

THORNBURY TOWN COUNCIL

**Minutes of the Town Council Meeting
held on Tuesday 25 August 2020 at 7.30pm
via Video Conference (Virtual Meeting)**

Present: Cllrs Jayne Stansfield (Chair)
Christopher Davies (Vice Chair)
Benj Emmerson
Bob Griffin
Shirley Holloway
Clive Parkinson
Guy Rawlinson
Pam Shipp
Matthew Stringer
Angela Symonds
Maggie Tyrrell

Wendy Sydenham (Deputy Town Clerk)

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

A minute's silence was held at the beginning of the meeting to mark the passing of Councillor Clare Fardell.

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

200/20. Cllr Helen Harrison – work commitment

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

201/20. Cllr Clive Parkinson declared an interest in matters relating to Octopus energy supplier.
Cllr Jayne Stansfield declared an interest in matters relating to the planning application for
Land at Crossways as a nearby resident.

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

202/20. The Chair did not have any announcements.

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

203/20. The Chair of Thornbury Neighbourhood Plan Steering Group was in attendance
with regard to item 8 of the agenda. It was agreed to bring forward this item.

8. **To receive and consider Thornbury Neighbourhood Plan**

204/20. The Thornbury Neighbourhood Plan had been circulated. The Chair of the Thornbury Neighbourhood Plan Steering Group presented to Council including the background to the Plan, the timeline/stages, policies/themes and next steps including the referendum. She confirmed that the Steering Group was looking for Council to ratify the Plan and to allow delegated authority to Councillors on the Steering Group to agree any final minor amendments following the South Gloucestershire Council officer review.

- 205/20. Council thanked the Chair of the Steering Group and its other members for the huge amount of work that had gone into getting the Plan to this stage and the broad range of local views that had been brought together. The Secretary of the Steering Group was also thanked by Council for her considerable efforts in this process. Council highlighted that the town was incredibly fortunate to have had such dedicated and talented people working on this Plan.
- 206/20. It was noted that the Plan did not cover the current pedestrianisation of the High Street. However, it was highlighted that the issues raised by this were outside the scope of Neighbourhood Plans and that these issues could instead be picked up by Council when it considered all the issues raised during the consultation that were outside of the scope of the Plan, and could be prioritised because of the significance of the current pedestrianisation. Changes to planning were also raised, but it was noted that Council could only be in a stronger position by having a Neighbourhood Plan in place.
- 207/20. Cllr Maggie Tyrrell proposed that the Plan be ratified by Council and the proposal to allow delegated authority be agreed. The proposal was seconded by Cllr Clive Parkinson and unanimously agreed.

(The Chair of the Neighbourhood Plan Steering Group left the meeting at this point.)

5. **To consider and approve the Minutes of the meetings of Thornbury Town Council on 21.07.20 and 04.08.20 and any matters arising from them**

- 208/20. The minutes of the meeting of Thornbury Town Council on 21.07.20 had been circulated. It was noted that there was an error in 170/20 (line 9) – “reserve” should be replaced with “reverse”. The minutes were proposed as a true record by Cllr Clive Parkinson. The proposal was seconded by Cllr Matthew Stringer and unanimously agreed.
- 209/20. The minutes of the meeting of Thornbury Council on 04.08.20 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.
- 210/20. The Deputy Clerk provided an update on the issue of bollards or similar being installed at the most vulnerable points of Oakleaze Green, on the Oakleaze Road side. She had met with South Gloucestershire Council on site. They recommended bollards and confirmed that they could supply and fit them and carry out the utilities checks. They had provided a quote for £1015 for up to seven bollards which would be brown recycled plastic “wood effect” bollards. Cllr Clive Parkinson proposed that the quote be accepted. 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 04.08.20**

- 211/20. Cllr Chris Davies, Chair of the Finance and Policy Committee, presented the report from the Committee meeting on 04.08.20. It was noted there was an error in item 2 of the report – “Robinson” should be replaced with “Parkinson”. It was proposed by Cllr Chris Davies that the report be adopted. The proposal was seconded by Cllr Clive Parkinson and unanimously agreed.
- 212/20. The Deputy Clerk informed Council of expenditure that had been agreed out of meeting by the Chair and Vice Chair of the Committee. This was for urgent works to the front chimney of 67 High Street. This was noted by Council.

(b) Staffing on 14.07.20

213/20. Cllr Guy Rawlinson, Chair of the Staffing Committee, presented the report from the Committee meeting on 14.07.20. It was noted that there was an error in the date of the minutes.

214/20. Cllr Guy Rawlinson highlighted the discussion at the meeting about staffing implications of COVID-19. He reported that meetings were being arranged by the Clerk and Deputy Clerk with Chairs and Vice Chairs of each of the Committees to discuss the budget implications of projects not being able to be progressed due to COVID-19 issues. It was agreed that these discussions should be pulled together and monitored by the Finance and Policy Committee.

215/20. It was proposed by Cllr Guy Rawlinson that the report be adopted. The proposal was seconded by Cllr Clive Parkinson and unanimously agreed.

7. To consider the following matters related to Council finance

(a) To approve the Accounts for Payment

216/20. The following accounts now due for payment were proposed by Cllr Matt Stringer, seconded by Cllr Chris Davies, and unanimously agreed for payment to be approved:-

ACCOUNTS PAID OUT OF MEETING

South Gos Council	Rates (July DD) – Town Council	1310.00
South Gos Council	Rates (July DD) - Cemetery	334.00
South Gos Council	Rates (Aug DD) – Town Council	1310.00
South Gos Council	Rates (Aug DD) – Cemetery	334.00
Sage UK	Accounts Software (Aug DD)	102.00
Lloyds Bank PLC	Credit Card Payment (Aug DD)	260.59
Octopus Energy	Electricity (Aug DD) – MPF	84.64
Octopus Energy	Electricity (Aug DD) – T/HALL	276.29
Octopus Energy	Electricity (Aug DD) – CEM	25.62
HMRC	Tax Payment	5098.02
Avon Pension UK	Pension Payment	4885.56
Salaries	Staff Wages	24291.25
**Seton	Sanitiser/Wipes	185.76
**Just Gloves	Nitrile Gloves	182.00
**Amazon	Signage	32.97
Staff	Reimbursed Expenditure	163.32
Staff	Reimbursed Expenditure	15.29
Abbey Lifts Ltd	Service & Maintenance – Lift	312.00
Professional Fees	Temp RFO	732.40
EDF Energy	Electricity-Cemetery (final)	17.31
EDF Energy	Electricity – T Hall (final)	98.61
South Gos medical services Ltd	Occupational Health	175.00
Initial	Washroom Hygiene Unit	93.60
Armstrong Hall Trust	Grant	40000.00
Cash	Petty Cash	250.00
Courtstall Services Ltd	Fencing Works	2726.40
British telecom	Telephone – Pavilion	99.67

ACCOUNTS NOW DUE FOR PAYMENT

Central Services

MSP Group	IT Support/Phone Broadband	464.32
Rialtas Business Solutions	Support & Maintenance Licence	1006.80
Avon Local councils Assoc	Day Course	10.00
Matrix BES Ltd	Replace Light fittings	1391.04
Biffa Waste Services	Waste Disposal – T/HALL	98.33
Zurich Municipal	Insurance – Lift	233.28
MCL	Photocopier Charges	75.59

Playing Fields & Cemetery

Sullivans	Repair Materials	61.10
Biffa Waste Services	Waste Disposal- CEM	84.24
Biffa Waste Services	Waste Disposal- MPF	372.05
Hawkins Of Thornbury	Brass Padlock	7.99

Covid-19

Consortium	Alcohol Hand Gel(£102.95 credit applied@ £50.46)	52.49
Parsons landscape Ltd	Dismantle Play Equipment	600.00

(b) To receive the income and expenditure report for July 2020

217/20. The income and expenditure report for July 2020 had been circulated and was noted. The Deputy Clerk confirmed that the overspend on Professional Fees was partly due to the locum RFO wages being charged to this cost centre rather than Staff Salaries. The Deputy Clerk agreed to clarify whether the Central Services Staff Salaries included any element of Armstrong Hall salaries. It was agreed that staffing costs should also be captured under the COVID-19 expenditure.

(c) To receive and approve the bank reconciliation for July 2020

218/20. The bank reconciliation report for July 2020 had been circulated. Cllr Clive Parkinson proposed that this report be accepted. The proposal was seconded by Cllr Benj Emmerson and unanimously agreed.

9. To receive and consider the Council's COVID-19 policy and risk assessment

219/20. The COVID-19 Health and Safety Policy for Thornbury Town Council and the COVID-19 Risk Assessment for Thornbury Town Council had been circulated. Cllr Clive Parkinson proposed that these two documents be agreed by Council. Cllr Guy Rawlinson seconded the proposal and it was unanimously agreed. It was further agreed that the Staffing Committee should oversee reviews/amendments to the risk assessment because of the implications this would have on staff.

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

220/20. Council considered planning and licensing applications and agreed comments for submission to South Gloucestershire Council as per the attached schedule.

11. To consider Council's response to the following consultations

(a) E-scooter trial in the West of England

221/20. Council noted the consultation and looked forward to hearing of the outcome.

(b) Thornbury High Street pedestrianisation

222/20. Council noted that the deadline for comments was 31 January 2021 and agreed to defer commenting until nearer to the deadline so that it had more time to reflect on the impact of the pedestrianisation. It was agreed that should be put on the agenda for a Council meeting nearer the deadline.

(c) South Gloucestershire Council Floating Support Service

223/20. It was agreed to comment that Council had concerns regarding the reduction in staffing levels and whether the service could continue to be provided to such a high level with this reduction.

(d) South Gloucestershire Council draft Drug Strategy for 2020-2025

224/20. Council noted the consultation.

(e) Ministry of Housing, Communities and Local Government – three consultations on reform of the planning system sent from NALC

225/20. Council agreed to consider these consultations further at the next Town Development Committee meeting.

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

226/20. It was noted that Committee meetings would start again in September via Zoom conference.

227/20. It was noted that the Town Hall would be open in the first week of September by appointment only.

228/20. The issue of Remembrance Sunday was discussed and it was agreed that the road closure should be applied for even though the arrangements for the day were uncertain at the moment.

13. **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**

229/20. Resolved.

14. **To consider leasing matters**

(a) To resolve to sign a lease with the Police and Crime Commissioner for Avon and Somerset

230/20. Council resolved to sign the lease. It was not possible for the lease to be signed immediately due to the meeting having to be held remotely, and it was therefore agreed that Cllr Matthew Stringer and Cllr Chris Davies would attend the Town Hall at a time to

be agreed in order to sign the lease and witness the Clerk sealing the lease.

(b) To resolve to sign a lease with Thornbury Volunteer Centre

231/20. It was noted that this lease was not yet ready for signing.

(c) To consider any other leasing matters

232/20. There were no other leasing issues to consider.

15. To consider quotes for the following

(a) Boiler servicing

233/20. The Deputy Clerk outlined two quotes received for the servicing of boilers in Town Council properties (four quotes had been obtained, but only two of the companies could carry out all of the servicing adequately). It was noted that this would not involve entering into a contract, but that the servicing could be booked when needed. It was agreed to proceed with the company who currently carry out work for the Town Council (the two quotes were identical in price). The Deputy Clerk reported that there were a number of known faults with one of the boilers for which repair costs would be brought to a future Council meeting for consideration.

(b) Bronze plaques

234/20. The Deputy Clerk reported that savings could be made by changing suppliers of the bronze plaques for cremated remains plots in the Cemetery and that there had been some quality issues with the current supplier. Quotes had been sought from four companies. It was agreed to change to the cheapest of these companies as long as the sample they provided was of an acceptable standard.

(c) Fire prevention services contract

235/20. A document outlining the costs of a three year contract to maintain existing fire equipment in all Town Council buildings, as well as providing an overview of the tender process for awarding this contract, had been circulated. It was agreed to award the contract to the company that had performed better in the tender interview. The Deputy Clerk highlighted that the tender process had also involved covering fire equipment at the Armstrong Hall as an additional option, and that details would be sent to Trustees to seek their authorisation to proceed with this option.

PLANNING APPLICATIONS considered 25.08.20

DATE	REF NO	LOCATION	PROPOSAL	COMMENT	PLANNING DECISION
06.08.20	P20/08745/F	4 Medway Court Thornbury South Gloucestershire BS35 2HL	Conversion of garage and erection of single storey front side and rear extensions to provide additional living accommodation. Extension of boundary line in rear garden to include a change of use from amenity land (Sui Generis) to residential garden (Class C3) as defined by the Town and Country Planning (Use Classes) Order 1987. REVISED PLANS RECEIVED	OBJECT – Council has no objection to the building of this type of extension in itself. However, on further consideration of the plans, Council has concerns regarding the removal of amenity land. <i>(Note – one Councillor abstained from the vote on this application.)</i>	
18.08.20	P20/10117/F	37 Charles Close Thornbury BS35 1LW	Erection of a two storey rear extension (to include a change of use from amenity land “Sui Generis” to residential (Class C3) as defined by the Town and Country Planning (Use Classes Order) 1987) to provide additional living accommodation.	OBJECT – Council has concerns regarding the removal of amenity land and the loss of green space which alters the character of the area.	
18.08.20	P19/8659/O	Land at Crossways, Morton Way, Thornbury	Development of up to 80 dwellings, up to 1.0 ha of B1/B2/B8 employment land (outline) with access to be determined. All other matters reserved. REVISED PROPOSALS – UPDATED DESIGN AND ACCESS STATEMENT AND TRANSPORT DOCUMENTATION	Cllr Maggie Tyrrell will look to provide additional comments, if possible, by Monday 31.08.20. Otherwise the following comments will be submitted on Tuesday 01.09.20 – <i>“OBJECT – the new plan is no better than the previous plan, despite revisions being made. Council reiterates all of its previous comments regarding this application.”</i>	

19.08.20	P20/13018/LB	81 High Street, Thornbury, BS35 2AW	Internal alterations to remove part of internal wall between ground floor lounge and dining room.	No objection, subject to the approval of the Listed Buildings Officer.	
DATE	REF NO	LOCATION	PROPOSAL	COMMENT	PLANNING DECISION
19.08.20	P20/12850/F	19 Ashgrove, Thornbury, BS35 2LH	Erection of single storey rear and side extension to form additional living accommodation.	OBJECT – Council is concerned that the scale and design are not appropriate for that location.	
24.08.20	P20/15168/TCA	6 Stokefield Close, Thornbury, BS35 1HE	Works to 1 no. Acacia Tree, remove low limb over the greenhouse, crown reduce height and spread by 45% from 7m to 4m radial spread (overall diameter of tree canopy reduced to 8m from 14m) and to reduce the height to 10m, situated within the Thornbury Conservation Area.	No objection, subject to the approval of the Tree Officer.	
24.08.20	P20/13384/F	Thornbury Castle Hotel, Thornbury, BS35 1HH	Erection of ornamental water fountain with new footpaths and other associated works.	No objection.	
24.08.20	P20/15204/F	6 The Paddocks, Thornbury, BS35 2HP	Demolition of existing conservatory. Erection of single storey rear extension and first floor side extension and part conversion of existing garage to form additional living accommodation.	No objection.	