



# ***Dodington Parish Council***

**DRAFT MINUTES** of the Meeting of the **Community Leisure & Environment Committee** held the Council Chambers adjacent to Dodington Parish Hall on **Monday 25<sup>th</sup> November 2024** at **7.30pm**.

**PRESENT:** Councillors Richard Evans, David Fitt, Adrian Hutton (Chairing Meeting), Christine Howard, Sarah Hurley, Paul Hulbert, and Jean Thomas.

Also present: Hannah Saunders – Clerk to the Council – Clerking the Meeting.

## **1. Apologies for absence and request for approval**

Apologies for absence were received from Cllrs Chris Zapata, Sandra Jee, Karl Tomasin, Louise Harris, Oliver Lodge and Laura Pearson Tong.

## **2. Declarations of Interests Under Localism Act 2011 and Requests for Dispensations**

Cllrs Paul Hulbert and Christine Howard declared an interest in Item 5 on the agenda – as they sit on Committee of TIC. Cllrs Paul Hulbert and Adrian Hutton declared an interest in Item 12 on the agenda – as they have family members involved with Summer Playscheme.

## **3. Parishioners Questions**

Clerk informed members of email received from MP – Claire Youngs office – following contact they had had from a resident of Dodington Parish regarding floods / Storm Bert. Cllr Paul Hulbert agreed to help Clerk with response.

## **4. Approval of Minutes and matters arising from the previous meeting on 9<sup>th</sup> September 2024**

It was **RESOLVED** that the minutes, as printed and circulated, be confirmed as a true record. Cllr Adrian Hutton signed a copy of the minutes.

Matters arising – not covered off during course of agenda: -

Contractor has carried out half of the work at Lilliput (Item 4).

Revised version of LNAP was approved at previous weeks Full Council Meeting (Item 4)

Members who visited Armadillo on 22<sup>nd</sup> October 2024 felt it was a useful session – and expressed thanks to YTC for facilitating (Item 4)

Clerk confirmed that Swift Sports Christmas Party is being advertised and initial interest and uptake has been good (Item 14).

All necessary trimming of brambles (Lilliput) and Willow Tree (Wapley) has been undertaken (Item 18).

*Cllr Paul Hulbert and Christine Howard left the room.*

## **5. Grant Applications to consider**

Members had all received copies of application and accompanying paperwork from the Tourist Information Centre (TIC)

They had applied for £600 and supplied all the necessary documents. Clerk confirmed there was £800 in the budget.

After due consideration it was **RESOLVED** to grant TIC £600.

*Cllr Paul Hulbert and Christine Howard returned to Council Chamber.*

Grant application from Citizens Advice Bureau (CAB) had also been received and details circulated to members. Cllr Paul Hulbert commented that this grant see's one of the best Return on Investment – as the accompanying report details for every £1 invested – they manage to get £79 back for their clients within Dodington Area.

It is a critical service – and monitoring report illustrates this. CAB had applied for £2000 and supplied all documents required.

Clerk confirmed that there was £2100 in the budget – and it was unanimously **RESOLVED** to grant £2100 to the CAB – and thank them for ongoing work in the community.

## **6. Land Adjacent to Shireway Community Centre**

Members had received draft of the postcard size consultation – and it was duly **RESOLVED** to approve printing – and for this (subject to the Auction on 11<sup>th</sup> December 2024) to be delivered later in December with the Burial Ground Consultation.

Cllr David Fitt wanted the councils' thanks minuted to officers – for turning this around so quickly.

Clerk confirmed that she had been in touch with David James and Partners (who had valued the land back in 2022 for council) and guide price is in keeping with this valuation. At time of meeting Clerk hadn't heard back from property services at SGC (PMN – conversation had taken place following day – Clerk to report at P&T Committee Meeting).

## **7. Car Park / Shops at Heron Way**

Clerk confirmed that she was still in process of getting quotes together regarding the replanting by fence adjacent to car park and that the work outside the shops was still ongoing with planters being priced up and sourced.

A monitoring report has been received from SGC regarding the Greening up Highstreet grant received – Clerk and Estates Officer will complete this accordingly.

In meantime – Estates Officer reported some vehicle maintenance being undertaken in the car park one weekend – and upon inspecting car park following week noticed an oil spill. Current signage (temporary) doesn't state anything regarding vehicle maintenance – however – this is something within the lease – that shouldn't be allowed.

Clerk presented examples of other signs in area to members (Wotton under Edge Town Council) and it was agreed to monitor the situation and enquire with Co-op again regarding Car Park Management. (PMN – Clerk has heard back from Co-op, process is taking longer than initially thought – but when Horizon have drafted up scheme – all necessary stakeholders will be consulted with).

## **8. Grounds Maintenance Tender**

Clerk confirmed that meeting with existing contractor had to be postponed due to Storm Bert – and that due to extra work (recruitment process / flooding, etc) there is going to be a delay getting the information onto Contract Finder.

Area's requiring maintenance need to be further split out – and adhoc area's need to be properly mapped / licensed with SGC.

## 9. QEII to receive updates

Circular Footpath – clerk had emailed information received from Andrew Sanders to members for review. These will be the documents that will make up the brief to go on Contract Finder. Members were impressed with documents.

With regards the scoring sheet – members agreed that they would like to see a social element of 10% included. Clerk to feed this back to Project Officer.

Aim is still to get information onto Contract Finder and live by end of year – so that tenders can be looked at March time.

Project Officer is working on Project Management Plan – so that draw down of Section 106 funds can be facilitated swiftly in the New Year.

(PMN – as the planting element isn't being included in this part of the contract – just grounds work it makes including a Social Element on the Scoring Template difficult). As such scoring sheet will have to be 50/50 (price / quality) after all.

Junior Park Run Request – members had reviewed request and were happy for this sort of activity to be encouraged. Ideally they would like to see active travel to site to cut down on cars – as car parking is limited – and after consideration and due to time / cost to council decided that were unable to facilitate toilets being open.

## 10. Wapley Bushes

Cllr Paul Hulbert reported on recent meeting with Phil Dye on site at Wapley – to check understanding re actions required following recent tree survey. This was a useful meeting – with Phil explaining that it was the middle of the ancient woodland where desire lines and undesignated paths should be blocked in the first instance. There was no time frame or urgency for this work – just something that the conservation group and Parish Council needed to think about scheduling in.

Clerk informed members that all tree work (Ash Dieback) and remediation work to footpaths had been carried out and work inspected by Estates Officer and Project Officer with contractor the previous week. All was found to be in order and invoice had duly been submitted.

It was **RESOLVED** to pay invoice separately to payrun at end of week (as it would take us over daily limit).

Cllr Paul Hulbert proposed delegating first approval to Clerk – and Cllr Adrian Hutton would do second approval. This was seconded by Cllr Christine Howard and **RESOLVED**.

Clerk also informed members that the new 'Do's / Don'ts signs had been installed the previous week – and were a great improvement.

## 11. Play Area's & POS

Clerk confirmed that reports from the recent RoSPA inspections had been received and on initial reading – nothing major to be concerned about.

Project Officer would go through thoroughly and produce report – for next meeting.

The matter of pathways at Lilliput Park was included on agenda – following a request at previous meeting. The paths have become too narrow and overgrown in places – particularly by the Adult Fitness Equipment. As such members requested Clerk draw up a brief and get some quotes for them to be restored to 1.2m wide as a minimum.

*Cllr Paul Hulbert and Adrian Hutton left the room.*

*Meeting went into Confidential Session (SO 3e) and discussion regarding item is minuted confidentially.*

## 12. Summer Playscheme & Football / Sports Coaching 2025

For purpose of these minutes – members **RESOLVED** to run Summer Playscheme for 2 weeks in 2025 and continue with longer sessions (9:15am – 3pm). The sessions to be prioritized to children that live within the parish – (max of 5 sessions over the 2 weeks) and will remain free. Members **RESOLVED** to employ Swift Sports Coaching Ltd for a second year – to deliver this service.

*Cllr Paul Hulbert and Adrian Hutton returned to Council Chambers and Open Session resumed.*

Swift Sports Coaching Ltd have been delivering Fun Football Coaching for over 10 years now – at QEII Playing Fields.

Clerk presented package that they were offering for 2025 to the council. For the first time – they can now offer coaching to Key Stage 1 pupils. This is something that parents / carers have been requesting for a while now. They would also like to try some netball sessions.

There was some discussion about reducing number of day's that coaching is offered – but having built up to 3 days a week – and understanding the popularity – members were reluctant to cut days. As such it was unanimously **RESOLVED** to offer all sessions of football – as outlined in the quote – along with addition of KS1 and some trial netball sessions.

## 13. Allotment Association

Cllr Richard Evans didn't have much to report – water to both sites has now been turned off and they are in a position to back fill the hole that was excavated on Site 1 where the major leak was identified.

Treasurer is currently facilitating a handover with deputy in readiness for stepping down at next AGM.

*As the time was approaching 9:30pm members took a vote on whether to continue. It was agreed to carry on.*

## 14. Finance Matters

Members reviewed CL&E Budget YTD and EMR funds – confirmed all in order at end of October 2024 (month 7) – 60% spent – therefore on target.

## 15. Budget 2025 – 26

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.

**16. Items to Report**

Cllr Christine Howard reported children in Chipping Sodbury uniforms behaving antisocially on bikes through the estate – not giving way on footpaths and nearly running other pedestrians and dog walkers down.

Cllr Paul Hulbert reported that S W in Bloom and Green Flag feedback has been received – and it would appear that the judges have run out of suggestions – and instead congratulated the Conservation Group for their continued hard work. He also requested an updated version of Councillor contacts be distributed.

Cllr Paul Hulbert and Jean Thomas attended the recent Joint Transport Forum via Zoom – and only attendee’s other than T&PCs were Green Community Travel – no one from WECA, Buses or Trains which was disappointing.

Cllr Richard Evans reported antisocial behaviour of youths by Goldcrest Park early evening – and how worried a resident had been. This wasn’t reported to police at the time, Clerk urged councillors to report as soon as possible – as there is little police can do after the event.

Clerk informed members that interviews for Grounds Person / Staff had taken place previous week – and second interviews would be conducted on 29<sup>th</sup> November.

Clerk informed members that a Just Giving Page had been set up for Yate Flood Victims – and this has been shared on website / Facebook.

The next meeting for the Community Leisure & Environment Committee Monday 2nd February 2025 (Council Chamber) – starting at 7:30pm.

As there was no further business – the meeting was closed at 9.53pm with Chair thanking everyone for their time (and apologising for running over).

Signed ..... Committee Chair

Date ..... 2<sup>nd</sup> February 2025