



Dodington Parish Council

MINUTES of **Full Council Meeting** of the Parish Council held in Council Chamber adjacent to Dodington Parish Hall on **Monday 13th January 2025** at 7.30pm .

PRESENT: Councillors Richard Evans, David Fitt, Louise Harris, Christine Howard, Paul Hulbert, Sarah Hurley, Adrian Hutton, Sandra Jee, Oliver Lodge, Jean Thomas, Karl Tomasin and Chris Zapata (Chairing Meeting)

ALSO PRESENT: Hannah Saunders Clerk to the Council – Clerking the Meeting and 10 Members of Public

368/25 APOLOGIES FOR ABSENCE

Were received and accepted from Cllrs Laura Pearson Tong and Bob Graham.
Apologies also received from Ward Councillors Cheryl Kirby, Marilyn Palmer and Ben Stokes .

369/25 DECLARATIONS OF INTEREST AND REQUEST FOR DISPENSATION

Cllr Karl Tomasin declared an interest in YTC Grant Item 9 – he will leave room when this is being discussed.
No other declarations of interest.

370/25 PARISHIONERS QUESTIONS

Chair welcomed Parishioners to first Full Council meeting of 2025, and open the floor to their questions / concerns.

Issues that were raised included:-

- Lack of notification regarding planning application P24/03001/F from South Gloucestershire Council
- Lack of advertisement locally that planning application has been submitted
- *Clerk to investigate this with aid of Cllr Marilyn Palmer*
- Generally not happy with the application – and lack of certain detail
- *One of the residents will forward a document to Clerk by end of week – explaining main issues – so that members have a better understanding of what they are so unhappy about.*
- Question put to Parish Council as to whether they would be more supportive of an energy co-operative such as one instrumental in BANES – as community benefit is greater from smaller more sympathetic schemes.
- *Clerk and Cllr Louise Harris responded to this – stating that via Climate Emergency Group – both Dodington Parish Council and South Gloucestershire Council have been in touch with Bristol Energy Co-operative and are investing ways that they can work together.*
- Another question was asked – as to whether applicant would be giving a presentation on plans *clerk / chair confirmed that this had been done at the pre application stage with regards to community consultation.*

- Resident is keen to speak to Planning Committee at South Gloucestershire Council – *planning process was explained stating that this part of consultation has to be carried out first – and then when planning officer has all information in order to make a decision – this is when it is likely application will be included on Circulated Schedule in order for it to be called in to committee.*
- As there were no further questions at this stage and way forward for information sharing / gathering prior to following Full Council Meeting (scheduled on 20th January 2025) had been agreed Chair thanked members of public for their time – and invited them to stay if they wished – but they wouldn't be able to take part in rest of meeting.

9 of the members of public left.

Cllr Karl Tomasin stepped out of room for a few minutes.

Meeting resumed

371/25 TO APPROVE MINUTES OF FULL COUNCIL MEETING

It was RESOLVED that the minutes of the Full Council Meeting on 18th November 2024 as printed / circulated were a true record – and they were duly signed by Cllr Chris Zapata.

(Confidential Minutes to be reviewed / approved during Closed session at end of meeting).

Matters arising that won't be covered during course of agenda:-

- 359/24 – clerk confirmed that Tourist Information Centre and Citizens Advice Bureau grants had been applied for prior to Christmas and funds paid / gratefully received.
- 362/24 – clerk informed members that Burial Ground Survey has been delivered to all households within the Parish. Closing date for the consultation is 31st January 2025 – and to date over 500 responses have been received back.
- 366/24 – Clerk confirmed that the PROW sign by Wapley Church had been reinstated (again) prior to Christmas.
- 366/24 – Clerk reminded members that 28th February is date for Official Opening of Chambers – it will be included on FC agenda on 20th January 2025 – and Clerk looking for a few councillors to sit on working group.

372/25 COMMITTEE MEETINGS

It was noted that minutes from recent committee meetings would be approved at next relevant meeting.

Community, Leisure & Environment CL&E – on 3rd February 2025

Planning & Transport (P&T) – on 10th February 2025

Finance & General Purpose (F&GP) - on 17th February 2025

373/25 WARD COUNCILLORS

Reports sent in from Ward Cllrs Cheryl Kirby and Ben Stokes can be found – Appendix 1 attached to these minutes.

CLLR LOUISE HARRIS – reported on the following:-

As a result of more people phoning in / recording via website regarding issues to Avon and Somerset Police they have increased patrols in the area – and have had an increased visibility out and about. Ward Councillors have been stressing to residents that issue isn't deemed reported if it is posted on Facebook – and it must be recorded via the proper channels.

Cllr Louise Harris said she would try and establish from police if these extra patrols had been beneficial and seen a reduction in crime.

The budget process is ongoing at SGC – throughout month of January / February.

Louise still has a little bit of Member Awarded Funding available if local community groups are interested in approaching her for an application form. She reminded members that this is the last year that the funding will be available.

374/25 PLANNING MATTERS

Two planning applications were reviewed by members. Details can be found in Appendix 2 attached to these minutes.

With regards the Mousewell Solar Farm proposal – this application will be included on next weeks Full Council agenda for further consideration as members haven't had sufficient time to review all the documents yet, and they aren't 100% clear on residents concerns (it is hoped document provided on behalf of residents by end of this week will help with this).

Clerk to liaise with Marilyn Palmer – and SGC regarding lack of notification to residents.

375/25 CONSULTATIONS

- South Gloucestershire Budget Consultation (although this consultation is now closed – Clerk can still send in comments from DPC).

After discussion following pop up sessions before Christmas, it was agreed that Clerk should respond highlighting Dodington's concern over the 3rd approach that SGC had outlined 'Managing responsibility for delivering and paying for services'....and the option to talk to Town and Parish Council to find out the most efficient way to maintain bus shelters, public open spaces, etc. The conversations need to be started at an early stage – as the implications to budgets for T&PCs could be considerable – and the sooner plans can be put in place the better...it may be that a staggered / stepped approach is required? Clerk is going to request that an item be included on future Town and Parish Council Forum agenda.

376/25 GRANTS

- **Bristol & Weston Hospitals Charity**
After due consideration it was RESOLVED to write to charity explaining that application had been received too late to be considered prior to Christmas – and as it was a Christmas event they were applying for funding towards – members won't be supporting but would invite them to send in a further application after April 1st 2025 (new financial year).
- **Dodington Parish Band** *Clerk stepped out of room whilst this was being discussed. When Clerk returned vote was taken.*
After due consideration it was RESOLVED (11 members for, 1 against) to award £600 to the Parish Band for them to put towards new music.
Cllr Karl Tomasin left room for next item
- **Yate Town Council (Heritage Centre)**
Clerk explained that this grant would be for next Financial Year – but Heritage Centre are generally organized and get applications in ahead of time.
Cllr Paul Hulbert wanted to proposed that Dodington support – as the events put on

by Heritage Centre are always so informative – and a lot of Dodington residents benefit.

It was duly RESOLVED to award YTC (Heritage Centre) £300 towards their workshops for 2025.

Cllr Karl Tomasin returned to room.

Members noted grants awarded to date.

377/25 COMPLAINT FROM RESIDENT RE BURIAL GROUND CONSULTATION

All members had received document outlining complaint from resident regarding the Burial Ground Survey – and how Chair – Cllr Chris Zapata had responded. The resident had been made aware and invited to meeting – but hadn't attended or been back in touch with either Cllr Chris Zapata or the Clerk.

It was duly agreed that the complaint was not upheld – Dodington Parish Council – and it's officers had done nothing wrong by consulting with the local community regarding a facility that they are all entitled to use.

Chair / Clerk to respond to the resident accordingly with copy of draft minutes.

It was noted that closing date for consultation is 31st January – and council will publish results in February – following Planning & Transport Committee Meeting (10th February 2025)

378/25 AERIAL RUNWAY REPAIR AT WOODCHESTER

It was RESOLVED to approve the quote of £560 for repair to aerial runway as it is a loved and well used facility within the parish.

379/25 EVENTS AND SECURITY UPDATE

Members noted the recent update issued by the National Protective Security Agency and Clerk also informed them that following this update – an email had been received from SGC Safety Advisory Group Chair with further information and event notification forms. Clerk will forward to members for information.

380/25 MEETING DATES 2025 – 26

Following a meeting prior to Christmas, when meeting dates were discussed, Clerk was asked to review the meeting schedule for the forthcoming year to try and reduce the number of meetings.

This matter was also discussed at Staffing & Personnel Committee as they had been asked to address matter of 'workload'.

As such a second version of dates had been circulated. It was proposed by Cllr Adrian Hutton and seconded by Cllr Christine Howard and RESOLVED that the second version be approved.

Schedule of dates can be found in Appendix 3 attached to these minutes and will be published on the website.

381/25 BUDGET 2025 – 26

Members had received the second draft of Council Budget following round of committee meetings prior to Christmas.

Although members didn't want to increase precept – unless Dodington Parish Council start cutting services – given the economic climate – an increase is required.

The increase suggested, when divided down / band D property sees precept element of council tax increase be £3.21 / month. This will enable all services to be maintained.

382/25 TO APPROVE BUDGET 2025 – 26

After due consideration it was proposed by Cllr Christine Howard and seconded by Cllr Adrian Hutton and RESOLVED to approve a budget of £442,570 for 2025 – 26.

Summary of budget for 2025 – 26 can be found in Appendix 4 attached to these minutes.

383/25 TO APPROVE PRECEPT REQUEST FOR 2025 – 26

With budget set / approved, a precept of £420,599 would be required. It was proposed by Cllr Adrian Hutton and seconded by Cllr Paul Hulbert and RESOLVED that a precept of £420,599 be requested for 2025 – 26.

384/25 FINANCE MATTERS

Payments and receipts for November and December 2024 were received / explained. All in order.

Bank reconciliations for November and December 2024 were checked – and duly signed by Chair and RFO – all in order.

385/25 ITEMS TO REPORT

- Cllr Oliver Lodge reported that SGC have been gradually reinstating / fixing the footpath by old railway line along Shireway.
- Cllr Karl Tomasin informed members that he has a meeting with local police on 5th March 2025 – and he will ask question about increased visibility and whether it has helped.
- Cllr Sarah Hurley reported that one of her colleagues who lives in street affected by floods (Storm Bert) was so grateful to all SGC workers and local MP / team. They wanted to pass on their thanks – as everyone was so helpful.
- Cllr Jean Thomas reported some damage to the block paving in Co-op car park (Clerk confirmed she was aware of this – and it is being monitored).
- Cllr Paul Hulbert asked if there were any further updates on land adjacent to Shireway? Clerk hasn't heard anything yet.
- Cllr Sandra Jee wanted to know what was being done regarding the vandalism at Wapley over Christmas period (when youths got onto site on motorbikes). Clerk confirmed that matter had been logged with police – who agreed to increase patrols in area. Cllr Oliver Lodge stated that the damage caused is no longer visible. Grass / undergrowth has regrown. He also stated that some of the work that Wapley Bushes are proposing following recent tree survey – will close some of the area's off making it harder for people to scramble on bikes up at Wapley.
- Cllr Christine Howard has reported overgrown hedge at Merlin (by Scott Way) to SGC.
- Clerk reported that Western Gateways Strategic Investment Plan Consultation would be included on next weeks agenda – but informed members of a webinar later this week.
- Clerk / Cllr David Fitt reported that 2 dates wereset aside for members to help clear back office – first being this coming Saturday – 18th January 2025 from 10am.
- Clerk and Cllr Marilyn Palmer have taken matter of Sodbury Lane not being gritted up again with SGC – as 3 cars ended up in ditch during the cold snape the previous

- week.
- There are 2 tenders currently live on Contracts Finder website – and they have generated quite a bit of interest. These are for the Circular Footpath at QEII and Grounds Maintenance.
- Clerk was contacted by Bristol Energy Co-operative (Cllr Louise Harris forwarded them onto Clerk). They were wanting to attend council meeting this evening – but Clerk put them off until Planning Meeting in February – this is regarding some landowners that they are working with in the local area – looking at renewable energy projects involving solar and wind (not on the scale of Mousewell).

Meeting went into closed session for approval of Confidential Minutes (from 14TH October 2024) and to cover off Staffing Matters.

386/25 STAFFING MATTERS – this item is minuted confidentially

Closed session ended

As there was no further business the meeting was closed at 9.45pm – with Chair thanking everyone for attending and apologizing for running over.

Next meeting of Full Council – 20th January 2025

SignedChair

Date 20th January 2025

APPENDIX 1

Ward Councillor Reports

Cheryl Kirby

**South Gloucestershire Council
Dodington Ward Councillor Report**

13th January 2025

The case regarding Abandoned Cars around Bredon

As you may know, this is a very complex and complicated case.

I had a resident raise their concerns to me about a particular vehicle they have parked along their property for two years, and I contacted South Gloucestershire Council for an update on the matter.

The Enforcement Officer is working on the case at this very moment and is returning to court soon.

However, the legal process is still moving forward, albeit very, very slowly and of course, in accordance with legal requirements.

For the resident, I was able to identify that the particular vehicle they were worried about, is in the batch of vehicles that have been identified as needing to be removed, when the legal case reaches that point.

Free Support to Quit Smoking

SGC are offering help to quit smoking either by accessing nicotine replacement devices or additional 1:1 support, which may suit some people.

Help Managing Finances

SGC are also offering tips regarding managing finances, tackling debt and making your money go further. They are offering a confidential Helpline on 08009537778.

Starting Your Own Business

SGC are offering a fully funded Business Start Up Programme delivered by an organisation called Cool Ventures. They offer online and in-person workshops for people to explore self-employment. They cover such topics such as assessing your business idea, planning, marketing, sales, finance and self-assessment preparation.

This free support is available to all South Gloucestershire residents and is funded by the UK Shared Prosperity Fund.

Foster Carers

SGC is actively looking for more foster carers to help give a child a home and family who are unable to live with their birth families.

Primary School Admissions Deadline

Is 15th January.

Food Survey

SGC are wanting to hear from residents and business on issues around food. The feedback will help SGC to work jointly as part of their newly forming South Gloucestershire food partnership to improve how food is made, sold and used.

And, to encourage you to complete this short survey, there is a prize draw where someone may win a £25 voucher.

Ride Along with the Police/Andrew Pound

Presently arranging to join PC Andrew Pound on one of his shifts, just to see what his day is like around our area.

Ben Stokes

**South Gloucestershire Council
Ward Councillor Report**

It might be worthwhile mentioning a pop-up event to give background to some of the activity and powers of SGC Trading Standards on **Thursday 23 January 2025 at 6:30pm :**

[Click here to join the South Gloucestershire Council Trading Standards Services Pop-Up meeting](#)

In addition, an important item affecting residents is the perilous state of the health system which is straining under the current demands which are being largely driven by the Winter flu and related breathing problems. You may have heard in national news that hospitals are now at the same capacity as at the height of the pandemic. To that end, please can you mention to the meeting the following update which speaks about the need for vaccination and the impacts on council health and social care services:

Appendix 2

Planning Matters

- **P24/02837/HH**|Erection of single storey side extension and front porch to provide additional living accommodation (Part resubmission of P24/02083/HH)|Tawny Hill Cottage Wapley Road Codrington South Gloucestershire BS37 6RY

Clerk reminded members that previous application P24/02083/HH had been reviewed by council in September 2024 – and members agreed no comment necessary.

Following SGC refusal of planning a revised application has been submitted. There are 3 supporting comments linked to plans.

Cllrs had reviewed and agreed that the revised plans were more in keeping.

It was agreed no comment necessary.

Appendix 3

DODINGTON PARISH COUNCIL MEETING SCHEDULE **APRIL 2025 – MARCH 2026** FINAL

April				Oct		
	9	APM (HALL)			6	BUDGET
	14	-			13	-
	21	B/H EASTER MONDAY			20	FC
	28	FC		HTerm	27	-
May				Nov		
	5	B/Hol			3	CLE
	12	AMPC / FC			10	-
	19	CLE			17	P&T
Hterm	26	B/Hol			24	-
June				Dec		
	2	P&T			1	F&GP
	9	F&GP			8	-
	16	S&PC			15	FC
	23	-			22	S&PC
	30	FC		Xmas	29	-
July				Jan 26		
	7	-			5	FC
	14	CLE			12	-
	21	P&T			19	CLE
	28	F&GP			26	P&T
Aug				Feb		
Sum	4	-			2	F&GP
	11	FC		H Term	9	-
Hols	18	-			16	FC
	25	B/Hol			23	-
Sept				March		
	1	CLE			2	CLE
	8	-			9	-
	15	P&T			16	P&T
	22	-			23	-
	29	F&GP			30	F&GP

Notes: All meetings commencing at **7.30pm** on a **MONDAY**, unless otherwise stated.

Council Chambers at Dodington Parish Hall, Finch Rd, Chipping Sodbury, BS37 6JZ

P&T	= Planning & Transport Committee
F & GP	= Finance & General Purposes Committee
FC	= Full Council
CLE	= Community, Leisure and Environment Committee
AMPC	= Annual Meeting of Council
APM	= Annual Parish Meeting (open parish meeting)
S&PC	= Staffing & Personnel Committee

Weeks highlighted Yellow show when the school holidays are

Appendix 4

Second Draft of Budget for Dodington Parish Council 2025 – 26 to be presented at Full Council 13th January 2025 and approved.

SUMMARY OF 2025/2026 COUNCIL'S BUDGET

	Gross (£)		Income (£)		Net (£)	
Financial Year	2024-25	2025-26	2024-25	2025-26	2024-25	2025-26
		Agreed		Agreed		Agreed
Finance & General Purposes	216,380	78,502	16,000	18,021	200,380	60,481
Community, Leisure & Environment	103,250	131,728	1,400	1,630	101,850	130,098
Planning & Transport	29,320	37,320	2,555	2,500	26,765	34,820
Staffing & Personnel	0	195,200	0	0	0	195,200
Total	348,950	442,750	19,955	22,151	328,995	420,599

See Minute references from relevant committee meetings re proposed budgets on next page.

TOTAL GROSS EXPENDITURE FUNDED BY:

2024-25	2025-26	
	Agreed	
12,000	13,440	Parish Hall receipts
4,000	4,581	Bank interest
1,400	1,575	Kelston Close income
55	55	Community grants/wayleave/allotment lease
2,500	2,500	Wapley burial ground income
328,995	420,599	Precept on rates

Notes:

1. Dodington Parish Councils overall budget will increase by £93,800. +26.9%
2. Each committee's figures are as follows: *(note staffing element taken out of Finance & General Purposes)

Finance & General Purposes decrease of £137,878 minus 63.7 %** *If comparing like with like it sees an increase of £57,322 +26.5%*

Community, Leisure & Environment increase of £28,478 +27.6%

Planning & Transport increase of £8,000, +27%

Staffing & Personnel taking on budgetary responsibility for Staffing. So sees an increase £195,200 **

**F&GP plus S&PC = £273,702. Compare this to F&GP LY = an increase of £57,322 26.5%

3. Projected income has increased a little +£2,196
4. This would see an increase on precept of +27.8%

What would this mean for a Band D property? Calculated out over 12 months?

A Band D property would pay **£176 / year (£14.67 / month)**.
This is an increase of £38.50 a year (24 – 25 £137.50 / year).
Equates to **£3.21** extra to parish element of council tax per month

CLE Minutes 25th November 2024

Taking on board recommendations from Full Council following first draft of budget Cllrs Chris Zapata and Adrian Hutton had spent time with Clerk – reviewing budget line by line.
Clerk illustrated second draft of the budget....explaining that estimates were fairly conservative. This saw an overall increase of 20% (with EMRs not being touched).
Clerk explained that utilizing some of the EMR funds (from Youth Projects) – this increase could be reduced.
There were 9 budget lines that needed more consideration given some of the decisions taken and knowing how costs are rising. After one of the budget lines being reduced – and the rest remaining same / increasing slightly this saw an additional £7.3k being added to the budget meaning an increase of 27% (not touching EMRs)
After due consideration it was **RESOLVED** that members recommend this budget to Full Council in January 2025.

Planning Minutes 2nd December 2024

Members then discussed and reviewed 2nd draft of Budget for the Planning and Transport Committee for forthcoming year 25 – 26.
The Chair of committee had been through the budget line by line with Clerk – which was a useful exercise, and the budget was presented.
Taking on the views of the committee back in October – the 2nd draft reflected an increase in the budget – but this was between the conservative increase that had been tabled and the higher increase that had been suggested previously.
After due consideration it was **RESOLVED** to recommend an increase in budget of £8,000 (27%) to Full Council in January 2025.

F&GP Minutes 9th December 2024

Prior to this meeting and taking on board recommendations made at Full Council, Chair of this committee Cllr David Fitt and the Deputy Clerk reviewed the budget line by line with the Clerk

to the Council. A 2nd draft of the F&GP budget for 2025 – 2026 was prepared and sent by email to members.

This 2nd draft saw an overall increase in the budget of £52,322 to £268,702 (24% increase). Members were reminded that from the 1st April, the Staffing and Personnel Committee would have budget responsibility for staffing (£195,200) which would leave the F&GP Committee with a budget for 2025 – 2026 of £73,502.

Clerk to the Council confirmed that the figures would need to be further adjusted to allow for the roof repair costs (as discussed at Item 12) and the additional IT Support (as discussed at Item 13).

These would increase the F&GP budget by a further £5,000 to £273,702 (26.5 % increase).

After due consideration it was **RESOLVED** that Members recommend this budget to Full Council in January 2025.