

THORNBURY TOWN COUNCIL

Minutes of the Town Council Meeting
held on Tuesday 22 June 2021 at 7.30pm
at the Severnside Suite, Thornbury Leisure Centre

Present: Cllrs Jayne Stansfield (Chair)
Chris Davies (Vice Chair)
Eva Fielding
Shirley Holloway
Pam Shipp
Matthew Stringer
Maggie Tyrrell

Louise Powell - Town Clerk
Wendy Sydenham – Minutes

Absent: Cllrs Ashley Bijster
James Murrey

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

115/21. Cllr Benj Emmerson – another commitment
Cllr Bob Griffin – another commitment
Cllr Helen Harrison – another commitment
Cllr Clive Parkinson – out of Thornbury
Cllr Guy Rawlinson – out of Thornbury
Cllr Angela Symonds – out of Thornbury
Cllr Martin Trueman – another commitment

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

116/21. None were declared. (Subsequently, under agenda item 10, Cllr Pam Shipp and Cllr Shirley Holloway declared an interest in the organisations affected.)

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

117/21. The Chairman remarked that it was lovely to be meeting again face to face.

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

118/21. A member of the public addressed Council in relation to the pedestrianisation of the High Street, in particular asking Council to request that South Gloucestershire Council carry out a “genuine analysis” of a one way traffic system. They felt that this was favoured by a large number of residents and that this had been dismissed too quickly by South Gloucestershire Council. Another member of the public highlighted the impact of the current pedestrianisation on Thornbury Christmas Lights Association activities.

119/21. The Chair thanked the members of the public for their comments and confirmed that these were noted. She also confirmed that this issue could not be debated further at this meeting as it was not on the agenda.

120/21. A member of the public addressed Council in relation to the Armstrong Hall Complex and asked Council to work with the Armstrong Hall Charitable Trust to “support both

financially and otherwise the reinstatement of this valuable community facility urgently and in due course, when a true financial recovery has been secured, to support any appropriate redevelopment”.

121/21. The Chair thanked the member of the public for their comments and confirmed that these were noted. She also confirmed that this issue could not be debated further at this meeting as it was not on the agenda.

5. **To consider and approve the Minutes of the meeting of Thornbury Town Council on 04.05.21 and any matters arising from them**

122/21. Cllr Matt Stringer proposed the minutes to be a true record. The proposal was seconded by Cllr Maggie Tyrell and unanimously agreed. There were no matters arising.

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

(a) **Finance and Policy Committee on 28.04.21**

123/21. Cllr Stringer presented the report to Council and proposed it for adoption. The proposal was seconded by Cllr Eva Fielding and unanimously agreed.

(b) **Open Spaces Committee on 06.05.21**

124/21. In the absence of the Chair and Vice Chair of the Open Spaces Committee, Cllr Chris Davies who is a member of the Committee, presented the report and proposed it for adoption. The proposal was seconded by Cllr Jayne Stansfield and unanimously agreed.

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

(a) **To approve the accounts for payment**

125/21. The accounts (below) were proposed for payment by Cllr Eva Fielding. The proposal was seconded by Cllr Chris Davies and unanimously agreed.

ACCOUNTS PAID OUT OF MEETING

SOUTH GLOUCESTERSHIRE COUNCIL	COUNCIL RATES - PAVILION (MAY) (DD)	139.00
SOUTH GLOUCESTERSHIRE COUNCIL	COUNCIL RATES - CEMETERY (MAY) (DD)	334.00
SALARIES	STAFF WAGES	14,951.90
HMRC	TAX PAYMENT	4,623.65
AVON PENSION UK	PENSION PAYMENT	3,730.85
LLOYDS BANK PLC	CREDIT CARD PAYMENT- (DD)	875.77
O2 PHONE COMPANY	MOBILE PHONE CHARGE (DD) (110)	19.46
O2 PHONE COMPANY	O2 DEVICE PLAN (DD) (110)	16.75
PWLB LENDING FACILITY	LOAN REPAYMENT (DD)	3,807.21
OCTOPUS ENERGY	ELECTRICITY - BAKERY (DD)(110)	170.26
OCTOPUS ENERGY	ELECTRCITY SUPPLY - CEMETERY (130) (DD)	34.85
OCTOPUS ENERGY	ELECTRICITY -TOWN HALL ((DD) (110)	25.55
SPORT & PLAY	OUTDOOR SPORTS INSPECTION - MPF (130)	126.00

SPORT & PLAY	OUTDOOR SPORTS INSPECTION - CHANTRY (130)	126.00
PROFESSIONAL FEES	TEMPORARY RFO (110)	252.60
AED LOCATOR	AH DEFIB - ANNUAL MONITORING CHARGE (110)	378.00
GAL (GLOUCESTER ASBESTOS LTD)	ASBESTOS SAMPLING WORK (CC) (110)	210.00
AMAZON	LED TORCH (CC) (160)	15.18
AMAZON	BANKERS BOX / STORAGE SYSSTEM (CC) (110)	25.13
AMAZON	ASBETOS WARNING LABELS (CC) (110)	25.00
ZURICH MUNICIPAL	INSURANCE (160/110/130/AH)	13,224.00
ECOTRICITY.CO.UK	GAS SUPPLY - TOWN HALL (110)	694.39
AMAZON	4-INCH DESK FAN (X3) (CC)(110)	14.97
ACORN RECRUITMENT	TEMP STAFF (110)	354.24
BIFFA	WASTE DISPOSAL - BAKERY (110)	111.16
BIFFA	WASTE DISPOSAL - CEMETERY (130)	92.74
BIFFA	WASTE DISPOSAL - PAVILION (130)	455.65
BIFFA	WASTE DISPOSAL - TOWN HALL (110)	98.50
SOUTH GLOS COUNCIL	ANNUAL PREMISES LICENCE - MPF/CEMETERY	70.00
THE MOWER DOCTOR	MCCULLOCH 53CM BLADE (130)	25.21
TESCO.COM	MOBILE PHONE (CC) (130)	19.99
BROOKLAND RT	STRUCTURAL INSPECTION REPORT – EXT STEPS	420.00
ZOOM VIDEO COMMUNICATION INC	ANNUAL CHARGE (CC) (110)	143.88
GOV.UK	BASIC DBS CHECK (CC) (110)	23.00
AMAZON	SWARFEGA HAND CLEANER (CC) (130)	17.25

ACCOUNTS NOW DUE FOR PAYMENT

Central Services (110)

CONSORTIUM	STATIONERY	121.63
ACORN RECRUITMENT	TEMPORARY STAFF	221.68
CPRE COUNTRYSIDE CHARITY	COUNCILLOR TRAINING	80.00
THE HILLMAN PARTNERSHIP	WORK ON LICENCES - 35 HIGH STREET	600.00
MATRIX BES LTD	RADIATOR REPAIR	173.17
OFFICE TELECOM	PHONE /BROADBAND	125.93
MSP GROUP LTD	IT SUPPORT	342.24
HAWKINS OF THORNBURY	MAINTENANCE MATERIALS	28.44
SOUTH GLOS MEDICAL SERVICES	OCCUPATIONAL HEALTH REPORT	175.00
AED LOCATOR	TC DEFIB - ANNUAL MONTIRING CHARGE	378.00
ECOTRICITY.CO.UK	GAS SUPPLY - TOWN HALL	253.46
ACORN RECRUITMENT	TEMP STAFF	221.68
ACORN RECRUITMENT	TEMP STAFF	153.47
TOWER LEASING LTD	PHOTOCOPIER RENTAL CHARGE (JUN 21 - SEP 21)	137.60

JCW WINDOW CLEANING	WINDOW CLEANING	55.00
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Playing Fields & Cemetery (130)

RIO POOLS	SPLASH PAD MAINTENANCE	168.60
RIO POOLS	SPLASH PAD - NEW WARNING LIGHT & COVER	158.40
AVON DISPLAYS	SIGNAGE / RAILS	408.00
AVON DISPLAYS	STICKERS - ASBESTOS WARNING	54.00
G B SPORT & LEISURE	FOOTBALL NETS	120.67
FORD FUELS	GAS OIL	478.38
MOLE COUNTRY STORES	CUT DISC X3	16.33
THORNBURY MOTORS	FUEL	180.74
A PRICE	GRAVE DIGGING FEES	2,880.00
OFFICE TELECOM	PHONE /BROADBAN	54.00
SULLIVANS	REPLACEMENT PARTS	80.84
CONSORTIUM	CLEANING MATERIALS	286.96
FALON NAMEPLATES LTD	BRASS PLAQUE	54.00

Land & Property (160)

T H WHITE INSTALLATION	FIRE EXTINGUISHER WORKS - TOWN HALL	370.80
T H WHITE INSTALLATION	ANNUAL PV SERVICE - PAVILION	240.00
T H WHITE INSTALLATION	INSTALLATION OF EMERGENCY LIGHJTS	1,555.87
T H WHITE INSTALLATION	REPLACE & INSTALLATION OF EMERG LIGHTS	888.92
T H WHITE INSTALLATION	FIRE EXTINGUISHER WORKS - PAVILION & FLAT	139.20
T H WHITE INSTALLATION	REPLACE FAULTY EMERGENCY LIGHTS	160.75
T H WHITE INSTALLATION	WORK ON FIRE ALARM	3,880.50
T H WHITE LTD	(STAFF) OPERATOR TRAINING ON TRACTOR	360.00
SEVERN PLUMBING & HEATING	GAS SAFETY CHECKS - AGE UK / PAV BOILERS	180.00

Grants & Contingencies (180)

STEAMERS	COMMUNITY TOILET SCHEME (CHQ)	150.00
THE MALT HOUSE	COMMUNITY TOILET SCHEME (CHQ)	150.00
THE SWAN	COMMUNITY TOILET SCHEME (CHQ)	250.00
PAPILIO	COMMUNITY TOILET SCHEME (CHQ)	250.00

(b) To receive an update on accounting matters

126/21. The Clerk has circulated the Finance Report for April 2021. She talked through the main issues highlighted in the report.

(c) **To receive the income and expenditure report for April 2021**

127/21. The report was received. The Clerk confirmed that the Playing Fields and Cemetery budget and the Environment budget would remain separate on reports for the rest of the financial year as that was how the budget was set. In the next financial year, the budget could be set with an Open Spaces budget.

(d) **To receive and approve the bank reconciliation for April 2021**

128/21. The report was received. The Clerk explained that there was a variation between the balance of the bank accounts on the accounting system and the physical bank accounts balance which was due to a payment being processed on the electronic accounting system in the month before it showed on the physical bank account statement. This would rectify itself in the following month.

(e) **To receive an update on the Earmarked and General Reserves**

129/21. A report outlining the current earmarked reserves was received. The Clerk outlined the situation regarding the general reserves. In the last financial year, the general reserves were £336,279 and this year they were slightly higher at £383,265 due to some underspend because of COVID. This is around seven months' worth of precept which is a good level (the recommended level is between three and twelve months). The Clerk recommended, however, that Council should be looking at having earmarked reserves for capital items e.g. replacement play equipment, buildings, etc, and should be adding to the precept to build up these reserves. Currently CIL is often being used for such expenditure, but is a finite source of income.

(f) **To receive and approve the Annual Governance Statement for the year 2020/2021**

130/21. The Annual Government Statement for the year 2020/2021 was read out by the Chair and each statement was agreed unanimously by Council. The Statement was then signed and dated by the Chair of Council.

(g) **To receive and approve the Accounting Statement for the year ending March 2021**

131/21. The Accounting Statement for the year 2020/2021 was approved unanimously and then signed and dated by the Chair of Council.

(h) **To consider and agree the dates for the period for the exercise of public rights**

132/21. Council unanimously agreed that the dates of the period for the exercise of public rights would commence on Thursday 24 June 2021 and end on Wednesday 4 August 2021. This would be publicised on Council's website and on Council's noticeboard.

8. **To consider the way forward the Council meetings**

133/21. The arrangements for holding Council meetings scheduled over the next month were discussed in light of current COVID restrictions. It was agreed that a meeting room at Thornbury Leisure Centre would be booked for the Open Spaces Committee meeting on 29 June 2021, the Council Plan meeting on 6 July 2021 and the Planning and Town Development Committee meeting on 13 July 2021. It was also agreed to wait before booking the same meeting room for the Finance and Policy Committee meeting on 20 July 2021 as social distancing restrictions may be lifted on 19 July 2021, which would mean

the meeting could be held at the Town Hall.

9. **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.**

134/21. Resolved.

10. **To resolve to sign and seal two leases with existing tenants**

135/21. The Clerk outlined changes made to previous drafts of two leases with existing tenants, including one change that had been requested by Council but not agreed by the other party and it had been agreed out of meeting by Cllr Jayne Stansfield and Cllr Chris Davis that this could be conceded. It was unanimously resolved that these leases could now be signed and sealed. Arrangements were made with two Councillors to do this at the Town Hall the following day. During discussion of the leases, Cllr Pam Shipp and Cllr Shirley Holloway left the room as and when this discussion related to organisations in which they had a declared interest.

11. **To consider a request from Thornbury Football Club to support a fundraising bid (involving legal advice)**

136/21. Information relating to this item had not been received by Thornbury Football Club and therefore Council was unable to consider this request.

12. **To consider quotes for the following:-**

(a) **Condition survey works**

137/21. Quotes had been obtained for maintenance works as identified in the general survey. Cllr Matthew Stringer proposed that Council proceeded with the lowest quote. The proposal was seconded by Cllr Chris Davies and unanimously agreed.

(b) **Electrical certificates**

138/21. Quotes had received for obtaining electrical certificates for the Town Hall, Cemetery and Pavilion. Cllr Matthew Stringer proposed that Council proceed with the lowest quote. The proposal was seconded by Cllr Chris Davies and unanimously agreed.

(c) **To seek authorisation to proceed with works relating to problematic weeds on Council sites**

139/21. A quote had been obtained for urgent works to remove a problematic weed growing in two areas in the Mundy Playing Fields. Obtaining further quotes had not been possible due to the urgent nature of the works and it was agreed that the quote received seemed reasonable. It was agreed to proceed as soon as possible with the works, and it was further agreed to proceed with additional expenditure as needed for licenses to use relevant treatments.