



Dodington Parish Council

MINUTES of the **Ordinary Meeting** of Dodington Parish Council held at the Parish Hall, Finch Road, Chipping Sodbury, on Wednesday **16th August 2017** convening at 7.30pm

PRESENT: Cllrs Peter Abraham, Christine Howard, Paul Hulbert, Dave Lane (Chairman for Meeting), Mandy Sainsbury and Chris Zapata

Also present: South Gloucestershire Councillors – Rob Creer and Claire Young
Clerk to the Council – Hannah Saunders

120/17 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Barry Adams, Linda Boon, John Davis, Phil Jones, Annette Parsons, Adrian Rush and Gloria Stephen.

Apologies were also received from Tony Davis (South Glos Councillor).

121/17 DECLARATIONS OF INTERESTS UNDER THE LOCALISM ACT 2011 AND REQUESTS FOR DISPENSATIONS

- Cllr Paul Hulbert has an interest in Item 7 on agenda as he is a member of Shire Way Conservation Group. He will refrain from comment when that item is being discussed.
- There were no requests for dispensations.

122/17 PARISHIONERS QUESTIONS

- None

123/17 PLANNING APPLICATIONS

- Details of planning applications considered and comments can be found in Appendix 1 to these minutes.

124/17 MINUTES AND MATTERS ARISING FROM THE ORDINARY MEETING OF THE COUNCIL ON 12th JULY 2017

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

The following matters arising were discussed briefly:-

- Clerk had chased South Glos Council about setting up of Councillor email addresses – and finally received a response – prior to meeting stating that incorrect information had been given to us in June – by IT helpdesk. The arrangement that Dodington Parish Council have with the IT department is historic – and as such no further email addresses can be set up. South Glos Council have a traded services arm that do IT and it was suggested speaking to them. It was agreed that Clerk find out options available from them for next full council meeting – and also to speak to Yate Town Council who are using their services and find out how it is working out.
- No monies have been received yet from South Glos Council with regards the memorial garden at QEII Playing Fields. Clerk will continue chasing.

125/17 TO RECEIVE MINUTES FROM COMMITTEE MEETINGS

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

1. Community, Leisure and Environment Committee Meeting of the Council held on 19th July 2017.
2. Planning Committee Meeting of the Council held on 26th July 2017.

126/17 GRANT APPLICATIONS

- An application had been received from the newly constituted Shire Way Conservation Group – requesting £250 towards the cost of insurance, tools, etc.
- It was proposed by Cllr Mandy Sainsbury and seconded by Cllr Chris Zapata and approved that £250 be granted to the group.

127/17 CONSULTATIONS

- **Yate Town Centre Waiting Restrictions** – after due discussion and looking at maps – it was agreed that comment was necessary on 2 fronts. Firstly regarding the waiting restrictions and concerns that members have about them – Secondly about the way that the consultation is being handled. Members are worried about the impact implementation of waiting restrictions will have on Yate Shopping Centre....two reasons for this – people need to park – to get buses for onward travel – where are they going to be able to park if 4 hours waiting implemented. Also there are people that come into Yate to work – they need somewhere to park for the day. With regards the handling of the consultation – they felt that as a neighbouring council they should have been informed – and that running it over the summer holidays isn't great, and only allowing online responses is discriminatory. Clerk will respond accordingly.
- **Health and Well Being Strategy** – it was agreed that members respond to this individually in a personal capacity if they want to. Not one for the Parish Council to comment on.

128/17 TO NOTE DROP IN SESSIONS / BRIEFINGS REGARDING JSP / LOCAL PLAN

- Members made a note of when the Yate session is scheduled for (Wednesday 4th October 2017 – 2 – 8pm at Chipping Sodbury Town Hall).
- Clerk will put information on website.

129/17 TO NOTE DROP IN SESSION BEING ORGANISED REGARDING M4 J18A

- Clerk thanked Cllr Claire Young for help in setting up this drop in session.
- Date has been confirmed as Tuesday 19th September 2017 – 4pm – 7pm at Shire Way Community Centre.
- It was agreed that a flyer should be produced and delivered to the whole parish – informing them of the event.
- Clerk to check who is paying for what – likely to be South Glos paying for Room Hire and Parish Council for printing, but will get clarification on this.
- Clerk will see if can print in-house – but if not will get quotes from Sprint Print.

130/17 TO DISCUSS WAY FORWARD RE OFFICE PC'S AND SECURITY OF INFO

- Clerk and Cllrs Christine Howard / Paul Hulbert reported to members on briefing they had attended regarding about PC Security.
- Following on from meeting – Clerk / Deputy Clerk have tested out cloud back up – and they are confident that this is working and they are able to get information back. Clerk is also having PC upgraded to Windows 10 so on same as Deputy's PC.
- Cllr Rob Creer has had a look and feels that we are doing everything we should be, just need to be a bit more vigilant on changing / updating passwords.
- The company that carried out the briefing – Microshade – offer a service whereby they can check out security of PC's, etc. This is a one off – and cost is £25 / PC.
- Members felt that this would be a good idea – and as such it was unanimously agreed to get both PCs and laptop checked out.
- Obviously as part and parcel of this project – need to get councillors email addresses set up – and as such need to think about IT budget going forward next year.

131/17 WOODCHESTER LEASE

- Clerk reported that draft lease has been received from South Glos Council and that she and 4 councillors have looked through it and apart from a few amendments it seems in order. DPC are going to need to instruct a solicitor to oversee signing of lease and land registry information – as such Clerk has approached 3 local firms. One couldn't help, one came back with price / hour for work and another with a fixed fee.
- It was unanimously approved to go with the firm offering the fixed fee.
- Clerk explained that now signing of lease is approaching – members are invited to submit an Expression of Interest form to bid for section 106 monies to help with upgrade of play area. This form will be looked at in more detail at next Community, Leisure and Environment meeting.

- As part and parcel of Expression of Interest form – certain policies need to be submitted – so Clerk has been working on updating the Safeguarding policy – as this was out of date. Again – this will be on CL&E agenda for approval.

132/17 ENQUIRY FROM SOLICITOR REGARDING SALE OF TARN HOUSE

- Members had all seen information from Barcan & Kirby regarding the little pockets of land at Tarn House that aren't registered with Land Registry and fact that Mr Jarrett is having to apply for adverse possession in order to get them registered so that he can progress with sale of property.....
- The purpose of this communication – was as a warning that Land Registry will possibly be in touch regarding matter as Dodington Parish Council are the land owners that border pockets of land in question. Solicitor is keen to find out if parish council would raise an objection.
- Upon reading information / checking they don't have an issue so long as Allotment Association are happy – as all the land is surrounding Allotment Site 1. Once Clerk has heard back from Val Maggs – she will respond accordingly.

133/17 REFURBISHMENT OF HALL

- Following on from last Finance & General Purpose meeting Clerk presented quotes that she / deputy have received regarding either replacement of internal doors - or decorating of them.
- Only one quote for replacement of doors had been received. The other company approached had promised to send quote – but despite being chased had failed to meet deadline.
- As such – due to cost – and in line with Financial Regulations it was decided to defer this matter to next Full Council meeting once further quote(s) have been received so that members can have a fair comparison.
- The Foxall Powell Room is nearly finished – and it was agreed that a budget of £400 be set up for purchase of a flat screen TV, wall bracket and cables (so that it has same set up as Council Chamber for presentations, training, etc).
- Cllr Chris Zapata asked if we were going to get new furniture for the meeting room. This is an item that hadn't been considered – and as such members asked for quotes for tables / chairs (that must fold / stack) for next planning meeting.

134/17 STAFFING MATTERS

Meeting went into closed session – and minutes are recorded in Confidential Minute File.

Normal session resumed – Cllr Christine Howard left meeting – 8:55pm

135/17 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 Dave Lane and seconded by Cllr Mandy Sainsbury and **RESOLVED** to pass accounts for payment.

136/17 ITEMS OF REPORT

1. Cllr Peter Abraham reported that he had been approached by a couple of grave diggers who were querying fact they now have to remove all spoil from burial ground – and why this is. Clerk explained that last year they had left large mounds – and complaints had been received about this – and as such it was decided to ask for all spoil to be taken away. Clerk said if they wanted to come and speak to office – then they would explain reason.
2. Cllr Rob Creer said that there had been rumours that Chipping Sodbury Police Station was to be closed down, he read a statement that he had received stating that this wasn't the case.
3. Cllr Rob Creer informed us that Chipping Sodbury Library would be re-opening on 7th October 2017.
4. Cllr Claire Young mentioned Gibbs Lane Weight Restriction consultation – and clerk confirmed that it would be on Planning Agenda the following week.
5. Cllr Chris Zapata is concerned about open space between Brockworth and Witcombe and that it is vulnerable / easy for people to access from end of Brockworth. Clerk to bring this to South Glos Council attention – as they are responsible for the land.
6. Cllr Paul Hulbert has received a complaint from resident at Rodborough regarding BT and fact that service isn't going to be upgraded. Paul has mentioned this to Claire.
7. Clerk mentioned that she has received a complaint from resident at Edgeworth regarding the fact that grass verge only being cut once / twice a year now – this matter will be on CL&E agenda next week.
8. Clerk has also received some emails regarding the Rural Broadband upgrade in Codrington and fact that not all postcode areas are to be upgraded – Clerk will speak to Claire Young outside of meeting to see what can be done (if anything).
9. Cllr Dave Lane attended Shopmobility meeting – and reported that they are very short of funds – as their grant that have been receiving from South Glos Council has come to an end – and if they don't manage to raise funds from elsewhere they could be looking at closing. Cllr Lane confirmed that representatives from Shopmobility will attend September's full council meeting to explain situation fully. They are keen to look into a SLA with the council.

137/17 NEXT MEETING

The next **Ordinary Meeting** of the Council would be held at **7.30pm** on **Wednesday 6TH September 2017** in the Council Chamber of the Parish Hall.

As there was no further business the meeting was closed – at 9:15pm.

SignedChairman

Date 6th September 2017