

STOKE LODGE AND THE COMMON PARISH COUNCIL

MEETING ON 12 APRIL 2018

7.00PM AT THE PAVILION, THE COMMON, STOKE LODGE

MINUTES

Present: Councillors Andrew Alsop, Brian Hopkinson, Tracey Harrison-Ashe, Brenda Stokes, Andrew Dyer, Alan Jewell and John Blight.

Minute Agenda Item

1/10 Welcome and Apologies for absence

Chair welcomed everyone to the meeting.

Councillors J Bowyer and G Hasler sent their apologies.

2/10 Presentation from Incredible Kids

Parish Council were delivered a presentation by the above charitable group which supports families with children with additional needs. The group have recently lost their venue and are looking to find another suitable space.

Incredible Kids delivers a service to around 600 families from Bristol, South Glos, North Somerset and even Wales. Criteria for participants is ages 0-25 years, with medical/physical needs/emotional needs. They don't require families to have a diagnosis.

The group are looking for a large open plan venue in North Bristol/South Glos to run 6 sessions per week 9am-6/7pm. They are currently paying £500 per month and their last session was on 10th March.

Parish Council listened to the groups presentation and then advised that the group is too big for The Pavilion at the moment but if in the future the Parish Council decide to extend the building then we could reapproach the group for us of the venue and potentially to determine if there were any funding streams available for this.

Councillor B Hopkinson advised that both DIY SOS and Children in Need have contacted him about funds that they have to try and support this group.

3/10 Declarations of Interest

Councillor B Hopkinson advised that he is a South Gloucestershire Council Councillor.

4/10 Minutes of Meeting held on 8 March 2018

5/12 Amendment to this minute so that it reads as Councillor T Harrison-Ashe.

Action: Parish Clerk to add comments to Planning Portal objecting to proposal for redevelopment of car park at Brook Way due to light pollution into neighbouring houses and also associated pollution from increased number of cars.

Parish Council will be setting up a meeting with South Gloucestershire Council about condition of pavements and double yellow line provision in the area.

Joint Burial Committee – Parish Council would like a meeting with Joint Burial Committee to work through issues.

Litter was highlighted as a prevalent issue from the resident feedback. Chair Andy Alsop suggested that we employ someone to do litter picking once a week as this is a real issue in the parish. He will explore this further.

Parish Council are making investigations to determine for definite ownership of The Playing Fields at The Common. Local feedback has suggested that South Gloucestershire Council are owners and Parish Council pay a peppercorn rent. Parish Council will also be pursuing the process of becoming custodians of unregistered land within the parish.

Action: Clerk to chase up South Gloucestershire Council regarding land ownership letter.

Action: Clerk to do poster for noticeboards and website to attract new Councillors.

Flooring works at The Pavilion are due to be completed on 4/5/18.

Parish Council have been advised that wifi cannot be installed until electrical works have been completed. Therefore when this has been done the wifi works will be progressed.

Chair Andy Alsop has tried to contact North Patchway Hall re bins but has had no response. He has been advised that they should not have had a bin in the first place.

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

Approve the minutes as an accurate record of the meeting.

5/10 Localism contract

All Councillors were given a copy of the proposed Localism Contract.

Chair Andy Alsop met with South Gloucestershire Council some weeks ago to discuss the specifications of the Localism contract which is being re-negotiated.

It came to light that Parish Council were being charged for some things that weren't being undertaken. These costs will be off set against future work in the Parish.

South Gloucestershire Council are potentially facing litigation due to casings being left in the ground for goal posts. For this reason they are going to be using automatic covers in the future and so Chair Andy Alsop has asked for a price for these.

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

Approve the Localism contract as tabled.

6/10 Roads and Traffic in the Parish

PCSO's and the Police have been out in force and issuing tickets at the schools in the area for illegal and unsafe parking.

There will be a closure of Gypsy Patch Lane in 2 years time which impact on traffic in the parish area. Parish Council will be asking for a meeting with Steve Evans to discuss these issues and what can be done to alleviate these problems before the work starts in 2 years.

Councillor B Hopkinson proposed to Steve Evans, after consultation with Councillor J Blight, that re-directions are put in place to try and minimise traffic in the parish area. Councillor J Blight suggested that we make this an 'entry only' to Stoke Lane.

Action: Clerk to set up meeting with all the Councillors with Steve Evans.

Amberley Road crossing – A Belisha Beacon was knocked down a few weeks ago and there are concerns about the current location of the crossing and whether this is safe.

Councillor B Hopkinson put plans up on Facebook asking people to complete consultation on the crossing. Most people wanted a speed table to be installed although more consultation is needed on the actual location of the speed table.

A mini roundabout has been proposed for the corner of Stoke Lane and Shellmor Avenue.

Parish Council discussed this topic at length and the main points of the discussion were:

- Councillor B Hopkinson is asking South Gloucestershire Council to look again at this issue so that they can monitor traffic.
- Comments were made about the speed bumps in Patchway and the effect this has had on the road condition in that Parish.
- Councillor B Stokes suggested that a light controlled crossing be put in place.
- Members of the public had contacted Councillor B Hopkinson to advise that they had been knocked over on that crossing but when he checked the police records they were not in there.
- Smiley face traffic signs – Councillor B Hopkinson advised that South Gloucestershire Council cannot install for longer than 18 days before they have to move somewhere else. Councillor B Hopkinson will map out where they need to go and contact South Gloucestershire Council and ask for them to be installed.

7/10 Parish Council Finance Update

- Invoice from South Glos Council for salary for Parish Clerk for £2266.63

Councillor T Harrison-Ashe proposed and Councillor B Stokes 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 A Dyer 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.

- Quarterly Finance Report

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

Approve the quarterly report for the previous month.

- All Councillors were provided with a Bank Reconciliation for the previous month. There was a difference of £1 between Parish Accounts and Bank Accounts which is due to an initial Quickbooks set up fee.

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

Approve the bank reconciliation for the previous month.

Action: Parish Clerk to bring options for bank accounts with interest rates so that Parish Council can make a decision about 3rd account in line with Government Compensation Scheme.

8/10 Parish Clerks report

- General Data Protection Regulations (GDPR) briefing

Parish Clerk advised that there are templates available to aid with compliance to these regulations. Parish Council agreed that Parish Clerk could purchase these templates for £98.

Parish Council agreed that all forms of correspondence should come through the Parish Clerk to minimise the risk of data breaches etc.

Action: Parish Clerk to contact Dodington Parish Council to see what they are doing in relation to GDPR. Parish Clerk to specifically ask if individual Parish Councillors need an ICO certificate.

Action: Parish Clerk to contact insurance provider to determine whether Data Protection adherence is covered under insurance arrangements.

- Parish Council Complaints Policy

All Councillors have been provided with this policy to review.

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

Approve the Complaints Policy.

- Parish Clerk updated all Councillors that Zurich insurance had confirmed that Parish Council are only liable for failings of the physical building. Groups using the building should have their

own insurance which will cover any liabilities to do with service users.

9/10 Dates of Future Meetings

No amendments

10/10 Any items the Chair considers urgent

There has been some vandalism in the Parish over the last few weeks with litter bins and signage being damaged. These have now been re-ordered.

2 The Close – Chair Andy Alsop has contacted Merlin Housing about overgrown hedges at this property which are causing an obstruction to pedestrians. The Parish Council had previously written to the tenant about this issue.

Standish Avenue – Parish Clerk to send letter re overgrown hedges.

Sandhurst Close – there are 2 silver birch trees in situ and the Parish Council would like them to be removed due to the effect they are having on pavements. Parish Council to check with residents that they are happy for it to be removed then the Chair will contact South Gloucestershire Council to get tree surgeon to do works.

Benches – Parish Council have a builder booked in mid-May to fit these and then a plaque can be made for Councillor Shirley Giles who passed away. Work will also be done to garage out the back.

Parish Council have been approached by Stoke Lane Football Club for 2 teams to join at The Pavilion next year. Chair Andy Alsop has advised about the showers being out of use. Football club will come back if they are interested.

Parish Council have received Roller shutter doors quotes which came in at £3400 approximately. Parish Council discussed and decided not to go for 2 other quotes as want new shutters to be of the same quality and so want to go to with HAG who provided previous shutters.

Acoustic works at The Pavilion – Parish Council has found it hard to find contractors who are willing to do the work.

Action: Clerk to phone Sharon Patella at Bradley Stoke Town Council and ask for name of acoustics contractors – need 3 quotes

Central heating issue – A local plumber came in to remedy the situation. Extra control has also been fitted which is much easier to use. Wheatpatch Club have been advised that they should not be touching the controls and will be fined if engineer needs to come in again.

Chair A Alsop went into St Chads school this week – there is a sports initiative with children that may need some funding. Parish Council will discuss this at a meeting if an application is made.

Postcode for Parish properties – deliveries seem to be an issue for people. Parish Council would like it changed.

Action: Clerk to send letter to person in email from Councillor B Hopkinson to advise that parishioners are having problems with mail/insurance premiums/house sale searches. Clerk to send photo of new signs. Suggestion of Stoke Lodge – The Common

There has been a complaint from local resident regarding installation of wooden posts on land by Pond Farm. Parish Council discussed the issue and it was decided that the complaint was unfounded following presentation of photographic evidence showing that posts have been installed for some time on this land – photograph was dated October 2008 and taken from GoogleMaps. As far as Council is concerned the complaint has been dealt with and this matter is now closed.

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

Signed:

Date: