



Dodington Parish Council

MINUTES of the **Ordinary Meeting** of Dodington Parish Council held at the Parish Hall, Finch Road, Chipping Sodbury, on Wednesday **31st January 2018** convening at 7.30pm

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

Also present:

Clerk to the Council – Hannah Saunders and 2 Members of Public and Ward Members Rob Creer (from 7:40) and Claire Young (from 7:45)

207/18 APOLOGIES FOR ABSENCE

- Apologies were received from Cllr John Davis, Mandy Sainsbury, Jon Shaw and Gloria Stephen
- Apologies were also received from Tony Davis....Clerk hadn't heard from Phil Jones

208/18 DECLARATIONS OF INTERESTS UNDER THE LOCALISM ACT 2011 AND REQUESTS FOR DISPENSATIONS

- Cllr Linda Boon declared an interest in Planning as she sits on South Glos Planning Committee – she will refrain from comment whilst plans are being discussed
- There were no requests for dispensations.

209/18 PARISHIONERS QUESTIONS

- Jonathan Harker – architect that has been involved in the designs drawn up for Dragon's Lair – wanted to speak to members – to explain reason behind the proposed new dwelling not being on same footprint as existing mobile home (which has been granted permanent status) and to answer any other questions that members had regarding the scheme.
- Members had commented on plans at meeting on 10th January 2018.....as the item isn't formally on agenda this evening – they can't make any further comments but will review again at next Planning Meeting.
- Mr Harker thanked members for their time – and left meeting at 7:50pm.

- Mr Ken Thomas wanted to give members an update regarding Tern Inn – to thank them for their support to date and to ask that they think about supporting the bid going forward....
- He explained that the group is in process of being constituted as a Community Benefit Society and that they are working on business plan. They have had a number of pledges back following the open meeting – which saw 90+ residents in attendance. He is in the process of putting together a newsletter to be delivered to every house on Birds estate and further afield with pledge form – to try and get further support.
- Mr Thomas also asked if members would consider letting group use the hall for some fund raisers – so that they could raise some money as a fighting fund.
- Members had no questions – so Mr Thomas thanked them for their time and left meeting at 7:55pm.

210/18 PLANNING APPLICATIONS

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

211/18 MINUTES AND MATTERS ARISING FROM THE ORDINARY MEETING OF THE COUNCIL ON 13th DECEMBER 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:-

- Armastice 2018 – Chairman has attended another meeting – and will update members at relevant committee meeting.
- Clerk / Cllr Howard put in nomination forms for Community Chairs awards – yet to hear if the Allotment Association have been successful.
- Local Plan is out for consultation from beginning of February and there will be some drop in sessions (which Clerk has just emailed out to all) available.
- Appraisals are underway and will be reported on and F&GP.

212/18 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 20th December 017.
2. Planning Committee Meeting of the Council held on 10th January 2018.
3. Finance & General Purpose Committee Meeting of the Council held on 17th January 2018.

213/18 TO APPROVE BUDGET FOR 2018 – 19 AND PRECEPT REQUEST

- It was proposed by Cllr Paul Hulbert and seconded by Cllr Chris Zapata and RESOLVED that the budget as laid out in Appendix 6 be approved and that Dodington Parish Council request a precept of £200,294.

214/18 TO AGREE WHETHER TO NOMINATE REPRESENTATIVE TO ALCA TO ATTEND ROYAL GARDEN PARTY

- It was unanimously agreed that Cllr Christine Howard – who has served both as Chairman and Vice Chairman to the council be put forward for the draw to attend Garden Party. Clerk to let Deborah White know.

215/18 TO REVIEW / APPROVE DRAFT DATES FOR 2018 – 19 MEETINGS

- Members had all reviewed these and as such the dates as set out in Appendix 2 to these minute were unanimously approved for 2018 – 19.

216/18 TO RECEIVE AN UPDATE RE TERN IN AND DISCUSS WAY FORWARD REGARDING SUPPORTING THE GROUPS BID

- Following the update at the beginning of the meeting, members confirmed that they were happy for the group to utilize the hall for fundraising purposes....
- Members discussed how they could support regarding the bid, and they discussed support through a pledge (figures were thrown about but nothing concrete) and also how they could support via a loan.
- Concern was voiced about committing council to a project and also about what residents felt about the pub and fact that even if the pub was purchased then flats could still be developed on the car park.
- After lengthy debate it was agreed that the best way forward was to have item on agenda for all committee meetings in February and for Finance to produce a recommendation to Full Council at beginning of March (which is just in time for the bid to go in).

217/18 NEW NUCLEAR BUILD (NNB) TO NOTE REPORT AND COMMENT AS NECESSARY

- Members had looked briefly at the NNB note that had been issued by South Gloucestershire Council.
- Clerk explained that any comments made – would go to South Glos prior to them compiling their comments.
- It was felt that being removed from the Western part of South Glos – and area around Oldbury that would be effected – that the implications may not be so severe for us – but members felt that they would like to support Oldbury on Severn / neighbouring parishes with any strategic issues that they feel they have.
- Clerk to contact Oldbury on Severn Parish Council in first instance.

218/18 GDPR AUDIT

- The audit had been received and read by members, and they wanted their thanks minuted to Clerk / Deputy Clerk for all work that was entailed with the

audit.

- It was unanimously agreed that the 'quick wins' be delegated to Clerk / Deputy Clerk to action.
- Members understand that Clerk can't be the Data Processing Officer....and await further information from Government / NALC / ALCA before making decision on who to appoint.
- A question was asked about how South Glos Council are going to be handling this – and Clerk believes that their trading arm – Integra – will be doing audit and then role of DPO, as this is what was suggested at the T&PCF. Cost for this service is £900 / year (if sign up to 3 year deal).
- Due to the size of Dodington PC and the amount of information that is processed then they will need to appoint someone – it may be that different rules come out for smaller councils that have limited data.
- Clerk confirmed that the money has been put in budget for 2018 – 19.
- The recommendation from Audit West regarding dedicated email addresses was that it would give the council control of where the emails / data was saved, and ability to close email accounts when councillors / staff leave and also to encrypt the messages.
- Clerk commented that the next step for her / Deputy is to sit down and sort out an action plan so that by end of May can be compliant – or on way to being compliant.
- Area that councillors thought was a priority was the Business Continuity Plan.

219/18 SCANNING / DIGITISATION OF MINUTE BOOKS

- Cllr John Malone spent some time – setting up camera – and looking at photographing the past minute books in order to get a digital back up.
- He estimated that the length of time for him to carry out this project would be approximately 1 month and cost to the council would be for the storage of the digital copies once produced.
- Ideally he would like some volunteers to help as didn't think could spare all of the time himself.
- As a comparison for councillors – Clerk has received 2 different quotes from companies.
- One of them she felt could be discounted – as from talking to them they didn't have the expertise in old records such as minute books (they were talking about destroying the spines).
- The other company has done a lot of work with Town and Parish Councils and they can offer 2 services.....one whereby they come to site and set up equipment and carry out the scanning on site. This is slightly more costly and obviously if there is a problem with equipment can lead to delays. The other service entails them driving down and collecting minutes – and giving receipts for them all, driving them back to their offices and scanning there – then driving originals back.
- Cost for 2 options was just below £2k if they came to site or just under £800 if they collected books.
- It was agreed as part of Business Continuity, as well as a nice to do for the 125th anniversary of council, this needed to be done and after due consideration it was unanimously approved that the £800 option of books being taken away

would be the most cost effective. Thus Towns Web Archiving to be instructed to carry out work.

- Members wanted their thanks to John Malone minuted for looking into – and offering help.

220/18 TO ESTABLISH WHO IS GOING TO SIT ON WORKING GROUP REGARDING 'ADMIN ROLE RECRUITMENT'

- It was agreed that Chairman – Dave Lane, Vice Chairman – Christine Howard and Cllr Chris Zapata sit on the working group along with Clerk and Deputy Clerk.
- Cut off for applications is 28th February 2018 – so will start shortlisting early in March.

221/18 TO NOTE FINAL RECOMMENDATIONS OF ELECTORAL ARRANGEMENT

- Members had copy of report and it was noted that these are the final recommendations.
- There really is no impact to Dodington.

222/18 TO RECEIVE AN UPDATE REGARDING NEWSLETTER 2018

- Clerk confirmed that she has had most articles back now for Newsletter, she thanked members for idea's / input.
- Question of what they would like to see on front page was raised.....after due consideration it was agreed that Tribute to Cliff should be on the front page along with Chairmans address.
- Cllr Paul Hulbert said that he was happy to proof read.

223/18 TO RECEIVE BANK RECONCILIATION & LIST OF ACCOUNTS FOR PAYMENT

- This was received by members, all in order – there were no questions and accounts were passed for payment.

224/18 ITEMS OF REPORT

- Cllr Rob Creer reported that Natwest Bank aren't happy to maintain the cash point in Chipping Sodbury once the bank closes later this year – so looking to see if more of the shops keepers can offer 'cash back'....
- Cllr Christine Howard reported that they have been carrying out some repairs to the roads in Merlin – which she and other residents were pleased to see.
- Cllr Annette Parsons reported litter on Kennedy Way – and asked if either our Litter Picker or South Glos could look into clearing up as it has been there a

while.

- Cllr Adrian Rush reported that the entrance into Lilliput Park from Kingfisher Road is really muddy and wet (the rest of park seems ok), maybe Chris Belcher could have a look at.
- Cllr Claire Young reported that the Scrutiny Committee had been looking at the Local Plan, a 12 week consultation for which is due to start on 5th February 2018.
- Cllr Paul Hulbert has put all items on CL&E agenda....so nothing to report at this time.

The next **Ordinary Meeting** of the Council would be held at **7.30pm** on **Wednesday 7th March 2018** in the Council Chamber of the Parish Hall.

As there was no further business the meeting was closed – at 9:30pm.

SignedChairman

Date 7th March 2018