

THORNBURY TOWN COUNCIL

**Minutes of the Town Council Meeting
held on Tuesday 1 August 2017 in the Council Chamber**

Present: Cllr: Helen Harrison (Chairman and Mayor)

Cllrs: Clare Fardell
Benj Emmerson
Bob Griffin
Shirley Holloway
Clive Parkinson
Guy Rawlinson
Pam Shipp
Jayne Stansfield
Matthew Stringer
Angela Symonds
Martin Trueman
Lesley Tuck
Maggie Tyrrell
Gail Whitehead

Clare Nelmes (Town Clerk)
Sandra Richardson (Deputy Town Clerk)

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

Cllr Vincent Costello (out of Thornbury)

2. **To receive any members' declarations of interest**

Cllr Martin Trueman as a club member declared an interest with regard to any matters that may arise regarding Thornbury Football Club

Cllrs Helen Harrison and Clive Parkinson as members of CSET declared an interest with regard to a planning application for Castle School

Cllr Guy Rawlinson as a volunteer declared an interest with regard to a planning application by St Peter's Hospice at 26 High Street

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

139/17. The Mayor and Chairman gave the following remarks –

The Mayor reported that she had had an enjoyable day at Thornbury carnival and that it had been good to obtain residents views on such matters as play equipment on Council's open spaces

There had also been a good response to the Thornbury Fields Welcome event where it had been good to meet new residents who had given positive feedback and ideas for the town.

July 14th had seen the judging of Thornbury by Britain in Bloom who were very impressed with what they saw. The mayor wish to record thanks to Cameron Drown and Chris Davey for all their hard work in carrying out the watering of council's baskets and the many displays in the town. She continued to inform members that the judges were very impressed with the Mundy Playing Fields and expressed her thanks to Paul LeRiche, groundsman, at the park.

4. **To elect a Deputy mayor and Chair of Finance & Policy Committee for the remainder of the civic year.**

140/17. Following the resignation of the Deputy Mayor Cllr. Gail Whitehead due to heavy work commitments it was proposed by Cllr Clive Parkinson, seconded by Cllr Matthew Stringer and unanimously agreed that Cllr Pam Shipp be elected as Deputy Mayor and Chair of Finance and Policy for the remainder of the civic year.

Council thanked Gail Whitehead for her contribution.

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

141/17. The Chairman welcomed a member of the public to the meeting and invited them to speak where it was established that they would like to make comment under Christmas Lights grant application.

6. **To consider and approve the Minutes of full Council on 13.06.17 and any matters arising from them**

142/17. The Minutes of the Council meeting held on 13 June 2017 were proposed as a correct record by Cllr Guy Rawlinson, seconded by Cllr Shirley Holloway and signed by the Chairman.

7. **To consider small grant applications received**

143/17. Mr Savery from Christmas Lights explained that the group were a little confused by council's new grants policy and had submitted an application. The Town Clerk explained the policy to Mr Savery and advised that the group has recently received a grant for this year but that they were welcome to apply in the autumn for the following year.

Cllr Martin Trueman entered the meeting

144/17. The remaining applications were considered when it was agreed that:

Incredible Kids – Further information sought

Phase – A laptop would be purchased and loaned to the group until such time as they could purchase it from Council

Turnberries – Defer this request until a quote was provided for the equipment

Thornbury Musical Theatre Group – Award £800

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

(a) **Environment Committee**

145/17. The report of the Environment Committee meeting held on 20 June 2017 was presented by the Chairman, Cllr Matthew Stringer.

146/17. It was proposed by Cllr Matthew Stringer, seconded by Cllr Guy Rawlinson and unanimously agreed that the report be adopted

(b) **Playing Fields and Cemetery Committee**

147/17 The report of the Playing Fields & Cemetery Committee meeting held on 29 June 2017 was presented by the Chairman, Cllr Clive Parkinson.

148/17 Cllr Bob Griffin brought to members attention that Council has a bye law that can be enforced for dog fouling and keeping dogs on leads, the clerk agreed to investigate the carrying out of such a bye law. She reminded members that there are signs at all entrances to play areas and further signs are on order. Comment was made that dogs can be let off lead at Filnore woods.

149/17 It was proposed by Cllr Clive Parkinson, seconded by Cllr Jayne Stansfield and unanimously agreed that the report is adopted.

(c) **Town Development Committee**

150/17 The report of the Town Development Committee meeting held on 4 July 2017 was presented by the Chairman, Cllr Maggie Tyrrell.

151/17 Thanks were expressed to all those who had come forward to help develop the neighbourhood plan, all their hard work was appreciated.

152/17. It was proposed by Cllr Maggie Tyrrell, seconded by Cllr Gail Whitehead and unanimously agreed that the report is adopted.

(d) **Finance and Policy Committee**

153/17. The report of the Finance and Policy Committee meeting held on 6 July 2017 was presented by the Vice Chairman, Cllr Helen Harrison.

154/17. It was proposed by Cllr Helen Harrison, seconded by Cllr Matt Stringer and unanimously agreed that the report is adopted.

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

(a) **To approve the Accounts for Payment**

155/17. The following accounts now due for payment were proposed by Cllr Matthew Stringer and seconded by Cllr Bob Griffin for payment to be approved:-

ACCOUNTS PAID OUT OF MEETING:

South Gloucestershire Council	Rates (July) – Town Hall	1223.00
South Gloucestershire Council	Rates (July) – Cemetery	301.00

ACCOUNTS NOW DUE FOR PAYMENT – 1st August 2017

Central Services

Petty Cash		200.00
Apogee Corporation Ltd	Extra copy charge	146.75
Barcan Kirby	Professional Fees	720.00
Consortium	Binders	38.28
Consortium	Stationery	212.63
Country Contractors	External Decorations	30,017.04
Corona Energy	Gas bill – Town Hall	80.28
Initial Hygiene	Contract for sanitary waste collection	74.88

JCW Window Cleaning	Cleaning Town Hall windows	55.00
Newey & Eyre	Light fittings	32.23
Newey & Eyre	Light fittings	7.65
C Nelmes (123 Reg)	Domain fee	47.94
S Richardson (Nexus Data Ltd)	Hosting renewal	80.40
Kudos Companies Ltd	Town Council Banner	250.20
Pitney Bowes	Top up for franking machine	107.00
South West Councils	Skills course for 21 st century	66.00
Dunkley's	Sage Tasks For RFO	865.51
Information Commissioner	Data Protection Renewal	35.00
Apogee (Danwood)	Copier Paper	72.95

Playing Fields & Cemetery

Corona Energy	Gas bill – PFC	63.00
GAP Supplies Ltd	Plywood	13.87
C Nelmes (Screwfix)	Tapes for PFC changing rooms	323.91
Notice Board Company (UK) Ltd	Noticeboard for PFC	1758.00
ROSPA (Playsafety Ltd)	Annual inspection	95.20
Ustigate Water Display Specialists	Coils	79.20
Veolia ES (UK) Ltd	Waste collection	168.84
Veolia ES (UK) Ltd	Waste collection	557.02
Yate Supplies Ltd	Black sacks	150.42
T H White	Machinery hire	276.00
Sullivans	Shaft Assy & Cover	192.62
Europa (Brass Founders)	Brass Plaque	118.01
Europa (Brass Founders)	Brass Plaque	542.40
Hags SMP	Play Equipment – MPF	72.00
Alexandra	Cargo Trousers	64.80
Alexandra	Poloshirts	143.10
Clare Nelmes (Toolstaion)	Draper Surveyors Tapes	28.61
Hags SMP	Gate Spring	66.00

Environment

Hawkins of Thornbury	Cable ties etc	30.94
T & J Owen	Planting for TinB	1175.40
T & J Owen	Planting for TinB	2799.12
T & J Owen	Town Council planting	1584.00
Tony & Sues Flower's Ltd	Planting for TinB	87.66
Tony & Sues Flower's Ltd	TinB judging day expenses	191.50
Tony & Sues Flower's Ltd	Hanging basket expenditure	66.36
Earth Anchors Ltd	Ranger Seat	559.20

Grants & Contingencies

Corona Energy	Gas bill – Museum	54.12
Thorn Community Build Trust	Rental For Youth Area (Turnberries)	2750.00
Grant Payment	Mayor's Allowance	1000.00
Grant Payment	KRUNCH	2000.00

Land & Property

C & P Wetrooms & Showers	Supply and fit bathroom to flat at MPF	3542.00
Matrix Bes Ltd	Electrical Inspection & Repairs	1728.00

(b) **To receive the financial statement for June 2017**

156/17. The financial statement for June was tabled and the information noted.

(c) **To consider the allocation of underspend from 2016/17 to reserves**

157/17 The clerk presented the income and expenditure summary for 2016/17 showing the underspend and monies to be allocated to the reserves budget. The information was noted.

10. **To consider the following planning applications**

158/17. Council considered the following planning applications and agreed the following comments for submission to South Gloucestershire Council:-

- a) PT17/2906/F 35 Charles Close, Thornbury, BS35 1LW
Demolition of existing garage and erection of new detached garage.
No objection subject to confirmation that there will be no loss of adequate parking space for the property.
- b) PT17/2874/TRE 7 Crossways Road, Thornbury, BS35 2YL
Works to crown, reduce 1 no. group of 3 no. oak trees by 2m (back to previous points), and crown lift by up to 5m to clear garden, and crown lift to clear neighbours roofline by 2m, covered by Tree Preservation Order TPO 305 dated 03.05.1978.
No Objection subject to the tree officers approval
- c) PT17/2767/F 11 Ribblesdale, Thornbury, BS35 2DW
Erection of conservatory on front elevation
No objection
- d) PT17/2572/TCA The Old Vicarage, 29 Castle Street, Thornbury
Works to 1 no. Copper Beach tree to remove overhanging branches as shown in the photographs. Situated in the Thornbury Conservation Area.
No Objection subject to the tree officers approval
- e) PT17/2786/F Vilner Paddock, Gloucester Road,
Erection of rear conservatory rear extension to form additional living accommodation with associated works and raised terrace with glazed balcony and Juliet balcony.
No Objection
- f) PT17/2959/F 69 Gloucester Road, Thornbury, BS35 1JH
Erection of a single storey side and rear extension to form a garage and additional living accommodation.
No Objection
- g) PT17/3003/PDR 35 Malvern Drive, Thornbury, BS35 2HY
Erection of a single storey rear extension to form additional living accommodation.
No Objection
- h) PT17/3128/F 13 Gillingstool, Thornbury, BS35 2EQ
Erection of two storey side extension, single storey rear extension and alterations to roof to facilitate loft conversion to form additional living accommodation.
Objection design and size of dormer windows are out of keeping with the area.

- i) PT17/2540/F The Castle School, Park Road, Thornbury,
Demolition of 2 no. buildings to facilitate the erection of 1 no. four classroom unit.
No Objection
- j) PT17/3105/F Hemsley House, Crossways Lane, Thornbury
Demolition of garage and erection of two storey rear extension and single storey side extension to form additional living accommodation.
No objection
- k) PT17/3237/PNH 18 Whitebridge Gardens, Thornbury, BS35 2FR
The erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 6m, for which the maximum height would be 3.95m, and for which the height of the eaves would be 2.5m.
No objection subject to transport officers approval
- l) PT17/3075/F 14 Hillcrest, Thornbury, BS35 2JA
Erection of a single storey rear extension to form additional living accommodation.
No objection
- m) PT17/3130/F 19 Dyrham Close, Thornbury, BS35 1SX
Erection of single storey rear extension to form additional living accommodation.
No objection
- n) PT17/2040/F Grey Gables, Old Gloucester Road, Thornbury
Revised proposals – erection of 1 no. dwelling with vehicular access and associated works. Erection of detached garage.
Object the proposal is outside o the development area and there are concerns about access arrangements and highway safety
- o) PT17/2856/F Land Off Mumbleys Lane, Thornbury
Erection of agricultural building and 2 no. poly tunnels.
Object the size of the poly tunnels appears ecessive;ly large to be associated with the size of the property
- p) PT17/3041/F Energy House, Milbury Heath Road, Buckover GL12 8QH
Change of use of existing B1 office to D1 place of woship as defined in the Town and Country planning (Use classes) order 1987 (as amended)
No objection
- q) PT17/3206/ADV 1a Quaker Lane, Thornbury BS35 2AD
Display of 1 no. Internally illuminated fascia sign
Objection the sign is out of keeping with the area.
- r) PT17/3389/LB 26 High Street , Thornbury BS35 2AH
Internal alterations to include construction of partition walls and window wall
No objection subject to listed building approval
- s) PT17/3526/PDR 2 Meadowside, Thornbury BS35 2EN
Erection of font porch and single storey rear extension to form additional living accommodation.
No objection

- t) L117/2016/STS Thornbury Kebabs, High Street, Thornbury
Application for a renewal street trading consent
No Objection

11 To consider council's response to the following consultations

(a) Puffin crossing on Morton Way

159/17. Members welcomed the installation of the crossing

(b) Changes to double yellow lines in Elmdale Crescent, St David's Road and St John Street (Quaker Court), Thornbury

160/17 Members welcomed the proposal and thought it should be introduced on several other streets in the town to enable easier access for fire engines and ambulances

(c) Proposed waiting restrictions and disabled parking space at Church Road

161/17 Members welcomed the proposal

(d) Temporary closure of footpath at Butt Lane

162/17 The information was noted

(e) Parish and Town Council Charter

163/17 Cllr Clive Parkinson made comment that it was not right that South Gloucestershire Council should have the power to decide the devolution of finances and power and he would wish to know the exact implications of this.

(f) Adult Health Strategy

164/17 The information was noted and it was hoped for a better care fund moving forward.

12 To consider the proposed calendar of council and committee meetings for 2018

165/17. The proposed calendar had been circulated and several changes were requested

13 To receive an update on the Neighbourhood Plan and approve recommendations for expenditure from the Steering Group

166/17. A progress report of work carried out so far had been emailed

167/17. The Clerk advised that the steering group had requested a software package which would enable them to carry out the project management and cost £100. A website would also be an advantage and a quote of £1600 to develop this had been received. Members agreed to this expenditure.

14 To consider proposals for the official opening of Poulterbrook Field

168/17 Proposals put forward by the football club had since been withdrawn but members felt that

there should be some form of official opening

15 To receive an update on the development of a Park Run at the Mundy Playing Fields

169/17 The clerk reported that all paperwork had been completed to her satisfaction and a users agreement was being drafted. She informed members that to avoid wear and tear by constant running on one route three routes had been agreed to be run in a three weekly cycle.

16 To discuss arrangements for the provision of a path around the football pitch at the Mundy Playing Fields

170/17 The football club requested to make several improvements to the pitch some of which would be necessary if they were to be promoted at the end of the season. As a start it was hoped to install a pathway around the pitch which would later lead to a fence stand and floodlights if planning permission was granted. They would be requesting planning approval for the major works but asked if council as landowner would be willing to surface a path as this would then be classed permitted development by the land owner and not require planning approval with works beginning in October. Cllr Clive Parkinson proposed that council agree the works for a path with the cost being met by the football club, This was seconded by Cllr Matthew Stringer and unanimously agreed.

17 To receive any correspondence and notices not referrer to specific committees or to be dealt with on grounds of urgency

171/17 A thank you for the use of the Bakery Annexe had been received from Jigsaw.