

STOKE LODGE AND THE COMMON PARISH COUNCIL

MEETING ON 15 APRIL 2019

7.00PM AT THE PAVILION, THE COMMON, STOKE LODGE

MINUTES

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

Minute Agenda Item

1/11 Welcome and Apologies for absence

Chair welcomed everyone to the meeting.

Councillor G Hasler and A Jewell sent their apologies.

Councillor B Hopkinson did not attend.

2/11 Declarations of Interest

None

3/11 Public Speaking Session

No members of the public present

4/11 Minutes of meeting held on 14 February 2019

- *Amendment 10/11* Enforcement officers attended Maisemore Avenue but not Sandhurst Close site.
- *Amendment 11/11* For future years the Parish Council will hold an Extraordinary meeting to discuss the Parish precept.

Minutes of meeting held on 14 March 2019

- *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.
- *Amendment 5/10* Tree Works – should read Sandhurst Close not Sandhurst Avenue.
- *Amendment 5/10* PROW – Chair has contacted South Glos Council department to get white lines marked in next few months and the cost to residents will be £500 + VAT.
- *Amendment 5/10* Tree Works – should read Councillor A Alsop was going to take pictures
- *Amendment 15th* April meeting date

- *Amendment 10/10* Change from Postcodes to Postal Addresses
- *Amendment 10/10* change from 3 to 2 litter bins.

Matters Arising

- Volunteer for street cleaning. Chair will organize to meet up with him and get this going.
- Tree Officers have been out visiting in the local area.
- Lease letter has been sent but no reply as yet.
- Clerk has requested air quality numbers from Environmental Health
- Contact Tanya Gourley to advise that the only correspondence should come from Parish Clerk in the future regarding postal address.
- Councillor B Stokes contact Councillor S Giles son regarding the plaque in her honour. Councillor B Stokes will now draft some wording and send to family for approval or give them a choice as to whether they would like anything.

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 with the above amendments.

5/11 Internal Audit report 2018/19

Parish Clerk presented the in-year Assurance Internal Audit report for 2018/19 to the Parish Council meeting. The action plan was discussed and Councillors were updated on the progress on each action point.

Action 1.3 stated that the Quarterly Report currently being presented to Councillors was not sufficient to meet the Financial Regulations. However, Councillors would like the Parish Clerk to feedback to the auditor that the financial reports which are currently being run from Quickbooks are far more accurate than a spreadsheet which would need to be manually updated. Parish Clerk to ask whether we can continue to run reports from Quickbooks.

6/11 Hire of The Pavilion

- Fees and Charges 19/20 – Councillors were presented with the existing fees and charges which have been in place since 2015/16. After discussion of the fees by the Parish Council

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

Approve the fees and charges for 2019/20 at the same level as previous years.

- Hire Agreement for The Pavilion – Councillors were presented with the current hire agreements; one for regular users, and one for ad-hoc bookings. After discussion and consideration

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

Approve the hire agreements that are currently in use

7/11 Parish Council Finance Update

- Parish Clerk sent around bank statements from the previous month

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

Approve the bank statements for the previous month for all accounts.

- Bank Reconciliation was provided to all Councillors

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

Approve the Bank Reconciliation

- Payments over £500 (£540.00 to Dunkleys for Accounting Services; £1461.60 to South Glos Council for installation of 2 bins; £990.00 to South Glos Council for Internal Audit services; £4243.56 to South Glos Council for wages for Parish Clerk and Cleaner for Dec-Feb)

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

Approve the above invoice.

- Quarterly Finance Report

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

Approve the Quarterly Finance Report

8/11 Parish Clerks report

- Statement of persons nominated has been published in Parish noticeboards.
- All Councillors who have been nominated for the election have received a pack from Electoral Services. Within this pack there is a Spending Declaration form which needs to be signed by all Councillors and submitted by end of May 2019. There is also a form for naming a Counting Official and this form needs to be completed by 25/4.
- Internal Audit 3 year contract with South Glos Council has now come to an end. Parish Clerk asked whether Councillors would like to continue with this service and enter into a new 3 year contract.

Councillor Andrew Alsop proposed and Councillor John Bowyer seconded; and upon being put to a vote it was unanimously **resolved** to:

Approve entering into a 3 year contract for Internal Audit services with South Glos Council.

9/11 Planning Applications

- PT19/3415/F 12 Station Road – Councillors have attended the site and have no comments to make on this.
- PT19/2902/F 2 Amberley Road – Councillors have attended the site and have no comments to make on this.

10/11 Dates of Future Meetings

(all at 7pm at The Pavilion)

9 May
13 June
11 July
12 September
10 October
14 November
12 December

11/11 Any items the Chair considers urgent

- Water mains pipework in a number of roads in the area which will mean some pavements are being taken up for the works. Chair Andy Alsop will take up these issues with relevant officers before work is done.
- Chair A Alsop advised that he has been in contact with BSUFC and there is no guarantee of a football club to use pitches for next football season.
- Gypsy Patch Lane resurfacing works – Ben McGee, Officer for South Glos Council has invited Councillors to meet with him to discuss the issues. Chair Andy Alsop will contact Ben McGee to arrange the meeting - Councillors to advise of convenient dates.
- Air Quality Management Area – Councillor J Blight has been contacting the department involved for more detail and numbers and has had no reply as yet. If no reply has been received by next meeting then Parish Council will draft a letter to Leader of South Glos Council.

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

Signed:

Date: