



Dodington Parish Council

MINUTES of the **Ordinary Meeting** of Dodington Parish Council held at the Parish Hall, Finch Road, Chipping Sodbury, on Wednesday **22nd February 2017** convening at 7.30pm

PRESENT: Cllrs Peter Abraham, Barry Adams (from 7:40pm), Linda Boon, Christine Howard, Paul Hulbert, Dave Lane (Chairman for Meeting), Annette Parsons, Cliff Phelps, Adrian Rush, Mandy Sainsbury and Chris Zapata

Also present were South Glos Councillor – Claire Young
Clerk to the Council – Hannah Saunders

18/17 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs John Davis, Philip Jones, Gloria Stephen. Cllr Keely Barrett-Waines wasn't present.

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

19/17 DECLARATIONS OF INTERESTS UNDER THE LOCALISM ACT 2011 AND REQUESTS FOR DISPENSATIONS

- Cllr Linda Boon declared an interest regarding planning as she sits on the South Gloucestershire Planning Committee.
- There were no requests for dispensations.

20/17 PARISHIONERS QUESTIONS

- None

21/17 PLANNING APPLICATIONS

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

22/17 MINUTES AND MATTERS ARISING FROM THE ORDINARY MEETING OF THE COUNCIL ON 18th JANUARY 2017

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

Matters Arising (not covered during course of meeting)

- South Gloucestershire Council have set their Budget – precept was accepted – and Cllr Linda Boon gave details of the Budget meeting.
- Cllr Christine Howards name wasn't drawn out of hat for tickets to Queens garden party....maybe next year!
- It was commented that zebra crossing on Scott Way is quite dark.
- No further updates regarding Tern Inn.

23/17 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 25th January 2017.
2. Planning Committee Meeting of the Council held on 1st February 2017.
3. Finance & General Purposes Committee Meeting of the Council held on 8th February 2017.

24/17 CONSULTATIONS

- New South Gloucestershire Local Plan Prospectus 2018 – 2036
Thank you to Cllrs Paul Hulbert, Peter Abraham, Dave Lane and Annette Parsons who spent time working up draft report following analysis of the Local Plan Document.
Cllr Paul Hulbert had emailed this out to everyone prior to meeting – and took members through it briefly.
It was unanimously approved that the draft makes up response from Dodington Parish Council – South Gloucestershire Council – Clerk to respond accordingly.
Clerk will also attach response to JSP from last December – as this is referred to in the document.
- Safer & Stronger South Gloucestershire Plan
Clerk explained briefly what the consultation was regarding. It is nothing to do with Safer Stronger Groups (that are now Community Engagement Forums)....it is one of the Strategic Partnerships that South Glos are a part of along with other stake holders. Last review of this plan was 4 years ago – so it is time to refresh it – and it is believed that the partnership should work together with Local Police and Crime Plan.
Clerk had compared the previous strategy – and this one follows on from that – simplifying things slightly with broader umbrella headings. Only area that Clerk wasn't sure was sufficiently covered was that of Priority Neighbourhoods (PN).
It was agreed to comment accordingly – ensuring that PN weren't being overlooked.

25/17 ANNUAL PARISH MEETING

- It was decided not to repeat the minutes silence at start of Annual Meeting.
- It was agreed that budget for refreshments for Mr Derek Mayo be £80 - £100.

- Members felt that it would be a nice gesture to get Mr Derek Mayo a bottle of something – in recognition of his work towards the meeting.
- Cllr Chris Zapata was happy to put some adverts up a couple of weeks prior to the meeting – as last year....
- It was noted that South Glos Council have changed date of their full council meeting from 15th – 22nd March – so Cllr Claire Young and Linda Boon tendered apologies for APM.

26/17 RBS END OF YEAR / INTERNAL AUDIT

- It was noted that RBS (accounting system) end of year will be 24th April 2017 and Mrs Pat Trull will be carrying out Internal Audit on Monday 8th May 2017

27/17 APPROVAL OF BRITISH GAS (ELECTRICITY) CONTRACT FOR QEII CHANGING ROOMS

- Clerk explained that the prices for commercial electricity are going to be increasing from 1st March 2017 – and that supplier has been in touch and asked if we want to agree to new contract now – to start in September – so that a lower rate can be guaranteed.
- Clerk went through the unit charges and explained that there wouldn't be a standing charge.
- It was unanimously agreed to sign up to contract – for one year only.
- Cllr Linda Boon questioned whether it would be worth looking at solar panels for the roof of the changing rooms.....
- Clerk will look into and report back next meeting.

28/17 APPROVAL OF SCHEDULE OF DATES FOR COUNCIL / COMMITTEE MEETINGS 2017 / 2018

- Members had all seen dates over course of last month of committee meetings – and Clerk confirmed that Krystyna was happy with the dates as well.
- As such they were unanimously approved – and Clerk will put on website and notice boards accordingly.

29/17 ABSENCE OF CLLR KEELY BARRETT-WAINES

- Clerk confirmed that the last time Keely had attended a meeting was in November 2016.
- Previously when a councillor had missed 3 months meetings – they were written to – explaining that they could automatically lose their seat if they miss 6 months meetings with no apologies. Obviously if there are extenuating circumstances then a leave of absence can be requested.
- It was agreed that Clerk send same letter to Cllr Barrett Waines – and follow it up with a phone call.

30/17 STAFFING MATTERS

- Clerk had to re-arrange the staff appraisals due to sickness.....however – the main crux of the meetings was going to be establishing that job descriptions and duties were still correct / fit for purpose.
- Clerk explained that prior to advertising the temporary litter pickers post – she had spoken with Malcolm Stephen and explained the situation. He is looking at trying to come back to work later in the year....and understood the need to find someone temporary in the meantime.
- Advert is out there – and it was agreed that Cllrs Christine Howard, Dave Lane and Chris Zapata sit on the interview panel.

31/17 APPROVE ATTENDANCE AT SOCIAL MEDIA TRAINING

- ALCA are holding an afternoon session of basic social media training in April.
- Now that website is up and running – Clerk would like to find out more about how social media could be used to promote the council and their activities further.
- As such it was agreed that Clerk / Deputy Clerk and Cllr Paul Hulbert should attend training course.

32/17 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 Mandy Sainsbury and **RESOLVED** to pass accounts for payment.

34/17 ITEMS OF REPORT

1. Cllr Peter Abraham would like to start up his drop in sessions again in spring – and invited other councillors to join him if they so wished. He is looking at holding them on a Saturday morning – and at Shire Way Centre.
2. Cllr Claire Young mentioned that objections to the Dodington Railway Bridge improvements have been received but that she is fully supporting them.
3. Clerk mentioned an item for future agenda – regarding waiting restrictions on roads near to Raysfield School.

35/17 NEXT MEETING

The next **Ordinary Meeting** of the Council would be held at **7.30pm** on **Wednesday 5th April 2017** in the Council Chamber of the Parish Hall.

As there was no further business the meeting was closed – at 8:35pm.

SignedChairman

Date 5th April 2017