



THORNBURY TOWN COUNCIL

Minutes of the Thornbury Town Council Meeting

**held on Tuesday 14 March 2023 at 7:30pm
at Council Chamber, Town Hall**

Members present: Cllrs Chris Davies (Chair)
James Murray
Maggie Tyrrell
Clive Parkinson
Angela Symonds
Helen Ball
Shirley Holloway
Fiona Deas
Jayne Stansfield
Guy Rawlinson

In attendance: Kath MacConnachie (Clerk)
1 member of Council Administration Staff (Minutes)
Jon Brain (Facilities Manager – left after agenda item 8)
4 members of the public

Absent: Cllrs Bob Griffin
Benj Emmerson

FC2223.125. To note any apologies for absence

Apologies had been sent from Cllr Griffin.

FC2223.126. To hold a minute silence in memory of Councillor Pam Shipp

A minute silence was held for Cllr Pam Shipp.

FC2223.127. To receive declarations of interest from members

Cllr Parkinson declared an interest in CSET, in relation to agenda item 19.

FC2223.128. To approve the minutes of the Full Council meeting held on 10 January 2023

It was **RESOLVED** that the minutes of the Full Council meeting held on 10 January 2023 were an accurate record.

FC2223.129. To receive any representations from the public

One member of the public spoke concerning bus services, and her reflections on the Council approaching the upcoming election.

Cllr Holloway spoke to acknowledge that this would be her last Full Council meeting, having attended her first one 32 years ago. She thanked the Councillors she has served alongside, the Council staff, and current and former Clerks.

Cllr James Murray spoke to express his dissatisfaction at the latest copy of the Liberal Democrat Focus newsletter which he felt misrepresented the council as 'Liberal Democrat Controlled', purported to be representing the council as a body and contained misleading information.

FC2223.130. To receive a request from Thornbury Town Football Club to build an extension on the Pavilion at the Mundy Playing Fields

A representative of Thornbury Town Football Club attended to present plans to Council. He updated Councillors on the current position of the club, requirement for the extension and future plans.

FC2223.131. To pass a resolution to exclude members of the public and press for agenda item 8 due to the COMMERICIALLY CONFIDENTIAL and SENSITIVE nature of the business to be transacted

It was **RESOLVED** to pass a resolution to exclude members of the public and press.

FC2223.132. To consider proposal of Thornbury Football Club to build an extension on the Pavilion of the Mundy Playing Fields (consideration of commercially sensitive information and legal advice).

- To consider the requirement for legal services and funding of this
- To consider granting permission for the project

It was noted that in December 2021 the Mundy Playing Fields Trust confirmed to the Town Council that it the Trust had no objection to the proposals to extend the Pavilion on the Mundy Fields provided that the Town Council ensured that the implementation and use of the facility was carried out in accordance with the Trust documents and the Management Agreement.

It was **RESOLVED** to grant permission to Thornbury Town Football Club to build an extension to the ground floor of the Pavilion, as per the plans submitted, subject to:

- Legal advice to be sought by the Town Council on arrangements and a legal agreement to be drawn up between the Town Council and the Football Club
- The Football Club agreeing to cover all legal costs, which the Town Council will accept repayment for in instalments
- Football Club compliance with all arrangements required by the Town Council and of Town Council Officers
- The specification of the walls and foundations being sufficient to take a potential second story in the future

FC2223.133. To approve the Accounts for Payment

It was **RESOLVED** to pay the Accounts for Payment, as follows:

ACCOUNTS PAID OUT OF MEETING (15TH FEBRUARY - 13TH MARCH 2023)		
LLOYDS CREDIT CARD	MONTHLY CREDIT CARD CHARGE (DD)	1,260.77
THORNBURY TOWN COUNCIL	PAYROLL	34,194.59
PUBLIC WORKS LOANS	TTC LOAN PAYMENT (DD)	6,037.35
O2 PHONE COMPANY	MOBILE PHONE USAGE CHARGE (DD)	20.98
OCTOPUS ENERGY	ELECTRICITY - TOWN HALL (DD)	673.30
OCTOPUS ENERGY	ELECTRICITY - BAKERY ANNEXE (DD)	53.39
OCTOPUS ENERGY	ELECTRICITY - MPF (DD)	391.74
OCTOPUS ENERGY	ELECTRICITY - CEMETERY (DD)	101.87

AMAZON	TROLLEY JACK AND WRENCH - CC413	216.94
PRESTIGE FLOWERS	CONDOLENCE FLOWERS AND CARD - CC414	39.97
iSTOCKPHOTO.COM	IMAGE PURCHASED FOR TTC NEWSLETTER - CC415	6.72
AMAZON	AMAZON PRIME MEMBERSHIP FEE - CC416	8.99
GIFFGAFF	TTC STAFF MOBILE PHONE - MONTHLY TOP UP - CC417	10.00
GIFFGAFF	TTC STAFF MOBILE TABLET - MONTHLY TOP UP - CC418	8.00
AMAZON	ANTISTATIC OFFICE SEAT PAD - CC419	10.29
VISTAPRINT	ROLLER BANNERS - CC420	76.73
AMAZON	CLEANING MATERIALS - CC421	74.19
ST JOHN AMBULANCE	FIRE MARSHALL TRAINING COURSE - CC422	180.00
AMAZON	RABBIES GLOVES - CC423	20.12
AMAZON	ROOTMAX & CLEANING MATERIALS - CC424	91.78
CNM ONLINE	SPARE LAMP - CC425	45.59
THE METAL STORE	Q CLAMP MESH PANEL CLIP - CC426	29.86
THE PARKINSON PARTNERSHIP	ONLINE VAT TRAINING - CC427	20.00
UREKA	ADHESIVE SEALANT - CC428	20.45
AMAZON	LANYARDS, BADGE HOLDERS, DOG PARKING HOOK - CC429	66.13
AMAZON	GRASS SEED, SCAFFOLD PARTS, POST END CAPS - CC430	33.73
SIGN TRADE SUPPLIES LTD	POST CAPS X30 - CC431	40.74
UK COACHING SOLUTIONS LTD	ONLINE COURSE - SAFEGUARDING & PROTECTING CHILDREN- CC432	38.00
AMAZON	WIRELESS KEYBOARD AND MOUSE FOR TABLETS - CC433	39.90
FLAG & BUNTING STORE	KING CHARLES III FLAG & BUNTING FOR CORONATION - CC434	65.40
BRIGSTOWE MEDIA LTD	DELIVERY CHARGE FOR TTC NEWSLETTER	1,008.00
GLASDON UK LTD	METAL BINS	531.13
WORKNEST	TTC INSURANCE - PERIOD COVERS MAR 2023 - MAR 2024	362.25
WORKNEST	TTC HEALTH & SAFETY - PERIOD COVERS MAR 2023 - MAR 2024	4,769.77
MENDIP MEMORIALS	RE-ERECT MEMORIAL STONES	720.00
TTC STAFF	STAFF EXPENSES	4.00
LANDCARE TREE NURSERY LTD	SUPPLY AND PLANT TREES	1,180.17
ALAN PRICE GRAVE-DIGGER	GRAVE DIGGING AT CEMETERY (DECEMBER)	1,540.00
KRUNCH UK	TTC SMALL GRANT AWARD	787.00
EQUALS MONEY PLC	HOLDING FUND ACCOUNT TOP UP FOR PETTY CASH CARDS	60.00
MENDIP MEMORIALS	RE-ERECT MEMORIAL STONES	720.00
ALMONDSBURY GARDEN CENTRE	WALL FLOWERS X100	399.60

ECOTRICITY	FEBRUARY GAS SUPPLY - TOWN HALL	482.56
ECOTRICITY	FEBRUARY GAS SUPPLY - PAVILION	56.58
ARMSTRONG HALL TRUST	GRANT PAYMENT TO COVER COSTS INCURRED	5,929.29
	Total Expenditure:	62,427.87

DD = accounts paid by direct debit

CC[number] = purchases made by credit card

ACCOUNTS NOW DUE FOR PAYMENT - 14TH MARCH 2023		
RELYON GUARDING & SECURITY LTD	MPF CAR PARK SECURITY - FEBRUARY 23	437.40
THORNBURY MOTORS	FUEL EXPENDITURE FOR TTC VEHICLES - FEB 23	273.22
ABBAY LOOS LTD	PORTA LOOS RENTAL - CHANTRY FIELDS	240.00
FALON NAMEPLATES LTD	BRONZE PLAQUE	119.59
FALON NAMEPLATES LTD	BRONZE PLAQUE	64.00
BIFFA WASTE SERVICES	WASTE DISPOSAL - PAVILION SITE	539.51
BIFFA WASTE SERVICES	CREDIT APPLIED FOR MISSED COLLECTION - PAVILION SITE	-57.61
BIFFA WASTE SERVICES	WASTE DISPOSAL - CEMETERY SITE	136.86
BIFFA WASTE SERVICES	WASTE DISPOSAL - BAKERY ANNEX SITE	134.54
BIFFA WASTE SERVICES	WASTE DISPOSAL - TOWN HALL SITE	171.86
STEAMERS (WHEATSHEAF)	QUARTERLY COMMUNITY TOILET SCHEME PAYMENT	150.00
THE MALT HOUSE	QUARTERLY COMMUNITY TOILET SCHEME PAYMENT	150.00
THE SWAN	QUARTERLY COMMUNITY TOILET SCHEME PAYMENT	250.00
SJ AND VJ HOWELL	HEDGE TRIMMING - MPF & FOOTBALL PITCHES	600.00
AQUABLAST DRAIN SERVICES	CLEAR BLOCKAGE AT TOWN HALL	138.00
HORDERS	A4 COPIER PAPER & PRINTING OF 7500 TTC NEWSLETTERS 2023	818.00
TH WHITE GROUP	EXTENSIVE REPAIR WORKS COMPLETED ON TTC TRACTOR	4269.77
SLCC ENTERPRISES	THE CLERK'S MANUAL 2023	52.30
	Total Expenditure:	8,487.44

FC2223.134. To note the minutes/draft minutes of the following Committees

- Open Spaces Committee 17 January 2023
- Open Spaces Committee 20 February 2023
- Finance and General Purpose Committee 14 February 2023

The minutes/draft minutes of Open Spaces Committee on 17 January 2023, Open Spaces Committee on 20 February and Finance and General Purpose Committee 14 February 2023 were noted.

FC2223.135. To approve the bank mandate/application for the CCLA deposit fund

It was **RESOLVED** to approve the bank mandate/application for the CCLA deposit fund.

FC2223.136. To receive the mid-year assurance 2022/23 internal audit report

The mid-year assurance 2022/23 internal audit report was received. The only recommendation concerning updated procurement thresholds would be addressed with the update of Standing Orders at the May Annual Meeting of the Town Council, as was routine procedure.

FC2223.137. To review the risk register

The risk register was reviewed and amber items highlighted and discussed.

FC2223.138. To consider the establishment of a Climate and Nature Committee and approve Terms of Reference

It was **RESOLVED** to establish a Climate and Nature Committee with the Terms of Reference as presented.

FC2223.139. To consider the Thornbury Town Council strategy for 2023 to 2028

Two versions of a Thornbury Town Council strategy document for 2023 to 2028 were presented for discussion. It was **RESOLVED** to adopt the version drafted by Cllr Helen Ball and circulated with the agenda.

FC2223.140. To consider the opportunity for/desirability of early engagement with the developers Barwood concerning development of the land West of Park Farm

The meeting acknowledged that, despite Town Council objections, the Barwood development on the land to the West of Park Farm had been given permission to proceed following the public enquiry.

If was **RESOLVED** to contact Barwood Homes to discuss the potential opportunity to influence

- opportunities to influence/partner on S106 facilities;
- cycling and walking routes and;
- potential for the Town Council to take on shared recreational land, rather than this pass to a private management company

FC2223.141. Potential Pay-to-Play system on Mundy Playing Fields public tennis courts numbers 7 and 8

- **To consider the proposal for Thornbury Town Council to run a Pay-to-Play system**
- **To decide whether to recommend the implementation of a Pay-to-Play system to the Mundy Playing Fields Trust**

It was **RESOLVED** to:

- recommend to the Mundy Playing Fields Trust that a Pay and Play system for tennis courts 7 and 8 of the Mundy Playing Fields is implemented and that this is managed under the auspices of the existing Management Agreement and that subject to this authority;
- the Clerk is delegated to carry out all actions, including consultation and procurement, required to put into enact the appropriate resolution above;
- with funding to be sourced from the S106 grant application of earmarked CIL funds if the S106 bid were to be unsuccessful

FC2223.142. To consider proposed designs for a new Thornbury Town Council logo

It was **RESOLVED** to approve and implement the new logo designs, and branding, as presented by Avon Displays.

FC2223.143. To review two grant awards and decide upon action:

- **One where project was delivered and publicly communicated prior to funding award confirmation**
- **One where revised project content is requested due to shortfall in amount awarded**

(Cllr Parkinson left the room for the discussion of the project delivered prior to award confirmation.)

It was **RESOLVED** that funds allocated but not yet paid to CSET would be earmarked for them, pending a new application being received for items eligible for grant funding under Thornbury Town Council's Grant Policy. This would be dealt with by the Finance & Policy Committee.

It was **RESOLVED** that Jigsaw Thornbury would be allowed to divert their funds to another item(s) connected with their original project request, as the amount allocated to them had rendered their initial proposal financially unviable.

FC2223.144. Thornbury Community Toilet Scheme

- **To consider the proposal for the scheme operation 2023-2024**

It was **RESOLVED** to:

- Relaunch the Community Toilet Scheme as set out in the officer briefing
- Purchase A-frame signs for use by scheme members, from the Community Toilet Scheme budget
- To delegate provider selection to the Finance and General Purpose Committee

FC2223.145. To pass a resolution to exclude members of the public and press for agenda items 22 to 26 due to the COMMERCIALY CONFIDENTIAL and SENSITIVE nature of the business to be transacted

It was **RESOLVED** to exclude members of the public and press for agenda items 22 to 26.

FC2223.146. To consider a request from tenants concerning 67 High Street lease

It was **RESOLVED** to decline the request raised by tenants concerning 67 High Street.

FC2223.147. Lease for 67a High Street

It was **RESOLVED** that the Town Council accept that a statutory periodic tenancy will arise for 67a High Street from 1 April 2024.

FC2223.148. To agree the Service Level Agreement for the Citizens Advice Bureau funding

It was **RESOLVED** to approve the signature of the Service Level Agreement with Citizens Advice Bureau South Gloucestershire, as circulated, to provide an advice service based from the Town Hall from 1 April 2023 to 31 March 2026.

FC2223.149. To consider proposed Service Level Agreement funding for 2023-26 for:

- **Thornbury Over 60's Tea Room**
- **Thornbury Volunteer Centre**

It was **RESOLVED** to approve the accept the recommendation of the Clerk in principle, but delegate to the Finance & General Purpose Committee the determination of details.

FC2223.150. To consider the early cessation of the Lemon Gazelle contract and review payment due

Early cessation of the Lemon Gazelle contract was considered and it was **RESOLVED** to pay the bill outstanding.

FC2223.151. Date of next meeting: 7:30pm on 16 May 2023 (Annual meeting of the Full Council)

The date was noted.