



Dodington Parish Council

MINUTES of the **Ordinary Meeting** of Dodington Parish Council held at the Parish Hall, Finch Road, Chipping Sodbury, on Wednesday **28th September 2016** convening at 7.30pm

PRESENT: Cllrs Barry Adams, Keely Barrett-Waines, Linda Boon, Christine Howard, Paul Hulbert, Dave Lane (Chairman for Meeting), Cliff Phelps and Chris Zapata

Also present were South Glos Councillor – Rob Creer, Clerk to the Council – Hannah Saunders and 1 member of public Mr Peter Abrahams

141/16 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs John Davis, Annette Parsons, Adrian Rush, Mandy Sainsbury and Gloria Stephen.

Apologies were also received from Cllrs Claire Young and Tony Davis (South Gloucestershire Council).

142/16 TO APPROVE CO-OPTION OF MR PETER ABRAHAMS TO COUNCIL

It was unanimously **RESOLVED** that Mr Peter Abrahams be co-opted to council – filling vacancy left after resignation of Mr David Fitt. Everyone welcomed Peter as he joined members.

143/16 TO RECEIVE MR ABRAHAMS DECLARATION OF ACCEPTANCE OF OFFICE

This was duly signed in the presence of Clerk – and information file with other forms / paperwork enclosed was handed to Cllr Peter Abrahams

144/16 DECLARATIONS OF INTERESTS UNDER THE LOCALISM ACT 2011 AND REQUESTS FOR DISPENSATIONS

- Cllr Linda Boon declared an interest in Planning due to being members of S Glos Planning Committee.
- Cllr Paul Hulbert will decline from comment when Groundsman Vacancy is being discussed (line manager for one of the applicants).
- There were no requests for dispensations.

145/16 PARISHIONERS QUESTIONS

- None

146/16 PLANNING APPLICATIONS

- A list of all planning applications and the Council's decisions forms Appendix 1 to the minutes.

147/16 MINUTES AND MATTERS ARISING FROM THE ORDINARY MEETING OF THE COUNCIL ON 24th AUGUST 2016

It was **RESOLVED** that the Minutes, as printed and circulated, be confirmed as a true record, Cllr Dave Lane signed the minutes.

Matters Arising (not covered during course of meeting)

- Cllr Paul Hulbert confirmed that the inaugural meeting of TIC had been held and the new committee are now up and running.
- Following submission of comments regarding Special Expenses Consultation – Clerk had received a complimentary email from Chris Manvell – thanking members for engaging in consultation so fully.
- Cllr Dave Lane reported that he, Cllrs John Davis and Christine Howard plus Clerk and Deputy Clerk had attended Pastor Bert Weenink's last service and presented gift. It was a lovely service and Bert was pleased with his gift.
- Cllr Paul Hulbert commented on the success and smooth running of the Tour of Britain through Chipping Sodbury – and Clerk reminded everyone about Sprint Triathlon taking place on Sunday 2nd October.
- Clerk still hasn't received an update on Joint Meeting of Parishes regarding Shop Mobility.

148/16 MINUTES FROM COMMITTEE MEETINGS

It was **RESOLVED** that the Minutes, as printed and circulated, be confirmed as read for the following Committee Meetings:

1. Community, Leisure and Environment Committee Meeting of the Council held on 31st August 2016.
2. Planning Committee Meeting of the Council held on 7th September 2016.
3. Finance & General Purposes Committee Meeting of the Council held on 14th September 2016.

149/16 TO APPROVE TRAINING FOR COUNCILLORS

- Clerk explained that Avon Local Council Association (ALCA) offer an 'At your Place' training session – whereby they would come out to Dodington – and train all councillors on one evening for a fee of £200. Dodington provide refreshments and room.
- Clerk felt it would be beneficial not only for new councillors – but as a refresher for everyone – and would suggest a Wednesday evening when there isn't a council meeting.

- It was unanimously **RESOLVED** that this be organized.

150/16 TO NOTE CONTINUED ABSENCE OF CLLR PHILLIP JONES – AGREE WAY FORWARD

- Clerk and Deputy Clerk have checked when Cllr Phillip Jones last attended a meeting and when apologies were last tendered.
- He hasn't made it to a meeting since April – BUT has tendered apologies in June & July 2016.
- As such it has only been a 2.5 months with no apologies.
- Clerk has drafted a letter to send to Cllr Phillip Jones – and it was agreed that this be sent both by email and Royal Mail – explaining that members are concerned and don't want him to fall foul of the 6 month rule on persistent absence.

151/16 TO REVIEW / APPROVE FURTHER LEAVE OF ABSENCE FOR CLLR GLORIA STEPHEN

- Cllr Gloria Stephen was granted 6 month leave of absence in May 2016 (minute ref 78/16) – as the 6 months is nearly up it was unanimously **RESOLVED** to grant further 6 month leave of absence.
- Chairman asked if there were any updates regarding Gloria's treatment, she is still waiting for dates for appointments though.

152/16 STAFFING MATTERS

- To receive update on Groundsman Vacancy
 - Chairman updated members regarding interview process – and fact that following interviews working group has decided to advertise the position again.
- To approve offering position on a 3 month probationary period to favoured candidate
 - Not applicable at this time.
- To note induction details
 - Once again not applicable at this time.
- To agree dates for review with Clerk / Deputy Clerk
 - Chairman and Vice Chairman will carry out Clerks review – and Chairman and Clerk will carry out Deputy Clerks review – dates to be agreed outside of meeting.
- To note Clerk / Deputy Clerk to carry out staff reviews
 - This was duly noted – and Clerk will ensure carried out by end of year – in time for budget discussions, etc.

153/16 TO RECEIVE AN UPDATE ON NEW WEBSITE

- Carolyn from Mediatube now has all the photos and is cropping / populating the new site.
- She is in the process of trying to transfer the hosting from old company.
- Getting nearer to new site going live.

154/16 TO RECEIVE AN UPDATE ON SPECIAL EXPENSES CONSULTATION

- Whilst Cllr Paul Hulbert and Clerk were looking into Special Expense consultation – they realized that there was some overlap between work that South Gloucestershire Council are carrying out and work that Landcare do....as such would like members opinion on who should do the work going forward?!?!?
- After due consideration it was **RESOLVED** that Landcare should do the work.
- Clerk also confirmed that she had been in touch with Property Services to find out about leasing of land behind Wapley Rank – and they are going to get in touch with Service Dept. to confirm boundaries and whether they would be happy to lease....

155/16 TO CONFIRM EXACT SITING OF BENCH AT RODBOROUGH / AGREE LEASE DOCUMENTS – DISCUSS / AGREE IF WANT TO ALSO INSTALL LITTER BIN...

- After due consideration it was **RESOLVED** that Cllr Keely Barrett-Waines, Chris Zapata and Clerk meet on site and with gentleman from Rodborough and find best spot for the bench.
- It was **RESOLVED** that a bin would be a good idea and depending on siting of bench and bin – planting to be looked at.

156/16 TO RECEIVE AN UPDATE ON WAPLEY RANK ENFORCEMENT

- Clerk had spoken with ASBO and he was going to update members following a meeting with PCSO Summers and Ian Lyons from Property Services (they were meeting to discuss the issues at the car park).
- There is concern that more CCTV cameras have been installed by gentleman at No. 1 Wapley Rank – and it was felt that this complaint / concern should be made to the ASBO.

157/16 TO NOTE MEETING WITH PEAR TECHNOLOGY – MAPPING COMPANY

- Cllr Paul Hulbert, Dave Lane, Clerk and Deputy Clerk met with Mr Chris Makin of Pear Technology – earlier that day.
- All were impressed by the presentation given and what the product could do.
- There was concern about amount of time it could take Clerk / Deputy to input information, but in the long run the flexibility that the product would give would be worth it.
- A rough idea of cost was given at meeting – but Mr Makin going to send a proper quote in – and Clerk will put this on agenda for Planning Committee Meeting.

158/16 TO APPROVE OPENING OF ACCOUNT WITH TRIODOS BANK NV – AGREE WHO WILL BE NAMED CONTACTS & NOMINATE CLERK TO COMPLETE APPLICATION FORM ON BEHALF OF DODINGTON PC

- Members had read email sent by Deputy Clerk following research into bank accounts for investing bonds / money.
- It was proposed by Cllr Paul Hulbert and seconded by Cllr Christine Howard and **RESOLVED** that an account be opened with Triodos.
- Clerk and Deputy Clerk were nominated by members to complete the application on their behalf.
- Cllr Dave Lane, Paul Hulbert and Christine Howard will be the named contacts for the account.

159/16 TO RECEIVE BANK RECONCILIATION AND APPROVE LIST OF ACCOUNTS FOR PAYMENT

- Bank reconciliation was duly noted and it was proposed by Cllr Christine Howard and seconded by Cllr Paul Hulbert and **RESOLVED** to pass accounts for payment (there was a query regarding payment for Total Weed Control – Clerk to establish exactly what this was for).

160/16 ITEMS OF REPORT

1. Cllr Christine Howard reported on training that she and Paul Hulbert had attended earlier in the week. It was a good course – but it really opened one’s eyes that when it comes to planning it is the developers that hold all of the cards! Cllr Paul Hulbert passed memory stick with presentations from day to Clerk – if anyone else is interested in looking at the – please speak to Clerk.
2. Cllr Linda Boon expressed disappointment that the planters in Southern Ward get overgrown very quickly – and aren’t that visually attractive. This is something that once new groundsman is in place can look at dealing with.
3. Cllr Paul Hulbert reported that the new bins that have been installed at QEII playing fields have been well received – but looks as if may need one more by the MUGA. He also reported that issues with Woodchester are still ongoing. A meeting had taken place earlier in week between Dodington Parish Council (Clerk and Cllr Hulbert) Jenny Shiles from St Peters Church and Tracey Hamblett from South Gloucestershire Council – looking into the possibility of 2 x brown signs directing people to historic church and nature reserve. Finally – there is going to be a Saturday Clean Up day at Lilliput Park. This is scheduled for 15th October 2016.
4. South Gloucestershire Councillor Rob Creer reported to members that there is going to be a drop in session on 5th October 2016 between 4pm and 7pm at Chipping Sodbury School – looking at safety measure that Network Rail are thinking of implementing at Dodington Road Bridge. Rob also mentioned forthcoming consultation on Joint Spatial Plan (JSP) and fact that there will be a briefing in October.
5. Cllr Cliff Phelps reported a rogue trader that knocked on his door – collecting for a local charity – but having no ID with them. He is also aware that Pearce Brothers are selling off some of the Goldcrest / Robin Way allotments off – and was wondering if there is a waiting list at our sites....if so would it be worth putting them in touch with Pearce Brothers?
6. Cllr Chris Zapata pointed out that bark is getting low at Woodchester toddlers

play area, also the play area really needs upgrading and improving. Clerk said this is something that could be mentioned when looking at budgets next week for following financial year.

7. Clerk reported that sites inspection meeting for Cliff Farm is scheduled for 7th October 10:25am. Clerk will sort out report and email to Christine - who as Chairman of Planning Committee will be attending Sites and Committee meeting.
8. Cllr Dave Lane would like councillors to look into areas of wards that they are going to take some responsibility over – in that they can report issues with roads, tracks, signs, overgrown bushes, etc. This was something that was talked about previously, but never actioned – Clerk to put onto planning agenda.
9. Cllr Dave Lane would also like members to consider giving half and allotment a year for people on low incomes to try and grow their own veg on....not sure how it would work but would like to think about it for next year.

161/16 NEXT MEETING

The next **Ordinary Meeting** of the Council would be held at **7.30pm** on **Wednesday 2nd November 2016** in the Council Chamber of the Parish Hall.

As there was no further business the meeting was closed – at 9:20pm.

SignedChairman

Date 2nd November 2016