



EMERSONS GREEN
TOWN COUNCIL

Minutes of a Meeting of the Full Council

22 July 2021

Present: Councillors S Budd (Chairman), D Somers, R Hunt, J Dowling, S Bassett, S Hill and R Nichols

Absent: Councillors C Johnson, C Wilkins, J Hunt, J Adams, P Morgan, R Sunderland, J Sweeney, S Al Hassan and M Palmer

In attendance: Kath MacConnachie (Town Clerk)

2021.35. Deactivation of High Consequence Infectious Disease (HCID) Policy

Given that face-to-face meetings were now able to take place legally and safely (risk assessment completed), it was agreed that the HCID Policy was deactivated.

2021.36. Apologies

Apologies for absence were received from Councillors Johnson, Sunderland, Adams, Morgan, Wilkins, J Hunt and Palmer.

2021.37. Declarations of Interest under the Localism Act 2011

Cllr R Hunt declared a potential interest under agenda item 7 'A4174 Junction Improvement Scheme consultation response'.

2021.38. Public participation

There were no members of the public present.

2021.39. To approve the Minutes of the Annual Meeting of the Town Council held on 6 May 2021

It was noted that Cllr Nichols was missing from the attendance/non-attendance list. Cllr Nichols was to be added as having not been in attendance. It was **Resolved** that, subject to this change, the minutes of the meeting held on 6 May were a true and accurate record of the meeting and that these were to be signed by the Chairman.

2021.40. Outstanding Items from these Minutes

There were no outstanding items from these minutes.

2021.41. Correspondence

- **Email from resident dated 5 July 2021 concerning abandoned shopping trollies:** It was noted that this was outside the Town Council's jurisdiction and that it was the responsibility of the respective

retail organisations. It was agreed to provide the resident with the details of 'Trolleywise' for the reporting of any abandoned shopping trolleys.

Action: Clerk

- **Letter of thanks from St Peter's Hospice in response to grant funding:** This was noted by members.
- **Email of thanks from 3rd Kingswood Brownies in respect of funding:** This was noted by members.
- **Invitation to NALC Annual General Meeting 9 October 2021, by Zoom (to elect two representatives):** It was **Resolved** that Councillor Budd and the Town Clerk would attend this meeting as representatives of the Town Council.

Action: Clerk

2021.42. Planning Committee update

A verbal update was received from the Chairman of the Planning Committee.

2021.43. Finance Committee update

A verbal update was received from the Chairman of the Finance Committee.

2021.44. Open Spaces Committee update

A verbal update was received from the Chairman of the Open Spaces Committee.

2021.45. Climate Emergency Working Group update

An update provided by Councillor Sunderland was read out by the Clerk.

2021.46. Mangotsfield Old Station/Pavilion Arts Project

Members noted the communication received from Suzanne Heath regarding the project, requesting that the Town Council act as the applicant in the revised Arts Council England bid.

It was **Resolved** that the Clerk should seek further information on exactly who would be doing what and where liabilities would lay. It was noted that if the Town Council were to lead on the funding bid there would need to be a written agreement clearly setting out responsibilities of each party. This item was to return to the September meeting for decision.

Action: Clerk

2021.47. Review of the Town Council the Risk Register

Members reviewed and noted the Town Council Risk Register. There were no comments or suggested amendments.

2021.48. To review the Annual Plan 2021/22

Members reviewed progress against the 2021/22 annual plan, which was noted to be on track.

2021.49. Draft Staff Appraisal Scheme

It was **Resolved** to adopt the Appraisal Scheme as presented.

Action: Clerk

2021.50. Personnel Committee Terms of Reference

It was **Resolved** to adopt the revised Personnel Committee Terms of Reference, which included delegation to the Committee for 'day-to-day management and supervision of the Clerk'.

Action: Clerk

2021.51. A4174 Junction Improvement Scheme consultation response

Councillor R Hunt declared a potential interest and left the room.

It was **Resolved** to object to the proposed A4174 Junction Improvement Scheme on the basis set out below:

It is noted that, in February 2021, Emersons Green Town Council declared a Climate Emergency. The Town Council considers that the proposed scheme would increase car journeys, worsen air pollution and lock in car dependency. It is also considered that the scheme would bring years of disruption for local residents and that the high cost of the project does not represent value-for-money for residents.

Action: Clerk

Councillor R Hunt re-joined the meeting.

2021.52. Free UWE IT consultancy opportunity

It was **Resolved** to apply for the opportunity to host a UWE student on placement.

Action: Clerk

2021.53. Tree planting budget

It was **Resolved** to approve an overspend to the tree planting budget (codes: 260/4352) of £3,550, resulting in a total increased budget of £5,300.

2021.54. To consider quote from NSG for key-holding and call out service for the Town Council office

It was **Resolved** to accept the quote from NSG for key-holding and call out service for the Town Council office.

Action: Clerk

2021.55. To consider Officer report on Communications and Engagement

Members discussed the Officer report. It was **Resolved** to adopt the Communications and Engagement Aims as per the report.

It was **Resolved** to seek quotations from consultants for facilitation to assist the Town Council in formulating its strategy.

Action: Clerk

It was agreed to not trial further social media channels until feedback had been sought by way of a survey.

The Town Clerk undertook to amend the Communications and Engagement Action Plan, caveating those items considered to be conditional on having a Town Council Strategy in place. This was to return to the September Full Council meeting.

Action: Clerk

2021.56. Lack of road markings following resurfacing in Emersons Green

Following feedback from residents, it was **Resolved** to write to South Gloucestershire Council regarding the line marking that had not taken place following resurfacing works in Emersons Green, particularly around the pedestrian crossing which was a serious safety concern.

Action: Clerk

2021.57. Three Greens Festival - Town Council stand

Members were asked to volunteer to man the Town Council stand for the Three Greens Festival. The Clerk undertook to set up a 'Doddle poll' to assist with this.

Action: Clerk and all Councillors

It was noted that Open Spaces Committee would be discussing material for the Town Council stand, given the green/environmental remit of the festival. Members were asked to feed any suggestions to members of the Open Spaces Committee.

Action: All councillors

2021.58. Items from members to report

- Thanks were expressed by members to the Town Clerk and Assistant Clerks for having managed so well during these difficult and times (*reference Covid-19 situation*).
- Councillor Hill noted that she had spoke to Chris Harris at South Gloucestershire Council regarding traffic on Manor Road. It was reported that speed humps were to be installed and the 20mph zone was to be extended. This was reported to be fifth on the priority list of works and that it would hopefully be completed by April 2022.

2021.59. Next Meeting

7.00pm on Thursday 9 September 2021 at the Town Council office.