

**STOKE LODGE AND THE COMMON PARISH COUNCIL**

**MEETING ON 13 SEPTEMBER 2018**

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

**MINUTES**

**Present:** Councillors Andrew Alsop, Brenda Stokes, Alan Jewell, Tracey Harrison-Ashe, John Bowyer and John Blight.

**Minute      Agenda Item**

**1/9      Welcome and Apologies for absence**

Chair welcomed everyone to the meeting.

Councillor G Hasler, A Dyer and B Hopkinson sent their apologies.

**2/9      Declarations of Interest**

None

**3/9      Public Speaking Session**

No members of the public present

**4/9      Minutes of meeting held on 12 July 2018**

**5/9** Amendment to be made to detail what the invoice was that was approved

**8/9** Amendment to be made to add (South Glos Council) after Steve Evans name.

- Ownership of The Common – no documents have been brought forward by local resident.
- Fencing at back of waste bin. Chair has asked for a quote from contractor and will bring to meeting.
- Football posts are completed and an issue of rubbish was highlighted by a local resident and this will be addressed with the team to rectify the issue.
- Petition to remove dog waste bin on Bourton Avenue. Chair A Alsop has visited often over last few months and did not see any dog waste on the green area. Some residents fed back that without a bin, dog waste bags were left on the street and peoples fences.
- Drainage issues will now be picked up again by South Gloucestershire Council following summer recess.

- Tree works need to be carried out in the Parish in Shellmor Ave and Highnam Ave.
- Councillors will speak to local residents about possibility of becoming Councillors as elections will be held in May 2019.
- Parish Clerk has contacted Chris Cox (South Glos Council) again regarding variations to the lease but has not received a reply. Chair A Alsop to ask Councillor B Hopkinson to contact him on our behalf.
- Parish Clerk is progressing adding Cleaner to parish payroll as per audit requirements.

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

Approve the minutes as an accurate record of the meetings.

#### **5/9 The Pavilion and The Common works**

- Possibility of purchasing shipping container for use as storage. Chair A Alsop is proceeding with obtaining 3 quotes.
- Chair A Alsop has asked Wheatpatch Club to tidy the storage area as it may become a fire hazard.
- Parish Council would like to gift a small donation to Wheatpatch Club for the purchase of hi-vis jackets for the children.

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

Approve small donation to Wheatpatch Club (circa £250).

- Possibility of upgrading kitchen and equipment within it. Chair A Alsop will seek quotes for this and bring to next meeting.
- Bus stop on Stoke Lane is currently covered in graffiti. Chair A Alsop has purchased anti-graffiti paint.
- Play inspection report has highlighted some issues that need dealing with on the play area. Minor repairs are being completed by Chair. Chair A Alsop has sought quotes from one contractor but most of the play equipment is very expensive and this will be brought to next Council meeting.
- Bus Shelter replacement on Stoke Lane is being considered by Parish Council. Chair A Alsop is seeking prices on replacing this. However Councillors have asked for consideration of

changes to the bus services and whether it will continue to be used in the future.

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

Approve the purchase of a new bus shelter.

- Local resident fell on Chelford Grove and so Chair A Alsop met with South Glos Council again to discuss condition of pavements. After inspection Chair was advised that there are specific measurements for cracks/holes in pavements before South Glos Council will take action. Councillor J Blight discussed the need to have formula for assessing danger of pavements as the criteria they have is not sufficient. Councillor T Harrison-Ashe advised that Section 41 of Highways Act states that Local Council have duty of care to repair damaged pavements. Chair questioned if Parish Council do repair or replacement to pavements in Parish will Parish Council then be liable for future repairs. South Glos Council officer advised that South Glos Council will assume liability. Chair A Alsop advised that South Glos Council have list of priorities for repairs in their area and if we don't meet it then work will not be prioritized. South Glos Council officer will provide Parish Council with m x m quote for resurfacing and this will be brought to next Parish Council meeting.

#### **6/9 Parish Clerks report**

- ID badges are on now on order from Sprint Print
- Parish Clerk will speak to National Association of Local Councils advice line regarding requests for information and also respond to Information Commissioners Office correspondence
- GDPR – Parish Clerk to send all Councillors copy of GDPR checklist and associated policies and add to October agenda
- Ask ALCA for details of any IFA that they use to advise Parish Council on extra bank account and best use of savings accounts
- Procurement of iPads for all Councillors will be looked at again after May 2019

#### **7/9 Parish Council Finance Update**

South Gloucestershire Council invoice for installation of benches for £1422.00

Councillor T Harrison-Ashe proposed and Councillor 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 J Blight questioned the amount being paid for water bills which is high.

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

Approve bank statements for the month.

- All Councillors were provided with a Bank Reconciliation for the previous month

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

Approve the Bank Reconciliation for the month.

### **8/9 Dates of future meetings**

Chair would like to propose amending 13<sup>Th</sup> December meeting to 6<sup>th</sup> December. All Councillors agreed.

### **9/9 Any items the Chair considers urgent**

- Chair A Alsop advised that there was no update on Joint Burial Committee. Councillor T Harrison-Ashe advised that a local resident had spoken to her about
- Need to advise local residents of change to burial rights for Stoke Lodge and The Common residents this can be done through the newsletter.
- Chair A Alsop will be designing newsletter over next month and so Councillors should feed any items into him.
- Councillor T Harrison-Ashe has advised that you can remove a TPO on any trees. She will send guidance on tree roots and drainage to Parish Clerk to disseminate to all Councillors. Chair A Alsop and Councillor T Harrison-Ashe will progress this issue with South Glos Council and seek removal of the dangerous tree from Sandhurst Close.
- 2<sup>nd</sup> Patchway Scout Group has asked if they can have permission to take their Christmas float around the streets of Stoke Lodge to raise funds the weeks before Christmas. All Councillors agreed that this would be great. Parish Clerk to contact to advise.
- Parish Council will set up account with local IT Specialist to help with It issues for Councillors. Company is called Friendly PC Tech.

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

Signed:

Date: