

**THORNBURY**  
**TOWN COUNCIL**

**Minutes of the Meeting of the Town Council**  
**held on Tuesday 16<sup>th</sup> June 2015 in the Council Chamber**

**Present:** Cllr. Guy Rawlinson (Chairman and Town Mayor)

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

Mrs J M Payne (Town Clerk)  
Mrs S Richardson (Deputy Town Clerk)

**Apologies:** Cllrs. Helen Harrison (Out of Thornbury)  
Martin Trueman (Out of Thornbury)

**PUBLIC**  
**PARTICIPATION**

The Chairman opened the meeting and asked for any public participation. Mr. Adrian Savery said he would like the opportunity to speak at item 10 of the agenda.

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

96/15. The Chairman expressed condolences on behalf of all members and staff to Cllr. Alan Carman.

97/15 Cllr Guy Rawlinson gave details of the following Mayoral events he had attended since the last meeting:-

- (i) Giving a talk on the role of Mayor and Chairman of Council to the National Women's Register.
- (ii) Concert 'Life is a Cabaret' performed by Thornbury Musical Theatre Group.
- (iii) Carers' event organised by Avon & Wiltshire Mental Health Partnership at Turnberries.
- (iv) The League of Friends of Thornbury Hospital annual Strawberry Tea.

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

98/15. The minutes of the Annual General Meeting held on 12<sup>th</sup> May 2015 were proposed as a correct record by Cllr Benj Emmerson, Seconded by Cllr Bob Griffin and signed by the Chairman.

**MATTERS**  
**ARISING**

(a) Appointment of Representatives to Other Bodies

99/15. The Clerk informed members that she has received an e-mail from Chris Clifford to say he wishes to resign as a representative on the William Stephens Charity.

**CORRESPONDENCE**     None received.

**INCOME &  
EXPENDITURE  
ACCOUNTS**

100/15.            The Income and Expenditure Accounts for 2014/15 had been circulated with the agenda and were presented for approval. Cllr Clive Parkinson thanked the Clerk for her work in preparing the accounts for audit and proposed they are accepted, this was seconded by Cllr Bob Griffin and unanimously agreed. The Chairman countersigned the certification made by the Town Clerk as Responsible Financial Officer.

**ANNUAL  
RETURN FOR  
YEAR ENDED  
31.03.15**

101/15.            The Accounting Statements for year ended 31<sup>st</sup> March 2015 were proposed as a correct record by Cllr Clive Parkinson, seconded by Cllr Bob Griffin and signed by the Chairman.

102/15.            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**

103/15.            The Internal Auditor's report completed on 3<sup>rd</sup> June 2015 was tabled. There were no matters to be brought to members' attention from the internal auditor.

**RISK ASSESSMENT  
ACTION PLAN**

104/15.            The Clerk had produced a Risk Assessment Action Plan for 2014-15, which was signed by the Chairman.

**REVIEW OF  
SUMMER  
MEETING DATES**

105/15.            The Clerk read out a letter received from Mr. Adrian Savery requesting that Council reviews the decision it made last year not to hold a recess meeting during the summer break.

**PUBLIC PARTICIPTION**

Mr. Adrian Savery expressed his concern that because of the time limits for comment on planning applications, Councillors would be meeting in private with no opportunity for public interaction during the eight week period if there is no meeting held.

106/15.            Cllr Clive Parkinson stated that the decision was taken last year not to hold a mid- summer council meeting and for any urgent business to be handled by the Clerk in consultation with the relevant committee chairman or in the case of a major planning application they would expect a meeting to be called. Cllr Clare Fardell stated that any planning application could be deemed to be major to the applicant. Cllr Clive Parkinson said in order to be as open and transparent as possible he is in favour of reinstating the Recess meeting and he asked the Clerk if it would be possible to have a list of actions from the June and July Committee meetings by the end of July, so that matters can be addressed, where possible, before the full Council meeting in September. It was proposed by Cllr Gail Whitehead and seconded by Cllr Matthew Stringer that a Council Recess meeting is held in August, this was unanimously agreed.

**ENVIRONMENT  
COMMITTEE**

107/15.            The report of the Environment Committee meeting held on 19<sup>th</sup> May 2015 was presented by the Chairman, Cllr Matthew Stringer.

**Matters Arising**

(a) **Composting Site**

108/15.            Cllr Clare Fardell reported that she has received an e-mail from Mark King of South Gloucestershire Council that she will take to the Environment Committee meeting

next week but the financial situation does not appear to be as serious as they were first led to believe and they hope the composting site can be made commercially viable.

109/15. It was proposed by Cllr Matthew Stringer, seconded by Cllr Benj Emmerson and unanimously agreed that the report is adopted.

## **PLAYING FIELDS AND CEMETERY**

110/15. The report of the Playing Fields and Cemetery Committee meeting held on 21<sup>st</sup> May 2015 was presented by the Chairman, Cllr Clive Parkinson.

### **Matters Arising**

#### **(a) Development of Land at Poulterbrook**

111/15. Cllr Clive Parkinson reported that G.F.A. have signed off the grant application and promised a written response within the next week. This will allow the project to provide two new football pitches on Poulterbrook to commence.

112/15. It was proposed by Cllr Clive Parkinson, seconded by Cllr Bob Griffin and unanimously agreed that the report is adopted.

*Cllr Vincent Costello left the meeting.*

## **FINANCE & POLICY**

113/15. The report of the Finance and Policy Committee meeting held on 4<sup>th</sup> June 2015 was presented by the Vice Chairman, Cllr Guy Rawlinson.

### **Matters Arising**

#### **(a) Creating a Dementia Friendly Community**

114/15. Cllr Clive Parkinson asked for an amendment to minute ref: 4(d) 2<sup>nd</sup> Para, which should read Pauline Sandell.

115/15. Cllr Clive Parkinson reiterated the request he made at the committee meeting for Councillors to take a lead in making the town a Dementia Friendly Community by as many members as possible attending the initial training sessions.

116/15. It was proposed by Cllr Clive Parkinson, seconded by Cllr Matthew Stringer and unanimously agreed that the report is adopted.

## **TOWN DEVELOPMENT**

117/15. The report of the Town Development Committee meeting held on 2<sup>nd</sup> June 2015 was presented by the Chairman, Cllr Maggie Tyrrell.

### **Matters Arising:-**

#### **(a) Designated Coach Parking Outside Gillingstool School**

118/15. Cllr Maggie Tyrrell asked the Clerk to pursue Council's request for the bay outside Gillingstool School to be a dedicated coach stop.

119/15. It was proposed by Cllr Maggie Tyrrell, seconded by Cllr Shirley Holloway and unanimously agreed that the report is adopted.

## **PLANNING APPLICATIONS**

120/15. Council considered a number of planning applications and their comments for forwarding to South Gloucestershire Council are shown on the attached schedule.

**FINANCIAL  
STATEMENT**

121/15. The financial statement for April was received and noted.

**ACCOUNTS FOR  
PAYMENT**

122/15. (a) The following accounts now due for payment were proposed by Cllr Shirley Holloway and seconded by Cllr Benj Emmerson for payment to be approved.

**Central Services**

Petty Cash		80.00
Danwood	Copier Meter Readings	30.38
Danwood	A4 Paper	51.12
DMH Solutions Ltd	Windows update	47.33
Pitney Bowes	Franking machine top up	160.80
Sage UK	Sage Payroll Cover	1092.00

**Playing Fields & Cemetery**

Abbey Loos	Toilet Unit Hire/Collection	37.20
Almondsbury Garden Centre	Bedding Plants & compost	764.93
Countrywide farmers	Grass Seed	750.00
Brass Founders	Brass plaque	119.64
Veolia	Waste Collection	306.02
Veolia	Waste Collection	165.43

**Environment**

Almondsbury Garden Centre	Hanging Baskets	3864.00
Hawkins (Grantley House)	Hooks & Bolts	4.79

**Grants & Contingencies**

The Swan	Community Toilet Scheme	187.50
Steamers Ltd	Community Toilet Scheme	150.00
Armstrong Hall	Community Toilet Scheme	250.00
Heritage	Community Toilet Scheme	187.50
Guy Rawlinson	Mayor's Allowance	600.00
EDF Energy	Electricity bill – Museum	312.48

**REPORTS FROM  
REPRESENTATIVES**

**Thornbury Town Trust**

123/15. Cllr Clive Parkinson reported that the Town Trust have an almshouse to let in Eastbury Close.

**THORNBURY TOWN COUNCIL****CODE**

P – Plans available for inspection at Town Hall

NP – No plans available

PLANNING APPLICATIONS considered on 16<sup>th</sup> June 2015 (Circulated)

<b>DATE</b>	<b>REF. NO</b>	<b>LOCATION</b>	<b>PROPOSAL</b>	<b>CODE</b>	<b>COMMENT</b>	<b>PLANNING DECISION</b>
04.06.15	PT15/2382/F	7 Thicket Walk	Erection of two storey side extension to form additional living accommodation and erection of front porch.	P	No objection.	
05.06.15	PT15/2149/TRE	The Orchard 61 Gloucester Road	Works to crown reduce 1 no Silver Birch tree to leave a height of 7.5 metres and radial spread of 4 metres covered by T.P.O. 32/06 dated 13/03/2007.	P	No objection, subject to approval by the South Gloucestershire Tree Officer.	

**THORNBURY TOWN COUNCIL****CODE**

P – Plans available for inspection at Town Hall

NP – No plans available

PLANNING APPLICATIONS considered on 16<sup>th</sup> June 2015 (to be tabled)

DATE	REF. NO	LOCATION	PROPOSAL	CODE	COMMENT	PLANNING DECISION
11.06.15	PT15/2498/CLE	Tyndale House Sheiling School	Application for the Certificate of Lawfulness for the existing use of residential children's home to allow extended placements from 295 days per year to 365 days per year.	NP	No objection.	
12.06.15	PT15/2488/F	3 Waterford Close	Single start front, side and rear extensions.	P	No objection.	
16.06.15	PT15/2437/F	25 Osprey Park	Erection of conservatory to north east elevation.	P	No objection	
15.06.15	PT14/4060/F	Land North of Castle Court.	<i>(Amended plans, elevations and site layout plans received on 4<sup>th</sup> &amp; 8<sup>th</sup> June 2015)</i>  Erection of two blocks to form 8 no. terraced dwellings with access and associated works.	P	OBJECT – (Comments submitted on 22/05/15 resubmitted) and the Town Council supports the objections submitted by neighbouring residents.	