

STOKE LODGE AND THE COMMON PARISH COUNCIL

MEETING ON 12 JANUARY 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, Gina Hasler and Tracey Harrison-Ashe.

Minute Agenda Item

1/11 Welcome and Apologies for absence

Chair welcome everyone to the meeting.

Councillor B Hopkinson sent their apologies.

2/11 Declarations of Interest.

None

3/11 Public Speaking Session

No public present

4/11 Minutes of the meeting held on 8 December 2016

South Glos Council have suggested that SLATC may wish to reduce the local charge to help with the cuts in Local Government budget. This will be considered for 2017/18 budget.

Auditor has completed in-year check which was received last night. This will be brought to the next meeting and all Councillors will be given copy and an action plan compiled.

Councillor T Harrison-Ashe proposed that these be agreed and Councillor B Stokes seconded; and upon being put to the vote is was unanimously **resolved** to:

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

5/11 Precept

South Glos Council advised that Council Tax Base for 2017/18 will be 696 (last year was 704). This will be £99.00 per household based on agreed budget for 2017/18. This gives final precept figure of £68904.

Parish Clerk to query reduction in Council Tax Base for 2017/18 with South Glos Council and determine how they obtain these figures and how regularly.

Councillor J Bowyer proposed that these be agreed and Councillor T Harrison-Ashe seconded; and upon being put to the vote is was unanimously **resolved** to:

To approve the precept for 2017/18.

Action: Parish Clerk to send precept notification to South Glos Council.

6/11 Planned Works to The Pavilion for 2017

All planned major works for the building has been completed.

There are a number of minor items that are planned for The Pavilion for this year including installing litter/dog bins.

B Hopkinson may be able to obtain funding for outdoor play equipment for The Pavilion up to £8000.

Bus Shelters may have electronic notification boards put up – this request has gone in to South Glos Council.

Councillor A Alsop has had signs made with parish logo. He will send around to all Parish Councillors.

Highway signs are in progress – we need to advise South Glos Council about content and design of signs and then they will be produced.

Works to Chelford Grove retail units – costs will be obtained and then discussed with retailers about whether they are able to split costs then plans made. Councillor J Blight suggested that design plans could be drawn up with agreement of retailers, local residents.

7/11 Parish Council Finance Update

- Payments over £500

South Glos Council £2096.00 for salary costs for Clerk from October to December.

Councillor T Harrison-Ashe proposed that these be paid and Councillor B Stokes seconded; and upon being put to the vote it was unanimously **resolved** to:

To make payment of these invoices.

- Options for insuring parish monies

Councillor A Alsop advised that he will be approaching Lloyds TSB regarding a savings account that can be opened on behalf of the Parish Council and at least half the monies transferred across to insure the monies as per Government Compensation Scheme.

- Q3 Budget Monitoring and Commentary

Councillors were given copies of the Finance Reports for Q3 which were produced from Quickbooks. Councillors were advised that there was a discrepancy between Quickbooks and Bank Account of around £115. Clerk advised this is likely due to manual input of transactions on Quickbooks. Replacement Clerk will look into this further to find error. Councillors were also given copies of bank statements for December 2016.

Councillor G Hasler proposed and Councillor J Bowyer seconded; and upon being put to the vote is was unanimously **resolved** to:

To approve the above finance reports.

8/11 Parish Clerk's Report

- Audit – as above
- Terms and Conditions for use of The Pavilion - Parish Clerk is having an issue with getting South Glos Council to look over legality of proposed document before these are confirmed. Councillors asked that Councillor A Alsop write to South Glos Council in his capacity as Chair to get this completed.

9/11 Date of Future Meetings

No amendments

10/11 Any items the Chair considers urgent

Councillor A Dyer suggested that a litter picking team could be convened once a month with volunteer residents.

Councillor A Alsop suggested that new xmas lights be purchased for Chelford Grove for Christmas 2017.

Dilapidated property on Maisemore Avenue is now on housing market. Council to write to Nick Blanchard for update on drainage issues and also to update him on drain problems underneath the property. Concern that someone may buy and develop property and this may cause substantial damage to drainage in area.

11/11 This item was removed from minutes due to confidential nature as it concerned HR matters.

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

Signed:

Date: