous comments.	
11.02.20	P20/01777/PNH	53 Dovedale Thornbury Bristol South Gloucestershire BS35 2DY	Erection of single storey rear extension which would extend beyond the rear wall of the original house by 3.5 metres for which the maximum height would be 3.7 metres and for which the height of the eaves would be 2.5 metres	Object: the plans don't show the size of the extension within the plot, so Council are unable to see if an adequate amount of amenity space remains after the development.	