



EMERSONS GREEN
TOWN COUNCIL

Minutes of a Meeting of Full Council

10 September 2020

held via Skype due to COVID-19 restrictions

Present: Councillors S Budd (Chairman), D Somers, P Todd, P Morgan, J Hunt, M Palmer, R Hunt, R Nichols, S Al Hassan, J Sweeney, S Hill, C Wilkins

Attendees: Kath MacConnachie (Clerk)

204. Apologies

Apologies for absence were received from Councillors Johnson and Bassett.

205. Declarations of Interest under the Localism Act 2011

There were no declarations of interest.

206. Public participation

No members of the public joined the Skype meeting.

207. To approve the Minutes of the Full Council Meeting held on 9 July 2020

It was agreed that the minutes of the meeting held on 9 July 2020 were a true and accurate record of the meeting and that these would be signed by the Chairman at the next opportunity.

208. Outstanding Items from these Minutes

The Clerk reported that she had contacted the local police regarding the graffiti tagging of 'TEST' that was appearing around the area. The police reported that they were aware of it and were liaising with local schools to try to identify the perpetrator.

Yate Town Council maintenance staff did not have the capacity to outsource graffiti removal, but the Clerk noted that this service is available, at a cost, from South Gloucestershire Council should the Town Council require it in the future.

The Clerk noted that speeding in Emersons Green would be on the October agenda.

209. Correspondence

The following correspondence was noted:

- Email of 2 September from Legal, Governance & Democratic Services at South Gloucestershire Council, regarding (Electric Scooter Trial) Temporary Traffic Regulation Order 2020. Detail circulated separately.

- An email on 28 July a South Gloucestershire Council Officer for Streetcare & Transport, with an update on the repair of the wall in Manor Road stating; *Works were complete on 28/07/20 with the addition of a new timber post and rail fence*".
- Emails on 19 and 22 July from a resident regarding Rodway Common. These emails and the initial response from the Clerk were noted. Members felt that the response provided by the Clerk was appropriate and adequate.
- Email of 20 July from a resident regarding Rodway Common in favour of the works by the Town Council.
- An email from a resident on 17 July concerning speeding between Blackhorse Road to the park in Emersons Green.
- Email of 10 July from South Gloucestershire regarding Call for Sites 2020 and planning documents consultation.
- Email from a young person regarding the BMX trails at Rodway Common. It was **Resolved** that Councillor J Hunt would offer to meet with the young person to discuss his view and suggestions.

Action: Councillor J Hunt

210. **Annual Plan 2021/22**

The Clerk suggested the council should develop an Annual Plan document for 2021/22 to set priorities for the year, target resources and inform budgeting. The Clerk had circulated some example documents from other local councils.

Councillor J Hunt queried whether it would be an 'Annual Plan' or an 'Annual Action Plan'. The Clerk suggested this was for councillors to decide.

Councillor Wilkins preferred the more detailed example which had been circulated, but Councillor J Hunt preferred the higher level format. Councillor J Hunt noted that an Annual Plan should be informed by a long term strategic plan. The Clerk noted that the Town Council did not yet have a long term strategy. The workshop held earlier in the year to kickstart this piece of work was noted, but work had stalled on this workstream due to the subsequent Covid-19 lockdown. The Clerk noted that given the ongoing Covid-19 situation, the council would need to consider alternative ways of working up the strategy to face-to-face workshops.

All councillors were asked to submit suggestions to the Clerk for the 2020/21 action plan, copying in other councillors. The item will return to a future agenda.

Action: All councillors

211. **The Voice publication**

The Clerk explained that she wished to commence a regular slot in both the Emersons Green and Downend Voice publications starting next month. It was noted that both publications covered a large Town Council area. The costs were detailed and it was confirmed that there was funding allocated in the budget, which had been based on a quarter page for six months of the year and a half page for the other six months of the year.

It was **Resolved** to proceed with features in the Emersons Green and Downend Voice publications on an ongoing basis, with the size of the feature to be informed by news/information to publicise at the time.

Action: Clerk

212. Cycling and Walking Steering Group

The meeting considered a proposal from Oldland Parish Council to widen their Cycling and Walking Steering Group to become a joint local initiative.

Councillors felt this was a good idea and were supportive. Councillor Johnson had indicated to the Clerk in advance of the meeting that she was supportive of the proposal and would be willing to act as Town Council representative if the initiative were to progress.

It was **Resolved** to inform Oldland Parish Council that Emersons Green Town Council would be keen to be involved.

Action: Clerk

213. Covid-19 Office Arrangements

The meeting noted the risk assessment for Covid-19 office arrangements which had been drafted by the Clerk and circulated in advance of the meeting. There were no comments or queries.

214. Finance Committee Update

Councillor Nichols gave a verbal update from the recent Finance Committee meeting.

215. Planning Committee

Councillor Somers gave an update from the recent Planning Committee update.

216. Open Spaces Committee Update

Councillor Somers gave a verbal update on behalf of the Open Spaces Committee.

217. Frequency of Open Spaces Committee meetings

There was discussion around whether the frequency of the Open Spaces Committee meetings should be increased. The meetings were noted to have long agendas and that they lasted some time. In particular it was noted that some initiatives took some time to progress, as they had to be approved in principle at one meeting, with subsequent quotes to be considered and approved at a following meeting.

The Town Clerk undertook to work with the Open Spaces Committee Clerk to review the Open Spaces Committee Terms of Reference and the Financial Regulations, to see if there was any scope for streamlining processes, which may reduce the length of the meetings. This would be reported to the next Open Spaces Committee meeting.

Action: Clerk

218. Items from Members to Report

Councillor Hill expressed her concerns regarding the remote meetings format. It was noted that whilst not ideal, it was the way things were likely to remain for the foreseeable future given the ongoing Covid-19 situation and the issued guidance.

219. Next Meeting

19:00 on 8 October 2020 via Skype