



Dodington Parish Council

MINUTES of the **Ordinary Meeting** of Dodington Parish Council held at the Parish Hall, Finch Road, Chipping Sodbury, on Wednesday **18th April 2018** convening at 7.30pm

PRESENT: Cllrs Peter Abraham, Christine Howard, Paul Hulbert, Dave Lane, Annette Parsons, Adrian Rush, Mandy Sainsbury, Jon Shaw and Chris Zapata

Also present:

Clerk to the Council – Hannah Saunders and 2 members of public

240/18 APOLOGIES FOR ABSENCE

- Apologies were received from Cllr Barry Adams, Linda Boon, John Davis, John Malone and Gloria Stephen
- Apologies were also received from Rob Creer, Tony Davis, Claire Young

241/18 DECLARATIONS OF INTERESTS UNDER THE LOCALISM ACT 2011 AND REQUESTS FOR DISPENSATIONS

- None, there were no requests for dispensations.

242/18 PARISHIONERS QUESTIONS

- Mr David Glasson was present and wanted to talk to members about the amended / revised plans that had been submitted for 'Dragons Lair'.
- After thanking members for time – he briefly ran them through the block plan and elevations and explained what was to be demolished, etc.
- Mr Glasson answered a few questions....

243/18 PLANNING APPLICATIONS

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

Mr David Glasson left the meeting.

244/18 MINUTES AND MATTERS ARISING FROM THE ORDINARY MEETING OF THE COUNCIL ON 7th MARCH 2018

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:-

245/18 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 14th March 2018.
2. Planning Committee Meeting of the Council held on 21st March 2018.
3. Finance & General Purpose Committee Meeting of the Council held on 21st March 2018.

246/18 TO RECEIVE AN UPDATE REGARDING TERN INN

- There was nothing to report, date for appeal hasn't been set, and planning inspector hasn't been assigned.

247/18 TO NOTE APM ON 11TH APRIL 2018 AND ANY MATTERS ARISING

- It was agreed that it was a good meeting – better with just tea / coffee and biscuits.
- A good number of people attended – 60. One comment from someone was that it would be good for everyone to have a sticky badge with name on / who they are representing....fair enough councillors have badges but good to know who you are talking to....something easy that can be done next year.
- Clerk commented that it was easier with the TV and microphone than getting all church bits out. She thanked those that had helped her and said that it may be good to look for a stand for the TV – so that if used again – don't have to balance on tables. Ken Thomas has kindly said that can use his microphone anytime.
- Councillors were very impressed with the students from Chipping Sodbury School and would like to write and thank them / congratulate them so that they can have letter for portfolio that Ms McMorro is putting together with them.

248/18 TO APPROVE RISK ASSESSMENT FORM

- Clerk took members through the form, explaining that some of the risk was self managed (hence reviewing all individual risk assessment forms) and some was managed via insurance, etc.

- It was unanimously agreed to approve form.

249/18 TO APPROVE ANNUAL GOVERNANCE STATEMENT

- Members reviewed this and it was proposed by Cllr Paul Hulbert and seconded by Cllr Christine Howard and resolved that Annual Governance Statement be signed by Chairman and Clerk.

250/18 TO RECEIVE REPORT FROM WORKING GROUP RE COMMENTS FOR NEW LOCAL PLAN

- It was noted that this doesn't need to be formally approved until the Planning Meeting on 3rd May 2018 as an extension has been granted.
- The working group have had one meeting – next one scheduled for 24th April....and then will send comments out with Planning Agenda.
- Of note is the fact that there are quite a few sites that have been put forward on 'Call for Sites' in and around the parish....

251/18 TO GRANT SPECIAL LEAVE OF ABSENCE (AS PER SO81) to Cllrs B Adams, J Davis and G Stephen

- Clerk confirmed that she had been in touch with all 3 members – and they wish to remain on Parish Council – despite their current individual circumstances.
- As such it was unanimously approve that all 3 be granted Special Leave of Absence – for a period of 12 months (this takes us to Elections in May 2019)

252/18 TO RECEIVE UPDATE FOLLOWING ADVERTISEMENT ON CASUAL VACANCY / WAY FORWARD

- Clerk informed members that no petition had been signed / put forward to SGC requesting an election to fill the vacancy.
- As such the council are free to co-opt to fill it and Clerk will put notices up on Monday 23rd April 2018 accordingly.
- As is DPC practice – interested parties will be asked to attend a round of meetings prior to filling in form....

253/18 TO RECEIVE REPORT FOLLOWING MEETING WITH MEDIA TUBE RE WEBSITE AND AGREE WAY FORWARD

- Clerk reported that she, deputy Clerk and Cllr Paul Hulbert had met with Media Tube as website has been going for over a year now and wanted to find out what going well / what not, etc.
- One area that was frustrating for Office / Cllr Hulbert was that each individual date had to be put into calendar and couldn't put items in for a week or on a repeat basis.
- Media Tube went away to look at this.....It was also discussed that needed separate pages for staff and councillors and more news items on front page.
- With the new GDPR rules – privacy notices on forms need to be update...
- As such Media Tube following meeting Media Tube came back with an offer of

update to Calendar (for a one of cost of £100 + VAT) and then an ongoing monthly charge for updates / GDPR details.....of £25

- It was proposed by Cllr Paul Hulbert and seconded by Cllr Mandy Sainsbury and resolved that pay to update calendar and for the monthly support as this is something that can't be done in house – and we need to be up to date and compliant.

254/18 TO FINALISE / APPROVE DEDICATED EMAILS FOR MEMBERS / STAFF

- Following on from the GDPR audit earlier this year....recommendation is that members and staff do have dedicated emails.
- The free option isn't secure enough (and the installation cost is high).
- Office 365 (basic email package) can be secured via our IT company for a competitive rate £3.30 / account.
- It was proposed by Cllr Mandy Sainsbury and seconded by Cllr Christine Howard and resolved that this be the option taken.

255/18 TO NOTE EMAIL RECEIVED FROM DODINGTON FC / AGREE REDUCTION TO FINAL PAYMENT

- Following on from sad news that Dodington FC were folding – they owed Parish Council for pitch fees.
- They can't afford to pay full amount – but have offered a part payment and also to give nets / corner flags to council.
- It was agreed that the £93 they couldn't pay be written off and that a letter be sent thanking them in particular for all fund raising.
- Clerk to arrange for groundsman to collect nets.

256/18 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.

257/18 ITEMS OF REPORT

- Cllr Peter Abraham reported that he had been contacted by resident that wanted to see speed reduction on roads in Chedworth due to speeding drivers. He has mentioned to police....Clerk will forward him other correspondence on matter.
- Cllr Christine Howard and Annette Parsons attended the Yate Town Strategy Meeting – but some of the information was sensitive – and as member(s) of public present didn't want to go into details. Cllr Annette Parsons will send report to Clerk.
- Cllr Dave Lane reminded members that use of their mobiles / laptops was fine during meetings if it was to do with meeting – but not if it wasn't.

The next **Ordinary Meeting** of the Council would be held at **7.30pm** (

Wednesday 23rd May 2018 in the Council Chamber of the Parish Hall.

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

SignedChairman

Date 23rd May 2018