

THORNBURY
TOWN COUNCIL

Minutes of the Meeting of the Town Council
held on Tuesday 14th June 2016 in the Council Chamber

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

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

Mrs S Richardson (Deputy Town Clerk)
Mrs M Sealey (Administrator)

Apologies: Cllr. Clare Fardell

PUBLIC
PARTICIPATION

Eva Fielding raised her concern with Council about the lack of affordable housing in the Thornbury area and she is disappointed that she cannot afford to live in the constituency she has grown up in. The Chairman said members are very aware of the problem but unfortunately this Council can only pass comment to South Gloucestershire Council. It was suggested that Eva writes to South Gloucestershire Council Officers and perhaps attend one of their public meetings.

CHAIRMAN'S
REMARKS

115/16. Cllr Helen Harrison gave details of the following Mayoral events she has attended since the last meeting:-

- (i) Attendance at events held at Castle School, Crossways School, St. Mary's School and Manorbrook School.
- (ii) Arabian Belly Dancing evening organised by Jigsaw, Thornbury.
- (iii) Concert for Christian Aid.
- (iv) 'Stood in the Stream' at the Mundy Playing Fields for Christian Aid.
- (v) An evening with 'Krunch'
- (vi) Awareness raising event for Brain Tumour Support.
- (vii) Opening of the refurbished Thornbury Lawn Tennis Clubhouse and the refurbished public tennis courts at the Mundy Playing Fields.

116/16. The Chairman welcomed Clare Nelmes to the meeting and reported that Clare will commence her employment as Town Clerk on Monday 20th June 2016. This week Graham Smith has started working part time as Council's Responsible Financial Officer on a temporary consultancy basis.

117/16. Cllr Helen Harrison announced the launch of the Mayor's Youth Award for 2016/17, which is open to all young people living in Thornbury.

**MINUTES OF
COUNCIL
MEETING**

118/16. The minutes of the Annual General Meeting held on 3rd May 2016 were proposed as a correct record by Cllr Clive Parkinson, seconded by Cllr Shirley Holloway and signed by the Chairman.

**MATTERS
ARISING**

(a) Development of Land

119/16. Cllr Shirley Holloway asked if a response had been received from Cllr Matthew Riddle or Luke Hall MP to the letters sent regarding further housing developments in Thornbury. The Deputy Clerk informed members that no acknowledgements have been received and Cllr Shirley Holloway requested that follow up letters are sent.

CORRESPONDENCE

(a) Inspire Arts Trust

120/16. A thank you letter has been received from Inspire Arts Trust for the grant given.

(b) Volunteer Centre Thornbury

121/16. A letter of thanks from Kim Webb on behalf of the Management Committee and volunteers of Thornbury Volunteer Centre has been received for the allocation of grant for 2016/17.

(c) South Gloucestershire Council – Consultation on Proposed Waiting Restrictions and Disabled Parking Bay, St. Mary’s School, Church Road

122/16. An invitation to participate in the South Gloucestershire Consultation on proposed waiting restrictions and disabled parking bay at St. Mary’s School, Church Road had been e-mailed. Cllr Clive Parkinson commented that the proposals make sense.

**INCOME &
EXPENDITURE
ACCOUNTS**

123/16. The Income and Expenditure Accounts for 2015/16 were tabled and presented for approval. Cllr. Alan Carman asked if would be possible to have a brief summary presented with the accounts in the future highlighting any key issues. It was agreed to produce this next year. The Chairman countersigned the certification made by the Responsible Financial Officer.

**ANNUAL
RETURN FOR
YEAR ENDED
31.03.16**

124/16. The Accounting Statements for year ended 31st March 2016 were proposed as a correct record by Cllr Clive Parkinson, seconded by Cllr Bob Griffin and signed by the Chairman.

125/16. The Annual Governance Statement was considered and it was unanimously agreed that assurance could be given that a sound system of internal control was adhered to in the preparation of the accounting statements and was signed by the Chairman.

**INTERNAL
AUDITOR’S
REPORT**

126/16. The Internal Auditor’s report completed on 13th June 2016 was tabled. The Internal Auditor brought the following matters to members’ attention:-

- (i) The routine of initialling cheques by the signatories should be picked up again as part of the internal control.
- (ii) External Audit have pointed out that Standing Orders require updating. Standing Orders, Financial Regulations and Risk Assessments should be reviewed on a regular basis to strengthen the internal control.
- (ii) It is now suggested that cheque requests should be accompanied by an indication of the section which authorises it as part of the internal control.

**REVIEW OF
SUMMER
MEETING DATES**

127/16. This agenda item had been requested by the Chairman as she wished members to reconsider if it is necessary to have a scheduled recess meeting in August. The Deputy Clerk informed members that the recess meeting had been reintroduced in 2015 having been withdrawn for the year 2014. After some discussion it was proposed by Cllr Benj Emmerson to leave the recess meeting as scheduled for this year and review it with the Town Clerk next year.

**ENVIRONMENT
COMMITTEE**

128/16. The report of the Environment Committee meeting held on 10th May 2016 was presented by the Chairman, Cllr Matthew Stringer.

Matters Arising

(a) **Town Centre Directional Signage**

129/16. Cllr Matthew Stringer reported that the new directional signs are now in place and the Chairman thanked Cllr Guy Rawlinson for his work in sourcing the signage.

130/16. It was proposed by Cllr Matthew Stringer, seconded by Cllr Guy Rawlinson and unanimously agreed that the report is adopted.

**PLAYING FIELDS
AND CEMETERY**

131/16. The report of the Playing Fields and Cemetery Committee meeting held on 12th May 2016 was presented by the Chairman, Cllr Clive Parkinson.

Matters Arising

(a) **Skatepark – User Group and Proposed Improvements**

132/16. Cllr Clive Parkinson reported that the Youth Worker, Dan Potter would like Council to endorse the installation of the cafe at the Skatepark as the first phase in the improvements programme. The estimated cost of installation is £15,000 and Council has set aside £5,000 to be used for the development of the cafe site and the operation of the cafe will be overseen by Penny Baker.

133/16. It was proposed by Cllr Clive Parkinson, seconded by Cllr Martin Trueman and unanimously agreed that the report is adopted.

**FINANCE &
POLICY**

134/16. The report of the Finance and Policy Committee meeting held on 26th May 2016 was presented by the Chairman, Cllr Alan Carman.

Matters Arising

(a) **Youth Provision in Thornbury – Potential Changes to Youth Services Funding**

135/16. The Deputy Clerk referred to the decision to grant £10,000 to Krunch and informed members that this will be classed as a Section 137 payment.

136/16. It was proposed by Cllr Alan Carman, seconded by Cllr Matthew Stringer and unanimously agreed that the report is adopted.

**TOWN
DEVELOPMENT**

137/16. The report of the Town Development Committee meeting held on 24th May 2016 was presented by the Chairman, Cllr Maggie Tyrrell.

Matters Arising:-

(a) Car Parking – Reconfiguration of Layout in Rock Street

138/16. Cllr Maggie Tyrrell reported that a response has now been received from South Gloucestershire Council and unfortunately as there is no money in the budget for this work it will have to be placed in their Capital Program.

139/16. It was proposed by Cllr Maggie Tyrrell, seconded by Cllr Clive Parkinson and unanimously agreed that the report is adopted.

PLANNING APPLICATIONS

140/16. Council considered a number of planning applications and their comments for forwarding to South Gloucestershire Council are shown on the attached schedule.

(Cllr Vincent Costello left the meeting)

ACCOUNTS FOR PAYMENT

141/16. (a) Resolved that the following accounts paid out of meeting be approved:-

EDF Energy	Electricity Bill – MPF	102.97
EDF Energy	Electricity Bill – Museum	495.02
EDF Energy	Electricity Bill – Cemetery	15.46

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

Central Services

Ian A Selkirk	Audit of accounts	330.00
Amazon	Vacuum Cleaner	43.00
Petty Cash		150.00
Sage UK Ltd	Sage payroll cover	1222.80
Danwood Group Ltd	Extra copy charge	45.18
British Telecommunications plc	Telephone bill – Town Hall	353.46

Playing Fields & Cemetery

Thornbury Motors Ltd	Petrol	133.95
Travis Perkins	Cement	16.44
Sullivans	Rotary Mower	319.00
Sullivans	Strimmer line	39.00
Countrywide Farmers plc	Shears	19.99
Brass Founders	Brass Plaque	114.56
Brass Founders	Brass Plaque	122.98
Veolia ES (UK) Ltd	Waste collection	255.77
Veolia ES (UK) Ltd	Waste collection	139.42
Advanced Security Systems Ltd	To supply and fit monitor	318.00
AMS Drain Services Ltd	Empty septic tank	414.00
British Telecommunications plc	Telephone bill – PFC	36.86

Environment

Thornbury Motors Ltd	Petrol	89.30
Almondsbury Garden Centre	Hanging Baskets	4927.16
Almondsbury Garden Centre	Compost	60.00
Hawkins of Thornbury	Wood stain etc	43.79

Land & Property

Hawkins of Thornbury	Lamp holders	3.38
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Grants & Contingencies

The Wheatsheaf (Steamers Ltd)	Toilet Scheme Grant	150.00
The Swan	Toilet Scheme Grant	250.00
Armstrong Hall	Toilet Scheme Grant	250.00
Mr M Chittenden	Winding clock at Wildings Store for 6 months	37.50
Thornbury Community Garden	Grant	150.00
Krunch	Grant	10,000.00
Jigsaw	Grant	750.00

REPORTS FROM**REPRESENTATIVES**

(a) Town Centre Partnership

142/16. Cllr Helen Harrison reported that the Vice Chairman, Cllr Alan Carman has been co-opted onto the Town Centre Partnership group for the ensuing year.

THORNBURY TOWN COUNCIL

PLANNING APPLICATIONS considered on 14th June 2016 (Circulated)

DATE	REF. NO	LOCATION	PROPOSAL	COMMENT	PLANNING DECISION
24.05.16	PT16/3140/RVC	West Park House Midland Way	Variation of Condition of PT15/4068/RVC to substitute site layout plan 194/02A with plan A-669 05 P15 received by the Council on 23 rd May 2016.	No objection.	
25.05.16	PT16/2878/F	31 Eastland Avenue	Demolition of existing side store. Conversion of existing dwelling to form 2 no. separate dwellings with parking areas and associated works.	No objection.	
26.05.16	PT16/3193/F	CVA House 2 Cooper Road	Sub-division of existing building into two units. Unit 1 offices (Class B1) and Unit 2 nursery (Class D1) as defined in Town and Country Planning (Use Classes) Order 1987 (as amended). External alterations to include installation of disabled ramp to front elevation, alterations to doors and windows, installation of electrical plant area. Construction of outdoor play areas and reconfiguration of car park.	No objection.	

DATE	REF. NO	LOCATION	PROPOSAL	COMMENT	PLANNING DECISION
27.05.16	PT16/3264/F PT16/3267/LB	The Barn Park Farm Butt Lane	Erection of single storey extension to facilitate conversion of cart shed to 1 no. dwelling with associated works.	No objection.	
27.05.16	PT16/2873/PNH	4 Orchard Avenue	The erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 3.4 metres, for which the maximum height would be 3.5 metres, and for which the height of the eaves would be 2.5 metres.	No objection.	
14.06.16	PT16/2874/PNH	6 Orchard Avenue	As above.	No objection.	
01.06.16	PT16/3217/F	Croft Barn Crossways Lane	Erection of a first floor side and single storey side extension to provide additional living accommodation.	No objection.	
01.06.16	PT16/3311/F	Yew Tree House Down Road Alveston	<i>Adjoining Parish Consultation</i> Erection of a single storey side and rear extension to provide additional living accommodation.	No comment.	
02.06.16	PT16/3465/F	'Fairway' Bristol Road	Erection of detached garage and store.	No objection.	

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PLANNING APPLICATIONS considered on 14th June 2016 (to be tabled)

DATE	REF. NO	LOCATION	PROPOSAL	COMMENT	PLANNING DECISION
09.06.16	PT16/2744/ADV	31-33 High Street	<u>Revised Plan</u> Display of 1 no. externally illuminated fascia sign and 1 no. externally illuminated projecting sign.	No objection.	
09.06.16	PT16/2537/RVC	Four Winds Morton Street	Removal of Condition 3 attached to planning permission PT05/3302/F to allow the existing annexe to be converted into a separate dwelling.	OBJECT - the property is situated outside the town development boundary.	
10.06.16	PT16/2637/F PT16/2639/LB	Thornbury Castle Castle Street	Erection of extension to provide 15 No. additional hotel rooms, spa, restaurant and function room. Relocation of car park and 'back of house' functions and associated works.	Councillors support the application and the economic benefits it could bring to the town as long as the development is sensitive to the historic building and its setting.	
10.06.16	PT16/1881/F	The Chalet Thornbury Hill Alveston	<u>Revised Plan</u> Erection of single storey extensions and alterations to facilitate conversion of 2 no. barns to form 1 no dwelling with associated works.	No objection.	

DATE	REF. NO	LOCATION	PROPOSAL	COMMENT	PLANNING DECISION
13.06.16	PT16/3631/F	Willow Tree Cottage Old Gloucester Road	Demolition of existing side extension and erection of a two storey side and a single storey side and rear extension to provide additional living accommodation	OBJECT – the scale and design are not considered to be in keeping with the location.	
13.06.16	PT16/3665/O	Cleve Park Land at Junction of Morton Way and Grovesend Road	Residential development of 350 dwellings, including 14 self build dwellings (all Use Class C3), development of a70 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.	Referred to Town Development Committee meeting to be held on 5 th July.	