

THORNBURY TOWN COUNCIL

Minutes of the Town Council Meeting
held on Tuesday 7th September 2021 at 7.30pm
at Conference Hall One, Thornbury Leisure Centre

Present: Cllrs Jayne Stansfield (Chair)
Chris Davies (Vice Chair)
Shirley Holloway
Matthew Stringer
Maggie Tyrrell
Clive Parkinson
Guy Rawlinson
Angela Symonds
Benj Emmerson

Louise Powell - Town Clerk
Wendy Sydenham – Deputy Town Clerk
Hannah Cornford - Minutes

Absent: Cllrs Eva Fielding
Ashley Bijster
James Murray
Martin Trueman
Pam Shipp

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

140/21. Cllrs Helen Harrison (another commitment)
Bob Griffin (out of Thornbury)

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

141/21. Cllr Matt Stringer declared an interest in item 7 as a member of the Tennis Club and left the room following the presentation for this item.

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

142/21. The Chair reported that she had been to a very pleasant lunch put on by The Swan in Thornbury to celebrate the judging of Thornbury In Bloom.

The Chair reported that it was very sad to hear the Phyllida Parsloe had passed away. Phyllida was a past Mayor of the Council and had been Mayor twice during her time on Town Council. She had been involved in a large range of Thornbury organisations and would be very much missed. A memorial service will be held on 22nd September.

The Chair reported that there had been a successful staff and Councillor social event at the weekend which everyone had enjoyed.

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

143/21. There were no members of the public present.

5. **To consider and approve the Minutes of the meeting of Thornbury Town Council on 22.06.21 and any matters arising from them**

144/21. A correction was made to the names of those presenting the reports on page 2. Cllr Tyrrell proposed the report to be an accurate record, seconded by Cllr Symonds and all were in favour.

6. **To receive a presentation from South Gloucestershire Council on the latest plans for the High Street**

145/21. No representatives from South Glos were available, so the presentation had been postponed until a later meeting.

7. **To receive a presentation from Thornbury Tennis Club**

146/21. A presentation was given by the Vice Chairman, detailing their future plans for the tennis club and introducing the concept of a 'pay to play' scheme they wanted to introduce. This would involve the installation of new security gates with a code generation system on courts 5-8. The Tennis Club wished to open dialogue with the Town Council about putting together a joint business plan, using the strengths of each organisation, to promote the playing of tennis within Thornbury. *(Cllr Matt Stringer left during the question and answer part of this presentation and returned at the end.)*

8. **To receive reports from the following committees and discuss any matters arising them:**

a) **Finance & Policy on 20.07.21**

147/21. The report was presented by Cllr Davies and highlighted the setting up of the Youth sub committee, a grant for arts in the town, agreement of new draft policies, delivery of new rugby and football posts, installation of a new boilers for the Town Hall and an upcoming meeting between the museum and Town Council.

b) **Open Spaces on 29.06.21**

148/21. Cllr Parkinson presented the report. Since the meeting, it had been decided that item 15 would not be overseen by Open Spaces but would be moved to the Climate Change Advisory Group. The Tree Warden would be receiving delivery of some saplings sooner than originally planned. The contract for the Chantry Road play area had been awarded and consultation completed. It was hoped that work would begin on the playground refurbishment in 2-3 weeks. After a request to install a second war memorial, the Royal British Legion had been contacted to establish whether we can have two in the same town.

c) **Planning and Town Development on 13.07.21 and 31.08.21**

149/21. The report was presented by Cllr Tyrrell who highlighted the South Glos Council Greener Spaces Strategy consultation, discussion of the Oldbury Neighbourhood Plan, planning at Cleve Park, a street naming request, site inspection and traffic orders.

d) **Staffing on 05.07.21**

150/21. Cllr Rawlinson presented the report, explaining that the Town Hall was now open to the

public again. Attempts to recruit a new grounds person had so far been unsuccessful and the situation was being managed. The last RFO had joined and left soon after and it had been decided to split the role into 2, a mechanical element and an analytical one. It was noted that two other temporary admin staff had been taken on to clear a backlog of work.

151/21. It was noted that item 9 was difficult to interpret for anyone not at the meeting. Whilst it was acknowledged that this was because the matter was confidential, it was discussed that having two sets of minutes, a public one and confidential one, might better reflect the discussion at that meeting. The Clerk would check on the legal position of this and would report back.

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

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

152/21. The following accounts were agreed for payment: proposed by Cllr Stringer, seconded by Cllr Davies and unanimously agreed.

ACCOUNTS PAID OUT OF MEETING (Between 24th AUG - 6th SEPT 2021)		
SOUTH GLOUCESTERSHIRE COUNCIL	COUNCIL RATES - PAVILION (DD)	139.00
O2 PHONE COMPANY	MOBILE PHONE TARIFF CHARGE (DD) (110)	19.46
O2 PHONE COMPANY	O2 DEVICE PLAN (DD) (110)	16.75
SALARIES	STAFF WAGES	16,874.73
HMRC	TAX PAYMENT	4,470.59
AVON PENSION UK	PENSION PAYMENT	3,309.41
O2 PHONE COMPANY	MOBILE PHONE CHARGE (DD) (110)	19.46
PWL B LENDING FACILITY	LOAN REPAYMENT (DD)	6,037.35
ICO	RADIO LICENSING (DD)	55.00
PROFESSIONAL FEES	TEMPORARY RFO (110)	401.40
OCTOPUS ENERGY	ELECTRICITY SUPPLY - CEMETERY (130)(DD)	41.01
AMAZON	STATIONERY (CC) (110)	4.64
	Total Expenditure:	31,388.80

ACCOUNTS NOW DUE FOR PAYMENT - 7th SEPTEMBER 2021		
<u>Central Services (110)</u>		
BIFFA WASTE SERVICES	WASTE DISPOSAL - BAKERY ANNEX (SPLIT CODING WITH 130)	114.00
BIFFA WASTE SERVICES	WASTE DISPOSAL - T/HALL	108.34
T H WHITE INSTALLATION LTD	OMIT FIRE ALARM DEVICES REF POLICE DEPT (TO BE REIMBURSED)	1,175.54
T H WHITE INSTALLATION LTD	CORRECTIVE WORK TO FIRE ALARM SYSYTEM	360.00
AUBERGINE 262 LTD	ANNUAL SSL WEBSITE HOSTING - FROM 24TH SEPTEMBER	597.60
ACORN RECRUITMENT LTD	TEMPORARY STAFF	221.68
CONSORTIUM	CLEANING MATERIALS	119.67
SPHERE LEISURE CENTRE	BOOKING - SEVERNSIDE SUITE MEETING	149.50
OFFICE TELECOM	PHONE / BROADBAND (SPLIT CODING WITH 130)	104.94
ARMSTRONG HALL COMPLEX	REIMBURSEMENT OF OFFICE TELECOM LINE FOR AH	162.00
MATRIX OFFICE SUPPLIES	ERGONOMIC OFFICE CHAIR	210.00
MSP GROUP LTD	IT SUPPORT	374.40
ACORN RECRUITMENT LTD	TEMPORARY STAFF	221.68
HAWKINS OF THORBURY	MAINTENANCE MATERIALS	101.15
	Total Expenditure:	4,020.50

<u>Playing Fields & Cemetery (130)</u>		
BIFFA WASTE SERVICES	WASTE DISPOSAL - PAVILION (SPLIT CODING WITH 110)	514.20
OFFICE TELECOM	PHONE /BROADBAND (SPLIT CODING WITH 110)	45.00
BIFFA WASTE SERVICES	WASTE DISPOSAL - CEMETERY	14.83
BIFFA WASTE SERVICES	WASTE DISPOSAL - PAVILION	13.44
ALEXANDRA	WORK WEAR	41.62
FALON NAMEPLATES LTD	BRASS PLAQUES	100.80
FALON NAMEPLATES LTD	BRASS PLAQUES	54.00
G B SPORT &	FOOTBALL GOAL NETS	

LEISURE		196.60
THORNBURY MOTORS LTD	FUEL EXPENDITURE	236.88
ECOTRICITY.CO.UK	GAS SUPPLY - PAVILION	28.81
BOWCOM	BOWGRASS SUPREME PLUS	594.00
MOLE COUNTRY STORES	MANURE BUCKET	12.98
	Total Expenditure:	1,853.16
<u>Environment (150)</u>		
SOUTH GLOS COUNCIL	UTILITIES - NRSWA SEARCH	140.70
	Total Expenditure:	140.70
<u>Land & Property (160)</u>		
DAVIS ELECTRICAL	ELECTRICAL WORKS - PAVILION	1,864.54
MATRIX BES LTD	FIT NEW WATER / HEATING BOILER & FLUE - T/HALL	7,190.40
	Total Expenditure:	9,054.94
<u>Grants & Contingencies (180)</u>		
HORDERS THORNBURY PRESS	YOUTH AWARDS - CERTIFICATE & LETTERHEADS PRINTING	138.00
	Total Expenditure:	138.00

b) To receive and approve the bank reconciliation for June and July 2021

153/21. Cllr Emmerson proposed to accept the reconciliation, seconded by Cllr Tyrrell and all were in favour. It was agreed that in future, Cllr Parkinson would visit the Town Hall to view the full records and approve them before the meeting.

c) To receive the income and expenditure report for June and July 2021

d) To receive the financial reports for June & July (items c & d taken together)

154/21. The Clerk advised that all points of interest were included in the financial reports that were received.

10. To receive an update from the police

155/21. There was no representative from the police available, but the crime statistics been circulated. It was hoped that the police team would be in their refurbished offices at the end of the month.

11. To declare a Climate Change emergency and to set up an advisory Committee to look at actions to help address this

- 156/21. The Council's declaration was discussed at length and several amendments suggested. With those amendments in place, Cllr Parkinson proposed to declare a climate emergency. Cllr Rawlinson seconded this and all were in favour.
- 157/21. It was agreed to set up a working group, with Cllrs Tyrrell, Stansfield & Parkinson on it. Cllrs Rawlinson and Emmerson would like to be involved with the Local Nature Action Plan which this group would be responsible for. The Clerk would set up a meeting of the working group.

12. **To consider the approval and adoption of the Council's Business Plan for 2021-2023 and consider any required consultation process**

- 158/21. A number of amendments were made to the draft plan, including minor typing errors, changes of wording and a transfer of responsibilities between the Open Spaces Committee and Climate Change Advisory Group.
- 159/21. With these amendments made, Cllr Tyrrell proposed to adopt the Business Plan, seconded by Cllr Symonds and all were in favour. Cllr Emmerson proposed that the plan would be put on the website for comments and put on the Annual Town Meeting agenda. This form of requesting feedback was seconded by Cllr Rawlinson and all were in favour

13. **To consider Council's participation in the Queen's Platinum Beacons scheme**

- 160/21. Cllr Holloway felt that the public would be appreciative of Council's participation in the scheme, but concerns were expressed regarding not having a suitable space and the beacons being damaging to the environment. Alternatives such as a firework display were discussed, but in June, the fireworks would have to be late at night after it got dark and would be expensive. It was agreed that alternative ideas would be considered, and the Clerk would see what other Councils are doing so it could be brought to another meeting for discussion.

14. **To consider a supply issue relating to bus timetables**

- 161/21. Council staff have not been able to issue timetables to the public due to the bus companies having made a decision to stop printing paper copies. This is causing a lot of distress to the public who rely on these services. As a result, staff have been printing copies off the internet, but this is costing a lot of money and there is no guarantee of reliability. Various solutions were discussed; it was agreed to write to WECA to communicate Council's dissatisfaction and the impact felt by local residents.

15. **To consider and agree the draft timetable for Council meetings for 2022**

- 162/21. Councillors felt there was too big a gap between some of the staffing and full Council meetings. The Clerk explained that after councillors had changed the committee structure, it was very difficult to now fit everything in, particularly due to the frequency of Planning & Town Development meetings which had increased to every three weeks. It was agreed that staff would look at the schedule again.

16. **To consider an update and recommendation from the Open Spaces Committee regarding the skate park**

- 163/21. The current skatepark is nearing end of life and cannot be repaired any longer. A new one would be approximately £300,000 and would have a significant impact on staff workload.

The Clerk suggested to look at how capacity could be built within the current team to manage the project. Cllr Parkinson proposed that Council would like to see a skate park built, and that it would be necessary for the Staffing Committee to look at how to manage the staff workload. Cllr Emmerson seconded this and all were in favour.

17. **To consider and agree and communications to be issued by the Town Council**

164/21. Council wished to communicate three points relating to the declaration of a climate emergency, creation of a business plan and action on bus timetables.

18. ***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***

165/21. Resolved.

19. **To consider a proposal from Finance & Policy Committee on the way forward with a feasibility study**

166/21. Due to lack of time, this item would be deferred to the next meeting.

20. **To consider signing a management agreement with the Mundy Playing Fields Trust and legal advice associated with it**

167/21. Further clarifications were needed and would be taken to the next meeting. The Clerk would circulate the governing document and Councillors should send any further questions by the end of the following week so the Clerk could take legal advice.

21. **To consider the recommendation from the Youth Sub-Committee to sign a new Service Level Agreement for youth service provision**

168/21. The Clerk explained that the Sub Committee had conducted a marking and interview process. As a result of this, the Sub-Committee recommended appointing an organisation, subject to agreeing some further set targets and monitoring. This was proposed by Cllr Tyrrell, seconded by Cllr Parkinson and all were in favour.