

STOKE LODGE AND THE COMMON PARISH COUNCIL

MEETING ON 14 MARCH 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

1/10 Welcome and Apologies for absence

Chair welcomed everyone to the meeting.

Councillor G Hasler sent their apologies.

2/10 Declarations of Interest

None

3/10 Public Speaking Session

Resident 1

Resident queried what progress was being made with the Bus Shelter on Stoke Lane. Chair advised that this is on order and Chair is awaiting install date as South Glos Council will carry out this work. Parish Council have also enquired about Real Time Signage on the bus shelters also work involving kerb raising and extending to be accessible to disabled people. This has been estimated to be £30k (however a new quote has been requested as this is 18 months old). At April meeting we should have figures so that a decision can be made. The resident also asked if the current bus shelter was structurally unsafe. Chair advised that in his opinion he thinks it is still solid however Parish Council have decided to replace. Both bus shelters will have their kerbs raised as part of the works.

Resident queried whether we have a Street Cleaner. Chair advised Parish Council have a contract with South Glos Council to do street cleaning. However we also have volunteers who go out into the community and do litter picking.

Amendment 3/10 Resident asked when newsletter would be produced. Chair advised that due to ill health this hasn't been going out as regularly but will be sent out in next 2 months.

Resident also requested copy of annual accounts for 2018/19 – Clerk will post these out to the resident.

4/10 Minutes of meeting held on 10 January and 14 February 2019

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

Approve the January minutes as an accurate record of the meetings providing the minor amendment is made. (Following amendments made by Parish Clerk).

Following amendments need to be made to minutes before they can be approved:

- 4/11 Change from Standish Ave to Sandhurst Close
- 7/11 Change to there is no mains foul drainage
- 10/11 Change to Enforcement Officers attended Maisemore Avenue site
- 10/11 Change to Planning department and Enforcement Officers
- 11/11 Confidential – Parish Council will hold a separate meeting to discuss Parish precept in future years

5/10 Improvements within the Parish

- PROW – Local resident has highlighted that there is a PROW issue across The Common which runs through the play area. Unfortunately this resident did not highlight this issue with Patchway Town Council as they were the ones that built the playground and skate park. Councillor B Stokes asked if due to the length of time if it was now custom and practice – Chair A Alsop advised that South Glos Council had advised that this wasn't the case and it needed to be done. South Glos Council have advised that the painting of a white line to mark the footpath would suffice rather than having to divert the whole path. Chair has contacted South Glos department to get white lines marked in next few months and was advised it would be £500 + VAT.
- Tree Works – Chair A Alsop met Ian Turner, Tree Officer last week with Councillor T Harrison-Ashe and Councillor J Bowyer looked at tree problems on a38; Stoke Lane and Sandhurst Close. The officer advised they will trim and prune the branches in Stoke Lane in due course. Tree Officer will now liaise with Drainage department over tree issues in Sandhurst close as area is in danger of losing storm water drain which will affect several roads and house as the pavement is already damaged. Most residents want the trees to be removed. Parish Council will await the outcome of his meeting. Once we have reply from Tree Officer, Parish Council will follow up with letter to Tree department and Dave Perry, Director of Corporate Resources; stressing concerns over drainage, the desire to have trees removed, there is no TPO. South Glos Council should be able to advise us who is responsible for the maintenance of these trees and the liability if they are not maintained properly and if there is any personal injury. Councillor A Alsop will take some pictures of the issues to add to the letter.
- Pavements – Chair will speak to officers who came to measure the pavements and ask if there is anyway they can strengthen the pavements as there are vans parked on these a lot. 2 pavements have already been approved and Chair will ensure this work is planned in with South Glos Council. Local resident asked about an area on corner of Stoke Lane that is now dipping where people keep parking on this area. Parish Council will explore options to try and improve these areas and will discuss at future meeting.

6/10 Parish Clerks report

- Elections –Parish Clerk reminded Councillors about rules around Purdah during the elections

and election timetable

- Internal Audit – this was being completed on 12th and 13th March 2019

7/10 Planning Applications

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

8/10 Parish Council Finance Update

- Parish Clerk sent around bank statements from the previous month

Councillor Alan Jewell 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.

- Bank Reconciliation was provided to all Councillors

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

Approve the Bank Reconciliation

- Payments over £500

Q4 Localism charges - £1796.62

Advanced Security Systems – replace intruder alarm - £648

Advanced security systems – annual service - £642.00

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.

9/10 Dates of future meetings

(all at 7pm at The Pavilion)

15 April 2019

9 May 2019

13 June 2019

11 July 2019

10/10 Any items the Chair considers urgent

- Proposed revocation of Air Quality Monitoring unit – Councillor J Blight has been in contact with South Glos Council who have advised that the unit is off Oaktree Crescent on one of the houses quite close to Aztec west roundabout. Councillor John Blight has asked if we can get more accurate readings especially around peak times. Councillor John Blight will continue to progress this. Parish Council to write to them to ask them for figures from reading points around the Parish.
- Lease on The Common land – following a meeting with Alice Wolstenholme of South Glos Council, in which a new lease was proposed – Councillors have proposed some amendments to this -mainly around termination notice. An issue that also came to light was that The Pavilion had planning permission but didn't have permission from the landowner to build the property. Parish Council will now ask to purchase the land in its entirety or if this isn't an option then just a portion of the land. Councillor B Hopkinson has drafted a letter to South Glos Council which he will send to Parish Clerk to format and send on to South Glos Council.
- Builders at Maisemore Avenue – rubbish is being chucked over the fence onto the A38 - a local resident reported this to Parish Council. Parish Clerk to contact Jeremy Robbins robins.homes@hotmail.co.uk and ask him to clear this up.
- Litter bins – 2 within the Parish these are currently being installed
- Postal Addresses – latest response from Royal Mail may mean that this issue is progressed by separating out Stoke Lodge as one area and The Common will be another area as per the postcodes and address details. Parish Council to send an email to Tanya Gourley - T Harrison-Ashe will draft a letter regarding this and send to Parish Clerk.
- Ice-cream van – Local ice-cream vendor has highlighted that there are a number of unlicensed ice-cream vans in the area and he is losing business. Parish Clerk to contact Keith Cranney at Licensing to ask what we can do about this once vendor has confirmed licence plate numbers.
- Notice of Traffic Orders – Parish Council fully support these proposals.
- Councillor J Bowyer asked what progress is being made to install plaque to go on bench dedicated to Councillor S Giles. B Stokes will approach the family.
- Councillor A Dyer advised that The Close hedges have been trimmed. Has noticed an increase in cars parked right up onto the kerb and into the hedge.

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

Signed:

Date: