

THORNBURY TOWN COUNCIL

Minutes of the Town Council Meeting
held on Tuesday 14 November 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
Bob Griffin
Shirley Holloway
Clive Parkinson
Matthew Stringer
Angela Symonds
Martin Trueman
Lesley Tuck
Maggie Tyrrell
Gail Whitehead

Sandra Richardson (Deputy Town Clerk)
Wendy Sydenham (Administrator)

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

Cllr Clive Rawlinson (another meeting)
Cllr Jayne Stansfield (out of Thornbury)

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

Cllr Martin Trueman declared an interest in any matters relating to Thornbury Football Club.

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

246/17. The Chairman congratulated the Thornbury In Bloom team on their recent success in the Britain in Bloom judging. A number of trophies and special recognition awards had been won, including Champion of Champions, and Thornbury had been invited to take part in Britain in Bloom next year. The Chairman asked that we write to the Thornbury In Bloom team to pass on Council's congratulations. The Chairman reported that she had laid a wreath at the Remembrance Day parade and there had been a very good turnout from all generations of Thornbury residents. The Chairman reported that she had met recently with the Mayor of Bethlehem which had been a very interesting meeting.

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

247/17. The Chairman welcomed Mrs Joan Hall to the meeting. Mrs Hall addressed Council regarding the problem with worsening volume and speed of traffic at the upper end of Gloucester Road, making crossing very dangerous and often necessitating cyclists and mobile scooters to use pavements, therefore also making the pavements dangerous. The Chairman assured Mrs Hall that Council would follow this up with South Gloucestershire Council, including finding out more about the outcome of their research, and it was also agreed that this issue should be put back on the Town Development Committee agenda until it was resolved.

5. **To consider and approve the Minutes of full Council on 03.10.17 and any matters arising from them**

248/17. The Minutes of the Council meeting held on 3 October 2017 were proposed as a correct record by Cllr Clive Parkinson, seconded by Cllr Matt Stringer and signed by the Chairman.

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

(a) Environment Committee

249/17. The report of the Environment Committee meeting held on 10 October 2017 was presented by the Chairman, Cllr Matthew Stringer.

250/17. Cllr Matthew Stringer reported that Cllr Gail Whitehead had recently stepped down from the Fairtrade Steering Group and thanked her for all her efforts and success in promoting Fairtrade in Thornbury. Cllr Matthew Stringer reported that a rotten/broken seat had recently been removed from outside St Marys Church and would be replaced in due course. Cllr Clare Fardell confirmed that she was continuing to look into ensuring that the grass is not cut on the butterfly bank. It was agreed that the Environment Committee would consider possible places to relocate the South Gloucestershire Council owned seat currently near the underpass by Crossways.

251/17. It was proposed by Cllr Matthew Stringer, seconded by Cllr Maggie Tyrrell and unanimously agreed that the report is adopted.

(b) Playing Fields and Cemetery Committee

252/17. The report of the Playing Fields and Cemetery Committee meeting held on 12 October 2017 was presented by the Chairman, Cllr Clive Parkinson.

253/17. Cllr Clive Parkinson reported that the Clerk is looking into the costs of producing a register of trees and their condition. It was agreed that Cllr Clive Parkinson should ask the Clerk to find out if Judith Hurford, the Tree Warden, could help with this. Cllr Clive Parkinson reported that the first match has been played on the Poulterbrook pitches and also that Park Run have their first run on 18 November 2017. Consultations are currently in progress regarding proposed changes to Oakleaze Green and also the Skatepark.

254/17. It was proposed by Cllr Clive Parkinson, seconded by Cllr Gail Whitehead and unanimously agreed that the report is adopted.

(c) Council Estimates Meeting

255/17. The report of the Council Estimates meeting held on 19 October 2017 was presented by Cllr Pam Shipp.

256/17. It was proposed by Cllr Pam Shipp, seconded by Cllr Benj Emmerson and unanimously agreed that the report is adopted.

(d) Town Development Committee

257/17. The report of the Town Development Committee meeting held on 24 October 2017 was presented by the Chairman, Cllr Maggie Tyrrell.

- 258/17. Cllr Maggie Tyrrell confirmed that Council's concerns regarding the planning application for Land South of Gloucester Road had been submitted to South Gloucestershire Council. Council's response to the Cleve Park application was being finalised and would be submitted before the 30 November 2017 deadline.
- 259/17. It was proposed by Cllr Maggie Tyrrell, seconded by Cllr Shirley Holloway and unanimously agreed that the report is adopted.
- (e) Finance and Policy Committee
- 260/17. The report of the Town Development Committee meeting held on 26 October 2017 was presented by the Chairman, Cllr Pam Shipp.
- 261/17. The anti-social behaviour in the Crossways Road area was discussed by Council. It was agreed that it was important to arrange the meeting between police, South Gloucestershire Council's Anti-Social Behaviour team and Councillors as soon as possible. The Deputy Clerk agreed to progress this in the Clerk's absence.
- 262/17. It was agreed that it was important that Council has something in writing from the RFO regarding best practice with regard to VAT reimbursements for community groups.
- 263/17. It was proposed by Cllr Maggie Tyrrell, seconded by Cllr Martin Trueman 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**

- 264/17. The following accounts now due for payment were proposed by Cllr Helen Harrison and seconded by Cllr Matt Stringer for payment to be approved:-

ACCOUNTS PAID OUT OF MEETING

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

ACCOUNTS NOW DUE FOR PAYMENT

Central Services

Petty Cash		150.00
ALCA	Course Fee for Wendy Sydenham	50.00
Apogee Corporation Ltd	Paper	72.15
Apogee Corporation Ltd	Extra copy charge	99.68
British Telecommunications plc	Telephone Bill – TH	437.56
Consortium	Cleaning utensils	140.39
Dyno-Rod	Clearing drains	96.00
EDF Energy	Electricity Bill	342.40
Lemon Gazelle	Consultation for NPD	400.00
LexisNexis	Council Administration Book	64.80
Open Spaces Society	Annual Subscription	45.00
Grant Thornton	2017 Annual Return Fee	1560.00
Suez Recycling & Recovery	Waste Disposal	264.68
BIG Interactive	Call out charge	150.00

Playing Fields & Cemetery

Abbey Loos	Portable Unit Rental	105.60
Bowcom	GMX Marking Machine	714.00
Brass Founders (Europa)	Brass Plaque	293.30
British Telecommunications plc	Telephone Bill – PFC	39.30
Complete Weed Control Co Ltd	Chemical Weed Control	240.00
EDF Energy	Electricity Bill - PFC	49.65
EDF Energy	Electricity Bill – Cemetery	17.20
GAP Supplies Ltd	Fence Posts and concrete	105.48
TCS Country Supplies	Protective clothing	294.94
St Mary’s Church Fund	Consumables for mowers for churchyard	69.34
Sullivans	File	2.40
Sullivans	Large Roll Line	36.00
Thornbury Motors ltd	Petrol	175.69
Travis Perkins	Line Marking	11.86
Thornbury/District Heritage Trust	Tea towels	28.50
Veolia	Waste Disposal - Cemetery	139.42
Veolia	Waste Disposal – Pavilion	262.68

Environment

Hawkins of Thornbury	Woodstain	39.98
Horders	Christmas Cards	151.00
T & J Owen	Plants and planting	558.00

Grants & Contingencies

Incredible Kids	Small Grant	500.00
Turnberries	Small Grant	250.00

Land & Property

WCS Group	Testing for Legionnaires disease	935.58
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(b) To receive the financial statement for October 2017

265/17. The Deputy Clerk talked through the financial statement and it was noted by Council. The large amount paid from the Playing Fields and Cemetery budget was confirmed as being for the tarmacing at Mundy Playing Fields.

(c) To receive an update on changes to banking arrangements

266/17. The Deputy Clerk reported that all Councillors should have received a letter from Unity Trust Bank regarding signing on arrangements. Unity Trust Bank are in the process of transferring over direct debits from our present bank and we should receive confirmation of this in due course. It was agreed that training would be useful for Councillors and the Deputy Clerk will speak to the RFO to arrange this. It was also agreed that Councillors could carry out the online banking authorisations in the Town Hall offices if this was preferred.

(d) To consider quotations for electrical works at the Cemetery

267/17. The Deputy Clerk confirmed that we have had an electrical inspection carried out at the Cemetery which identified a number of faults. Three quotes had been sought for the necessary works and were tabled. Cllr Clive Parkinson proposed that we accept the lowest quote from Matrix BES Ltd for £1854.00. The proposal was seconded by Cllr Matt Stringer and unanimously agreed.

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

268/17. Council considered the following planning and licensing applications and agreed the following comments for submission to South Gloucestershire Council:-

PT17/3752/F 46 Gloucester Road, Thornbury, BS35 1JQ
Creation of new vehicular access onto Gloucester Road. Installation of vehicular hardstanding and erection of access gates and fencing with a highest point of 1.2m.
No objection.

PT17/4822/CLP Site Adjacent to Grey Gables, Old Gloucester Road, Thornbury, Bristol
Certificate of Lawfulness for proposed single storey rear extension and conversion of roof to form additional living accommodation.
No objection.

PT17/4819/F 2 Severn Drive, Thornbury, BS35 1EX
Installation of 1 no. roof light to front elevation, 2 no. roof lights to rear elevation and 5 no. roof lights to side elevations.
No objection.

PT17/4894/F 24 Charles Close, Thornbury, BS35 1LN
Erection of two storey front extension to provide additional living accommodation.
No objection.

PT17/4803/F & PT17/5004/LB Yew Tree Farm, Morton Street, Thornbury
Demolition of existing rear porch and erection of new rear porch.
Internal and external alterations to include erection of replacement rear porch, replacement windows, new internal door between GF kitchen and annex, re-fit FF bathroom, dismantle 2 no. chimneys and rebuild, replace decayed roof timbers and fascia boards and replace existing UPVC rainwater goods with cast iron.
Council would like to ask that the Listed Buildings Officer carefully considers whether this is an appropriate design for a listed building.

PT17/5233/TCA The Priory, 17 Castle Street, Thornbury
Works to 1 no. Prunus purple leaved tree to reduce crown to leave a finished height of 4.5 metres and radial spread of 1.5 metres. Crown reduce 3 no. Prunus trees to leave a finished height of 3.5 metres. Trees situated within the Thornbury Conservation Area.
No objection, subject to the Tree Officer's approval.

PT17/5206/TCA 24 Castle Street, Thornbury, BS35 1HB
Works to 1 no. Holly tree to reduce crown to leave a finished height of 4.5 metres and radial spread of 1.5 metres. Crown reduce 1 no. Sycamore tree to leave a finished height of 2.5 metres and radial spread of 0.75 metres. Crown lift 1 no. Laburnum tree 2.5 metres and reduce crown to leave a finished height of 4 metres and radial spread of 1 metre. Trees situated in the Thornbury Conservation Area.
No objection, subject to the Tree Officer's approval.

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

(a) Consultation on the Disqualification of Councillors

269/17. The consultation document was discussed and it was agreed that comments should be emailed to the Clerk in good time to allow Council's response to be submitted before the deadline of 8 December 2017.

(b) Consultation on the Government's Right Homes Proposal

270/17. Council noted the proposal, although the deadline for comment had passed.

(c) Consultation on a Puffin Crossing on Morton Way

271/17. Council noted the proposed changes.

10. **To consider signing up to the new revised South Gloucestershire Council Parish Charter**

272/17. The document was discussed briefly before it was agreed to sign up to the revised charter. Cllr Martin Truman abstained.

11. **To consider South Gloucestershire Council's proposed decision to relocate the library and the stopping of the Library User Committee**

273/17. It was noted that Council had already passed on its concerns regarding the relocation of the library, and are now awaiting South Gloucestershire Council's decision. It was agreed that Council should be represented at the Cabinet meeting on 4 December 2017 at 2.00pm, and that papers would be issued five days before this meeting which should include results of the consultation process. It was also agreed that Council's disappointment should be communicated to South Gloucestershire Council regarding the abolition of the Library User Committee which had been carried out without any consultation. Council felt that the Library User Committee had been a very useful mechanism for communication between library users, the library and South Gloucestershire Council.

12. **To receive an update on the recruitment of a Town Clerk**

274/17. Cllr Clive Parkinson reported that the recent recruitment process for a new Town Clerk and new Administrator had been successful and it was hoped that the new members of staff would be in post early in the new year.

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

275/17. The Deputy Clerk advised that the Housing Advice and Options Manager had written to ask Council to ask us to record details of any rough sleepers over a 24 hour period from 16 to 17 November 2017. The Deputy Clerk asked that if anyone had any knowledge of any rough sleepers in Thornbury over that period, that this be passed on to her.