

Name:

Date:

Signed:

Minutes of the Full Council Meeting

Held in The Council Chamber of Emersons Green Town Council

19:00hrs on Thursday 15th of January 2026

INTRODUCTION

Present: Cllrs James Hunt (Mayor), Bobbie Sunderland (Deputy Mayor), Graham Hutter, Colin Hunt, Abi Cohen, Tina Potter, Andy Cowie, Eli Akatwijuka, Simon Budd, and Daryl Hembrough

In attendance: Jane Wray (Deputy Clerk)

Apologies: Cllrs Kelly Allen, Lynne Paraskeva and Rachael Hunt.

Absent: Cllr Andrej Turk.

Public: No members of the public were in attendance.

Notes: The meeting began at 19:00hrs. All resolutions were passed with a majority vote, by a show of hands, unless otherwise stated.

Welcome and Introductions.

The Mayor welcomed everyone, described the emergency procedures, and made any necessary safety announcements.

FC_2025.072 Declaration of Interest – Localism Act 2011.
No declarations made.

FC_2025.073 Public Participation.
None present.

COUNCIL ADMINISTRATION

FC_2025.074 Minutes.

Resolved: To approve the *Minutes of the Full Council meeting held on the 18th of December 2025*, copies having been circulated, as a correct record, and the minutes were signed by the Mayor.

FC_2025.075 Outstanding items.

The Deputy Clerk confirmed no outstanding items.

FC_2025.076 Committee and Working Group Structure & Membership.

Resolved: Cllr Andy Cowie is appointed to Open Spaces and Allotments and Finance & Partnership Committees.

Resolved: Working Groups confirmed:

- Climate and Nature
- Strategic Planning
- Community Engagement (incorporating Community Awards, Events and Finance)
- Youth Engagement

It was also confirmed that each Working Group can create its own sub-working groups to aid with the management of specific projects.

COMMUNICATIONS

FC_2025.077 Correspondence.

The Deputy Clerk highlighted documents in the councillors' pack, copies having been circulated.

OPERATIONS

FC_2025.078 To note reports from:

1. Committees

- a. **Finance & Partnership** – Cllr Graham Hutter reported that the committee approved several commissioning, grant and budget items including support for a smart bin pilot, community tickets for a live show to be held at Emersons Green Village Hall, a volunteer's event with funding of £200.00 and £1,500.00 grant for a music project supporting people with special needs. A new IT managed services contract was agreed to be referred to Full Council. Updated policies and agreements relating to allotments, land hire, public events and the Scheme of Delegation were adopted. Financial matters were reviewed and approved including bank reconciliations, monthly payments totalling £84,893.57, and the budget monitoring reports. Correspondence was noted including an update on the Green Community Travel Grant and a grant application from Emersons Green Village Hall for health and safety works was referred to Full Council for Consideration.
- b. **Open Spaces** – Cllr Bobbie Sunderland reported that a garden designer and his business partner joined us to discuss possible designs for the Memorial Garden in Lyde Green. No designs or costs available at present.
Emersons Green Lane Speeding Agreed to put blue road signs along the lane emphasising the shared use by traffic, bicycles and pedestrians to encourage more considerate driving. Permission being sought from S Glos to instal the signs.
Maintenance Contracts: Agreed the following:
Grass Cutting, allotments and section of Rodway border £2,500
Contracts for SGC grass cutting – three extra cuts per year £9,564, and SGC Bin emptying £15,414 referred to Full Council.

Allotment Fires Current tenancy agreement allows fires from 1st Nov to 31st Mar. A tenant requested we consider allowing fires earlier. We discussed and agreed to leave the tenancy agreement unchanged.

Missing Bollards ESM to bring cost of installing extra bollards round Blackhorse Common and along a section of Emersons Green Lane.

Bye Mead Open Spaces improvements – agreed to buy wildflower seeds for £29.50. Costs of bench and installation to be brought to a future meeting.

Tree work Blackhorse Common A resident has requested that an oak tree on the common is pruned. Agreed that the tree does not need work in line with hedge and tree policy.

- c. **Planning** – Cllr Simon Budd reported that two members of the public were in attendance from Westerleigh Speedwatch Group and made representation regarding the planned expansion of the abattoir in Westerleigh which we have objected to.
- d. **Personnel Committee** – Cllr Tina Potter reported that a second Lead Youth Worker (Driver) has been appointed to work with the Youth Liaison Officer in building and delivering youth service in the area.
- e. **Youth Work Committee** – Cllr Abi Cohen reported on project progress, positive community feedback, secured funding, new staffing, and youth engagement statistics including 67 members, 177 young people engaged since August 2025, 13 signed up to the Big Lyde Social, 60 Christmas gifts distributed, and a membership ratio of 30% female to 70% male alongside continued success of initiatives such as the Community Club on Wheels and the Big Lyde Social. Mangotsfield School mechanics project finally becoming a reality.

2. Working Groups

Climate & Nature – Cllr Bobbie Sunderland reported that a meeting has taken place with Julie Fudge, Assistant Town Clerk, Kingswood Town Council to share information about starting a Community Nature Reserve in the Kingwood area.

- **Local Climate and Nature Action Plan**

Plans to engage with local stakeholders are underway and a simple questionnaire is being developed. There will be a consultation meeting in the spring with the aim of having a version of the LCNAP to bring to Full Council in April or May this year.

- **Water Mark Town Status**

We will meet with Wessex Water on 21st Jan to discuss a draft programme for the year. This will include a stake holder meeting to develop the programme.

Forth coming events:

- **Community Nature Reserve Get together 7pm Tues 20th January in EGTC Offices.** Guests from Warmley CNR will be attending and we will be celebrating the 3rd anniversary of our CNR. We will learn how to use INaturalist so people can learn what's in their garden.
- **Spring Gathering in conjunction with SGC Common Connections Celebration Saturday 2-4.30pm 21st February at EGVH**

3. External Bodies

We have a new local PCSO, contact details circulated. No other reports, councillors referred to supporting documents.

FC_2025.079 EGTC Community Awards Scheme

Resolved: That the creation of an Annual Community Awards Scheme was approved, as circulated, to recognise contributions to the community made by community groups and individuals.

FINANCES

FC_2025.080 Grant Applications.

Resolved: A Grant Application from Emersons Green Village Hall for £10,323.00 towards health and safety update to replace 4 fire doors & repairs to a total of 20 fire doors was approved.

FC_2025.081 Contracts

Resolved: To approve:

1. South Gloucestershire Council – 3 cuts in addition to core grass cuts for 2026 £9,564.44 plus vat
2. South Gloucestershire Council – localism maintenance charges for the period 2026/27 £15,414.24 plus vat
3. Nebula IT – continuation of IT rolling contract, whilst we request clarification of service and cost on the new proposal.

FC_2025.082 Ear Marked Reserves

Resolved: That the Strategic Planning Committee review the allocated Earmarked Reserves and make recommendations for their use.

PLANNING & STRATEGY

FC_2025.083 Forward Plan.

The Deputy Clerk presented an update on future agenda items and ongoing projects, highlighting efforts to enhance community engagement, activity, and focus.

DATES & TIMINGS

FC_2025.084 Next Meeting.

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

Thursday 19th of February 2026 at 1900hrs in the Emersons Green Town Council Chambers.

The business of this meeting was concluded at 20:03hrs.

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