

THORNBURY TOWN COUNCIL

**Minutes of the Town Council Meeting
held on Tuesday 29 August 2017 in the Council Chamber**

Present: Cllr: Helen Harrison (Chairman and Mayor)

Cllrs: Pam Shipp (Vice Chairman and Deputy Mayor)
Benj Emmerson
Clare Fardell
Bob Griffin
Shirley Holloway
Clive Parkinson
Guy Rawlinson
Jayne Stansfield
Matthew Stringer
Angela Symonds
Lesley Tuck

Clare Nelmes (Town Clerk)
Wendy Sydenham (Administrator)

(Vincent Costello – absent)
(Martin Trueman – absent)

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

Cllr Gail Whitehead (holiday)
Cllr Maggie Tyrrell (out of Thornbury)

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

None.

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

172/17. The Chairman thanked Councillors for their words of support prior to taking part in a recent Ironman challenge.

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

173/17. The Chairman welcomed members of the public to the meeting and invited them to make their representations to Council.

174/17. Mr Roger Hall attended representing TRAPP'D and wished to express concerns regarding two recent planning application meetings. The first was the meeting to discuss the planning application for Land West of Gloucester Road and Mr Hall raised concerns about the conduct of the meeting and how the decision was made, and also highway safety concerns in relation to the application. Mr Hall also raised concerns regarding the Cleve Park appeal hearing, in particular a letter from South Gloucester Council to the Inspectorate regarding the weight given to the five year land supply issue. These issues were discussed by Council. It was agreed that when Town Council is formally notified of the Cleve Park Appeal it will need to decide how it will be represented.

5. **To consider and approve the Minutes of full Council on 01.08.17 and any matters arising from them**

175/17. The Minutes of the Council meeting held on 1 August 2017 were proposed as a correct record by Cllr Benj Emmerson, seconded by Cllr Bob Griffin and signed by the Chairman.

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

176/17. Council considered the additional information provided by Incredible Kids in support of their grant application. The application was discussed and it was agreed that Council would award £500 with the recommendation that they apply for a revenue grant next year.

177/17. Council considered the additional information provided by Turnberries in support of their grant application. The application was discussed and it was proposed that Council would award £250 with the condition that we are provided with proof of purchase of the equipment and that it is spent within 12 months of the award. Council voted on the proposal and there being no votes cast against and two abstentions, the proposal was agreed.

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

178/17. (a) To approve the Accounts for Payment

The following accounts now due for payment were proposed by Cllr Matthew Stringer and seconded by Cllr Benj Emmerson for payment to be approved:-

ACCOUNTS PAID OUT OF MEETING

| | | |
|-------------------------------|----------------------------|---------|
| South Gloucestershire Council | Rates (August) – Town Hall | 1223.00 |
| South Gloucestershire Council | Rates (August) – Cemetery | 301.00 |
| British Telecom | Phone Bill | 509.84 |

ACCOUNTS NOW DUE FOR PAYMENT – 29th AUGUST 2017

Central Services

| | | |
|---------------------------------|---------------------------------------|--------|
| Apogee Corporation Ltd | Meter Reading - Copier | 71.56 |
| Apogee | Sharp Copier Meter Readings | 93.01 |
| AED Locator (E.U) Ltd | Annual Monitoring Charge | 378.00 |
| Big Interactive | Emergency Call Out – Fix Email Issues | 50.00 |
| The Consortium | Cleaning Materials | 47.39 |
| The Consortium | Metal Jumbo Dispenser | 22.55 |
| Corona Energy | Gas Bill – Town Hall | 77.67 |
| EDF Energy | Electricity Bill | 341.17 |
| Clare Nelmes (Amazon) | Adapter Charger for Laptop | 16.21 |
| Newey & Eyre | Light Fittings | 43.86 |
| Suez | Waste Disposal | 264.68 |
| Thorn & District Heritage Trust | Tea Towels – TIB | 28.50 |

Playing Fields & Cemetery

| | | |
|--------------------------|---------------------|--------|
| Alexandra (MWUK Ltd) | Staff Uniform | 87.84 |
| Bowcom | Grass Seed | 281.23 |
| Brass Founders | Bronze Plaque | 134.81 |
| Cromhall Refinishing Ltd | 12lts Gravitex Plus | 122.40 |
| Corona Energy | Gas Bill – PFC | 62.69 |
| EDF Energy | Electricity Bill | 17.46 |

| | | |
|---------------------------------|---------------------------------------|--------|
| Gaps Supplies Ltd | Maintenance Materials | 174.50 |
| Gaps Supplies Ltd | Maintenance Materials | 132.28 |
| Hags SMP | Cable for AER RUN | 426.36 |
| Hawkins of Thornbury | Repair Materials | 58.40 |
| D.J.Mayhead Electrical Services | Call Out – Replace Bathroom Pull Cord | 63.00 |
| Clare Nelmes (Mudder) | CCTV In Operation Sign | 8.99 |
| Murrays Hire | Alloy Tower & Pull Lift | 91.80 |
| Newey & Eyre | Light Fittings | 25.20 |
| Thornbury Motors | Petrol | 185.05 |
| TCS Country Supplies | Flexible Hose | 99.94 |
| Veolia ES (UK) Ltd | Waste Collection – Pavilion | 557.40 |
| Veolia ES (UK) Ltd | Waste Collection – Cemetery | 139.42 |

Environment

| | | |
|-------------------------------|---------------------------------------|---------|
| Chipping Sodbury Glass | Polycarbonate Sheet | 504.00 |
| Thornbury Motors | Petrol | 185.05 |
| Tony & Sue’s Flower’s Ltd | Planting – reimbursable TinB | 6046.89 |
| Tony & Sue’s Flower’s Ltd | Planting – reimbursable TinB | 1653.72 |
| Wybone | Litter Bin | 406.98 |
| South Gloucestershire Council | Localism for July, August & September | 9367.38 |

Grants & Contingencies

| | | |
|----------------|---------------------------------|--------|
| Corona Energy | Gas Bill – 4 Chapel Street | 54.76 |
| EDF Energy | Electric Bill – 4 Chapel Street | 357.80 |
| Water2Business | Water Bill – 4 Chapel Street | 152.22 |

Land & Property

| | | |
|----------------|----------------------------------|--------|
| Water2Business | Water Bill – 67 High Street | 114.17 |
| Water2Business | Water Bill – Flat 67 High Street | 114.17 |

- 179/17. (b) To receive the financial statement for July 2017

The statement was noted by Council. Cllr Benj Emmerson commented on the negative amount in the current account and whether this would incur charges. The Clerk will check with the RFO.

- 180/17. (c) To receive an update on changes to banking arrangements

The Clerk reported that the account application process was in motion now and completed Account Opening Forms were needed from each Councillor. It was hoped that the form for collecting example signatures would be available for the next Council meeting.

- 181/17. (d) To receive an update on the external auditor

The Clerk reported that the external audit process was in progress and so far we had received a few routine queries from them.

- 182/17. (e) To note that Council has recently been VAT audited

The Clerk reported that the VAT audit had passed successfully and was a helpful process in learning more about best practice. The audit would be discussed in more detail at the next Finance and Policy Committee meeting.

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

183/17. Council considered the following planning applications and agreed the following comments for submission to South Gloucestershire Council:-

PT17/3287/F & PT17/3289/LB The Barn, Park Farm, Butt Lane, Thornbury
Conversion and extension of cart sheds to from 1 no. new dwelling and erection of garage block (resubmission of PT17/1996F & PT17/1997/LB).
No objection, subject to Listed Buildings Officer consent.

PT17/3362/F 21 Kingfisher Close, Thornbury, BS35 1TQ
Change of use from amenity land to residential curtilage.
OBJECT, due to loss of site lines and change in fence line being out of keeping with the character of the area.

PT17/3440/PDR 36 Lavender Close, Thornbury, BS35 1UL
Erection of single storey rear extension to provide additional living accommodation.
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.
No objection, subject to protection of neighbours' residential amenities.

PT17/3446/F Land at Morton Way, Phase 3 of the Morton Way Development, Thornbury
Erection of 83 dwellings and associated infrastructure (Phase 3 of Morton Way development site).
The application was discussed. Council would like to reiterate its previous objections and the Clerk will draft a full response to be submitted to South Gloucestershire Council.

PT17/3582/RM Land adjacent to Pound Cottage, Old Gloucester Road, Thornbury
Approval of access, appearance, landscaping, layout and scale in relation to the erection of 1 no. dwelling garage and associated works. (Approval of Reserved Matters to be read in conjunction with Outline Planning Permission PT16/0519/O).
OBJECT, Council reiterates its previous comments – the proposed development is outside the town development boundary.

PT17/3840/CLP 48 Park Road, Thornbury, BS35 1HR
Application for Certificate of Lawfulness for the proposed erection of a single storey extension.
No objection.

PT17/3611/F 14 Walker Way, Thornbury, BS35 3US
Alterations to raise roofline by 225mm to allow insulation over existing roof.
No objection.

PT17/3749/F Land off Morton Way, Thornbury, BS35 1LR
Erection of a convenience store with parking and associated works.
No objection, but Council would like assurance that measures are being taken to ensure car parking does not adversely affect neighbouring properties' car parking amenities.

PT17/3966/PNGR Mile End Farm, Old Gloucester Road, Thornbury, BS35 1LJ
Prior notification of a change of use from agricultural building to 1 no. residential dwelling (Class C3) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended).
OBJECT, the proposal is outside of the development area and there are concerns about access arrangements and highway safety.

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

184/17. (a) West of England Regional Strategy Discussion Document – this consultation was noted by Council and it was agreed that it should be put on the next Town Development Committee agenda.

10. **To approve the proposed calendar of Council and Committee meetings for 2018**

185/17. Cllr Clive Parkinson proposed that the calendar of meetings for 2018 be approved. Cllr Bob Griffin seconded the proposal and it was agreed unanimously.\

11. **To receive an update on the Neighbourhood Plan**

186/17. The Clerk updated Council on the Neighbourhood Plan. The Steering Group had met last week. A meeting with web designers had taken place and this was progressing. The working groups had been set up and meeting dates were being arranged. The Clerk asked for any further volunteers from Councillors to join the working groups. It was agreed that Cllr Benj Emmerson would join the Research working group and Cllr Guy Rawlinson would move from the Environment working group to the Design and Character working group.

12. **To consider recent changes to local bus services**

187/17. The recent changes to Thornbury bus services were discussed in detail, in particular the cancelled 615 and extended 77 services. It was noted that even with the extended 77 service, the changes meant a less frequent and less extensive service around Thornbury. The importance of the local service was stressed by a number of Councillors, and the difference that these changes would make to a large number of residents was felt to be considerable. It was agreed that the Clerk should write to South Gloucestershire Council to strongly express these concerns and ask for the existing level of service to be reinstated.

13. **To consider quotations for undertaking Legionella Risk Assessments**

188/17. The Clerk advised that Council had a legal responsibility to obtain risk assessments with regard to Legionella across its facilities/properties and carry out any appropriate works identified by those risk assessments. Three quotes for this had been obtained by the Clerk and these were discussed by Council. It was proposed by Cllr Benj Emmerson to accept the lowest quote from WCS Environmental Ltd. This was seconded by Cllr Matt Stringer and unanimously agreed.

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

189/17. The Clerk highlighted the recently launched South Gloucestershire Council consultation on proposals for new ward boundaries and advised that this would be discussed in more detail at the next full Council meeting on 3 October 2017.

190/17. The Clerk reported on recent changes to policing resources in Thornbury including the current vacancy. Council asked that the Clerk write to the relevant Sergeant to emphasise the importance of filling the vacancy as soon as possible. The Clerk reported that it was her understanding that there were no plans to move the police administration office out of Thornbury.