

STOKE LODGE AND THE COMMON PARISH COUNCIL

MEETING ON 11 MAY 2017

7.00PM AT THE PAVILION, THE COMMON, STOKE LODGE

MINUTES

Present: Councillors Andy Alsop (Chair), John Bowyer, Andrew Dyer, Brenda Stokes, John Blight, Alan Jewell and Brian Hopkinson (part).

Minute Agenda Item

1/13 Welcome and Apologies for absence

Chair welcomed everyone to the meeting.

Councillor G Hasler sent her apologies.

2/13 Declarations of Acceptance of Office

Parish Clerk asked all members to sign the Declarations of Acceptance of Office. These were completed by all who were present. Absent Councillors will sign and bring to next meeting.

3/13 Election of Chair of Council for the ensuing year

The Parish Clerk called for nominations for Chair of Council. Councillor J Bowyer proposed and Councillor T Harrison-Ashe seconded that Councillor Andrew Alsop be elected Chair.

There were no other nominations for Chair. Upon being put to the vote it was unanimously **resolved:**

That Councillor Andy Alsop be elected Chair of Council for the next year.

Councillor Andy Alsop read and signed the Declaration of Acceptance of Office.

4/13 Election of Vice-Chair of Council for the ensuing year

The Chair asked for nominations for Vice-Chair for the ensuing year as Councillor B Hopkinson advised that he would be stepping down as Vice-Chair but remaining as a Councillor. Councillor T Harrison-Ashe proposed and Councillor B Hopkinson seconded that Councillor John Bowyer be elected as Vice Chair.

There were no further nominations for vice-chair. Upon being put to the vote it was unanimously **resolved:**

That Councillor John Bowyer be elected as vice-chair for the next year.

5/13 Approval of Standing Orders, Financial Regulations and Code of Conduct

Parish Clerk circulated these documents to members of the Council before the meeting via email.

These documents were reviewed thoroughly in December by all Councillors.

Councillor B Hopkinson proposed that these be agreed and Councillor B Stokes seconded; and upon being put to the vote it was unanimously **resolved** to:

Adopt the standing orders, financial regulations and member's code of conduct that are already in place for the Parish Council and were reviewed in December 2016.

6/13 To appoint committees and agree calendar of meetings

Discussion by Councillors on Calendar of Meetings and availability of Councillors to attend the agreed dates. Meeting in June 2017 conflicts with Election Day and so this will be moved to June 15th.

Upon being put to the vote it was unanimously **resolved** to:

Approve a calendar of meetings

7/13 To appoint 1 member to represent the Council on the ALCA Area Group Meeting and AGM

Councillor Andrew Alsop advised that he would be prepared to continue representing Parish Council at the meetings.

Councillor Brenda Stokes proposed and Councillor Tracey Harrison-Ashe seconded; and upon being put to the vote it was unanimously **resolved** to:

Appoint Councillor Andy Alsop as representative to the ALCA Area Group Meeting and AGM.

8/13 To appoint an Internal Auditor for the year 2017/18

Parish Clerk advised that South Glos Council conducted our internal audit for 2016/17. They had been very helpful and had again provided sound advice and guidance for the Parish Council.

Parish Clerk advised that South Gloucestershire could be contacted to carry out internal audit for 2017/18; this would include an in-year assurance review.

Councillor J Bowyer proposed and Councillor T Harrison-Ashe seconded; and upon being put to the vote it was unanimously **resolved** to:

Contract South Gloucestershire Council to conduct our internal audit for 2017/18.

9/13 To approve the Annual Governance Statement 2016/17

Parish Clerk again advised of the format and content of Annual Return to be submitted to Grant Thornton auditors; and within this the Annual Governance statement. The Parish Council discussed the content and responded to the questions within the Annual Governance statement.

Then Councillor Andrew Alsop proposed and Councillor B Stokes seconded; and upon being put to the vote it was unanimously **resolved** to:

Approve the completed Annual Governance Statement for 2016/17.

10/13 To review the Councils assets

Parish Council were provided with list of current assets which it holds.

11/13 Correspondence

Parish Clerk advised Councillors that the following correspondence had been received:

- Transparency Fund – funding is available for website funding for Parish Councils. Clerk advised that the deadline was very near and so if possible an application would be submitted.
- Brownies Group – Parish Clerk has been contacted regarding use of The Pavilion by a Brownie Group. Clerk will liaise with group re terms and conditions and fees. Clerk will also provide contact for another local Brownie group leader.

12/13 Planning Applications

None

13/13 Any Other Business

Public Speaking Session

- **Newsletter**

Ms R Strong advised that local people say that they don't know who Councillors are. Parish Council acknowledged that we need to update website and Councillor details to include Councillor Alan Jewell. This will be added to newsletter and kept as a permanent item.

Parish Council advised newsletter would be out very soon. Councillor B Stokes advised that she is willing to collate articles for the newsletter. Parish Council may look at purchasing a laptop for her to be able to format the newsletter. Parish Council will ask local people, via the newsletter, to get in touch with their email addresses if they want to receive the newsletter electronically.

Councillor B Hopkinson will approach editor of Little Stokes Matter for further details on whether the Parish could have a mention within it.

- **Signage**

Ms R Strong asked about signage for the area. Parish Council will contact South Gloucestershire to ask about the progress on the order for these signs.

- **Bus Stops**

Chair has been in contact with Streetcare regarding bus stops in the area and Parish Council are looking to replace a number of these. Complete works are quoted at £29500. Streetcare are yet to provide firm quote as still negotiating with suppliers. When Parish Council have this quote it will be

brought back to Full Meeting where it can be discussed and agreed.

Minutes of Meeting held on 13th April 2017

- The patio has now been completed out the back of The Pavilion and clubs are starting to use the space.
- Replacement of roller shutter doors needs to happen – the Chair went to Bradley Stoke Town Council offices and inspected these. They had used a supplier called HAG. The roller shutters were deemed to be a good product with good aftercare service.

Parish Council discussed quote from HAG. Councillor Brenda Stokes proposed, and Councillor T Harrison-Ashe seconded and upon being put to the vote it was

resolved to:

Proceed with the quote from HAG and for them to supply the roller shutters for The Pavilion.

- Chair has had meeting with Streetcare regarding several jobs that are still outstanding – one of which is installing dog bins on Standish Ave; 4 new litter bins to be installed.
- Trees have been cut around Elmgrove. Councillor B Stokes updated that builders vans have been working there and a big bin lorry has knocked out a kerb stone and it has created a lake during the rainfall.
- Parish Council will be opening another bank account to ensure it protects the Parish Council monies. Chair, Clerk and Vice-Chair to meet next week.

Councillor Andrew Alsop proposed and Councillor B Stokes seconded; and upon being put to the vote it was unanimously **resolved** to:

To approve the minutes as a true and accurate record of the meeting.

Parish Council Finance Update

All Councillors were provided with copies of bank statements for the previous month and a Bank Reconciliation..

Payments over £500 to be approved:
(Councillors were provided with copy invoices before the meeting)

Dog Bins £810.00
Patio works £1368
Clerk cover £375

Councillor A Jewell proposed that these be paid and Councillor A Dyer seconded; and upon being put to the vote it was unanimously **resolved** to:

To make payment of these invoices.

Any Other Business

Hirer Lettings Agreement has been drafted. Hoole & Co have been contacted to peruse the document

and ensure it is legally robust. The Clerk proposed that this be used in the interim with regular users to ensure we meet audit requirements. This was agreed by the Parish Council.

Risk Management strategy needs to be developed. Councillor B Hopkinson advised that there is a document in existence from initial set up of Parish Council and he will send to Parish Clerk.

Drains in area – Councillor T Harrison-Ashe spoke to Nick Blanchard at South Gloucestershire Council. He advised that work will be carried out by Lanes for Drains.

Flood authority information – Councillor T Harrison-Ashe will send email about this issue to all Councillors.

Energy Bills at The Pavilion – Councillor J Blight advised that he would like to do some research into reducing energy bills for the building. Parish Council had no objections to this and welcomed the idea.

I confirm that the minutes are a correct record of the meeting.

Signed:

Date: