

Name:

Date:

Signed:

## Minutes of the Full Council Meeting

Held in the Council Chamber, Emersons Green Town Council,

19.00hrs on Thursday 20<sup>th</sup> of March 2025

**Present:** Cllrs James Hunt (Mayor), Bobbie Sunderland, Simon Budd, Colin Hunt, Graham Hutter, Tina Potter, Lynne Paraskeva, Eli Akatwijuka, Rachael Hunt, Kelly Allen, Andrej Turk, and Rosemary Shakespeare

**In attendance:** Joanne Bryant, Town Clerk, and Jane Wray, Deputy Town Clerk.

**Apologies:** Cllr Abi Cohen

**Absent:** Cllr Daryl Hembrough

**Public:** 1 member of the public attended the meeting.

**Notes:** The meeting began at 1900hrs. All resolutions are passed with a majority vote, by a show of hands, unless otherwise stated.

### INTRODUCTION

**FC\_2024.160 Welcome and Introductions.**

The Mayor welcomed everyone present, and the emergency procedures were explained.

**FC\_2024.161 Declaration of Interest – Localism Act 2011.**

The Mayor reminded members of the requirements to declare an interest. No interests were disclosed.

**FC\_2024.162 Public Participation.**

At the invitation of the Mayor, Emily Correa made representation regarding a grant application for Ham Farm Festival, item FC\_2024.173.

### COUNCIL ADMINISTRATION

**FC\_2024.163 Minutes.**

**Resolution:** The *Minutes of the Full Council meeting held on the 20<sup>th</sup> of March 2025*, copies having been circulated, be approved as a correct record, and signed by the Mayor.

**FC\_2024.164 Outstanding items.**

The Clerk reported that the memorial area project for Lyde Green is progressing and should be in place for VE Day 80, 8<sup>th</sup> May 2025, and that the preparation for the next quarterly newsletter is also well underway.

**INTEL & COMMUNICATIONS**

**FC\_2024.165 Crime Update.**

A report from Avon and Somerset Police has been received, copies having been circulated.

**FC\_2024.166 Correspondence.**

Official correspondence to the Council noted, copies having been circulated.

**OPERATIONS & FINANCE**

**FC\_2024.167 To note reports from Committees, Working Groups, and External Bodies**

Cllr Bobbie Sunderland gave an update for the Open Spaces Committee and reminded everyone of an unveiling ceremony of a plaque to commemorate 'Her Majesty, Queen Elizabeth II'. It was also confirmed Paulo's Circus will arrive at Rodway Common shortly in preparation for their Easter program.

Cllr Simon Budd gave an update for the Planning Committee confirming an approach to reviewing and responding to the SGC Local Plan Regulation 19 Consultation which closes 11<sup>th</sup> April 2025.

Cllr Graham Hutter gave an update for the Finance & Partnership Committee confirming grants and commissioning agreements made and advised of correspondence received regarding our precept for 2025/26 which will be heard later on this agenda.

Cllr Tina Potter gave an update for the Personnel Committee advising our new Youth Liaison Officer will be starting after Easter 2025 but is already active with partner meetings.

**FC\_2024.168 Standing Orders**

**Resolution:** Updated Standing Orders, previously circulated, were adopted.

**FC\_2024.169 Asset Register and Risk Register**

**Resolution:** The updated Asset Register and Risk Register, previously circulated, were adopted.

**FC\_2024.170 Period of Public Inspection 2023/24**

**Resolution:** It was agreed retrospectively that the dates for the Period for the exercise of public rights for 2023/24 was 3<sup>rd</sup> June to 14<sup>th</sup> July 2024 inclusive (as per **FC\_2023.329**)

**FC\_2024.171 Commissioning**

**Resolution:** 1. Commissioning agreement to deliver Citizens Advice Bureau for 2025/26 £35,876 for year commencing 1st April 2025 agreed. To take place at

Emersons Green Village Hall each Thursday and Lyde Green Community Centre each Monday, weekly at 10am-12pm.

2. A Strategic Partnership arrangement with Lyde Green Community Association for £12,500 is established, with a Memorandum of Understanding to be put in place as circulated.

**FC\_2024.172 Community Caretaking Vehicle Acquisition**

**Resolution:** The Town Clerk is delegated authority to acquire a replacement vehicle, enabling the council to meet its Community Caretaking and Youth Provision targets. The vehicle will be procured through the preferred provider via a 5-year Finance Lease plan, with a basic lease expense of c.£450 per month, in accordance with previously circulated quotations and reports.

**FC\_2024.173 Grant Application**

**Resolution:** A Grant application from Ham Farm Festival for its 2025 event was approved to the value of £6,500.

**FC\_2024.174 Precept 2025/2026**

**Resolution:** The Standing Orders were suspended.

The Town Clerk reported an error during the precept request process for 2025/26 which has resulted South Gloucestershire Council agreeing a greater amount than Emersons Green Town Council had calculated during its budgeting process. It was recommended that minute FC\_2024.123 from the meeting on December 19, 2024, was updated accordingly.

**Resolution:** Following discussions with South Gloucestershire Council, it was agreed to revise the precept payment for 2025/26 to £816,102, replacing the previously agreed amount of £599,215. The additional £216,887 will be earmarked for use in 2026/27, with the precept request for that period adjusted accordingly.

**Resolution:** The Standing Orders were reinstated.

**PLANNING & STRATEGY**

**FC\_2024.175 Consultations**

**Resolution:** Responses to South Gloucestershire Council consultations:  
1. New Joint Local Health & Wellbeing Strategy 2025-2029  
2. New economic regeneration strategy

Delegated to the Town Clerk to respond on behalf of Emersons Green Town Council as discussed. Councillors are also encouraged to respond individually.

**FC\_2024.176 Forward Plan**

To note upcoming agenda items and projects.

## **DATES & TIMINGS**

### **FC\_2024.177 Next Meeting.**

To note the next meeting of the Full Council is currently scheduled for:

Thursday 17<sup>th</sup> April 2025 at 1900hrs in the Emersons Green Town Council Chambers.

Also note the time that the business of this meeting was closed.

At the discretion of the Mayor, Councillors may be invited to make Parish announcements and take part in a general discussion after the meeting.

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