



# Dodington Parish Council

**MINUTES** of **Full Council Meeting** of the Parish Council held in Dodington Parish Council Chambers on **Monday 22<sup>nd</sup> January 2024** at 7.30pm.

**PRESENT:** Councillors Richard Evans, David Fitt, Bob Graham, Christine Howard, Paul Hulbert, Sarah Hurley, Adrian Hutton, Sandra Jee, Laura Pearson- Tong, Jean Thomas and Chris Zapata (chairing the meeting)

**ALSO PRESENT:** Hannah Saunders Clerk to the Council – Clerking the Meeting, Pip Tymon – Deputy Clerk & 2Ward Councillors Cheryl Kirby and Marilyn Palmer

## **192/24 APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Cllr Louise Harris and Ben Stokes.

## **193/24 DECLARATIONS OF INTEREST AND REQUEST FOR DISPENSATION**

Cllr Jean Thomas, Adrian Hutton and Pip Tymon declared an interest in Item 17 on the Agenda (min ref 209 / 24) They will refrain from comment / leave the room. There were no other declarations of interest of requests for dispensation.

## **194/24 PARISHIONERS QUESTIONS**

Bianca Rotariu PCSO from Emersons Green, Lyde Green & Boyd Valley was in attendance and gave members an update on the area that she covers – this is primarily the rural ward and rural crime (she had already met Cllr Marilyn Palmer). Bianca stressed need for members of public to report crimes – as that is the only way that the police will build up a picture of what is going on. It is pointless putting it on social media as they don't monitor Facebook. Bianca left a useful crime reporting poster with QR Code and it was suggested by members that we include something in our spring newsletter regarding this.

There were no further questions – so Bianca was thanked for her time and left the meeting.

## **195/24 TO APPROVE MINUTES OF FULL COUNCIL MEETING**

It was resolved that the minutes of Full Council Meeting on 18<sup>th</sup> December 2023 as printed / circulated were a true record – and they were duly signed by Cllr Chris Zapata.

Confidential Minutes to be reviewed later in meeting when in closed session.

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

- Clerk informed members that the issue of streetlighting along Kennedy Way footpath by Mallard Close had been reported and lighting engineers / streetcare had been out to site and they were assessing. They are happy to meet members on site if they so wish.
- Clerk confirmed that Liz (project officer) is working on Groundworks Grant.

## **196/24 TO NOTE MINUTES FROM FOLLOWING COMMITTEE MEETINGS**

It was noted that CL&E, Planning, and FG&P would be approved accordingly at next meetings

- CL&E – 5<sup>th</sup> February 2024
- Planning – 4<sup>th</sup> March 2024
- F&GP – 8<sup>th</sup> January 2024

## **197/23 TO RECEIVE REPORTS FROM WARD COUNCILLORS**

**Cllr Ben Stokes** had sent a report in as wasn't able to attend meeting – this can be found as Appendix 1 attached to these minutes.

**Cllr Marilyn Palmer** reported that she had heard from local residents that the temporary speed restriction put in place during road works had work really well – and they would like to see it made permanent....

Cllr Palmer also reported on the work that is happening adjacent to our parish in Westerleigh (opposite Wot Not / turning to allotments) ....between Christmas and New Year one of the fields had been cleared (quite dramatically) with wall / hedge being removed – a pile of old tyres appearing (when vegetation was cut back) and a post / wire (some parts razor wire) fence being erected. Planning enforcement at SGC had been informed and carried out a site visit. The only part that they may be able to enforce on is the erection of the fence.

The reason for the land being cleared is that it makes up part of an estate where different plots of land are being sold off (and it was decided to clear to enable sale).

Clerk reminded members that this along with other plots of land locally had been brought to their attention a couple of years ago – as the fields were considered as options for burial facility (plan B).

**Cllr Cheryl Kirby** didn't really have anything extra to add – and confirmed that Louise had been working alongside them on the issue above as they had received a lot of concerned comments / correspondence about situation.

**Cllr Louise Harris** sent her report via Cheryl / Marilyn

## **198/24 BUDGET 2024 - 25**

It was noted that earlier in the month Finance & General Purposes Committee had approved budget of £216,380 which they would recommend to Full Council for consideration when the Budget as a whole is being decided by members.

Following on from the 3 committee meetings – and budgets that had been duly approved Clerk input figures into budget summary and carried out a thorough check to see – given the objectives set, projects embarking on – projected income the budget was going to be adequate for discharging duties in 2024 – 25.

Clerk paid particular attention to works about to start reordering / refurbishing chambers / office, the loan repayments, taking on of Tern Inn Car Park, bus shelter replacement,

blended meetings and contingency (for any unexpected items).

Clerk reviewed EMRs – and movement between them in last year....and whether they were all still relevant.

Following this detailed work and assessing reserves, Clerk felt that in order to allow for any unforeseen issues with works to chambers and some of the incidentals that are cropping up (alarm company to disable / reactivate alarms, storage, temporary IT solutions – are just an example) members needed to consider a budget of £348,860 (as opposed to £345,630 that committee figures indicated).

This would be a budget increase of just over 7% and see a band D property paying 80 pence more / month (over a 10 month period).

After due consideration it was proposed by Cllr David Fitt and seconded by Cllr Paul Hulbert and RESOLVED to approve a budget of £348,860 for 2024 – 25.

#### **199/24 TO APPROVE PRECEPT FOR 2024 – 25**

Following on from agreeing budget – it was duly proposed by Cllr David Fitt and seconded by Cllr Paul Hulbert and RESOLVED to request a precept of £328,905.

#### **200/24 INTERNAL AUDITOR 24 - 25**

Following on from Decembers Full Council Meeting, Clerk had received further information from the 2 local internal auditors that were in a position to carry out audit for Dodington.

Clerk presented report to members stating that both candidates were capable and independent – and would offer a good service to council over a 3 day period for a fair price.

Following receipt of report members agreed that they didn't want to go to South Glos Council for a quote – they were content with the information presented and it was RESOLVED to go with recommendation of Clerk and appoint Mrs Pat Trull to carry out internal audit for next 2 years.

It was also note that in 2025 would need to start process of looking for internal auditor sooner than did last year – as they get very booked up.

#### **201/24 GRANT APPLICATIONS**

Members reviewed grant application from S Glos Citizens Advice Bureau (CAB). They were grateful for the report that had been sent with application detailing how many local residents they had been able to help over the past year.

There was £2000 in budget for CAB (they had applied for £1900) it was unanimously RESOLVED to grant £2000 to CAB and thank them for their continued support / hard work.

#### **202/24 CONSULTATIONS**

- LOCAL PLAN PHASE 3

It was agreed to defer this item until following the Open Morning on 27<sup>th</sup> January – and to have an extra Council Meeting (one item agenda) on 29<sup>th</sup> January at 7:30pm to go through comments members would like to submit.

- CALL FOR SITES

Not necessary to comment on this consultation – but just to be aware of it – and note that

not all of the sites put forward will be deemed suitable for development.

- LANDSCAPE CHARACTER ASSESSMENT SPD

This is quite a high level document – it is an updated version of existing SPD that was published in 2015. Not necessary to comment.

- YATE – KELSTON CLOSE – PROHIBITION OF DRIVING....

No issues with this consultation – it is simply correcting an error in wording on original Prohibition of Driving / Restricted Hours / Statutory Notice.

## **203/24. OPEN MORNING**

It was confirmed that officers / members would have access to hall on the Friday afternoon in order to set everything up for the Open Morning on Saturday 27<sup>th</sup> January 2024.

This would make it easier on Saturday morning. Note that everything will need to be cleared away in readiness for hall to be used on the Sunday.

Clerk is collecting Local Plan boards from SGC Badminton Road offices on the Friday afternoon. It was agreed to have a form for the public to fill in if they had specific questions that they wanted answers to regarding Local Plan Consultation.

## **204/24 BRASS ON GRASS / D-DAY 80**

Clerk had approached Parish Band about a D-Day 80 concert – sadly due to holidays they wouldn't be able to facilitate that. They offered up Sunday 21<sup>st</sup> July 2024 for Brass on Grass event in Lilliput Park.

It was duly RESOLVED to hold Brass on the Grass on 21<sup>st</sup> July 2024.

Members then discussed commemoration of D-Day 80 on 6<sup>th</sup> June 2024. It had previously been agreed to signpost residents to beacons that Yate and Chipping Sodbury will be lighting (in the absence of Dodington being able to use theirs this summer). Clerk had received information regarding Lamplights for Peace – which are being suggested for venues that don't have a beacon – can't build a bonfire....designed to be lit at 9:15pm on 6<sup>th</sup> June – same time as Beacons in England are lit.

Details of the lamp were reviewed – and suggestion of using Memorial Garden at QEII for an event was discussed (with possibility of one of the band playing last post).

Dodington can encourage people to attend – or if they can't to place a light in a front window at 9:15pm on 6<sup>th</sup> June.

It was RESOLVED to order lamp (which can then be used on Remembrance Day going forward) and for an event to be facilitate at QEII to commemorate this important anniversary.

Draft of poster can be viewed in Appendix 2 attached to these minutes.

## **205/24 SPRING 2024 NEWSLETTER**

Clerk presented timetable for Spring Newsletter to members – along with details of articles to include.

It was a tight timescale if members wanted to have Newsletter distributed over the Easter holidays (as Easter is early) – but was workable. Distribution of Newsletter last June was successful and same student happy to undertake again during Easter break. Can deliver all newsletters in 2 week period.

It was confirmed that Cllr Richard Evans would write an article regarding Allotments and in particular about 2 committee members that are standing down.

Earlier in year members had expressed an interest in survey / questionnaire being distributed with Newsletter regarding speed limit on the B4465 (they wanted to gather evidence from local residents to take to SGC). This matter was discussed. There would be a cost of £750 on top of Newsletter printing for questionnaire – and then the postage costs of any returned, completed questionnaires. It was also questioned whether to include just South Ward or all residents within Dodington.

After due consideration it was RESOLVED to have a small article in the Newsletter about the survey that parish council were carrying out with a QR Code to link to the online questionnaire, plus a note detailing how people could get hold of a hard copy if they couldn't access online.

Cllr Laura Pearson Tong to do the wording for this.

All copy needs to be with printer by 9<sup>th</sup> February 2024 – so Clerk / Project Officer would be grateful for all articles to be emailed to them by 8<sup>th</sup> February 2024.

Draft copy for proof reading will be available at Planning Committee Meeting (beginning March).

## **206/24 COUNCIL CHAMBERS / OFFICE RE-ORDERING**

Following on from earlier discussions regarding budget and some of the incidental costs that need to be taken into account regarding forthcoming works – Clerk outlined these briefly for members.

Removals are booked for Friday 2<sup>nd</sup> Feb – taking all furniture from chambers / office / back office into storage – they will then bring back once works complete.  
Storage costs at Self Store, business continuity costs (temporary IT works, etc).  
Deactivating / reactivating of alarm systems.

Finally Clerk detailed first quote that had been received for some of the audio visual equipment that members wanted to see in the completed chambers. This cost was never included in the building tender – so is something to be met by council.

Clerk confirmed that officers were all on target for the move – and there was a brief discussion regarding the suitability of Foxall Powell Room for council meetings. It was agreed to see how it went before making any decisions.

All users are aware of works – and school has been informed. Notices will be put up and a press release nearer the time.

## **207/24 FINANCE MATTERS**

Payments received / made in December were reviewed previously. All in order.

Bank reconciliation for December was received by members and approved / signed.

Clerk informed members that all paperwork had been completed for Public Work Loan (PWL) drawdown – and monies were expected to be deposited on 24<sup>th</sup> January 2024. (PMN –

Confirmed they were).

**208/24 ITEMS TO REPORT**

Cllr Jean Thomas queried when collection of 'Soft Plastics' would be included within our parish (it is currently being trialed in several area's including Chipping Sodbury). Clerk didn't think it was due to begin until 2025.

Cllr Laura Pearson Tong queried whether amended dates were on the website. Clerk confirmed that they were and had been up there since early December 2023.

Cllr David Fitt has taken photo's of potholes / state of roads (Rodford Way / Shireway) and forwarded these to Clerk – who will deal with as agreed.

There was a query over HGV parked partly on hatched lines / layby on Rodford Way. It shouldn't be there overnight as over the weight limit – but it needs to be reported accordingly.

Clerk and Chair informed members that Mark Lewis (owner of Tern Inn) was keen to attend a meeting next month – Full Council on 19<sup>th</sup> February has been suggested as CL&E will be too busy and Planning isn't until March.

Clerk gave notes from Standards Training (that took place previous week) to those that hadn't attended – and confirmed that she happy to take them through anything. Also reminded members that were updating ROI that she would need them back ASAP – so could get to the monitoring officer at SGC.

Confirmed that next week there would be an extra council meeting – starting at 7:30 – to discuss Local Plan Phase 3.

*Meeting went into closed session due to confidential nature of contracts being discussed and Ward Councillors Marilyn Palmer and Cheryl Kirby left.*

*Cllrs Jean Thomas, Adrian Hutton and Pip Tymon had declared an interest in this item and left meeting*

**209/24 STAFFING MATTERS**

Minutes are recorded Confidentially.

Following Closed session 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 – 19<sup>th</sup> FEBRUARY 2024

Signed .....Chair

Date 19<sup>TH</sup> FEBRUARY 2024

## **Appendix 1**

### **Cllr Ben Stokes**

Please accept my apologies for absence at tonight's meeting. I had an update report to share with you:

I know you had the issue of the council phone line come-up last year. On a related but different matter, some residents have mentioned to me their concern over analogue phone lines and pendant alarms. I made some enquiries at the council and they have come back to me with the below update which you may wish to share with Cllrs as I know this is an issue that affects some of our vulnerable residents in the parish:

*The decision to discontinue analogue telephone lines was announced in 2017 by the Telecommunications industry. The aim is to complete an analogue transition to digital technology by the end of 2025. The cessation of analogue lines is a UK wide industry led decision. It is not a central or local government led policy.*

*Given that the decision was announced in 2017, this has provided opportunity for South Gloucestershire Council to plan for the transition.*

*The announcement in 2017 also provided the Telecare Alarm/Alert manufacturers to plan for and design products for digitally enabled phone lines.*

*In addition, the Telecare Alarm/Alert services regulator, the Telecare Services Association (TSA) are working with phone service providers, Telecare manufacturers, call centres and Councils to ensure a smooth transition.*

*In South Gloucestershire, the telecare team has been resourced to plan for and implement the transition. We are:*

- 1. Installing digital equipment so that units are immediately compatible with a digital phone line.*
- 2. Ensuring that analogue units in need of repair and/ or battery upgrade are being replaced by a digital device.*
- 3. Communicating with partners and service providers, and we are working on data sharing agreements with BT and Virgin (key service providers nationally) so that collectively we can identify vulnerable people.*
- 4. Absorbing the additional costs involved to ensure that vulnerable people are kept safe during this transitional period.*
- 5. Keeping customers informed via letters that are sent annually to provide information.*
- 6. Helping people on a case-by-case basis.*

*There are 1,500 customers in South Gloucestershire who are using Telecare. Of this cohort, 700 customers have already been transitioned to digital equipment compatible with the 2025 industry deadline.*

*We are working hard to ensure that we will transition the remaining 800 customers over this next 24 months, and we are confident that we will achieve this.*

*The transition has generated national concern with recent media reporting. This awareness is helping to alert customers of the changes ahead.*

*As manufacturers are identifying technical issues, they are being addressed by BT/Virgin and the TSA regulator.*

*If residents have concerns about their personal situation, please encourage individuals to contact their Telecare service provider.*

*If South Gloucestershire Council Telecare service is the provider for a resident, the number to contact is: 01454 866898.*

Kind regards  
Ben

Ben Stokes  
Councillor for Boyd Valley Ward  
South Gloucestershire Council

## **Appendix 2**



### **LAMP LIGHT OF PEACE**

**Join us at QEII Memorial Garden**

**on**

**Thursday 6<sup>th</sup> June 2024**

**at**

**8:30pm**

**where will be lighting a lamp of peace to commemorate D-D 80 Anniversary**

**Representing the 'light of peace' that emerged from  
the darkness of War.**

**D-DAY 80 ANNIVERSARY 6 JUNE 2024 - THE LARGEST NAVAL, AIR AND LAND OPERATION IN HISTORY**