

THORNBURY TOWN COUNCIL

**Minutes of the Town Council Meeting
held on Tuesday 21 July 2020 at 7.30pm
via Video Conference (Virtual Meeting)**

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

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

(Cllr Ashley Bijster – absent)
(Cllr Eva Fielding – absent)

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

165/20. Cllr Clare Fardell – indisposed
Cllr Maggie Tyrrell – another commitment

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

166/20. Cllr Matt Stringer declared an interest in matters relating to Thornbury Tennis Club as a member of the Club.

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

167/20. The Chair did not have any announcements.

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

168/20. There were two members of the public and a representative from South Gloucestershire Council in attendance with regard to item 7 of the agenda. It was agreed to bring forward item 7.

7. **To receive a presentation from South Gloucestershire Council about the pedestrianisation of the High Street**

169/20. The Chair invited members of the public to address Council regarding this issue. A representative of CATS (Climate Action Thornbury and Surrounding Areas) and Sustainable Thornbury gave Council some feedback on the main points raised by its members on the pedestrianisation of the High Street. It was agreed that these comments should be fed into the South Gloucestershire Council consultation process. The representative confirmed that they would continue to feed back to Council on this issue.

The Chair thanked the representative for his comments.

170/20. Kristy Spindler, head of service for the High Street pedestrianisation, from South Gloucestershire Council, addressed Council to provide an update. This included revisions that had been made to the scheme following comments received and further changes that were planned e.g. CCTV to help tackle those not adhering to the restrictions for access such as parking issues, vehicles accessing the area for reasons not allowed, etc. The next step would be the launch of the consultation which would close on 31 January 2021 and a marketing campaign to encourage local businesses and mask-wearing.

171/20. A number of issues were raised by Councillors and a member of the public. The notices stating that the High Street was “closed” were felt to be misleading and negative, and these should be changed to “closed to traffic”. Kristy Spindler agreed that these should be changed. It was noted that signage at the Tesco roundabout should direct traffic up to Midland Way rather than letting them onto the High Street and then having to turn into Chapel Street. Kristy Spindler agreed and confirmed this would be addressed. The length of the consultation period was raised, in particular whether it would be possible to reverse the pedestrianisation, if necessary, before the end of the consultation period. Kristy Spindler confirmed that they did have the power to reserve it if needed. She also confirmed that she would be happy to come back to future meetings to update Council and hear any concerns or comments on the scheme. The Chair thanked her for attending.

(Kristy Spindler and members of the public left the meeting at this point.)

5. **To consider and approve the minutes of the meeting of Thornbury Town Council on 09.06.20 and any matters arising from them**

172/20. The minutes of the meeting of Thornbury Town Council on 09.06.20 had been circulated and were proposed as a true record by Cllr Shirley Holloway. The proposal was seconded by Cllr Matthew Stringer and unanimously agreed.

6. **To consider the following matters related to Council finance**

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

173/20. The following accounts now due for payment were proposed by Cllr Clive Parkinson, seconded by Cllr Guy Rawlinson, and unanimously agreed for payment to be approved:-

ACCOUNTS PAID OUT OF MEETING

South Glos Council	Rates (June DD) – Town Hall	1310.00
South Glos Council	Rates (June DD) - Cemetery	334.00
Sage UK	Accounts Software (June DD)	102.00
Sage UK	Accounts Software (July DD)	102.00
Lloyds Bank PLC	Company Credit Card Payment (June DD)	126.29
Lloyds Bank PLC	Company Credit Card Payment (July DD)	314.46
PWLB Lending Facility	Loan Repayment (July DD)	3807.21
Pitney Bowes Finance Ltd	Franking Machine Lease (July DD)	94.93
HMRC	Tax Payment	5303.40
Avon Pension UK	Pension Payment	5018.68
Gas Deduction (PLR)		35.00
South Glos Payroll	Staff Wages	20560.58
Professional Fees	Temporary RFO	843.20
Transfer to A/Hall Acct	Ref EDF -- Refund Cheque	12.00
Seton.Co.UK (online)	Nitrile Gloves	121.50

Commercial Washrooms	Soap Dispenser (x3)	132.60
Amazon.co.uk	Vacuum Cleaner	25.99
Justgloves.co.uk	Nitrile Gloves	99.00
Citizens Advise South Glos	Grant Payment	3168.00
Youth Work SLA	Grant Payment	8750.00
PHASE	Grant Payment	3360.00
Almondsbury Garden Centre	Hanging Baskets	5508.00
Almondsbury garden Centre	Slug Pellets	49.90
Consortium	Stationery/Cleaning Materials	247.29
Consortium	Cleaning Materials	97.30
Mole Country Stores	Telegraph Pole	264.16
EDF Energy	Electricity Bill – (May) MPF	118.20
EDF Energy	Electricity Bill – (May) Cemetery	32.69
Zurich Municipal	Insurance	167.77
Aubergine 262 Ltd	Town Council Website	1437.60
EDF Energy	Electricity Bill – (June) Cemetery	29.12
EDF Energy	Electricity Bill – (June) MPF	116.90
EDF Energy	Electricity Bill – (May & June) TH	836.84
Pass & Totterdell	Repair – Radiator Leak	60.00
EDF Energy	Electricity Bill – (June- Final Bill) Bakery	745.65
Good Energy	Gas Bill – Town Hall	148.08
British Telecom	Telephone Bill – Pavilion	71.56
Ecotricity.co.uk	Electricity Bill – Bakery	435.82

ACCOUNTS NOW DUE FOR PAYMENT

Central Services

JCW Window Cleaning	Window Cleaning - TH	55.00
MCL Ltd	Photocopier Charges	59.64
Pitney Bowes/Purchase Power	Franking Machine Charges	2.14
Biffa Waste Services	Waste Disposal	90.84
Consortium	Cleaning Materials /Stationery	163.28
Siemens	Photocopier – Lease Rental	181.20
South Glos Council	Payroll Charges	165.90
Consortium	Stationery	12.00
Pitney Bowes/Purchase Power	Franking Machine Charges	102.68
Lemon Gazelle	Thornbury Neighbourhood Plan	800.00
MSP Group Ltd	Phone/Broadband & IT Support	468.22

Playing Fields & Cemetery

Sullivans	Mower Repairs	36.00
Matrix BES Ltd	Repair – Defective Bulkhead	137.70
AED Locator (E.U) Ltd	Annual Monitoring Charge	378.00
Raycox Turf Ltd	Topsoil/Haulage	342.00
Thornbury Motors Ltd	Fuel	135.66
PJW Ltd	Refurb – MPF Changing Rooms	24960.00
Biffa Waste Services	Waste Disposal- Cemetery	105.30
Biffa Waste Services	Waste Disposal – MPF	375.07
Thornbury Tyre Services	Tyre/Tube Repair	24.00
Thornbury Motors Ltd	Fuel	166.97
Yate Supplies	Compactor Sacks	208.44
Hawkins Of Thornbury	Repair Materials	47.74

Grants & Contingencies

Thornbury Arts Festival	Grant – To Cover Expenses	1250.00
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(b) To receive an update on accounting matters

174/20. The Clerk confirmed that as we had nearly completed year end, with just a response from external audit awaited, the requirements of the RFO were more clear. She was working on the job description and hoped to advertise the post in August.

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

175/20. The income and expenditure report for May and June 2020 had been circulated and was noted. The Clerk confirmed that at the end of the first quarter, income levels were good, partly due to the Cemetery. Expenditure was generally under budget, although there was an overspend on PPE and cleaning materials. Generally income and expenditure was in line with budget at this stage in the year.

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

176/20. The bank reconciliation report for May and June 2020 had been circulated. Cllr Benj Emmerson proposed that this report be accepted. The proposal was seconded by Cllr Guy Rawlinson and unanimously agreed.

8. **To consider a scheme to improve cycling access on Midland Way, Moreton Way and the A38**

177/20. The Clerk confirmed that this scheme had been proposed by a member of the public who had been unable to participate in this meeting. It was agreed that the Clerk should contact him to ask for more information on the scheme to be submitted in writing to Council for their consideration.

9. **To establish a Councillor working group to look at equalities issues in Thornbury**

178/20. Following recent Black Lives Matter events, Cllr Helen Harrison proposed that a Councillor working group be set up to make a positive effort to examine Thornbury to establish whether there were any aspects of the town, e.g. road names, building names, statues, etc, that may have negative connotations towards ethnic minorities. Cllrs Clive Parkinson and Chris Davies volunteered to make up this working group with Cllr Helen Harrison. Cllr Helen Harrison confirmed that she would be in touch to make arrangements for the group to meet.

10. **To consider re-opening the Town Hall**

179/20. The Clerk confirmed that the current advice from NALC/SLCC continued to be that meetings should not take place in public as it would not be possible to guarantee social distancing. The Clerk confirmed that the majority of Council services, including all essential services, were able to continue without the Town Hall opening. It was agreed to aim for a “soft opening” at the end of August/beginning of September, if possible, and perhaps on a “appointment only” basis. A number of checks needed to be carried out before the building could open including water and lift checks, and a full risk assessment needed to be carried out and adaptations made to the building to make it safe for staff and

visiting public. Other tenants of the building were not asking to return before September, and the Over 60s Tea Room was currently working on risk assessments and adaptations to allow them to open safely.

11. **To discuss an email received from South Gloucestershire Council about the clothes bank in Rock Street car park**

180/20. The South Gloucestershire Council plan to remove the clothes bank from the Rock Street Car Park was noted and it was agreed that we write to them to request that they replace this with additional car parking spaces.

12. **To review a 2020/2021 grant in light of the Coronavirus situation**

181/20. The Clerk reminded Council that it had reviewed its grant awards for 2020/2021 in light of changing circumstances due to the Coronavirus situation. The remaining grant left to consider was for the Armstrong Hall. The changing circumstances of the Armstrong Hall and the impact on the grant award was discussed in detail by Council. Cllr Benj Emmerson proposed that half of the grant be awarded now, and the other half in October. The proposal was seconded by Cllr Martin Trueman and unanimously agreed.

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

182/20. Council considered planning and licensing applications and agreed comments for submission to South Gloucestershire Council as per the attached schedule.

14. **To consider Council's response to the following consultations**

(a) **South Gloucestershire Council's draft Council Plan 2020-2024**

183/20. It was agreed that the Clerk should respond on behalf of Council confirming that while Council did not disagree with any of the objections, the draft Plan did not include information on how the objectives would be achieved.

(b) **To review a new "model Code of Conduct" distributed by the Local Government Association**

184/20. Council noted the consultation.

(c) **Rural Services Network Consultation**

185/20. Council noted the consultation.

(d) **Avon Pension Fund – Investment Statement Strategy consultation**

186/20. Council noted the consultation.

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

187/20. There were no urgent matters raised.

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**

188/20. Resolved.

17. **To consider a request to vary costs within the Service Level Agreement with KRUNCH**

189/20. Cllr Clive Parkinson proposed that a request from KRUNCH to redirect funding from rental costs to increased staffing costs be agreed. The proposal was seconded by Cllr Helen Harrison and unanimously agreed.

18. **To consider leasing matters**

190/20. The Clerk provided an update on progress with various leasing issues. The Clerk outlined details of a request made by one organisation. The request was discussed in detail and Council agreed on its response to the request. *(Louise – can we say more than this???)*

19. **To decide the mechanism for payment for the new electricity contract**

191/20. Council agreed to the new electricity contact being paid for by Direct Debit as long as the appropriate checks were made on meter readings and bills.

20. **To consider quotes for the following**

(a) **Chapel floor**

192/20. The Clerk outlined issues with the obtaining quotes for repairs for the Chapel floor. It was agreed that this work be delayed until Spring 2021 at which stage the situation would be reviewed. The Clerk stated that Council should consider budgeting for a survey of all Council's buildings in next year's budget to allow works to be prioritised. It was noted that, following advice from our Health and Safety advisor, one member of staff could continue to use the office in the Chapel as long as a risk assessment was in place.

(d) **Servicing of the lift**

193/20. The Clerk reported that three quotes had been received for a servicing/maintenance contract for the Town Hall lift. She confirmed that it was good practice for the LOLER to be carried out by a separate company and this was being arranged by Council's insurance company. Cllr Guy Rawlinson proposed that we proceed with the cheapest quote for the servicing/maintenance contract. The proposal was seconded by Cllr Martin Trueman and unanimously agreed.

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

(c) **Tennis Court fencing (s106)**

194/20. The Clerk reported that two good references had been received for the company who had provided the lowest quote for this work. These references related to fencing works. It had not been possible to obtain any further quotes. Cllr Clive Parkinson proposed that we proceed with the lowest quote. The proposal was seconded by Cllr Chris Davies and unanimously agreed.

PLANNING APPLICATIONS considered 21.07.2020

DATE	REF NO	LOCATION	PROPOSAL	COMMENT	PLANNING DECISION
06.07.20	P20/11350/F	Cornercroft Barn Hacket Lane Thornbury South Gloucestershire BS35 2H	Erection of detached dwelling and associated works (resubmission of P19/14042/F).	Object. Overdevelopment. Although, regrettably, vegetation has been removed from the site to give the illusion of space the building would not fit well within the space. Amenity space that remains for both the host property and the new one is not adequate and while the application claims that parking spaces for the two properties will be adequate in practical terms it cannot be used as suggested. Neighbour's amenities would be compromised, particularly overlooking of neighbouring properties.	
06.07.20	P20/00903/F	5 Quaker Lane Thornbury Bristol South Gloucestershire BS35 2AD	Revised plans received Change of use from redundant shop (Class A1) and erection of three storey rear extension, installation of 3 no. front dormers to form 5 no. flats (Class C3) with associated works.	Object. Support all comments made by the conservation officer.	
07.07.20	P20/11753/LB	Thornbury Castle Castle Street Thornbury South Gloucestershire BS35 1HH	Internal refurbishment of the West and North Ranges of the Inner Court of Thornbury Castle to include the following areas: Ground and Mezzanine Public Spaces to the South Range, Tudor Hall, Toilets and ancillary spaces in the North Range and 21 Guest Bedrooms.	Don't have the expertise required to make meaningful comment and rely on that of the Listed Buildings officers to protect the building	
10.07.20	P20/11819/F	Westover Park Road Thornbury South Gloucestershire	Demolition of existing detached garage and erection of replacement garage.	No objection	

		BS35 1JS			
10.07.20	P20/11359/TRE	The Chalet Thornbury Hill Alveston South Gloucestershire BS35 3LG	Works to fell 1 no. Douglas Fir tree which is covered by SGTPO	Object unless the tree officer believes the tree to be dangerous and/or diseased	
15.07.20	P20/12032/F	45 Osprey Park Thornbury South Gloucestershire BS35 1LY	Conversion of existing garage and formation of covered walk way to form additional living accommodation	No Objection	
29.06.20	APP/P0119/W/20/3 254700 linked to P19/18907/F (deadline 5 weeks from 26th June)	Chelwood Vattingstone Lane Alveston Bristol South Gloucestershire	Demolition of existing wall. Erection of 2.4 metre grey plywood hoarding.	We wouldn't usually make any comment on this type of appeal and as this is more significant for Alveston presumably they'll comment if necessary.	