

**THORNBURY**  
**TOWN COUNCIL**

**Minutes of the Town Council Meeting**  
**held on Tuesday 30<sup>th</sup> August 2016 in the Council Chamber**

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

Cllrs. Alan Carman  
Angela Symonds  
Guy Rawlinson  
Vincent Costello  
Shirley Holloway  
Clare Fardell  
Pam Shipp  
Lesley Tuck  
Gail Whitehead  
Clive Parkinson  
Maggie Tyrrell  
Bob Griffin  
Matthew Stringer

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

**Apologies:** None received.

**Absent:** Cllrs. Benj Emmerson  
Martin Trueman

**MEMBERS**  
**DECLARATIONS**  
**OF INTEREST**

None received.

**CHAIRMAN'S**  
**REMARKS**

175/16. Cllr Helen Harrison wished to say that she had met with a representative of Thornbury Rotary Club who has been carrying out an audit of hearing loops in the town and he had commented that the Town Hall system is one of the best in the town.

**PUBLIC**  
**PARTICIPATION**

Mr Lavender, a Thornbury resident for over fifty years expressed his concern at the proposal by Thornbury Town Football Club to make improvements to the football facilities at the Mundy Playing Fields, which includes a spectator stand and enclosure of a pitch with a 1.85m high fence. He questioned whether it is right, given Violet Mundy's legacy of the playing fields to the people of the town to remove a whole area permanently from use by the general public.

Cllr Clive Parkinson assured Mr. Lavender that his view given this evening, along with others from the consultation will be taken into account when the Playing Fields and Cemetery Committee consider the proposal.

**MINUTES OF**  
**COUNCIL**  
**MEETING**

176/16. The minutes of the Town Council meeting held on 9<sup>th</sup> August 2016 were proposed as a correct record by Cllr Matthew Stringer seconded by Cllr Gail Whitehead and signed by the Chairman.

**MATTERS  
ARISING**

(a) Buckover Garden Village Proposal – Expression of Interest

177/16. The Clerk informed members that she has sent a letter to DCLG with a copy to South Gloucestershire Council and Falfield Parish Council as instructed but has not, as yet, received a reply.

(b) 7 The Plain – Application to vary the Premises Licence

178/16. Cllr Shirley Holloway commented that she had attended a meeting held at the former Mezze, 7 The Plain and her fears regarding the application for Variation to the Premises License were allayed. Cllr Bob Griffin stated that there is still the issue that patrons can potentially go in and out after 11.30 pm, which no other public house in the town allows. Cllr Clive Parkinson commented that the only thing that will satisfy him; is if the application is withdrawn and therefore conforms to the existing licence.

**PUBLIC  
PARTICIPATION**

Mrs Joan Hall commented that she agreed with Cllr Parkinson and she is quite sceptical after residents were asked if they would like to withdraw their previous objections.

179/16. Cllr Clive Parkinson proposed that he would like it recorded that following the meeting at the premises last week, the objections Town Council has already submitted to South Gloucestershire Council still stand. This was seconded by Cllr Guy Rawlinson, a vote taken and the motion carried with Cllr Shirley Holloway voting against, and two abstentions.

**NOTES FROM  
MEETINGS**

(a) Site Meeting concerning Road Safety on Gloucester Road – 18 August 2016

180/16. The notes of the site meeting arranged by Town Council and held in Gloucester Road with Rob Wiltsher, Assistant Engineer for South Gloucestershire Council and five residents had been circulated.

**PUBLIC  
PARTICIPATION**

A resident of Gloucester Terrace acknowledged that it is a very dangerous road and would welcome any safety improvements but pointed out that the pavement is already very narrow and if parking is allowed in the area there will not be room for pushchairs to pass.

181/16. Cllr Clive Parkinson commented that these views will be passed onto Rob Wiltsher and it is hoped that the requested road markings and signage will be authorised shortly.

(b) Meeting with Tortworth Estate on the Proposed Buckover Garden Village

182/16. The notes of the meeting held on 16<sup>th</sup> August 2016 with Robert Moreton (Tortworth Estate), Rob Garnham (Mediation in Planning) and Mark Chadwick (Hunter Page Planning) had been circulated and were noted. They are also published on the Town Council website.

**PLANNING  
APPLICATIONS**

183/16. The Clerk informed members that a major planning application has been received for Land West of Gloucester Road and she has requested an extension to the consultation period in order that it can be considered at the next Town Development Committee meeting.

184/16. The following planning applications were received and considered and it was resolved to send the following consultation responses to South Gloucestershire Council:-

- a. [PT16/4534/F](#) **63 Cumbria Close**  
*Alteration to existing side elevation from flat roof to pitched roof and extension to front elevation to form porch area.*  
 NO OBJECTION
- b. [PT16/4563/F](#) **25 Oakleaze Road**  
*Erection of front porch and single storey rear extension to form additional living accommodation.*  
 NO OBJECTION
- c. [PT16/4658/F](#) **69 Gloucester Road**  
*Erection of two storey side and single storey rear extension to provide additional living accommodation.*  
 NO OBJECTION
- d. [PT16/4291/PNA](#) **Yew Tree Farm, Upper Morton**  
*Prior notification of the intention to erect an agricultural building for the storage of machinery and animal food.*  
 NO OBJECTION
- e. [PT16/4536/F](#) **2 Homefield**  
*Erection of a single storey side extension to form an attached garage.*  
 NO OBJECTION
- f. [PT16/4572/F](#) **Crossways Infants and Junior School, Knapp Road**  
*Erection of single storey pre-school building with enclosed external play area.*  
 NO OBJECTION, but the Town Council would wish to see concerns about drainage, trees and highways considered.
- g. [PT16/4648/ADV](#) **First Floor, 29A High Street**  
*Display of 1 no. non-illuminated fascia sign, 1 non-illuminated hanging sign and 1 no. non-illuminated wall sign*  
  
 Thornbury Town Council wishes to OBJECT to the signage on the wall due to the visual impact in the Conservation Area. There is no objection to the sign above the door and the hanging sign.
- h. [PT16/4726/ADV](#) **Plots 10-13 Bramley Fields, Land off Butt Lane.**  
*Display of various signs as stated in the schedule submitted.*  
  
 NO OBJECTION
- i. [PT16/4860/TCA](#) **The Vicarage, 27 Castle Street.**  
*Works to fell 1no. Apple tree situated in the Thornbury Conservation Area*  
  
 NO OBJECTION, subject to approval by the South Gloucestershire Tree Officer and suitable compensatory planting.

**CONSULTATION DOCUMENTS**

(a) Proposed Post Office Relocation

185/16. The Clerk had circulated details of a 6 week local public consultation being carried out by the Post Office to move the existing Post Office from 9 High Street to St. Mary's Shopping Centre (16-18 Quaker Lane). This is to offer a modern open plan branch in newly refurbished premises with longer opening hours.

186/16. Cllr Alan Carman commented that a request should be made to Royal Mail for an additional post box near the new premises if the move goes ahead. It was also agreed that in addition, the existing post box should remain outside the Co-op in the High Street. The Clerk commented that so far there seemed to be general public support for the move, but concern has been raised by some less mobile people that there will be no vehicular access if it moves to St. Mary Centre. However, there should be improved accessibility inside the premises.

(a) Policies, Sites and Places Plan – Proposed Plan Submission

187/16. The Clerk tabled a draft response to the Policies, Sites and Places Plan (PSPP) outlining the key points, which were discussed. It was agreed that the Clerk submit this document as Council's official response with a few minor agreed changes. A copy of the submitted response will be published on the Town Council website in due course.

**FINANCIAL STATEMENT**

188/16. (a) The financial statement for July had been circulated and was noted.

**ACCOUNTS FOR FOR PAYMENT**

189/16. (b) Resolved that the following accounts paid out of meeting be approved:-

|                               |                            |         |
|-------------------------------|----------------------------|---------|
| South Gloucestershire Council | Rates (August) – Town Hall | 1305.00 |
| South Gloucestershire Council | Rates (August) – Cemetery  | 281.00  |
| Corona Energy                 | Gas bill – Town Hall       | 81.01   |
| Corona Energy                 | Gas bill – Museum          | 55.19   |
| Corona Energy                 | Gas bill – PFC             | 63.34   |
| EDF Energy                    |                            |         |

(b) The following accounts now due for payment were proposed by Cllr Clare Fardell and seconded by Cllr Clive Parkinson for payment to be approved:-

**Central Services**

|                          |                                      |        |
|--------------------------|--------------------------------------|--------|
| Petty Cash               |                                      | 150.00 |
| Danwood                  | Photocopier extra copy charge        | 37.40  |
| Information Commissioner | Data protection registration renewal | 500.00 |
| Pitney Bowes Ltd         | Rate change                          | 47.94  |
| SUEZ                     | Waste Collection                     | 249.80 |
| Graham Smith             | Accountancy Support                  | 465.00 |
| Newey & Eyre             | Light Fittings                       | 28.95  |
| Newey & Eyre             | Light Fittings                       | 25.80  |
| Newey & Eyre             | Light Fittings                       | 26.12  |

**Playing Fields & Cemetery**

|                                      |                               |        |
|--------------------------------------|-------------------------------|--------|
| Bowcom                               | Bowgrass                      | 281.23 |
| Bob Lloyd Welding                    | Repairs to Skate park Railing | 240.00 |
| Gloucestershire Playing Fields Assoc | Membership 2016 – 17          | 100.00 |
| Silvey Oil Fuel Specialists          | Gas oil                       | 402.28 |
| TCS Country Supplies                 | Rubber Safety Mat             | 133.64 |
| Travis Perkins Trading Co Ltd        | Sealant etc                   | 12.34  |
| Travis Perkins                       | Cement, Postcrete, Ballast    | 79.50  |
| Wicksteed Playgrounds                | Swing Seats                   | 696.58 |
| Broxap                               | Safety Net Hook               | 30.24  |
| Hags SMP Ltd                         | Shackle and flat swing seat   | 164.40 |
| T H White Ltd                        | Machine hire                  | 288.00 |

## Land & Property

E.ON

Gas & Electricity – 67a Flat High Street

53.60

### ELECTRICAL TESTING

190/16. The Clerk tabled 4 quotations received for a full electrical test of the Town Hall based on 63 circuits. It was agreed to appoint Matrix BES Ltd to carry out the electrical test.

191/16. Quotations had also been received for Portable Appliance Testing (PAT) at the Town Hall. It was agreed to appoint Insight Electrical to carry out PAT testing of all appliances in the Town Hall, excluding those in the Police Offices.

### RECOGNITION OF OLYMPIC MEDALLIST

192/16. Cllr Shirley Holloway proposed that recognition of Sally Conway's success at the Rio Olympics in gaining a bronze medal is made by way of a presentation from Council. Sally was brought up in the Thornbury area and Cllr Helen Harrison informed members that Sally is willing to perform the 'switch on' of the Christmas Lights this year. Members welcomed this information and as Sally currently lives in Scotland it was agreed that perhaps a presentation could be made on the same day as the switch on.

### CESSATION OF FOOD FAIRS

193/16. Members had been disappointed to learn that no more Food Fairs will be held on a quarterly basis in Castle Street. This was due to a number of factors, in particular the loss of parking for stall holders who had previously used the South Gloucestershire Council car park in Stokefield Close. It was agreed that Penny Skinner has worked particularly hard in organising the Food Fairs and the Clerk was asked to write and express Council's appreciation.

### PROPOSAL TO LICENCE THE TOWN HALL

194/16. A recent request had been made by a Thornbury resident as to whether consideration could be given to licensing the Town Hall as a venue for wedding ceremonies. At present there is no venue in the Thornbury area to hold just a wedding ceremony as opposed to booking an entire wedding package with a reception. The Clerk had made some initial enquiries with South Gloucestershire Council and we would need to be visited for a pre-application check, before completing an application form and paying a non-refundable fee of £2,800 for a 3 year licence. Two rooms would need to be available so the Council Chamber and Exhibition Room would be ideal. The Clerk estimated that we would need to hold approximately 10 ceremonies a year to cover costs.

195/16. Cllr Gail Whitehead commented that she thought it would be a good business opportunity and in her opinion 10 ceremonies a year would be achievable. However, it will be extra work as a member of staff would need to be present at all times.

196/15. Cllr Clive Parkinson proposed that the Clerk arranges a pre-application visit and undertakes further feasibility work into demand, possible income generation and associated operational issues and reports back to a future meeting. This was seconded by Cllr Bob Griffin and unanimously agreed.

### OFFICES 67 HIGH STREET

197/16. The Clerk informed members that the new 5 year lease with Age UK has been prepared and it was agreed to authorise the Clerk to sign it on behalf of Council.

## STAFFING MATTERS

(a) Approval of Job Description for Responsible Financial Officer

198/16. A draft job description for the post of part-time Responsible Financial Officer to the Town Council and Treasurer to the Armstrong Hall Registered Charity had been circulated to members. It was proposed by Cllr Guy Rawlinson, seconded by Cllr Alan Carman and unanimously agreed to authorise the Clerk to commence the recruitment process.

(b) Staffing Committee

199/16. The Clerk informed members that the first meeting of the Staffing Committee will be held on Tuesday 6<sup>th</sup> September commencing at 6.30 pm.

(c) Resignation of Armstrong Hall Supervisor

200/16. The Clerk informed members that she has received a letter of resignation from the Armstrong Hall Supervisor, Brian Haley giving 3 months notice. Recruitment for this post will be considered at the Staffing Committee meeting to be held on 6<sup>th</sup> September.

(d) Recruitment of Part-Time Cleaner for Town Hall

201/16. The Clerk informed members that interviews have taken place for a replacement part-time cleaner at the Town Hall and a lady has been offered the position subject to references.

## CORRESPONDENCE

(a) Removal of Telephone Boxes

202/16. Notification has been received from South Gloucestershire Council that BT is looking to remove payphone boxes in South Gloucestershire but it is not known yet whether Thornbury will be affected. The information was noted.