

THORNBURY TOWN COUNCIL

**Minutes of the Town Council Meeting
held on Tuesday 30th March 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 (arrived late)
James Murray

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

Absent: Cllrs Martin Trueman
Eva Fielding
Ashley Bijster

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

65/21. Cllr Harrison would be late.

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

66/21. Cllrs Parkinson & Holloway declared an interest in organisations relating to item 15b.

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

67/21. None.

(Cllrs Harrison and Emmerson arrived)

6. **To receive a presentation on the STEP fusion project (taken out of order)**

68/21. A team of representatives from the project delivered a presentation on the science and plans behind their bid to build a nuclear fusion reactor on the old Oldbury/Berkeley site. Councillors asked questions surrounding the process and plans for the location and how they could support the bid.

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

69/21. One resident attended wishing to address the Council in relation to item 9, concerning the future of the Armstrong Hall. He wished the Council to know that there were members of the community that wanted to help with plans for the building. He wished to know how they could be involved.

9. **To receive an update from the Armstrong Hall Trust (taken out of order)**

70/21. Following the request in item 4, Cllr Stansfield moved item 9 up the agenda and read out a statement from the Armstrong Hall Charitable Trust. The Trust stated their reasons for the Hall remaining closed.

5. **To consider and approve the Minutes of the meeting of Thornbury Town Council on 23.02.21 and any matters arising from them**

71/21. Cllr Emmerson proposed the minutes to be a true record, seconded by Cllr Stringer and unanimously agreed.

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

(a) **Environment on 02.03.21**

72/21. Cllr Stringer presented the report, highlighting that picnic benches had been installed in Poulterbrook, there were ongoing conversations regarding the beds at Pullins Green and the reduced hanging basket scheme would be taking place again this year without watering due to COVID-19 restrictions.

(b) **Playing Fields & Cemetery on 02.03.21**

73/21. Cllr Parkinson presented the report, explaining that they had agreed that a sponsored walk could take place on the Mundy Playing Fields, organised by the Rotary Club. A RoSPA inspection was due on the playgrounds and open spaces in April. New charges had been agreed for the sports pitches and cemeteries and maintenance works for the skate park had been approved.

(c) **Town Development on 09.03.21**

74/21. The report was presented by Cllr Tyrrell who highlighted the presentation made by the team behind the development of Two Bridges Academy, which had been very positive. Dates for the Neighbourhood Plan consultation by South Glos Council were still to be agreed.

(d) **Finance & Policy on 11.03.21**

75/21. The report was presented by Cllr Davies. Three new policies had been agreed. Various leasing issues which had been discussed were on the agenda later on this evening.

(e) **Staffing on 11.03.21**

76/21. Cllr Rawlinson presented the report. HSE had made enquiries regarding the Council's following of COVID legislation, which had been passed with flying colours. A new grounds person would be starting soon. The appraisal process was ongoing and the RFO would be leaving.

8. To consider the following matters related to council finance

(a) To approve the accounts for payment

77/21. The accounts were proposed for payment by Cllr Stringer, seconded by Cllr Rawlinson and all were in favour.

ACCOUNTS PAID OUT OF MEETING		
SOUTH GLOUCESTERSHIRE COUNCIL	COUNCIL TAX BILL - CARETAKER FLAT MPF (DD)	267.00
O2 PHONE COMPANY	MOBILE PHONE MONTHLY BILL (DD)	16.75
LLOYDS BANK PLC	CREDIT CARD BILL PAYMENT (DD)	975.66
TRADE FRAME.COM	WINDOW FITTING - CEMETERY (DEPOSIT PAID) (130)	52.00
MSP GROUP LTD	IT EQUIPMENT/SUPPORT (110)	1,193.29
BROOKLANDSRT	STRUCTURAL INSPECTION SURVEY - CEMETERY (130)	252.00
LANDCARE TREE NURSERY	TREES/MATERIALS (150)	329.69
VP GROUNDFORCE	GRAVE INSTALLATION EQUIPMENT (130)	2,047.80
WELLERS HEDLEYS LAW GROUP	ARMSTRONG HALL ADVICE (110)	420.00
ELLIS WHITTAM	PROFESSIONAL SERVICES (110)	4,350.00
ELLIS WHITTAM	INSURANCE - MARCH 20 - MAR 21 (110)	268.02
** AMAZON	PAPER BOILER SUITS (130)	26.97
** HSQE LTD	ONLINE TRAINING COURSES (110)	28.80
** AMAZON	DISPOSABLE SHOE COVERS (130)	13.94
SLCC ENTERPRISES	COMMITTEES, WORKING GROUPS - TRAINING (110)	18.00
	Total Expenditure:	10,259.92

Accounts now due for payment:

<u>Central Services (110)</u>		
ALCA LOCAL COUNCILS ASSOCIATION	LOCAL COUNCIL TRAINING COURSES	90.00
TOWER LEASING LTD	PHOTOCOPIER RENTAL CHARGE	137.60
JCW WINDOW CLEANING	WINDOW CLEANING	55.00
CONSORTIUM	STATIONERY	6.65
CONSORTIUM	STATIONERY	74.53
ALCA LOCAL COUNCILS ASSOCIATION	LOCAL COUNCIL TRAINING COURSES	40.00
YOUTH WORK SERVICE LEVEL AGREEMENT	QUARTERLY GRANT - (1ST MAY - JULY 2021)	8,750.00
SOUTH GLOUCESTERSHIRE COUNCIL	INTERNAL FINANCIAL AUDIT - 2020/21	1,224.00

BIFFA WASTE SERVICES	WASTE DISPOSAL	127.38
	Total Expenditure:	10,505.16
<u>Playing Fields & Cemetery (130)</u>		
AVON DISPLAYS	SIGNAGE	352.80
AVON DISPLAYS	SIGNAGE	92.40
MATRIX BES LTD	ELECTRICAL MAINTENANCE	188.99
CONSORTIUM	CLEANING MATERIALS	141.77
G B SPORT & LEISURE	REMOVE DAMAGED RUGY POST / MAKE SAFE	450.00
FALCON NAMEPLATES LTD	BRASS PLAQUE	53.40
BIFFA WASTE SERVICES	WASTE DISPOSAL - CEMETERY	105.30
BIFFA WASTE SERVICES	WASTE DISPOSAL - PAVILION	375.07
CDS GROUP	DEEP GROUNDWATER MONITORING WELLS	5,340.00
	Total Expenditure:	7,099.73

<u>Land & Property (160)</u>		
MD AERIALS	AERIAL REPAIRS - 67 HIGH ST	85.00
BRISTOL FIRE	FIRE RISK ASSESSMENT - FLAT	264.00
	Total Expenditure:	349.00
<u>Environment (150)</u>		
WEST COUNTRY FORESTRY	TREE PLANTING - OAKLEAZE/GROVESSEND RD	252.00
	Total Expenditure:	252.00
<u>Armstrong Hall (170)</u>		
ECOTRICITY.CO.UK	ELECTRICITY SUPPLY - MUSEUM (AH)	250.87
	Total Expenditure:	250.87
<u>COVID (190)</u>		
	Total Expenditure:	-
<u>Grants & Contingencies (180)</u>		
STEAMERS	COMMUNITY TOILET SCHEME	150.00
THE MALT HOUSE	COMMUNITY TOILET SCHEME	150.00
THE SWAN	COMMUNITY TOILET SCHEME	250.00
PAPILIO	COMMUNITY TOILET SCHEME	250.00
	Total Expenditure:	800.00

(b) To receive the income and expenditure report for February 2021

78/21. The report was received. The Clerk reported that it was likely the predicted underspend would be as expected. There were no areas of concern.

(c) To receive and approve the bank reconciliation report for February 2021

79/21. The report was received and proposed for approval by Cllr Griffin, seconded by Cllr Stringer and all were in favour.

(d) To receive and consider the Council's internal audit report

80/31. The report was received. Councillors noted it was a very positive report and thanks were given to all staff for their involvement. It was noted there were two minor actions that would be followed up.

(e) To update on any other financial matters

81/31. The Clerk and RFO were working on the year end and close down of accounts. The RFO would be staying until just after year end.

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

82/21. There was none.

11. To consider a revised committee structure and associated terms of reference

83/21. Cllr Emmerson wished to clarify whether there was going to be a spending budget for the Town Development Committee, as there hadn't been one previously but the draft documents allowed for there to be one. It was discussed that this should be left in, as although there were currently no plans to give the committee a budget, there may be desire in future to do so and this would allow it to happen more easily.

84/21. It was discussed how the new advisory group would interact with the other committees. Council would be formulating the Climate strategy, not the group but that they would take note of the group's advice. The new structure was proposed for acceptance by Cllr Rawlinson, seconded by Cllr Davies and it was unanimously agreed.

12. To consider the way forward with regards to face to face meetings

85/21. The government legislation which allows virtual meetings to take place is soon to come to an end and Council will have to revert to having face to face meetings. There are difficulties implementing this whilst COVID restrictions are still in place, so the Clerk gave a number of suggestions to deal with the situation:

- Write to Luke Hall MP to ask for his support in getting virtual meetings to continue. During the period where virtual meetings have been held, Council has received increased levels of participation.
- Only hold the meetings that are strictly necessary, for example the one scheduled on 15 June 2021 when the AGAR will need to be on the agenda.
- Delegate actions where possible to chairs of committees and officers
- Investigate hybrid meeting options
- Consider other, larger venues and outdoor meetings
- Wait to see the results of the legal challenge currently being put to government, to get the legislation extended

86/21. It was agreed that the Council would form working groups who would be able to meet virtually and then decisions could be delegated to Chairs and Officers through our existing scheme of delegation. It was agreed also that the council chamber would be used for the meeting necessary to deal with AGAR and a quorum would be in attendance only to stick to the restrictions. This course of action was proposed by Cllr Tyrrell, seconded by Cllr Davies and the majority were in favour with one abstention.

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

87/21. The applications were discussed and commented on, as per the attached schedule.

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

88/21. Councillors agreed it was important to reply to this. Cllrs Stansfield, Tyrrell and Davies would form a response.

14. **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.**

89/21. Resolved.

15. **To consider leasing issues:**

a) To agree to sign licences with an organisation

90/21. Council delegated authority to the Clerk to agree the licences and get it signed as required.

b) To agree to sign leases with organisations

91/21. It was agreed to delegate responsibility to the Clerk to agree the two final lease documents, then two councillors would be required to sign each one.

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

i) Fire extinguisher training

92/21. The Clerk presented three quotes and recommended the middle one, as the cheapest was not guaranteed and the prices were not significantly different. Councillors agreed to go with the middle quote.

ii) Fire evacuation chair training

93/21. The Clerk again presented three prices and recommended the middle one, as there was no travelling involved for the staff. The cheapest quote would involve significant travelling, which was not feasible and would increase the costs significantly. Councillors agreed to go with the middle quote.

THORNBURY TOWN COUNCIL

PLANNING APPLICATIONS considered on 30th March 2021

DATE	REF NO	LOCATION	PROPOSAL	COMMENT	PLANNING DECISION
12.03.21 EXPIRES 26TH MARCH	P20/21773/RVC	Land West Of Gloucester Road Thornbury South Gloucestershire BS35 1RA	Variation of condition 9 attached to reserved matters approval P19/2524/RM to amend the conditioned plans. P19/2524/RM-Erection of 130 no. dwellings on 8.00 hectares of land with parking, open space, allotments and associated works. (Approval of Reserved Matters external appearance, landscaping, layout, scale to be read in conjunction with outline permission PT16/4774/O-Erection of 130 no. dwellings on 8.00 hectares of land with public open space, drainage, associated works and access. Outline application with access for consideration, all other matters reserved.). REVISED PLANS RECEIVED	<i>SENT TO COUNCILLORS AHEAD OF MEETING</i> No objection	
12.03.21	P21/01329/PNA	Hackett House Hacket Lane Thornbury South Gloucestershire BS35 3TY	Prior notification of the intention to erect 1 no. agricultural building for the storage of farm machinery and fodder and the creation of an access track	No objection in principle, but Council would like to see a condition placed to protect the Oak trees in the hedge	
13.03.21	P21/01259/F	3 Fulmar Close Thornbury South Gloucestershire BS35 1TE	Erection of front porch. Erection of detached garage	No objection	
19.03.21	P20/07655/RM	Cleve Park Land At Junction Of Morton Way And Grovesend Road Thornbury Bristol	Details of layout, scale, appearance and landscaping for the erection of 336 no. dwellings, associated infrastructure and landscaping. Approval of Reserved Matters to be read in conjunction with	Chair of Town Development Committee to put more comprehensive comments together out of meeting.	

		South Gloucestershire	Outline permission APP/P0119/W/17/3182296 (PT16/3565/O) (Residential development of up to 350 dwellings, including 14 self-build dwellings (all Use Class C3), development of a 70 unit elderly care facility (flexible Use Class C2 and/or C3), development of up to 1,150 sq m floorspace flexible community and/or commercial facilities (Use Classes A1, D1 and/or D2), and associated public open space and infrastructure. Access to be determined. All other matters reserved). REVISED PLANS RECEIVED		
19.03.21	P21/01009/F	The Knoll Thornbury Hill Alveston South Gloucestershire BS35 3LG (Adjoining parish)	Erection of front porch. Erection of single storey front and single storey side extensions to form additional living accommodation.	No objection	
APPLICATIONS RECEIVED AFTER PAPERS SENT OUT					
25.03.21	P21/01604/F	28 Waterford Close Thornbury South Gloucestershire BS35 2HT	External alterations to render front and side of existing dwelling with associated works	No objection	
24.03.21	P21/01863/TCA	4 Stokefield Close Thornbury South Gloucestershire BS35 1HE	Works to fell 2 no. bay bushes, 1 no. holly rush, 1 no. cherry and 1 no. dead shrubs, all situated within the Thornbury conservation area	No objection subject to the agreement of the Tree Officer	

24.03.21	P21/01188/TCA	1 Stokefield Close Thornbury South Gloucestershire BS35 1HE	Works to fell 1no. Juniper tree which is situated within the Thornbury Conservation Area.	Object: this is the last tree left after the felling of others on this plot	
25.03.21	P21/00132/F	Vine Cottage Clay Lane Thornbury South Gloucestershire BS35 3UA	Erection of an agricultural storage building.	No objection	
25.03.21	P21/01997/TRE	1 Castle Mews 16 Castle Street Thornbury South Gloucestershire BS35 1HB	Works to no.1 Beech to crown reduce by approx 2m to previous reduction points and crown thin by 20% covered by SGTPO 09/07 dated 4th December 2007 Works to no.1 Beech to crown reduce by approx 2m to previous reduction points and crown thin by 20% covered by SGTPO 09/07 dated 4th December 2007	No objection	
26.03.21	P21/02071/LB	2 The Plain Thornbury South Gloucestershire BS35 2AG	Internal alterations to install internal stud and glass wall on ground floor.	No objection subject to the Listed Building Officer's approval	
29.03.21	P21/02147/F	9 Elizabeth Close, Thornbury, BS35 2YN	Installation of 1 no front dormer.	No objection	