

# STOKE LODGE AND THE COMMON PARISH COUNCIL

MEETING ON 13 JULY 2017

7.00PM AT THE PAVILION, THE COMMON, STOKE LODGE

## MINUTES

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

**Minute      Agenda Item**

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

Chair welcomed everyone to the meeting.

Councillor A Jewell sent his apologies.

Councillor B Hopkinson not present

**2/10    Declarations of Interest**

Councillor T Harrison-Ashe advised that she declared an interest in Item 8 – Planning Applications.

**3/10    Public Speaking Session**

No public present at meeting.

**4/10    Minutes of Meeting held on 15 June 2017**

Updated that splashboards in kitchen at The Pavilion are completed. PVC and fascia boards will be done next week.

**ACTION:** Clerk to order 8 stickers to go on patio doors for H&S reasons.

**ACTION:** Clerk to invite Fire Brigade to carry out risk assessment on building.

**ACTION:** Clerk to amend minutes removing Maisemore from issue around pavements.

**ACTION:** Clerk to amend minutes to show that recycling is done weekly now.

**ACTION:** Clerk to write letter to resident re burning plastics – include factsheet.

Councillor B Stokes advised that she had received a letter about an upcoming event at St Chads next week. **ACTION: Clerk to write to all schools asking them to advise Parish Council of events which may disrupt local traffic/parking.**

**ACTION:** Clerk to write to owner of bungalow on Shellmor Avenue regarding rubbish and the condition of property.

**ACTION:** Clerk to email Councillor B Hopkinson offering our support to stop car park extension on Dr's surgery.

**ACTION:** Clerk to invite PCSO's to next meeting to build relationships.

Councillor B Stokes proposed and Councillor T Harrison-Ashe 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.

### **Minutes of Meeting held on 30 June 2017**

Councillor A Alsop 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.

### **5/10 Planned Works to The Pavilion**

Chair has sourced 3 quotes for the work to be done on the replacement patio door. They are as follows:

- Terry Butcher            £1440 inc VAT
- Suntrade                £1350 + VAT
- Aztec Windows        £1250 inc VAT

Council discussed the various contractors and the prices.

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

Approve the quote from Aztec Windows. Chair to contact to arrange work start date.

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

- Invoice from South Glos Council for Clerk services was presented to all Councillors for £1884.06

Councillor T Harrison-Ashe proposed and Councillor B Stokes 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 A Alsop proposed and Councillor G Hasler 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 – this was

- signed by Chair
- All Councillors were provided with a Quarterly Finance Report

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

Approve the Quarterly Finance Report.

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

- Parish Council are in process of setting up new bank account with Lloyds – this will safeguard monies in the event of bank crisis. Limit which is safeguarded is £85000.

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

Transfer £85000 to new Lloyds bank account.

- Wheatpatch Club have requested 2 amendments to the Hirer Lettings Agreement to reflect OFSTED rule re ration of children and agreed fee structure. All Councillors were advised of amendments.

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

Approve the amendments and resend to Wheatpatch Club.

- Ownership of The Common land has been queried by a few local residents. Clerk has been investigating this and now has to conduct further enquiries with Land Registry to determine ownership.
- The Pavilion is being utilised a lot more. There have been a few ad hoc bookings and potentially a new Brownie Group will be starting in September. Also new pre-school could be starting in September for 5 days a week between 9.30-3pm.

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

- PT17/2496/CLP 6 The Close – no objections

(Councillor T Harrison-Ashe left the meeting for this item)

- PT17/2939/CLP 3 Maisemore Avenue - no objections

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

No amendments

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

- Correspondence from local resident regarding bricks on land behind Maisemore Avenue. Resident is concerned as there is already an issue with underground pipe in this location; and bricks are laid on soil and so could potentially damage pipe underneath.  
**ACTION: Clerk to write to resident to express concerns and to offer help to remove bricks.**
- Correspondence from local resident regarding bollards at bottom end of The Common. Resident is concerned as has seen a number of cars/motorbikes going through the bollards.  
**ACTION: Chair to contact Streetcare to ask them to consider installing barriers etc to prevent this from happening.**

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

Signed:

Date: