

THORNBURY TOWN COUNCIL

**Minutes of the Town Council (Grants) Meeting
held on Thursday 7 December 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
Clive Parkinson
Guy Rawlinson
Jayne Stansfield
Maggie Tyrrell
Gail Whitehead

Clare Nelmes (Town Clerk)
Wendy Sydenham (Administrator)

(Martin Trueman – absent)

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

Cllr Shirley Holloway (out of Thornbury)
Cllr Matthew Stringer (out of Thornbury)
Cllr Angela Symonds (out of Thornbury)
Cllr Lesley Tuck (out of Thornbury)

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

Cllr Clare Fardell declared an interest in any matters relating to the Over 60s Tea Room and Thornbury and District Volunteer Link. Cllr Bob Griffin declared an interest in any matters relating to Thornbury Christmas Lights Association. Cllr Helen Harrison declared an interest in any matters relating to Jigsaw Thornbury and Thornbury Baptist Church.

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

276/17. The Chairman reported that she had been very pleased to be part of the very successful first Thornbury Park Run which took place in the Mundy Playing Fields on Saturday 18 November 2017. The event had generated a lot of publicity for Park Run and for Thornbury. The Chairman reported that she was very much looking forward to the festive season and all of the Christmas events that were taking place in Thornbury over the next few weeks.

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

277/17. The Chairman welcomed Mr Graham Corpe, a Thornbury resident, to the meeting. It was agreed to bring item 9 (e) forward on the agenda (see below).

5. **To consider and approve the Minutes of full Council on 14.11.17 and any matters arising from them**

278/17. The Minutes of the Council meeting held on 14 November 2017 were proposed as a correct record by Cllr Clive Parkinson, seconded by Cllr Benj Emmerson and signed by the Chairman.

6. **To consider and approve small grant applications for 2017/18**

279/17. Small grant applications for 2017/18 were received and considered in detail by Council. Grants were approved for payment as follows:-

<i>Name of Organisation</i>	<i>Amount Awarded</i>
Northavon Youth Theatre Company	£500.00
Brandon Trust	£500.00
Thornbury Lipreaders	£250.00
Jigsaw Thornbury	£500.00
Thornbury Duke of Edinburgh Award Centre	£480.00
Thornbury Chamber of Trade	£550.00
Total	£2780.00

280/17. It was agreed that the application for Recycled Teenagers would be deferred until the supporting paperwork could be provided. The application would then be reconsidered by Council.

281/17. The Clerk advised that the application from the Thornbury Junior Squash Club did not meet several aspects of the criteria in Council's Small Grants Policy. Cllr Guy Rawlinson proposed that this application was not supported. The proposal was seconded by Cllr Helen Harrison and unanimously agreed.

7. **To consider and recommend provisional revenue grant applications for 2018/19**

282/17. Revenue grant applications for 2018/19 were received and considered in detail by Council. The following grants were given provisional approval for payment in 2018/19 (dependent on budget setting as approved by Council in January 2018):-

<i>Name of Organisation</i>	<i>Amount Awarded</i>
Thornbury and District Heritage Trust	£3450.00
Krunch South West	£13500.00
Thornbury and District Volunteer Link	£4175.00
Jigsaw Thornbury	£3120.00
Thornbury Arts Festival Trust	£950.00
Four Towns and Vale Link Community Transport	£1000.00
Thornbury Community Composting	£1000.00
Thornbury in Bloom	£1500.00
StreetSpace (Thornbury Baptist Church)	£2860.00
Thornbury and District Community Association	£4100.00
Over 60's Tea Room	£4640.00
Citizens Advice South Gloucestershire	£3850.00
Thornbury Carnival CIC	£1300.00
Thornbury Christmas Lights Association	£1100.00
Total	£46545.00

283/17. It was agreed that the award provisionally allocated to Krunch South West was subject to the provision of supporting paperwork.

8. **To consider the following matters related to Council finance**

(a) **To approve the Accounts for Payment**

284/17. The following accounts now due for payment were proposed by Cllr Helen Harrison and seconded by Cllr Benj Emmerson for payment to be approved:-

ACCOUNTS PAID OUT OF MEETING

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

ACCOUNTS NOW DUE FOR PAYMENT

Central Services

Apogee	Photo Copy Charges	110.51
Bradley Stoke Town Council	First Aid Training Course x7	140.00
Bradley Stoke Town Council	Fire Training Course	40.00
British Telecommunications plc	Telephone Bill – TH	445.07
Consortium	Cleaning utensils & stationery	109.16
Consortium	Cleaning utensils	24.70
EDF Energy	Electricity Bill – TH	377.69
Corona Energy	Gas Bill	108.18
Lemon Gazelle	Presentation for Neighbourhood Plan	800.00
Pitney Bowes	Franking Machine Top Up	107.00
TDCA (Chantry)	Room Hire – Remembrance Day	52.30
Melrose (UK) Ltd	Licensing Course Fee – Louise Powell	150.00

Playing Fields & Cemetery

Brass Founders	Brass Plaque	174.22
British Telecommunications plc	Telephone Bill – MPF	42.45
EDF Energy	Electricity Bill - MPF	54.40
EDF Energy	Electricity Bill – Chapel	18.08
Corona Energy	Gas Bill	137.03
Complete Weed Control	Chemical Weed Control to Pitches	240.00
Matrix Bes Ltd	Replace Faulty Light Fitting – Cemetery	151.39
Savery & Son	Lock Replacement – MPF	33.47
SJ & VJ Howell	Hedge Trimming	480.00
Sullivans	Chain Oil	23.50
Thornbury Motors	Petrol	168.28
T H White	Oil	78.18

Environment

GAP Supplies	Cement	92.88
South Glos Council	Inspection Fee – Drop Kerb Application	57.90

Grants & Contingencies

EDF Energy	Electricity Bill – Museum	338.38
Corona Energy	Gas Bill	69.34
Steamers	Community Toilet Scheme	150.00
The Swan	Community Toilet Scheme	250.00
Armstrong Hall	Community Toilet Scheme	250.00
Papilio (Heritage)	Community Toilet Scheme	250.00
The Malt House	Community Toilet Scheme	150.00

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

285/17. The Clerk advised that all Councillors should have received a letter from Unity Trust confirming instructions for accessing the online authorisation system, and encouraged those who had not completed this to do so as soon as possible. The Unity Trust accounts are now open and we are awaiting the transfer of funds from our current bank.

(c) To consider a draft Council budget for 2018/19

286/17. A draft Council budget had been circulated. The Clerk advised that she would update the document with the amounts agreed for the revenue grant applications and re-circulate to Councillors. The Clerk reported two additional changes that would need to be made. The vehicle that had been thought to need replacing was now confirmed as repairable, and the new Data Protection legislation would involve additional costs to cover IT changes and training, likely to be in the region of £2000-3000. The Clerk also advised that South Gloucestershire Council had confirmed the Local Council Tax Grant would be reduced by a third, but that the tax base of Thornbury had increased which would help to spread any increase in expenditure.

287/17. Council noted the draft budget and thanked the Clerk and the RFO for their work on this. The Budget Working Group would continue discussions on the draft budget and report back in January. It was hoped that the budget could be agreed in January either at Council meeting or the Finance and Policy Committee meeting, and the order of these meetings could be changed if necessary.

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

288/17. Council considered the following planning and licensing applications and agreed the following comments for submission to South Gloucestershire Council:-

(a) PT17/5239/CLP 24 Millfield, Thornbury, BS35 1JL
Application for a Certificate of Lawfulness for proposed single storey side extension.
No objection.

(b) PT17/5072/PDR 48 Hopkins Close, Thornbury, BS35 2PX
Erection of single storey rear extension to form additional living accommodation.
No objection.

(c) PT17/5202/LB First and Second Floor, 14 High Street, Thornbury
Change of use from first/second floor ancillary office and storage to 3 no. self contained apartments (Class C3) with associated works, as defined in Town and Country (Use Classes) Order 1987 (as amended).
OBJECT, due to loss of employment premises.

(d) PT17/4618/F Eastcote Cottage, Crossways Lane, Thornbury
Erection of two storey front extension to provide additional living accommodation. Erection of detached garden room and alterations to boundary wall.
No objection.

(e) PT17/4472/F The Council Offices, Castle Street, Thornbury, BS35 1HF
Erection of 7 no. retirement dwellings to include landscaping, parking and associated works.

Mr Graham Corpe, resident of Thornbury, attended the meeting to highlight concerns regarding this planning application and had provided Council with a copy of his own comments to South Gloucestershire Council Planning Department. In particular it was noted that this application would use land previously agreed to be set aside for landscaping and car parking. This change would increase the pressure on

parking in surrounding roads and adversely affect the views from both inside and outside the development. Council agreed that it would strongly OBJECT to this application, and support the views contained in Mr Corpe's comments to the Planning Department. The Chairman thanked Mr Corpe for attending the meeting.

The issue of car parking in that part of Thornbury was discussed generally, including the South Gloucestershire Council parking permit scheme, and it was agreed that this should be discussed at a future meeting of the Town Development Committee.

(f) PT17/5176/F 7 Speedwell Close, Thornbury, BS35 1UD
Erection of single storey front extension to form porch and office. Demolition of existing conservatory and erection of single storey rear extension to form additional living accommodation.
No objection.

(g) PT17/2856/F Land off Mumbleys Lane, Mumbleys Lane, Thornbury
Erection of agricultural building and 2 no. poly tunnels (revised plans).
OBJECT – the revised plans do not address Council's previous concerns, therefore Council continues to object as the size of the poly tunnels appears excessively large in relation to the size of the property.

10. **To confirm the appointment of a new Town Clerk**

289/17. The Clerk reported that following a successful recruitment process and the receipt of satisfactory references, she was pleased to recommend the recruitment of Louise Powell as the new Town Clerk with a starting date of 2 January 2018. Cllr Guy Rawlinson proposed that the appointment be formally confirmed by Council, Cllr Helen Harrison seconded the proposal and it was unanimously agreed.

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

290/17. The Clerk asked for clarification on Council's response to the South Gloucestershire Council consultation on the Disqualification of Councillors. It was confirmed that Council had noted the consultation and were happy with its contents.

291/17. The Clerk confirmed that the Town Hall office would close for Christmas at midday on Friday 22 December 2017 and would reopen on Tuesday 2 January 2018. The Clerk confirmed that she would be on call and contactable during this time. Ground staff would be on duty over the Christmas period with the exception of Christmas Day, Boxing Day and New Year's Day.

292/17. The Clerk confirmed that Sue Horsfall would very shortly be retiring and her last working day would be Wednesday 20 December 2017.