



Sodbury Town Council

1st September 2020

You are hereby summoned to attend the **Full Council Meeting of Sodbury Town Council** to be held **Remotely Via Zoom** on **Tuesday 8th September** at **19.00** for the purpose of transacting business as prescribed in the Agenda below.

Zoom meeting Link:
Meeting ID: 896 6003 1341
Password: 566062

Cate Davidson
Town Clerk

Agenda

Members are reminded that the Council has a general duty to consider the following matters in the exercise any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime and Disorder, Health and Safety and Human Rights. The Council must also have regard to the need to conserve biodiversity.

A. Public Participation

Members of the public should make the Clerk aware that they wish to address Council in advance of the meeting by email.

Comments will be taken from members of the public for **up to 20 minutes**

210 Apologies & Chairman's Remark

211 Declarations of Interests & Granting of Dispensations

- DPIs to be received in accordance with the Localism Act 2011
- Written dispensation requests to be received and considered as appropriate

212 Reports from South Gloucestershire Councillors on matters relating to the Parish and not included on the Agenda

213 Reports from representatives from other bodies on matters relating to the Parish and not included on the Agenda

214 Minutes of Full Council Meeting on 14th July 2020

- To receive and approve minutes of meeting on 14th July 2020 as attached for signing when the Chairman can next visit the office

215 Finance – Payment of Accounts August & September

- To receive & approve payment of accounts as presented

216 Correspondence

- To receive and respond to correspondence as per attached schedule

- 217 Co-option of 2 members for the South West Ward of Chipping Sodbury**
- To receive applications as circulated to all members
 - To receive presentations from applicants
 - To receive questions to applicants from members
 - To receive proposals for the co-options from members
 - A 10 minute recess will be held to enable members to send their votes for 2 applicants to the Clerk via text, email or phone call
 - Declaration of the co-option of 2 Councillors to join the Town Council once Declarations of Acceptance of Office have been signed in the presence of the Clerk (within 28 days of this co-option)
- 218 To appoint a Chairman for the next Agenda Item**
- Due to declarations of interest from the Chairman and Vice they will leave the meeting for the next item
 - To elect a Chairman for item 219 only
- 219 Planning Application – P20/12395/F; Trinity Lane 95 Dwellings**
- To receive and consider this planning application (STC did not support the development at the pre-application stage): <https://developments.southglos.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=QDIP51OKFQS00>
 - To approve comments to be submitted to the South Gloucestershire Planning Authority
- 220 Planning Application – P20/14647/F & P20/14652/LB – Dodington Park Estate**
- To receive and consider these planning applications: <https://developments.southglos.gov.uk/online-applications/simpleSearchResults.do?action=firstPage>
 - To approve comments to be submitted to the South Gloucestershire Planning Authority
- 221 Hounds Road – No Through Route**
- To receive a proposal from South Gloucestershire Council that the narrow end of Hounds Road is closed to make a No Through Route following an application from a member of the public in relation to COVID-19 Social Distancing measures
 - To consider this matter and make comments to submit to South Gloucestershire Council
- 222 Personnel Matters**
- To receive an update from the Personnel Committee in relation to the recent Staffing Review
- 223 Chipping Sodbury Town Trust**
- To note one vacancy for a Council appointed Trustee has arisen
 - To consider and approve the appointment of one Trustee to the CSTT
- 224 Climate Emergency**
- To receive feedback from Cllrs Gilpin and Spooner following attendance at a recent conference
 - To consider whether this Town Council should develop a Climate Emergency Action Plan and if so appoint a Sub-Committee to take this forward
- 225 Town Events**
- To consider the implications of COVID-19 on the Mop Fair and Remembrance Day Parade
 - To make a decision as to whether these events proceed or set a cut off date for decision making and delegate the final decision to the Chairman, Vice Chairman and Clerk

226 Public Space Protection Orders

- To receive further information in relation to this:
https://www.local.gov.uk/sites/default/files/documents/10.21%20PSPO%20guidance_06_1.pdf
- To identify the issues this Town Council is concerned about and work with South Gloucestershire Council to decide on an appropriate course of action.
- To note that any PSPO requires a formal consultation and takes 6-9 months to implement

227 The Snuggery

- To note that The Snuggery is currently in use by STC for storage and cleaning purposes and Sodbury in Bloom for meeting/refreshment purposes
- To receive comments in relation to the use of the property by interested parties
- To receive proposals and costs in relation to internal alterations to maximise the usable space in the property
- To consider and agree the basis for a Policy on usage of The Snuggery

228 Neighbourhood Policing – Electric Bikes

- To receive a request from the local Neighbourhood Police Beat Team for 2 x electric bikes and accessories at a cost of £4,423.99 (inc VAT) and cycling kits for officer x 2 at a cost of £874.08 (inc VAT)
- To note that legal advice has been obtained from NALC and Section 92 of the Police Act 1996 gives Local Authorities powers to make grants to the Police & Crime Commissioner for its area. Grants can have conditions placed upon them.
- To receive a brief from the Police as to the reasons the bikes are needed and the benefit of such
- To consider this application and agree a response

229 Items of Report

NB. A Council cannot lawfully decide on any matter, which is not specified in the Summons

230 Next Full Council Meeting: 13th October 2020 at 19.30 via Zoom



Sodbury Town Council

Minutes of the Meeting of Full Council 14th July 2020 at 19:30 hrs, Remote meeting held via Zoom

Present: Councillors J Ball (Chair), M Gilpin, P Rumney, P Smith, S Spooner, P Rumney, A Rush, L Rush, A Williams

Members of the Public x 1 (left at 19:44 hrs)

Cate Davidson – Town Clerk
Jackie Murley – Assistant Clerk

A Public Participation
See "Correspondence"

193 Apologies and Chairman's Remark
Apologies received and accepted from Cllrs Banister, Hays, Gibson and Lewis

194 Declarations of Interests and Granting of Dispensations
None to report

199 Correspondence
Requiring Response/Comments/Action

- **Local Resident** – Email circulated in relation to speeding traffic along Rounceval Street (ITEM BROUGHT FORWARD)
A Rounceval Street resident addressed and thanked members for the invitation to speak with regard to the issue of speeding in the area and grave concerns that an accident could occur in the 20mph zone. She had received a disappointing response from the Speed Unit who had recommended she record number plates and who said 80% travelled at 20mph. A mobile speed van had been located at Rounceval Street at 09:00 on a Sunday which was not considered an appropriate time. She added that speeding vehicles were also a problem on Bowling Hill and Yate by-pass and sought assurance that the Town Council were taking some action to remedy the problem. Cllr Ball confirmed the 20mph was not mandatory and the Police were well aware of the situation. It was also noted speeding had worsened during 'lockdown' and a 'smiley face' speed detector had now been deployed in High Street. In addition, there was a speeding problem in Waitrose car park at night which was being monitored by the Police and Cllr Ball would continue to liaise with them. Cllr Allen continued there was a speeding problem on St John's Way, particularly with Hanson lorries and that she would contact the Hanson manager to report this. At the new development site on St John's Way, Cllr Rush added speed limits were being recorded as SGC was considering whether speed humps were required and hoped further information would become available in the next few weeks.

The resident thanked members and left the meeting at 19:44

195 Reports from South Gloucestershire Councillors on matters relating to the Parish and not included on the Agenda

Cllr Rush reported as follows:

- With regard to renovation of the old Natwest Bank at Broad Street, SGC Enforcement had attended site and halted works. A planning application had now been submitted to SGC for nos. 75 and 77 Broad Street and further updates were awaited.
- SGC had launched a new "Call to Sites" Consultation which would run until 20/10/2020 in preparation for the Local Plan.
- A review of the whole planning system was underway by SGC. There was a limit of 5 minutes for members of the public if they wished to speak and Town and Parish Councils would now be allocated 5 minutes to address the Committee
- Supplementary Planning Guidance (SPD) Consultations were open with regard to (1) Householder Extensions and (2) Barn Conversions
- SGC reported to be way over budget, although hoped to get some funding from Central Government

196 Reports from representatives from other bodies on matters relating to the Parish and not included on the Agenda

Cllr Gilpin reported with regard to the Tourist Information Centre (TIC). As space was very limited in the building and many of the volunteers categorised as vulnerable, it was uncertain whether the Centre would open for Summer 2020. And, it was confirmed the TIC would not be taking on the Christmas Card contract for 2020.

Cllr Gilpin reported that South Glos Youth Housing (SGYH) no longer had a base in Yate since Andrew Millman Court in Station Road, Yate had not been made over to new company. SGYH continued to have a base in Kingswood.

Cllr Allen reported that at a recent Hansons Quarry Liaison Meeting, there had been reports of people climbing on the quarry walls at the Barnhill housing site and the matter was being dealt with.

197 Approval of Minutes of Full Council Meeting of 26th May 2020

RESOLVED the Minutes of 26th May 2020 be approved as a true and accurate copy and signed by the Chairman (at his next visit to the office) subject to the amendment to strike out "L Boon" and replace with "B Allen".

198 Finance – Payment of Accounts

RESOLVED that the schedule of payments was approved.

The Clerk added that a quote had been sought and received of £460 for cutting back of the hedge in the garden with works to take place later in the year and Members **RESOLVED** the works to go ahead.

199 Correspondence

• **Local Resident** – Email circulated

The Clerk was in receipt of a handwritten letter from a local resident who raised issues, eg:-

- *Drinking outside of pubs (60/70 reported people outside of The Horseshoe)*
- *Implementation of a "public space protection order"*
- *Pavements blocked by drinkers*
- *Lack of policing*
- *Disrespect for COVID-19 Rules and Regulations*

A discussion took place and it was noted that new guidance was in place to stop drinking outside of pubs but it was important to know precisely what the rules were. It was **RESOLVED** that the Clerk would (1) contact SGC Licensing and (2) look into the matter of a public space protection order and report back in September (3) respond to resident accordingly.

- **SGC Community Engagement Forum (CEF)** – nominations for Vice Chair
The Clerk confirmed she was in receipt of a letter from CEF who were looking for Vice Chair nominations. No Members volunteered at this time.

For Information Only

- **SGC** – Advising of closure of Cotswold & Church Lanes in Old Sodbury for a period of 2 days at some point in the 18 month period from 27th July 2020 (as emailed to Cllrs and advertised on social media)

200 Internal Audit Report (circulated)

RESOLVED report noted and approved. No issues had been raised by the Auditor.

201 Annual Governance & Accountability Return 2019/20 – Annual Governance Statement

The Statement had been circulated to all members with the agenda for this meeting. The Clerk read through the Statement and responses were recorded. **RESOLVED** that the Annual Governance Statement 2019/20 was approved to be signed by the Chairman, at his next visit to the office, and Clerk for submission to the external auditor.

202 Annual Governance & Accountability Return 2019/20 – Accounting Statements

The Statement had been circulated to all members with the agenda for this meeting. It was **RESOLVED** that the Accounting Statements 2019/20 are approved and signed by the Chairman, at his next visit to the office, and Clerk for submission to the external auditor.

203 Annual Town Council Meeting

- Following discussion, it was **RESOLVED** not to hold an Annual meeting (in light of the COVID-19 amendments to the regulations) and that the Chair and Vice Chair would continue in their roles until May 2021.

204 South Gloucestershire Local Plan

Following discussion, it was **RESOLVED** that Members would complete the Consultation on an individual basis.

205 Neighbourhood Policing – Electric Bikes

Members discussed the request from the Police of funding 2 x electric bikes and accessories for the Beat Team. Following discussion, it was **RESOLVED** that the Clerk refer back to the Police with a request to provide further information on their usage as Members considered it was important to be able to justify the cost to tax-payers. The Clerk confirmed that once a response had been received, the matter would be put on the Agenda later in the year.

206 Town Council Appointments

RESOLVED Members appointed as follows:-

F&GP Committee – Cllr Spooner

Markets Committee – Cllrs Rush and Smith

Sodbury Commons Field Allotment – Cllr Gilpin

Tourist Information Centre – carry forward to September's FC meeting

Chipping Sodbury Chamber of Commerce – Cllr Lewis (in his absence)

Personnel committee – Cllr Rush

The Clerk reported there was also a vacancy on Chipping Sodbury Town Trust and apologised for not including on the Agenda. The matter would be referred to September's Agenda and the Clerk would liaise with the Clerk of the Trust. Cllrs Allen and Gilpin expressed an interest.

207 Staff Matters

*In terms of schedule 12 of the Local Government Act 1972 it is likely that discussion around this item will disclose exempt information in relation to Council contracts and personal information and it is, therefore, **RESOLVED** that pursuant to the provisions of the Public Bodies Act 1960 the public and press be excluded and this matter be considered at the end of this meeting.*

See Confidential Minutes

208 Items of Report

Cllr Spooner reported (1) that Network Rail had commenced further work which could delay purchase of land in relation to Old Sodbury Woodland project (2) the Sodburyinfo.com website was "live" (3) with regard to The Snuggery and its future use, potentially storage or as a community group meeting place and consider utilising CIL monies. Cllr Spooner was asked to take proposals to the next meeting.

Cllr Rumney confirmed attendance at Dyson's new art gallery scheme which would require entrance and exit at Coombs End and that residents were unhappy at the potential increase in traffic. A planning application had yet to be submitted.

The Clerk reported with regard to The Spar and that their move to alternative premises would now take place in 2021. Concern was made of the Post Office as it had been rumoured it would be located in Spar's new premises but, due to delay of re-location, Chipping Sodbury continued to be without a PO. The Clerk was investigating the mobile library van and an update awaited from the PO. In addition, Cllr Gilpin would look out details on the van's timetable and pass to Clerk.

209 Next Full Council Meeting : 8th September 2020 at 19:30 via Zoom

Closed at 20:50 hrs

Signed (Chairman)

Dated

Sodbury Town Council - Payments August 2020

Company	Details	Net	VAT	Gross
South Glos Council	Public Convenience Rates	£67.00		£67.00
South Glos Council	TORR Rates	£898.00		£898.00
R D Janes	Maintenance Contract	£1,382.50		£1,382.50
Ford Leasing	Vehicle Lease	£248.19	£22.57	£270.76
Staff Costs	Wages, Tax, NI & pensions	£9,455.62		£9,455.62
Janes Cleaning	Cleaning - July	£72.00	£14.40	£86.40
E-on	TORR - Electricity	£49.62	£2.48	£52.10
E-on	TORR - Gas	£0.00		£0.00
E-on	Clock Tower Electricity	£25.07		£25.07
O2	Mobile Phone Bill	£16.81	£3.36	£20.17
C J Purnell	Plumbing Works - TORR	£458.76		£458.76
ALCA	Climate Action Planning Day	£20.00		£20.00
J Ball	Wreath - V J Day	£40.00		£40.00
Clearwater	IT Support	£16.25	£3.25	£19.50
Water2Business	TORR - Water	£101.60		£101.60
Water2Business	Clock Tower Water	£108.59		£108.59
Gordon Playgrounds	O/S Equipment Inspection (post installation)	£200.00	£40.00	£240.00
Sight Support WoE	COVID-19 Grant	£200.00		£200.00
CV Talking Paper	COVID-19 Grant	£100.00		£100.00
R Spooner	Athletics Coaching	£600.00		£600.00
D Milner	Athletics Assistance	£360.00		£360.00
South Glos Council	Localism Charges Q2	£2,661.54	£532.31	£3,193.85
Metro Rod	Public Convenience Drainage works	£203.50	£40.70	£244.20
	Total Expenditure	£17,285.05	£659.07	£17,944.12



Sodbury Town Council

Co-option of 2 Councillors for the South West Ward

Two vacancies have arisen in the South West Ward of Sodbury Town Council.

If you wish to be considered for this position please see the attached Person Specification and send a letter of application to the Town Clerk at the address below.

The closing date for applications is

Midday on Thursday 27th August 2020

Applications will be considered by members and a decision made at the Full Council meeting on

Tuesday 8th September 19.30 via Zoom

If you would like any further information about the role of Parish Councillor please contact the Town Clerk or a Local Councillor.

Mrs Cate Davidson - Town Clerk

Sodbury Town Council, The Old Reading Rooms, 26 High Street, Chipping Sodbury, BS37 6AH

Email: enquiries@sodburytowncouncil.gov.uk

Sodbury Town Council

Person Specification for Co-Option

Essential requirements

- A knowledge of and interest in local affairs and the local community
- Ability to attend meetings of the Full Council on the second Tuesday of each month at 19.30 (this is a duty)
- Ability & willingness to join Council Committees which meet on Tuesday evenings
- Ability & willingness to join other bodies as a Council representative
- Sound knowledge of IT use as all Town Council communication is done through email
- Good interpersonal and communication skills

Desirable Skills

- An understanding of the workings of local government and associated legislation
- Willingness to attend appropriate training sessions
- Background knowledge in any areas the Council is involved in:
 - ❖ Finance & budgeting
 - ❖ HR/Contract management
 - ❖ Environmental issues
 - ❖ Planning matters
 - ❖ Social Media / Media Management
 - ❖ Property / Land Management

The above requirements are in addition to the qualification and disqualification standards set out by the Electoral Commission which you should ensure you meet and can be viewed at www.electoralcommission.org.uk

Electric Cycles- Police.

A number of years ago (approx. 4) Avon and Somerset introduced the first batch of electric cycles, they were aimed to create a more dynamic, high visibility Neighbourhood Policing Team within communities. The introduction was on a 'trial period' with a number of marked Police vehicles taken/stripped from stations and electric bikes introduced. The cycles would give Policing in neighbourhoods more visibility, a better dynamic approach to responding to calls and areas, more environmentally friendly and cost effective. At Chipping Sodbury the station as a whole was given one electric cycle and had one vehicle taken, this left 12 officers/pcso's with 3 neighbourhood vehicles. The cycle was used by all across the station and proved to be a good edition however we then lost this cycle to Staple Hill who were deemed more in need- we did not get our vehicle back.

The trial ended and unfortunately at Chipping Sodbury station across the three/four beat areas/12 staff we did not receive another electric cycle. We were advised the force may be able to find part funding should we as individual Neighbourhood Policing Teams be able to secure further funding.

Yate Neighbourhood Policing Team were able to secure some funding via their Town Council and they saw the introduction of three brand new Trek electric cycles, they were from the outset clearly far more advanced than the previous one a number of years ago. Frampton Cottrell Neighbourhood Policing team also saw the introduction of one new electric cycle again a trek funded by their Parish Council. Since the introduction of their bikes approx. 3 months ago jointly they have complied close to 1000 miles across their respective areas, this has also been during lockdown. The Chipping Sodbury Neighbourhood Team (Ken and Sian) have both had the luxury of being able to borrow on a couple of occasions the cycles, and both have been so impressed by the actual cycles and how useable they are.

The cycles each come with the electric battery which is locked into the frame and all the charging kit, a lock and a panel. I believe the cost for one cycle is **(please see attached below)** Avon and Somerset then add the cycle to its fleet meaning it will be fully maintained by the force and kept serviced. The cycles assist the pedal power for the person riding, the current cycles are per shift doing around 40km per shift within their areas.

How the cycles can help Chipping Sodbury and Old Sodbury-

The cycles can give a further option in the way we patrol, respond to calls and how we access areas. As discussed above we do not have enough vehicles for all officer which means often we can be on foot patrol, whilst this is a great visibility and it is a joy to walk around the town in which we serve it also in itself presents issues of being able to mobilise in a reasonable time to a call. If we are in Chipping Sodbury and a call comes in for the other side of the town or even Old Sodbury it can take a fair amount of time to respond to that on foot meaning that we either miss the offender(s) or we then aren't able to carry out the most effective search in the area. Having the electric cycle not only gives us high visibility it also gives us the ability to respond to calls a lot sooner, it also unlike a vehicle gives us the opportunity to patrol areas not accessible via vehicle. The cycles fully charged can last a 8/9hour shift meaning they are useable for the entire day.

The Yate and Frampton Beat have been inundated with positive feedback from their communities in seeing Police on cycles, how smart the cycles are and how indeed it shows the public that Police are on the streets of their areas. Whilst walking they may be able to access one street or area per shift they are no able to patrol the area on numerous

occasions meaning a better Policing coverage. They have also by not having a vehicle seen a drop in being asked to attend calls off of their Policing area- meaning they are able to use their visibility in their own Neighbourhood areas.

The cycles have also been a deterrent to persons on sighting Police in the far distance walking or making off, as they are now aware Police can easily follow.

The force expectations is that neighbourhood policing teams are out of the station and on their area for 80% of the time, this was enhanced by the introduction of individual laptops allowing mobile working form local café's/coffee shops/community centres. The Chipping Sodbury Neighbourhood Policing team currently sits as the most visible beat team within the station sitting at an average of over 80%. Whilst the cycles may well be used on other areas at times throughout our shifts, being stationed at Chipping Sodbury means we will always have to exit and enter through the town. The majority of our workload for the beat Chipping Sodbury and Cotswold Edge is generated through the Town itself having the biggest population, a number of parks/open spaces, large retails stores, High Street and a primary and senior school. When we have used the cycles we have again heard the comments about how great it is to see Police on cycles in the area, we have been able to engage with people of off ages with people showing a great interest in the bikes themselves. We have also found a great response from the local youths who often comment how they would like one.

It has been a joy to be able to borrow the cycles of other areas however due to the fact we work the same shift pattern and the bikes were funded by their areas we obviously don't have the use of them long term.

I've been asked to make contact with the local Chipping sodbury councillors to see if any of them have some spare budgetary money that they might like to donate To their local police in order that we can purchase some new electric bikes. The bike/bikes would be used for local patrols by officers from the Neighbourhood Policing Team and I'm told cost around £2700.

I

Kalkhoff Diamond Endeavour 1.1 move Electric Bike size Large		£1750.
Kalkhoff Diamond Endeavour 1.1 move Electric Bike size Medium		£1750.
Abus Borda 5700 Lock	x 2	£66.66.
Pannier	x 2	£83.34.
Mobile phone holder	x 2	£36.66.
Foot pump		£27.50.
Total		£3686.66 excluding VAT

VAT

£737.33

Including VAT

£4423.99

Cycling kit for officers : The uniform additions for the bike pilot are Hi Vis body armour cover, helmet, Hi Vis cycle jacket, full cycle trouser x 2, glasses plus 3 lenses, shorts with liner x 2, padded liner, leather cycle shoes, cycle mitts, mid layer jersey, buff (snood). Total cost per officer £364.25 plus VAT = £437.04.

The Council may well be able to order the items directly apart from the uniform element, however it may be easier if a headed letter is sent to the constabulary confirming that the council will fund the above, confirming an amount so that we may order the bicycles and so that either an invoice may be raised billing the council or a cheque from the council may be tendered for the relevant amount so that we can undertake the transaction.

Once the letter confirming the Council will fund the bicycles is received then the order will be placed and I am informed that the bicycle may well be in stock and therefore available within a short space of time.