



Name: James Hunt (Mayor)

Date: 19<sup>th</sup> of June 2025

Signed: Original Signed

## **Minutes of the Full Council Meeting**

**Held in the Council Chamber, Emersons Green Town Council,**

**19:00hrs on Thursday 15<sup>th</sup> of May 2025**

### **INTRODUCTION**

**Present:** Cllrs James Hunt, Bobbie Sunderland, Simon Budd, Colin Hunt, Tina Potter, Lynne Paraskeva, Graham Hutter, Andrej Turk, Abi Cohen, Kelly Allen, and Eli Akatwijuka.

**In attendance:** Joanne Bryant (Town Clerk), and Jane Wray (Deputy Town Clerk & RFO).

**Apologies:** Cllr Rachael Hunt.

**Absent:** Cllr Daryl Hembrough.

**Public:** None.

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

#### **Welcome and Introductions.**

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

#### **FC\_2025.001 Election of Mayor.**

**Resolved:** Cllr James Hunt appointed to be the Mayor.

#### **FC\_2025.002 Election of Deputy Mayor.**

**Resolved:** Cllr Bobbie Sunderland appointed to be the Deputy Mayor.

#### **FC\_2025.003 Declaration of Interest – Localism Act 2011.**

No declarations of interest were made.

#### **FC\_2025.004 Public Participation.**

No members of the public were present.

### **COUNCIL ADMINISTRATION**

#### **FC\_2025.005 Minutes.**

The *Minutes of the Full Council meeting held on the 17<sup>th</sup> of April 2025*, copies having been circulated, be approved as a correct record, and signed by the Mayor.

**FC\_2025.006 Outstanding items.**

At the invitation of the Mayor, the Town Clerk provided an update.

**FC\_2025.007 Committee and Working Group Structure & Membership.**

**Resolved:** Cllr Andrej Turk joins the Youth Work Committee. All other committees and working groups remain unchanged.

**FC\_2025.008 Delegation Arrangements for Committees.**

**Resolved:** All delegated arrangements for 2025 – 2026 were approved.

**FC\_2025.009 Schedule of Meetings 2025-2026.**

**Resolved:** The schedule of meetings was agreed.  
There will be no August meetings for Full Council or Open Spaces, but all others continue as normal.

## **FINANCE**

**FC\_2025.010 Solar Project.**

**Resolved:** Emersons Green Town Council approves the submission of a £10,000 grant application to South Gloucestershire Council in support of its Solar Panel project.

**FC\_2025.011 Commissioning and contracts.**

**Resolved:** The Council approves a Reserve Funding Release for EGVH, £5,715.47 for youth led Podcast production sessions.

## **COMMUNICATIONS**

**FC\_2025.012 Correspondence.**

A member of the public wrote in regarding the continued closure of the local GP's surgery, which has been copied to Claire Hazelgrove MP and Wes Streeting MP, copies having been circulated.

## **OPERATIONS**

**FC\_2025.013 To note reports from Committees, Working Groups, and External Bodies.**

Cllr Bobbie Sunderland reported on behalf of the Open Spaces Committee, confirming her election as Chair and Cllr Abi Cohen as Deputy Chair. The Committee will be meeting with Manor Grove residents to address concerns raised about the circus event held over Easter. Following a presentation from the Avon Reptile and Amphibian Group, permission was granted for volunteers to clear selected ground cover on Rodway Common to help enhance local wildlife habitats. In addition, surveys are being distributed to nearby residents to gather feedback on the recent circus events at Rodway Common. New litter signage will soon be installed along the Lyde Green Wildlife Corridor. A Parish Memorial space remains under consideration. The Committee also announced the creation of a Community Award to recognise outstanding contributions from local individuals, with full details to be shared with the Full Council. Lastly, allotment tenants are now required to seek Council approval before driving vehicles onto their plots.

Cllr Simon Budd provided an update from the Planning Committee, noting that there were no significant developments to report at this time.

Cllr Tina Potter provided an update on behalf of the Personnel Committee, confirming that the Town Clerk's annual appraisal is scheduled for 4th June 2025. It was also reported that maternity cover is being arranged in preparation for the upcoming leave of absence of one of the Assistant Clerks.

Cllr Colin Hunt gave an update for the Finance & Partnership Committee (F&PC), confirming that the precept of £216,887.00 had been transferred into the CCLA investment account, and a SumUp card reader machine is to be purchased.

Cllr Bobbie Sunderland provided an update for CAN, sharing that the Spring Gathering was a resounding success. She also noted that volunteers are needed for the Repair Café, and three CAN members recently gave a presentation to the Beechmere Belles about the Community Nature Reserve.

The Town Clerk reported that F&PC have asked for all staff and members to undertake ALCA Cyber Security e-learning to ensure we can demonstrate in the event of a Cyber Security incident that we have taken all measures possible to prevent an incident.

CAB, EGVH, and other local groups presented at the Annual Town Meeting. A leaflet summarising all the updates will be available soon. Excellent reports from CAB and EGVH offered valuable insight into their activities within our parish and clearly demonstrated the positive impact of our support and funding.

TPCF confirmed SGC will no longer have lots of small community forums, but now 4 bigger 'Community Conversations' to encourage members of the public to join, along with TC's & PC's to share what's happening and hot topics.

AGE UK has offered first aid and defib training for over 50's at local centres. EGVH & LGCA have both agreed to run one each.

## **PLANNING & STRATEGY**

### **FC\_2025.014 Forward Plan.**

The Town Clerk gave an update on upcoming agenda items and projects.

## **DATES & TIMINGS**

### **FC\_2025.015 Next Meeting.**

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

Thursday 19<sup>th</sup> of June 2025 at 19:00hrs in the Emersons Green Town Council Chambers.

**The meeting closed at 19:23hrs.**