

THORNBURY TOWN COUNCIL

**Minutes of the Town Council Meeting held on Tuesday 6 October 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
Eva Fielding
Martin Trueman (arrived late)
Helen Harrison (arrived late)

Louise Powell (Town Clerk)
Minutes written from recording by Hannah Cornford

(Cllr Ashley Bijster – absent)

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

236/20. None.

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

237/20. None.

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

238/20. Cllrs Jayne Stansfield and Chris Davies had attended an event at the United Reformed Church to welcome the new Minister. The church has been without a Minister for four years.

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

239/20. A resident of Elmdale Crescent attended to complain about the bollards that had been installed on Oakleaze Green. He was unhappy with the number and positioning of them. The Clerk responded that she was already aware of an issue with the installation that South Glos Council had carried out on our behalf and it was already being dealt with. It appeared that South Glos had come across utilities underneath the Green and this had caused a problem. Cllr Parkinson questioned the requests that the resident made, as they appeared to differ with previous residents' requests.

(Cllrs Helen Harrison & Martin Trueman joined during this item)

5. **To consider and approve the Minutes of the meetings of Thornbury Town Council on 25.08.20 and any matters arising from them**

240/20. The Clerk updated Council on a recent Neighbourhood Plan meeting. In light of comments from South Glos Council, minor amendments would be made to the Plan (which would be approved by delegated Town Councillors) before formal submission of the Plan to South Gloucestershire Council for regulation 16 consultation.
Cllr Parkinson reported that he had viewed the bank reconciliations in the Town Hall and would continue to do so, therefore that action from the internal audit was now complete. The minutes were agreed to be a true record.

6. **To declare a vacancy in Central Ward for the Town Council**

241/20. The vacancy was declared and would be advertised on 07.10.20 on the website and noticeboard.

7. **To receive reports from the following committees and any matters arising from them**

(a) **Environment on 01.09.20**

242/20. Cllr Matt Stringer presented the report explaining that the plans for the Poulterbrook environmental area were progressing. The reduced hanging basket scheme had been very successful. The tree warden was helping ensure all the budget for tree planting would be used. Cllr Holloway raised an issue with an overgrown footpath which was noted and would be reported. Cllr Stringer proposed the report for adoption, seconded by Cllr Rawlinson and it was unanimously adopted.

(b) **Playing Fields & Cemetery on 01.09.20**

243/20. Cllr Helen Harrison presented the report highlighting the football club's plans to get games underway again and their plans to apply for CIL funds through South Gloucestershire Council. A new portaloo was being supplied for use of the rugby club and there had been a useful meeting at the skate park. Proposals for works on this site would be going to the next meeting. The war memorial was being repaired in 2021 and the legal issue concerning the splash pad was still unresolved. Cllr Harrison proposed the report for adoption, seconded by Cllr Parkinson and it was unanimously adopted.

(c) **Town Development on 08.09.20**

244/20. Cllr Tyrrell confirmed that she would be drafting a response to the application for Land at Crossways. She would be attending the site visit as a ward councillor and Cllr Parkinson would be attending as the Town Council representative. There was an additional meeting for 54 Cumbria Close which Cllr Holloway would be attending as a ward councillor and Cllr Parkinson again as the Town Council representative. Cllr Tyrrell proposed the report, seconded by Cllr Holloway and it was unanimously adopted.

(d) **Finance & Policy on 10.09.20**

245/20. Cllr Chris Davies presented the report, highlighting the Krunch costs and impact of Covid-19 on Town Council operations. There had been increased costs and some loss of income,

although increased income from the cemetery. Building condition surveys were now underway. The report was proposed by Cllr Davies, seconded by Cllr Stringer and unanimously adopted.

(e) Staffing on 10.09.20

246/20. Cllr Rawlinson presented the report, highlighting the impact of Covid-19 on staff. Government pay guidelines had been followed with a recent pay review. The Responsible Finance Officer post had been advertised and there were three promising candidates. Cllrs Rawlinson and Davies would be reviewing applications with the Clerk and interviewing next month. The report was proposed for adoption by Cllr Rawlinson, seconded by Cllr Stringer and unanimously adopted.

8. To consider the following matters related to Council finance:

a) To approve the Accounts for Payment

ACCOUNTS PAID OUT OF MEETING

South Gos Council	Rates - September(DD)	1310.00
South Gos Council	Rates - September (DD)	334.00
Unity Trust Bank	Service Charge	38.85
Unity Trust Bank	Handling Charge	7.80
HMRC	Tax Payment	4036.83
Avon Pension UK	Pension Payment	2326.54
Salaries	Staff Wages	17865.85
Gas Deduction	(PLR)	35.00
Lloyds Bank PLC	Credit Card Payment (DD)	403.73
Sage UK	Accounts Software (DD)	102.00
Almondsbury Garden Centre	Bedding Plants	729.00
Initial Washroom Hygiene	Hand Dryers (Credit applied £51.04)	734.22
South Gos Council	Service Charges – Grass Cutting/Dog Waste	4691.05
Water2business	Water & Sewage – T/Hall	348.20
Ecotricity	Electricity – Bakery	376.10
Ecotricity	Electricity – Museum	277.73
Professional Fees	Temporary RFO	635.20
VP PLC Groundforce/Graveshore	Grave Shoring	11028.48
** HSQE Ltd (Vital Skills)	Staff – Online Training Package	48.00
**Amazon.co.uk	Headphones – Staff Training	63.84
**Amazon.co.uk	(Previous Headphones Order Refunded)	41.52
**Tesco.Com	Mobile Phone – (Weekend Staff)	16.99

ACCOUNTS NOW DUE FOR PAYMENT

Central Services

Krunch UK	Youth SLA Quarterly Payment	8750.00
JCW Window Cleaning	Window Cleaning – TH	55.00
Acorn Recruitment Ltd	Temp – Cleaner	248.06
Armstrong Hall	Purchase – AH laptop	372.80
Biffa Waste Services	Waste Disposal	127.38
MCL Ltd	Photocopier Charges	126.64

Consortium	Stationery	88.38
Avon Dynamic	Portable Appliance Tester	96.00
Lemon Gazelle	Neighbourhood Plan	350.00
Hawkins Of Thornbury	Maintenance Materials	49.56
MSP Group	IT Support/Phone/Broadband	395.02
GAP Supplies	Maintenance Materials	9.14

Playing Fields & Cemetery

Consortium	Trigger Spray Bottles - Red	7.43
Consortium	Trigger Spray Bottles - Green	7.43
Brass Founders	Brass Plaque	126.41
Brass Founders	Brass Plaque	126.41
RTC Safety Surfaces Ltd	Splashpad Surfacing	22471.20
Biffa Waste Services	Waste Disposal- MPF	465.06
Biffa Waste Services	Waste Disposal- Cemetery	105.30
AED Locator	Replacement Pad Pak	130.68
Thornbury Motors	Fuel	148.50
Thornbury Tyres	R V Tubes	36.00
MSP Group	Phone/Broadband – Pavilion	54.00
British Telecom	Phone – Pavilion	99.64

Covid Expenditure

Matrix BES Ltd	Electrical Work – Hand Driers	144.00
Consortium	Antibacterial Hand Soap	37.50
Consortium	Acetate Face Visors	16.91

Land & Property

VP Plc Groundforce	Gravshore - Staff Training	954.00
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Grants & Contingencies

Volunteer Link	Grant Payment	1670.00
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Environment

Broxap	Seat/Plaque/Fixings	910.80
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** Credit Card Payments

247/20. The accounts for payment were proposed by Cllr Rawlinson, seconded by Cllr Stringer and unanimously agreed.

b) To discuss feedback from the external auditor

248/20. The handling of the Armstrong Hall staffing costs that had been recommended by our internal auditor, had been queried and legal advice had been sought through NALC. Council has until the end of November to make changes based on the advice given. A resubmission will be made to the external auditor this time, but in future years the accounting for staffing costs must be done differently. Town Council staff must not work for the Armstrong Hall Trust. Cllr Parkinson proposed that from the beginning of the next financial year, all financial systems must be changed as advised. This was seconded by Cllr Stansfield and all were in favour.

9. **To consider a change of Playing Fields and Cemetery and the composition of the Staffing Committee**
- 249/20. Cllr Helen Harrison reported that she wished to step down as Chair of the Playing Fields and Cemetery Committee (which includes her place therefore on the Staffing Committee), due to a change in her circumstances which meant she felt unable to continue giving the post the time it deserves. Cllr Tyrrell proposed that Cllr Parkinson move from Deputy Chair up to Chair position and a new Deputy be elected at the next Committee meeting. This was seconded by Cllr Trueman and unanimously agreed. Cllr Tyrrell thanked Cllr Harrison for her service to the Committee.
10. **To consider the draft programme for Council meetings**
- 250/20. The draft programme was approved and it was noted that Neighbourhood Plan meetings may not be needed throughout the whole year.
11. **To consider affordable housing on the new developments in Thornbury**
- 251/20. Cllr Trueman had picked up on comments on social media regarding this subject. He had invited the residents to attend this meeting but they had not joined. Councillors had a brief discussion around this topic.
12. **To consider a letter received from a member of the Public with regards to the closure of Thornbury High Street**
- 252/20. The letter had been circulated with the papers and it was agreed that the Clerk would write a reply. Cllr Parkinson stated that the Town Council had received a number of comments from members of the public and organisations in the town about the High Street changes and he was concerned the South Glos consultation was too narrow in scope. He proposed that the Town Council write to South Glos Council to ask for a complete review of traffic movements in the Town Centre resulting in a menu of options for residents of Thornbury to comment on, instead of the single take it or leave it proposal from South Glos Council at the moment which is to pedestrianise the High Street. Cllr Emmerson seconded this and it was unanimously agreed.
- 252/20. Cllr Rawlinson wanted it to be clear that the Town Council are listening to residents' concerns over the High Street and its condition. Cllr Parkinson suggested we do a press release, outlining the Council's concerns and what we want to see in the future.
13. **To consider the Council's draft Privacy Policy for the new website**
- 253/20. The Clerk explained we had taken advice on what to put in this policy and it was agreed.
14. **To consider planning and licensing applications**
- 254/20. The applications were considered and comments agreed as per the attached schedule.
15. **To consider any matters on the grounds of urgency**
- 255/20. The Clerk reported that there had been a substantial leak at the Bakery Annex in the roof, which would be assessed on the upcoming condition survey. This may require urgent works that can't wait until the next meeting for approval, so it was agreed that if

necessary, an extraordinary meeting of the Finance & Policy Committee would be called.

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**

256/20. Resolved.

17. **To receive and consider the Council's General risk assessment for 2020 and actions arising**

257/20. The Clerk reported that there were a significant number of actions to complete and would involve a lot of work. The only urgent action related to the lift, which was already in hand and the lift was not being used whilst we wait for a LOLER inspection. This was being arranged through our insurance company who have been contacted and we are currently waiting for a date from them. Their engineers had a backlog because of Covid-19.

18. **To discuss and agree action on the Service Level Agreement for Youth Work**

258/20. It was agreed that the agreement would be extended for an additional year.

19. **To consider leasing matters**

i) **To resolve to sign a lease with Thornbury Volunteer Centre**

259/20. The Clerk would chase Thornbury Volunteer Centre.

ii) **To consider any other leasing matters**

260/20. Two other leases were discussed.

20. **To consider the following quotations:**

i) **Ladder replacements**

261/20. Three quotes had been sought and Councillors agreed new ladders would be purchased from Consortium.

ii) **Servicing for the New Holland tractor**

262/20. Three quotes had been sought, but only two obtained due to the specialist nature of the job. Councillors agreed the servicing would be carried out by TH Whites.

21. **To note approval for the following two purchases out of meeting**

i) **Grave Shoring**

263/20. Staff had recently received training and learned that they did not have the appropriate shoring to dig graves. Permission had been sought from the Chair and Vice Chair to purchase the necessary equipment out of meeting, as the shoring was needed urgently for future burials.

ii) **Training for outside staff on play area inspections**

264/20. Two members of staff had attended this training today.

THORNBURY TOWN COUNCIL

PLANNING APPLICATIONS considered on 06.10.20

Date	Reference	Address	Proposal	Town Council Comment	Decision
24.09.20	PT18/6450/O	Land West of Park Farm, Butt Lane, Thornbury	Erection of up to 595 dwellings (Use Classes C3), land for a Primary School (Use Class D1), up to 700m2 for a Retail and Community Hub (Use Classes A1, A2, D1), a network of open spaces including parkland, footpaths, allotments, landscaping and areas for informal recreation, new roads, a sustainable travel link (including a bus link), parking areas, accesses and paths and the installation of services and drainage infrastructure (Outline) with access to be determined and all other matters reserved. <i>REVISED PLANS RECEIVED: Design and Access Statement, Landscape Masterplan and Travel Plan</i>	Cllr Tyrrell to draft comprehensive response formed from the agreed objections at the meeting.	
28.09.20	P20/17912/F	45 Waterford Close, Thornbury, BS35 2HU	Infill of existing porch and erection of a single storey front extension to form additional living accommodation.	No objection	
28.09.20	P20/17253/LB	Aysgarth, Kington Lane, Thornbury, BS35 1ND	Internal and external alterations to form new doorway and install of 2 no doors to north elevation.	No objection, subject to approval of the Listed Buildings Officer	
30.09.20	P20/16957/F	Merry Heaven Farm, Gloucester Road, Thornbury	Part change of use from blending and storage of animal feed (class B2) to restoration of classic cars (B2) and carbon grading, blending and distribution (B2 & B8) (retrospective).	No objection	

30.09.20	P20/18511/F	7 Shannon Court Thornbury South Gloucestershire BS35 2HN	Erection of a single storey side extension to form garage.	No objection, subject to the neighbour being able to maintain their property.	
02.10.20	P20/18692/F	77 Jubilee Drive Thornbury South Gloucestershire BS35 2YJ	Erection of two storey side and single storey rear extension to form additional living accommodation.	No objection	
05.10.20	P20/18527/TCA	The Coach House Rosemont House 66 High Street Thornbury South Gloucestershire	Works to re-pollard a group of approximately 9no Lime trees and fell 1no Holly. Situated in the Thornbury Conservation Area.	No objection to the re-pollarding, subject to approval of the Tree Officer, however object to the felling of healthy trees. If they are to be felled, we request they be replaced with varieties suitable for the location	