

# STOKE LODGE AND THE COMMON PARISH COUNCIL

MEETING ON 9 MARCH 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 welcomed everyone to the meeting.

Cllr Brian Hopkinson sent his apologies.

#### **2/11    Declarations of Interest.**

None

#### **3/11    Public Speaking Session**

Mr Casson was present.

#### **4/11    Minutes of the meeting held on 9 February 2017**

The Chair ran through outstanding items from the last meeting:

- Re weatherboards – not yet received a quote.
- Action South Glos to buy dog bins and three posts to display poop and scoop. Two of these will be re-positioned possibly at either end of Standish Avenue. There will also be 4 new letter bins.  
Cllr Harrison-Ashe asked who would be enforcing the “poop and scoop” and the Chair indicated that there is a Dog Warden and if possible the public should take photos of those ignoring the signs. The Chair stated that the football field seemed a little cleaner with less dog mess but Mr Casson (Public) did not feel there was any improvement around the edges as he often cleans up behind some dog owners. It was suggested that perhaps some “dummy” CCTV cameras be erected but due to the laws of filming children in a public place this was dismissed; although, it was suggested we could have signs indicating that there was a mobile camera in the area to catch those not clearing up behind their pets. Cllr Harrison-Ashe indicated she may have some signs.
- Auditor's Recommendations: The Chair would pull out relevant items and e-mail to councillors to bring to next meeting; mainly Health & Safety and Caretaker implementation such as list of gates, locks, fencing, kitchen utensils etc. The Caretaker to check and keep records.
- Cllr Blight requested report of costs of running the Pavilion.
- With regard to improving the Chelford Grove shop forefront, letters were sent to all shop owners outlining our proposals for work to be done – no replies have yet been received.
- There has been no contact with regard to the bus shelter live timetable.
- We still need to obtain some A3 photographs of The Common Pavilion in order to promote and advertise in local journals.
- We have not produced a newsletter recently and The Clerk has indicated she would be keen

to have a go, upon completion of her maternity leave. The website also needs updating.

Councilor Tracey Harrison-Ashe proposed that these be agreed and Councilor Alan Jewell seconded; and upon being put to the vote it was unanimously **resolved** to:

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

#### **5/11 Planned Works to The Pavilion for 2017**

- The guttering is collapsing and needs replacing along with new fascia boards. (Two quotes are expected next week).
- Roller shutters at the front of the Pavilion are very difficult to open so plan to have them refurbished or replaced with electric.
- Wheatpatch Club have asked if we could have a level patio at the back as it is a good, enclosed, outside area.
- Also the possibility of having a couple of table tennis tables. Perhaps we could get clubs involved. Two large pieces of carpets for them to sit on – these could also be used for the very young children to sit on.
- Ask South Glos Council if we could have some barriers on the footpath outside the Pavilion as young children play outside and this would encourage cyclists/motorbike riders to dismount for safety.
- Last week we had a leak on the roof which we were lucky to get fixed the same day. The skylight felt has gone so we must get roof inspected.
- Put more kit in the play area, one quote obtained awaiting another two. South Glos grant is currently being actioned for heavy duty keep-fit equipment.
- The Pavilion kitchen needs upgrading.
- Removal of the green shelter to prevent anti-social behaviour in this area.

#### **6/11 Auditor's Report**

The Auditor's report was discussed and a special Full Council meeting will be held to discuss this report and the actions that may be required.

Heavy paperwork which the Chair will pull out relevant items ready for next Parish Council Meeting on 13 April 2017.

#### **7/11 Finance**

Payments over £500:

South Gloucester Localism Q4	£1894.00
Zurich Public Liability Insurance	£ 1154.67

Re Public Liability Insurance; we are covered for one volunteer. We need to contact Zurich for further details on what they classify as a volunteer.

We have had a request from a member of the public with regard to volunteering and whether we would provide gloves, safety eye wear, high-viz jacket and litter picking equipment. It was decided

that Streetcare should be requested to clean up particularly bad areas if notified by the public.

Councilor John Blight proposed that these be paid and Councilor Brenda Stokes seconded and upon being put to the vote it was unanimously **resolved** to: make payment of these invoices.

### **Options for Insuring Parish monies**

Councilor Andy Alsop had a meeting with Lloyds Bank and the new second account has to be completed on line and he will endeavour to achieve this during the next month.

The monthly finance statement was made available.

### **8/11 Parish Clerk's Report**

Nothing to report.

### **9/11 Date of Future Meetings**

No amendments

### **10/11 Any items the Chair considers urgent**

#### **Member Awarded Funded Schemes**

Following an e-mail with regard to the above, as a new council, we have not allocated any funds in the budget for 2017/2018. We will check with Cllr Hopkinson, perhaps we can apply.

**End of Financial Year:** The Clerk, Melanie Reilly, will return to help with the financial accounts.

**The Wheatpatch Club:** Following a meeting with them, and in order to support them a proposal was made to reduce their fees. Obviously they were extremely pleased and would hope to open during the Easter period.

From September, we hope to have another, long term rental for 5 days per week from Tiddlypeeps (pre-school) run by Ellie Palmer.

Cllr Blight asked if reducing the fees, would we be covering costs. It was stated that there were items we had budgeted for and had not used. It was deemed better to have the Pavilion used regularly than sit empty.

The Clerk will run a report on the cost of the Pavilion against income.

Cllr Bowyer asked how the two clubs would run together – the Wheatpatch Club runs early morning and late afternoon and Tiddlypeeps playgroup would run between these times.

Pavilion rental costs: Long term rental £7.50/hr, parishioners £10/hr and short term/non-parishioners £13/hr.

Councilor Stokes proposed that these be agreed and Councilor Jewell seconded; and upon being put to the vote was unanimously resolved to:

**approve the new charges.**

**The Wheatpatch Club** would like a Councilor to sit on their committee. There were no volunteers and the Chair, Andy Alsop will put his name forward.

Next month M Drury, of Wessex Water, will give a 30 minute **presentation on The Runway** and what to expect in 10 years. This will be advertised in our noticeboards.

**Noticeboards:** We need to publicise The Common Pavilion for children's parties.

9 April – Dog Training Club have booked The Common playing field as last year. Advertise in Noticeboard.

**Common Land:** This is on-going and we will report back in due course.

**Any Other Questions?**

- Mr Casson asked what was going to happen at the airfield as when test drilling took place, argon gas was found. This could be raised at the next meeting when the presentation is planned.

- **Planning:**

6 Maisemore – passed

24 Cranham – passed

10 Elmsgrove – passed (contacted South Glos as no plans)

62 Standish – passed

Stoke Lodge and The Common Parish Council have no objection to these plans and South Glos have been notified.

- **The dilapidated property on Maisemore Avenue:** The Chair has received an e-mail from South Glos indicating that they do not have the funds to rectify the problems of flooding due to the dubious structural condition of the two main SW drains in this area. However, they would be placing an insitu reinforced membrane lining to the drainage pipe, that runs under-ground through this property. There are three buyers lined up to purchase this property and Cllr Harrison-Ashe asked the Chair to ensure that South Glos liaise with the new owners and ourselves prior to any work carried out to demolish/rebuild so as not to exacerbate an already delicate situation.

- You will all have seen that the new 20 mph signs have now been erected around Stoke Lodge and this will continue to cover The Common.

**11/11 Confidential Item**

None

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

**Signed:**

**Date:**