

STOKE LODGE AND THE COMMON PARISH COUNCIL

MEETING ON 4 DECEMBER 2018

7.00PM AT THE PAVILION, THE COMMON, STOKE LODGE

MINUTES

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

Minute Agenda Item

1/11 Welcome and Apologies for absence

Chair welcomed everyone to the meeting.

Councillor G Hasler, T Harrison-Ashe and J Blight sent their apologies.

2/11 Declarations of Interest

None

3/11 Public Speaking Session

5 Members of the public attended the meeting

One local resident asked about the progress of the issue regarding the location of the dog bin. Chair A Alsop advised he is meeting with South Glos Council on 5/12 to look at dog bin locations. South Glos Council will need to carry out an underground survey on desired locations and Chair will then approach residents to see which options are best. Chair A Alsop confirmed that if South Glos Council agree that the locations are sound then the bins will be replaced.

A local resident asked a question regarding the Joint Burial Committee. He was aware that another local long-standing resident had recently died and Almondsbury Cemetery had charged the family £800 for the deceased resident to be buried there. He was concerned about the distress this had caused to the family as they had been under the impression that they would get the 'local' rates for residents as the area had been part of the Joint Burial Committee. Chair A Alsop advised that at present the Parish Council does not seem to be making any progress with this issue. The Parish Council have corresponded with the Joint Burial Committee but have not had a satisfactory response. Chair A Alsop advised that Councillors will attend the next Joint Burial Committee meeting and ask for some time to speak on the matter. They may then look to seek legal advice to get the issue resolved.

Parish Council advised that if local people decided they would like to improve the green area around Bourton Avenue then the Parish Council would welcome ideas and could potentially provide some funding for this.

Toby Savage attended the meeting. He represents Longwell Green and is now leader of South Glos Council and has been in post for 6 months. He thanked the Councillors for their work in setting up the Parish Council in 2015 as it has been successful and it provides a far more local service at a better value for money rate for local residents. He advised there are lots of Parish Councils looking to us as an example.

He advised that South Glos will seek an extra £2.2 million from Chancellors fund to address potholes across the area. There are a lot of roads that are on the programme for 2019/20 and this will be decided in January meeting of South Glos Council.

Local resident asked about the handheld speed camera for the area and Chair A Alsop advised that it has been fixed and is charging up ok. The Chair has been out testing the device. Now he knows it is working he will liaise with residents to start up the speeding working group. Parish Council will ensure the device is calibrated before use and that they meet all the required standards for use.

4/11 Minutes of meeting held on 8 November 2018

Parish Clerk has now actioned comments being added to the website. This automatically feeds to Parish Clerk email address.

Chair will follow up on tree surgery when he meets with South Glos Council on 5/12.

Staverton Close planning application – Parish Council have added comments to planning portal that they are concerned about the application due to parking and over-development. Parish Council asked for Councillor B Hopkinson to look into this application further.

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

Approve the minutes as an accurate record of the meetings.

5/11 GDPR policies

Policies have been provided to all Councillors however a number of queries have come back from Councillors specifically around personal liability. Parish Council feel that these need addressing before the policies can be approved. Parish Clerk is collating queries and will take these to Information Governance trainer.

Parish Clerk to explore possibility of setting up secure messaging for all Councillors.

Parish Clerk to contact insurance company to see if we covered if a Councillor acted outside of the policies and procedures.

Parish Council again discussed the proposal to purchase laptops for each individual Councillor to ensure that there is a baseline, standard for device security, anti-virus software etc. After much discussion;

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

Purchase laptops and associated software for each Councillor strictly for Parish Council business/use. All equipment will remain the property of the Parish Council and will be returned if a Councillor should leave the post.

6/11 Improvements within the Parish

Bus Shelter – Parish Council has been sent designs for the shelters to replace the bus shelter on

Stoke Lane. Chair A Alsop will also ask for the electric supply to be installed to future-proof for MetroBus and RTI boards. The quoted prices are maximum of £7000 for a complete shelter. Parish Council agreed that they will go ahead and purchase the shelter.

Pavements – Chair A Alsop carried out a walkabout with officers from South Glos Council around Stoke Lane, Painswick Avenue and corners of Chelford Grove. South Glos Council officers took measurements and Chair A Alsop is awaiting prices from them. Chair will chase via email.

Road repairs – These are ongoing but the Parish Council recognized that there are lots of areas of the Parish that have been done already. Chair thanked Councillor B Hopkinson for his efforts in getting these progressed.

Fencing at The Pavilion – 2 quotes have been received and we will continue to seek another one. Steel container supplier has attended the site to measure up and so we are waiting for this to be sent to us however a rough estimate is £1500 + £1500 for delivery.

Acoustics at The Pavilion – Chair A Alsop to follow up with contractor for start date.

Cheque has been provided for Wheatpatch Club hi-visibility jackets for staff and children, as agreed at previous meeting.

Chelford Grove Xmas lights – there is concern about vandalism to the posts and items being attached that are electrical. This is a H&S risk which is why the xmas lights haven't gone on these posts this year. Parish Council could look at re-locating poles. Councillor A Jewell suggested that we could have lights when you enter Stoke Lodge area – Parish Council will look at this next year.

7/11 Parish Clerks report

- Dunkleys have agreed to do the work needed on the Parish Councils accounts to meet audit requirements. Parish Clerk explained that External Auditors had sent feedback and queries over the last week to see if we had been able to rectify the anomalies previously discussed. Parish Clerk has advised that we have not been able to and that we have instructed Dunkleys to do this for us and that we think the issue is due to the switch from Accountant to Accounting system. External Auditor advised that they are raising an 'Except For' matter in relation to our Annual Return but that they expect this to be resolved by next Annual Return. Parish Clerk would also like to instruct Dunkleys to prepare end of year accounts for 2018/19 and help prepare Annual Return.
- Parish Clerk has chased Royal Mail with regards to changing postcodes for the Parish. Royal Mail advised that have all the documentation needed from us and will now be speaking with operational managers and then there will be a period of consultation in the new year.
- Variation of deed for Playing Field/The Common – this issue has been passed to Alice Wolstenholme to progress.

8/11 Planning Applications

- PT18/5545/F 22 The Avenue – Parish Council had no comments

9/11 Parish Council Finance Update

- Parish Clerk sent around bank statements from 8/10 to 12/11 to capture all transactions and so that they reconcile with previous month. It was emailed around to all Councillors. Chair signed bank statements as they were approved over email.
- Bank statements for the previous month – All Councillors were given a copy of the statements for bank accounts for the previous month.

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

Approve the bank statements for the previous month.

- Bank Reconciliation was provided to all Councillors

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

Approve the Bank Reconciliation

- Payments over £500

Payment of £915.00 for Resonics Ltd was approved over email and cheque has been sent.

South Gloucestershire Council invoice for Parish Clerks pay and pension and Caretakers pension contribution from April-November 2018 for £7307.08

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

Approve the above invoice.

- Budget 2019/20

Councillors were given a copy of the proposed budget for 2019/20. Councillors discussed the high level of reserves that Parish Council has and agreed that this had been due to infancy of Parish Council and need to ensure they had a better understanding of all running costs before making large expenditures. Parish Council are looking to decrease Council Tax element for 2019/20. The budget will be formally approved in January 2019.

Chair A Alsop has spoken to Lloyds Bank and Parish Council can get some interest on our bank account with them. Chair A Alsop will take this forward.

10/11 Dates of future meetings

(all at 7pm at The Pavilion)

10 January 2019

14 February 2019

14 March 2019

11 April 2019

9 May 2019

13 June 2019

11/11 Any items the Chair considers urgent

None

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

Signed:

Date: