

THORNBURY TOWN COUNCIL

**Minutes of the Town Council Meeting
held on Tuesday 12 January 2021 at 7.30pm
via Video Conference (Virtual Meeting)**

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

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

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

01/21. None had been received.

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

02/21. Cllr Emmerson declared an interest in the Citizen's Advice Bureau, in relation to item 7f.

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

03/21. Cllr Stansfield announced that Cllr Griffin would be stepping down from his positions on various committees and sub committees, but continuing to serve on Town Development, Finance & Policy and Playing Fields & Cemetery.

04/21. Cllr Davies had attending the planting of a memorial tree for the late Cllr Clare Fardell. Cllrs Parkinson and Holloway and Rawlinson had also been present.

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

05/21. No members of the public were present.

(Cllr Harrison joined the meeting)

5. **To consider and approve the minutes of the meeting of Thornbury Town Council on 08.12.20 and any matters arising from them**

06/21. The Clerk updated Councillors that Barclays bank had transferred money over to the new accounts, but had still not sent the final statements for closure.

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

(a) Environment on 19.11.20

07/21. Cllr Stringer presented the report, updating Council that the butterfly area was being remapped to ensure the grass cutting schedule was correct. Bills for the water fountain had been cancelled and the discussion surrounding beds at Pullins Green was ongoing. He proposed the report for adoption, seconded by Cllr Davies and the majority were in agreement with two abstentions.

(Cllr Bijster joined the meeting)

(b) Playing Fields & Cemetery on 19.11.20

08/21. Cllr Parkinson presented the report. A decision on the placing of a shed for the Football Club had been deferred until after a site visit. He thanked the Deputy Clerk and Cllr Trueman for attending a meeting regarding improvements to the splash pad water supply. The details of this meeting would go to the next Committee meeting. A quote for a new ejector bucket on the tractor had been approved. Cllr Parkinson proposed the report for adoption, seconded by Cllr Harrison and the majority were in favour, with 2 votes unrecorded as their signals were lost.

(c) Town Development on 24.11.20

09/21. The report was presented by Cllr Tyrrell who confirmed that a response to the WECA consultation had been submitted. The Crossways Lane scheme commencement was imminent. She proposed the report for adoption, seconded by Cllr Davies and the majority were in favour with one abstention.

(d) Finance & Policy on 26.11.20

10/21. The report was presented by Cllr Davies who opened by explaining that the police had been present to give a report, which had been very useful. The recent condition surveys were considered, which highlighted serious issues which had been left for far too long. He proposed the report for adoption, seconded by Cllr Stringer and all were in favour.

(e) Staffing on 26.11.20

11/21. Cllr Rawlinson presented the report, which featured the impact of the lockdowns. One member of staff was shielding. The new RFO would be starting next week. The Clerk's appraisal date had been set for 28/01/2021 and he was awaiting feedback from two committee chairs. He proposed the report for adoption, seconded by Cllr Stringer with all in favour.

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

(a) To approve the accounts for payment

12/21. The Clerk explained that a lot had been paid out of meeting due to the gap in meeting dates, but all had been authorised as per financial regulation requirements. The remainder were proposed to be approved for payment by Cllr Rawlinson, seconded by Cllr Tyrrell and the majority were in favour with one abstention. Cllrs Rawlinson and Harrison would come into the office to sign the cheques.

ACCOUNTS PAID OUT OF MEETING		
South Gloucestershire Council	Rates - November & December (DD) - Town Hall	2,620.00
South Gloucestershire Council	Rates - November & December (DD) - Cemetery	668.00
HMRC	Tax Payment	4,842.79
Avon Pension UK	Pension Payment	3,597.16
Salaries	Staff Wages	15,944.00
Gas Deduction	(PLR)	35.00
PWLB	Loan Repayment (DD)	3,807.21
Unity Trust Bank	Service Charge (DD)	47.70
Unity Trust Bank	Manual Credit - Handling Charge (DD)	3.30
LLoyds Bank PLC	Credit Card Payment (DD)	123.98
Octopus Energy	Electricity - Chapel (DD) (130)	19.86
Octopus Energy	Electricity - Town Hall (DD) (130)	401.39
** HSQE Ltd	Online Staff Training Courses (110)	96.00
** South Gloucestershire Council	Road Occupation Licence - Cherry Picker (160)	67.20
** Amazon	Beikell Car Charger (130)	10.48
** South Gloucestershire Council	Planning Enquiry - Water Fountain for MPF (160)	120.75
** GOV.UK	DBS Criminal Record Check (110)	23.00
** Screw Fix Direct Ltd	Ladder (code 160)	209.99
Steamers (Wheatsheaf)	Community Toilet Scheme Grant (180)	150.00
The Malt House	Community Toilet Scheme Grant (180)	150.00
The Swan	Community Toilet Scheme Grant (180)	250.00
Papilio	Community Toilet Scheme Grant (180)	250.00
The Willow Tree Centre	Small Grant Payment (180)	300.00
Krunch South West	Small Grant Payment (180)	200.00
Sight Support West Of England	Small Grant Payment (180)	370.00
Thornbury Duke of Edingburgh Award Centre	Small Grant Payment (180)	476.00
Phase Thornbury	Small Grant Payment (180)	350.00
Jigsaw Thornbury	Small Grant Payment (180)	1,000.00

Thornbury Rugby Club	Small Grant Payment (180)	200.00
Thornbury Carnival	Small Grant Payment (180)	1,000.00
Four Towns and Vale Link	Small Grant Payment (180)	1,000.00
Thornbury In Bloom	Grant Payment (180)	1,500.00
Armstrong Hall	Grant Payment (180)	40,000.00
Phase Thornbury	Grant Payment (180)	2,400.00
Professional Fees	Temporary Staff - RFO (110)	596.20
Matrix Bes Ltd	Church Spotlight Repair (130)	84.00
Water2 Business	Final Bill Water Fountain - Castle Street (150)	8.99
JCW Window Cleaning	Window Cleaning - Town Hall (110)	55.00
Alexandra	Staff Workwear (130)	17.33
MSP Group	Office Equipment and IT Support (110)	2,272.03
Ecotricity.co.uk	Electricity Supply - Museum (170)	268.84
Mole Country Stores	Maintenance Materials (130)	46.14
CDS Group(Cemetery Development Services Ltd)	Ground Water Risk assessment (130)	5,040.00
Thornbury MOT Centre	Vehicle MOT & Repairs (130)	132.56
Bristol Fire	Fire Risk Assessment - Residential Flat (160)	168.00
Tower Leasing Ltd	Photocopier - Rental/One Off Document Fee (110)	299.60
* TTC - Cash	Petty Cash	200.00
	Total Expenditure:	91,422.50
ACCOUNTS NOW DUE FOR PAYMENT - 12th JANUARY 2021		
Central Services (110)		
SLCC	Staff Training Course	42.00
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Biffa Waste Services	Waste Disposal	99.00
Lexis Nexis	latest edit - Arnold Baker local Council Admin Book	119.99
Krunck UK	Youth Work Service Level Agreement - Quarter	8,750.00
SLCC	Full Membership Fee - Town Clerk	289.00
MSP Group Ltd	Phone/Broadband/IT Support - T/Hall (split codes)	464.93

Rialtas - RBS	VAT Annual Support Fee	70.80
Acorn	Temporary Cleaner	248.06
Staff Expenses	Expenses Claim- Stationery	75.30
Consortium	Stationery/Cleaning Materials	142.04
	Total Expenditure:	10,385.12
<u>Playing Fields & Cemetery (130)</u>		
Biffa waste Disposal	Waste Disposal - Cemetery	84.91
Biffa waste Disposal	Waste Disposal - MPF	465.06
MSP Group Ltd	Phone/Broadband - Pavilion (split codes)	54.00
Mole Country Stores	Machinery & Workwear	167.52
Hawkins of Thornbury	Maintenance Materials	45.45
Thornbury Motors Ltd	Fuel	95.76
	Total Expenditure:	912.70
<u>Land & Property (160)</u>		
	Total Expenditure:	-
<u>Environment (150)</u>		
Gap Supplies Ltd	Sand	23.23
Landcare Tree Nursery	Tree Planting	382.64
T. & J. Owen	Winter Planting	298.20
	Total Expenditure:	704.07
<u>COVID (190)</u>		
Consortium	Nitrile Gloves	179.40
	Total Expenditure:	179.40
<u>Grants & Contingencies (180)</u>		
	Total Expenditure:	-
Office Use Only:		
Authorised By:	Ref Number:	Date:
Authorised BY:	Ref Number:	Date:
* Cheque Payment **		
Credit Card Payment		

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

13/21. The Clerk explained she predicted an underspend on budget due largely to the COVID-19 pandemic, however there had been a big outspend in December, following this report.

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

14/21. Cllr Stringer proposed the reconciliation be approved, seconded by Cllr Parkinson and the majority were in favour with one abstention. Due to the lockdown, Cllr Parkinson would not come into the office this month to sign the documents off, but this was acceptable, because the financial regulations state that it only needs to be done quarterly rather than monthly.

(d) To consider, discuss and approve a budget and precept request for 2021/2022

15/21. There was discussion at length around this subject, with suggestions made for alterations. A reduction in the grant provided to the Armstrong Hall, from £80,000 to £60,000, in light of the premises currently being closed, was proposed by Cllr Parkinson. This was seconded by Cllr Stansfield and the majority were in favour with 2 abstentions.

16/21. With suggested amendments bringing the precept to a 9.6% increase. The final version of the 2021-2022 budget and precept request were proposed for approval by Cllr Davies, seconded by Cllr Rawlinson and unanimously agreed that the Clerk should request a precept of £783,980 from South Gloucestershire Council.

(e) To consider and discuss any proposed changes to the CIL programme

17/21. The programme was proposed for approval by Cllr Parkinson, seconded by Cllr Rawlinson and unanimously agreed.

(f) To consider and receive updates on the current year grant programme including a request for funding

18/21. Sight Support West of England had received a grant payment for specified activities which in light of the current lockdown, would not be going ahead as planned. They had therefore requested they be allowed to use the money in other areas. Councillors discussed the subject before Cllr Davies proposed that the grant amount be adjusted to £200. This was seconded by Cllr Rawlinson and the majority were in favour with 2 abstentions.

19/21. Councillors discussed whether to pay the grant for the whole of the rent for the museum. Cllr Parkinson proposed that it be paid in full this year but to the museum make clear the Council's expectations clear about following years. Councillors voted on this with the majority in favour and one vote unrecorded due to a lost signal.

(Cllr Emmerson temporarily left the meeting in consideration of having declared an interest in point 20/21.

20/21. The Citizen's Advice Bureau had used their grant evaluation form to request additional funding based on the underspend this year. It was discussed that money was already allocated and it was not appropriate to award additional funding this way. If the organisation required more money later in the year, they should follow the procedure for applying for an Urgent Grant. Cllr Stansfield proposed the request be refused, which Cllrs voted on and the majority were in favour with one vote not recorded due to a lost signal.

(Cllr Emmerson returned)

(g) To consider a request to fund a Charity

21/21. It was decided that as the request was in the form of an invitation to subscribe to the charity, it was appropriate that this be discussed at the next Finance & Policy Committee meeting.

8. To receive feedback from Council representatives from groups they attend

22/21. Cllr Parkinson had attended a workshop with the Town and Parish Council Carbon Footprinting Organisation who were developing a new tool to be released soon. It would allow you to calculate an organisation's baseline and looked very interesting.

(Cllr Griffin left the meeting)

23/21. Cllr Parkinson had also attended a meeting regarding Oldbury Power Station and the Nuclear Decommissioning Authority's business plan for 2021-2024. There was an opportunity to make comments on this as a Council if it were wished to do so.

9. To consider planning and licensing applications

24/21. The applications were discussed as per the attached schedule.

10. To consider Council's response to the following consultations:

(a) Thornbury High Street Pedestrianisation

25/21. It was noted that a future meeting with South Glos had needed to be postponed, as another party couldn't make the suggested date. Councillors discussed the topic and the issues they wanted to raise in the response. It was decided that they would give feedback in the form of a letter rather than filling in the South Glos questionnaire, as this would allow them more accurately to give the feedback they wanted to give. The Clerk would draft the response and allow Councillors until the end of next week to make comments on it and reshape it as desired.

11. To consider any matters on the grounds of urgency

26/21. Cllr Parkinson raised that 2 new council representatives were needed on the Armstrong Hall Management Committee, due to the loss of two members. Both he and Cllr Rawlinson volunteered and were appointed.

27/21. The Clerk had received communication from a South Glos Councillor that there was money available for COVID support from Magnox (Oldbury Power Station) and that we could apply. As the Council appeared to have no eligible expenditure, the Clerk suggested a number of local organisations that might benefit and would send this list back.

12. 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

28/21. Resolved.

13. **To consider and approve actions relating to the Condition Survey**

29/21. A small group had met with the surveyors and actions had been agreed. An immediate decision needed to be taken surrounding the future occupancy of one of Council's buildings. Cllr Parkinson proposed a way forwards, which Cllr Davies seconded and the majority were in favour, with one abstention.

14. **To consider leasing matters**

30/21. The Clerk would write to a tenant affected by item 13. There were issues around legal matters that were discussed, and a proposed way forward agreed.

15. **To consider quotes for the following:**

(a) **Fire alarm panel repairs for the Town Hall**

31/21. The Clerk explained that following the recent installation of a new fire alarm panel in the Town Hall, there were a number of minor works needed to be able to sign the panel off. She requested authorisation to commission these works with the same contractor, who had already gone through a competitive tender process. Councillors voted on this and gave unanimous approval.

(b) **CCTV**

32/21. Three quotes had been sought for improvements to the Council's CCTV. It was proposed to go with the middle quote, as it offered the best value and service for money. Councillors voted on this and it was unanimously agreed.

THORNBURY TOWN COUNCIL

PLANNING APPLICATIONS considered on 12.01.21

Date	Reference	Address	Proposal	Town Council Comment	Decision
23.12.20	P20/10400/F	Land Off Oldbury Lane Thornbury South Gloucestershire BS35 1RD	Change of use of land from paddocks to land for the use of siting of 1 no. plot for Showman's Family Quarters Amended FRA, Archaeological, LVIA and Ecology reports received by the Council on 9th December 2020	<i>Previous comment submitted 14.07.20 to South Glos:</i> <i>Object. This is a further incursion into sensitive and characterful landscape that is valued by the local community. The site is outside the development boundary and while it is acknowledged there may be special circumstances leading to this application these are not significant enough to overcome the basic objection to the loss of green space and open countryside.</i> Re-submit original comment in full.	