

THORNBURY TOWN COUNCIL

**Minutes of the Town Council Meeting
held on Tuesday 23rd February 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
James Murray
Ashley Bijster
Eva Fielding

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

Absent: Cllr Martin Trueman

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

33/21. None had been received.

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

34/21. Cllr Parkinson declared an interest in the Over 60's Tea Room, item 17i.

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

35/21. None.

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

36/21. Two members of the public had joined the meeting to listen, but neither wished to speak.

5. **To consider and approve the minutes of the meeting of Thornbury Town Council on 12.01.21 and any matters arising from them**

37/21. The Clerk would chase South Glos Council for the next meeting date on the High Street pedestrianisation. Cllr Emmerson proposed the minutes be accepted as a true record, seconded by Cllr Stringer and all were in favour.

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

(a) **Environment on 19.01.21**

38/21. Cllr Stringer presented the report, highlighting Pullins Green beds issues and hanging baskets. A new member of the committee representing Sustainable Thornbury was welcomed and would replace the former representative of the same organisation. He proposed the report for adoption, seconded by Cllr Rawlinson and all were in favour.

(Cllr Helen Harrison joined the meeting during this item)

(b) Playing Fields & Cemetery on 19.01.21

39/21. Cllr Parkinson presented the report, explaining that a decision regarding the placement of a shed for the football club had been deferred, owing to the Council needing to review the use of the land for other purposes. He provided an update on the funding for the Chantry play area; the funding body had received a similar proposal from a charity in Almondsbury and they were unwilling to fund both projects. Discussions were now taking place to see if we could work together with the charity in any capacity. The committee had approved quotes for new mowers at the cemetery. He proposed the report for adoption, seconded by Cllr Griffin and all were in favour.

(c) Town Development on 26.01.21

40/21. The report was presented by Cllr Tyrrell who stated it had been a short meeting and as many of the items of discussion were also on the agenda for this meeting, she would propose the report for adoption. The proposal was seconded by Cllr Holloway and unanimously adopted.

(d) Finance & Policy on 28.01.21

41/21. The report was presented by Cllr Davies. The police had attended and given a helpful report on matters they were dealing with in the town. The Committee had adopted three new policies and approved money needed for cemetery works. They had also looked at the condition surveys for the Council buildings. Cllr Davies proposed the report for adoption, seconded by Cllr Holloway and all were in favour.

(e) Staffing on 28.01.21

42/21. Cllr Rawlinson presented the report, explaining that the new RFO had recently started. A new grounds person had also started, but unfortunately resigned, having been made a better offer elsewhere. The Clerk and Deputy would approach another candidate from the interview process to try and fill the position.

43/21. Staff were responding to unprecedented challenges, the Town Hall was currently closed in line with government legislation, but this would be reviewed soon. The appraisal process continues. Cllr Rawlinson proposed the report for adoption, seconded by Cllr Stringer and unanimously adopted.

7. To consider the following matters related to council finance

(a) To approve the accounts for payment

44/21. The Clerk clarified two points raised, on the flagpole maintenance costs and strain on the pension fund. The accounts were proposed for payment by Cllr Rawlinson, seconded by Cllr Davies and all were in favour.

Accounts paid out of meeting:

** HP Online	Laptop Cables (110)	36.00
--------------	---------------------	-------

** Any - Lamp.Co.Uk	Light Bulbs (130)	33.94
** Net World Sports.Com	Tennis Court Nets (130)	320.91
Octopus Energy	Electricity Supply - (DD)Town Hall (110)	333.77
Octopus Energy	Electricity Supply - (DD) Cemetery (130)	27.44
Lloyds Bank PLC	TC Credit Card Bill (DD)	195.00
** TVLICENCING.CO.UK	TV Licence - Annual Payment (110)	157.50
** ICSA	Book Order - Knowle's On Local Auth Mtgs (110)	99.95
** DVLA Vehicle Licensing Online	Vehicle Tax - CV11 KFC (130)	265.00
Professional Fees	Temporary Staff - RFO (110)	592.50
** Amazon	Letterbox - Age UK (160)	53.24
Good Energy	Gas Supply - Town Hall (110)	2,300.41
Good Energy	Gas Supply - Museum (170)	432.55
** Amazon	Light Bulbs - Fly Trap (AH - 170)	3.62
	Total Expenditure:	4,851.83

Accounts now due for payment:

Central Services (110)		
CPRE Avon & Bristol Countryside Charity	Donation	100.00
Acorn	Temporary Staff - Cleaner	62.02
Acorn	Temporary Staff - Cleaner	310.08
ALCA Avon Local Councils	Councillor Training Course	60.00
Armstrong Hall	Reimbursement - Bakery ↯Annex Rates	113.92
Consortium	Stationery	137.05
MSP Group Ltd	IT Support	433.44
Office Telecom Ltd	Phone & Broadband (split Bill)	104.94
SLCC	Staff Training Course	198.00
Matrix BES Ltd	Electrical Works	553.20
Bath & North East Somerset Council	Strain On Pension Fund	6,681.02
Matrix Office Supplies	Franking Machine Ink Cartridge	19.80
Matrix BES Ltd	Emergency Lighting - Boiler Room	90.00
Biffa Waste Services	Waste Disposal - T/Hall	88.61
	Total Expenditure:	8,952.08

Playing Fields & Cemetery (130)		
--	--	--

Office Telecom Ltd	Phone & Broadband (split Bill)	45.00
Matrix BES Ltd	Church Spire Spotlight - Re-visit	84.00
Fencing Services Ltd	Repairs to Splash Area	2,923.20
Mole Country Stores	Wellingtons	37.99
Hawkins Of Thornbury	Maintenance Materials	65.20
Alexandra	Staff Workwear	69.31
Alexandra	Staff Workwear	3.85
Thornbury Motors	Fuel	161.22
Alexandra	Staff Workwear	66.96
Falcon Nameplates Ltd	Brass Plaque	100.20
Biffa Waste Services	Waste Disposal - Cemetery	84.24
Biffa Waste Services	Waste Disposal - Pavilion	372.05
	Total Expenditure:	4,013.22

<u>Land & Property (160)</u>		
House of Flags	Maintenance on Flagpoles	1,497.60
T H White Group	Fire Alarm Maintenance	225.60
Matrix BES Ltd	Call Out - Boiler Leak (67A High Street)	84.00
Water2Business	Water & Sewage Services - (67 High Street)	385.14
	Total Expenditure:	2,192.34
<u>Environment (150)</u>		
Gap Supplies Ltd	Green Project Materials	93.48
South Gos Council	Services - Dog Bins, Grass Cutting, Perennial Sites	5,625.07
South Gos Council	Wybone Bin Install - Milbury Heath Site	567.90
	Total Expenditure:	6,286.45
<u>Armstrong Hall (170)</u>		
Ecotricity	Electricity Supply - Museum	277.73
	Total Expenditure:	277.73
<u>COVID (190)</u>		
Consortium	Cleaning Materials	180.38
	Total Expenditure:	180.38
<u>Grants & Contingencies (180)</u>		
	Total Expenditure:	-

(b) To update on any other financial matters

45/21. The Clerk reported that the new RFO had started recently and was doing well.

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

46/21. Cllr Parkinson had circulated a report on the site at Berkeley and Oldbury Power Station. A bid was being submitted by the end of March, for a fusion reactor to be developed on this site. Cllr Emmerson proposed writing to the power station to support the bid, which was seconded by Cllr Tyrrell and all were in favour.

47/21. Cllr Holloway reported that Four Towns and Vale Link had a busy year and this was expected to continue into the next year. Cllr Stansfield had attended an ALCA meeting. Cllr Shipp reported that Thornbury In Bloom had a new Chairman and they were excited for the coming year.

9. **To review the Council's**

a) **Standing orders**

48/21. The Clerk confirmed the Council's obligations. The Standing Orders were proposed to be accepted by Cllr Emmerson, seconded by Cllr Tyrrell and all were in favour.

(b) **Financial regulations**

49/21. The Financial Regulations were proposed for acceptance by Cllr Rawlinson, seconded by Cllr Davies and unanimously adopted.

(c) **Risk register**

50/21. Completing the actions on the condition survey will reduce the risk as it improves health and safety. For this review, the Clerk had based the updates on actions already done and not those in the pipeline. The Risk Register was proposed for acceptance by Cllr Davies, seconded by Cllr Stringer and the majority were in favour, with one abstention.

10. **To review the Committee and Outside Body membership and agree any nominated changes**

51/21. Cllr Murray was proposed by Cllr Tyrrell to join the Town Development Committee. This was seconded by Cllr Bijster and unanimously agreed.

52/21. Cllr Stansfield was proposed to join the Youth SLA to fill a vacancy. This was seconded by Cllr Rawlinson and all were in favour.

53/21. The other two vacant positions for the Larger Council's Forum and Transport Forum would be decided at the Council's upcoming AGM, as neither group were currently active.

11. **To update on progress of Thornbury Neighbourhood Plan**

54/21. The Clerk had written to South Glos Council about the consultation delay and had received a response. Cllr Stansfield proposed the Clerk write back again and state that Council expects progress on this matter as soon as COVID allows. Cllr Tyrrell seconded this and all were in favour.

12. **To consider planning and licensing applications**

55/21. The applications were discussed, and comments made, as per attached schedule.

13. **To consider NALC's response to the following consultations:**

i) NALC response to the consultation on the 'Right to Regenerate'

56/21. Councillors agreed it was important to reply to this. Cllrs Stansfield, Tyrrell and Davies would form a response.

ii) South Gloucestershire Council Local Plan 2020 – Phase 1 Issues and approaches Consultation

57/21. A draft response had been completed by a working group of Councillors and the Clerk. Councillors felt that a separate category of 'market towns' is needed, as Thornbury should not be considered 'urban'. There was discussion around the nuclear site and it was felt that the land, once no longer needed, should be used for the most environmentally suitable purpose, rather than necessarily the original one. It was agreed that the Clerk would add these comments to the response drafted and then submit to South Glos Council. This response was proposed by Cllr Parkinson, seconded by Cllr Tyrrell and all were in favour.

14. **To receive information from discussions with South Gloucestershire Council about tackling Climate Change**

58/21. The Clerk explained that there were two tools she had looked at, one of which she found more directly useful than the other. She had received advice that all councils were likely to have had a good year last year, in terms of carbon emissions, because many buildings were closed and vehicles were off the road. Cllr Stansfield proposed that Councillors consider the current committee structure to look at how Climate Change can be given greater consideration. This was seconded by Cllr Parkinson and all were in favour.

15. **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.**

59/21. Resolved.

16. **To consider and approve actions relating to the Condition survey**

a) Feasibility study and quote

60/21. The Clerk gave the cost and timescales. Cllr Tyrrell proposed to accept the quote, seconded by Cllr Rawlinson and the majority were in favour with one abstention.

(Cllr Griffin left the meeting)

17. **To consider leasing issues**

i) To consider a request from a tenant to carry out improvements

61/21. The Over 60's Tea Room had received a grant to fund internal decorating works and requested permission to carry these out. The majority were in favour with one abstention.

ii) Other works and issues relating to a lease

62/21. It was agreed the Clerk would speak to South Glos Council to resolve an issue with rate paying at the Town Hall. All were in favour of this action.

iii) Change of use for Council property

63/21. There would be a tax implication for changing the use of a building from residential to commercial. It was agreed that staff could go ahead with the change of use. All were in favour of this action.

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

a) Gas supply for Town Council properties

64/21. 3 green companies had been approached and it was agreed to go with the cheapest rates. The majority were in favour with 1 abstention.

THORNBURY TOWN COUNCIL

PLANNING APPLICATIONS considered on 23rd Feb 2021

DATE	REF NO	LOCATION	PROPOSAL	COMMENT	PLANNING DECISION
04.02.21	P21/00539/F	12 Elmdale Crescent Thornbury South Gloucestershire BS35 2JH	Demolition of garage. Erection of a two storey side, single storey rear extension to form additional living accommodation.	No objection. Council notes it is substantial but does not appear to be affecting the neighbours.	
08.02.21	P21/00318/PDR	2A Oakleaze Road Thornbury South Gloucestershire BS35 2LQ	Conversion of existing attached double garage to form additional living accommodation with utility.	No objection subject to adequate parking provision and efforts are made to restrict hard landscaping to protect the character of the area.	
08.02.21	P21/00658/TRE	1 Warwick Place Thornbury South Gloucestershire BS35 1EZ	Works to crown lift 1 no. Yew tree to a height of 5.5 metres covered by TPO 39 dated 14th December 1971	No objection subject to tree officer's comments and recommendations.	
09.02.21	P21/00449/F	4 Stokefield Close Thornbury South Gloucestershire BS35 1HE	Part demolition of existing side extension. Erection of a two storey side extension. Provision of new windows and external doors. Construction of hardstanding for additional off road parking	No objection as long as the landscaping plan is considered carefully to ensure as much soft landscaping is retained as possible.	
09.02.21	P21/00416/F	30 Ellesmere Thornbury South Gloucestershire BS35 2ES	Erection of single storey rear extension to provide additional living accommodation	No objection subject to no effect on neighbour's amenities and adequate parking is provided.	
09.02.21	P21/00167/LB WITHDRAWN	Woodbine Farm Hacket Lane Thornbury South Gloucestershire BS35 3TZ	Works to existing roof to include replacement of all underfelt, tiles, some beams, lead and repointing of chimneys.		

10.02.21	P21/00455/F	Morton Farm Old Gloucester Road Thornbury South Gloucestershire BS35 3UF	Erection of extension to existing agricultural building.	No objection-subject to mitigations being implemented to address the concerns of the conservation officer.	
15.02.21	P21/00803/F	Sevcot Tytherington Road Thornbury South Gloucestershire BS35 3TT	Erection of single storey front extension to form store/garage	<i>The Council is concerned that the plans are incorrect the Conservatory appears to not be in the same position on the plans so unable to comment until plans are accurate.</i>	
15.02.21	P21/00809/PDR	4 Squires Leaze Thornbury South Gloucestershire BS35 1TB	Demolition of existing conservatory. Erection of rear conservatory	No objection	
16.02.21	P21/00787/F	Milbury House Whitewall Lane Buckover South Gloucestershire GL12 8DY	Erection of 1 no. dwelling with garage and associated works (amendment to previously approved scheme PT18/0822/F).	Object- This is outside the development boundary. The Council feels this will have a detrimental affect on a listed building and is inappropriate design for location. It is not sensitive to the surrounding landscape.	
16.02.21	P21/00784/F	7 Crispin Lane Thornbury South Gloucestershire BS35 2AY	Erection of a two storey side extension and a single storey rear extension to form garage and additional living accommodation. Erection of front porch, with access and associated works.	No objection subject to highways officers being satisfied that it doesn't limit access to the lane to the vets. Also the Stone wall is protected as part of the character of the area.	