



Dodington Parish Council

MINUTES of **Full Council Meeting** of the Parish Council held in Council Chamber adjacent to Dodington Parish Hall on **Monday 28th April 2025** at 7.30pm .

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

ALSO PRESENT: Hannah Saunders Clerk to the Council – Clerking the Meeting, Pip Tymon Deputy Clerk to the Council and Ward Councillors Marilyn Palmer

Meeting started at 7:45pm, Chair apologised for inconvenience / keeping members waiting.

429/25 APOLOGIES FOR ABSENCE

Were received and accepted from Cllr Karl Tomasin and Ward Councillor Cheryl Kirby.

430/25 DECLARATIONS OF INTEREST AND REQUEST FOR DISPENSATION

Cllr Laura Pearson Tong declared an interest in Item 8 as she sits on GCT committee – she will leave chambers whilst this matter is being discussed.

431/25 PARISHIONERS QUESTIONS

None (Emails from Arthur Price re overnight parking in car park adjacent to Co-op).

432/25 TO APPROVE MINUTES OF FULL COUNCIL MEETING

It was **RESOLVED** that the minutes of the Extra Full Council Meeting on 31st March 2025 as printed / circulated were a true record – and they were duly signed by Cllr Chris Zapata.

Matters Arising:-

- As per email dated 14th April 2025 – Clerk confirmed that the Parish Council's comments were submitted by 11th April 2025 regarding Regulation 19 / Local Plan.
- Financial Regulations have been updated accordingly. Due to these amendments there were minor amends to make to the Standing Orders as well. I can confirm that these have been updated. You will note that as well as updates to Section 18 – Financial Controls and Procurement – there have also been updates to Section 14 – Code of Conduct. Clerk happy to take you through these when we are reviewing both documents following Annual Meeting of Parish Council on 12th May 2025.
- Following Cllr Hulbert's suggestion that Janet Hazelby would be best point of contact in first instance regarding names on Wapley War Memorial – Clerk contacted her. Janet has been extremely helpful – and established that name doesn't need to be

added to Wapley War Memorial – but if family are keen to have name added locally then the memorial on lych gate by St John's Church in Old Sodbury would be the most fitting place.

- The issue with Burial Plot has resolved itself – but council need to have policy in place (and fee structure) hence report under Item 11 (Burial Ground).
- SGC Verge by Co-op is on agenda (Item 13).
- Section 106 agreement has been passed to SGC legal team for sealing – and it is anticipated monies will be transferred end April / beginning May 2025.
- Following meeting with school regarding the 'Barrier' they have responded stating that they are unable to help with funding for second video monitor for the hall. This will be discussed at next relevant meeting (Planning & Transport).

433/25 WARD COUNCILLORS

Due to period of purdah because of WECA elections on 1st May 2025 – Ward Councillors have been quiet. Cllr Marilyn Palmer & Cheryl Kirby have nothing to report.

Cllr Louise Harris reported that a meeting had been facilitated with Network Rail regarding floods – MP Claire Young had been involved. There was also a meeting of flood wardens the previous week.

434/25 PLANNING MATTERS

Part retrospective planning application **P25/00721/F** re installation of private agricultural access road at Wychell Farm, Wapley Hill was considered by members.

After due discussion it was agreed to leave comments to the officers at SGC – as they were best placed to respond. No comment necessary – DPC.

435/25 MATTERS ARISING FOLLOWING ANNUAL PARISH MEETING – 9TH APRIL 2025

Clerk confirmed that the 3 guest speakers had been thanked for their presentations – and also informed members that office have received signed indemnity form back from Junior Park Run with regards use of QEII.

It was agreed that the following 2 matters be delegated to CL&E Meeting for consideration.

- Safety / security at QEII – gates or something to stop motorbikes getting on to the field (particularly when circular footpath has been completed). This was raised by a resident. PSA, Liz Hazelby has been doing some research into this – and DPC are restricted in what can do – as we can't make site inaccessible to people with reduced mobility or people with pushchairs.
- Question around arranging a 'press release' and photo opportunity – when work commences on site at QEII with the MF Freeman and footpath...incorporating SGC / DPC members and Ward Councillors / MP and Junior Park Run personnel??

436/25 GRANTS TO CONSIDER

Green Community Travel Ltd – had applied for monies to enable them to continue to advertise via the Boundary magazine. They have received a number of new members over last few years – that have seen the adverts – and feel it would be valuable to continue.

Cllr Laura Pearson Tong left Chambers.

After due consideration it was proposed by Cllr David Fitt and seconded by Cllr Christine Howard and resolved to grant full amount of £384 to GCT.

Cllr Laura Pearson Tong returned.

437/25 VE 80 COMMEMORATION 8TH MAY 2025

Clerk confirmed that the event is being advertised and DPC are inviting people to join them from 9pm – for lighting of the lamp at 9:30pm at QEII Memorial Garden.

Clerk confirmed that Peter (conductor from Parish Band) was going to be available to play 'Last Post', 'Reveille', and 'God save the King'. Rev Wanda Morris had also agreed to attend and would be happy to give blessing as last year.

It was agreed that order of service (similar to D Day 80) be drawn up – to hand out on the evening....after due consideration the following to be included:-

- 1) Proclamation that is to be read out at 9:30am on 8th May <https://ve80.com/wp-content/themes/poppy/resources/pdfs/VE+Day+80+Proclamation+edit+3.pdf>
- 2) Followed by silence, thanksgiving and God Save the King
- 3) (Ringing of handbells – followed by piece of music....(on 8th May – and then a piece of music specially composed for VE 80 is being played along with ringing of bells at 6:30pm)).
- 4) Then Lighting of Lamplight of peace at 9:30pm
- 5) Singing I vow to thee my country
- 6) CLOSE....**"Together, we honour the past and celebrate a future built on unity, hope, love and peace"**.

PMN – Draft order of service can be found in **Appendix 1** attached to these minutes – and it will be posted on website suggesting people bring a torch and camping chair.

With regards any refreshments being served....clerk informed members that officers don't have capacity to help with this. It was agreed that any refreshments would be dependent on weather and members would sort out.

438/25 QEII SCHEDULE OF WORK SUMMER 2025

Clerk updated members regarding site meeting held with successful contractor re QEII Footpath – MF Freeman.

They are due to start on site – Monday 23rd June – with a completion date mid August. The one area of concern is amount of spoil that could be generated – and that it may not be feasible to lose this on site (it would create some v large bunds and mounds).

Clerk has looked at companies that may be able to take some of the topsoil away – so that half remains on site and half is taken away. Members agreed that this was the best way forward.

439/25 BURIAL GROUND

It was noted that the following matter would be delegated to Planning & Transport Committee when they review burial fee's at next meeting – beginning June 2025. A query had arisen regarding exhumation of ashes. Whilst officers understand the process – DPC have never set fee for this sort of thing. Clerk wouldn't recommend that fee be included on general fee's that are published – but that council have a policy and outline of charges should they ever be required.

There was some question regarding consecration of land – a couple of members didn't think it was consecrated – however – Clerk found details in archives with deeds that Bishop of Bristol consecrated it in 1963. Clerk will double check – and update at Planning & Transport Committee Meeting.

440/25 TWINNING ASSOCIATION

It was noted that Twinning Association had formally disbanded – and agreed to write to committee members that had been dealing with the winding up process – thanking them for monies and wishing them well.

It was agreed that the monies be added to the Community Grants Budget 25 – 26.

With regards the storage of archive material – after due consideration – given that Sodbury Town Council are hoping to be able to display items in their new Community Room – it was felt more fitting that the items be stored at their offices.

441/25 WOODPECKER HOUSE / CO-OP CAR PARK

Clerk explained background to request from SGC regarding verge by entrance to Co-op car park, after due consideration it was unanimously agreed that Dodington PC didn't want to take over the license for that part of verge.

As mentioned during public participation – some local residents have been complaining about overnight parking in the part of car park by Co-op that Parish Council are responsible for.

- Clerk is following due process – establishing who registered owner of vehicle is and the police have been made aware – and the vehicle hasn't been reported as stolen.
- Once registered ownership has been established – a letter can be sent requesting removal.
- Situation with Co-op and car park management company – Clerk has been informed HQ have halted this temporarily (issues that Co-op were having elsewhere with Horizon)....as such members discussed how they could police things going forward.
- Clerk represented the information from 2024 – when research had been carried out. Total Parking Solutions had been the preferred provider at the time – so it was agreed that Clerk go back to them – and also contact Horizon directly and see if they can offer a solution.
- Until such time as a Car Park Management Company employed – it was agreed that simple policy be drafted for consideration and that subject to it's legality being checked with SGC and police – and talking to Co-op policy should be adopted at next Full Council Meeting (by which time council should have further details regarding ownership)

PMN – Horizon Car Park Management made contact with Clerk on Wednesday 30th April and

are due a further meeting with Co-op later this week – so will be in touch following that.

442/25 INSURANCE RENEWAL

Deputy clerk is in process of getting 3 quotes (one from existing supplier and two further quotes) looking at 1, 3 and 5 year terms.

Details will be available for members to consider at next Full Council Meeting – 12th May 2025 – in time for renewal on 1st June 2025.

443/25 YEAR END / AUDITS

It was duly noted that there was 'No Conflict of Interest' with nominated external auditor – BDO LLP and form was completed and signed by Chair of council and Clerk.

Timetable of dates for forthcoming internal audit and inspection of accounts was presented (and can be viewed – **Appendix 2** attached to these minutes).

The dates for public inspection of accounts were agreed – 3rd June 2025 – 14th July 2025 incl. Notice will be published on 2nd June 2025 (latest).

445/25 FINANCE MATTERS

Bank reconciliation for February and March 2025 – were duly received and signed by Chair and Clerk.

Schedule of Ear Marked Reserves as at 31st March 2025 was noted – along with closing Balance Sheet for 31st March 2025. Members were pleased to see General Reserves had increased – and were moving in right direction.

Payments and receipts for March 2025 were received – all in order.

446/25 ITEMS TO REPORT

- Cllr Paul Hulbert reported that recent post – requesting volunteers to help in POS has been successful and one of the guide leaders has reached out. As they have limited amount of time in the first instance they are going to help with the Merlin 'mini' Wildflower Meadow – and then possibly following that some sessions at Wapley.
- Cllr David Fitt informed members of Yate Town FC's impressive win at weekend – they won the league and are being promoted. There was a record number of people through gate (1514) and Jo Guest who lives in Yate scored. It was a fantastic event.
- Cllr David Fitt also informed members of some ALCA training coming up in June that may be of interest to anyone on Staffing & Personnel Committee. He is happy to co-ordinate.
- Cllr Louise Harris echoed feelings about Yate Town FC win and suggested that Chair of Council write and congratulate them. Cllr Louise Harris also reminded everyone about WECA Mayoral elections on 1st May 2025.
- Cllr Oliver Lodge reported an abandoned vehicle in Merlin – he is struggling to log this either via SGC report it web page or Avon & Somerset Police 111. He will forward details to clerk.
- Cllr Laura Pearson Tong attended a very interesting webinar entitled ' Getting Your

Community to Turn Up!...she has got a recording of it and is happy to share. Clerk suggested that she email to Deputy – who is looking for volunteers currently for Climate and Nature Emergency.

- Clerk reported that Immanuel School will be using Wapley Bushes and Nature Reserve on Saturday 10th May for their annual 'Fun Run'. This was agreed a couple of months ago at CL&E and in past there have been no issues.

Chair informed members that following item was to be suspended. It was requested by Cllrs Laura Pearson Tong, Adrian Hutton and David Fitt that an Extra Ordinary Meeting be held the following week to cover off 'Staffing Matter's.

Chair will send agenda out, meeting scheduled for Wednesday 7th May 2025 – 7:30pm in Council Chambers.

As there was no further business the meeting was closed at 9pm – with Chair thanking everyone for attending.

Next meeting of Full Council directly following AMPC on – Monday 12th May 2025

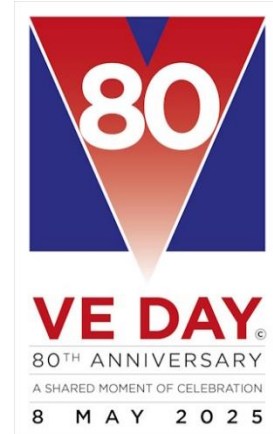
SignedChair

Date Monday 12TH MAY 2025

APPENDIX 1

Lighting of Lamp Light of Peace on Thursday 8th May 2025

QEII Memorial Gardens, Kelston Close, Yate. BS37 8SY



- 9:00pm – People arrive and congregate at the Memorial Garden
- 9:10pm – Bugler starts proceedings – ‘The Last Post’
- VE Day 80 Proclamation (incorporating 2-minute silence)
- Bugler – ‘Reveille’
- ‘Never Give Up, Never Despair’
- ‘God Save the King’
- All Sing – ‘God Save the King’

God save our gracious King, Long live our noble King!
God save the King!
Send him victorious, Happy and glorious,
Long to reign over us,
God save the King.

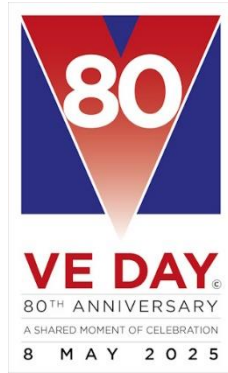
Thy choicest gifts in store, On him be pleased to pour,
Long may he reign.
May he defend our laws, And ever give us cause,
To sing with heart and voice,
God save the King.

- 9:20pm - The Lamp Light of Peace - significance

Lighting of Lamp

- 9:30pm - The Nation Sings....‘I Vow to Thee My Country’

Blessing & Close – from Rev Wanda Morris



The Proclamation

Written by Principal Town Crier, Mrs Jane Smith from Bognor Regis

Oyez, Oyez, Oyez

Eighty years ago today the United Kingdom and its allies from around the globe celebrated VE Day – the end of the war in Europe.

Today as we come together to commemorate what came to be known as VE Day our thoughts turn to thanksgiving and remembrance of those millions that gave so much to achieve the freedom we all enjoy today.

We remember those we lost, those who were wounded or scarred, those whose lives were forever changed by war. Nobody was immune from the impact of that terrible conflict.

Let us pause to remember their sacrifice

We relect too upon the words of our late and glorious Queen, Elizabeth

'Never Give Up, Never Despair'.

As we offer thanksgiving for the selflessness of those who gave up so much in order that future generations should enjoy the blessings of freedom, democracy and peace.

God Save the King

I Vow to Thee My Country

Words & Music by Gustav Holst and Cecil Spring

I vow to thee, my country, all earthly things above
Entire and whole and perfect, the service of my love
The love that asks no question, the love that stands the test
That lays upon the altar, the dearest and the best
The love that never falters, the love that pays the price
The love that makes undaunted the final sacrifice

And there's another country, I've heard of long ago
Most dear to them that lover her, most great to them that know
We may not count her armies, me may not see her king
Her fortress is a faithful heart, her pride is suffering
And soul by soul, and silently her shining bounds increase
And her ways are the ways of gentleness, and all her paths are peace

APPENDIX 2

DATE	PROCESS	COMMENTS
Tuesday 29 th April 2025	Day 1 Internal Audit	Pat Trull conducting – will be in Council Chambers
Friday 2 nd May 2025	Day 2 Internal Audit Completion of AGAR	Pat Trull conducting – will be in Council Chambers
Tuesday 6 th May 2025	Internal Audit Report received	From Pat Trull and included on Full Council Agenda for 12 th May 2025
Monday 12 th May 2025	Full Council – 1) Receive Internal Audit Report 2) Approve Annual Governance Statement 3) Approve Accounting Statements 2024 / 25	To be signed by Chair of meeting and Clerk
Tuesday 27 th May 2025	Submit all information to BDO LLP	
Monday 2 nd June 2025	Publish 'Notice of Public Rights & Publication of Unaudited AGAR'	This needs to go on website and all notice boards.
Tuesday 3 rd June – Monday 14 th July 2025	Dates when accounts can be inspected	
15 th July 2025 onwards	BDO LLP will start to work on audit – and may contact council for clarification / additional information	
30 th September 2025 (latest)	Completion of audit to be received and to be included on next Full Council Agenda – and Notice of Completion of Audit to be posted on website and notice boards	