

**THORNBURY TOWN COUNCIL**

**Minutes of the Town Council Meeting**  
**held on Tuesday 19 October 2021 at 7.30pm**  
**at the Town Hall**

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

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

Absent: Cllrs Eva Fielding  
Martin Trueman

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

169/21. Cllrs Helen Harrison (another commitment)  
Matt Stringer (another commitment)  
Ashley Bijster (out of Thornbury)  
Pam Shipp (indisposed)  
James Murray (out of Thornbury)

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

170/21. There were none.

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

171/21. There were none.

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

172/21. Two members of the public wished to speak. The first felt that Council should negotiate with St Mary Centre to get the public toilets near Aldi open on a Sunday. The businesses in the Community Toilet Scheme were often not open first thing in the morning. They should be available for everyone to use, not just those with a radar key.

173/21. She wished also to comment that she was not online and so missed a lot of the communications that Council put out in digital version. She wished to see communications put in print media and suggested some possible ideas.

174/21. Cllr Stansfield stated the Council would ensure the request regarding toilets was passed to the Peer Group who own the toilet block and would look into how future communications could be sent to print media as well as distributed digitally.

175/21. The second public participant wished to know the position of Thornbury Town Council on the High Street closure, following comments made in a newspaper article. He felt there was still lots of opposition and listed various issues, believing that South Glos Council had

suppressed comments in their survey. He was also against proposed speed cushions on Morton Way and Gloucester Road. He felt this was not a good thing for Thornbury and was concerned that the consultation was online only.

- 176/21. Cllr Stansfield explained that like residents, councillors have a divided view on the High Street. The Town Council have no jurisdiction over the highways. The Council has issued a statement saying it wants the best possible outcomes and asked for a review of traffic, bus provision, car parking and spaces within Rock Street. Councillors have been working with a disability group so that the Town Council are aware of the issues their members face. The Town Council are unable to alter what South Glos Council have decided, so are working on getting the best outcomes, based on the feedback we're hearing.
- 177/21. Cllr Holloway was concerned that Thornbury Town Council are not working enough with our town. She wanted to take a look at the possibility of a one-way system, which might help the traffic on Rock Street and wanted the Town Council to consider the matter further.
- 178/21. Cllr Parkinson proposed that Cllr Holloway's request for discussion be put on the Planning & Town Development Committee agenda for 26 October 2021.

5. **To consider and approve the Minutes of the meeting of Thornbury Town Council on 07.09.21 and any matters arising from them**

- 179/21. A correction was made to a misspelt name. It was reported that no progress had been made on item 8A, due to a postponed meeting as a staff member had COVID. The minutes were proposed as a true record by Cllr Parkinson, seconded by Cllr Rawlinson and all in were favour.

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

(a) Finance & Policy on 28.09.21

- 180/21. The report was presented by Cllr Davies, who highlighted the presentation from Thornbury Football Club, explaining that if they were promoted again, it would put a strain on the Mundy Playing Fields and their tenure would have to come to an end and that the football club appreciated this and were stating they would not go further in the league.
- 181/21. Internal audit had happened successfully. It was agreed that in relation to item 10, Councillors on outside bodies should report back to full Council, whilst the Finance & Policy Committee may decide which bodies to give representation on.

(b) Open Spaces on 14.09.21

- 182/21. Cllr Parkinson presented the report, focusing on item 11 regarding the Tennis Club. Since the meeting, their licence had been extended and signed by them, to give more time to look at the terms of a future licence. Cllr Davies wished the minutes to be changed to reflect that he had abstained on the vote on item 12, the decision had not been unanimous.
- 183/21. Continuing, Cllr Parkinson noted item 13, we had accepted an offer of 2 English Oak trees, item 19, which was on the agenda for later tonight, and item 22 concerning cemetery gates. It was noted that like for like options could not be sought, so something sympathetic would be sourced instead. The old stone pillars would not be strong enough to take the new gates, so a new arrangement was being investigated.

(c) Planning and Town Development on 21.09.21

- 184/21. The report was presented by Cllr Tyrrell, who explained we'd received a presentation from South Glos Council. It was disconcerting that the answers to Councillor questions were not

in the minutes, but a lot of the answers had been non-committal. A response to the consultations on traffic orders had been submitted. It was proposed by Cllr Parkinson, seconded by Cllrs Griffin & Rawlinson and unanimously agreed that the list of questions be sent to South Glos for formal answers.

185/21. Cllr Tyrrell had attended a site visit for a large planning application at Cleve Park since approved by South Glos. One issue had been the building heights – South Glos had explained that they were measured from ground level, not floor level.

(d) Staffing on 12.10.21

186/21. Cllr Rawlinson explained that as the majority of the meeting had been conducted in private session, he would present the report as printed.

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

(a) To approve the accounts for payment

187/21. It was noted that the figure for accounts paid out of meeting was incorrect. The cost of the rugby posts was clarified. The accounts were proposed for payment by Cllr Davies, seconded by Cllr Rawlinson and unanimously agreed.

<b>ACCOUNTS PAID OUT OF MEETING (Between 28th SEPT - 18th OCTOBER 2021)</b>		
SALARIES	STAFF WAGES	16027.04
HMRC	TAX PAYMENT	4765.42
AVON PENSION UK	PENSION PAYMENT	3341.70
OCTOPUS ENERGY	ELECTRICITY - TOWN HALL (DD)(110)	
OCTOPUS ENERGY	ELECTRICITY - BAKERY (DD) (110)	61.70
OCTOPUS ENERGY	ELECTRICITY - MPF (DD) (130)	358.15
OCTOPUS ENERGY	ELECTRICITY - CEMETERY (DD) (130)	43.45
O2 PHONE COMPANY	MOBILE PHONE TARIFF CHARGE (DD) (110)	19.46
AMAZON	WHITE LINE MARKER SPRAY (CC) (130)	27.95
AMAZON	CASH BOX (CC) (110)	54.99
AMAZON	HEAVY DUTY PADLOCK (CC) (130)	23.70
AMAZON	SELF ADHESIVE SIGNAGE	5.24
PROFESSIONAL FEES	TEMPORARY RFO (110)	535.20
LLOYDS BANK PLC	CREDIT CARD PAYMENT- (DD)	299.08
PITNEY BOWES FINANCE	PHOTOCOPIER LEASE (DD) (110) CHECK INVOICE	94.93
	<b>Total Expenditure:</b>	<b>25658.01</b>
<b>ACCOUNTS NOW DUE FOR PAYMENT - 19TH OCTOBER 2021</b>		
<b><u>Central Services (110)</u></b>		
ALCA	FINANCE FOR COUNCILLORS COURSE	30.00

JCW WINDOW CLEANING	WINDOW CLEANING - TOWN HALL	55.00
T H WHITE GROUP	ANNUAL SOLAR PANEL SERVICE	240.00
ACORN RECRUITMENT	TEMPORARY STAFF	153.47
MSP GROUP	IT SUPPORT	374.40
OFFICE TELECOM	PHONE & BROADBAND (SPLIT CODING WITH 130)	125.93
SMITH OF DERBY CLOCKMAKERS	SERVICE VISIT - THORNBURY TOWN CLOCK	216.00
ECOTRICITY.CO.UK	GAS SUPPLY - TOWN HALL	134.07
ALCA	PLANNING IN PLAIN ENGLISH COURSE	40.00
	<b>Total Expenditure:</b>	<b>1368.87</b>
<b><u>Playing Fields &amp; Cemetery (130)</u></b>		
FALON NAMEPLATES LTD	BRASS PLATES	54.00
GB SPORT & LEISURE	RUGBY POSTS - SUPPLY & INSTALL	3824.16
OFFICE TELECOM	PHONE & BROADBAND (SPLIT CODING WITH 110)	54.00
ANDERSONS WASTE MANAGEMENT LTD	1000 GALLONS - SEPTIC TANK	155.00
PROLUDIC	PLAY EQUIPMENT SPARES	98.18
ALEXANDRA	STAFF WORKWEAR	17.84
ECOTRICITY.CO.UK	GAS SUPPLY - PAVILION	37.12
ALEXANDRA	STAFF WORKWEAR	56.30
ALEXANDRA	STAFF WORKWEAR	35.69
	<b>Total Expenditure:</b>	<b>4332.29</b>
<b><u>Environment (150)</u></b>		
THORNBURY MOTORS LTD	FUEL EXPENDITURE	188.16
THORNBURY MOTORS LTD	5 LTRS OIL	39.46
THORNBURY MOTORS LTD	5 LTRS OIL	44.56
HAWKINS OF THORNBURY	MAINTENANCE MATERIALS	23.47
	<b>Total Expenditure:</b>	<b>295.65</b>
<b><u>Land &amp; Property (160)</u></b>		
T H WHITE GROUP	REPLACE SMOKE DETECTOR,EMERGENCY LIGHT & CALLPOINT	813.23
NKS CONTRACTS LTD	MAINTENANCE WORKS TO COUNCIL OWNED PROPERTIES	18547.86
	<b>Total Expenditure:</b>	<b>19361.09</b>
<b><u>Grants &amp; Contingencies (180)</u></b>		
	<b>Total Expenditure:</b>	<b>0.00</b>

b) To receive the income & expenditure report and financial report for September 2021

188/21. Cllr Parkinson noted that it appeared reassuring. He queried whether the staffing costs were in line with budget. The Clerk explained that if external staffing costs were added in, then it would be overbudget due to agency fees etc, but internal staff only were within budget. There was a small underestimate on the staffing costs due to a change in the way the figures were calculated.

c) To receive the bank reconciliation for September 2021

189/21. Cllr Parkinson noted that it was not a month where he had been into the Town Hall to check figures. It was noted also that although the Barclays accounts were closed, they still would show on RBS until the next financial year. The Clerk was due to get an update on options for new bank accounts. As a council, we don't qualify for protection on our accounts in the event of a bank becoming insolvent, so we must spread our money out to reduce the risks. The Clerk would investigate whether it's possible to insure our money through our insurance company.

d) To receive the external auditor's report for year 2020-2021

190/21. There was a typo on the main page which had been noted, but otherwise there were no concerns raised. Cllr Stansfield thanked the staff for their work on this.

8. **To consider the following matters to begin preparations for setting a council budget for 2021/22**

a) To review Council and Committee spend to date against the 2021/22 budget

b) To consider budget pressures and Council priorities for 2022/23

c) To consider CIL (Community Infrastructure Levy) programme – to review the report for year 19/20 and consider priorities for future expenditure

191/21. Cllr Stansfield thanked the Clerk for preparing the paperwork in plenty of time. A working group would be formed from Cllrs Parkinson, Stansfield, Rawlinson and Davies to work with the Clerk and make recommendations to Council. This would go via the Finance & Policy Committee first, and it would be all Councillors' responsibility to look over the proposals and feed into the process. Cllr Parkinson felt it was important to not exclude those Councillors not on the Finance & Policy Committee.

192/21. The Clerk would attempt to get an estimate for the figure of CIL that would be due in the next financial year. It was noted that some of our CIL funds may need reallocation to allow them to be spent within 5 years, in line with legislation.

9. **To receive an update from the Police**

193/21. The police were not able to attend due to their rotas. The Statistics for the prior month had been circulated with the papers.

10. **To consider responses to the consultation regarding installing a fence and hedge on Oakleaze Green and agree the way forward**

194/21. A summary of the proposed plans had been circulated. A letter had been sent to approximately 30 residents overlooking the area, to consult on their views. There had been 8 responses, 4 negative and 4 positive. The Council was asked for a decision on whether to go ahead. It was explained that this idea had been driven by complaints about vehicles getting onto the green, and following the Council recently declaring a climate emergency, the proposed hedge and protective fence was the more environmentally friendly option than bollards.

- 195/21. Councillors felt that choosing an environmentally friendly option was a priority and overcame a substantial number of arguments against the project. It was noted that bollards would be much more expensive and this option helps provide new ecosystems and homes for nesting birds. One of the residents' concerns was litter getting trapped in the hedge, but this could be added to our staff's job lists to check and remove. It was acknowledged that there would be some additional cost to the council to maintain the hedge once it grew.
- 196/21. Cllr Symonds had spoken with one resident who had expressed a desire for trees rather than a hedge, as this would not provide such a solid barrier. It was felt that this was not a suitable option as it would cost a lot to put the right trees in to do this, and it would mean planting a lot close together and then thinning in future years.
- 197/21. Cllr Parkinson proposed to go ahead with the project and as Chair of the Open Spaces Committee, he would speak with any residents who were still unhappy about the project. This was seconded by Cllr Griffin and the majority were in favour with one abstention.

11. **To monitor the Council's Business Plan for 2021-2023**

- 198/21. The Clerk had been monitoring the plan for this part of the year and had changed the RAG rating where appropriate. In future, the relevant part of the action plan will be monitored by the appropriate committee.
- 199/21. Various parties had been contacted to gauge interest on joining the Climate Change Advisory Committee. People from the community with specialist knowledge were wanted. Some had shown interest, which was promising. It was suggested to invite 6<sup>th</sup> formers from the Castle School to represent younger people. Terms of reference were needed but it was agreed that the working group could not wait 2 months until the next meeting, so this would need to be worked on in between meetings by the agreed Councillor working group.

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

- 200/21. Cllr Parkinson felt there the gap over the summer period for Open Spaces meetings was too large, as this was when a lot of the work for this committee was being done. A lot of decisions would need to be made out of meeting and this is a situation that should be avoided. He proposed to take the June meeting out and move it to 19 July 2022. With this change in place, Cllr Tyrrell proposed to accept the meeting schedule, Cllr Parkinson seconded it and it was unanimously agreed.

13. **To consider proposed changes to the Council's grant scheme**

- 201/21. Due to time constraints, only a light review had taken place this year. When it comes up for review again next year, changes can be made in line with the Council's business plan so that those applications which achieve Council's objectives can be given more weight.
- 202/21. Currently there is little monitoring being done to check that money being granted is being spent in the right way. We do need proof of spending and should check that conditions are being met. The proposed changes tighten these areas up. The changes were agreed and proposed by Cllr Stansfield, seconded by Cllr Griffin and all were in favour of these changes (*Cllr Parkinson had briefly left the room so did not vote.*)

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

- 203/21. The list of questions from item 6c could be publicised once sent to South Glos Council. The grants paperwork would go out and also the decision surrounding the hedge on Oakleaze Green, acknowledging that it is in line with our Climate Change policy. The motion to declare a climate emergency was being updated and this could be put on the website once finished too.

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**

204/21. Resolved.

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

205/21. The Clerk gave some background on the recommendation from Finance & Policy and the reasons for it. The Committee had proposed to go with option 3 on page 13 of the confidential report. There was discussion at length around the various options and why the Committee had come to the conclusion it had. Since the study was written, significant changes had occurred concerning documentation over land use and this had not been known by the report writers, who had based their conclusions largely on staff preference. This Option had also been agreed as a longer term action in the Council's business plan.

206/21. Funding for the project was discussed, with budget, CIL, s106 and other external funding all suggested as options. Cllr Rawlinson proposed further feasibility studies be undertaken and budget included for these as part of the Council budget process, with a view to progressing the preferred option, seconded by Cllr Davies and the majority (5 Councillors) were in favour, with 1 against and 3 abstentions.

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

207/21. Cllr Parkinson found the legal advice to be vague and non-committal. The matter was discussed, with Cllr Tyrrell proposing to sign the agreement, seconded by Cllr Davies and the majority in favour with 1 abstention. 2 Councillors would be needed to sign the agreement, and the Clerk would need to seal it. This matter would need to be discussed by the Trust before the agreement could be progressed.