

# STOKE LODGE AND THE COMMON PARISH COUNCIL

MEETING ON 8 MARCH 2018

7.00PM AT THE PAVILION, THE COMMON, STOKE LODGE

## MINUTES

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

### **Minute      Agenda Item**

#### **1/12    Welcome and Apologies for absence**

Chair welcomed everyone to the meeting.

Councillors B Hopkinson and G Hasler sent their apologies.

#### **2/12    Declarations of Interest**

None

#### **3/12    Minutes of Meeting held on 8 February 2018**

As agreed the minutes of meeting held on 23 January 2018 have been amended as per discussion at previous meeting. These minutes were previously approved taking into account the amendments and so will now be signed by the Chair.

Parish Council will keep an eye on Brook Way Activity Centre planning proposal. We need to ensure that we are fully abreast of proposals so that we are able to have our say on behalf of the residents. Councillor B Hopkinson is involved in meetings where this proposal will be discussed – he will keep Parish Council updated.

**Action:** Parish Clerk to contact Bradley Stoke Council to ask if we can add our comments to this proposal.

20 Maisemore Avenue has started to be developed. Relations between local Councillors and developer is good at present and he has been open to comments from them.

Rough sleeper has now been housed but belongings have been left behind. Council have been in contact with StreetCare to get these picked up but as yet this hasn't happened. Parish Council will continue to chase them.

The Parish Council are proposing to support reasonable costs of repair to pavements that are in a dangerous state of repair in the Parish, in the absence of action by South Gloucestershire Council to ensure necessary repairs are undertaken. A survey is to be conducted on the worst pavement conditions requiring repair and estimated costs obtained. Prior to agreeing funding The Parish Council

will investigate the future ownership and liability of the repaired pavements in the future.

**Action:** Update local resident who made complaint regarding parking on Cranham Drive.

Joint Burial Committee letter was sent. This issue will be on the agenda for the next meetings of Patchway and Almondsbury Town Councils.

Councillor Tracey Harrison-Ashe proposed and Councillor John Bowyer seconded; and upon being put to a vote it was unanimously **resolved** to:

Approve the minutes as an accurate record of the meeting.

#### **4/12 Responses to Resident Feedback**

Councillors were shown presentation on Resident Feedback that has been collated over last few months.

Next Steps are to provide all Councillors with full responses and to either respond to day-to-day issues or advise residents that this will be fed into a neighbourhood plan for the Parish. This will detail priorities for action in the Parish and necessary monies to achieve the objectives within given timescales.

Councillor B Stokes suggested to hold a couple of coffee mornings at The Pavilion potentially with Townswomens Guild. Parish Council agreed this was a good idea.

Parish Council asked Clerk to ensure responses are agreed between Parish Clerk and Chair before being sent out to residents.

**Action:** Parish Clerk to contact web administrator about the 'jumping' pages on website.

#### **5/12 Health & Safety**

All Councillors have previously been provided with H&S policies for the Parish Council. These were modelled on Bradley Stoke Town Council. Councillors have now read and digested these.

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

Adopt all proposed H&S policies.

**Action:** Parish Clerk to ensure that regular users of The Pavilion have adequate H&S practices and policies in place.

#### **6/12 Queries regarding land ownership in Parish**

Councillor J Blight has drafted letter to South Glos Council in response to Freedom of Information Request that was sent regarding ownership of The Common playing fields.

All Councillors have seen copy of this letter.

**Action:** Parish Council agreed the letter and so this will be sent.

#### **7/12 Parish Council Finance Update**

- Invoice from GB Sports & Leisure for play equipment for £1096.80 and South Glos Council for street signs for £3885.49.

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

Approve the bank statements 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 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 previous month.

#### **8/12 Parish Clerks report**

- General Data Protection Regulations briefing

All Councillors were shown a presentation about the GDPR which is coming in 25 May 2018.

**Action:** Parish Clerk to contact external consultant to come and provide advice and guidance and overview of our existing policies.

- Internal Audit report

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

Approve the Internal Audit report for 2017/18

- Parish Council Complaints Policy

Councillors felt they needed more time to look over this document and so will be carried forward to next meeting.

**Action:** Parish Clerk to re-circulate to Councillors

## 9/12 Planning Applications

- PT18/0580/F 48 Stoke Lane

Parish Council would like to object to this planning application as there is concern that the premises are being used for commercial purposes and that the extensions may be used for commercial purposes.

- PT18/0814/F 12 Staverton Close

Parish Council would like to object to this planning application as there were concerns about the impact this will have on parking within the surrounding streets especially around school times; proposed design comes outside of building line; the design is not in keeping with street scene; and there are concerns that the application incorporates a septic tank on the land.

- PT18/0816/F 23 The Avenue

No objections to planning application

- PT18/0943/F 47 Stoke Lane

No objections to planning application

## 10/12 Dates of Future Meetings

No amendments

Councillors agreed that this venue should continue to be used for all meetings.

## 11/12 Any items the Chair considers urgent

Tiddypeeps will be withdrawing from using The Pavilion as they don't have enough numbers. They will remove their equipment from the premises.

Parish Council are soon approaching end of 3 year deal with South Glos regarding grass cutting charges. Chair to set up meeting with them to re-negotiate contract.

Parish Council need to attract new Councillors to come on Parish Council.

**Action:** Parish Clerk to put notice on noticeboards and website.

Feedback has been received by the Chair that The Pavilion needs a P.A system for meetings. Parish Council discussed and agreed that the acoustics problems need to be sorted before we purchase this. Chair will ask for other contractors to come and quote.

Flooring at The Pavilion – seems to have some damage from the regular wear and tear. Parish Council agreed to renovate flooring to ensure upkeep.

Wifi at The Pavilion is needed – unsure what additional costs would be if any. Chair will approach BT and ask them what the costings would be and speed of service and bring to the next meeting.

Feedback from North Patchway Hall is that their bins have been removed.

**Action:** Chair to call North Patchway Hall about this.

Feedback from local resident about Maisemore Ave signage – the information about it being Cul-de-Sac is very small and often causes issues when large vehicles go down road and then need to turn around. Need signage for all cul-de-sacs in area with a 'T' on it – need Cranham Rd, Maisemore Ave and Shellmor Close.

South Gloucestershire Council's Climate Change strategy – Councillor J Blight has drafted some notes in response to this. He will send this around to all Councillors and then respond on behalf of the Council. Parish Council will look at The Pavilion energy efficiency in near future.

## **12/12 Confidential Item**

This item has been removed from the minutes in line with the Parish Councils Model Publication Scheme.

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

Signed:

Date: