

Minutes of a Meeting of Full Council
28th June 2023, 19.00, held in Page Community Hall, Staple Hill

Present: Councillors: Michael Bell, Ian Boulton, Angela Bragg, Ian Campbell, Katie Cooper, Mark Dean, Irene Draper, Darren Langley, Andrew O'Hara, Diane Roberts, Julie Snelling & Mark Whitworth

Cate Davidson – Interim Clerk

Members of the Public x 1

Public Participation

A member of the public addressed members in relation to traffic on Signal Road and Charnell Road and the problems caused by traffic trying to avoid the Broad Street traffic lights. During an experimental scheme introduced following COVID lockdown the area became much safer and cyclist and pedestrian use increased significantly. The area includes access to the cycle path and a walk to school route. It was noted that whilst the scheme was well supported by people living on the affected roads, residents from the surrounding area were not as supportive due to the impact it had on traffic further afield.

The resident has submitted a Highways Investigation Scheme request form to South Gloucestershire Council but the only option being considered as a 20mph scheme. Paperwork was distributed to members in relation to this matter.

Members were asked to consider supporting the resident in relation to this matter, the Clerk advised this would need to be included on an agenda to enable the council to consider it.

The Chairman thanked the resident for attending and advised the matter would be on the agenda for the next full council meeting. Cllr Bell suggested that another speed check might be useful.

12. Apologies & Chairmans Remark

Apologies were made by Cllr Cannard who is away on work business.

The Chairman reported that a request had been received in relation to funding of local organisations but that this is currently not possible and a proper process for grant applications would be set up in due course.

Several local events have taken place and the Chairman passed on thanks to organisers of the community planting day, litter picks, Bristol Refugee festival and Mangotsfield festival which was a great success and everyone was pleased to see it back.

The Chairman advised he is now a member of the Page Hall Association Committee which hopes to improve transparency going forward. There is the potential for a parish council office within the hall and this will be discussed with the Chairman in the near future. Members were advised there is also office space available at the Staple Hill Hub and the Chairman is to discuss this with Hub staff in due course, any decision will be brought back to the council for consideration.

Members were reminded to raise their hands before speaking at the meeting.

13. Declarations of Interest and Granting of Dispensations

No interests were declared at this time.

14. Reports from South Gloucestershire Councillors on matters relating to the Parish but not included on the agenda

The following items were reported by Councillors Bell, Boulton & Cooper:

- Due to strike action by Suez staff SGC has decided that black bin collections would be the priority. Discussion was had about how this decision was arrived at.
- New water bottle filling stations have been installed at the Staple Hill library, Staple Hill public toilets and Mangotsfield public toilets, these were funded through Community infrastructure Levy (CIL) funding along with 3 years of maintenance by South Gloucestershire Council. The new stations will be promoted via local publications.
- Recent police beat events have not been well supported therefore they are being discontinued. It was mentioned that they were not well advertised so people didn't know they were happening and didn't attend. It was noted that on occasion the police/pcso's were diverted to an incident so were not available at the publicised time.
- Members have asked for a traffic review of the whole area and this would include the roads mentioned in public participation. Traffic needs to be dealt with holistically but it is also recognised that budgets are extremely tight.

15. Minutes of Annual Meeting of Full Council on 18th May 2023

It was **resolved** that the minutes of the meeting on 18th May 2023 are approved and signed by the Chairman.

16. Matters Arising

No matters were raised at this time.

17. Council Decisions

A reported from the Clerk was circulated to all members with the agenda for this meeting. Members considered the following items:

- **Banking** – it was **resolved** that the council opens a current account and a savings account with the Unity Trust Banks and that Cllrs Campbell, Bragg, Draper and O'Hara are signatories on the account. The Clerk is to have online banking access with administration access and two members would be required to authorise payments which would be processed on the instruction of Full Council or a committee as per financial regulations.
- **Logo** – The Chairman advised that he had drawn up several options to reduce costs but that members could employ a graphic designer if they felt it appropriate. After much discussion it was **resolved** that option 1 be used as the main logo with version 2 being used for social media.
- **Website** – Members received quotes as per the report and it was **resolved** that Aubergine be appointed to set up the council website. Discussion was had about a domain name and it was **resolved** that staplehillandmangotsfield.gov.uk be registered for the website and email addresses.
- **Email Addresses** – Some concern was raised about having additional email addresses, particularly for District Councillors. It was noted that any correspondence made in a Councillor capacity needs to be easily identifiable to the recipient and that formal email addresses provided a greater level of security than personal ones. After discussion it

was **resolved** that Cloudy IT are appointed to set up email address for all councillors and the Clerk and provide support for the accounts. Emails will be accessible through Office365 online or via an app and all Office tools would be available to members.

- **Insurance** – The Clerk advised that whilst the council doesn't currently have any assets to insure it does need to have employer, councillor and fidelity (financial) cover. Quotes were received as per the report and it was **resolved** that Zurich cover be purchased, the clerk confirmed this can be upgraded at no administration cost as and when cover needs to be added.
- **ID/Business Cards** – The chairman advised the purchase of ID cards was raised by a member but that he feels business cards would be more useful and cost effective. It was **resolved** that business cards are purchased for members and the Clerk would make contact in due course to confirm contact details to be used on the cards. It was decided that photos are not required. Proposals and quotes to be taken to the next meeting. Discussion was had about personal phone numbers being made available to the public, it was noted that sim cards could be purchased and put into old phones if members had concerns.
- **VAT** – the clerk advised that whilst the council would not need to be VAT registered at this stage (or maybe ever) it is able to reclaim VAT on appropriate costs it incurs. Once the total of VAT to be reclaimed is £100 or over the Clerk will register the council as appropriate.

18. **Parish Council Committees**

The Clerk circulated information about committees to members in advance of the meeting.

Discussion was had about whether each ward should be represented on each committee, it was felt that as the council is a corporate body this is not necessary but the Planning Committee should be representative of Staple Hill and Mangotsfield.

Proposed Terms of Reference for each Committee are as per the Clerks report and these will be considered and approved at the first meeting of each committee. Committees will meet on alternate months to Full Council meetings on the last Wednesday of each month at 7pm. The Planning Committee will be convened subject to planning applications submitted for consideration.

It was **resolved** that a Finance & General Purposes (F&GP) Committee is appointed consisting of 5 councillors to include the Chairman and Vice Chairman of the Parish Council. It was further **resolved** that the following councillors are appointed to the F&GP Committee:

- Cllr Ian Campbell
- Cllr Angela Bragg
- Cllr Mark Dean
- Cllr Irene Draper
- Cllr Andy O'Hara

It was **resolved** that a Personnel Committee is appointed consisting of 3 councillors. It was further **resolved** that the following councillors are appointed to the Personnel Committee:

- Cllr Ian Campbell
- Cllr Angela Bragg
- Cllr Mark Dean

It was **resolved** that an Environment and Open Spaces (E&OS) Committee is appointed consisting of 5 councillors. It was further **resolved** that the following councillors are appointed to the E&OS Committee:

- Cllr Michael Bell
- Cllr Darren Langley
- Cllr Diane Roberts
- Cllr Julie Snelling
- Cllr Mark Whitworth

It was **resolved** that a Planning Committee is appointed consisting of 5 councillors. It was further **resolved** that the following councillors are appointed to the Planning Committee:

- Cllr Angela Bragg
- Cllr Tracy Cannard
- Cllr Irene Draper
- Cllr Darren Langley
- Cllr Andy O'Hara

19. Policies

The Clerk apologised for the fact that she had omitted to circulate the policies therefore this matter will be carried forward.

20. Future of Staple Hill Partnership

Members were informed the Partnership has not yet met so there is no action at this time.

Discussion was had about future working of the council alongside other organisations providing services in the area. Matters will be considered on a case-by-case basis in due course.

It was noted that Remembrance Sunday will need to go on an agenda – Clerk to include this for September. It was agreed that the Chair of the Staple Hill Partnership, Lynne Pick is to be invited to the next full council meeting to discuss future working.

21. South Gloucestershire Council Consultations

Northcote Road – Long Road Mangotsfield – Eastbound Bus Stop proposals: Cllr Bell advised members he has been working towards getting a bus stop in this location for some considerable time and asked members to support the proposal. It was **resolved** that the parish council supports the scheme and the Clerk completes the online consultation in this regard.

Naming of small housing development in Mangotsfield – the Clerk circulated proposals for the naming of this development as proposed by the developer. Some discussion was had about this and it was proposed that the development be named after Florence Cooper who was the headmistress of The Dame School in Mangotsfield.

After some discussion it was **resolved** that the development be named Florence Copper Corner, there was one vote against this proposal with all other members voting in favour. The Clerk is to advise SGC of the decision.

22. Date of next Meetings:

- Finance & General Purposes Committee – 26th July, 19.00, Page Community Association
- Full Council – 27th September, 19.00, Page Community Association

Signed

Dated