



# Dodington Parish Council

**MINUTES** of the **Ordinary Meeting** of Dodington Parish Council held at the Parish Hall, Finch Road, Chipping Sodbury, on Wednesday **10<sup>th</sup> May 2017** convening at 7.45pm

**PRESENT:** Cllrs Peter Abraham, Barry Adams, Linda Boon, John Davis, Christine Howard, Paul Hulbert, Philip Jones, Dave Lane (Chairman for Meeting), Annette Parsons, Cliff Phelps, Adrian Rush, Mandy Sainsbury and Chris Zapata

Also present:

Clerk to the Council – Hannah Saunders

2 Members of Public, Members of Birds Resident Group

*Chairman Dave Lane welcomed everyone to meeting and explained evacuation procedures in case of fire.*

*He also asked members present to read notice about 'Suspension of Standing Orders / Financial Regulations' – prior to beginning meeting. Notice attached to these minutes (Appendix 2)*

## **62/17 APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Gloria Stephen.

Cllr Keely Barrett-Waines wasn't present.

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

Chairman asked Clerk how Cllr Gloria Stephen was – and Clerk confirmed that she was doing really well – as was Malcolm. They had been into office for a cuppa following voting last week – and are looking forward to forthcoming holiday.

Chairman asked if had heard anything from Cllr Keely Barrett-Waines – Clerk confirmed that there had been no communication.

## **63/17 DECLARATIONS OF INTERESTS UNDER THE LOCALISM ACT 2011 AND REQUESTS FOR DISPENSATIONS**

- Cllr Paul Hulbert declared a non-pecuniary interest in Item 15 on Agenda (work to Parish Hall) as one of the tenders is from someone he knows. He will leave room when discussing contract.
- There were no requests for dispensations.

## **64/17 PARISHIONERS QUESTIONS**

- Ken and Anthony were present – really to update members on fact that they had consulted with residents of the Birds regarding the proposal put by agent that pub should be replaced with a Café. Residents aren't very keen on the idea at all – and some of them have already registered their opinions on the South Gloucestershire Planning Portal.
- They believe reading agents last submission – that they are pushing for a decision and not going to go to further tribunal...but only time will tell.
- The local businesses keep asking if life can get back to normal – now that ACV ruling has been upheld – and they are keen for planning to move forward.

## **65/17 PLANNING APPLICATIONS**

- Comments on planning applications can be seen in Appendix 1 attached to these minutes

## **66/17 TO RECEIVE AN UPDATE REGARDING TERN INN PLANNING APPLICATION**

- At the moment it really is a waiting game, to see if agent and applicant appeal against ACV ruling further – or if they stand by their amended plans and await a decision from South Gloucestershire Council.
- Agent has asked Roger Hemming if it will be a delegated or committee decision – Roger response isn't in the public domain – but Cllrs believe that it would go to committee.
- Members stand by their comments made in April that they really don't feel that a Café is a suitable alternative to pub.

## **67/17 MINUTES AND MATTERS ARISING FROM THE ORDINARY MEETING OF THE COUNCIL ON 5<sup>th</sup> APRIL 2017**

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

Matters arising included:-

- 37/17 – management has changed on no.82 bus, the crewing has changed to and there are 6 f/t drivers. Buses are still very old and subject to mechanical failure. (PMN – Clerk has received a couple of complaints about 82 bus being late this week).
- 45/17 – there wasn't a presentation at T&PC forum at end of April - however Clerk feels it is important to get a small working group together to look at Electoral Review Consultation prior to it being on Planning Agenda in a fortnights time. Cut off for comments is 5<sup>th</sup> June 2017.
- 46/17 – Chairman wrote a letter to gentleman regarding the Robin Way / Goldcrest allotments. Clerk hasn't heard anymore since. (PMN – gentleman rang on Thursday 11<sup>th</sup> May 2017 – upset as South Gloucestershire Council don't seem to be pursuing his complaints and have closed the file on the enforcement complaint).
- 47/17 – Community Infrastructure Levy has been received.
- 48/17 – Clerk is still making enquiries about emails....she has spoken with Chipping Sodbury Clerk and is waiting to speak with South Gloucestershire IT department.

## **68/17 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 12<sup>th</sup> April 2017.
2. Planning Committee Meeting of the Council held on 19<sup>th</sup> April 2017.
3. Finance & General Purposes Committee Meeting of the Council held on 26<sup>th</sup> April 2017.

## **69/17 TO NOTE INTERNAL AUDIT AND RECEIVE AUDITORS COMMENTS**

- It was duly noted that the Internal Audit had taken place on 8<sup>th</sup> & 9<sup>th</sup> May 2017.
- The Internal Auditors report was circulated.
- There were no questions from members.
- Internal Auditor had found everything in order.
- Cllr Paul Hulbert would like members 'Thanks' minuted – to Krystyna and Hannah for all the work they have put in – as it is a time consuming processes.

## **70/17 TO APPROVE GRANT THORNTON ANNUAL RETURN FOR YEAR ENDING 31<sup>ST</sup> MARCH 2017**

- Members had received copies of the Annual Return with their agenda packs.
- Clerk ran them through the figures and briefly explained the variances.
- It was proposed by Cllr Christine Howard and seconded by Cllr Linda Boon and RESOLVED that the Annual Return be approved.
- The Annual Return was duly signed by Chairman Dave Lane

## **71/17 TO REVIEW STANDING ORDERS & FINANCIAL REGULATIONS**

- Standing Orders were reviewed and it was RESOLVED that no amendments were required at this time.
- Financial Regulations were reviewed and after discussion and due consideration it was RESOLVED to make the following minor amendments:-
  - FR 4.5 – Page 7 – given the recent issues with 'Travellers' in neighbouring parishes – Clerk felt that £500 expenditure in cases of 'extreme risk' wasn't sufficient. It was agreed to increase this to £1000 and if required following phone calls / approval of Chairman / Vice Chairman a further increase of £2000 making a total of £3000.
  - FR 6.20 – Page 11 – a trade card for B&Q / Screwfix is required for Groundsman – so it was agreed to include Groundsman in this section as well as Clerk / Deputy Clerk.
  - A question was asked regarding Cleaner – but Clerk confirmed that most cleaning products are ordered via the office on Consortium account.

## **72/17 EARMARKED RESERVES**

- It was proposed by Cllr Annette Parsons and seconded by Cllr Barry Adams and RESOLVED that the Earmarked Reserves 2017 / 18 as tabled for approval by F&GP on 26<sup>th</sup> April be approved (EMR = £168,927 – as detailed in attachment to F&GP minutes).
- As the Deputy Clerk had explained at that meeting – this would leave General Reserves of approximately £78,413.
- It was felt that this was adequate for the Parish Council over the coming year – and in line with the General Fund Policy which is to be considered as next agenda item.

### **73/17 TO APPROVE GENERAL FUND POLICY**

- Members reviewed the General Fund and understood need for policy – as such it was proposed by Cllr Christine Howard and seconded by Cllr Mandy Sainsbury and RESOLVED that the General Fund Policy be adopted.
- The Chairman and Clerk duly signed the policy.

### **74/17 TO APPROVE LEAVE OF ABSENCE (AS PER SO.81)**

- As Cllr Gloria Stephen is still recovering following her treatment for cancer and knee surgery – it was RESOLVED to approve her continued leave of absence for a further 6 months.
- Cllr John Davis is also struggling with his health at the present time – and as such it was RESOLVED to approve a 6 month leave of absence – although John will try and get to meetings as and when he is able.

### **75/17 TO DISCUSS & AGREE WAY FORWARD REGARDING PROPOSED PURCHASE OF 'DODINGTON' FLEECES**

- This item was discussed at F&GP – and it was agreed that it should be brought to full council.
- After due consideration it was RESOLVED that if councillors would like a fleece – they can have one – if they don't want one – they don't have to.
- Clerk will ask Deputy Clerk to send email out with sizing, etc. and then order can be placed later in month.

*Cllr Paul Hulbert left the Council Chamber and Council went into Closed Session*

### **76/17 TO APPROVE WORK AT PARISH HALL, INSTALLATION OF WC & NEW STORAGE FACILITY**

*(as contracts are being discussed – and names of companies – this item is recorded in Confidential Minutes)*

*End of Closed Session – Cllr Paul Hulbert returned to Council Chamber*

### **77/17 TO RECEIVE AN UPDATE ON 'DISCOVER DODINGTON'**

- Clerk produced a draft print out of the leaflet that is to be printed / distributed.
- There are over 30 different events from June – November 2017.
- It was confirmed that the leaflet would be finalized at end of week – and be with printers by Friday.

- Aim is to have all leaflets distributed by early June.
- Chairman would like members thanks to Cllr Paul Hulbert and Clerk minuted – as they have both put a lot of time and effort into this project.

### **78/17 TO APPROVE SOCIAL MEDIA POLICY**

- It was agreed to defer this item to a future meeting – as time hadn't allowed for Clerk to sufficiently draft up the policy and she felt it needed to be done properly and not rushed.

### **79/17 TO NOTE FOLLOWING CONSULTATIONS**

- Running Free (to be reviewed at CL&E on 17<sup>th</sup> May 2017)

### **80/17 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.

### **81/17 ITEMS OF REPORT**

1. Members are aware of issue with travellers in Yate / Chipping Sodbury over the last few weeks – Clerk wondered if it was worth trying to protect / secure sites such as Lilliput Park / Wapley, etc. Conscious that item isn't on agenda – can't really make a decision tonight – but if needs be standing orders could be suspended and decision made – as ultimately it is in parishioners best interests.....the matter was discussed at length....with some members present having had first-hand experience of dealing with travellers illegal encampments in the past. Members debated whether to take measures to increase security of sites – and looked at suggested ideas / costs. However, it was felt that whatever you do – you won't stop them getting onto land – and it would be better to have a budget set aside to deal with the clear up process and also a clearly documented procedure of what to do if they do get onto land – as the key is to act quickly – and try and get support of local police. Cllr Adrian Rush is happy to help set out procedure. Clerk to draw this up and bring to CL&E meeting next week. It was also suggest that an audit of sites be carried out – so that any weak points of access could be maybe secured more effectively.
2. Cllr Christine Howard reported that she will be attending SLCC training regarding Common Land for Dryham & Hinton – and some of the information may be useful for Dodington.
3. Cllr Annette Parsons reported that motorised scooters were observed roaring around Lilliput Park earlier that afternoon (approx. 3:30pm)....it was thought that they may be from the traveller encampment – but she couldn't be 100% sure.
4. Cllr Philip Jones would like to have some paperwork emailed across to him regarding Risk Assessments, etc. Clerk will sort this out.
5. Cllr Adrian Rush commented that the grass cutting at Lilliput wasn't brilliant in that stalks of dandelions appeared to have been left on the last cut – meaning

that blades weren't set correctly?!?!

6. Cllr Paul Hulbert reported that the inaugural meeting of the Shire Way Conservation Group was well attended – they are concentrating some of their initial efforts outside Badgeworth Shop – and they are going to be hosting a nature walk during Discover Dodington.
7. Cllr Peter Abraham would like to start his drop in sessions again once General Election is over. Initial suggestion of 17<sup>th</sup> June was dismissed due to the Chipping Sodbury Festival – so will aim for 15<sup>th</sup> July – utilising Shire Way Centre.
8. Cllr John Davis wanted to express his thanks to Krystyna and Hannah for their concern / support over the last few months....it is appreciated.
9. Cllr Dave Lane reported that whilst walking dog he had been speaking to someone from Network Rail – who mentioned that they are looking at reinstating the compound during electrification, works. Cllr Lane suggested that they contact the office and arrange to come and speak with members.

## **82/17 NEXT MEETING**

The next **Ordinary Meeting** of the Council would be held at **7.30pm** on **Wednesday 7<sup>th</sup> June 2017** in the Council Chamber of the Parish Hall.

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

Signed .....Chairman

Date 7<sup>th</sup> June 2017