



# Dodington Parish Council

**MINUTES of Full Council Meeting** of the Parish Council held in Council Chamber adjacent to Dodington Parish Hall on **Monday 2<sup>nd</sup> September 2024** at 7.30pm.

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

**ALSO PRESENT:** Hannah Saunders Clerk to the Council – Clerking the Meeting, Ward Councillor Cheryl Kirby and 5 members of public.

*Chair – Cllr Chris Zapata welcomed everyone to the meeting – and gave housekeeping details. As there were several members of public present that were interested in Mousewell Farm update Chair explained that items 4 and 7 would be covered off following apologies / declarations of interest – and then*

## **313/24 APOLOGIES FOR ABSENCE**

None – everyone present. Member of public had sent apologies and Clerk heard retrospectively from Ward Cllr Marilyn Palmer – offering belated apologies.

## **314/24 DECLARATIONS OF INTEREST AND REQUEST FOR DISPENSATION**

None.

## **315/24 PARISHIONERS QUESTIONS**

Three of the parishioners present were keen to find out more regarding updates received about Mousewell Solar Farm development – as despite living close to the site – and having submitted questions at Community Consultation stage – they haven't heard anything back from RWE.

As such Cllr Paul Hulbert and Clerk gave everyone updates following the teams meeting with RWE (facilitated by Meeting Places) the previous week:-

- Amendments / enhancements to landscape plan east – including –
- A different location for site construction facilities
- New native hedging along fence lines managed to height of 3m
- A mosaic of native scrub, tree and wildflower planting to North of site
- The footpath crossing the site to be given a 1.4m corridor lined with mixed species hedge managed to height of 3m
- Orchard planting to the West of site.
- Amendments / enhancements to landscape plan west – including:-
- Existing hedgerows to be restored with spot planting
- A mosaic of native scrub, tree and wildflower planting to the North West of site
- Native hedge and tree planting to provide mitigation to residents of Pool Farm

- North West corner of site to be left 'development free'. This will be approx.. 1.6 acres that will be planted to provide habitat enhancements delivering benefits for both wildlife and local people. Interpretation boards and picnic benches will be included.

Clerk confirmed that RWE had answered questions put to them by Dodington PC. Cllr Paul Hulbert felt more information was required.

Members of Wapley Bushes Conservation group – also felt more information was involved – and RWE confirmed that a full Flood Risk Assessment will be submitted with Full Planning application (along with other documents). It is their intention to have Planning Application submitted in the Autumn.

In the meantime, a screening opinion application has been submitted – and documents associated with that are viewable via the SGC Planning portal (link below)....

<https://developments.southglos.gov.uk/online-applications/applicationDetails.do?keyVal=SINUYAOKOF100&activeTab=summary>

*NB At time of meeting – the comments from officers consulted weren't available to view*

### **316/24 PLANNING MATTERS**

Applications considered can be viewed in Appendix 1 attached to these minutes (and include comments for screening option mentioned above).

*3 members of public left the meeting – thanking members for their time.*

### **317/24 CO OPTION**

At the last Full Council Meeting – it was agreed that Clerk draft up a Co-option Policy for review – this wasn't ready in time to be included on this meeting agenda – but Clerk has worked on / circulated since publishing agenda. It was agreed that it would be reviewed / adopted at next Full Council Meeting.

In light of this it was agreed that any candidates coming forward for co-option prior to the policy being formally adopted would be measured on criteria that DPC have in place currently.

As such Karl Tomasin has completed an application form (attended a round of meetings)– and would like to be considered for one of the vacancies.

Karl was offered 5 minutes to explain to council why he would like to be considered – which seat he was interested in (South Ward or North West Ward) and members had a chance to ask questions. He confirmed that he also sat on Yate Town Council – and that he was a member of Liberal Democrat party. He works full time – but doesn't see a conflict between either his work or role on Yate Town Council and DPC.

Karl (plus remaining members of public / clerk) stepped out of the room while members discussed co-option.

Chair invited everyone back into Chambers – informing the meeting that Karl had been duly co-opted to North West Ward.

Karl signed Declaration of Acceptance of Office – witnessed by Clerk – Hannah Saunders and joined the meeting.

### **318/24 TO APPROVE MINUTES OF FULL COUNCIL MEETING**

It was RESPOLVED that the minutes of the Full Council Meeting on 22<sup>ND</sup> July 2024 as printed / circulated were a true record – and they were duly signed by Cllr Chris Zapata

Matters arising not covered off during course of agenda:-

- Clerk was going to mention Buses – however – Cllr Louise Harris stated she had updates in her Ward Councillor report.
- No other matters arising.

### **319/24 COMMITTEE MEETINGS**

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

CL&E – on 9<sup>th</sup> September 2024

Planning – on 16<sup>th</sup> September 2024

F&GP - on 23<sup>rd</sup> September 2024

### **320/24 CONSULTATIONS**

National Planning Policy Framework – NPPF – members had reviewed appendix that Clerk had sent out with agenda – and agreed that Dodington should respond to this consultation. Cllrs Laura Pearson Tong, Sarah Hurley, Sandra Jee, Christine Howard, Jean Thomas and Adrian Hutton agreed to work on submission with Clerk. Clerk will send suggested dates out for meeting.

CALL FOR SITES – this is following on from Regulation 18 Consultation that is currently live. SGC are inviting any further call for sites – particularly Brown Field Sites. Clerk shared the link of most recent call for sites map with members – and confirmed (post meeting) that the site that is shown on map for Codrington – has actually been rejected by SGC and they won't be progressing it (currently)...however – if changes suggested in the NPPF are adopted – the SGC will have to review Green Blet again – and this site may be resubmitted at a later date. No need for DPC to respond – Clerk just making members aware.

### **321/24 WARD COUNCILLORS**

LOUISE HARRIS – reported on the following:-

- An update on situation with buses – as services change on 1<sup>st</sup> September – and some people are only just realizing that Y1 no longer comes via Birds. Sadly First Bus haven't removed their timetables – so this is adding to confusion. (PMN it was decided to pop notice up in bus shelters informing people – so that they aren't waiting for bus in vain – and to signpost them to alternative).
- One alternative is Stagecoach 620 service – Cllr Louise Harris and Chris Willmore have had meetings with Stagecoach and have found them to be more helpful than

First Bus.

- Whilst Stagecoach would like to make tweaks to their timetable / service to help Yate / Dodington – WECA need to give them permission (changes can only be made 2 x a year)...so it is a slow process but Cllr Louise Harris wants public to know that they are working on things in the back ground. They still need evidence of use – and where people are struggling – so if this can be collated and sent to either DPC office to forward on – or directly to Cllrs Louise Harris, Cheryl Kirby and Chris Willmore that would be helpful.
- A question was posed about West Link bus – and this is a possibility – but again can't be arranged quickly.

CHERYL KIRBY – reported on the following:-

- Issue at Littledean regarding unadopted patch of land – which she fears is going to become more prevalent not only in Dodington but T&PCs in SGC following the audit of asset register that SGC officers carried out earlier this year – as they were looking at ways to address budgetary black hole. Members are already aware of issues elsewhere within the parish.

### **322/24 REPS ON OUTSIDE BODIES**

Members had reviewed the amended document – brought back to this meeting for final approval and adoption.

Chair thanked Clerk and Cllr Hulbert for work on document – and Cllr Hulbert showed members example of 'flow chart' that would be added at a later date for completeness and to make decision as to whether leaving meeting was required or not easier.

It was unanimously RESOLVED to adopt this briefing document (which can be viewed as Appendix 2 attached to these minutes)

### **323/24 TERN INN**

Clerk confirmed that the lease had been completed – and Parish Council were responsible for the 15 spaces at car park. Risk Assessment has been carried out and regular weekly checks have commenced. This is to ensure that we are covered via our Public Liability Insurance.

Need to look at reinstatement values for fence and hardstanding – so that we are covered for damage to those.

Grounds man is on board with keeping grass Kestrel Close side of fence tidy – and has undertaken one strim already.

No further forward with car park management company – in discussions with Co-op.

### **324/24 OFFICIAL OPENING CHAMBERS / OFFICES**

The original date set Wednesday 16<sup>th</sup> October 2024 wasn't going to work....so Clerk had gone back to check other dates and one that *could* be possible is Wednesday 9<sup>th</sup> October 2024 – but as this isn't yet confirmed (Cllr Louise Harris agreed to chase up with Claire Young and Team following day) – nothing further was discussed on this item.

### **325/24 TO NOTE OPENING OF CO-OP & COMPLETION OF SHIREWAY COMMUNITY ASSOCIATION**

Clerk confirmed (post meeting) as there was some confusion due to advertising consent application – but Co-op is definitely opening on Friday 13<sup>th</sup> September 2024. The shop fitters will be finished by Friday 6<sup>th</sup> September and keys will be handed over on Monday 9<sup>th</sup> September.

Clerk also confirmed that she had been in touch with property services at SGC who were working with Charities Commission and Pauls Place – looking to complete. Clerk had put them in touch with holding trustee's so they could sign necessary paperwork (this has been done). CEO of Pauls Place on holiday until 16<sup>th</sup> September – so not 100% sure if completion went through before this – or whether it will be post 16<sup>th</sup> September – but it is imminent. Clerk has been in touch with CEO who is more than happy for DPC to collect the football trophies and sort out recovering the beacon. The beacon will be stored at Chris Belchers yard until such time as DPC decide what to do with it.

### **326/24 FINANCE MATTERS**

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

Bank reconciliation for July 2024 was checked – and duly signed by Chair and RFO – all in order. Clerk thanked the councillors that spent time reviewing Bank reconciliation as part of recent quarterly checks.

### **327/24 ITEMS TO REPORT**

- Cllr Paul Hulbert was pleased to let members know that Wapley Bushes had been awarded Green Flag award and Bee's Knee's award again – and left the flag / certificate in chambers for all to see.
- Clerk and Cllrs Chris Zapata / Paul Hulbert had that afternoon presented Isabel Ryan with planter and card on behalf of the Parish Council as a token thanking her and Bert for being honorary wardens of Wapley for over 20 years (Isabel has now stepped down from this voluntary post – and Krystyna Hutchinson has taken role on).
- Clerk informed members that the next lot of ash dieback work has commenced at Wapley.
- Towns Land Trust in Chipping Sodbury are consulting with public over what facilities they would like to see at Ridings – flyers available for members to take.
- Julie Oakley – Dragonfly project – is having a fundraising event in October – and details were passed onto members (PMN it was confirmed that donations could be made in lieu of attending – via office – who will pass onto Julie).
- Finally Clerk informed members that office is short staffed currently with annual leave, and officers poorly recovering from surgery....so please be patient – and note things possibly taking longer than normal.

*Cllr Cheryl Kirby and remaining Member of Public – left the meeting.*

With the time being 9:15pm – members voted to continue with the meeting.

*Meeting went into closed session for approval of Confidential Minutes (from 22<sup>nd</sup> July 2024) and Budget 2025 – 26 discussion.*

*Closed session ended*

As there was no further business the meeting was closed at 9.25pm – with Chair thanking everyone for attending.

Next meeting of Full Council – 14<sup>th</sup> October 2024

Signed .....Chair

Date 14<sup>th</sup> October 2024

### **Appendix 1**

Planning Applications Considered at Full Council Meeting 2/9/24

#### **P24/01959/F**

Demolition of existing dwelling. Erection of 1no. detached dwelling with associated works (resubmission of P23/03166/F)

Land At The Wetlands Sodbury Lane Westerleigh South Gloucestershire BS37 8RR

<https://developments.southglos.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=SI6WPEOKLBE00>

*Clerk informed members that applicant had taken on board reasons for refusal of previous application – and resubmission illustrated a replacement dwelling far smaller in size / footprint.*

*Members had no issues with application. No comments necessary.*

#### **P24/010/SCR**

Screening opinion for solar photovoltaic farm and other associated infrastructure

Mousewell Farm Besom Lane Westerleigh South Gloucestershire BS37 8RW

<https://developments.southglos.gov.uk/online-applications/applicationDetails.do?keyVal=SINUJAOK0F100&activeTab=summary>

*This matter had been discussed at length during public participation following the meeting between DPC, Wapley Bushes and RWE.*

*It is appreciated that full assessments / reports will be submitted with Full Planning Application – and as such members will wait until they have had a chance to see those before commenting more fully.*

*At this stage they note that screening opinion is seeking to NOT have to submit a full EIA with application later in year.*

*Members do have concerns about this – in particular the impact the development (installation of Solar Panels and associated works) could have with regards to rain run off and flooding. In view of the size of the application site and due to fact it is next to a LNR it is felt that EIA should be requested.*

*There were quite a few other documents that had been submitted – but at this stage members hadn't had a chance to read them fully....*

### **P24/02033/ADV**

Display of 2no. internally illuminated fascia sign, 2no. non-illuminated fascia signs, 1 no. internally illuminated hanging sign, 3no. Vinal Graphics and 2no. Totem signs.

The Co-operative Food Store Land Adjacent Tern Inn 1 Heron Way Chipping Sodbury South Gloucestershire BS37 6XW

<https://developments.southglos.gov.uk/online-applications/applicationDetails.do?keyVal=SIOFGYOKLTA00&activeTab=summary>

*After due consideration members had no issues with proposed signage for new Co-op store. It was felt to be sympathetic and in keeping.*

## **Appendix 2**

### **DODINGTON PARISH COUNCIL**

#### **GUIDE FOR REPS ON OUTSIDE BODIES**

\*These are based on briefing notes received from NALC / ALCA

#### **BACKGROUND**

Each year at the Annual Meeting of the Parish Council – as per Standing Order 5j xi

*Review of representation on or work with external bodies and arrangements for reporting back....*

reps are nominated to outside bodies....(a list is sent around with Agenda (normally Appendix 1) detailing outside bodies and who is current rep)).

Examples of outside bodies that DPC send reps to:-

- Dodington Parish Band
- Sodbury Tourist Information Centre
- Yate Town Strategy Group
- Dodington Allotments Association
- St Peter's Church DCC

To aid decision as whether to become a rep – or what responsibilities being a rep holds – and following discussion with Chair after AMPC 2024 - the Clerk has drafted up these guidance notes.\*

The aim is that the council can have a consistent approach as to how it handles Reps / Declaration of Interests / Granting of Dispensations.

Briefly – the rest of guide covers :-

- 1) How members can find out more about outside bodies
- 2) As a rep – how many meetings are entailed – time of meetings and reporting back to DPC
- 3) Potential Conflict of Interest
- 4) ROIs
- 5) Code of Conduct
- 6) Dispensations
- 7) At Meetings (DPC & Outside Body)

1 & 2) How to find out more / commitment, etc.

It is hoped that any councillor that has served as a rep in the past can pass this information on to fellow colleagues.

*Over the course of 2024 – Clerk / Deputy – will ensure that they have information to hand – and that this is published in 2025 with Appendix 1 to AMPC and the list of outside bodies.*

If the outside body has a website – this is a good place to find out more information – or if they have ever applied to Dodington for a grant – then there may be details available in the office.

The Clerk / Deputy should have contact name / details for key person and can pass this on if requested.

## 2) Reporting back....

In the past this has been done by way of Items to Report (end of each Full Council / Committee agenda) and has been a brief verbal summary.

With members permission – Clerk would like to standardise this – so that following a meeting a brief email is sent to office – giving updates – as this may be more timely than waiting for next FC meeting / Committee meeting (when member may not be present).

It would then need to be agreed how this information be shared with rest of council....(it could possibly be as appendix to relevant meeting for members to read with agenda).

## 3) Potential Conflict of Interest

Whilst it would be okay for Councillors to become Reps if they sit on outside body, it does create conflict where there are specific duties held with the other organisations / outside bodies.



There is no legislation that prevents the roles being held in the first instance, and councillors should consider any impacts under the Nolan Principles and Standards in Public Life with respect to integrity and accountability.

Councillors should always ensure that they do not say or do anything that implies that the Parish Council will be able to take a particular course of action that would benefit the other organisations in some way; unilateral action without knowledge or agreement of the Full Council is not permitted.

#### 4) Register of Interests (ROIs)

Members are responsible for completing this register and keeping it up to date. All members completed ROIs following elections in 2023 – and after training in Jan 2024 they revisited them for accuracy / completeness. Clerk has a full list of up to date ROIs and they are also published on the LA's website.

Where either a councillor sits on another group / organisation or they take on role of DPC Rep, there must be an entry on the Register of Interests. For unpaid roles, these fall under 'other registerable interests' and you may provide dispensations for these depending on nature of agenda item.

EG:- When a group / organisation apply for grant funding – are looking for financial assistance....

- If a councillor sits on another group / organisation and they have an officers position (regardless of whether they are a DPC rep or not) then they can give info to a meeting – but not take part in debate or vote (must leave room)
- If a councillor has been nominated as the DPC rep to attend a group / organisation meetings and report back (and they don't assume other responsibilities with that group / organisation) then they can be granted dispensation to inform councillor about group and they can debate but when it comes to decision to vote – not take part and leave room.

#### 5) Code of Conduct

The New Code of Conduct was adopted by DPC in 2023 (min ref –78/23 on 22 May 2023).

A copy of adopted Code of Conduct can be found via link below:-

<https://www.dodingtonpc.org.uk/wp-content/uploads/2024/01/APPENDIX-1-SGC-Code-of-Conduct-May-2023.pdf>

If a member takes on role of rep on outside body – as stated above this needs to be registered on 'Other Registerable Interests' ORIs and Code of Conduct is quoted below in regarding to ORIs (see note below taken from Code of Conduct).

## Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which directly relates to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in Table 2), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

To reiterate – Councillors must comply with the above, they can speak at the meetings only if the public have rights to speak, but they cannot vote on the business relating to their interest and must not remain in the room, unless they have a dispensation.

KEY WORDS based on Code of Conduct =

### ***Where a matter affects the financial interest or well being of the organisation.....***

If matter being discussed ***does not*** affect the financial interest or well being of the of organisation there is NO NEED to withdraw from discussion / debate / vote.

(Clerk drafting a simple flow chart to be inserted here)...

## 6) Dispensations

As per Standing Order 13 d –

***Dispensation requests shall be in writing and submitted to the Proper Officer as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.***

A copy of Dispensation Request Form can be found below:-

Dodington Parish Council

Code of Conduct for Members and Request for Dispensation – as per SO 13d

Written request for dispensation from the Cllr \_\_\_\_\_ to the Proper Officer

<b>To be completed by the Member</b>	
Name of meeting	
Date of meeting	
Agenda item number and title	
Councillor's name	
Councillor's interest in the item	

<b>To be completed by the Proper Officer</b>	
Dispensation to take part in discussion granted: Dispensation to take part in the vote granted:  On the grounds of:  a) The Council believes that the number of members otherwise prohibited from taking part in the meeting would impede the transaction of the business  b) It is in the interests of the inhabitants in the Council's area to allow the Member to take part  c) It is otherwise appropriate to grant a dispensation (give an appropriate reason)	Yes/No Yes/No
Signature of Proper Officer	

#### 7 At Meetings (DPC & Outside Body)

Members will note Standing Orders 13 a – c and at all times observe the Code of Conduct adopted by the Council.

As such it is hoped that these briefing notes help in some way – and it is noted that Chair (Chair of meeting) has right to ask Councillors to leave the room temporarily for specific items as required.

Chair (Chair of meeting) can suspend a meeting if this is not respected.

*Approved at Meeting:- FC  
Date:- 2<sup>nd</sup> September 2024  
Minute Ref:- 322/24*