



# Dodington Parish Council

**MINUTES** of the **Ordinary Meeting** of Dodington Parish Council held at the Parish Hall, Finch Road, Chipping Sodbury, on Wednesday **13<sup>th</sup> December 2017** convening at 7.30pm

**PRESENT:** Cllrs Peter Abraham, Christine Howard (from 7:45pm), Paul Hulbert, Dave Lane (Chairman for Meeting), John Malone, Annette Parsons (from 7:45pm) and Jon Shaw.

Also present:

Clerk to the Council – Hannah Saunders

## **189/17 APOLOGIES FOR ABSENCE**

- Apologies were received from Cllr Barry Adams, Linda Boon, John Davis, Philip Jones, Adrian Rush, Mandy Sainsbury, Gloria Stephen and Chris Zapata.
- Apologies were also received from Rob Creer, Tony Davis and Claire Young (South Glos Councillors).

## **190/17 DECLARATIONS OF INTERESTS UNDER THE LOCALISM ACT 2011 AND REQUESTS FOR DISPENSATIONS**

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

## **191/17 PARISHIONERS QUESTIONS**

- None

## **192/17 PLANNING APPLICATIONS**

- Details of planning applications and decisions can be viewed in Appendix 1 attached to these minutes.

## **193/17 MINUTES AND MATTERS ARISING FROM THE ORDINARY MEETING OF THE COUNCIL ON 8<sup>TH</sup> NOVEMBER 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:-

- With regards to Cliff Phelps memorial tree's – these have now been planted and Clerk has been in touch with one of his granddaughters to let them know and try and sort out a suitable time for a small dedication ceremony. This is unlikely to be before Christmas now.
- The decision regarding how to support Clerk / Deputy Clerk with ongoing projects was discussed at Finance last week and will be on next weeks CL&E agenda for further discussion / decision.
- Clerk feels need to put an advert in Gazette regarding tenders for memorial garden work – as no one has come forward and there have been no press releases following the articles she has sent into the Gazette. Also feels it is time to start approaching companies to see if they are interesting in submitting a bid.

### **194/17 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 15<sup>TH</sup> November 2017.
2. Planning Committee Meeting of the Council held on 22<sup>nd</sup> November 2017.
3. Finance & General Purpose Committee Meeting of the Council held on 29<sup>th</sup> November 2017.

### **195/17 TO RECEIVE AN UPDATE REGARDING THE TERN INN – AGREE ANY FURTHER ACTIONS**

- Following on from last Planning Meeting, Clerk has been in touch with the agent for Tern Inn and has received information regarding what they feel value of Car Park is.
- Members have seen the email response – and agree that the value isn't realistic as at the current moment in time the car park doesn't have development potential (planning has been refused and we are unsure what the outcome of appeal will be).
- It was agreed that Clerk should email agent back asking for a more realistic valuation considering that the car park hasn't got development value currently, and also as can't get a figure from James A Baker in Bath for the pub – if they are willing to give a guide price for that.
- Members would also like Clerk to contact agent regarding the fact that there are still boards missing from the windows of the pub and the damage to the gate, neither of which have been sorted despite them being notified several times.
- With regards the appeal, PINs have now validated it – but not issues Start Letter yet – so still don't know the exact dates – who the case officer or Inspector will be....Clerk will keep everyone posted.
- Members will have received an email with copy of appeal statement – so if not read already please look at over next month.
- The next meeting of the Tern Inn Working Group is beginning of January 2018,

and Clerk is still helping them with regards becoming a constituted group...

### **196/17 ARMISTICE 2018**

- Cllr Dave Lane and Clerk attended meeting held by Yate Town Council regarding joining together of Yate, Dodington and Chipping Sodbury on 11<sup>th</sup> November 2018 when the centenary of end of WW1 is commemorated.
- The RBL weren't at the meeting – so although there were some good ideas – the decision really needs to be made as to whether they want to carry out 2 minute silence on 11<sup>th</sup> November as a combined group and then have services at the individual war memorials later in day or vice versa.
- They are keen to get the local schools involved – and have carpets of poppies outside the churches.
- The next meeting is scheduled for 25<sup>th</sup> January 2018 and once decision has been made then can plan properly.
- It was agreed that Dodington PC would like to light the beacon up at Shire Way at 7pm and that they would like this registered. They would like to have someone play the last post and have some refreshments too (need to liaise with Shire Way Community Centre regarding this).
- Clerk will also chase Chris Belcher up to ensure that the work to the basket is carried out.

### **197/17 TO AGREE WHICH COMMITTEES 'NEW COUNCILLORS' WOULD LIKE TO SERVE ON - & AGREE ANY FUTURE COMMITTEE CHANGES**

- Cllr John Malone would like to serve on Community, Leisure and Environment, and Planning – but not Finance and General Purposes.
- Cllr Jon Shaw would like to serve on Planning and Finance and General Purposes.
- This was duly agreed.
- Clerk confirmed that she had been speaking to Cllr Gloria Stephen – and due to fact that she is back at South Glos Council now – and sits on Planning, she would like to come off the Planning Committee for Dodington PC.
- This was duly agreed, and it was noted that due to the numbers on each committee each committee would have a quorum of 4 councillors.

### **198/17 TO APPROVE GDPR AUDIT TO TAKE PLACE IN EARLY 2018**

- Following on from F&GP committee when members discussed further subject of councillors individual emails – it was suggested that wait until the GDPR audit is undertaken – and then decide following that.
- Clerk has been in contact with 3 companies locally.....one of them isn't undertaking GDPR audits at the moment.
- Members discussed what the other 2 companies could offer and it was duly

agreed that South West Audits (from North Somerset) carry out the audit in January.

**199/17 TO RECEIVE A REPORT ON SCANNING / DIGITISATION OF MINUTE BOOKS AND AGREE WAY FORWARD**

- This was following on from a suggestion brought up at F&GP meeting, regarding getting all of the old minute books scanned in time for the 125 anniversary of Parish Council.
- Clerk has made some initial enquiries. One company quoted.....but having investigated further – Clerk not happy with their suggestions (they wanted to destroy the spines of the leather bound books to make scanning easier and would only take them off site to do)...
- Gloucestershire Archives have recommended a couple of other companies that Clerk will contact. They have confirmed Clerks thoughts that the spines shouldn't be destroyed as these are historical records and their integrity will be compromised. They also stated that there are companies that will come to site so you don't have to let the books go.
- One of their other suggestions was to photograph them if council had a camera....a lengthy process – but just as effective.
- Cllr John Malone said that he had the equipment with which he could undertake such a project should the council decide to go down that route.
- As such after due discussion and consideration it was agreed that Cllr John Malone come in and do a test on one of the small books that only has approx. 10 pages of hand written minutes, to see if this is really something that he is willing to do. In the meantime, clerk will contact the companies recommended by Gloucestershire Archives and look at quotes for coming to site and scanning.
- For information the 125 anniversary isn't until March 2020 so still got some time to get sorted.

**200/17 TO AGREE NOMINATIONS FOR SOUTH GLOUCESTERSHIRE COMMUNITY CHAIRS AWARD**

- After due consideration – it was agreed to nominate the Allotment Association for the Group Award. This is second year of group awards. Some of the committee members of the Allotment Association have been nominated as individuals in the past (2014) so this will need to be noted on the form – and if they are successful then it is suggested that person(s) that received it last time don't attend the prize giving.
- Cllr Christine Howard agreed that she would complete the paperwork prior to cut off – 5<sup>th</sup> January 2018.
- The individual awards were also discussed, and Clerk mentioned that Chipping Sodbury School are thinking of nominating Mr Brendan McMorrow for all of his work out of school with the Green Power initiative.

**201/17 CONSULTATIONS TO NOTE / COMMENT ON AS NECESSARY**

- Better Care – Stronger Communities Funding (closes 20<sup>th</sup> December 2017) – after due consideration despite this being a consultation that is aimed at individuals that have used the services that are likely to be affected by the funding cuts – members wanted to comment that it contradicts what the council are trying to do with one of the other consultations which is the Ageing Better Plan 2017 (looking at helping the over 65's and keeping them at home longer, etc).
- South Gloucestershire Food Plan (closes 5<sup>th</sup> January 2018) – members didn't feel it necessary to comment on this – it is very much up to individuals to comment.
- Ageing Better Plan 2017 (closes 12<sup>th</sup> January 2018) – as above members felt that this was up to individuals to respond.

## **202/17 OTHER CORRESPONDENCE RECEIVED – INCLUDING OF NOTE**

- PSP / Local Green Spaces Plan Adoption (comment by 20<sup>th</sup> December 2017 if any issues)
- Quality of Life Report, Councillor Training Plan 2018 (SGC)
- Induction of New Pastor at Tyndale Baptist Chapel next March
- Invoice for By Election in August 2017

## **203/17 TO NOTE DATES FOR CLERKS / STAFF APPRAISALS**

- Chairman and Vice Chairman are aiming to carry out Clerks appraisal just before Christmas with the Clerk then carrying out staff appraisals in the New Year.

## **204/17 TO RECEIVE AN UPDATE ON DRAFT BUDGET FOLLOWING RECENT COMMITTEE MEETINGS**

- Clerk presented a draft budget to members – following the individual meetings of committees that had taken place.
- Adding up all of the committee's budgets was giving a precept requirement very similar to previous year.
- Clerk explained that this hadn't taken into consideration (yet) the GDPR audit or DPO costs or any of the project work costs.
- Taking these on board would see an increase in the budget of 2%+ unless members decided to use funds from reserves.
- For new members present Clerk explained that at the moment T&PCs aren't capped on their precept requests (although this has been talked about for the last few years).
- Clerk also explained that in very crude round about terms an increase of 2% would see an in the pocket increase for the year of 66pence / elector.
- Next steps are to take the budgets back to committees for finalisation – and to Full Council on 31<sup>st</sup> January 2018 for ratification so that precept can be requested from South Glos by 2<sup>nd</sup> February 2018.

## **205/17 TO RECEIVE BANK RECONCILIATION**

- This was received by members, all in order – there were no questions.

## **206/17** ITEMS OF REPORT

- Cllr Peter Abraham reported that the road off Shire Way – under arches up towards Westerleigh is in a really bad state – lots of mud, etc. he has received complaints from locals – plus has been affected himself in works vehicle. Clerk will contact Network Rail as it would appear that a lot of the mess is of their doing.
- Cllr Annette Parsons reported that she had attended the Awards Ceremony for Chipping Sodbury School earlier that evening and it was lovely (although they failed to mention that she was representing Dodington PC but later apologised)!
- Cllr Annette Parsons also reported that some cyclists from Chipping Sodbury School are behaving very irresponsibly with their behaviour towards pedestrians....cycling as though they are going to run into them and then swerving / stopping last minute. She feels that the PCSO's should be informed as well as the school. Cllr Paul Hulbert will also look into the legality of whether the pathway can be used as a joint footpath / cycleway.
- Cllr Christine Howard is going to be attending the Christmas Carols at St Peters Wapley on Sunday evening.
- Cllr Paul Hulbert would like on behalf of the council to formally thank Clerk and Deputy for all their organisation of the Christmas do the previous Friday – it was a great night. Cllr Dave Lane added that Bob and Steve should be thanked for all their help with setting up / tidying away.
- Cllr Dave Lane attended the Community carol Service at hall and said it was a great evening – and lovely to see Bert Weenick back preaching.
- Cllr Dave Lane has also attended the Mobility Meeting (nothing to report) and was invited to the Twinings Wine Tasting but didn't go.
- Clerk has some updates from Cllr Claire Young regarding Broadband in Codrington and the temporary traffic lights at Tormarton and Nibley Lane, she will email this out to everyone for information.
- Clerk has also received correspondence from Abbotswood School – requesting nominations for school governor – as Granville Olive is going to be stepping down. (Cllr Paul Hulbert said that members should write to thank Granville for his support over the years). Clerk will put item on next weeks CL&E agenda.
- Clerk thanked members for the lovely gifts that they had presented her and Krysytna with on Friday evening – and wished everyone a very Happy Christmas.

The next **Ordinary Meeting** of the Council would be held at **7.30pm** on **Wednesday 31<sup>st</sup> January 2018** in the Council Chamber of the Parish Hall.

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

Signed .....Chairman

Date 31<sup>st</sup> January 2018