

**STOKE LODGE AND THE COMMON PARISH COUNCIL**

**MEETING ON 10 MAY 2018**

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

**MINUTES**

**Present:** Councillors Andrew Alsop, Brian Hopkinson, Brenda Stokes, Andrew Dyer, Alan Jewell, Gina Hasler, John Bowyer and John Blight.

**Minute      Agenda Item**  
**1/13    Welcome and Apologies for absence**

Chair welcomed everyone to the meeting.

Councillor T Harrison-Ashe sent her apologies.

**2/13    Declarations of Interest**

All Councillors were provided with blank forms and all who are were present signed these.

Clerk to chase up with Councillor T Harrison-Ashe to sign.

**3/13    Election of Chair of Council for the ensuing year**

All Councillors were given the opportunity to propose Councillors for the position of Chair. After much discussion;

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

Approve Councillor Andrew Alsop as Chair for the ensuing year.

(Councillor Tracey Harrison-Ashe voted by proxy)

The question was asked about having a Chain of Office for the Chair. The Clerk will look into this and provide quotes to the Parish Council.

**4/13    Election of Vice-Chair of Council for ensuing year**

All Councillors were given the opportunity to propose Councillors for the position of Vice-Chair.

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

Approve Councillor John Bowyer as Vice-Chair for the ensuing year.

(Councillor Tracey Harrison-Ashe voted by proxy)

### **5/13 Approval of Standing Orders, Financial Regulations, Code of Conduct**

All Councillors have seen Standing Orders, Financial Regulations and Code of Conduct for Parish Council.

There are no amendments to Financial Regulations or Code of Conduct.

Amendment to Standing Orders as per Internal Audit 2017/18 Action Plan which states that there is a discrepancy between 18 a v; and 18 c as different limits are set on tendering. Parish Council agreed that both parts should have figure of £20,000 for consistency.

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

Approve the Financial Regulations; Code of Conduct and Standing Orders with above amendments.

### **6/13 To appoint committees and agree the calendar of meetings**

Parish Council agreed that there was still no need for any specific committees.

Calendar of meetings for year remains unchanged (notice is in noticeboards and on website)

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

Keep the calendar of meetings for this year (every 2<sup>nd</sup> Thursday in the month at 7pm at The Pavilion)

### **7/13 To appoint 1 member to represent the Council on the ALCA Area Group Meeting and AGM**

Chair Andrew Alsop will continue to be representative.

Parish Clerk to ensure that we are on the distribution list for these meetings

### **8/13 To appoint an Internal Auditor for the year 2018/19**

Parish Clerk fed back that the service received from South Glos Council audit services had been very good and they had always been helpful as they could be within constraints of the service. Parish Clerk advised that they were willing to provide the service for another year.

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

Approve the use of South Gloucestershire Council audit services for the year 2018/19.

### **9/13 To approve the Annual Governance statement 2017/18**

Councillors talked through listed questions on External Auditors Annual Governance Statement 2017/18. Councillors felt that all questions could be answered 'Yes'.

Councillor John Bowyer proposed and Councillor Alan Jewell seconded; and upon being put to a vote it was unanimously **resolved** to:

Approve the Annual Governance Statement for 2017/18.

### **10/13 To review the Councils assets**

Councillors were all given a copy of the Parish Councils Asset Register.

Councillor Andrew Dyer proposed and Councillor John Bowyer seconded; and upon being put to a vote it was unanimously **resolved** to:

Approve the Parish Council's Asset Register.

### **11/13 Correspondence**

Parish Councillors Andrew Alsop, Brenda Stokes and John Blight are attending meeting with Steve Evans on 23 May to discuss highway issues within the Parish. Other Parish Councillors can send Parish Clerk any issues that they want to be fed into the meeting.

There is a local resident who keeps contacting the Parish Council about issues that the Parish Council feel have been resolved. Parish Clerk will reply to thank for the comments and invite to attend the next Parish Council meeting and we can discuss the issue then.

### **12/13 Planning Applications**

Brook Way Activity Centre planning application – Councillor J Blight attended meeting at Brook Way to discuss planning application.

Concerns around drainage issues weren't highlighted at the meeting but Councillor B Hopkinson advised that this would be part of building regulations and so would be covered under this. Councillor B Hopkinson will take this forward with planning officer.

Councillor B Hopkinson advised that light pollution issue is the part of the planning application that may need rectifying. he advised that Councillors need to go to Council meeting at Turnberries at 11am on 17/5/18 and put these objections forward.

### **13/13 Any Other Business**

*Minutes of previous meeting*

#### **Amendments**

2/10 – From "he suggested..... should be deleted as this was not an accurate reflection of what was said

6/10 – change 'entry only' to Stoke Lane

8/10 Parish Councillors need an (not and) ICO certificate

## **Updates**

Parish Clerk to send Councillor Brian Hopkinson the emails from Helen Hudd at South Glos Council regarding land ownership in the Parish – he will help to set up a meeting.

Benches for the play area – Councillor Andrew Alsop is meeting South Glos Council next week to discuss these further.

Roller shutter doors are being installed next Thursday.

Acoustic works in The Pavilion - the contractor will be coming in to look at this over the next few weeks.

Gardening works in Parish – Councillor Andrew Alsop asked where we have residents who are not able to carry out garden works to their property and this needs doing, should we use Parish funds to get contractors to do this. Parish Council need to investigate liability for these works.

Parish Council discussed possibility of setting up a volunteer group for the Parish to carry out these works. Councillor Brian Hopkinson will ask a contact to come and talk to Parish Council about this. An article regarding this will also be added to next newsletter.

Issue with Joint Burial Committee is ongoing.

Parish Council have contracted with person to carry out litter picking in the area – he will be self-employed and paid by invoice.

## **Parish Council Finance Update**

- Invoice from Solitaire Electrical for electrical works at The Pavilion for £1599.84; Invoice from Advanced Security Systems for annual alarm checks for £588.00; Invoice from Total Floorcare for overcoating at The Pavilion for £960.00.

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

Approve the above invoices.

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

## **Any Other Business**

Councillor J Blight noticed that a recycling lorry on 10/5 was coming out of Oaktree Crescent and had their doors open and the rubbish went all over the street. Councillor B Hopkinson will feed this back.

Chair has received quotes for Wifi for The Pavilion. BT quote is for £60 and Daisey company is for £20 + VAT – Chair will do more investigating for supplier quotes.

Wheatpatch Club will be holding party on Saturday in June and Parish Council agreed there will be no charge.

Metrobus will be starting soon – Parish Council will review bus shelter provision once this is in place.

It has been recommended that Parish Council replace sockets on football posts and so looking to do all the work with new goals and new nets. Quote for £1977 from South Glos Council.

**Action:** Parish Clerk to contact John Rendell at Bradley Stoke Town Council and ask him about the quote that we have had and who do they use.

Parish Council will purchase a sound system for meetings and community engagement forum.

Feedback from Community Engagement Forum was that residents were complaining about parking around schools. Councillor B Hopkinson visited with an Officer and it showed that at peak times the parking had improved which shows the work they have done has improved situation.

Road condition in Bourton Avenue has been highlighted by a resident – Councillor B Hopkinson sent an email onto Mark King who agreed that certain parts of the road needed to be done but may not be prioritized this year.

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

Signed:

Date: