

THORNBURY TOWN COUNCIL

**Minutes of the Town Council Meeting
held on Thursday 11 April 2019 in the Council Chamber**

Present: Cllrs Shirley Holloway (Chairman and Mayor)
Angela Symonds (Vice Chairman and Deputy Mayor)
Vincent Costello
Benj Emmerson
Clare Fardell
Bob Griffin
Clive Rawlinson
Pam Shipp
Jayne Stansfield
Matthew Stringer
Martin Trueman

Louise Powell (Town Clerk)
Wendy Sydenham (Deputy Clerk/Minutes)

(Cllr Helen Harrison – absent)
(Cllr Lesley Tuck – absent)

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

Cllr Ashley Bijster (work commitment)
Cllr Guy Rawlinson (out of Thornbury)
Cllr Maggie Tyrrell (another commitment)

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

Cllr Benj Emmerson declared an interest in matters relating to Thornbury Jigsaw.

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

121/19. As this was the last meeting of the current Council, the Chairman thanked Councillors for their hard work, and in particular thanked Cllr Vincent Costello and Cllr Lesley Tuck who are not standing in the upcoming elections. There had been no mayoral events to report on since the last meeting due to Purdah.

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

There were no members of the public present who wished to address Council.

5. **To consider and approve the minutes of the meeting of Thornbury Town Council on 19.03.19**

122/19. The minutes of the meeting of Thornbury Town Council held on 19.03.19 had been circulated and were proposed as a true record by Cllr Matthew Stringer, seconded by Cllr Bob Griffin and signed by the Chairman. It was noted that there was an error in the heading of section 6 (d) which read "Environment Committee" but should read "Finance and Policy Committee" and it was confirmed that the error would be corrected.

6. **To consider the following general matters related to Council finances**

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

123/19. The Accounts for Payment were tabled and Cllr Matthew Stringer proposed that they be approved for payment. The proposal was seconded by Cllr Bob Griffin and unanimously agreed. Cllr Matthew Stringer and Cllr Bob Griffin signed the master copy of the Accounts for Payment. It was noted that there was a payment listed for “Grass Cutting, Flower Beds and Dog Bins” (previously listed as “Localism”), but that this was also on the Accounts for Payment at the last meeting. The Clerk confirmed that she would check whether this was an error.

ACCOUNTS PAID OUT OF MEETING

British Telecom	Phone/Broadband	565.84
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ACCOUNTS NOW DUE FOR PAYMENT

Central Services

** CV Library	Recruitment Service for Hall Manager (AH)	90.00
** Amazon	Heavy Duty Steel Filing Cabinet	106.77
EDF Energy	Electricity Bill	352.68
Lemon Gazelle CIC	Neighbourhood Plan	600.00
Pitney Bowes	Postage	6.00
Bristol Sound Systems Ltd	Hearing Loop Repair	81.60
MCL House	Printing and Copying Charges	61.38
Clare Nelmes	Refund for Monkey Survey Fee	310.00
Ellis Whittam	H&S Services (Year 2 of 3)	1860.00
Ellis Whittam	Insurance	158.60
Paul Roland Williams Photographer	2019 Councillors Group Portrait	95.00
Pure MSP	PC Support	210.00
Nina Flint	Locum RFO Services	226.60
Consortium	Stationery	167.33
Consortium	Water Thermometer	61.79
ICCM	ICCM Membership Renewal	95.00
Siemens	Photo Copier Lease Rental	181.20
Sage (UK) Ltd	Sage Annual Cover	1861.20
*GAP Supplies	Handrail to Cellar	29.82
*British Telecommunications	Telephone Bill	485.19
*Hawkins of Thornbury	Replacement Kettle	21.99

Playing Fields & Cemetery

Consortium	Accident Book	29.94
Brass Founders	Brass Plaque	128.09
Brass Founders	Brass Plaque	126.41
Brass Founders	Brass Plaque	174.22
Brass Founders	Brass Plaque	174.22
Biffa	Waste Disposal – Cemetery	74.78
Biffa	Waste Disposal – MPF	340.37
Thornbury Motors	Petrol/Diesel	125.75
Armstrong Hall	Refund for Overpayment of Radio	180.00
Water 2 Business	Water Rates	146.09
Travis Perkins	Metal Paint	102.65
Travis Perkins	Cutting Discs / Tape	37.11

Travis Perkins	Respirator	42.52
Raycox Turf Ltd	Turf & Topsoil	94.56
Marshalls	Lift Out Bollard for MPF	289.66
EDF Energy	Electricity Bill	85.01
EDF Energy	Electricity Bill	24.87
Alexandra Workwear	Fleece	19.32
Alexandra Workwear	Precision Handling Gloves	19.80
Alexandra Workwear	Anorak	30.00
Consortium	Cleaning Equipment	39.10
Consortium	Cleaning Supplies	99.01
Travis Perkins	Fitting Bollards – MPF	18.42
Travis Perkins	Postcrete and Ballast	29.08
Abbey Loos Ltd	Portable Toilet Rental	100.80
Alexandra	Navy Fleece	19.80
Advance Grass Solutions Ltd	Grass Feed	112.34
BLINC	Support of Fairtrade	50.00
Thornbury St Mary Church Council	Electricity & Green Bin Collection	150.44
*Seton	PPE inc Earplugs & Safety Glasses	96.41
*GAP Supplies Ltd	Bench Repairs	30.74
*British Telecommunications	Telephone Bill	42.02
*Hawkins of Thornbury	Misc Hardware	2.30

Environment

Landcare Tree Nursery	Trees for the Town	974.00
South Glos Council	Dog Waste, Grass Cutting, Floral Displays	9473.90
**Xylem Water Solutions	Service Kits for Water Pump	72.00
*GAP Supplies Ltd	Fixings	0.29

(*Cheque Payments (Split Bills with Armstrong Hall Account))

(** Credit Card Payments)

- (b) To receive the financial statements for January 2019 and February 2019
- 124/19. The Clerk reported that due to ongoing staffing issues, these reports were unfortunately not available.
- (c) To resolve to apply for a BACS number to enable South Gloucestershire Council to administer the Council's payroll
- 125/19. Cllr Clive Parkinson proposed that Council resolve to apply for a BACS number to enable South Gloucestershire Council to administer the Council's payroll. The proposal was seconded by Cllr Benj Emmerson and unanimously agreed.
- (d) To resolve to seek approval of the Secretary of State for Housing, Communities and Local Government to apply for a PWLB loan of £70,000 over the borrowing term of 10 years for the purpose of buying outdoor equipment as decided in the budget meeting in January
- 126/19. Cllr Clive Parkinson confirmed that the Playing Fields and Cemetery Committee had previously discussed at length applying for the PWLB loan for essential outdoor equipment and agreed it was necessary. Cllr Clive Parkinson therefore proposed that Council resolve to seek the approval of the Secretary of State for Housing, Communities and Local Government to apply for a PWLB loan of £70,000 over the borrowing term of 10 years for the purpose of buying outdoor equipment as decided in the budget meeting in January. The proposal was seconded by Cllr Bob Griffin and unanimously agreed.

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

127/19. Council considered planning applications and agreed comments for submission to South Gloucestershire Council as per the attached schedule.

8. **To note the crime statistics for February 2019**

128/19. The crime statistics for February 2019 had been circulated and were noted. Cllr Clare Fardell updated Council on the recent Community Engagement Forum meeting and it was agreed that the Clerk would circulate the minutes of the meeting to Councillors and the issues discussed would be raised with the next Council.

9. **To confirm participation in the Heritage Open Days 2019 and agree dates**

129/19. Council confirmed that it would like to participate in the Heritage Open Days 2019 and that this should take place on Saturday 21 September 2019.

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

130/19. The Clerk confirmed that she had arranged two training sessions with ALCA for Councillors in the new Council – (i) Good Councillor Training at 7.00pm on 27 June 2019 and (ii) Planning in Plain English at 7.00pm on 16 July 2019.

131/19. The Clerk confirmed that she had circulated by email important information regarding the West of England Joint Spatial Plan Examination and that she would be discussing this with Cllr Maggie Tyrrell.

132/19. The Clerk reported that she had received a letter from the Citizens Advice Bureau thanking Council for its support and enclosing its annual report.

133/19. The Clerk tabled a letter from Horizon Nuclear Power which was noted.

11. **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**

134/19. Resolved.

12. **To consider quotes for the works to the Council's trees that are required following the risk management plans**

135/19. The Clerk had circulated a schedule of works required from the Tree Condition Assessment. Quotes were not yet available for the works, but the Clerk requested authorisation to proceed with the lowest quote which was within budget. Cllr Benj Emmerson proposed that the Clerk be authorised to proceed with this as requested. The proposal was seconded by Cllr Matthew Stringer and unanimously agreed. The Clerk confirmed that if the quotes were over budget, the highest priority works would be carried out first.

13. **To discuss a leasing issue and seek approval for a contribution to works carried out**

136/19. *(Cllr Benj Emmerson left the meeting during discussion of this item.)*
The Clerk reported that the Trust had referred a request for a contribution towards works carried out in one of its buildings and outlined the background to the request. Cllr Clive Parkinson proposed that the request could be considered in the form of a grant request and the Clerk should ask for a grant request form to be completed. The proposal was seconded by Cllr Matthew Stringer and carried with a majority vote (with one abstention).

14. **To discuss a contractual issue**

137/19. The Clerk reported that she had received a request to delay for one month the signing of a service provision contract with Council until issues regarding the use of a third party's premises could be resolved. The Clerk reported that all parties concerned were due to meet next week, including the Clerk, Cllr Clive Parkinson and Cllr Helen Harrison, with the aim of agreeing a better arrangement. Cllr Clive Parkinson proposed that, in the circumstances, the request to delay the signing of the service provision contract be agreed. The proposal was seconded by Cllr Bob Griffin and unanimously agreed.

THORNBURY TOWN COUNCIL

PLANNING APPLICATIONS considered on 19 March 2019

DATE	REF NO	LOCATION	PROPOSAL	COMMENT	PLANNING DECISION
20.03.19	P19/2897/F	11 Eastbury Road, Thornbury	Demolition of existing garage. Erection of a two storey side extension to form additional living accommodation and store.	No objection.	
21.03.19	P19/2783/F	1 Castle Street, Thornbury	Erection of a single storey rear extension to form additional living accommodation.	No objection.	
22.03.19	P19/3065/F	82 Swallow Park, Thornbury	Erection of single storey side and rear extension to provide additional living accommodation (amendment to previously approved scheme PT18/5735/F).	No objection.	
22.03.19	P19/2919/F	9 St Mary Street, Thornbury	Change of use from retail (Class A1) outpatient clinic (Class D1) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended).	No objection.	
26.03.19	P19/3177/F	4 Dean Avenue, Thornbury	Erection of a single storey front extension to existing garage and single storey rear extension to form additional living accommodation.	No objection.	
03.04.19	P19/3593/PNA	Angers Farm, Earthcott Green, Alveston	<i>NEIGHBOURING PARSH</i> Prior notification of the intention to erection 2 no. agricultural buildings for the storage of farm machinery, equipment and fodder.	No objection.	

DATE	REF NO	LOCATION	PROPOSAL	COMMENT	PLANNING DECISION
03.04.19	P19/3465/LB	16 The Plain, Thornbury (Nat West)	Removal of 1 no. ATM from side elevation and reinstatement of stonework to match the existing elevation.	No objection.	
03.04.19	P19/3468/F	12 Hawthorn Crescent, Thornbury	Erection of a single storey front extension to facilitate a porch and WC with associated works.	No objection.	
04.04.19	P19/2896/F	8 The Plain, Thornbury	Conversion of existing office/store to 1 no. self-contained apartment.	No objection.	
05.04.19	P19/3018/LB	40 Castle Street, Thornbury	Removal of existing flue and installation of new flue to rear installation.	No objection.	