

Minutes of the Meeting of Full Council

held on Tuesday 10 March 2026 at 7:30pm
at Council Chamber, Town Hall

Members present: Cllrs Helen Ball (Chair)
Chris Davies
Fiona Deas
Chris Woodhouse
Christine Carter
Chris Rowe
Maggie Tyrrell
Jayne Stansfield
David Dawkins
Tiffany O'Connor
Danny Bonnett
Kath Greenman
Chris Bloor
Neil Johnson (from the start of item FC2526.162)

In attendance: Hannah Bowden, Chief Executive
1 member of Council administration staff (minutes)
1 member of the public
Representative from Thornbury Carnival

Absent: Cllrs Gil Gilroy

FC2526.158. To note any apologies for absence

Apologies for absence were noted from Cllr Gil Gilroy.

FC2526.159. To receive any declarations of interests from members

There were no declarations of interests from members.

FC2526.160. To note the resignation of Councillor James Murray

The Full Council noted the resignation of James Murray. It was **RESOLVED** to write to him to thank him for his service to the Town Council, with particular note of his achievements during his two-year tenure as Mayor.

FC2526.161. To fill the South Ward Councillor vacancy by Co-option

One application was received and it was **RESOLVED** to co-opt Neil Johnson to fill the casual vacancy in the South Ward.

The Declaration of Acceptance was duly signed, and Councillor Neil Johnson joined the meeting.

FC2526.162. To receive and representations from the public relating to items on the agenda

A member of the public requested an update on the development of the Thornbury Hospital site. Cllr Maggie Tyrrell informed the contracts were being finalised with only minor matters to be addressed.

FC2526.163. To receive an update on the Carnival – Chair of the Carnival Committee

The Council received an update from the Chair of the Carnival Committee, who confirmed that the carnival would not be taking place in 2026. The Chair explained the reason for the decision and thanked Thornbury Town Council, local businesses, volunteers and the carnival committee members for their support and dedication. Council was advised that Thornbury Carnival CIC will be closing and assets will be transferred to Friends of Thornbury Carnival.

It was **RESOLVED** that a letter be sent to the Carnival Committee expressing thanks for their many years of work and acknowledging how valued their contribution has been.

FC2526.164. To approve the minutes of the:

- **Full Council meeting held on 13th January 2026.**
- **Extraordinary Full Council Meeting held on Tuesday 27 January 2026**
- **Extraordinary Full Council Meeting held on Tuesday 10th February 2026**

It was **RESOLVED** unanimously to approve the minutes of the Full Council Meeting held on 13 January 2026, the Extraordinary Full Council Meeting held on 10 February 2026, and the Extraordinary Full Council Meeting held on 27 January 2026, with the amendment that Chris Rowe be replaced by Chris Woodhouse as working on the expression of interest for the Town of Culture bid.

FC2526.165. To receive the minutes (approved or draft) from the following committees:

- **Open Spaces Committee meeting held on 20 January 2026**
- **Planning Committee meeting held on 22 January 2026**
- **Finance and General Purpose Committee meeting held on 10 February 2026**
- **Climate & Nature Committee meeting held on 17 February 2026**
- **Planning Committee meeting held on 5 March 2026**

It was **RESOLVED** unanimously to receive the minutes of the Open Spaces Committee meeting held on 20 January 2026, Planning Committee meeting held on 22 January 2026, Finance and General Purpose Committee meeting held on 10 February 2026, Climate and Nature Committee meeting held on 17 February 2026 and Planning Committee meeting held on 5 March 2026.

FC2526.166. To receive the notes from Working Groups:

- **Capital Strategy Working Group meeting held on 29 January 2026**
- **Events and Innovations Working Group meeting held on the 9 February 2026**

The minutes from the Capital Strategy working group held on 29 January 2026 and Events and Innovations Working Group meeting held on 9 February 2026 were received.

FC2526.167. To receive an update from the South Gloucestershire Council Councillors

- **Budget 2026/27**
The budget for 2026/27 has been finalised and agreed.
- **Special Expenses**
The South Gloucestershire Council budget had been set for the coming year, and consultation on special expenses was now commencing. A timeline for this process was being discussed.
- **Local Plan**
SGC are currently responding to technical questions raised by the Inspectors. This is a lengthy process, with a public inquiry anticipated in Spring 2026. Based on the current indicative timetable, the plan could potentially be adopted by December.
- **Housing Developments in Thornbury**
Cllrs Davies and Stansfield attended a planning development meeting regarding applications in the Butt Lane area of Thornbury. They discussed matters including road safety, the provision of local services, and the design of the proposed housing.

FC2526.168. To note Project Monitoring updates

The Project Monitoring updates were noted.

FC2526.169. 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 tabled schedule).

FC2526.170. To appoint councillor representative for:

- **Volunteer Link**
- **Chantry community and Arts Centre**
- **Youth Engagement Forum**
- **Director for Thornbury Skate Park CIC**
- **Plastic Free Thornbury**

It was **RESOLVED** unanimously to appoint Cllr Tiffany O'Connor to be the councillor representative for the Youth Engagement Forum and for James Murray to continue as the Council's Director for Thornbury Skate Park CIC.

FC2526.171. To appoint Cllr Chris Woodhouse to SGC Streamside Improvements Working Group as recommended by the Open Spaces Committee.

It was **RESOLVED** unanimously to appoint Cllr Chris Woodhouse to SGC Streamside Improvements Working Group as recommended by the Open Spaces Committee.

FC2526.172. To receive report on the results of the insurance reinstatement valuations for heritage assets and agree which option to proceed with

It was **RESOLVED** to establish a Heritage Assets Earmarked Reserve.

FC2526.173. To receive report on registration and naming of the private road at Muncy Playing Fields and approve recommendations

It was **RESOLVED** to proceed with the process of formally registering and naming the private access road serving the Muncy Playing Fields as 'Muncy Lane'.

FC2526.174. To receive the flag report and approve the schedule for the 2026-2027 civic year

It was **RESOLVED** to agree the proposed schedule of flag flying, as shown in the report.

FC2526.175. To receive Meet Your Councillor Report and approve schedule for 2026-2027 civic year

It was **RESOLVED** unanimously to approve the schedule of 'Meet Your Councillor' sessions for the 2026-2027 civic year.

FC2526.176. To receive report on improving energy efficiency in the council chamber and approve recommendation by the Climate & Nature Committee

The report on improving energy efficiency was received, and it was **RESOLVED** to proceed with the plan to install two remote-controlled reversible ceiling fans in the Council Chamber, subject to an acceptable assessment of the impact they would have on the acoustics of the Chamber.

FC2526.177. To consider request to progress a Youth Council

It was **RESOLVED** to form a working group to explore the request to create a Youth Council for Thornbury. It was further **RESOLVED** to appoint Cllrs Kath Greenman, Tiffany O'Connor, Danny Bonnett and Chris Bloor to the working group. Cllr Maggie Tyrrell has offered to be liaison with South Gloucestershire Council.

FC2526.178. To receive the recruitment report for the CEO and appoint councillors and agree delegation

The recruitment report was received, and it was **RESOLVED** that Cllrs Helen Ball, Chris Bloor and Fiona Deas would carry out the shortlisting and interviewing of applicants for the role of CEO, with Cllr Christine Carter acting as reserve.

It was **RESOLVED** that authority to make the formal appointment, along with undertaking contract negotiations, be delegated to the Staffing Committee.

FC2526.179. To receive updates from Councillor Representatives

- **Walkers are Welcome**
Cllr Kath Greenman reported that Walkers are Welcome had held a highly successful walking festival, with 138 individuals attending a variety of walks around the local area. They were hoping to increase the frequency of the festival in future.
- **Thornbury in Bloom**
Cllr Maggie Tyrrell noted that Thornbury in Bloom had attended a recent South Gloucestershire Council meeting and gave a presentation which showcased how driven the Thornbury community is.

FC2526.180. To pass a resolution to exclude members of the public and press for the remaining agenda items due to **COMMERCIALLY SENSITIVE nature of the business to be transacted**

It was **RESOLVED** to exclude members of the public and press for the remaining agenda items due to COMMERCIALY SENSITIVE nature of the business to be transacted

FC2526.181. To receive workshop analysis and draft Expression of Interest for the Town of Culture bid

It was **RESOLVED** to support and submit the expression of interest subject to minor changes as discussed. A press release will be issued.

FC2526.182. To note agenda items for the next meeting to be sent to the Chief Executive Officer by 9am on Monday 4th May 2026.

It was noted that agenda items for the next meeting must be sent to the Chief Executive Officer by 9am on Monday 4 May 2026.

FC2526.183. Date of next meeting: 7:30pm on Tuesday 12 May 2026

It was noted that the next meeting would be held at 7:30pm on Tuesday 12 May 2026.

[Meeting closed at 21.34pm]

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

ACCOUNTS PAID OUT OF MEETING		GROSS	NET
UNITY TRUST BANK - CURRENT ACCOUNT	BANK CHARGES (FEB)	15.90	15.90
UNITY TRUST BANK - CURRENT ACCOUNT	BANK CHARGES (MAR)	16.90	16.90
UNITY TRUST BANK - WAGES ACCOUNT	BANK CHARGES (FEB)	6.45	6.45
UNITY TRUST BANK - WAGES ACCOUNT	BANK CHARGES (MAR)	26.80	26.80
UNITY TRUST BANK - WAGES ACCOUNT	BANK CHARGES	7.45	7.45
UNITY TRUST BANK - STRIPE ACCOUNT	BANK CHARGES	7.20	7.20
UNITY TRUST BANK - STRIPE ACCOUNT	BANK CHARGES	8.35	8.35
THORNBURY TOWN COUNCIL	PAYROLL - NET SALARIES	27,681.92	27,681.92
THORNBURY TOWN COUNCIL	PAYROLL - HMRC	9,976.00	9,976.00
THORNBURY TOWN COUNCIL	PAYROLL - PENSION	5,291.74	5,291.74
OCTOPUS ENERGY	ELECTRICITY - TOWN HALL (DD)	641.32	534.43
OCTOPUS ENERGY	ELECTRICITY - MPF (DD)	398.95	332.46
OCTOPUS ENERGY	ELECTRICITY - BAKERY ANNEX (DD)	44.70	42.57
OCTOPUS ENERGY	ELECTRICITY - CEMETERY (DD)	74.60	71.05
DVLA	CC1268 - ELECTRONIC VEHICLE LICENSING - ANNUAL VEHICLE TAX FOR FORD TRANSIT	347.50	347.50
AMAZON	CC1269 - CLEANING PRODUCTS AND MARKER PAINT	132.52	110.41
HSQE VITAL SKILLS	CC1270 - STAFF TRAINING ONLINE COURSES	84.00	70.00
FIELD STUDY COUNCIL	CC1271 - FIELD STUDIES GUIDES	33.00	33.00
AMAZON	CC1272 - MICROSCOPES, GLOVES, TOWEL DISPENSER	95.09	81.75
AMAZON	CC1273 - REFUND (TOWEL DISPENSER REF CC1272)	-11.99	-9.99
AMAZON	CC1274 - FLAGS FOR TOWN HALL	16.77	13.98

GIFFGAFF	CC1275 - STAFF MOBILE PHONE TOP UP	6.00	5.00
GIFFGAFF	CC1276 - STAFF MOBILE PHONE TOP UP	10.00	8.34
AMAZON	CC1277 - COMPUTER CABLE	5.99	4.99
AMAZON	CC1278 - PAPER TOWEL DISPENSER	11.39	9.49
MEADOW MANIA	CC1279 - WILDFLOWER PLUG PLANT MIX FOR BIRDS	187.98	156.65
CANVA	CC1280 - CARING FOR THORNBURY STICKERS C&N	29.50	29.50
HIVIS.CO.UK LTD	CC1281 - CHILDREN'S HI VIS VEST JACKETS	68.89	67.69
SCREWFIX	CC1282 - MAINTENANCE EQUIPMENT	31.97	26.64
PORTALPLANQUEST LIMITED	CC1283 - PLANNING APPLICATION REF MACHINE STORE	383.00	368.83
GIFFGAFF	CC1284 - STAFF MOBILE PHONE TOP UP	10.00	8.34
GIFFGAFF	CC1285 - STAFF MOBILE PHONE TOP UP	8.00	6.67
AMAZON	CC1286 - FIRST AID BOX EQUIPMENT	5.82	4.85
ZURICH MUNICIPAL	ADDITIONAL INSURANCE COVER REQUIRED FOR PORTABLE TOILET HIRE AT MPF DURING BUILDING WORKS	112.00	112.00
HIGH SPEED TRAINING LTD	STAFF ONLINE TRAINING X13	324.00	270.00
TAMSIN BENT	BIG GARDEN BIRDWATCH SESSIONS (CLIMATE & NATURE)	318.00	318.00
FIRST AID BRISTOL	STAFF TRAINING COURSE - (REFUNDED IN FULL ON 23.02.26)	108.00	90.00
T H WHITE ENERGY, FIRE & SECURITY	ROUTINE EMERGENCY LIGHTS MAINTENANCE - TOWN HALL	163.15	135.96
T H WHITE ENERGY, FIRE & SECURITY	ROUTINE FIRE ALARM MAINTENANCE - TOWN HALL	103.82	86.52
WATER2BUSINESS	6 MONTH WATER AND SEWAGE - CEMETERY SITE	93.03	93.03
WOTTON TREE CONSULTANCY	TREE REPORT TO DISCHARGE A PRE-COMMENCEMENT PLANNING CONDITION AT MPF	900.00	750.00
BIG BEAR PROMO	ITEMS PURCHASED FOR CLIMATE AND NATURE EVENTS	1,301.40	1,084.50
THE ROOFING COMPANY	UPFRONT PAYMENT TO SUPPLY X4 POLYCARBONATE ROOF LIGHT OPENINGS FOR TOWN HALL BUILDING	8,400.00	7,000.00
OLDOWN TREE SURGEONS	CARRY OUT TREE WORKS IDENTIFIED IN THE 2025 TREE SURVEY	1,600.00	1,600.00
FALCON COMMERCIAL MAINTENANCE LTD	60% BALANCE REQUIRED PRIOR TO DELIVERY OF NEW AGRICULTURAL STEEL BUILDING - MPF SITE	53,493.84	44,578.20
BIG BEAR PROMO	SASHES FOR REMEMBRANCE DAY EVENT	365.40	304.50
ALCA	CLLR TRAINING COURSE	35.00	35.00
LOCALIQ NEWSQUEST MEDIA GROUP	EXPLORE THORNBURY - QUARTER PAGE AND HALF PAGE ADVERT IN THE ARGUS / VOICE	480.00	400.00
ACCOUNTS DUE FOR PAYMENT – 10th MARCH 2026			
T H WHITE GROUND CARE	FRONT AND REAR TYRES - AMAZON PROFIHOPPER	992.30	826.92
AHS BUILDING GROUP LTD	DECORATING WORKS AT TOWN HALL	6,460.80	5,384.00
ANDERSONS WASTE	EMPTY SEPTIC TANK - MPF	195.00	195.00
SLCC ENTERPRISES	JOB ADVERTISEMENT FOR CLERK VACANCY	388.80	324.00
NALC NATIONAL ASSOCIATION OF LOCAL COUNCILS	JOB ADVERTISEMENT FOR CLERK VACANCY	360.00	300.00
JCW WINDOW CLEANING	WINDOW CLEANING AT TOWN HALL	55.00	55.00
BIFFA WASTE SERVICES LTD	WASTE DISPOSAL - THORNBURY CEMETERY	166.27	138.56
BIFFA WASTE SERVICES LTD	WASTE DISPOSAL - MPF PAVILION	437.11	364.26
BIFFA WASTE SERVICES LTD	WASTE DISPOSAL - BAKERY ANNEX	794.68	662.23
BIFFA WASTE SERVICES LTD	WASTE DISPOSAL - TOWN HALL	277.63	231.36
BIFFA WASTE SERVICES LTD	WASTE DISPOSAL (FOOD) - TOWN HALL	35.46	29.55
SLCC ENTERPRISES	STAFF TRAINING COURSE	46.20	38.50

AVON DISPLAYS LTD	DESIGN SERVICES - BUS ADVERT DESIGN SIGNAGE	240.00	200.00
MIDLAND FORESTRY LTD	HEDGE TRIMMING AROUND VARIOUS TTC OUTDOOR SITES	2,868.00	2,390.00
T & J OWEN	REFILLING FIVE PLANTERS WITH COMPOST AND PLANTS	197.16	164.30
T & J OWEN	PLANTING CONTAINERS FOR SPRING AT FRONT OF TOWN HALL	70.20	58.50
DIRECT IT SERVICES	MONTHLY TELEPHONE, BROADBAND AND IT SUPPORT	919.18	765.98
THORNBURY MEN'S SHED	HEDGEHOG HOUSES	179.29	179.29
ABBEY LOOS LTD	HIRE OF PORTABLE TOILETS - MPF SITE	201.60	168.00
ABBEY LOOS LTD	HIRE OF PORTABLE TOILETS - CHANTRY FIELD SITE	240.00	200.00
WORKNEST LIMITED	ANNUAL HEALTH AND SAFETY CONTRACT 2026/27	4,423.96	3,686.63
WORKNEST LIMITED	ANNUAL HEALTH AND SAFETY - INSURANCE 2026/27	441.36	428.36
SAM SMITH JOINERY - WOODWORK	MANUFACTURE BENCH FOR ROCK STREET GARDEN	1,086.12	1,086.12
EAGLE ASBESTOS	REMOVAL OF ASBESTOS EXPANSION MATERIAL FOUND IN THE OLD MARLEY BUILDING	1,044.00	870.00
ECOTRICITY	MONTHLY GAS SUPPLY - TOWN HALL	1,180.63	983.86
ECOTRICITY	MONTHLY GAS SUPPLY - MPF PAVILION	130.14	123.94
SOUTH WEST HYGIENE	SANITARY BINS RENTAL/SERVICE - TOWN HALL 23/04/26-22/07/26	88.59	73.83
SOUTH WEST HYGIENE	SANITARY BINS RENTAL/SERVICE - MPF PUBLIC TOILETS 23/04/26-22/07/26	209.62	174.68
TTC STAFF	STAFF EXPENSES REIMBURSEMENT	28.60	25.93
THORNBURY MOTORS	MONTHLY FUEL EXPENSES	161.80	134.84
NEWSTEAM GROUP	MONTHLY DELIVERY OF THORNBURY GAZETTE	12.05	12.05
T H WHITE ENERGY, FIRE & SECURITY	FIRE ALARM CALLOUT - MPF 25/02/2026	232.80	194.00
CIA FIRE & SECURITY	SMART ACCESS ENTRY MAINTENANCE CONTRACT FOR 2026/27 - TENNIS COURTS	686.40	572.00
CIA FIRE & SECURITY	ENGINEER CALLOUT TO SMARTACCESS SYSTEM - TENNIS COURTS	192.00	160.00
RELYON GUARDING & SECURITY SERVICES LTD	MONTHLY SECURITY SERVICES AT MPF	470.40	392.00
KN OFFICE SUPPLIES LTD	MONTHLY METER READING FOR THE OFFICE PHOTOCOPIER	58.56	48.80
FALON NAMEPLATES	BRONZE PLAQUE	84.35	70.29
ACCOUNTS DUE FOR PAYMENT- TOTAL		25,656.06	21,712.78

DD = direct debit

CC[n] = credit card payment

MPF = Mundy Playing Field