

THORNBURY
TOWN COUNCIL

Minutes of the Town Council Meeting
held on Tuesday 15th November 2016 in the Council Chamber

Present: Cllr: Helen Harrison (Chairman and Town Mayor)

Cllrs: Bob Griffin
Lesley Tuck
Guy Rawlinson
Clive Parkinson
Maggie Tyrrell
Shirley Holloway
Pam Shipp
Vincent Costello
Matthew Stringer
Benj Emmerson
Angela Symonds
Clare Fardell

Clare Nelmes (Town Clerk)
Mary Sealey (Administrator)

Apologies: Cllrs: Gail Whitehead (Out of Thornbury)
Martin Trueman (Family Commitment)

MEMBERS'
DECLARATIONS
OF INTEREST

None.

CHAIRMAN'S
REMARKS

273/16. Cllr Helen Harrison was pleased to announce that since the last full Council meeting we have received the news that Thornbury achieved many awards in the South West in Bloom 2016 competition, making it the most successful year since 2008 and gave thanks to all the Thornbury in Bloom team.

274/16. Cllr Helen Harrison gave details of the following Mayoral events she has attended since the last full Council meeting:-

- (i) Hosting a visit to the Town Hall for Years 5 and 6 children from Manorbrook School.
- (ii) Hosting a One World Week primary schools event.
- (iii) Lighting of the bonfire at the Round Table Fireworks display in the Mundy Playing Fields.
- (iv) Remembrance Sunday Service at St. Mary's Church, where she was honoured to do a reading and lay a wreath at the War Memorial on behalf of Town Council.

275/16. Cllr Helen Harrison requested Council's approval to add two discs to the Mayor's Chain of Office and tabled the designs she is proposing to have engraved, one with the fair-trade logo, to mark the fact that we are a fair-trade town and the other with the Britain in Bloom logo. Members agreed that this is excellent idea and unanimously accepted the designs.

276/16. Cllr Helen Harrison also informed members that on behalf of Town Council she has had some 'Welcome to Thornbury' postcards printed to be included in the

welcome packs for the new homes being built and she will distribute them to the sales offices as they appear. The cost of the additions to the Mayor's chain and the postcards will be covered by her Mayor's allowance.

PUBLIC PARTICIPATION

Mrs Joan Hall wished to raise the following issues:-

(i) Mrs Joan Hall asked if there had been any progress regarding the site visit held in Gloucester Road several months ago with local residents and Rob Wiltsher of South Gloucestershire Council regarding road safety issues. The Clerk informed Mrs Hall that she has followed this up with Rob Wiltsher and she understands that he has put it forward as a capital project.

(ii) Regarding the Community Toilet Scheme operated in the town, Mrs Hall said it requires better signage and there appears to be no signage to the disabled toilet at the Armstrong Hall. Cllr Clive Parkinson asked for this matter to be placed on the Environment Committee agenda.

(iii) Mrs Hall also pointed out that the road sign at Quaker Lane has disappeared and just the stanchion is left. This was noted and will be reported.

CO-OPTION OF COUNCILLOR FOR NORTH EAST WARD

277/16. The Clerk informed members that the period for calling an election has passed for the vacancy in North East Ward and Council is free to co-opt a Councillor. It was proposed by Cllr Clive Parkinson, seconded by Cllr Shirley Holloway and unanimously agreed that the Clerk takes the necessary steps for co-option and prepares a co-option policy for consideration.

MINUTES OF COUNCIL MEETING

278/16. The minutes of the Town Council meeting held on 4 October 2016 were proposed as a correct record by Cllr Matthew Stringer, seconded by Cllr Maggie Tyrrell and signed by the Chairman.

MATTERS ARISING

None.

COMMITTEE REPORTS

(a) **Environment Committee**

279/16. The report of the Environment Committee meeting held on 11th October 2016 was presented by the Chairman, Cllr Matthew Stringer.

Matters Arising:-

Butterfly Bank at Morton Way

280/16. Cllr Clare Fardell gave an update on the condition of the bank at Morton Way which will now need reseeding once the path is made up. Cllr Maggie Tyrrell proposed that the Clerk is asked to write to Bloor Homes, with a copy to South Gloucestershire Council making them aware of the problem and expressing members' disappointment at the condition of the bank, which should be conserved as a wildlife area. This was seconded by Benj Emmerson and unanimously agreed.

281/16. It was proposed by Cllr Matthew Stringer, seconded by Cllr Benj Emmerson and unanimously agreed that the report is adopted.

(b) **Town Development Committee**

282/16. The report of the Special Town Development Committee meeting held on 11th October 2016 to consider planning application No. PT16/3565/O - Cleve Park, land at junction of Morton Way and Grovesend Road was presented by the Chairman Cllr Maggie Tyrrell.

283/16 The Clerk informed members that further revised plans have been submitted for Cleve Park, with a deadline for response of 1st December 2016. It was therefore agreed to hold another Special Town Development Committee meeting on 24th November at 7.00 pm to agree Council's response.

284/16. It was proposed by Cllr Maggie Tyrrell, seconded by Cllr Guy Rawlinson and unanimously agreed that the report of 11th October 2016 is adopted.

285/16. The report of the Town Development Committee meeting held on 25th October 2016 was presented by Cllr Maggie Tyrrell.

286/16. It was proposed by Cllr Maggie Tyrrell, seconded by Cllr Clive Parkinson and unanimously agreed that the report of 25th October 2016 is adopted.

(c) **Playing Fields & Cemetery Committee**

287/16. The report of the Playing Fields and Cemetery Committee meeting held on 13th October 2016 was presented by the Chairman Cllr Clive Parkinson.

288/16. It was proposed by Cllr Clive Parkinson, seconded by Cllr Guy Rawlinson and unanimously agreed that the report is adopted.

(d) **Finance and Policy Committee**

289/16. The report of the Finance and Policy Committee meeting held on 27th October 2016 was presented by the Chairman Cllr Bob Griffin.

290/16. It was proposed by Cllr Bob Griffin, seconded by Cllr Matthew Stringer and unanimously agreed that the report is adopted.

(e) **Staffing Committee**

291/16. The report of the Staffing Committee meeting held on 7th November 2016 was presented by the Chairman, Cllr Guy Rawlinson.

292/16. It was proposed by Cllr Guy Rawlinson, seconded by Cllr Matthew Stringer and unanimously agreed that the report is adopted.

293/16. The minutes of the Town Council (estimates) meeting held on 10th November 2016 were tabled and presented by the Chairman, Cllr Helen Harrison.

294/16. It was proposed by Cllr Helen Harrison, seconded by Cllr Bob Griffin and unanimously agreed as a correct record of the meeting.

**FINANCIAL
MATTERS**

(a) Accounts for Payment

295/16. 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 (November) – Town Hall	1305.00
South Gloucestershire Council	Rates (November) – Cemetery	281.00

ACCOUNTS NOW DUE FOR PAYMENT :

Central Services

Petty Cash		50.00
The Consortium	Stationery & Cleaning utensils	128.81
Open Spaces	Annual Subscription	45.00

Playing Fields & Cemetery

Alexandra Workwear	Logo set up charge	24.00
Alexandra Workwear	Workwear	328.66
Alexandra Workwear	Workwear	70.78
Alexandra Workwear	Workwear	117.60
Veolia ES (UK) Ltd	Waste Collection	139.42
Veolia ES (UK) Ltd	Waste Collection	255.77
Berkeley Fabrication & Welding	Manufacture walkway for Poulterbrook Bridge	216.00

Environment

A M Slade	Sign-writing on board in Council Chamber	80.00
-----------	--	-------

Grants & Contingencies

Thornbury Chamber of Commerce	Grant for ‘What’s On’ Postcards	370.00
The Festive Lighting Co Ltd	Christmas Lights – re-imbursable	1,539.60

(b) Financial Report for October

296/16. The financial report for October was tabled and noted.

**PLANNING
APPLICATIONS**

297/16. Council considered the following planning applications and agreed the following comments for submission to South Gloucestershire Council:-

[PT16/5676/F](#)

50 Gloucester Road *Erection of two storey side extension to form additional living accommodation. Alterations to existing vehicular access.*

No objection, subject to neighbouring properties amenities not being adversely affected.

[PT16/5702/F](#)

10 St. Mary’s Way *Installation of replacement windows and entrance door.*

No objection.

[PT16/5978/F](#) 23 Waterford Close *Erection of single storey front extension to form porch and bay window extension. Alteration to windows and exterior brickwork to be replaced with stone cladding*

No objection.

[PT16/5546/TCA](#) 9 Stokefield Close *Works to crown reduce and thin 1 no. Cercis to leave a finished height of 3.5 metres and a total spread of 2.75 metres and remove the lowest two branches. Situated in the Thornbury Conservation Area.*

No objection.

[PT16/5548/TCA](#) 15 Castle Street *Works to fell 1 no. Magnolia T(3) and crown reduce 1 no. Pear T(7) to leave a height of 4.5-5 mtrs and a total spread of 2.5-3 mtrs. Situated in the Thornbury Conservation Area.*

No objection, subject to approval by the South Gloucestershire Tree Officer and suitable compensatory planting if appropriate.

[PT16/5699/F](#) 28 Woodleigh *Erection of a two storey side and front extension to form additional living accommodation. Erection of front porch.*

No objection.

[PT16/5967/TCA](#) The Old Vicarage, 29 Castle Street *Works to reduce crown by 4m to 1 no. White Mulberry, fell 1 no. Yew to 2m and crown lift by removing 7 lowest branches to 1 no. Tulip to 5m tree situated within the Thornbury Conservation Area.*

No objection, subject to approval by the South Gloucestershire Tree Officer and suitable compensatory planting if appropriate.

[PT16/6068/TRE](#) Gloucester House, 2 Gloucester Road *Works to reduce height of 1 no. Birch tree by 3m to leave total height of 12m and spread of 7m reduced by 4m to tree covered by SGTPO 15/05 dated 7th March 2006.*

No objection,

[PT16/5989/F](#) 10 Church Road *Demolition of existing extensions and erection of single storey rear extension to form additional living accommodation and installation of rear dormer to facilitate loft conversion.*

OBJECT – The scale and design of the dormer window is disproportionate and out of keeping with the area and the addition of the dormer changes the roof profile above the existing roofline

[PT15/5528/RM](#) Park Farm, Phases 2,3 and 4, Butt Lane **(Revised Plans dated 8.11.16)**
Approval of the appearance, landscaping, layout and scale in relation to the erection of 374 Homes on Phases 2,3 and 4 of the Park Farm, Thornbury development, in addition to the discharge of pre-commencement conditions and S106 Obligations. (Approval of Reserved Matters to be read in conjunction with Outline Planning Permission PT11/1442/0).

The Town Council continues to OBJECT to this application on the grounds previously stated. Regarding these revised plans, the Town Council would like assurances that the concerns raised by the Crime Prevention Officer have been addressed through these revisions. We object to the proposed reduction in affordable housing units and are

disappointed that the large blocks of affordable housing are not more evenly distributed throughout the development site meaning that they are not being provided tenure blind

COUNCIL MEETING CYCLE

298/16. The Clerk proposed a number of changes to the meeting cycle for Council and its committees and the Armstrong Hall Trust. The reasons for the proposals were to make more efficient use of staff time and the alternative proposed calendar would reduce the number of meetings. After some discussion it was agreed to continue with the existing meeting calendar and review again in May 2017, when the various committees have been able to consider the proposals.

299/16. One of the proposals was to merge the Playing Fields and Cemetery Committee with the Environment Committee as there is some overlap in their remit. Cllr Clive Parkinson pointed out that there are a number of outside representatives on both committees and this needs to be taken into consideration.

300/16. Another proposal was to commence all meetings at 7.00 pm. Cllr Bob Griffin wished it noted that he objects to any meetings commencing at 7.00 pm and it was therefore agreed to continue with all Council and its Committee meetings commencing at 7.30 pm until the review in May 2017.

THORNBURY LIBRARY SERVICES

301/16 The second phase of the South Gloucestershire Libraries Consultation had been circulated to members. Cllr Benj Emmerson commented that he thought the proposals were the best outcome in the circumstances of budgetary constraints but added a note of regret regarding the proposal for the 'One Stop Shop' to go digital. The Clerk was asked to submit a suitable consultation response to South Gloucestershire Council.

CORRESPONDENCE & MATTERS OF URGENCY

(a) Christmas Card Policy

302/16. The Clerk asked if Councillors wished to continue with the policy of sending pre-printed cards from Council to the existing mailing list or whether they would consider an electronic version. Members agreed that they wished to continue sending traditional printed cards but the recipient list can be reviewed and reduced.

(b) Upper Bath Road

303/16. A letter had been received via Rob Wiltsher, Assistant Engineer South Gloucestershire Council from Mrs. Benson of Thornbury, regarding cars parking at the entrance to Upper Bath Road and in doing so creating a hazard and restricted access to the garages and for emergency vehicles. The Clerk agreed to circulate the solution Rob Wilsher proposed to alleviate the situation by e-mail for members' comments.

(c) South Gloucestershire Budget Consultation

304/16. The Clerk reported that she has received the South Gloucestershire Council Budget Consultation document and asked how members wished to respond. Cllr Clive Parkinson asked for this to be circulated and put on the agenda for the Council Grants meeting in December.

(d) Christmas Lights 'Switch On'

305/16. Cllr Bob Griffin reported that he had attended a recent meeting of the Christmas Lights Association. The reception for the Olympic medallist, Sally Conway will

be held in the Council Chamber from 6.15 pm and the party will then proceed to The Plain for the 'Switch On' at 7.00 pm.

(e) Ward Boundaries

306/16. Cllr Vincent Costello asked, in view of the new housing developments in the town, will South Gloucestershire Council be reviewing the Ward boundaries. Cllr Clive Parkinson requested that the Clerk writes to South Gloucestershire Council seeking clarification on the process for reviewing the Thornbury wards in the light of the town's expansion at the same time as the South Gloucestershire Boundary Review.