



EMERSONS GREEN  
TOWN COUNCIL

**Minutes of a Meeting of Full Council**

**20<sup>th</sup> May 2019, Council Chamber, Emersons Green Town Council**

**Present:** Councillors: R Nichols (Chairman), S Al-Hassan, S Bassett, S Budd, P Gibbs, J Hunt, P Morgan, M Palmer, J Sweeney, P Todd, & C Wilkins

**Attendees:** Cate Davidson (Town Clerk), Donna Simmons (Clerk's Assistant), Representative of Emersons Green Voice.

The Chairman welcomed all to the meeting and advised of the evacuation procedure. The Chairman welcomed new Councillors to the Town Council and thanked all Councillors, including previous Councillors and office staff for their hard work, commitment and dedication over the last four years.

**01. Election of Emersons Green Town Council Chairman/Mayor**

Cllr Al-Hassan proposed Cllr Budd

Cllr Morgan seconded Cllr Budd

Members unanimously voted for Cllr Budd and Cllr Budd confirmed his acceptance

Cllr Budd thanked members for the election and took over as Chair of the meeting

**02. To receive Declaration of Acceptance of Office of newly elected Chairman/Mayor**

Cllr Budd signed the Declaration of Acceptance of Office for Chairman/Mayor.

**03. Election of Emersons Green Town Council Vice Chairman**

Cllr Wilkins proposed Cllr Al-Hassan

Cllr Sweeney seconded Cllr Al-Hassan

Cllr Morgan proposed Cllr Hill

Cllr Nichols seconded Cllr Hill

Members took a vote and with a majority vote of five to four and two abstentions, Cllr Al-Hassan was elected as Vice Chairman. Cllr Al-Hassan confirmed his acceptance.

**04. To consider steps to fill the vacancy following recent Elections**

It was **Resolved** to advertise the vacancy in Pomphrey Ward inviting letters of application to be received by 06<sup>th</sup> June 2019, with the co-option taking place at the Full Council meeting on 13<sup>th</sup> June 2019. All letters of application to be circulated to Members prior to the meeting,

**Action: Clerk to advertise vacancy**

**05. To confirm Councillors have signed Declarations of Acceptance of Office**

The Clerk confirmed that signed Declarations of Acceptance of Office have been received from all Councillors.

**06. To appoint Standing Committees**

It was **Resolved** to appoint the following Committees, with the Allotments & Open Spaces Committee being renamed as the Open Spaces Committee:

- Events Committee
- Finance Committee
- Open Spaces Committee
- Personnel Committee
- Planning Committee

**07. To appoint Members to Standing Committees and Outside Bodies**

It was **Resolved** to appoint the following Members:

- Events Committee – Cllrs Budd, Gibbs, J Hunt, Palmer and Sweeney
- Finance Committee – Cllrs Adams, Al-Hassan, Budd, Hill, J Hunt, Johnson, Nichols, & Todd
- Open Spaces – Cllrs Adams, Bassett, Budd, Hill, Johnson, Morgan, Nichols, Palmer & Wilkins
- Personnel Committee – Cllrs Budd, Hill, Johnson, Nichols & Todd
- Planning Committee – Cllrs Bassett, Budd, R Hunt, Morgan, Nichols, Todd & Wilkins
- Community Engagement Forum – Cllrs Al-Hassan, Budd & Wilkins
- Transport/Night Bus – Cllr Al-Hassan
- Town & Parish Council Forum – Cllrs Al-Hassan, Bassett & Budd
- Tree Warden – Cllrs Bassett & Hill
- Pigeon Liberation Warden – Cllr Hill
- South Gloucestershire Heritage Partnership – Cllr Palmer
- ALCA Representative – Cllrs Bassett, Nichols & Palmer
- Lyde Green community Association Representative – Cllr Palmer
- Lyde Green Partnership – Cllr Budd

**08. Apologies**

Apologies were received from Cllrs Adams, Hill, R Hunt & Johnson

**09. Declarations of interest under the Localism Act 2011**

Item 017 – Cllr Nichols declared an interest in the Carsons & Mangotsfield Cricket Club grant application.

Item 017 – Cllr Wilkins declared an interest in the Friends of Emersons Green Park grant application.

**010. Public Participation** (not to exceed 5 minutes)

There were no members of the public present

**011. To approve the minutes of the Full Council Meeting held on 11<sup>th</sup> April 2019**

It was **Resolved** that the minutes are approved and signed by the Chairman as an accurate record of the meeting of 11 April 2019.

**012. Outstanding Items from these Minutes**

Item 598 - South Gloucestershire Council request to use the Council Chamber as a polling station for the European Elections on 23<sup>rd</sup> May – the Clerk reported that South Gloucestershire Council had refused the charge of £20 per hour and instead had negotiated to make an overall payment of £75.00. It was **RESOLVED** to accept the £75.00 for the use of the building.

Item 602 – Mangotsfield Village Festival 08<sup>th</sup> June 2019 – unfortunately there are no Councillors available to represent the Town Council at this event.

Lyde Green Summer Sizzler 13<sup>th</sup> July 2019 – Cllrs Al-Hassan, Gibbs, Johnson and Palmer will attend the event to represent the Town Council.

**Action: Clerk to advise SGC  
Clerk to advise LGCA and  
arrange literature for display**

### 013. Correspondence and Actions required

The following correspondence was considered:

- Avon Pension Fund – Invitation to nominate a Town & Parish Council representative on the Pension Fund Committee – *Several Councillors declared an interest in this item as they are a member of the Pension Fund. Other Councillors were unable to put themselves forward for this position.*
- SGC Biodiversity Officer – Information relating to reducing the amount of grass cutting in the area, to encourage the growth of native plants which are visited by pollinating insects and encourage the planting more pollinating plants in allotments – *It was **RESOLVED** to refer the item to the Open Spaces Committee for consideration at their next meeting on 02<sup>nd</sup> July 2019.*

### 014. Bank Accounts

The Clerk explained that it was necessary to have four Councilors to be Signatories on the bank account with two of these Councillors having access to online banking to make payments to our suppliers. It was **RESOLVED** that Cllrs Al-Hassan and J Hunt be added as Signatories with Cllr J Hunt having access to make payments online. Cllrs Budd and Nichols will remain as Signatories and continue to have access to online banking to make payments.

**Action: Clerk to arrange**

### 015. Internal Audit 2018/19

The Clerk reported that the report has been received and considered by the Finance Committee. The Town Council's procedures were rated 'to a high standard' with two actions requiring attention;

Chain of Office – was not listed on the Asset Register (however, it was listed on the insurance policy), this has now been included on the Asset Register.

Town Council Reserves – although the Town Council Reserves had been approved by Full Council at the meeting on 13<sup>th</sup> December 2018, the accounting system had not yet been updated. The Reserves have now been updated onto the accounting system.

The Clerk informed Councillors that Internal Audit will be visiting the office on Thursday 23<sup>rd</sup> May 2019 to complete the end of year report.

### 016. Town Council Signage

Drawings and plans of South Gloucestershire Council proposed new signage to replace the existing road signs were passed around Councillors. It was **RESOLVED** to approve the proposals.

**Action: Clerk to advise SGC**

### 017. Grant Applications

To consider the following applications as recommended by the Finance Committee  
Cllrs Nichols & Wilkins had previously expressed an interest in these applications (Item 09) and did not take part in the resolutions.

Friends of Emersons Green Park - £164.50 for the group's insurance. It was **RESOLVED** that the grant of £164.50 be approved.

Carsons & Mangotsfield Cricket Club grant application - £1650.00 towards the purchase of a replacement mower (the application was for £3300.00 but due to past grants the committee recommends the reduced grant). The Clerk explained that consideration had also been given to the club's current reserves. It was **RESOLVED** that a grant of £1650.00 be approved.

**Action: Clerk to arrange payments**

### 018. Community Project

- Youth Library – The Clerk reported that South Gloucestershire Council had appointed an architect to draw up plans for the extension to the library, and requested that Full Council authorize herself and Cllrs Budd and Nichols to meet initially with South Gloucestershire Council to discuss the proposed plans and then report back to Full Council. It was **RESOLVED** that the Clerk, Cllrs Budd & Nichols have an initial meeting with South Gloucestershire Council and report back to Full Council.

- Lease on Skatepark & adjoining land – The Clerk reported that following the receipt of the Heads of Terms from South Gloucestershire Council, she had sought advice from a Solicitor for some of the terms that had raised concerns, in particular, the future installation of a 5 metre wide footpath through the middle of the area. She has met with Cllrs Budd and Nichols to report the Solicitor's advice. It was felt that the best way forward is to meet with Officers from South Gloucestershire Council to find out more information on the proposed installation and location of the path, before the Town Council takes on the lease for the site. Cllr Nichols explained the background of site to new Councillors. It was **RESOLVED** not to engage a Solicitor at this point and that Cllrs Budd, Nichols and the Clerk arrange a meeting with Officers to discuss the proposed path.

**Action: Clerk to arrange**

Cllr Wilkins enquired about the possibility of increasing the Youth work services in the area, the Clerk explained that the Leader of the Youth Work project will be attending the next Finance Committee on 30 May 2019 to discuss the current service and put forward some proposals for future outreach work. The Police will be attending the next Full Council meeting on 13 June 2019 to discuss anti-social behaviour in the area.

#### **019. Items from Members to report**

The Clerk read out an email received from Cllr R Hunt -;

- Springfield Park – Following the recent arson attack on the park steps are being taken to reopen the park as soon as possible and any feedback on improvements to the park and ongoing security at the park would be welcome. Cllr Al-Hassan reported that he has received an enquiry from a resident as to why there isn't any CCTV in the local parks. Members all agreed that due to the issues of safeguarding children this was not permitted.
- Parking Permit Signs – Signs that have recently been installed in Cherry Banks Lyde Green were installed in the wrong locations and have now been removed – *Noted by Members*

Cllr Todd proposed that a letter of thanks be sent to the Councillors who had just left the Town Council – *Members all agreed that cards should be sent to previous councilors thanking them for Service*

**Action: Clerk to arrange**

Cllr Palmer explained to Members that following the receipt of incorrect information from the company who had recently installed the parking permits in Cherry Banks Lyde Green, he had uploaded this incorrect information onto a social media website. Cllr Palmer apologised to Members for this error – *Members noted this, and the Clerk will update the Town Council Social Media Policy before the next Full Council meeting on 13<sup>th</sup> June 2019.*

**Action: Clerk to action**

#### **020. Next Meeting 13<sup>th</sup> June 2019 at 19.00 in the Council Chamber of Emersons Green Town Council**

The Chairman closed the meeting at 20.00