

THORNBURY TOWN COUNCIL

Minutes of the Town Council Meeting
held on Thursday 30 April 2020 at 7.30pm
via Video Conference (Virtual Meeting)

Present: Cllrs Angela Symonds (Chairman and Mayor)
Jayne Stansfield (Vice Chairman and Deputy Mayor)
Ashley Bijster
Christopher Davies
Benj Emmerson
Clare Fardell
Bob Griffin
Helen Harrison
Shirley Holloway
Clive Parkinson
Guy Rawlinson
Pam Shipp
Matthew Stringer
Martin Trueman
Maggie Tyrrell

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

(Cllr Eva Fielding – absent)

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

None.

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

None were declared at this point.

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

56/20. The Chairman reported that the current Coronavirus restrictions had meant that Mayoral events in the latter part of March and also April had been cancelled. She had, however, been very busy attending a number of events during February and the beginning of March. This included the TMTG pantomime, Sleeping Beauty, which had been very entertaining; the 1980 exhibition at the Museum which had been opened by the Mayor at that time; a charity public speaking competition at Castle School; a charity dinner at the Grange in Winterbourne in aid of Patchway Memorial Café and the Air Ambulance; welcoming a Fairtrade grower at the United Reform Church during Fairtrade fortnight; a swimathon at Thornbury Leisure Centre organised by the Rotary Club; a book launch at Thornbury Baptist Church; and a memory café event at the Thornbury Methodist Church. The Chairman remarked on how strange these times were and hoped that everyone was well and stayed well.

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

There were no members of the public participating in the virtual meeting.

5. **To consider and approve the minutes of the meeting of Thornbury Town Council on 2 October 2018 and any matters arising from them**

57/20. The minutes of the meeting of Thornbury Town Council held on 11 February 2020 had been circulated and were approved as a true record. (It was not possible to sign the minute book due to it being a virtual meeting and therefore the minutes will be signed by the Chairman as the earliest opportunity.)

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

(a) Environment Committee

58/20. The report of the Environment Committee meeting held on 18 February 2020 was presented by the Committee Chairman, Cllr Matthew Stringer.

59/20. Cllr Matthew Stringer reported on a number of items from the report. The installation of a water fountain at the Mundy Playing Fields will be progressed once current restrictions are lifted. The Town Hall had been registered for the Heritage Open Days event for Saturday 12 September 2020, but a “virtual” tour may need to be considered if restrictions continue. The recycling bin and picnic benches were being installed in the Poulterbrook environmental area, and the wildflower seed could be planted in either autumn 2020 or spring 2021, depending on when the appropriate equipment could be hired.

60/20. Two errors were noted in the report – (i) the last line of 6(e) should read “Streamleaze Green” and not “Oakleaze Green”, and (ii) in 7(i) Jeff Pead’s name had been misspelt. It was agreed that the report would be amended.

61/20. It was proposed by Cllr Matthew Stringer, seconded by Cllr Maggie Tyrrell and unanimously agreed that the report is adopted.

(b) Playing Fields and Cemetery Committee

62/20. The report of the Playing Fields and Cemetery Committee meeting held on 18 February 2020 was presented by the Committee Chairman, Cllr Helen Harrison.

63/20. Cllr Helen Harrison reported that a new St Mary’s Church representative would be attending Committee meetings, and that a solution had been agreed for the very bright light outside the church and would be implemented as soon as possible. It was agreed that the Deputy Clerk would contact Thornbury Town Football Club to see what effect the current restrictions would have on promotion in the league and how this would effect the Club’s plans for proposed changes to their facilities at the Mundy Playing Fields.

64/20. An error was noted in the report – in 9 the word “orienteeing” had been misspelt. It was agreed that the report would be amended.

65/20. It was proposed by Cllr Helen Harrison, seconded by Cllr Matthew Stringer and unanimously agreed that the report is adopted.

(c) Town Development Committee

- 66/20. The report of the Town Development Committee meeting held on 3 March 2020 was presented by the Committee Chairman, Cllr Maggie Tyrrell.
- 67/20. The Clerk reported that the Neighbourhood Plan would have to be finished next year as the final vote could not take place this year. Over 200 responses had been received through the consultation process and therefore it did not need to be repeated. It should be possible for the Neighbourhood Plan to be embedded in the Local Plan. The consultants were currently working on the analysis of responses to the consultation and South Gloucestershire Council's response would be added into this once it was received. It was likely that the Neighbourhood Plan group would then meet virtually.
- 68/20. It was proposed by Cllr Maggie Tyrrell, seconded by Cllr Jayne Stansfield and unanimously agreed that the report is adopted.

(d) Finance and Policy Committee

- 69/20. The report of the Finance and Policy Committee meeting held on 5 March 2020 was presented by the Committee Chairman, Cllr Jayne Stansfield.
- 70/20. Cllr Jayne Stansfield highlighted some items from the report. The police had confirmed that they were working more with youth groups. A loan had been authorised to cover the architect costs for Miss Saise's Cottage. It had been agreed that the RFO should look to open further bank accounts to reduce the risk to Council funds should one bank go out of business.
- 71/20. It was proposed by Cllr Jayne Stansfield, seconded by Cllr Guy Rawlinson and unanimously agreed that the report is adopted.

(The meeting was halted temporarily at 8.00pm to allow participation in the weekly Clap for Carers.)

(e) Staffing Committee

- 72/20. The report of the Staffing Committee meeting held on 5 March 2020 was presented by the Committee Chairman, Cllr Guy Rawlinson.
- 73/20. Cllr Guy Rawlinson confirmed that although objectives had been agreed for the Clerk, the main priority for her during the current restrictions was to maintain Council's functions. Cllr Guy Rawlinson thanked the Clerk and her staff for their efforts during this difficult time and for the regular update reports to Councillors. The recruitment of a permanent RFO would be progressed once restrictions were lifted. The Clerk confirmed that she was also very focused at the moment on closing down the accounts on the new financial system for the 2019/2020 financial year.
- 74/20. It was proposed by Cllr Guy Rawlinson, seconded by Cllr Maggie Tyrrell and unanimously agreed that the report is adopted.

7. To consider the following matters related to Council finance

(a) To approve the Accounts for Payment

- 75/20. The following accounts now due for payment were proposed by Cllr Matthew Stringer, seconded by Cllr Guy Rawlinson, and unanimously agreed for payment to be approved:-

ACCOUNTS PAID OUT OF MEETING

South Gos Council	Rates (April D/Debit)- Town Hall	1308.75
South Gos Council	Rates (April D/Debit) – Cemetery	337.30
British Telecom	Telephone & Broadband	368.05
Zoom Video Comm Ltd	Video Communications – Council Meetings	143.88
St Mary’s Church Council	Floodlighting/Green Bin	200.94
Pitney Bowes Finance Ltd	Franking Machine – Rental (D/Debit)	94.93

ACCOUNTS NOW DUE FOR PAYMENT

Central Services

MCL House	Photocopier Charges	56.60
Siemens (Financial Services)	Photocopier – Lease	181.20
South Gos Council	Internal Audit Services	1200.00
Matrix BES Ltd	Boiler Thermostat Replaced	126.00

Playing Fields & Cemetery

Brass Founders	Brass Plaque	175.90
Consortium	Stationery/Gloves	90.32
Play Safety Ltd	Safety Inspections	648.60
Yate Supplies (Disposables)Ltd	Compactor/Refuse Sacks	304.51

Environment

Wybone Ltd	Galv Steel Litter Bin	593.99
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(b) To consider the Financial Report for February

76/20. The financial report had been previously circulated. Cllr Matthew Stringer proposed that this be noted. Cllr Guy Rawlinson seconded this proposal and it was unanimously agreed. With regard to the final year figures, the Clerk reported that there were still some adjustments to be made, particularly with regard to CIL, but that she was confident that both income and expenditure were very close to budget. Further information on this would follow in due course.

(c) To receive and approve the monthly bank reconciliation for February

77/20. The bank reconciliation had been circulated and was noted. The Clerk confirmed that this monthly document would be circulated at each meeting and, once restrictions were lifted and normal meetings resumed, it would be signed by the Chairman. In addition, Cllr Clive Parkinson would scrutinise the physical bank statements each month at the Town Hall offices. However, it was not possible to complete this within the current restrictions and for now, the reconciliation document would just be noted at virtual meetings. The Clerk confirmed that this was in line with current advice from NALC.

(d) To receive an update on accounting matters

78/20. The Clerk reported that we would begin to close down the accounts tomorrow on RBS for 2019/2020 remotely. The internal audit was booked for 12 May 2020 and it was hoped that the AGAR could be brought to a meeting in May or June for sign off by Council. A wet signature would be necessary from the Chair and the auditor. The Clerk also reported that she had estimated the loss of income to Council due to the current restrictions at

around £18,000 if they continued until September/October, but obviously would be more if they continued until the end of the year or beyond. This will have an impact on precept setting for 2021/2022.

(e) To receive the internal audit report and discuss actions arising from it

79/20. The report had been circulated and was noted, including the actions. The Clerk reported that five out of six of the actions has already been addressed, with just the asset register continuing to be worked on and more detail added, but it should pass the final audit. The Clerk clarified that the action relating to Trustees' responsibilities related to Armstrong Hall Trustees. Council thanked the Clerk and her staff for their efforts in achieving a good audit report.

8. **To review and agree amendments to the following Council documents**

(a) Standing Orders

80/20. Revised Standing Orders had been circulated. The Clerk confirmed that these included the amendments that had been requested at previous meetings. They also included a new section – section 26 “Delegations in the Event of Emergency Situations”. The Clerk had also circulated a “Supplementary to Thornbury Town Council Standing Orders” which reflected the recent legislation allowing authority to hold remote meetings and amend standing orders as required. It was agreed that paper copies could be produced for individual Councillors on request. Cllr Clive Parkinson proposed that the revised Standing Orders be adopted, including the supplement. This proposal was seconded by Cllr Benj Emmerson and unanimously agreed.

81/20. As part of the newly adopted Standing Orders and Supplement, Cllr Maggie Tyrrell proposed that an Annual Meeting of the Council be held on Tuesday 5 May 2020. The proposal was seconded by Cllr Christopher Davies and unanimously agreed.

(b) Financial Regulations

82/20. Revised Financial Regulations had been circulated. The Clerk confirmed that these included the amendments that had been requested at previous meetings. With regard to section 3.1, it was agreed that this should be amended to read “each Committee *may* review its three year forecast of revenue and capital receipts and payments”. With this amendment, Cllr Benj Emmerson proposed that the revised Financial Regulations be adopted. This proposal was seconded by Cllr Jayne Stansfield and unanimously agreed.

(c) Risk Register

83/20. A revised Risk Register had been circulated. The Clerk confirmed that it included the amendments that had been requested at previous meetings. The Clerk reported that it also included the control that when staff PCs were replaced in the future, that they be replaced with laptops which would allow easier working from home at times when the office was not able to be in use. Cllr Clive Parkinson proposed that Council accept the level of risk identified in the revised Risk Register. The proposal was seconded by Cllr Jayne Stansfield and unanimously agreed.

9. **To consider a proposal for an Annual Report for the Council**

84/20. The Clerk had provided a link to a report produced by another Council which Thornbury Town Council could consider producing. A draft of this report was currently being

worked on, would include sections from groups awarded grants and also the police, and could be more widely distributed including being available online. The issue was discussed and Cllr Maggie Tyrrell proposed that Council produce a report along these lines. The proposal was seconded by Cllr Benj Emmerson and unanimously agreed.

10. **To consider a request for a memorial bench to be installed**

85/20. The Deputy Clerk outlined a request that had been received recently to install a bench in a field near the Mundy Playing Fields in memory of a Thornbury resident who had made a significant contribution to the town, including many years' service on the Environment Committee. The land owner's permission had been obtained. It has also been noted that cows graze in that particular field and therefore a cast iron bench would be more appropriate. Council staff could install the bench and maintain it. The issue was discussed and Cllr Guy Rawlinson proposed that the Deputy Clerk should contact the person who had made the request to confirm that Council was in full support of installing a bench and was happy to underwrite the cost of the bench, as it was felt that there may be many people who would want to make a contribution to the cost and Council would cover the remaining cost. It was also proposed that an engraved bench may be more suitable than a bench with a plaque added to it. The proposal was seconded by Cllr Clare Fardell and unanimously agreed.

11. **To consider Planning and Licensing Applications as per the attached table**

86/20. Council considered planning and licensing applications and agreed comments for submission to South Gloucestershire Council as per the attached schedule.

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

There were no urgent matters to consider.

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

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.**

87/20. Resolved.

14. **To consider quotes for a new website for the Council**

88/20. Three quotes and further details had been circulated for provision of a new website. The Clerk talked through the quotes. There was some discussion about what was covered by the ongoing costs and technical support. It was agreed that the Clerk would provide further details of this to Cllr Martin Trueman. Cllr Clive Parkinson proposed that we proceed with the first company listed on the quotation document subject to Cllr Martin Trueman examining the ongoing costs and technical support and confirming to the Clerk that they were good value for money. The proposal was seconded by Cllr Christopher Davies and unanimously agreed.

15. **To consider repairs to the Chapel floor**

89/20. The Clerk reported that the Chapel floor was in disrepair and some areas were not considered safe to walk on. It was noted that there was no permanent base under the wooden flooring. The Chapel was currently closed to the public. Advice and quotes were being sought and further details would be brought to a future meeting.

16. **To consider the Council's contract for hanging baskets**

90/20. The Deputy Clerk confirmed that hanging baskets had been ordered and the supplier had confirmed that they expected to supply these as per the order. It was noted that the usual hanging basket scheme could not be run safely within the current restrictions. The issue remained, however, of whether baskets could be sold and distributed safely at all. The issue was discussed and it was agreed that we should attempt to sell hanging baskets at cost to Thornbury residents. The Deputy Clerk should contact the supplier to seek their assistance (and charges) in delivering either direct to the purchaser or at a number of drop off points. It was agreed that this would need to be actioned quickly and therefore the Deputy Clerk should liaise with the Clerk, the Chair and Vice Chair of the Environment Committee, early week commencing 11 May 2020 (by which time further Government advice on restrictions was expected) to make final decisions about how best to proceed.

17. **To discuss leasing issues, a lease request and confirm an extension to the legal advice**

91/20. The Clerk requested an extension to the legal advice needed to finalise the leases. Cllr Clive Parkinson proposed that this be granted. The proposal was seconded by Cllr Helen Harrison and unanimously agreed.

92/20. The Clerk talked through the current situation with regard to each lease.

(Cllr Clare Fardell left the meeting at this point due to a conflict of interest with two of the leasees.)

93/20. Lease A – planned works affecting the change to the lease had ceased during the current restrictions. This meant that the current lease continued until the new lease was in place. The Clerk confirmed this may have an impact on income.

94/20. Lease B – a draft lease was currently with the leasee for consideration.

95/20. Lease C – nothing more had been heard from the leasee.

96/20. Lease D – the leasee's solicitor had requested some minor changes to the lease and the Clerk talked through these as well as proposed resolutions. Cllr Clive Parkinson proposed that the Clerk continue as per the proposed resolutions. This proposal was seconded by Cllr Christopher Davies and unanimously agreed.

97/20. Lease E – issues relating to utilities remain unresolved and the leasee had requested a meeting with Councillors. Cllr Clive Parkinson proposed that he, the Clerk and Cllr Guy Rawlinson meet via video conference with the leasee to discuss the outstanding issues.

98/20. A request regarding rent from another leasee was discussed and Cllr Clive Parkinson proposed that the Clerk contact them with an offer regarding this. Cllr Jayne Stansfield seconded the proposal and it was unanimously agreed.

THORNBURY TOWN COUNCIL

PLANNING APPLICATIONS considered on 30 April 2020

DATE	REF NO	LOCATION	PROPOSAL	COMMENT	PLANNING DECISION
08.04.20	P20/06163/PNH	16 Church Road, Thornbury, South Glos, BS35 1EL	Erection of single storey rear extension which would extend beyond the rear wall of the original house by 4 metres for which the maximum height would be 3 metres and for which the height of the eaves would be 3 metres.	No objection. <i>(Already submitted.)</i>	
08.04.20	P20/05401/TRE	Tesco Stores Ltd Midland Way Thornbury South Gloucestershire BS35 2BS	Works to crown thin 5 no. Lime trees by 15%. Trees covered by TPO 400 and dated 11/01/1989.	No objection, subject to the Tree Officer's approval. <i>(Already submitted.)</i>	
16.04.20	P20/06227/F	25 Stafford Crescent Thornbury South Gloucestershire BS351DH	Erection of single storey side extension to form additional living accommodation with the conversion of existing garage to form study.	No objection in principle, but subject to the issues relating to reduced parking being resolved (as per Highway Officer's comments).	
21.04.20	P20/04174/F	Land At Vilner Lane Grovesend Thornbury South Gloucestershire BS35 3HY	Demolition of existing building. Erection of replacement agricultural building.	OBJECT – the proposed barn is not of a similar scale or type to the buildings it is to replace. The proposed barn is a larger, more substantial construction that will be more prominent in this sensitive landscape. The Council can see no justification for this scale of building at this location within the green belt.	

DATE	REF NO	LOCATION	PROPOSAL	COMMENT	PLANNING DECISION
23.04.20	P20/06923/F	12 Chantry Road Thornbury South Gloucestershire BS35 1ER	Erection of single storey front extension to provide additional living accommodation. Installation of driveway and extension of existing vehicular access.	No objection, subject to sufficient parking being provided.	
23.04.20	P20/06977/F	55 High Street Thornbury South Gloucestershire BS35 2AP	Raising of ridge height by 0.9m and erection of two storey rear extension to form additional office space (Class B1 (a))	OBJECT – the materials and design for the rear of the building are completely out of character in a Conservation Area.	
24.04.20	P20/06985/F P20/06982/LB	14 High Street Thornbury South Gloucestershire BS35 2AQ	Conversion of first and second floor ancillary office and storage space to form 3no. self contained apartments (class C3) with associated access stairs at ground floor level. Internal and external alterations to convert first and second floor ancillary office and associated storage space into 3no. self contained apartments with associated access stairs at ground floor.	No objection, but Council would not want any development allowed that would adversely affect the adjoining business.	