

THORNBURY TOWN COUNCIL

**Minutes of the Town Council Meeting
held on Tuesday 10 November 2020 at 7.30pm
via Video Conference (Virtual Meeting)**

Present: Cllrs Jayne Stansfield (Chair)
Chris Davies (Vice Chair)
Benj Emmerson
Bob Griffin
Shirley Holloway
Clive Parkinson
Pam Shipp
Matthew Stringer
Maggie Tyrrell
Martin Trueman
Angela Symonds
Ashley Bijster (arrived late)

Louise Powell - Town Clerk

(Minutes written from recording by Hannah Cornford)

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

287/20. Cllr Helen Harrison – another commitment
Cllr Guy Rawlinson – another commitment
Cllr Eva Fielding – indisposed

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

288/20. None were declared.

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

289/20. The Chair reported that she had attended a much-reduced Remembrance event due to the pandemic, where she had laid a wreath. The people who had attended were very pleased that this event had been able to take place.

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

290/20. No members of the public were present.

5. **To consider and approve the minutes of the meeting of Thornbury Town Council on 06.10.20 and the Thornbury Town Council Budget Meeting on 20.10.20 and any matters arising from them**

(Ashley Bijster arrived)

291/20. It was clarified that the press release regarding the closure of the High Street that had been discussed, had not been written. In response to the letter she had written, the Clerk had received an invitation from the leader of South Glos Council for the Town Development Committee Councillors to attend a closed meeting with him concerning this matter. The Clerk would arrange this. The minutes of the meeting on 06.10.20 were proposed to be a

true record by Cllr Trueman, seconded by Cllr Tyrrell and the minutes were unanimously adopted.

292/20. The Clerk had sought legal advice from NALC over the awarding of a grant to the Armstrong Hall. NALC had advised Council to instruct their own solicitors. Cllr Trueman proposed the Clerk immediately seek specialist legal advice, which was seconded by Cllr Griffin and the majority were in favour, with one abstention. Cllr Griffin proposed that the Clerk be allowed to spend up to £1000 on this, with Cllr Trueman seconding and the majority in favour with one abstention.

293/20. The minutes of the meeting on 20.10.20 were proposed to be a true record by Cllr Stringer, seconded by Cllr Tyrrell and the majority were in favour, with one abstention.

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

(a) Environment on 13.10.20

294/20. Cllr Stringer presented the report, highlighting issues such as the continuing development of the environmental area on Poulterbrook, a request for dog bins, issues at the butterfly bank and the maintenance schedule of the beds at Pullins Green. A report from the tree warden had included a suggestion to plant a tree at the Mundy Playing Fields in memory of the Cllr Clare Fardell. There were two minor corrections to be made. Cllr Stringer proposed the report for adoption, seconded by Cllr Emmerson and all were in favour.

(b) Playing Fields & Cemetery on 13.10.20

295/20. The report was presented by Cllr Parkinson who explained that Cllr Trueman had been elected to Vice Chair. He thanked the staff for the cutting back of a footpath and reported work to the football club's stands had been successful. A working party had met at the skatepark to move plans forward. There were issues relating to the splash pad and they had made a recommendation to the Finance & Policy committee that money is spent on site surveys of a field with a view to using it for burials in future. He proposed the report for adoption, seconded by Cllr Holloway and it was unanimously adopted.

(c) Town Development on 27.10.20

296/20. Cllr Tyrrell presented the report. A member of the public had come to talk about the development at Cleve Park, the Councillors had been in support of their comments and a second planning response had since been submitted. Cllr Parkinson had attended two meetings about Land at Crossways. Cllr Tyrrell proposed the report for adoption, seconded by Cllr Parkinson and all were in favour.

(d) Finance & Policy on 29.10.20

297/20. The report was presented by Cllr Davies, detailing that the police had attended and given a very useful report. The Committee had supported the request made by the Playing Fields & Cemetery Committee to survey additional burial land. Alongside Cllr Rawlinson & the Clerk, he had interviewed two candidates for the RFO vacancy and the outcome would be discussed during the staffing report. He proposed the report for adoption, which was seconded by Cllr Stringer and it was unanimously adopted.

(e) Staffing on 29.10.20

298/20. As the Vice Chair, Cllr Stringer presented the report. He outlined discussions surrounding Covid-19 on Council's operations and policy. The interviews for the RFO had taken place but there was no suitable candidate, so the committee was now looking at their options and what the way forward would be. He proposed the report for adoption, seconded by Cllr Parkinson and the majority were in favour with one abstention.

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

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

299/20. The accounts were proposed for payment for Cllr Davies, seconded by Cllr Stringer and all were in favour.

ACCOUNTS PAID OUT OF MEETING

HMRC	Tax Payment	5431.13
Avon Pension UK	Pension Payment	4203.53
Salaries	Staff Wages	15964.11
Gas Deduction (PLR)		35.00
Lloyds Bank PLC	Company Credit Card Payment (DD)	42.31
Octopus Energy	Electricity Supply – Cemetery(DD)	25.57
Octopus Energy	Electricity Supply – Town Hall (DD)	295.45
Professional Fees	Temporary RFO	768.00
Good Energy	Gas Supply – Town Hall	2052.38
**Tesco.Com	Mobile Phone Purchase	16.99

ACCOUNTS NOW DUE FOR PAYMENT – 10th NOVEMBER 2020

Central Services

Lemon Gazelle	Neighbourhood Plan	800.00
MSP Group	Phone Line & Broadband (split bill)	125.92
MSP Group	IT Support (split bill)	290.70
South Glos Council	Payroll Charges	246.48
Horders Thorn Press	Printed Christmas Cards	123.00
SLCC Enterprises	Training Course – Clerk	72.00
G B Sport & Leisure	Playground Inspection Training Course (x2 staff)	594.00

Playing Fields & Cemetery

Yate Supplies	Black Sacks	114.19
MSP Group Ltd	Phone Line & Broadband (split bill)	54.00
British Telecom	Phone Line – Pavilion	35.48
Falcon Nameplates Ltd	Brass Plates (new supplier)	115.80
Thorn Tyre Services Ltd	TR Repair	24.00
Thorn Motors Ltd	Fuel Expenses	245.16
Hawkins of Thornbury	Maintenance Materials	16.86
Courtstall Services Ltd	Fencing Works – Tennis Courts	4089.60

Land & Property

T H White Group	Takeover - Fire Alarm/Doors - T/Hall	144.00
T H White Group	Fire Extinguisher Servicing – T/Hall	94.80
T H White Group	Takeover – Emergency Lights – T/Hall	108.00
T H White Group	Fire Extinguisher Servicing – Cemetery	49.20

T H White Group	Fire Extinguisher Servicing – Pavilion	58.80
T H White Group	Takeover – Fire Alarm System – Flat	24.00
T H White Group	Fire Extinguisher Servicing – Flat	34.80
T H White Group	Fire Extinguisher Servicing – Bakery Annex	150.00
T H White Group	Takeover – Emergency Lights – Bakery Annex	48.00
T H White Group	Takeover – Fire Alarm System – Bakery Annex	24.00

(b) To receive the External Auditor’s report for 2019-2020

300/20. Council received the external auditor’s report for 2019-2020 which raised no concerns. It was noted that there had been corrections made to the final AGAR on the advice of NALC.

(c) To agree a way forward with the bank accounts

301/20. Barclays bank would not speak to any of the staff members as they were not on the mandate, which means that Council is unable to access the money in these accounts. The locum RFO suggested closing these accounts, which would take 2 signatures, then transferring the money elsewhere. Cllrs Parkinson and Griffin were believed to be on the mandate and could sign the letter. This course of action was proposed by Cllr Emmerson, seconded by Cllr Davies and unanimously agreed.

8. To receive an update on the actions taken in response to Government guidance to ‘lockdown’ again and to review the scheme of delegation for use during the Covid-19 pandemic

302/20. The Clerk and Deputy Clerk had been through the new guidance and had acted accordingly. The adult gym had been shut, but the playgrounds and skate park were open, as per government regulations. Currently, there was a scheme of delegation to officers to take actions to protect the community, continue operations and carry out financial requirements. Where possible, officers would consult with the appropriate Councillors before decisions were made. Cllr Griffin noted that he was happy to agree to anything which would ease strain on the staff. Councillors agreed unanimously to continue with the current scheme of delegation.

9. To receive feedback from Councillors attending meetings on behalf of the Council

303/20. Cllr Parkinson had recently attended two meetings, one of which was the Oldbury & Berkeley Stakeholders meeting. Horizon were not giving up on there being a nuclear plant at Oldbury and were talking to interested parties. They had stopped decommissioning the existing one in March, due to the pandemic, but had restarted again approximately three weeks ago.

304/20. The other meeting was of the Rural Market Towns Network, of which 48 towns were represented.

10. To consider planning and licensing applications

305/20. Applications were considered and responses agreed, as per the attached schedule.

11. To consider Council’s response to the following consultations:

(a) Thornbury High Street Pedestrianisation

306/20. Cllr Emmerson felt that Council should avoid any formal comment on this subject until after the Town Development Committee's meeting with the leader of South Glos Council. This was agreed.

(b) The Committee on Standards in Public Life – consultation as part of its review into the institutions, processes and structures in place to support high standards of conduct via NALC

307/20. The consultation was noted, but council did not feel a need to respond.

12. To consider any matters on the grounds of urgency

308/20. There were none.

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 this item of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*

309/20. Resolved.

14. To receive and consider actions relating to the condition survey of the Town Hall and other Council properties

310/20. The Clerk stated that there were significant works required and some of the costs were higher than hoped. The survey had not been long received before the meeting, so all would need to read them carefully before bringing it back to the next Finance & Policy meeting. If there was anything of critical urgency, the Clerk would seek delegated authority and already had the authority to stop the use of any building that could be considered dangerous.

15. To consider leasing matters

311/20. There was an ongoing issue with one tenant, who had responded to a chase letter. A way forward was agreed.

16. To consider quotes for the following:

(a) Fire risk assessments

312/20. Staff had sought quotes from three companies and Councillors agreed to go ahead with the cheapest one.

(b) Works to properties recommended from the Fire Safety company

313/20. This would be deferred to the next Finance & Policy Committee meeting, to be considered alongside the building condition survey, which was related.

(c) Splashpad fencing repairs

314/20. 6 companies had been contacted but only 2 had returned quotes. It was agreed to go with

the company who Councillors felt offered the better service.

THORNBURY TOWN COUNCIL

PLANNING APPLICATIONS considered on 10.11.20

Date	Reference	Address	Proposal	Town Council Comment	Decision
27.10.20	P20/20554/RVC	11 North Road Thornbury South Gloucestershire BS35 1EA	Variation of condition 2 attached to PT17/2465/F to amend the external wall finish from brick to render.	No objection	
27.10.20	P20/20619/F	Westover Park Road Thornbury South Gloucestershire BS35 1JS	Demolition of existing detached garage and erection of replacement garage. (Amendment to previously approved scheme P20/11819/F)	No objection	
28.10.20	LI20/3344/STB		Application for a Block New Street Trading Consent in South Gloucestershire Re: High Street Thornbury South Gloucestershire BS35 2AR Trading As: Thornbury Market	No objection	
28.10.20	P20/20476/ADV	Co-Op Badger Road Off Morton Way Thornbury South Gloucestershire	Display of 3no. Illuminated Static Fascia Signs and 4no. Static Non-Illuminated Parking Signs	No objection, subject to the amenities of the neighbours not being affected by the light.	
29.10.20	P20/20984/F	2A Oakleaze Road Thornbury South Gloucestershire BS35 2LQ	Erection of detached carport and store.	No objection	
APPLICATIONS RECEIVED AFTER PAPERS SENT OUT					
02.11.20	P20/21228/TRE	1 Beechacres Gloucester Road Thornbury South Gloucestershire BS35 1BE	Works to crown lift 1 no. Pride of India tree to 2.4m with a crown reduction to give 1m clearance from neighbouring properties roof. Tree covered by SGTPO 03/99 and dated 03/06/1999.	No objection, subject to agreement of the Tree Officer	
03.11.20	P20/21257/PNO R	Unit 4 Crossways Business Park Crossways Lane Thornbury South Gloucestershire	Prior notification for the intention to change of use from office (Class B1a) to residential dwelling (Class C3).	No objection	

03.11.20	P20/16952/F	Primrose Cottage 7 The Slad Grovesend Thornbury South Gloucestershire	Erection of first floor side extension to form additional living accommodation.	No objection	
04.11.20	P20/19228/F	31 Avon Way Thornbury South Gloucestershire BS35 2DG	Creation of vehicular access and installation of hardstanding to create 1 no. off street parking space.	OBJECT – it would change the character of the area and is not in keeping with development in that area. If permission is granted, then Council requests conditions that there should be minimal disruption to the green landscape and possibly consider the requirement to place greenery elsewhere.	