

THORNBURY TOWN COUNCIL

Minutes of the Town Council Meeting held on Tuesday 19 March 2019 in the Council Chamber

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

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

(Cllr Lesley Tuck – absent)

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

Cllr Ashley Bijster (work commitments)
Cllr Clare Fardell (another meeting)

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

Cllr Martin Trueman declared an interest in matters relating to Thornbury Town Football Club as a member of the club. Cllr Clive Parkinson declared an interest in matters relating to the Town Trust as Chair of the Trust.

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

88/19. The Chairman reported on a number of recent events that she had attended as Mayor including a Swimathon at the Leisure Centre and a Memory Café at the Methodist Church. The recent Fairtrade coffee morning had also been very successful including a talk from a Fairtrade grower. The Chairman confirmed that as of 22 March 2019 she would not be attending any further events 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 12.02.19 and the extraordinary meeting of Thornbury Town Council on 07.03.19**

89/19. The minutes of the meeting of Thornbury Town Council held on 12 February 2019 had been circulated and were proposed as a true record by Cllr Matthew Stringer, seconded by Cllr Guy Rawlinson and signed by the Chairman.

90/19. The Clerk reported that she had received a response from Barclays Bank to Council's comments on the closure of their Thornbury branch. They thanked Council and stated that

they would shortly be issuing a feedback document detailing how they are taking on board comments received on the closure.

- 91/19. The minutes of the extraordinary meeting of Thornbury Town Council held on 7 March 2019 had been circulated and were proposed as a true record by Cllr Guy Rawlinson, seconded by Cllr Benj Emmerson and signed by the Chairman.

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

(a) Environment Committee

- 92/19. The report of the Environment Committee meeting held on 19 February 2019 had been circulated and was presented by the Committee Chairman, Cllr Matthew Stringer.

- 93/19. Cllr Matthew Stringer highlighted a number of issues in the report. The Fairtrade coffee morning on 9 March 2019 had been very successful and the Thornbury Fairtrade leaflet had now been launched and was available around the town and on the Council website. An on site meeting had been arranged to look at changes to the location of two of the seats in Thornbury. The solar panels were now installed at the Pavilion and an EPC D rating had been confirmed. The Volunteer Evening had been very successful including a talk on Vilner Woods.

- 94/19. 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

- 95/19. The report of the Playing Fields and Cemetery Committee meeting held on 21 February 2019 had been circulated and was presented by the Committee Chairman, Cllr Clive Parkinson.

- 96/19. Cllr Clive Parkinson highlighted a number of issues in the report. The Deputy Clerk was obtaining further information on the costs of repairing or replacing the sandstone slabs of the war memorial in St Mary's closed churchyard. It may be possible to obtain a grant towards this. Penny Baker had attended to provide an update on the proposed "Hub" at the Skatepark. Council was still liaising with South Gloucestershire Council regarding the hedgerow management condition of the Football Club's planning application. The replacement works vehicle had now been ordered.

- 97/19. It was proposed by Cllr Clive Parkinson, seconded by Cllr Helen Harrison and unanimously agreed that the report is adopted.

(c) Town Development Committee

- 98/19. The report of the Town Development Committee meeting held on 5 March 2019 had been circulated and was presented by the Committee Chairman, Cllr Maggie Tyrrell.

- 99/19. Cllr Maggie Tyrrell highlighted a number of issues in the report. A very short notice request had been received from South Gloucestershire Council asking for projects to be considered for funding from s106 funds from the West of Park Farm development. Cllr Maggie Tyrrell reported that she had registered a complaint with the Department Director regarding the very tight deadline and the lack of opportunity for proper consideration of the issue. Highway safety issues had also been discussed and Cllr Clive Parkinson confirmed that these were included in the list of issues that would be sent to Council for consideration by the NDP as they fell outside the remit of the group.

- 100/19. It was proposed by Cllr Maggie Tyrrell, seconded by Cllr Clive Parkinson and unanimously agreed that the report is adopted.

(a) Finance and Policy Committee

- 101/19. The report of the Finance and Policy Committee meeting held on 7 March 2019 had been circulated and was presented by the Committee Chairman, Cllr Angela Symonds.
- 102/19. Cllr Angela Symonds highlighted a number of issues in the report. There had been a very open and encouraging policing update, although concern had been expressed over the police potentially losing resources in the future. Cllr Clive Parkinson reported that the police had met with allotment holders and members of the Town Trust following the recent incidents of vandalism and the suggestions made by the police would be discussed at the next Town Trust meeting.
- 103/19. It was proposed by Cllr Angela Symonds, seconded by Cllr Bob Griffin and unanimously agreed that the report is adopted.

(e) Staffing Committee

- 104/19. The report of the Staffing Committee meeting held on 14 March 2019 was tabled and presented by the Committee Chairman, Cllr Guy Rawlinson.
- 105/19. Cllr Guy Rawlinson highlighted a number of issues in the report. The recruitment process for the Administrator post was now complete and the successful candidate was due to start on 23 April 2019. The Clerk reported that she was continuing to explore all options for recruitment to the Armstrong Hall Caretaker post, including via agencies.
- 106/19. An updated job description for the Armstrong Hall Manager post was tabled and Cllr Guy Rawlinson proposed that this be agreed, along with the recommended salary. The proposal was seconded by Cllr Matthew Stringer and carried with a majority vote (there was one abstention). Cllr Clive Parkinson proposed that the funding for the post, which would initially come from funds allocated in the 2019/2020 budget, be moved from the Central Services budget to the Armstrong Hall Management Committee budget, but ringfenced for this new post. The proposal was seconded by Cllr Matthew Stringer and carried with a majority vote (there was one abstention).
- 107/19. 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 general matters related to Council finances**

(a) To approve the Accounts for Payment

- 108/19. 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 requested that from now on "Localism" be referred to as "Grass Cutting, Flower Beds and Dog Bins".

ACCOUNTS NOW DUE FOR PAYMENT

Central Services

Petty Cash	Petty Cash	150.00
Pure MSP	New IT	316.66
Corona Energy	Gas	688.01
JCW Window Cleaning	Town Hall	55.00
Otis	Lift Maintenance	759.30
Consortium	Stationery	7.67
Consortium	Stationery	8.86

Consortium	Cleaning Materials	451.19
Consortium	Signage	17.71
<u>Playing Fields & Cemetery</u>		
Rentokil Initial Ltd	Washroom Hygiene Units	75.36
Consortium	Stationery	8.99
Consortium	Stationery	46.80
Consortium	Stationery	32.22
Corona Energy	Gas	152.02
Travis Perkins	Paints, Brushes, Paint Kettle	298.93
Spar	Diesel	55.15
Tony's Skip Hire	Skip Hire	300.00
Abbey Loos Ltd	WC Hire	99.60
Sullivans	Line	36.00
Sullivans	Rod	20.27
<u>Grants & Contingencies</u>		
Smith of Derby	Town Clock Repair	5768.40
<u>Environment</u>		
GAP Supplies Ltd	Screwdriver, Screws etc	6.54
Synergy Power	Solar Panels at MPF	4535.00
South Glos	Localism Charges	9473.90

(b) To receive the financial statements for January 2019 and February 2019

109/19. The Clerk reported that due to ongoing staffing issues, these reports were not available, but it was hoped that they would be available for the next meeting.

(c) To receive and consider the Internal Audit Report for 2018/19

110/19. The Internal Audit Report had been circulated. The Clerk reported that the Council had been found to be of a "Reliable Standard". The Clerk talked through the action points arising from the Report. Cllr Benj Emmerson remarked that in the absence of the RFO, this was a very good outcome. Cllr Clive Parkinson proposed that the Report be noted by Council and that progress against action points should be monitored by the Finance and Policy Committee. The proposal was seconded by Cllr Benj Emmerson and unanimously agreed.

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

111/19. Council considered planning applications and agreed comments for submission to South Gloucestershire Council as per the attached schedule.

9. **To update on progress on the lease for land at Vilner Lane**

112/19. The Clerk reported that she had met with South Gloucestershire Council who are continuing to work on the Tenancy At Will which will be taken on by Krunch. The Clerk also reported that South Gloucestershire Council were seeking Thornbury Town Council's assurance that they were happy take on a long term lease. Cllr Clive Parkinson proposed that Council confirms that it is very happy to take on a long term lease for the area to ensure that the land is useable by the local community. The proposal was agreed by Cllr Bob Griffin and unanimously agreed.

10. **To note the change in date for the Council AGM**

113/19. The Clerk reported that due to the timing of the election process, it would be necessary to move the Council AGM from Tuesday 7 May 2019 to Wednesday 8 May 2019.

11. **To note changes to meetings due to the Purdah period (commencing on 22 March 2019)**

114/19. The Clerk proposed a number of changes to the meeting schedule due to Purdah, as follows:-

- Cancellation of Environment Committee meeting on 26 March 2019
- Cancellation of Playing Fields and Cemetery Committee meeting on 28 March 2019
- Cancellation of Town Development Committee meeting on 9 April 2019

- Change the Finance and Policy Committee meeting on 11 April 2019 to a full Council meeting

(The Staffing Committee meeting on 18 April 2019 remains unchanged)

Cllr Clive Parkinson proposed that these changes be agreed. The proposal was seconded by Cllr Matthew Stringer and unanimously agreed.

12. **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**

115/19. Resolved.

13. **To consider the appointment of the Internal Auditor for future years**

116/19. The Clerk reported that the current contract for the provision of internal audit services was due to expire and a proposed contract from the same provider for the next three years was tabled. The Clerk reported that this represented good value for money and believed there was no reason not to use the same provider. It was proposed by Cllr Clive Parkinson that Council proceeds with the new contract. The proposal was seconded by Cllr Matthew Stringer and unanimously agreed.

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

117/19. The Clerk reported that she had received letters from The Brandon Trust, Thornbury Lipreaders and Jigsaw Thornbury thanking Council for their grants.

118/19. The Clerk reported that Thornbury Radio's current tenancy was coming to an end and they had asked whether Council had any suggestions as to where they could relocate. The Clerk asked that any suggestions be passed to her.

119/19. The Clerk reported that she would like to proceed with arranging training sessions for Councillors. It was agreed that it would be sensible to go ahead and arrange these sessions.

120/19. It was noted that the current Deputy Clerk was due to retire shortly and Councillors expressed their thanks for her many years of service and support, and wished her a very happy retirement.

THORNBURY TOWN COUNCIL

PLANNING APPLICATIONS considered on 19 March 2019

DATE	REF NO	LOCATION	PROPOSAL	COMMENT	PLANNING DECISION
07.03.19	P19/2415/ADV	Unit 28, Cooper Road, Thornbury	Display of 2 no. non-illuminated fascia signs.	No objection.	
11.03.19	PT18/3756/O	Land at Crossways, Morton Way	Erection of 150 no. dwellings up to 0.5 ha of B1 employment (outline) with access to be determined. All other matters reserved.	<i>Note – revised proposals.</i> Council’s original objections still stand, and we are pleased to note that the comments of the Conservation Officer and the Urban Design Officer are in line with ours, and we would therefore fully support their comments.	
13.03.19	PT18/5906/F	The Sycamores, Gloucester Road, Whitfield	Erection of single storey front extension to the garage to provide additional living accommodation.	<i>Note – revised proposals – previous comment “no objection”.</i> No objection.	
14.03.19	P19/2524/RM	Land West of Gloucester Road	Erection of 130 no. dwellings on 8.00 hectares of land with parking, open space, allotments and associated works. (Approval of Reserved Matters external appearance, landscaping, layout, scale to be read in conjunction with outline permission PT16/4770/O.)	<i>Note – Council has previously commented.</i> OBJECT – Council feels that this proposal does not respect the rural character of the edge of Thornbury, there is no reference to local architecture, the play area is inappropriately placed, there should be green areas in the middle of the development and overall the development is bland and unimaginative.	