



# Dodington Parish Council

**MINUTES** of the **Ordinary Meeting** of Dodington Parish Council held at the Parish Hall, Finch Road, Chipping Sodbury, on Wednesday **7<sup>th</sup> June 2017** convening at 7.30pm

**PRESENT:** Cllrs Peter Abraham, John Davis, Christine Howard, Paul Hulbert, Philip Jones, Dave Lane (Chairman for Meeting), Annette Parsons, Mandy Sainsbury and Gloria Stephen

Also present:

Clerk to the Council – Hannah Saunders

*Chairman Dave Lane welcomed everyone to meeting and asked for a minutes silence to remember those affected by the terror attacks in London and our Cliff whose funeral it was the day before.*

## **83/17 APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Barry Adams, Linda Boon, Adrian Rush and Chris Zapata.

Apologies were also received from Rob Creer, Tony Davis and Claire Young (South Glos Councillors).

## **84/17 DECLARATIONS OF INTERESTS UNDER THE LOCALISM ACT 2011 AND REQUESTS FOR DISPENSATIONS**

- There were no declarations of interest.
- There were no requests for dispensations.

## **85/17 PARISHIONERS QUESTIONS**

- There were no parishioners present – but Cllr John Davis had been asked to raise a question by his neighbour.
- He had received a leaflet from Churchill Retirement Living – stating that they were looking at developing on the site off Kennedy Way – near Normandy Drive. Further details to be available online from 14<sup>th</sup> June 2017.
- Cllr Davis's neighbour was concerned as he believed that the land had been set aside for community use.
- Cllr Gloria Stephen said that she had also received said leaflet and was going to bring it to meeting (but forgot)...
- Clerk agreed she would speak to Yate Town Council and look into this matter.

## **86/17 PLANNING APPLICATIONS**

- There were no planning applications to consider
- Clerk updated members briefly on additional comments / documents that have been put onto the South Gloucestershire Website regarding Tern Inn outline plans. Transport Officer is recommending refusal.
- The planning officer hasn't completed report yet.
- It is confirmed that the pub is closing this weekend though – and there is some concern about fixtures and fittings being ripped out.

## **87/17 MINUTES FROM ANNUAL MEETING OF COUNCIL ON 10<sup>TH</sup> MAY 2017**

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

## **88/17 MINUTES AND MATTERS ARISING FROM THE ORDINARY MEETING OF THE COUNCIL ON 10<sup>TH</sup> MAY 2017**

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

There were no matters arising.

## **89/17 TO RECEIVE MINUTES FROM COMMITTEE MEETINGS**

These Minutes were received and will be passed to relevant committees for accuracy, these include:-

1. Community, Leisure and Environment Committee Meeting of the Council held on 17<sup>th</sup> May 2017.
2. Planning Committee Meeting of the Council held on 24<sup>th</sup> May 2017.
3. Finance & General Purposes Committee Meeting of the Council held on 24<sup>th</sup> May 2017.

## **90/17 STANDING ORDERS / FINANCIAL REGULATIONS**

- Clerk confirmed that these had been updated following the last meeting – and new versions were available online via Dodington PC website. She will also email them out to members.

*Meeting went into closed session.*

## **91/17 STAFFING MATTERS**

These minutes are recorded in confidential minute book as staff contracts were discussed.

*Closed session ended.*

## **92/17 CASUAL VACANCIES**

- Clerk confirmed that there are 2 Casual Vacancies for the North West Ward.

- One of these being Cliff Phelps seat and the other being Keely Barrett Waines.
- Cllr Dave Lane confirmed that following a further email to Keely in May she had been in touch and tendered her resignation.
- The Clerk has informed Democratic Services at South Gloucestershire Council of these vacancies – but they have said to wait to advertise them due to the General Election – and how busy they are.
- Members asked that Clerk wrote to Keely thanking her for all her hard work whilst serving on Dodington Parish Council.
- Question came up regarding Casual Vacancy – and if the electors that request an election – have to be from the North West Ward or just an elector of Dodington Parish.
- Clerk had believed it would be from whole of Dodington – but as there has never been a request for a bye election before – she is not 100% sure so will check with Democratic Services next week.

### **93/17 TO APPOINT REPRESENTATIVES TO COMMITTEES / ORGANISATIONS THAT CLIFF PHELPS USED TO SIT ON**

- **Dodington Parish Band** – It was agreed that Cllr Paul Hulbert would step up from reserve rep – rep and that Cllr Annette Parsons would be the reserve rep.
- **Joint Cycleways** – Cllr Paul Hulbert still happy to sit on this group – it was agreed that Cllr Annette Parsons to step up as second rep and Cllr Philip Jones to be reserve.
- **Shopmobility** – Cllr Dave Lane said he would happily be representative on this group – and this was duly agreed.
- Clerk to let all organisations know of the changes / updates.

### **94/17 TO APPROVE REMOVAL OF SIGNATORIES FROM NATWEST CURRENT ACCOUNT**

- Cliff Phelps wasn't a signatory – but Keely Barrett Waines was.
- It was therefore unanimously approved that the paperwork be completed for Natwest and Keely be removed as signator.

### **95/17 TO APPROVE 'TOPPLE TESTING' AT ST PETERS BURIAL GROUND**

- Clerk briefly explained the need for this test to be carried out every 3 – 4 years. It is part of the risk assessment work that has to be done to ensure the safety of members of public, Dodington staff and undertakers when on site at the burial ground.
- The company that carried out testing previously were happy to do so again – for a fee of £400 (this was for the Old / Closed Churchyard and the New Burial Ground).
- It was unanimously agreed that Jefferies should carry out the 'topple testing' as soon as they are able.

### **96/17 TO APPROVE SOCIAL MEDIA POLICY**

- Members had read through the draft policy documents that had been emailed

out with the agenda.

- They were happy with both documents (Policy to go on the Social Media sites for the users of site and Policy for Staff of Dodington Parish Council that will be posting information on sites) and didn't feel a need for the 3<sup>rd</sup> document which was regarding 'County Councillors'.
- At this stage it will simply be Clerk / Deputy Clerk that will be accessing / updating sites.
- There was a query about use of photos on the sites. Clerk confirmed that there was nothing included in these policies regarding that matter.
- After due discussion it was agreed to adopt the policies as they were (including section 5 – so that if at any time a councillor did want to post something they would know the process to go through)
- It was also agreed that a further policy be looked at that would go into details regarding use of photos.

#### **97/17 TO DISCUSS / APPROVE IDEA FROM SPORTS 1<sup>ST</sup> RE TRIAL OF ACTIVITIES FOR DIFFERENT AGE GROUPS....**

- Clerk explained background behind concept – that Sports 1<sup>st</sup> were expanding and were able to offer activities for different age groups and had approached Dodington to see if they would consider trialing....
- After due discussion it was apparent that members supported the idea – and felt it was targeting some age groups that we currently don't do much for.
- Wondered how well it would work this summer with fact there is work being done in the hall.
- It was agreed to carry forward to CL&E meeting when Clerk could bring a more detailed timetable / costing, etc. to committee for final decision.

#### **98/17 TO NOTE WASTE DROP IN SESSIONS....**

- Clerk informed members that an extra session on 14<sup>th</sup> in Thornbury had been added to the calendar.
- Most members going to try and attend session on 12<sup>th</sup> June at Badminton Road – from 5pm.

#### **99/17 CONSULTATION:**

- **Public Path Diversion Order – LS074 & LS044**
- Members reviewed this diversion on the map – and after consideration agreed that they had no issues with the proposals.

#### **100/17 TO NOTE NEW GENERAL DATA PROTECTION REGULATIONS**

- Clerk informed members that new regulations come into force May 28<sup>th</sup> 2018, and as such councils need to start planning – and ensuring that they are compliant with the regulations.
- A lot of them are the same as current Data Protection Regs – but they want to ensure that data that is stored digitally is safe....there is a change in the response time to FOI requests and need to ensure that date on Children is handled correctly.

- Clerk said that SLCC are going to be running course – and also some of the local IT companies are also available to review procedures.
- Clerk will email the ICO document to members – with the 12 steps on.
- Clerk also mentioned that she has pulled together some information regarding 'Councillor' email accounts – and will present this at a future meeting....but stressed that with these new regulations instead of 'councillors having dedicated email accounts' being an advisory – it would be more of a necessity.

### **101/17 TO RECEIVE BANK RECONCILIATION AND APPROVE LIST OF ACCOUNTS FOR PAYMENT INSTRUCTING COUNCILLORS TO SIGN**

- Bank reconciliation was duly noted and it was proposed by Cllr Christine Howard and seconded by Cllr Annette Parsons and **RESOLVED** to pass accounts for payment.

### **102/17 ITEMS OF REPORT**

1. Cllr Christine Howard mentioned how lovely it was that Cllr Peter Abraham – in his capacity as an undertaker was involved in Cliffs funeral – she felt it was very touching and thanked him.
2. Cllr Peter Abraham had a question regarding extension of burial ground at St Peters – Wapley – as space is becoming short up there. It was agreed that this matter would be put on next Planning Agenda for further discussion.
3. Cllr Annette Parsons had been chatting to Bristol Avon Rivers Trust (BART) and feels it would be really good to invite them to a future meeting – to find out more and see how we can help each other out. Clerk to look into.
4. Cllr Annette Parsons also reported that her son's car had got hit and damaged by another car whilst parked on Heron Way. Fortunately the driver did stop and leave note with details – but it really highlights the issue with congestion and parking on the highway.
5. Cllr Paul Hulbert passed on a message from Cliffs family – thanking the council for all of their support since his death. He also mentioned that on leaving the crematorium he spotted a hawk – and Cliff was an avid about watching out for wild birds – so he thought this quite fitting.
6. Cllr Gloria Stephen gave apologies for next 3 meetings as on holiday.
7. Cllr Mandy Sainsbury updated members on the illegal encampment that had set up on Waitrose car park on Monday – they did leave very quickly – but left an awful mess. Police from Thornbury believe they may still be in the area – so everyone be vigilant.
8. Cllr Dave Lane mentioned that he had met with Chris Belcher to look at the Beacon at Shire Way – and would discuss further next week at CL&E meeting.
9. Cllr Dave Lane also attended the Twinning Associations welcome supper for visitors from France and said it was a very good evening....later this week he will be attending the Explorer Dome and Festival Church Service.
10. Clerk asked members if they had received 'Discover Dodington' leaflets....looks as if Blaisdon is still waiting to be done....

### **103/17 NEXT MEETING**

The next **Ordinary Meeting** of the Council would be held at **7.30pm** on

**Wednesday 12<sup>TH</sup> July 2017** in the Council Chamber of the Parish Hall.

As there was no further business the meeting was closed – at 9:05pm.

Signed .....Chairman

Date 12<sup>th</sup> July 2017