

STOKE LODGE AND THE COMMON PARISH COUNCIL

MEETING ON 14 DECEMBER 2017

7.00PM AT THE PAVILION, THE COMMON, STOKE LODGE

MINUTES

Present: Councillors John Bowyer (Vice-Chair), Brenda Stokes, Alan Jewell, Tracey Harrison-Ashe, Brian Hopkinson, Andrew Dyer and John Blight.

Minute Agenda Item

1/10 Welcome and Apologies for absence

Vice-Chair welcomed everyone to the meeting.

Councillors A Alsop and G Hasler sent their apologies.

2/10 Declarations of Interest

None

3/10 Minutes of Meeting held on 9 November 2017

There was an error on these minutes due to a computer glitch which meant that many of amendments weren't recorded.

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

Ask Clerk and Vice-Chair to correct minutes and agree them outside of the meeting.

4/10 Approval of draft budget for 2018/19

All Councillors were given a copy of the draft budget for 2018/19.

Councillors discussed how other Parish Councils approach 5 year spending plans to ensure that Parish monies are being spent effectively. Parish Councillors advised that this was something that they would aspire to have in place next year.

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

Approve the proposed budget for 2018/19

N.B. Pavements are a concern to many residents in the area and pose a health and safety risk to many residents. Some Councillors felt that South Gloucestershire Council Highways Department should be responsible for maintaining pavements and roads that have got into disrepair. Councillors felt that they should be able to give monies to South Gloucestershire Council to do this work if they are not prioritized by Highways.. Councillors to discuss pavements in January meeting.

5/10 Risk Assessment Schedule

All Councillors were given a copy of a draft Risk Assessment schedule for the Parish Council. This was based on a draft version given by ALCA.

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

Adopt the proposed Risk Assessment Schedule.

7/10 Parish Council Finance Update

- Invoice from South Glos Council for Clerk salary £3275.01

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

Approve the above invoice.

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

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

Approve the Bank Reconciliation.

7/10 Correspondence

- Ms Baker emailed regarding wooden posts on land outside Pond Farm – residents would like these replaced as there is concern over trespassing on the land. Some Councillors and local residents have volunteered to replace these wooden posts over time. The Parish Council will provide the materials. Councillor A Dyer has been sourcing prices for wooden posts and thinks potentially will cost £700 + VAT approx. Councillor J Blight suggested that we could use recycled materials i.e. telegraph poles or try a Reclamation yard. Parish Clerk will email local resident to update.

8/10 Parish Clerks report

- Queries regarding land ownership – Parish Clerk updated that a Freedom of Information Request had been submitted to South Glos Council to determine a timeline of ownership of The Common. Council should expect a response by 22/12/17. A request for a SIM search has also been submitted to Land Registry regarding 3 parcels of land.

- Briefing on GDPR – Clerk advised that there is new legislation regarding Data Protection that is coming into force in May 2018. There are no major changes but she will prepare an update in new year. Councillors advised that as long as we put tick box on flyers, newsletters etc for residents to give their consent. We also need a statement about how we will use information and how we will hold it.
- Internal Audit & Assurance – Parish Clerk advised that internal audit will begin on 9th January 2018.
- Health & Safety policies – Bradley Stoke Town Council has kindly assisted this Parish Council with Health & Safety policies.

9/10 Planning Applications

None

10/10 Date of Future Meetings

No amendments

11/10 Any Items the Chair considers urgent

Website – Clerk to contact web designer as people having trouble getting to web address.

Signage – All Councillors were given designs for signage and version 3 was unanimously decided by Parish Council. There are 4 locations that they will go. Cost is approx. £2800 + VAT this includes supply and installation. Clerk to email Andrea Bonomi to advise that we would like to go for version 3.

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

Approve the version 3 of the signage.

Postcodes – Councillor B Hopkinson identified the officer responsible for this. Officer sent this on to Post Office. Post Office advised that we cannot have an address with Stoke Lodge and The Common on it. This has been split into 2 areas of Stoke Lodge and then The Common.

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

Signed:

Date: