



Minutes of the Meeting of Full Council

held on Tuesday 11 November 2025 at 7:30pm
at Council Chamber, Town Hall

Members present: Cllrs Helen Ball (Chair)
Chris Davies
Fiona Deas
Chris Woodhouse
Chris Bloor
Christine Carter
Chris Rowe
Gil Gilroy
James Murray
Maggie Tyrrell
Jayne Stansfield
Phil O'Rourke

In attendance: Hannah Bowden, Chief Executive
3 members of the public

Absent: Cllrs Danny Bonnett
Kath Greenman
Emma Shepherd

FC2526.98. To note any apologies for absence

Apologies for absence were noted from Cllr Danny Bonnett.

FC2526.99. To receive any declarations of interests from members

There were no declarations of interests from members.

FC2526.100. To approve the minutes of the Full Council meeting held on 09 September 2025, the Extraordinary Full Council Meeting held on 30 September 2025 and the extraordinary Full Council Meeting held on 28 October 2025.

It was RESOLVED unanimously to approve the minutes of the Full Council Meeting held on 09 September 2025, the Extraordinary Full Council Meeting held on 30 September 2025 and the Extraordinary Full Council Meeting held on 28 October 2025.

FC2526.101. To receive any representations from the public relating to items on the agenda

Representations from the public were received and reference was made to recent rumours circulating on social media regarding Lion House. In addition, concern was raised regarding the

display of flags. It was also noted that Thornbury in Bloom had indicated an interest in undertaking improvements to Streamside Walk.

FC2526.102. To note the resignation of Cllr John Reynolds

It was agreed to formally thank John Reynolds for his service and reliability.

FC2526.103. To receive the minutes (approved or draft) from the following committees:

- **Open Spaces Committee meeting held on 16 September 2025**
It was RESOLVED unanimously to approve the minutes of the Open Spaces Committee meeting held on 16 September 2025
- **Planning Committee meeting held on 23 September 2025**
It was RESOLVED unanimously to approve the minutes of the Planning Committee meeting held on 23 September 2025.
- **Staffing Committee meeting held on 07 October 2025**
It was RESOLVED unanimously to approve the minutes of the Staffing Committee meeting held on 07 October 2025.
- **Finance & General Purpose Committee meeting held on 14 October 2025**
It was RESOLVED unanimously to approve the minutes of the Finance & General Purpose Committee meeting held on 14 October 2025.
- **Climate & Nature Committee meeting held on 21 October 2025**
It was RESOLVED unanimously to approve the minutes of the Climate & Nature Committee meeting held on 21 October 2025.

FC2526.104. To receive the notes from the Working Groups:

- **Capital Strategy Working Group meeting held on 31 October 2025**
It was RESOLVED unanimously to receive the notes from the Capital Strategy Working Group meeting held on 31 October 2025.
- **Events & Innovations Working Group meeting held on 15 September 2025.**
It was RESOLVED unanimously to receive the notes from the Capital Strategy Working Group meeting held on 15 September 2025.

FC2526.105. To receive an update from the South Gloucestershire Council Councillors

- **Budget Consultation**
Members were advised that the budget consultation indicated a reduction in available funding rather than an increase, resulting in tighter budget constraints. It was noted that costs associated with the Social Care Bill are rising, and actions are being taken to facilitate the return of children to placements within the local area. Adult Social Care is also due to receive an increased allocation within the forthcoming budget.
- **Your Voice Session**
A Your Voice Session was held, comprising 3 elements: stalls, discussion groups and then a presentation. The agenda for the discussion meeting, scheduled for 20 November 2025, will be set by the attendees. Ideas for agenda items should be submitted to the Mayor, Vice Chair or Chief Executive by this date. The next Your Voice Session is on 19 January 2026, 18:30 – 20:30 at the Leisure Centre and all councillors and members of the community are invited to attend.
- **Local Plan**
It was reported that the Local Plan has been submitted to Government. A public inquiry is anticipated in the spring with adoption expected by autumn.
- **West of England Combined Authority (WECA)**

WECA are working collaboratively with the new Mayor. The new transport plan for the West of England will affect Thornbury. The Y2C bus service is now in operation. The next transport priority for Thornbury is to provide access to Southmead Hospital however, the timeline for this remains uncertain due to the lack of available budget this year and pending confirmation of next year's budget.

- **National Infrastructure Announcement**

Central Government is expected to announce the location of the new power station on Thursday.

- **Unauthorised flags**

It was reported that flags have been illegally hung around the town and South Gloucestershire Council is arranging their removal, but the associated costs will have an impact on their budgets.

- **Parking Charges Review**

A working group is scheduled to meet this week to commence the formal review of parking charges. Footfall data, collected via mobile phone signal tracking, has shown a 3% decrease, consistent across areas with and without car park charges. Data also shows an increase in length of stay of up to 40%. South Gloucestershire Council has agreed to share the data with the Town Centre Partnership for their meeting on 10 December 2025.

FC2526.106. To note Project Monitoring updates

The Project Monitoring updates were noted.

FC2526.107. To approve the accounts for payment and ratify payments made out of meeting

It was **RESOLVED** unanimously to approve the accounts for payment and ratify the payments made out of meeting (as detailed in the attached schedule).

FC2526.108. To approve the following recommendations from the Capital Strategy Working Group: To commission View Architects to provide a masterplan proposal including updated plans for the pavilion at a cost of £1,000 + VAT. Cost to be allocated to 190/4545 Capital Projects and funds transferred from 342 EMR Capital Projects.

It was **RESOLVED** unanimously to approve the recommendations from the Capital Strategy Working Group to commission View Architects to provide a masterplan proposal including updated plans for the pavilion at a cost of £1,000 + VAT.

FC2526.109. To review and approve the instruction of a Land Management Strategy

It was **RESOLVED** for the following to be actioned and brought back to the next Full Council meeting for further consideration:

- Any anticipated challenges and specific examples of any challenges to be provided for the next Full Council meeting.
- The Staffing Committee should review the staffing and resource implications of Option 1 and report its findings to Full Council.
- An indication of the financial savings from a land management strategy.

FC2526.110. To appoint a Councillor to complete monthly checks of bank reconciliations

It was **RESOLVED** unanimously to appoint Cllr Chris Rowe to complete the monthly checks of bank reconciliations.

FC2526.111. To appoint a Chair for the Open Spaces Committee

It was **RESOLVED** unanimously to appoint Cllr Danny Bonnett as Chair of the Open Spaces Committee. Cllr Phil O'Rourke was thanked for putting himself forward for the role.

FC2526.112. To congratulate Thornbury in Bloom for the regional and national awards

It was **RESOLVED** unanimously to formally thank Thornbury in Bloom.

FC2526.113. To appoint councillor representatives for:

- **Thornbury Pub Watch – meet every 2 months**
- **Town Centre Partnership**
- **Thornbury Christmas Lights Association**

It was **RESOLVED** unanimously to appoint:

- Cllr Fiona Deas to be the councillor representative for Thornbury Pub Watch.
- Cllr Chris Bloor to be the councillor representative for the Town Centre Partnership
- Cllr Christine Carter to be the councillor representative for Thornbury Christmas Lights Association subject to confirmation of meeting dates.

FC2526.114. To receive an update on Service Level Agreement applications and delegate the review and award to a working group to make a recommendation to the Finance and General Purpose Committee for inclusion in the final budget.

It was **RESOLVED** unanimously to delegate the review to the Service Level Agreement Working Group.

FC2526.115. To receive update from Councillor Representatives

- **Walkers are Welcome**
Cllr Kath Greenman reported that the sub group will be organising the festival next year.
- **Your Voice**
Cllr Chris Bloor reported that the next Your Voice meeting will be more Thornbury based.
- **Tytherington Quarry Liaison Group**
Cllr Chris Bloor reported on behalf of the Tytherington Quarry Liaison Group.
- **Over 60's Tear Room**
Cllr Fiona Deas reported that the Over 60's Tea Room was losing volunteers.
- **Thornbury Town Football club**
Cllr Fiona Deas reported that the club are progressing with the purchase of containers and grass cutting equipment and they have sponsorship from McDonald's. The Football Association are proposing 52 weeks a year of sport.

FC2526.116. To pass a resolution to exclude members of the public and press for the remaining agenda items due to the CONFIDENTIAL and SENSITIVE nature of the business to be transacted

It was **RESOLVED** unanimously to exclude members of the public and press for the remaining agenda items, due to the confidential and sensitive nature of the business to be transacted.

FC2526.117. To receive confidential report and agree any action

The confidential report was noted. There were no actions taken.

FC2526.118. To note agenda items for the next meeting to be sent to the Chief Executive Officer by 9am on Monday 5 January 2026.

It was noted that the Government Arts and Culture Grant be an item on the next agenda. Any other items for the next meeting must be sent to the Chief Executive Officer by 9am on 5 January 2025.

FC2526.119. Date of next meeting: 7:30pm on Tuesday 13 January 2026

It was noted that the next meeting would be held at 7:30pm on Tuesday 13 January 2026.

SCHEDULE 1 – APPROVED ACCOUNTS FOR PAYMENT/MADE OUT OF MEETING

ACCOUNTS PAID OUT OF MEETING			
UNITY TRUST BANK - CURRENT ACCOUNT	BANK CHARGES	16.05	16.05
UNITY TRUST BANK - WAGES ACCOUNT	BANK CHARGES	6.45	6.45
UNITY TRUST BANK - WAGES ACCOUNT	BANK CHARGES	26.80	26.80
UNITY TRUST BANK - STRIPE ACCOUNT	BANK CHARGES	7.95	7.95
THORNBURY TOWN COUNCIL	PAYROLL - NET SALARIES	26,340.77	26,340.77
THORNBURY TOWN COUNCIL	PAYROLL - HMRC	9,517.58	9,517.58
THORNBURY TOWN COUNCIL	PAYROLL - PENSION	5,217.38	5,217.38
OCTOPUS ENERGY	ELECTRICITY - TOWN HALL (DD)	409.72	341.43
OCTOPUS ENERGY	ELECTRICITY - MPF (DD)	528.10	440.08
OCTOPUS ENERGY	ELECTRICITY - BAKERY ANNEX (DD)	54.17	51.59
OCTOPUS ENERGY	ELECTRICITY - CEMETERY (DD)	67.16	63.96
LLOYDS CREDIT CARD	MONTHLY - CREDIT CARD STATEMENT BALANCE - OCTOBER 25 (Direct Debit @ £957.40)	0.00	0.00
GIFFGAFF	CC1156 - STAFF MOBILE PHONE TOP UP	6.00	5.00
GIFFGAFF	CC1157 - STAFF MOBILE PHONE TOP UP	10.00	8.34
AMAZON	CC1158 - TRACING PAPER ROLL	12.99	10.82
AMAZON	CC1159 - SCOTTISH FLAG	5.59	4.66
AMAZON	CC1160 - TODDMOMY BEE HOUSE MAKING AND KIDS GARDENING GLOVES	40.26	36.74
GIFFGAFF	CC1161 - STAFF MOBILE PHONE TOP UP	10.00	8.34
AMAZON	CC1162 - STATIONERY AND STRIMMER CORD	43.48	36.22
ACTIVE BACKGROUND CHECKS	CC1163 - ENHANCED BACKGROUND CHECK	30.50	30.50
AMAZON	CC1164 - PENS AND ROLLER BLIND CORD	12.98	10.82
GIFFGAFF	CC1165 - STAFF MOBILE PHONE TOP UP	8.00	6.67
BOWCOM	CC1166 - PAINT FLUSHING SOLUTION	37.37	31.14

SCREWFIX	CC1167 - EXTRACTOR FAN AND FITTINGS	220.96	184.12
AMAZON	CC1168 - WALL CLOCKS, BATTERIES AND STATIONERY	98.00	81.66
SCREWFIX	CC1169 - MAINTENANCE MATERIALS	22.99	22.99
CURRYS	CC1170 - UNDERCOUNTER FRIDGE (including delivery and recycle of old appliance)	239.00	199.17
AMAZON	CC1171 - GAZEBO LIGHTS	21.99	18.32
AMAZON	CC1172 - VEHICLE JACK	196.20	163.50
AMAZON	CC1173 - DIGITAL WALL CLOCKS AND KARCHER WET & DRY VACUUM CLEANER	128.92	107.43
POPPY SHOP	CC1174 - X2 LARGE POPPIES FOR DISPLAY	14.50	12.08
AMAZON	CC1175 - SCREW CAPS	9.98	8.32
AMAZON	CC1176 - 2-PACK LITTER PICKERS AND LINEN THREAD	34.19	28.49
SCHEPPACH UK LTD	CC1177 - AIR COMPRESSOR	279.00	232.50
CANVA PTY LTD	CC1178 - TOWN COUNCIL STICKERS FOR CHRISTMAS LIGHTS EVENT	86.40	72.00
GOV.UK	CC1179 - LAND REGISTRY SEARCH	7.00	7.00
GOV.UK	CC1180 - LAND REGISTRY SEARCH	7.00	7.00
GOV.UK	CC1181 - LAND REGISTRY SEARCH	7.00	7.00
AMAZON	CC1182 - TRAILER PLUG & SAFETY WORK GLOVES	13.48	12.23
AMAZON	CC1183 - OFFICE CHAIR	169.97	141.64
FACE - FOUNDATION FOR ACTIVE COMMUNITY ENG	YOUTH WORK PROVISION APRIL 2025 - MARCH 2026	43,783.76	43,783.76
GLASDON UK LIMITED	LOWTHER SEAT - BENCHES X2	1,853.18	1,544.32
EQUALS MONEY PLC	TOP UP FUNDS FOR PRE-PAID PETTY CASH CARDS	500.00	500.00
SOUTH GLOS COUNCIL	PAYROLL CHARGES FOR THE PERIOD JULY TO SEPTEMBER 2025	213.30	177.75
THORNBURY CHRISTMAS LIGHTS	COMMUNITY FAIR STALL FOR TTC	10.00	10.00
SLCC ENTERPRISES	STAFF TRAINING (4-PART)	216.00	180.00
BYFORD FURNITURE AND JOINERY	FINAL 50% BALANCE FOR NEW CHURCHYARD GATES AT ST MARYS	4,716.00	3,930.00
HEARTSAFE AED LOCATOR (E.U) LTD	DEFIBRILLATOR WITH WIFI INCLUDING ELECTRODE PAD PAK	1,549.75	1,293.95
SUMMERS MEMORIAL MASONS	ATTEND THORNBURY CEMETERY TO LAY DOWN X8 UNSAFE MEMORIALS AND MAKE SAFE	2,844.00	2,370.00
AGROVISTA UK LIMITED	X2 ADVANCED MULTI GRASS FEED	190.00	190.00
FALON NAMEPLATES	BRONZE PLAQUE	75.67	63.06
THORNBURY CAMERA CLUB	STAFF TRAINING COURSE	75.00	75.00
FASTFIX DRAINAGE AND PLUMBING LTD	CCTV DRAINAGE SURVEY - TOWN HALL SITE (refunded duplicate invoice)	678.00	565.00
FASTFIX DRAINAGE AND PLUMBING LTD	CCTV TANK SURVEY - TOWN HALL SITE (refunded duplicate invoice)	504.00	420.00
FASTFIX DRAINAGE AND PLUMBING LTD	COMMERCIAL PLUMBING WORKS - TOWN HALL SITE	98.16	81.80
FASTFIX DRAINAGE AND PLUMBING LTD	COMMERCIAL DRAINAGE UNBLOCK	186.00	155.00
MATRIX BES LTD	ELECTRICAL INSTALLATION CONDITION REPORT - MPF SITE	216.00	180.00
MATRIX BES LTD	ANNUAL GAS SAFETY CHECK AND SERVICE TO WATER HEATER - TOWN HALL SITE	384.00	320.00

SLCC ENTERPRISES	ADDITIONAL ANNUAL FEE FOR SLCC CLERK MEMBERSHIP 2025/26	4.00	4.00
ACCOUNTS DUE FOR PAYMENT - 11TH NOVEMBER 2025			
BIFFA WASTE SERVICES LTD	WASTE DISPOSAL - THORNBURY CEMETERY	157.73	131.44
BIFFA WASTE SERVICES LTD	WASTE DISPOSAL - MPF PAVILION	812.99	677.49
BIFFA WASTE SERVICES LTD	WASTE DISPOSAL - BAKERY ANNEX	755.02	629.18
BIFFA WASTE SERVICES LTD	WASTE DISPOSAL - TOWN HALL	281.33	234.44
BIFFA WASTE SERVICES LTD	WASTE DISPOSAL (FOOD) - TOWN HALL	27.02	22.52
ANDERSONS WASTE	EMPTY SEPTIC TANK - MPF	195.00	195.00
CLASSIC LIFTS (ELSERV)	TOWN HALL LIFT CALL OUT/REPAIR	225.00	187.50
NEWSTEAM GROUP	MONTHLY THORNBURY GAZETTE DELIVERY	11.45	11.45
GLASDON UK LTD	PARTS FOR BUS SHELTER	242.93	189.94
T H WHITE GROUNDCARE	SERVICE / REPAIRS ON GRASS CUTTING MACHINE	846.42	705.35
DIRECT IT SERVICES	MONTHLY BROADBAND, TELEPHONES AND IT SUPPORT	839.98	699.98
SIGMA HEALTH	HAVS TIER 4 HEALTH ASSESSMENT	540.00	450.00
ABBEY LOOS LTD	PORTABLE TOILET HIRE - CHANTRY FIELD SITE	276.00	230.00
ECOTRICTY	MONTHLY GAS SUPPLY - TOWN HALL SITE	713.27	594.39
ECOTRICTY	MONTHLY GAS SUPPLY - MPF PAVILION SITE	107.72	102.59
DANTEK ENVIRONMENTAL SERVICES UK LTD	WATER HYGIENE MONITORING SERVICES	204.00	170.00
OFCOM LICENSING	ANNUAL LICENSE FOR BUSINESS RADIO	112.50	112.50
THORNBURY TOWN COUNCIL STAFF	STAFF EXPENSES CLAIM	40.50	40.50
KN OFFICE SUPPLIES LTD	MONTHLY METER READING - OFFICE PHOTOCOPIER	50.89	42.41
RELYON GUARDING & SECURITY SERVICES LTD	MONTHLY SECURITY SERVICES AT MPF SITE	520.80	434.00
HORDERS THORNBURY PRESS	A4 WOODLAND TRUST PAPER	71.60	59.67
THORNBURY ROYAL BRITISH LEGION	DONATION FOR A TOWN COUNCIL REMEMBRANCE WREATH (cheque payment)	70.00	70.00
WATER RESOURCE ASSOCIATES LLP	MUNDY PLAYING FIELDS HYDROLOGICAL STUDY - MOBILISATION FEE	6,120.00	5,100.00
GAP SUPPLIES LTD	MAINTENANCE MATERIALS	54.30	45.25
THORNBURY MOTORS LTD	MONTHLY FUEL EXPENDITURE	519.68	433.09
ACCOUNTS DUE FOR PAYMENT- TOTAL		13,796.13	11,568.69

DD = direct debit

CC[n] = credit card payment

MPF = Mundy Playing Field