



# Dodington Parish Council

**DRAFT MINUTES** of the **Ordinary Meeting** of Dodington Parish Council held at the Parish Hall, Finch Road, Chipping Sodbury, on Wednesday **27<sup>th</sup> June 2018** convening at 7.30pm

**PRESENT:** Cllrs Christine Howard, Paul Hulbert, Dave Lane, John Malone, Jon Shaw, Gloria Stephen and Chris Zapata

Also present:

Clerk to the Council – Hannah Saunders, Ward Member - Cllr Claire Young.

One member of public and one candidate for Co-option.

## **281/18 APOLOGIES FOR ABSENCE**

- Apologies were received from Cllrs Peter Abraham, Annette Parsons, Linda Boon, Adrian Rush and Mandy Sainsbury. Cllrs Barry Adams and John Davis have special leave of absence.
- Apologies were also received from Tony Davis (ward member).
- Chairman asked how John Davis was (he had a nasty fall at weekend and is currently in Southmead following surgery). Cllr Christine Howard and Clerk are planning to visit on Thursday 28<sup>th</sup> June (card available to sign at end of meeting) so will know more then.

## **282/18 DECLARATIONS OF INTERESTS UNDER THE LOCALISM ACT 2011 AND REQUESTS FOR DISPENSATIONS**

- None, there were no requests for dispensations.

## **283/18 PARISHIONERS QUESTIONS**

- None

## **284/18 CO-OPTION**

- Louise Harris – who had applied for vacancy was present – and given 2 minutes to address the council.
- There was a chance for questions / answers – there weren't many as Louise had

covered most things off already.

*At this stage meeting went into closed session – and Ward Member, member of public and Louise left room. Following brief discussion normal session resumed.*

- Chairman announced that members voted to co-opt Louise Harris on to Dodington Parish Council – and she duly signed Declaration of Acceptance of Office – witnessed by Clerk.
- Louise then joined the meeting (7.40pm)

## **285/18 PLANNING APPLICATIONS**

- Details of these can be found in Appendix 1 – attached to these minutes.

## **286/18 MINUTES AND MATTERS ARISING FROM THE ORDINARY MEETING OF THE COUNCIL ON 23<sup>rd</sup> MAY 2018**

It was **RESOLVED** that the Minutes of 23<sup>rd</sup> May 2018, as printed and circulated, be confirmed as a true record, Cllr Dave Lane signed the minutes.

The following matters arising were discussed briefly:-

- Chairman had received a letter back from Chipping Sodbury School DT department – thanking Dodington for support and for making them feel so welcome at Annual Meeting.
- No monies received as of yet from Dodington PC (and nets / flags that believed were theirs – aren't)
- At Planning Meeting Clerk will need definite names of Cllrs attending visit to Dodington Estate please.

*The confidential minutes were approved at end of meeting.*

## **287/18 TO RECEIVE MINUTES FROM COMMITTEE MEETINGS**

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

1. Community, Leisure and Environment Committee Meeting of the Council held on 31<sup>st</sup> May 2018.
2. Planning Committee Meeting of the Council held on 6<sup>th</sup> June 2018.
3. Finance & General Purpose Committee Meeting of the Council held on 13<sup>th</sup> June 2018.

## **288/18 UPDATE REGARDING TERN INN SOCIETY LTD / TERN INN**

- The date for the appeal (which will take the format of a one to two-day hearing)

has been set for 20<sup>th</sup> November 2018. It will take place at Chipping Sodbury Town Hall.

- Clerk confirmed that extra time has been allowed for comments (following a delay by appellant to get information to Planning Inspector)...as such parish council have until 31<sup>st</sup> July 2018 to get comments to Planning Inspector.
- The traffic count data has been fully analysed now – and the information collected independently for South Glos Council in 2016 has been able to be validated as the date collected on 6<sup>th</sup> June 2018 was within 10%.

### **289/18 TO APPROVE COMMENTS TO SCRUTINY COMMITTEE REGARDING QUESTIONNAIRE ON GYPSY & TRAVELLERS**

- It was unanimously RESOLVED to approve the comment that the working group had put together (and members had seen prior to meeting).
- Clerk will forward these to South Glos by the end of the week.

### **290/18 TO NOTE / COMMENT AS NECESSARY REGARDING YATE TRAFFIC MOVEMENT CONSULTATION**

- This consultation has come about following a piece of work nearly 3 years ago now.
- Members duly discussed the amendments that were being proposed to roundabout by B&Q and Morrisons.
- They felt that it was still a confusing roundabout – and that although the changes would help – they didn't go all the way.
- They would like to see a diagram without old road markings and just proposed new road markings on. Clerk to ask question and see if can get hold of something like this for Planning Meeting in 2 weeks time.
- Clerk pointed out that close of consultation was 2<sup>nd</sup> July – hence item being on Full Council agenda and not Planning.
- It was agreed that Clerk make following comments before 2<sup>nd</sup> July – but ask question if additional comments could be sent in following planning meeting and if a further diagram could be supplied.
  - 1) Felt that there should be more local signage – ie to Town Centre / Shopping Centre / Car Parks.....just showing through signs not enough for people that might not be local.
  - 2) Puffin Crossing on Kennedy Way – slight concern about it being quite close to junction – although understand that if it is pushed any further along road it could deter people from using it....
  - 3) Crossing between Morrisons / B&Q....again quite close to the junction...which could lead to congestion on the roundabout.

PMN : Extra time agreed for comment – from South Glos Council, and they will send larger diagrams in – as can't do one without existing road markings on.

### **291/18 TO DISCUSS & APPROVE MEMORIAL REQUEST FOR ST PETER'S BURIAL GROUND**

- Members had all received a copy of request – and agreed that the size / colour / shape of memorial was fine – and met rules and regulation. They were

concerned with the engraving on rear of memorial – and as such RESOLVED that Clerk go back to Summers Memorial Masons – stating they would give approval for memorial – **but not** with engraving on back of it.

- It was also agreed that Rules and Regulations be updated accordingly.

## **292/18 GDPR COMPLIANCE**

- The Data Map was adopted by members (following minor amendment)
- The following policies were adopted by members
  - **Data Protection Policy**
  - **Subject Access Request Policy**
  - **Data Breach Policy**
  - **Records Retention Policy**
- Privacy Notices were agreed / adopted – and will be emailed to Councillors
- Security Compliance Checklist was issued to members – queries were discussed, and it is noted that this is Work in Progress
- Dedicated emails are now set up for members / staff. Clerk to issue email addresses / passwords, etc. and training will be available upon request.
- It was noted that Dodington Parish Council is registered as a Data Controller with ICO (certificate on file)
- It was discussed and agreed that individual members register themselves with ICO – upon presentation of copy of certificate – they will be reimbursed full amount £40 – by DPC (Clerk will find out where forms can be accessed online)
- It was noted that Business Continuity Plan is still being worked on and information will be brought to a future meeting.

## **293/18 TO NOTE DECORATING OF PARISH HALL IN AUGUST**

- This item to be carried forward to CL&E as although Clerk met with decorator – quote hasn't been received yet.

## **294/18 TO NOTE COMPLETION OF INTERNAL AUDIT & ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN**

- Clerk confirmed that AGAR is to be sent to external auditors (PKFLittlejohn) and that Exercise of Public Rights will begin next week – 2<sup>nd</sup> July – 10<sup>th</sup> August Incl.

## **295/18 TO RECEIVE FEEDBACK FOLLOWING CLERKS / DEPUTY CLERKS ATTENDANCE AT VAT COURSE**

- Sadly, this has had to be deferred to a future date, due to M5 being closed – Clerk / Deputy never made it to Ivybridge.

## **296/18 TO APPROVE DODINGTON PARISH COUNCIL FACEBOOK GOING LIVE FROM JULY 2018**

- It was approved Facebook to go live from first week in July 2018.
- It was agreed that for first few months – just to have it set up – so that people could see posts and like them – but not comment on them.

- The policy to be updated to include Admin Support as well as Clerk / Deputy Clerk for updating of page.
- It was discussed that once comments are allowed – it is more of a full-time requirement to keep an eye on page, etc. and block people, etc. Suggestion was made that perhaps a volunteer could be recruited to look at this.
- Clerk will bring this to a later meeting for further discussion.
- Also, for further discussion – who Council can choose to like / follow, etc.

**297/18 STAFFING UPDATE** (To be covered off at end of meeting)

**298/18 TO RECEIVE BANK RECONCILIATION**

- This was duly received by members. Chairman queried some of the cheques that had yet to be presented – Clerk explained that reconciliation was up to end of May 2018. Deputy Clerk had since confirmed that the cheques had all been presented.

**299/18 TO APPROVE INVOICES FOR PAYMENT**

- It was RESOLVED to approve invoices – and pass these for payment and they were duly signed by Cllrs Chris Zapata and Christine Howard.

**300/18 ITEMS OF REPORT**

- Cllr Christine Howard thanked Claire Young for all her help with regards issues with Suez, etc.
- Cllr Paul Hulbert reported that there is a new Gazette Reporter for Yate – and he has offer Ross a tour of parish, etc.
- Cllr Paul Hulbert also reported that from Thursday 28<sup>th</sup> June there will be 3 Bug Hotels in situ up at Wapley, the judging will be taking place up at Wapley Bushes on 4<sup>th</sup> July 9am – meeting at Shire Way entrance...Lilliput is being judged on 10<sup>th</sup> July and Allotments next week.
- Cllr Claire Young reported that there are certain changes proposed regarding Planning – and they will be brought forward to Town and Parish Council Forum – and then hopefully consulted upon later in year.
- Cllr Claire Young also reported that she visited Celestial House in Yate earlier in week – and would send info across to Clerk to put on website.
- Wales and West Utilities are currently consulting residents on their views of service, etc. This is open to all even if you are on LPG.
- Cllr Gloria Stephen said that she had been approached by a couple of residents – one complaining about blocking of view along Heron Way by parked vehicles when trying to turn out of Kingfisher – and one stating that they were unhappy about not being granted permission to plant a tree in Lilliput(commemorating someone). Clerk commented that Travel Plan are working on issues of parking along Heron Way and that she / no one in office has been approached about planting of tree in Lilliput Park, if they wanted to contact office – matter will be looked into accordingly.
- Cllr Dave Lane thanked everyone that had helped out with the consultation in Kingsgate Park at Yate Rocks the previous weekend.
- Clerk confirmed that next meeting of Town & Parish Council Forum is planned

for morning of 17<sup>th</sup> July 2018 – at Poole Court. Amanda Deekes will be addressing the forum.

*Meeting went into closed session – and Cllr Claire Young and member of public left meeting. Minutes regarding Staffing Update are recorded confidentially.*

The next **Ordinary Meeting** of the Council will be held on **25<sup>th</sup> July 2018 at 7:30pm** in the Council Chamber – Parish Hall.

As there was no further business – the meeting was closed at **9:10pm** and chairman thanked everyone for attending.

Signed.....Chairman

Date:- 25<sup>th</sup> July 2018