

THORNBURY TOWN COUNCIL

Minutes of the Town Council Meeting
held on Tuesday 14 December 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
James Murray
Bob Griffin

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

Absent: Cllrs Ashley Bijster
Martin Trueman

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

208/21. Apologies were considered and accepted from Cllrs Benj Emmerson, Pam Shipp, Matt Stringer, Helen Harrison and Eva Fielding. Eva Fielding had apologies accepted for a period of 6 months going forward.

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

209/21. Cllr Parkinson – Over 60's Team Room, in relation to item 8, CSET in relation to item 7.
Cllr Griffin – Thornbury Christmas Lights Association, in relation to item 8.
Cllr Davies – Thornbury & District Community Association, in relation to item 8.
Cllr Holloway - Over 60's Tea Room and Volunteer Link, in relation to item 8, Four Towns and Vale Link in relation to item 7.

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

210/21. Following the recent presentation of the Mayors Youth Awards, Cllr Stansfield had presented certificates to the Thornbury Army Cadets, who had been nominees. A member of the Royal British Legion had also been present to give them with an award for fundraising.

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

211/21. A representative from the Armstrong Hall Action Alliance (AHAA) addressed the Council. They wished to have an allocation of CIL funds to reopen the Armstrong Hall complex and listed reasons why they felt their project was eligible. This included that the Hall was part of the infrastructure of Thornbury, it was failing and that it used to support the arts in the Town. They were looking for £30,000 and expected a decision this month from the Armstrong Hall Trust, who own the building, about whether AHAA will be allowed to attempt a reopening.

212/21. Cllr Stansfield noted the comments but noted also that no grant application had been received from AHAA so could not be considered at this meeting. The Clerk further explained the grant application process for Town Council funding and that the application window for this year had closed in November.

7. **To consider and approve small grant applications for 2021/22 (taken out of order)**

213/21. A representative from the Friends of Marlwood School spoke to support their application. All small applications were considered, and the following agreed by Councillors:

Organisation	Amount granted	Comments
Thornbury Duke of Edinburgh Award Centre	£835	None
The Willow Tree Centre	£350	None
Castle School Friends	£810	None
Sight Support West of England	£500	None
Friends of Marwood School	£500*	*On condition of a new application form being sent for items that meet eligibility for grant funding
Phase CIC	£950	None
Jigsaw Thornbury	£1000	None
Four Towns and Vale Link	£0	No evaluation form received and lack of information on application

8. **To consider and recommend provisional revenue grant applications for 2022/23 (taken out of order)**

214/21. A representative of Thornbury Radio spoke to support their application. The Councillors reviewed all revenue grant applications and recommended the following be granted in the new financial year. This was subject to budget setting, and it was unanimously agreed that budget should be increased by approximately £900 so that there is a sufficient amount to cover all of those below:

Organisation	Amount recommended	Comments
Phase CIC	£2000	It is expected to see Phase seeking funding from other sources in future years for this item.
Jigsaw Thornbury	£4000	Subject to sustainability
Thornbury Volunteer Centre	£3340	Keen to see applications to other organisations for funding, e.g. MAF funding
Thornbury Christmas Lights Association	£1357	Some funding remains from previous grant.
Over 60s Tea Room	£4640	None
Thornbury Arts Festival Trust	£2500	None
Thornbury Community Composting	£1000*	Give as small grant rather than revenue. Suggest application to other funding e.g., MAF funding for remainder
Krunch South West	£1800	None
Thornbury Radio	£3898	None
Thornbury in Bloom	£1500	Request acknowledgments in publicity
Thornbury & District Heritage	£5000	Pay bills on receipt of evidence

Trust		
Citizens Advice	£5900	£1200 from previous grant remaining.
Thornbury & District Community Association	£3000	None

(Cllr Griffin left)

5. **To consider and approve the minutes of the meeting of Thornbury Town Council on 19.10.21 and any matters arising from them not on the agenda**

215/21. The minutes were unanimously agreed to be an accurate record.

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

a) Finance & Policy on 30.11.

216/21. Cllr Davies presented the report, highlighting the presentation of the Mayor's Youth Awards and that the management of the building works was going well.

b) Open Spaces on 23.11.21

217/21. Cllr Parkinson presented the report, highlighting discussions had on hanging baskets, the Holy Mowers and that options for the public tennis courts were being looked at.

c) Planning & Town Development on 26.10.21, 18.11.21 and 07.12

218/21. The reports were presented by Cllr Tyrrell who highlighted that High Street proposals had been considered and the significant progress made by the team looking at the Neighbourhood Plan. It was requested that a letter of thanks be sent to the members of the Neighbourhood Plan Group to thank them for getting the plan to this stage.

d) Staffing on 06.12.21

219/21. Cllr Rawlinson presented the report. The job advert for the Clerk and RFO role was out. Two offers had been made for Grounds Maintenance Operatives and one had accepted, subject to references. This still left issues with staff capacity. Three staff members would soon be attending a topple testing course.

9. **To consider any urgent grant applications**

220/21. There were none.

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

a) To approve the Accounts for Payment

221/21. The accounts were unanimously approved for payment.

ACCOUNTS PAID OUT OF MEETING (30TH NOVEMBER - 13TH DECEMBER 2021)		
OCTOPUS ENERGY	ELECTRICITY - BAKERY (DD) (110)	23.25
OCTOPUS ENERGY	ELECTRICITY - TOWN HALL (DD)(110)	594.66

OCTOPUS ENERGY	ELECTRICITY - MPF (DD) (130)	153.36
OCTOPUS ENERGY	ELECTRICITY - CEMETERY (DD) (130)	75.51
O2 PHONE COMPANY	MOBILE PHONE TARIFF CHARGE (DD) (110)	19.46
LLOYDS BANK PLC	CREDIT CARD PAYMENT- (DD)	833.54
SALARIES	STAFF WAGES	14540.14
HMRC	TAX PAYMENT	4674.77
AVON PENSION UK	PENSION PAYMENT	3366.82
PROFESSIONAL FEES	TEMPORARY RFO (110)	252.60
GATES AND FENCES	SUPPLY NEW CEMETERY GATES (130)	1870.20
GLENDALE COUNTRYSIDE	REMOVAL OF MAPLE TREE AND ROOTS (130) (REIMBURSED BY CUSTOMER)	256.70
AMAZON	DISPOSABLE FACE MASKS (CC)(110)	15.30
AMAZON	HYPACLEAN BODY FLUID DISPOSABLE KIT (CC)(110)	20.62
AMAZON	LAPTOPHEIGHT ADJUSTABLE DISPLAY STAND (CC)(110)	22.74
AO.COM	WASHING MACHINE (CC) (160)	474.00
TTC SALES LEDGER CUSTOMER	CUSTOMER REFUND CREDIT ON ACCOUNT (BOY001/130)	205.30
	Total Expenditure:	27398.97
ACCOUNTS NOW DUE FOR PAYMENT - 14TH DECEMBER 2021		
<u>Central Services (110)</u>		
DIRECT IT SERVICES LTD	IT SUPPORT	336.00
DIRECT IT SERVICES LTD	PHONE & BROADBAND (split code with130)	125.93
ACORN RECRUITMENT	TEMPORARY STAFF - CEMETERY	206.50
BIFFA WASTE SERVICES	WASTE DISPOSAL - BAKERY ANNEX (CREDIT NOTE OF £53.39 APPLIED)	153.45
CONSORTIUM	STATIONERY	253.61
SW HYGIENE SERVICES	HYGIENE BINS RENTAL/SERVICE	46.80
ARMSTRONG HALL TRUST	REIMBURSE UTILITY REFUND (ECOTRICITY)	1361.24
ARMSTRONG HALL TRUST	REIMBURSE UTILITY REFUND (EDF)	24.00
TOWER LEASING LTD	PHOTOCOPIER - RENTAL INSTALMENT (Dec 21 - March 22)	137.60
	Total Expenditure:	2645.13
<u>Playing Fields & Cemetery (130)</u>		
DIRECT IT SERVICES LTD	PHONE & BROADBAND (split code with110)	54.00
BOWCOM	BOWGRASS SUPREME PLUS	594.00
HAWKINS OF THORNBURY	MAINTENANCE MATERIALS	27.56
ABBAY LOOS	PORTABLE TOILET	237.60
HAGS-SMP LTD	SWING SEAT	99.16

PARSONS LANDSCAPES LTD	INSTALLATION OF NEW STEPS	756.00
PARSONS LANDSCAPES LTD	REFITTING OF SWINGS	600.00
CDS	CEMETERY SITE LOCATION PLAN	420.00
THORNBURY MOTORS	FUEL EXPENSES	191.64
INITIAL	HYGIENE BINS - MPF	149.76
CONSORTIUM	CCTV SIGNAGE	12.17
	Total Expenditure:	3141.89
<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
<u>Land & Property (160)</u>		
NKS CONTRACTS LIMITED	MAINTENANCE WORKS TO COUNCIL OWNED BUILDINGS	7364.54
MATRIX BES LTD	ANNUAL SERVICE/INSPECTION - COMBINATION BOILER - 67 FLAT	96.00
	Total Expenditure:	7460.54

11. **To receive an update from the police**

222/21. The police had sent their apologies. The crime statistics were received and noted by Council.

12. **To consider and agree the terms of reference for the Advisory Committee to the Council on Climate and Nature matters**

223/21. The draft terms of reference for the Advisory Committee were unanimously agreed. Invitations to the meeting in February would now be sent out.

13. **To consider the Town Council response to South Gloucestershire Council's consultation on their proposed budget for 2022/23**

224/21. The consultation was noted, the Council did not wish to comment.

14. **To consider the response from St Mary's Centre to request from the public regarding toilet opening**

225/21. The response was discussed, and it was noted that as the St Mary's Centre mostly did not open on a Sunday it was not an unreasonable response. It was agreed that the toilet scheme was still valid, that there were operators in the scheme who did open on Sundays so there were facilities that could be used, and the scheme would be promoted again to raise awareness. It was felt there was nothing more the Council could do in this situation.

15. **To consider a request from CPRE**

226/21. It was agreed that CPRE should apply for money through our grants scheme and had the option to put in an urgent grant application.

16. **To monitor the action plan for Full Council from the Town Council Business Plan**

227/21. The Clerk reported that the Climate Change Advisory Committee would be running from February.

17. **To receive a report from Councillors on meetings attended on behalf of the Council**

228/21. Cllr Parkinson had attended a meeting but would defer his report to the January meeting.

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

229/21. It was agreed that the small grants should be communicated, and information about the toilet scheme.

19. **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**

230/21. Resolved.

20. **To resolve to sign and seal a renewal of a lease with existing tenants**

231/21. There had been a number of amendments and with these in place, it was unanimously agreed to sign the lease. Cllrs Davies and Murray would attend the Town Hall to sign.

21. **To consider quotations for:**

a) **Franking machine contract**

232/21. It was unanimously agreed to stay with the existing supplier as there were some concerns regarding the least expensive quote.

b) **Changing locks at the Town Hall**

233/21. Three quotes had been sought, but only one company had returned a quote. This was from a reputable business and it was felt that the quote represented good value for money. It was unanimously agreed to proceed with this.

c) **Fire proof storage cabinet**

234/21. It was unanimously agreed to proceed with the cheapest quote.