



Dodington Parish Council

DRAFT MINUTES of the **Annual Meeting** of the Parish Council held in Council Chamber adjacent to Parish Hall on **Monday 12th May 2025** at 7.30pm.

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

ALSO PRESENT: Hannah Saunders – Clerk to Council, Ward Councillor Ben Stokes (from 7:45pm)

The meeting was opened at 7:30pm by retiring Chair – Cllr Chris Zapata and Clerk who welcomed everyone.

1. ELECTION OF THE CHAIR OF THE COUNCIL

It was proposed by Cllr David Fitt and seconded by Cllr Paul Hulbert that Cllr Adrian Hutton be elected Chair of the Council. Cllr Adrian Hutton confirmed he was willing to stand.

It was proposed by Cllr Sandra Jee and seconded by Cllr Karl Tomasin that Cllr Chris Zapata be elected as Chair of the Council. After due consideration Cllr Chris Zapata confirmed that he would happily support Cllr Hutton as Vice Chair – but felt that he couldn't stand again.

There were no further nominations, and it was RESOLVED unanimously that Cllr Adrian Hutton be elected as Chair of the Council.

2. CHAIR'S DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Adrian Hutton signed the Declaration of Acceptance of Office in his capacity as the newly elected Chair, witnessed by Clerk to the Council.

3. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Ward Councillors Marilyn Palmer and Cheryl Kirby.

4. ELECTION OF THE VICE CHAIR OF THE COUNCIL

It was proposed by Cllr David Fitt, seconded by Cllr Paul Hulbert, that Cllr Chris Zapata be elected Vice Chair of the Council. Cllr Chris Zapata confirmed he was happy to stand.

Cllr Laura Pearson Tong proposed Cllr Sandra Jee (who was happy to stand). Cllr Jean Thomas seconded the proposal.

There were no further nominations and it was requested by Cllr Louise Harris and unanimously AGREED that a secret ballot be held to elect Vice Chair.

Clerk informed the newly elected chair that should there be a tie in votes – they would have to use casting vote.

All 14 councillors voted, there were no abstentions. Clerk counted ballot papers. There were 6 votes for Cllr Sandra Jee and 8 votes for Cllr Chris Zapata and as such Cllr Chris Zapata was duly elected as Vice Chair of the Council.

5. **APPOINTMENT OF COMMITTEES**

1. RESOLVED that membership of the three standing Committees should be as follows:

CL&E = Community, Leisure and Environment

P&T= Planning and Transport

F&GP = Finance and General Purposes

COUNCILLOR	CL & E	P & T	F & G P	S & P
Richard Evans	Yes	Yes	No	
David Fitt	Yes	No	Yes	
Bob Graham	No	No	Yes	
Louise Harris	Yes	No	No	
Christine Howard	Yes	Yes	Yes	
Paul Hulbert	Yes	Yes	No	
Sarah Hurley	Yes	Yes	No	
Adrian Hutton	Yes	Yes	Yes	
Sandra Jee	Yes	Yes	Yes	
Oliver Lodge	Yes	Yes	No	
Laura Pearson Tong	Yes	No	Yes	
Karl Tomasin	Yes	No	Yes	
Jean Thomas	Yes	Yes	No	
Chris Zapata	Yes	Yes	Yes	
VACANT				
Total / Quorum	13 / 5	9 / 3	8 / 3	

With regards Staffing & Personnel Committee (S&P) members reviewed recommendation from Extra Ordinary Meeting held on 7th May 2025, which outlined how composition of S&P committee could have representation from all 3 committee's and Full Council.

After due discussion it was agreed that membership of S&P committee be made up of Vice Chairs (Full Council and Standing Committees – potentially 4

different councillors) and up to 5 extra councillors (but these councillors not to be Chair or Full Council or Standing Committees – reason for this being that it is felt the Chair's could make up independent review panel if required).

Committee to have a minimum membership of 6 and maximum membership of 9 and a quorum of 3.

As such committee membership couldn't be finalised until next Full Council meeting on 30th June 2025. It was agreed to defer until then but in order for there to be a committee in place for next 6 weeks, it was proposed by Cllr Paul Hulbert and seconded by Cllr Louise Harris that committee continue until 30th June 2025 with **existing** members (RE, DF, CH, AH, LPT & CZ)

Clerk to update Terms of Reference for Staffing & Personnel Sub Committee accordingly.

2. RESOLVED that in accordance with Standing Orders (4d(vi)), the election of the Chair and Vice Chair of each Committee should be the first item of business for each of the next round of Committee Meetings. Meanwhile, it was RESOLVED that the existing Chairs and Vice Chairs would continue until that time.
3. RESOLVED to approve delegation of powers to committees.
4. NOTED that Terms of Reference for each committee be reviewed at the next Full Council Meeting, which follows this meeting.

6. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

RESOLVED that the following be appointed to the outside bodies listed below.

Avon Local Councils Association (ALCA): Cllrs Adrian Hutton, Laura Pearson Tong and Jean Thomas

Dodington Allotment Association: Cllrs Adrian Hutton, Jean Thomas and David Fitt (as reserve)

Dodington Parish Band: Cllrs Paul Hulbert, Laura Pearson Tong and Sandra Jee

Joint Councils LNAP: Cllrs Paul Hulbert and Louise Harris

Joint Cycleways Committee: (renamed ACTIVE TRAVEL FORUM) Cllr Sarah Hurley

Joint Parishes Consultative Committee: Cllrs Paul Hulbert and Chris Zapata

Joint Travel Plan: Cllr Jean Thomas

Shopmobility: Cllr Jean Thomas

Sodbury TIC: Cllrs Paul Hulbert and Christine Howard

St Peter's Church DCC: Cllrs Christine Howard, Paul Hulbert and Sandra Jee

Town & Parish Council Forum: Cllr Sandra Jee

Wapley Bushes Conservation Group: Cllrs Paul Hulbert, Christine Howard

Wapley Common & Nature Reserve - Honorary Warden: Krystyna & Bob Hutchinson happy to continue

Yate and District Transport Forum: Cllrs Paul Hulbert, Adrian Hutton, Jean Thomas and Bob Graham (Cllr Louise Harris attends as Ward Councillor)

Yate Town Strategy Group: Cllrs Richard Evans, Bob Graham, Christine Howard, Adrian Hutton, Sandra Jee, Jean Thomas and Chris Zapata

7. STANDING ORDERS & FINANCIAL REGULATIONS

It was noted that these would be reviewed at the next Full Council meeting, which follows this meeting.

As there was no further business the meeting was closed at 8:10pm

SignedChairman

Date 30th June 2025