

STOKE LODGE AND THE COMMON PARISH COUNCIL

MEETING ON 14 FEBRUARY 2019

7.00PM AT THE PAVILION, THE COMMON, STOKE LODGE

MINUTES

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

Minute Agenda Item

1/11 Welcome and Apologies for absence

Chair welcomed everyone to the meeting.

Councillor G Hasler sent their apologies.

2/11 Declarations of Interest

None

3/11 Public Speaking Session

Resident 1

Street lighting around Stoke Lodge is sodium lighting and the lights around The Pavilion are LED lighting. Resident asked whether there was the possibility of having LED lighting around The Parish. Chair advised this is South Gloucestershire Council responsibility.

Light on the corner of The Close has been backed into by a car. Chair advised that any light around the Parish has a number on it and this can help to report the repair online. Councillor Dyer also advised that there was also a lens missing from light number 14. Chair will now report these online.

Resident asked when the next newsletter would be produced – Chair advised there will be a small newsletter done in the next month.

The bus shelter on Stoke Lane needs replacing is there a date for renewal. Chair advised a new one has been purchased and Parish Council are awaiting an installation date.

Resident asked if it was necessary to reduce the precept this year. Councillor B Hopkinson advised that this had always been an aim of the Parish Council to reduce it to a level that was appropriate.

Resident 2

Resident asked if a bench could be installed between the green area between Cranham Drive and Bradley Stoke – Clerk to ask Clerk of Bradley Stoke if this area belongs to them or us. Chair advised that there are sometimes issues with these benches which may need to be considered but that Parish Council are happy to consider this.

Resident 3

Resident advised that he was finding more info out about the ownership of the playing field – document states that the people of The Common don't own it. If the resident can get copies of this documentation then Parish Council can add this to the agenda for a meeting.

4/11 Minutes of meeting held on 10 January 2019

The following amendments need to be made before the minutes can be approved:

- Parish Clerk was absent
- Petition regarding the dog bin was not given to the Parish Council at the meeting
- Better reflection of discussion around precept and Councillors who objected to the proposal should be noted.
- Sound attenuation instead of sound-proofing

Matters Arising

- Hedge works on the corner of The Close – South Glos has done works to this area although further works may be needed. Also to do tree works in Sandhurst Close.
- Purchase of computers – Chair spoke to Tony Friend (computer consultant) and the computers have gone up by about £10 extra per unit. Parish Council discussed the possibility of waiting to procure the computers until after the May elections. Councillor A Alsop proposed and Councillor J Blight seconded; and upon being put to a vote it was unanimously **resolved** to:

Discuss the purchase of computers for Councillors after the elections being held in May 2019.

5/11 Correspondence

- Public Right Of Way – Parish Council have received correspondence from a local resident advising that there is a direct line from car park gate which goes through the skate park and play area. Parish Council have advised that this was installed by the previous Parish Council. This issue has also been brought to Parish Council attention and so Parish Clerk will email advising that these items were installed by the previous Parish Council and if it is an issue that needs resolution then to let us know.
- Joint Burial Committee – Correspondence has been received advising that the matter of Stoke Lodge and The Common Parish Council joining the burial committee had been referred to the 2 respective Councils (Patchway and Almondsbury) who had voted that Stoke Lodge and The Common Parish Council had this request denied. Councillor B Hopkinson advised that there may be some changes that come with the May elections. Councillor J Blight discussed that the rights of the people of this Parish that were previously in place had been removed. Councillors discussed whether Parish Council should pursue legal proceedings as this seems to have been an oversight or error when Stoke Lodge and The Common Parish Council came out of Patchway Town Council. Councillors decided to wait until after May elections before they progress action on this.

6/11 Parish Clerks report

- May 2019 Elections – There is a timetable for this process which the Parish Clerk is seeking

support from ALCA. Parish Clerk to also contact Legal and Democratic services at South Glos Council.

- Accountant update – Parish Clerk has recently met with colleague from Dunkleys accountants. Accountant has worked through all of the accounts from last 2 years and is happy that the figures reconcile to Quickbooks figures. Parish Clerk will now approach External Auditors to ask what the way forward is.
- Audit – Parish Clerk is preparing documents for internal and external audit that will be at the end of financial year.
- Postcodes – Royal Mail contacted Parish Council to advise that after discussion with the operational teams they have advised that Patchway must remain as part of the address and that it would be either Stoke Lodge; or The Common depending on the address to ensure there are no issues with the sorting and delivering of the mail. Parish Council discussed this and asked Parish Clerk to advise that the Parish Council reject this proposal. Parish Clerk to ask what are the options for addresses in the Parish now.
- Deed of Variation – as of 21/1 they were drafting the heads of terms for the new lease. Parish Clerk to chase this up and ask for meeting by first week of March to look at draft of the lease.

7/11 Planning Applications

- PT18/4906/F - 5 Staverton Close – this application has now been withdrawn
- PT18/4742/F – 10 Shellmor Avenue - Stoke Lodge and The Common Parish Council has noticed that the application has incorrect information as there is no mains foul drainage in that location. The Planning Officer has asked for further clarification on this point before they can make comment on this application. We as a Parish Council would like to flag up that we are concerned that this correspondence from Harry Clarke hasn't been followed up on as yet. We are also concerned as to where the foul water will now drain into. Stoke Lodge and The Common Parish Council are also concerned about parking in the area as highlighted by the Sustainable Planning Officer – we are aware that South Glos Council have a policy on parking and so we feel that the minimum standards should be adhered to and it would appear to us that a solution may be to use some of the front garden space there to provide 2 parking spaces outside 10 Shellmor Ave..
- PT 19/0497/PNH – 94 Stoke Lane – No comments on this application.

8/11 Parish Council Finance Update

- Payments over £500

Resonics Ltd – Sound attenuation works for The Pavilion £2745.00

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

Approve the above invoice.

Zurich Insurance – Insurance renewal for The Pavilion £1239.27

Councillor B Hopkinson proposed and Councillor B Stokes seconded; and upon being put to a vote it

was unanimously **resolved** to:

Approve the above invoice.

9/11 Dates of future meetings

(all at 7pm at The Pavilion)

14 March 2019

11 April 2019

9 May 2019

13 June 2019

10/11 Any items the Chair considers urgent

- Chair advised that the Flower Shop in Chelford Grove was given fake 4 x £50 notes today 14/2/19 and so all residents should remain vigilant.
- Update on Maisemore Ave development – residents of Sandhurst Close are concerned at the loss of light due to the development. Councillor J Blight asked if anyone had objected to the heights of the buildings when this was in the planning process. Councillor B Hopkinson advised that this application was ‘pulled in’ for further investigation and they asked for a cross-section of the building so that Councillors could see heights. Planning officers advised that the heights were within the limits. Enforcement Officers have attended Maisemore Avenue but not Sandhurst Close site and advised there was no problem with the heights but this was after the building had started. District Councillors carried out a site visit and were advised that there were no issues. Parish Council will write to Planning department and Enforcement Officers expressing their concerns for their residents with regards to this development.
- Proposed revocation of Cribbs Causeway Air Quality Management Area – Councillor J Blight has contacted the Environmental Officer querying the location of other Air Quality Management areas and he will be contacted by them next week. Councillor J Blight suggested that another one be installed in this Parish due to the location between the motorways.

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

Ask Councillor J Blight to draft a letter to South Glos Council suggesting that an AQMA be installed on a property near to Aztec West roundabout.

11/11 Confidential

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: