

THORNBURY TOWN COUNCIL

**Minutes of the Town Council Meeting
held on Tuesday 21 March 2017 in the Council Chamber**

Present: Cllr: Helen Harrison (Chairman and Mayor)

Cllrs: Bob Griffin (Vice Chairman and Deputy Mayor)
Guy Rawlinson
Shirley Holloway
Clare Fardell
Jayne Stansfield
Pam Shipp
Vincent Costello
Gail Whitehead
Maggie Tyrrell
Clive Parkinson
Angela Symonds
Matthew Stringer
Benj Emmerson
Lesley Tuck (*arrived late*)

(Martin Trueman – Absent)

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

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

None

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

Clive Parkinson declared an interest as a member of the Castle School Education Trust in regard to item 9.

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

51/17. The Chairman gave the following remarks –

It has been busy as ever and I continue to marvel at what a wonderful community we live in, with so many incredible people and organisations.

The Mayor has attended gatherings with some of our older residents including a 5th birthday for the Memory Cafe, afternoon tea with Contact the Elderly group which has been meeting monthly for four years and a lovely afternoon with the Stroke group.

I was privileged to be able to represent Thornbury during a work trip to Uganda when I fitted in a visit to Bufumbo, the parish link. This was the first time the Mayor of Thornbury has been there and I felt honoured to hold that role.

Still on a global angle, it was wonderful to welcome Fair Trade farmer Maura from Nicaragua here during Fair Trade fortnight and my thanks to fellow councillors who were involved in that day.

Looking to the future April 26th if the Youth Showcase and presentation of Mayor's Youth Awards by Dame Janet Trotter.

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

None

5. **To consider and approve the minutes of full council on 07.02.17 and any matters arising from them**

52/17. The Minutes of the Town Council meeting held on 7 February 2017 were proposed as a correct record by Cllr Clive Parkinson, seconded by Cllr Matthew Stringer and signed by the Chairman.

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

(a) **Environment Committee**

53/17. The report of the Environment Committee meeting held on 14 February 2017 was presented by the Chairman, Cllr Matthew Stringer. *(Cllr Jayne Stansfield arrived at the meeting.)*

54/17. Cllr Maggie Tyrrell queried whether the walks booklet could be available on line. The Deputy Clerk confirmed that this needed to be updated and then could be put on line in the Tourist Information section.

55/17. 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**

56/17. The report of the Playing Fields & Cemetery Committee meeting held on 16 February 2017 was presented by the Chairman, Cllr Clive Parkinson.

57/17. The Clerk reported that Thornbury Town Football Club had withdrawn their planning application and would be carrying out a bat survey before resubmitting. Cllr Clare Fardell asked that the Clerk write to South Gloucestershire Council to ensure that where relevant applicants are told about the requirements for bat surveys in advance of them submitting applications.

58/17. It was proposed by Cllr Clive Parkinson, seconded by Cllr Angela Symonds and unanimously agreed that the report is adopted.

(c) **Town Development Committee**

59/17. The report of the Town Development Committee meeting held on 28 February 2017 was presented by the Chairman, Cllr Maggie Tyrrell.

60/17. The Clerk reported that a meeting to discuss the Neighbourhood Development Plan would take place on 12 April 2017 at 7.00pm in the Cossham Hall and she was waiting to confirm the speaker. South Gloucestershire Council had confirmed they would not be attending. The Clerk will send out invitations and a press release soon.

61/17. It was proposed by Cllr Maggie Tyrrell, seconded by Cllr Guy Rawlinson and unanimously agreed that the report is adopted.

(d) **Finance and Policy Committee**

62/17. The report of the Finance and Policy Committee meeting held on 7 March 2017 was presented by the Chairman, Cllr Bob Griffin.

- 63/17. Cllr Helen Harrison reported that she had met with PC Sean White and expressed concern that incidents reported informally were not logged. It was agreed that these concerns needed to be pursued further. Adrian Savery asked the Council to investigate why incidents are not being captured on official CCTV.
- 64/17. Cllr Clive Parkinson requested that the Clerk write to Jane Gilliard to express the Council's appreciation of her efforts working for dementia sufferers and in setting up a second Memory Cafe in Thornbury.
- 65/17. It was proposed by Cllr Bob Griffin, seconded by Cllr Guy Rawlinson and unanimously agreed that the report is adopted.
- (e) **Staffing Committee**
- 66/17. The report of the Staffing Committee meeting held on 9 March 2017 was presented by the Chairman, Cllr Guy Rawlinson.
- 67/17. The Clerk reported that Miles Couzens had started work as a groundsman and that the second round of interviews were taking place this week to appoint a second groundsman.
- 68/17. It was proposed by Cllr Guy Rawlinson, seconded by Cllr Matthew Stringer and unanimously agreed that the report is adopted.

7. **To consider matters arising relating to Council finance**

(a) **Accounts for Payment**

- 69/17. 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

Veolia ES UK	Waste Disposal	459.46
Summers Memorials	Memorial Repairs	957.00

ACCOUNTS NOW DUE FOR PAYMENT – 21st March 2017

Central Services

TV Licensing	TV License	145.50
SLCC (reimbursable C Nelmes)	Membership for SLCC	250.00
Prestige Flooring Ltd	Replacement carpet	5126.73
Pitney Bowes Ltd	Franking machine top up and re-set	107.00

Playing Fields & Cemetery

Thornbury Motors Ltd	Petrol	193.61
Thornbury MOT Centre	MOT certificate	50.00
TCS Country Supplies	Chainsaw	56.00
Sullivans Machinery	Filters, bushes, blades etc	106.63
Travis Perkins Trading Co Ltd	Insulations Clips, screw bugle head	66.09
Screwfix (reimbursable C Nelmes)	Drill, Air Tool Kit, Malota Kit, Air Compressor	1533.20
Brass Founders	Brass Plaque	126.41
Brass Founders	Brass Plaque	126.41
Brass Founders	Brass Plaque	126.41
Countrywide Farmers plc	Grass seed	644.80
Countrywide Farmers plc	Safety boots & boiler suit	40.98

Environment

South Gloucestershire Council	Sign Installation	1339.14
Landcare Nursery Ltd	To supply and plant tree	762.00

Grants & Contingencies

Steamers	Community Toilet Scheme (March)	150.00
The Swan	Community Toilet Scheme (March)	250.00
Armstrong Hall	Community Toilet Scheme (March)	250.00
Heritage	Community Toilet Scheme (March)	250.00
The Malt House	Community Toilet Scheme (March)	150.00
Water2Business	Water Bill	131.67

Land & Property

Water2Business	Water Bill	98.37
Water2Business	Water Bill	98.38
C&P Wetrooms and Showers	Deposit for Pavilion Flat bathroom	1000.00

(b) To receive the financial statement for February 2017

70/17. The Clerk confirmed that the bottom line figure would change as we approached the end of the financial year and confirmed that the current account balance had increased to cover the Public Works Loan Board payment. Cllr Clive Parkinson queried whether any Armstrong Hall wages were being paid from the Armstrong Hall budget and the Clerk to confirmed that they were being paid from Town Hall budgets currently and these payments would be transferred as part of year end.

(c) To approve a quotation for fire safety works at the Town Hall

71/17. The Clerk talked through the quote from Walker Fire (UK) Limited, which included new smoke and heat detectors and essential improvements to fire extinguishers. It was agreed that the works should be carried out and the funds taken from the contingency fund if necessary. The Clerk reported that there is a small amount of work that needed to be done at the Museum and that the Town Council had landlord responsibilities to pay for this work. These works were also approved.

8. To consider the following planning and licensing applications

72/17. Council considered the following planning applications and agreed the following comments for submission to South Gloucestershire Council:-

- a) [PT17/0818/TRE](#) 11 Warwick Place, Thornbury
Works to re-pollard 1 no. Walnut tree to leave a finished height of 7m and radial spread of 1.5m covered by Tree Preservation Order TPO 39 dated 14th December 1971
No objection.
- b) [PT17/0827/CLP](#) 21 Eastland Road, Thornbury
Application for Certificate of Lawfulness, proposed erection of single storey rear extension
No objection.
- c) [PT17/0959/TCA](#) 16 High Street, Thornbury
Works to coppice 1 no. Goat Willow back to main fork in, Thornbury Conservation Area
No objection.

- d) 2017 Thornbury Carnival parade road closure notice
No objection.
- e) [PT17/1154/PDR](#) 20 Dyrham Close, Thornbury
Demolition of existing conservatory. Erection of single storey rear extension to form additional living accommodation
No objection.
- f) [PT17/0945/F](#) 11 Walker Way, Thornbury
Change of use from Class B1 (Business) and B8 (Storage and Distribution) to Class B2 (General Industry) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended)
No objection, subject to noise control measures and protection of residential amenities.
- g) [PT17/1096/F](#) 22 Spey Close, Thornbury
Erection of front conservatory
No objection
- h) [PT17/1049/F](#) Kington Cottage, Kington, Thornbury
Alterations to raise roofline to form additional bathroom space
No objection
- i) [PT17/1138/PNH](#) 5 Church Road, Thornbury
Erection of rear conservatory, which would extend beyond the rear wall of the original house by 3.5 metres, for which the maximum height would be 4 metres and for which the height of the eaves would be 2.5 metres
No objection

9. **To consider Town Council supporting a student award at the Castle School**

73/17. Cllr Helen Harrison proposed sponsoring the “Entrepreneurial Spark” student award at the annual Castle School Achievement Evening which would involve around £60 in funding initially (£50 for an engraved plaque and a £10 book token), and then £10 ongoing annually. The proposal was seconded by Cllr Shirley Holloway and the Council agreed to the proposal.

10. **To consider the 2017/18 revenue grant application for Jigsaw**

74/17. Jigsaw’s original grant application of £3000 for 3 years had been deferred until the outcome of their Tesco grant application was decided. Their Tesco award has now been granted, although this is for a specific outdoor project. It was proposed that they be awarded £1500 this year to be reviewed next year. This was proposed by Bob Griffin, seconded by Clive Parkinson and the Council agreed to the proposal.

11. **To consider changes to the public opening times for reception/tourist information at the Town Hall**

75/17. The Clerk reported that one of the issues that had been raised during the recent staff appraisal process was a proposal to make changes to the opening times of the reception desk to allow some time for staff to work uninterrupted and also to have a lunch break away from the office. The proposal was discussed in some detail and other suggestions were made, e.g. staggered lunch breaks, and the importance of the building being open to the public was stressed. It was agreed that some survey work would be done on visitor numbers and timing of visits and the subject would be discussed again at a future Finance and Policy Committee or Staffing Committee meeting.

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

- 76/17. The Clerk informed members that South Gloucestershire Council had confirmed that we would be receiving £491 as Community Infrastructure Levy at the end of April and that we needed to confirm to them that we would want to be given this directly rather than them spending it on our behalf. The Council agreed to this and also asked that the Clerk query the amount as it is less than was expected.
- 77/17. A letter has been received from Rainbow Teddies Pre-School thanking Council for their grant. The letter was noted.
- 78/17. The Clerk informed members that filming had taken place around the Rock Street/Bath Road area for a traffic safety film, although it was highlighted that very little notice had been given by South Gloucestershire Council.
- 79/17. The Clerk informed members that the Bank Mandate for Town Council has now been sorted out.
- 80/17. The Clerk informed members that it had been confirmed by the Post Office that the Thornbury Post Office would be staying in its current location for the present time.