

**STOKE LODGE AND THE COMMON PARISH COUNCIL**

**MEETING ON 12 OCTOBER 2017**

**7.00PM AT THE PAVILION, THE COMMON, STOKE LODGE**

**MINUTES**

**Present:** Councillors Andrew Alsop (Chair), John Bowyer, Brenda Stokes, Alan Jewell, Tracey Harrison-Ashe and John Blight.

**Minute      Agenda Item**

**1/10    Welcome and Apologies for absence**

Chair welcomed everyone to the meeting.

Councillors B Hopkinson and G Hasler sent their apologies.

**2/10    Declarations of Interest**

None

**3/10    Minutes of Meeting held on 14 September 2017**

*Matters Arising*

Spoken to caretaker who said he would be ok to open up for parties if he needs to but this would impact on the income that we receive from hirers.

Clerk investigating Health & Safety Officer for Parish Council. Councillor Brenda Stokes advised that South Glos Council could be contacted to ask for advice in this.

Acoustics work to be taken forward.

The Sherrings planning application has been commented on.

Bus Shelters – there is a question that has been posed via the newsletter to ask for feedback from local residents.

Preschool group have started but at present client numbers are low.

Football pitch grass is still very long which is problematic. Parish Council have purchased white line marker and mower.

Hot water issue is being investigated by local plumber. Chair is dealing with this.

Councillor J Bowyer advised that he had made comments on planning website regarding 21 Highnam Close.

Councillor A Jewell proposed and Councillor B Stokes seconded; and upon being put to a vote it was unanimously **resolved** to:

Approve the minutes as a true and accurate record of the meeting.

#### **4/10 Consultation Plan on Parish Priorities**

Clerk spoke to Councillors about a plan for consulting with local residents on priorities and areas of focus for Parish Council.

Councillors agreed that a consultation flyer be produced by Clerk and distributed to all residents asking for feedback.

#### **5/10 External Audit**

All Councillors were given a copy of the External Audit report from Grant Thornton and all points were considered and discussed.

Councillor J Bowyer proposed and Councillor B Stokes seconded; and upon being put to a vote it was unanimously **resolved** to:

Approve the External Audit report.

#### **6/10 Parish Council Finance Update**

- Invoice from South Glos Council for supply and installation of bins was presented to all Councillors for £1695.60.

Councillor B Stokes proposed and Councillor T Harrison-Ashe seconded; and upon being put to a vote it was unanimously **resolved** to:

Approve payment of this invoice.

- All Councillors were provided with Bank Statements for the previous month.

Councillor T Harrison-Ashe proposed and Councillor B Stokes seconded; and upon being put to a vote it was unanimously **resolved** to:

Approve the bank statements for the previous month.

- All Councillors were provided with a bank reconciliation for the previous month

Councillor B Stokes proposed and Councillor J Bowyer seconded; and upon being put to a vote it was unanimously **resolved** to:

Approve the Bank Reconciliation.

- All Councillors were given a copy of the Quarterly Finance Report

Councillor A Dyer proposed and Councillor A Jewell seconded; and upon being put to a vote it was unanimously **resolved** to:

Approve the Quarterly Finance Report.

Councillors discussed the fact that we are again above the £85000 threshold for the Government Compensation Scheme due to the recent precept payment. Clerk to investigate best accounts for businesses and bring to next meeting.

#### **7/10 Parish Clerks report**

- Complaints Policy

Parish Councillors were provided with a copy of a draft Complaints Policy to be adopted by Parish Council. Clerk advised that this was taken from NALC document.

Councillors advised that they wanted to seek legal advice on this policy before approving.

Clerk to seek legal advice for this document.

#### **8/10 Planning Applications**

- PT17/4352/F 20 Maisemore Avenue

Councillors viewed a number of documents regarding this development. Due to feedback from local residents a meeting will be arranged with developer and local residents to field any questions.

#### **9/10 Date of Future Meetings**

No amendments

#### **10/10 Any Items the Chair considers urgent**

- Metal benches. Parish Councillors agreed with quotation. A Dyer recommended bright colour to be dementia friendly.

Councillor B Stokes proposed and Councillor J Bowyer seconded; and upon being put to a vote it was unanimously **resolved** to:

Approve purchase of metal benches

- Play bark quote was given to all Councillors

Councillor B Stokes proposed and Councillor T Harrison-Ashe seconded; and upon being put to a vote it was unanimously **resolved** to:

Approve purchase of play bark.

- Signs for parish are moving ahead. Size of signs is to be discussed. A Feasibility study is being carried out. Signs will have parish logo and 'Please drive carefully'on it.
- Chelford Grove – there is a petition being circulated regarding parking by employees of the local businesses – this stops customers from parking and therefore minimizes business.. Chair will be looking into this further and talking to local businesses.

- Website is in draft form and is looking good. Councillors will provide their profiles by end of next week.
- Local Boundary Consultation – changes are proposed for the area. Parish Council have drafted a response which all Councillors have seen.

Councillor T Harrison-Ashe proposed and Councillor A Jewell seconded; and upon being put to a vote it was unanimously **resolved** to:

Approve the circulated response.

- Amberley Road walkway and a38 underpass– dangers with bikes going at speed. Chair to look at these areas.

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

Signed:

Date: