

THORNBURY TOWN COUNCIL

Minutes of the Town Council Meeting held on Tuesday 3 October 2017 in the Council Chamber

Present: Cllrs Helen Harrison (Chairman and Mayor)
Pam Shipp (Vice Chairman and Deputy Mayor)
Vincent Costello
Benj Emmerson
Clare Fardell
Shirley Holloway
Clive Parkinson
Guy Rawlinson
Jayne Stansfield
Matthew Stringer
Angela Symonds
Martin Trueman
Maggie Tyrrell
Gail Whitehead

Clare Nelmes (Town Clerk)
Wendy Sydenham (Administrator)

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

Cllr Bob Griffin (out of Thornbury)
Cllr Lesley Tuck (family commitment)

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

None.

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

191/17. The Chairman reported that following the success of the Mayor's Youth Awards earlier in the year, she would shortly be re-launching the Awards for 2018. The Chairman reported that Alan Burberry would be standing down from the Environment Committee after 33 years service and that Council was indebted to him for his contribution to the Committee and to Thornbury.

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

192/17. The Chairman welcomed members of the public to the meeting and invited them to make their representations to Council. It was agreed to bring forward agenda items 12 and 11 to this part of the meeting.

12. **To receive and consider a letter concerning the provision of a zebra crossing at Castle Street**

193/17. Miss Isabella Talbot addressed Council by reading out her letter regarding the provision of a zebra crossing at Castle Street to enable safer crossing by children on their way to school. The Chairman thanked Miss Talbot and the issue was discussed by Council, in particular where a suitable place may be for a crossing, other Castle Street residents' views, a residents' petition, and whether developers could be asked to contribute to costs involved. It was agreed to refer the issue to the next Town Development Committee meeting. The Chairman emphasised that the responsibility and any final decision would be made by South Gloucestershire Council.

11. **To consider the arrangements for holding a Town Meeting concerning the future of Community Facilities in Thornbury**

194/17. The Chairman thanked members of the public for attending in relation to this agenda item and emphasised that comments already made by the public at a recent Committee meeting were noted by Council. The Clerk reported that there had been a significant response to the consultation process and the report on the responses would not be ready for some time. The aim would be for the report to be tabled at the November Trust meeting and the results would also be made public at that time. Due to this delay, and to the need to obtain other information essential to the decision making process, it had been agreed to delay the decision until the New Year, most likely the February Trust meeting. The Clerk confirmed that the Council was committed to holding a Town Meeting at an appropriate time, most likely in January. The Clerk emphasised that the decision regarding the Library would be made by South Gloucestershire Council, most likely at their meeting in November.

195/17. In light of this update on the changes to the timetable for the decision making progress, the Chairman asked members of the public if there were any further comments they would wish to make. A number of issues were raised and the Clerk and Council addressed these where possible:-

Why the town would be losing a publically owned site while the population of Thornbury was expanding?

Whether CIL funds could be used?

Who would own the freehold of an expanded Turnberries and who would be responsible for running it and maintaining it?

Whether Equality Impact Assessments would be carried out? The Clerk confirmed this would be carried out by both Councils to support the decision making.

Whether the date for the Town Meeting would be well publicised? The Clerk confirmed that the Town Meeting would be well published with sufficient notice given.

Whether specific questions asked in consultation process would be answered? The Clerk confirmed that we would ensure that all questions were addressed in the consultation report but that individual replies would not be sent to individual responders.

The Chairman thanked members of the public for attending and assured them that their comments and questions were noted.

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

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196/17. Mr David Redgewell, Director of Bus Users UK, addressed Council regarding the recent changes to Thornbury bus services, the possibility of tweaking new timetables to improve the services and suggested inviting representatives from First Group and Stagecoach to attend a future Town Development Committee meeting. The Chairman thanked Mr Redgewell for attending. Following discussion it was agreed that the Clerk would liaise with First Group and Stagecoach to arrange for their representatives to attend either a scheduled Town Development Committee meeting or, if this proved difficult due to busy diaries, a special meeting of the Committee could be arranged.

5. **To consider and approve the Minutes of full Council on 29.08.17 and any matters arising from them**

197/17. The Minutes of the Council meeting held on 29 August 2017 were proposed as a correct record by Cllr Clive Parkinson, seconded by Cllr Matt Stringer and signed by the Chairman.

- 198/17. The Clerk reported that the Legionella Risk Assessments had taken place on 4 and 5 October 2017 and we are now awaiting the report. Council agreed that, once received, the report and any actions/recommendations could be discussed at the first scheduled Committee meeting rather than waiting for full Council.
- 199/17. The Clerk confirmed that we had incurred a small charge for the use of our overdraft, which occurred in error due to staff annual leave.

6. **To receive reports from the following Committees and any matters arising from them**

(a) Environment Committee

- 200/17. The report of the Environment Committee meeting held on 5 September 2017 was presented by the Chairman, Cllr Matthew Stringer.
- 201/17. Cllr Matthew Stringer thanked Councillors for their support with the recent Open Doors day which 52 people attended.
- 202/17. It was proposed by Cllr Matthew Stringer, seconded by Cllr Benj Emmerson and unanimously agreed that the report is adopted.

(b) Playing Fields and Cemetery Committee

- 203/17. The report of the Playing Fields and Cemetery Committee meeting held on 7 September 2017 was presented by the Chairman, Cllr Clive Parkinson.
- 204/17. The Clerk reported that we were still waiting to see the plans from the Football Club. Cllr Clive Parkinson reported that the resurfacing of the car park had been completed within budget. The Clerk reported that we were still awaiting feedback from the contractor on the report from the Conservation Officer regarding the repair work on the war memorial.
- 205/17. It was proposed by Cllr Clive Parkinson, seconded by Cllr Martin Trueman and unanimously agreed that the report is adopted.

(c) Finance and Policy Committee

- 206/17. The report of the Finance and Policy Committee meeting held on 21 September 2017 was presented by the Chairman, Cllr Pam Shipp.
- 207/17. The Clerk reported that two specialists had inspected the town clock and we are awaiting their reports/quotes which is likely to involve a significant overhaul.
- 208/17. Cllr Clive Parkinson proposed that a small sub-Committee be formed to look at our audit report and ensure that the necessary work is completed to implement any recommendations. This sub-Committee would also allow closer working with the RFO. Cllr Shirley Holloway seconded the proposal and it was unanimously agreed. This will be discussed further at the next Finance and Policy Committee meeting.
- 209/17. It was proposed by Cllr Pam Shipp, seconded by Cllr Guy Rawlinson and unanimously agreed that the report is adopted.

(d) Town Development Committee

- 210/17. The report of the Town Development Committee meeting held on 26 September 2017 was presented by the Chairman, Cllr Maggie Tyrrell.

- 211/17. Cllr Maggie Tyrrell reported that she will be attending the Cleve Park development appeal and would welcome any further comments from Councillors on the proposals. This will be added to the agenda for the next Town Development Committee meeting.
- 212/17. It was proposed by Cllr Maggie Tyrrell, seconded by Cllr Clive Parkinson and unanimously agreed that the report is adopted.
- (e) Staffing Committee
- 213/17. The report of the Staffing Committee meeting held on 26 September 2017 was presented by the Chairman, Cllr Guy Rawlinson.
- 214/17. The Clerk reported that the advert for the part time administrator vacancy would be going out shortly. The job description for the Town Clerk post would be discussed later on the agenda.
- 215/17. It was proposed by Cllr Guy Rawlinson, seconded by Cllr Matthew Stringer and unanimously agreed that the report is adopted.

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

- (a) To approve the Accounts for Payment
- 216/17. The following accounts now due for payment were proposed by Cllr Helen Harrison and seconded by Cllr Benj Emmerson for payment to be approved:-

ACCOUNTS PAID OUT OF MEETING:

James Tarpey	Website design	750.00
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ACCOUNTS NOW DUE FOR PAYMENT – 3 October 2017

Central Services

Petty Cash		100.00
Avon Local Councils Association	Course fee – Wendy Sydenham	20.00
The Consortium	Stationery	431.26
EDF Energy	Electricity Bill – Town Hall	378.07
JCW Window Cleaning	Window cleaning – Town Hall	55.00
Purchase Power (Pitney Bowes)	Franking machine top up	214.00

Playing Fields & Cemetery

Advance Grass Solutions Ltd	Multi sport renovation mix etc	3754.42
Andersons Waste Management Ltd	Empty drain cesspit	150.00
Bowcom	Grass seed	562.46
EDF Energy	Electricity Bill – PFC	40.47
EDF Energy	Electricity Bill – Cemetery	18.41
Countrywide Stores	Sustane fertilizer	1109.20

- (b) To receive an update on changes to banking arrangements

- 217/17. The Clerk reported that only two more signatures were needed on the mandates and then the setting up of the account could be progressed. It was anticipated that this would take 2-3 weeks and it was hoped that staff could be paid electronically in October. The change in banking arrangements would need to be reflected in revised financial standing orders. Cllr Clive Parkinson asked that all Councillors receive the necessary training in the new online authorisation system.

(d) To receive an update on the external auditor

218/17. The Clerk was very pleased to report that the external audit report had been received with no comments or amendments requested. The audit notice will be published tomorrow. Cllr Clive Parkinson, on behalf of Council, welcomed this very good news and thanked the Clerk and asked for Council's thanks to be passed on to the RFO.

8. **To consider the following planning and licensing applications**

219/17. Council considered the following planning and licensing applications and agreed the following comments for submission to South Gloucestershire Council:-

7 High Street, Thornbury, BS35 2AE

Licensing application for Grounded.

No objection.

PT17/4475/TCA 9 High Street, Thornbury, BS35 2AE

Works to fell 1 no. Sycamore tree situated in the Thornbury Conservation Area.

OBJECT, Council would recommend trimming the tree, rather than felling.

PT17/4266/F & PT17/4267/LB Park House, 12 High Street, Thornbury, BS35 2AQ

Internal and external alterations to include demolition of existing store, erection of single storey extension and installation of external staircase to basement, to facilitate conversion of existing offices to form 5 no. apartments with associated works. Refurbishment of 1 no. existing second floor residential apartment.

OBJECT, due to loss of employment site and concerns about historical features.

PT17/4268/F Hemsley House, Crossways Lane, Thornbury

Change of use of land from agricultural to equestrian use. Erection of 2 no. buildings to provide stables and hay store. Construction of all weather riding arena.

No objection.

PT17/3542/F 42 Park Road, Thornbury, BS35 1HR

Erection of two storey rear and single storey side and rear extensions to form additional living accommodation. (Revised proposals – previous comment was “no objection, subject to protection of neighbour’s residential amenities.”)

No objection, subject to protection of neighbour’s residential amenities.

PT17/4362/LB The Old Surgery, High Street, Thornbury

Internal alterations to facilitate change of use from financial services (Class A2) to 1 no. residential dwelling (Class C3).

OBJECT, due to loss of employment site.

9. **To consider Council’s response to the following consultations:**

(a) Local Government Boundary Commission consultation on Election Review of South Gloucestershire

220/17. Council noted the content of the consultation and welcomed the proposed new ward being co-terminus with the parish boundary.

(b) South Gloucestershire Council consultation on future Positive Activities for Young People and associated funding

221/17. Council noted the content of the consultation and would object strongly to any reduction in overall funding, and would also like to emphasis the growing population of Thornbury, the

areas of high deprivation within the town, the isolation of young people from access to services, and importance of facilities for young people.

- (c) South Gloucestershire Council new Local Plan engagement following the event at the Armstrong Hall on 29/09/17

222/17. The Clerk reported that this information has not been made public yet and this will therefore be deferred to the next Town Development Committee meeting.

10. **To receive an update on the Neighbourhood Plan and approve the recommendation of the Steering Group to appoint a specialist planning consultant**

223/17. The Clerk reported that the Steering Group was progressing well. They had approved a communications strategy and the website was being progressed. Quotations and specifications had been obtained for the appointment of a specialist planning consultant and the Steering Group were recommending the appointment of Lemon Gazelle. The Clerk reported that the quotations were not fixed price as it would depend on what support was needed as the process continued and the costs would be met from a combination of budgets and a grant. Cllr Clive Parkinson proposed that the recommendation be agreed, Cllr Matthew Stringer seconded and it was unanimously agreed.

11. **To consider the arrangements for holding a Town Meeting concerning the future of community facilities in Thornbury**

See agenda item 4 above.

12. **To receive and consider a letter concerning the provision of a zebra crossing at Castle Street**

See agenda item 4 above.

13. **To note the resignation of the Town Clerk and to approve a revised job description and recruitment process**

224/17. The revised job description was tabled and discussed. Cllr Guy Rawlinson talked through a number of changes/addendums to be made. With these amendments, the revised job description was agreed. Short-listing would be carried out by Cllr Guy Rawlinson, Cllr Helen Harrison and the Clerk.

225/17. On behalf of the Council, Cllr Clive Parkinson thanked the Clerk for the excellent job that she had done in her time in post and emphasised the huge impact that she had made on how the Council works. It was agreed that it would be useful for the local press to publicise the search for a new Town Clerk. Cllr Guy Rawlinson emphasised the need to prioritise the Clerk's workload during her last months in post.

14. **To receive any correspondence and notices not referred to specific Committees or to be dealt with on the grounds of urgency**

226/17. The Clerk reported that all Council buildings had been electrically tested during the last week and all had passed except the Cemetery (chapel, workshop and garage). Three quotes were being obtained for the necessary works and these quotes would be discussed at a Finance and Policy or Playing Fields and Cemetery Committee meeting in due course.