

THORNBURY
TOWN COUNCIL

Minutes of the Town Council Meeting
held on Tuesday 4th October 2016 in the Council Chamber

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

Cllrs: Benj Emmerson
Shirley Holloway
Pam Shipp
Martin Trueman
Clare Fardell
Maggie Tyrrell
Clive Parkinson
Matthew Stringer
Lesley Tuck

Clare Nelmes (Town Clerk)
Sandra Richardson (Deputy Town Clerk)
Mary Sealey (Administrator)

Apologies: Cllrs: Guy Rawlinson (Out of Thornbury)
Bob Griffin (Out of Thornbury)
Gail Whitehead (Out of Thornbury)
Angela Symonds (Indisposed)
Vincent Costello (Other Meeting)

MEMBERS'
DECLARATIONS
OF INTEREST

Cllr Martin Trueman declared a non pecuniary interest as a member of the Football Club for item 13 on the agenda.

CHAIRMAN'S
REMARKS

203/16. Cllr Helen Harrison gave details of the following Mayoral events she has attended since the last full Council meeting:-

- (i) A Thornbury Ladies Networking event held at Thornbury Castle.
- (ii) An inaugural meeting of Youth Service Providers.
- (iii) A Group Leaders Lunch of the local branch of U3A.
- (iv) Opening the offices of Brain Tumour Support, now located at 29a High Street.
- (v) The 30th Anniversary celebration event of Castle School student exchanges with Bockenem.

COUNCILLOR'S
RESIGNATION

204/16. The Chairman reported that she had received a letter of resignation from Councillor Alan Carman, who had held the position of a North East Ward Councillor and Deputy Mayor. Whilst fully respecting his wish for privacy at this time, she wished to thank him for all his hard work and unstinting support during his time as a councillor and on behalf of Council she wished him all the best for the future.

205/16. The Clerk informed members that notice of a Casual Vacancy will be advertised from 5th October 2016.

ELECTION OF
DEPUTY MAYOR

206/16. Cllr Clive Parkinson proposed that Cllr Bob Griffin be appointed Deputy Mayor and Vice Chairman until the next Council AGM in May 2017. This was seconded by Cllr Matthew Stringer and unanimously agreed.

**MINUTES OF
COUNCIL
MEETING**

207/16. The minutes of the Town Council meeting held on 30th August 2016 were proposed as a correct record by Cllr Matthew Stringer, seconded by Cllr Shirley Holloway and signed by the Chairman.

**MATTERS
ARISING**

None.

As members of Thornbury Football Club were present it was agreed to take agenda item 13 as next business.

Cllr Martin Trueman left the room for this item of business.

**THORNBURY
TOWN F.C**

208/16. The recommendation made at the meeting of the Playing Fields and Cemetery Committee to grant permission for Thornbury Town Football Club to submit a planning application for improved football facilities at the Mundy Playing Fields was considered.

209/16. The proposal is to build a 100 seat spectator stand, install 6 floodlights, 2 dugouts and a weld mesh fence around the pitch. Following a public consultation the Clerk had prepared a report which included the consultation results.

210/16. Cllr Clive Parkinson reported that following Mr. Lavender's comments in Public Participation at the last full Council meeting he had done some investigation into the conditions regarding Violet Mundy's legacy of the playing fields to the town and he was satisfied that if Council is inclined to accept the Football Club's proposals we would not be going against the wishes of the late Violet Mundy's legacy.

211/16. After a lengthy discussion it was agreed that whilst members generally supported the Football Club's aspirations they would not want to see any more changes to the vista than absolutely essential. With this in mind, it was agreed that by moving the stand from the West side to the East i.e. closer to the Pavilion it would mitigate some of the objections received. The Clerk commented that by moving the stand to the Pavilion side of the pitch would also be beneficial from an operational perspective.

**PUBLIC
PARTICIPATION**

Toni Watola, representing Thornbury Football Club said they could look at having the whole structure in green to soften the visual impact as ideally they would like the stand positioned on the West side of the pitch. He also commented that they need everything in place apart from the floodlighting by 31st March 2017 in order to go up a league.

212/16. The Chairman, Cllr Helen Harrison asked for a vote to be taken on whether the proposed stand should be sited on the East (Pavilion side) or on the West side as requested by the Club.

| | |
|---|-------------------|
| For the stand to be sited on the East (Pavilion side) | 7 votes in favour |
| For the stand to be sited on the West side | 2 votes in favour |

213/16. Cllr Clive Parkinson said it is now for the Football Club to decide if they will proceed with this decision and asked the Clerk to liaise with the Club regarding their application.

**COMMITTEE
REPORTS**

(a) **Staffing Committee**

214/16, The report of the Staffing Committee meeting held on 6th September 2016 was presented by the Vice Chairman, Cllr Matthew Stringer.

215/16. It was proposed by Cllr Matthew Stringer, seconded by Cllr Clive Parkinson and unanimously agreed that the report is adopted.

(b) **Environment Committee**

216/15. The report of the Environment Committee meeting held on 6th September 2016 was presented by Cllr Matthew Stringer.

217/16. It was proposed by Cllr Matthew Stringer, seconded by Cllr Martin Trueman and unanimously agreed that the report is adopted.

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

218/16. The report of the Playing Fields & Cemetery Committee meeting held on 8th September 2016 was presented by Cllr Clive Parkinson.

(i) **Skatepark Project Working Group**

219/16. It was noted that Alan Carman was a member of the Skatepark Project Working Group and it was agreed to ask Cllr Bob Griffin to replace Alan on the group.

220/16. It was proposed by Cllr Clive Parkinson, seconded by Cllr Helen Harrison and unanimously agreed that the report is adopted.

(d) **Finance and Policy Committee**

221/16. The report of the Finance and Policy Committee meeting held on 22nd September 2016 was presented by Cllr Helen Harrison.

(i) **Election of Chairman of Finance & Policy Committee**

222/16. Following the election of Cllr Bob Griffin as Vice Chairman of Council earlier in the meeting, it is normal practice for the Vice Chairman of Council to also hold the position of Chairman of the Finance and Policy Committee and this was agreed.

223/16. It was proposed by Cllr Helen Harrison, seconded by Cllr Clive Parkinson and unanimously agreed that the report is adopted.

(e) **Town Development**

224/16. The report of the Town Development Committee meeting held on 27th September 2016 was presented by Cllr Maggie Tyrrell.

225/16. It was proposed by Cllr Maggie Tyrrell, seconded by Cllr Clive Parkinson and unanimously agreed that the report is adopted.

**PLANNING
APPLICATIONS**

The following planning application had been received and was considered:-

**PT16/3565/O Cleve Park, Land at Junction of Morton Way and Grovesend Road
(Revised Proposals)**

Residential development of up to 350 dwellings, including 14 self-build dwellings (all Use Class C3), development of a 70 unit elderly care facility (flexible use Class C2 and/or C3), development of up to 1,150 sq m floor space flexible community and/or commercial facilities (Use Classes A1, D1 and/or D2), and associated public open space and infrastructure. Access to be determined. All other matters reserved.

226/16. Cllr Maggie Tyrrell referred to the Local Facilities report compiled by Carney Green and said there are a lot of facts and figures that need to be checked.

PUBLIC PARTICIPATION

A resident of Morton Way said he had submitted his objections to the first set of plans and was concerned about all the revised documents that have come through piecemeal recently. He also spoke of his concern regarding the height of the proposed three storey buildings, which will dwarf the existing properties on Morton Way.

227/16. After some discussion it was agreed to hold a Special Town Development meeting on Tuesday 11 October at 7.00 pm when members have had time to study all the revised proposals on the Cleve Park application.

FINANCIAL MATTERS

(a) Accounts for Payment

228/16. The following accounts now due for payment were proposed by Cllr Benj Emmerson and seconded by Cllr Maggie Tyrrell for payment to be approved:-

Central Services

| | | |
|--------------------------------|--|--------|
| ALCA | Course Fee – Cllr C Parkinson | 95.00 |
| ALCA | Course Fee – Clare Nelmes | 95.00 |
| British Telecommunications plc | Telephone bill – Town Hall | 356.57 |
| Barcan+Kirby LLP | Professional fees for lease 67 High Street | 420.00 |
| The Consortium | Cleaning equipment & stationery | 225.64 |
| Cromhall Media Ltd | Text advertisement on mythornbury.co.uk | 20.00 |
| EDF Energy | Electricity Bill – Town Hall | 271.08 |
| Gas Sure Services Ltd | Gas Boiler testing | 75.00 |
| Horders (Thornbury Press) | Printing of Fair Trade Newsletters | 33.00 |
| Matrix BES Ltd | Electrical inspection | 864.00 |
| Graham Smith | Accountancy Support | 656.25 |
| Siemens Financial Services Ltd | Lease rental for photocopy machine | 369.44 |

Playing Fields & Cemetery

| | | |
|--------------------------------|-----------------------------------|----------|
| British Telecommunications plc | Telephone bill – Playing Fields | 71.13 |
| EDF Energy | Electricity Bill – Cemetery | 32.00 |
| EDF Energy | Electricity Bill – Playing Fields | 106.48 |
| Gas Sure Services Ltd | Gas Boiler testing | 150.00 |
| Graham Allen & Sons Ltd | Roofing of Pavilion | 9,600.00 |
| Murray Hire Centres Ltd | Hire of digger | 187.20 |
| Tytherington Parish Council | Purchase of Mower | 1,600.00 |
| Anderson Waste Management Ltd | Empty drainage system | 145.00 |
| Thornbury Motors Ltd | Petrol | 104.41 |

Environment

| | | |
|-------------------------------|--|-----------|
| Almondsbury Garden Centre | Wall Flowers | 488.88 |
| South Gloucestershire Council | Localism service – July/August/September | 10,172.45 |
| Thornbury Motors Ltd | Petrol | 56.95 |

Land & Property

| | | |
|-----------------------|--------------------|--------|
| Gas Sure Services Ltd | Gas Boiler testing | 150.00 |
|-----------------------|--------------------|--------|

Grants & Contingencies

| | | |
|---------|----------------------------|----------|
| L I T E | Xmas Lights – reimbursable | 3,090.00 |
|---------|----------------------------|----------|

(b) To receive an update on the External Audit

229/16. The Clerk informed members that the external audit has now been signed off by Grant Thornton and notice of conclusion of audit will be advertised.

(c) To consider Quotations for the Appointment of an Internal Auditor

230/16. The Clerk recommended that an internal audit is carried out twice a year for best practice and she tabled the following three quotations:-

| | |
|-------------------------------------|----------------|
| Audit Solutions Ltd | £420 / per day |
| IAC Audit & Consultancy Ltd | £345 / per day |
| South Gloucestershire Council Audit | £229/ per day |

231/16. Cllr Benj Emmerson proposed appointing South Gloucestershire Council Audit Services, this was seconded by Cllr Martin Trueman and unanimously agreed.

**DRAFT
COUNCIL
PLAN**

232/16. The Clerk had presented an initial draft Council Plan at the Finance and Policy committee meeting held on 22 September 2016 . This is a three year plan setting out Council's priorities and delivery plan until the next election in May 2019. This will now be taken forward by each committee.

**REMEMBRANCE
SUNDAY**

233/16. The Clerk informed members that the Remembrance Day parade will commence at 2.00 pm on Sunday 13th November and an invitation has been received from the vicar to the service at St. Mary's Church commencing at 2.30 pm. Cllr Matthew Stringer agreed to arrange the small reception at The Chantry after the service. The Deputy Clerk informed members that an application for the road closure has been submitted and signs ordered.

**ROCK STREET
CAR PARK**

234/16. The Clerk informed members that Rob Wiltsher of South Gloucestershire Council is consulting on a proposal to increase the number of parent and child parking spaces in Rock Street car park from the existing two spaces to seven.

235/16. After some discussion, in which members pointed out that the disabled spaces are not fully utilised so could they be made dual use, it was agreed to respond to Rob Wiltsher with the following comments:-

- (i) Is the current number of disabled car parking spaces meeting the standards and are these a recommendation or a requirement.
- (ii) Could some disabled spaces be made dual use with parent/child parking spaces.
- (iii) Could the parent child spaces be positioned at the end of rows to better utilise space and if the scheme goes ahead members would prefer to lose long stay spaces rather than short stay.

**GRANT
POLICY**

236/16. The Clerk had presented a revised grant application policy at the Finance and Policy Committee meeting held on 22 September 2016 which was referred to full Council for adoption.

237/16. It was unanimously agreed to adopt the revised grant's policy including a new timetable which is appended to these minutes.

**GRANT
APPLICATION**

238/16. An application for grant aid has been received from the Chamber of Commerce in conjunction with the Town Centre Partnership requesting a contribution for the printing of the Thornbury 'What's On' postcards to be enclosed with new residents packs.

239/16. It was proposed by Cllr Benj Emmerson that Council grants £370 to cover the cost of printing and the Chamber of Commerce covers the cost of distribution, this was seconded by Cllr Matthew Stringer and unanimously agreed.

**DEFIBRILLATOR
PROVISION**

240/16. Following the installation by Council of a defibrillator at the Mundy Playing Fields, consideration was given as to whether any additional defibrillators were required in the town. As far as members are aware, in addition to the new facility at the Mundy Playing Fields there are defibrillators sited at the Leisure Centre, the Dental Surgery and St. Mary's Centre. It was agreed that at the present time this should be sufficient provision.

**APPOINTMENT
OF RESPONSIBLE
FINANCIAL
OFFICER**

241/16. The Staffing Committee recommended the appointment of Mr. Graham Smith as Responsible Financial Officer (part-time). This was unanimously agreed by Council.

242/16. The Clerk requested that final budget setting is postponed as the R.F.O. has only just been officially appointed and she will arrange an additional meeting in November.

CORRESPONDENCE

(a) Sustainable Thornbury

243/16. An invitation has been received from Margaret Pinder to a talk entitled 'Community Energy Generation – the way forward' to be held on Wednesday 23rd November at The Chantry, commencing at 7.30 pm.

(b) South Gloucestershire Council – Health & Wellbeing Division

244/16. An invitation has been received for a Councillor Briefing on NHS financial and performance challenges and the need to finalise a Sustainability and Transformation Plan (STP) for Bristol, North Somerset and South Glos. This will be held at the South Gloucestershire Council offices, Badminton Road, Yate on 11 October at 6.00 pm.

NOTICES

245/16. The Clerk informed members that at the Thornbury in Bloom presentation evening the Town Council team were awarded the Perpetual Challenge Cup and the Town Hall awarded the Brian Shipp tankard. The Armstrong Hall also received a Silver award.