

## THORNBURY TOWN COUNCIL

### Minutes of the Annual General Meeting of the Town Council held on Tuesday 2 May 2017 in the Council Chamber

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

Cllrs: Bob Griffin (Vice Chairman and Deputy Mayor – for items 1-5)  
Gail Whitehead (Vice Chairman and Deputy Mayor – for items 7-18)  
Shirley Holloway  
Clare Fardell  
Pam Shipp  
Vincent Costello  
Guy Rawlinson  
Maggie Tyrrell  
Clive Parkinson  
Angela Symonds  
Matthew Stringer  
Benj Emmerson  
Lesley Tuck

(Vincent Costello – Absent)  
(Martin Trueman – Absent)

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

1. **To receive any apologies for absence**  
Jayne Stansfield (out of Thornbury)
2. **To receive any members' declarations of interest**  
None
3. **To receive any Mayor's Announcements**

81/17. The Mayor and Chairman gave the following remarks –

Reflecting on a year as Mayor of Thornbury, well, what a year! 120 'mayoral events' and 142 meetings including council meetings, and others that are related to my role as Mayor. Considering that I was out of Thornbury on work-related travel for 9 weeks and on holiday for 1 week, that means a total of 262 engagements spread over 295 days – what an absolute honour and privilege!

I've met so many wonderful people – young, old, able-bodied, those living with additional needs and disabilities of various kinds; people from all walks of life, including some who fled conflict in their home country and have come to seek refuge here in the UK. And then there are all the amazing volunteers who give of their time to support such a range of organisations and needs in society – wow, where to even start: I feel humbled by it all.

My aim when I took on the role of Mayor of Thornbury was to find ways to –

- serve the community
- and to raise the profile of all the good work that is going on out there in the town – whether it be individuals or organisations, volunteers or employers and employees

And hopefully that is what people will feel that I have done.

This past week has included a couple of very special highlights that I just want to mention, as I am aware that not all councillors were able to be at them:

On Wednesday evening we had the Youth Showcase and presentation of Mayor's Youth Awards. That was a great evening, and such a fabulous turnout. Youth award nominees, their families and friends, youth-based organisations, various other random young people and interested folks: a real celebration of the youth of Thornbury, and the place really buzzed. Congratulations must go to Ellen O'Brien who was the overall winner, but also to the other 43 nominees – all providing evidence of the range of positive input that young people are giving to the local community.

And then on Saturday, we had a visit to Thornbury by Syrian refugee families from Bristol – about 60 Syrians in all. What an absolute delight that was: to welcome them to the town, and then, along with various other town councillors and church folks, to show them round the town hall and council chambers, down to St Mary's Church and Thornbury Castle, up to the Mundy Playing Fields, and finishing at Thornbury Baptist church for afternoon tea. Such a privilege: to be able to facilitate an opportunity for the Syrian families to come together, outside of Bristol where they now live but are dispersed across the city, to enjoy the ruralness of Thornbury, to have time to chat together and with local folks, to give them hospitality in the form of a huge amount of cakes and sandwiches, and to provide safe space for the children to play whilst the parents chat. After all that these families have been through in the past few years of Syrian horror – what an honour to be able to play a tiny part in rebuilding lives.

For now, I just want to end with a few thank you's –

Firstly to friends and family who have encouraged and supported along the way – far too many to name, but I would like to mention Tim, Rozzie and Natalie who although not very visible, have been incredibly supportive in the background.

Also to my fellow councillors who have tolerated and supported me throughout especially as I am aware that I've not been a terribly standard mayor.

To all the council staff – thank you for keeping me on the straight and narrow, as well as carrying out an unending number of tasks and roles, for all of council. I realise I'm not the lowest maintenance of Mayors – and I'm very grateful to you all.

And last but absolutely by no means least, to Cllr Bob Griffin, who stepped into the breach when we were without a Deputy Mayor, who took on the role so admirably, and who has supported me in many ways, for which I am extremely grateful. Bob, thank you, so very much. And thank you also to Marie Holmes, who has been a stalwart support to Bob, and therefore to me – Marie, to you I am also extremely grateful.

4. **To elect Chairman and Town Mayor for 2017/2018**

82/17. It was proposed by Cllr Clive Parkinson that Cllr Helen Harrison be elected to continue as Chairman and Town Mayor for the year 2017/2018. This was seconded by Cllr Matt Stringer. There being no further nominations, it was unanimously agreed that Cllr Helen Harrison be duly elected.

5. **To receive the Declaration of Acceptance of Office of the Chairman and Town Mayor**

83/17. Cllr Helen Harrison then read and signed the Declaration of Acceptance of the Office of Chairman and Town Mayor for the ensuing year which was countersigned by the Town Clerk.

84/17. Cllr Helen Harrison gave the following remarks -

Looking forward to the coming year, I am delighted to be able to have the opportunity to continue to serve Thornbury in a range of ways. Thornbury is such a welcoming community, but I am aware that for some

people who have disabilities or additional needs, there are maybe some ways that we can help Thornbury be even more welcoming. Alongside that we also have a significant number of new residents moving into the town, and it is important that they also feel welcomed.

So I am calling my 2<sup>nd</sup> year in office ‘Thornbury Welcomes’ and will be looking for opportunities to promote and encourage this side of the community life. I’ve got a few ideas up my sleeve, so watch this space for those....

But in the meantime, you are all very welcome to attend an afternoon tea on Saturday May 20<sup>th</sup>, which will be a fundraiser event for JIGSAW and Brain Tumour Support – the two local charities that I will be supporting over the coming year. The event is open to all and I hope that you can join us, 2.30pm @ Armstrong Hall.

6. **To elect Vice-Chairman and Deputy Town Mayor for 2017/2018**

85/17. It was proposed by Cllr Benj Emmerson that Cllr Gail Whitehead be elected to serve as Vice-Chairman and Deputy Mayor for the year 2017/2018. This was seconded by Cllr Matt Stringer. There being no further nominations, it was unanimously agreed that Cllr Gail Whitehead be duly elected. The Mayor then placed the Vice-Chairman’s chain of office on Cllr Gail Whitehead.

7. **To appoint Members to all Standing Committees**

86/17. It was proposed by Cllr Benj Emmerson, seconded by Cllr Clive Parkinson and unanimously agreed that membership of the Standing Committees be as follows:

**Environment**

Cllrs	Matt Stringer Clare Fardell Helen Harrison Vince Costello	Angela Symonds Gail Whitehead Martin Trueman	Benj Emmerson Guy Rawlinson Pam Shipp
-------	--	--	---

**Playing Fields and Cemetery**

Cllrs	Clive Parkinson Gail Whitehead Lesley Tuck	Angela Symonds Helen Harrison Martin Trueman	Bob Griffin Jayne Stansfield Pam Shipp
-------	--	--	--

**Town Development**

Cllrs	Maggie Tyrell Clare Fardell Guy Rawlinson Shirley Holloway	Angela Symonds Clive Parkinson Helen Harrison Vince Costello	Bob Griffin Gail Whitehead Pam Shipp
-------	---	---	--

**Finance and Policy**

Cllrs	Gail Whitehead Clive Parkinson Maggie Tyrell	Benj Emmerson Guy Rawlinson Matt Stringer	Bob Griffin Helen Harrison Shirley Holloway
-------	--	---	---

**Staffing**

Cllrs	Guy Rawlinson Maggie Tyrell	Matt Stringer Gail Whitehead	Clive Parkinson Helen Harrison
-------	--------------------------------	---------------------------------	-----------------------------------

## **Armstrong Hall Management**

Cllrs	Shirley Holloway	Angela Symonds	Benj Emmerson
	Bob Griffin	Clive Parkinson	Gail Whitehead
	Helen Harrison	Jayne Stansfield	Maggie Tyrrell

## 8. To appointment Chairman of all Standing Committees

87/17. It was proposed by Cllr Benj Emmerson, seconded by Cllr Clive Parkinson and unanimously agreed that following Councillors be appointed Chairman of Committees:

<b>Environment</b>	Cllr Matt Stringer
<b>Playing Fields and Cemetery</b>	Cllr Clive Parkinson
<b>Town Development</b>	Cllr Maggie Tyrrell
<b>Finance and Policy</b>	Cllr Gail Whitehead
<b>Staffing</b>	Cllr Guy Rawlinson
<b>Armstrong Hall Management</b>	Cllr Shirley Holloway

## 9. To appointment representatives to other bodies

88/17. It was proposed by Cllr Benj Emmerson, seconded by Cllr Clive Parkinson and unanimously agreed that the following be appointed by Council to serve on other bodies as shown below:

<b>South Gloucestershire Site Inspection</b>	Cllr Bob Griffin (Central) Cllr Maggie Tyrrell (East) Cllr Pam Shipp (North East) Cllr Shirley Holloway (North West) Cllr Clive Parkinson (South)
<b>Thornbury &amp; District Community Association (The Chantry)</b>	Cllr Martin Trueman
<b>Four Towns/Vale Link Community Transport</b>	Cllr Maggie Tyrrell
<b>Thornbury &amp; District Heritage Trust Council (Museum)</b>	Cllr Guy Rawlinson
<b>Heritage Partnership Forum</b>	Cllr Guy Rawlinson
<b>Oldbury Nuclear Power Station Site Stakeholder Group</b>	Cllr Guy Rawlinson
<b>Thornbury Library Committee</b>	Cllr Benj Emmerson
<b>Thornbury in Bloom</b>	Cllr Pam Shipp Cllr Jayne Stansfield
<b>William Stephens Charity</b>	Cllr Bob Griffin Cllr Angela Symonds

<b>South Gloucestershire Transport Forum</b>	Cllr Bob Griffin Cllr Pam Shipp
<b>Club Thornbury</b>	Cllr Clive Parkinson
<b>Town Centre Partnership</b>	Cllr Helen Harrison Cllr Gail Whitehead Cllr Maggie Tyrrell
<b>Community Engagement Forum</b>	Cllr Matt Stringer Cllr Martin Trueman
<b>Krunch Stakeholder Group</b>	Cllr Clive Parkinson
<b>Fair Trade Steering Group</b>	Cllr Clive Parkinson Cllr Guy Rawlinson
<b>Dementia Friendly Community</b>	Cllr Clive Parkinson
<b>Avon Local Charities Association</b>	Cllr Gail Whitehead
<b>Town and Parish Council Forum</b>	Cllr Gail Whitehead
<b>Christmas Lights Association</b>	Cllr Bob Griffin Cllr Pam Shipp

10. **To consider any representations from the public**

89/17. A member of the public thanked Councillors for their hard work during the past year.

11. **To consider and approve the Minutes of the Meeting of Council held on 21.03.17 and any matters arising from them**

90/17. The Minutes of the Meeting of the Council held on 21 March 2017 were proposed as a correct record by Cllr Helen Harrison, seconded by Cllr Clive Parkinson and signed by the Chairman.

12. **To consider and approve the following Committee Reports**

(a) **Environment Committee**

91/17. The report of the Environment Committee meeting held on 28 March 2017 was presented by the Chairman, Cllr Matthew Stringer.

92/17. Cllr Matthew Stringer reported that St Marys School had recently been awarded Fair Trade Active status. The Deputy Clerk confirmed that she was chasing a response from South Gloucestershire Council regarding the Medieval Fishponds. Cllr Clive Parkinson asked for an accident to be reported that had happened outside a house in Church Road where a resident had tripped over a GPO manhole injuring herself. The Clerk asked Cllr Clive Parkinson to email the details and this would then be reported to South Gloucestershire Council.

93/17. It was proposed by Cllr Matthew Stringer, seconded by Cllr Guy Rawlinson and unanimously agreed that the report is adopted.

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

94/17. The report of the Playing Fields & Cemetery Committee meeting held on 30 March 2017 was presented by the Chairman, Cllr Clive Parkinson.

95/17. The Clerk reported that the application for a premises licence for Mundy Playing Fields was being submitted by Melrose this week. The Clerk also reported that the skate park was now very visible from the leisure centre car park as the hedges had been cut back and that it was being repainted this week and a new bench and new signage would be fitted soon. Cllr Clive Parkinson reported that improvements to the play areas in Streamleaze and Mundy Playing Fields were planned, with s106 funds provided by South Gloucestershire Council for Streamleaze.

96/17. It was proposed by Cllr Clive Parkinson, seconded by Cllr Gail Whitehead and unanimously agreed that the report is adopted.

(c) **Town Development Committee**

97/17. The report of the Town Development Committee meeting held on 11 April 2017 was presented by the Chairman, Cllr Maggie Tyrrell.

98/17. Cllr Maggie Tyrrell reported that she had attended the planning appeal for the former South Gloucestershire Council offices at Castle Street and made the views of the Town Council very clear. She reported that it seemed to be a very thorough process and the decision was awaited. The Clerk reported that the Neighbourhood Development Plan launch meeting had been very successful and the first meeting of Steering Group would take place tomorrow. The Clerk reported that the Hot Nails signage was going through the enforcement process at the moment and she had requested an update on this.

99/17. It was proposed by Cllr Maggie Tyrrell, seconded by Cllr Shirley Holloway and unanimously agreed that the report is adopted.

(d) **Finance and Policy Committee**

100/17. The report of the Finance and Policy Committee meeting held on 13 April 2017 was presented by the Chairman, Cllr Bob Griffin.

101/17. The Clerk reported that the scaffolding was being put up around the Town Hall and the survey should take place on Thursday and Friday with a report available next week. The Council Chamber carpet would be fitted after the Arts Trail was finished.

102/17. It was proposed by Cllr Bob Griffin, seconded by Cllr Benj Emmerson and unanimously agreed that the report is adopted.

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

103/17. Council considered the following planning applications and agreed the following comments for submission to South Gloucestershire Council:-

- a) PT17/1349/LB                      12-14 High Street, Thornbury  
*Internal and external alterations to amend previously approved ground floor layout (listed building consent PT16/1582/LB) to facilitate occupation by Prezzo (Class A3) restaurant. (Deferred from Town Development Committee meeting on 11.04.17)*  
The Clerk reported that the Conservation Officer had visited the site and informed her that the alterations related mainly to rear/connecting areas and some additional historic features which had been uncovered during the renovations. Cllr Maggie Tyrrell reported

that she was confident in following the lead of the Conservation Officer. It was agreed that there was no objection, subject to the Conservation Officer's recommendations and protection of the town clock.

- b) PT17/1002/F 9 Dovedale, Thornbury  
*Demolition of existing garage. Erection of single storey front extension to form additional living accommodation. Construction of front access ramp. Formation of parking area.*  
 No objection, subject to South Gloucestershire Council confirming to the neighbours that the extension is actually at the rear of the property and not the front.
- c) PT17/0883/O 5 North Road, Thornbury  
*Erection of 3 no. dwellings (outline) with all matters reserved.*  
 OBJECT, Council has concerns regarding overdevelopment of the area and the inadequate number of parking spaces allocated for the number of units proposed.
- d) PT17/1451/LB Land at Park Farm, Butt Lane, Thornbury  
*Internal and external alterations including erection of single storey extension to facilitate conversion of cart shed to 1 no. dwelling and garage.*  
 No objection, subject to listed buildings and Conservation Officer advice.
- e) PT17/1823/PNH 18 Whitebridge Gardens, Thornbury  
*The erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 5.3m, for which the maximum height would be 3.95m, and for which the height of the eaves would be 2.5m.*  
 No objection.
- f) PT17/1816/TCA Selwood, 22 Gloucester Road, Thornbury  
*Works to fell 1 no. Holly tree situated within the Thornbury Conservation Area.*  
 OBJECT, as the reasons given for removal are contradictory and are not valid reasons for the removal of the tree.

14. **To receive the Financial Statement for March 2017 and approve Account for Payment**

(a) **Accounts for Payment**

104/17. The following accounts now due for payment were proposed by Cllr Matthew Stringer and seconded by Cllr Clive Parkinson for payment to be approved:-

**ACCOUNTS PAID OUT OF MEETING:**

South Gloucestershire Council	Rates (April) – Town Hall	1225.50
South Gloucestershire Council	Rates (April) – Cemetery	297.51
South Gloucestershire Council	Rates (April) – Tennis Courts	43.03
Jigsaw	Mayor's Youth award	50.00

**ACCOUNTS NOW DUE FOR PAYMENT – 2<sup>nd</sup> May 2017**

**Central Services**

Corona Energy	Gas Bill – Town Hall	262.61
Pitney Bowes	Franking machine cartridges & labels	268.56
Pitney Bowes	Franking machine postage top up	107.00
Sage UK Ltd	Sage Cover until April 2018	1754.40
SLCC	Course fee for Cemetery Compliance	174.00
C Nelmes (Musicians Zone)	Radio and microphone system	60.50
British Telecommunications plc	Telephone bill	491.64

### **Playing Fields & Cemetery**

Corona Energy	Gas Bill – PFC	129.18
Murray Hire Centres	Diesel Oil	141.00
Sullivans Machinery	Mower Deck	938.69
Sullivans Machinery	Mower Handle	45.16

### **Environment**

Almondsbury Garden Centre	Hanging Baskets	5261.16
Chipping Sodbury Glass	Polycarbonate sheet for bus shelter	252.00

### **Grants & Contingencies**

Corona Energy	Gas Bill – Museum	85.17
---------------	-------------------	-------

#### **(b) To receive the financial statement for March 2017**

105/17. The financial statement for March 2017 was discussed and it was agreed that Cllrs Clive Parkinson, Benj Emmerson and Gail Whitehead would meet with the Clerk and the Responsible Financial Officer to discuss the end of year figures before the next Finance and Policy Committee meeting.

#### **15. To receive an update from the Clerk about the provision of youth services at Turnberries and to sign the new hire agreement**

106/17. The Clerk tabled the Hire Agreement between Turnberries, Krunch and the Town Council for the provision of youth services for the period 01.05.17 to 30.04.18. As the Town Council is the new hirer, the Clerk asked for Council's approval to sign the agreement. It was agreed that the Clerk be authorised to sign the agreement on the Council's behalf.

#### **16. To consider Council's response to the Local Government Boundary Commission consultation on the Electoral Review of South Gloucestershire Council Warding Arrangements**

107/17. It was noted that Council would like more time to look at this before commenting and it was agreed that this should be deferred to the next Finance and Policy Committee meeting on 25 May 2017.

#### **17. To receive any reports of representatives on other bodies**

108/17. Cllr Clive Parkinson reported that the Thornbury Town Trust had provided £30,000 to groups and individuals in the town last year, including decoration of some of the alms houses. Cllr Helen Harrison reported that the new Memory Cafe would be opening in Thornbury at the end of June which would mean that, alongside the existing Memory Cafe, there would be one open each week.

#### **18. To receive any urgent correspondence and notices not referred to specific Committees**

109/17. The Clerk reported that she had received formal notice of the road and footpath closures for the carnival.

110/17. The Clerk reported that Council had been invited to put forward a representative for the Joint Local Access Form for South West footpaths. The Clerk agreed to send through the details to Cllrs Guy Rawlinson and Helen Harrison.