

STOKE LODGE AND THE COMMON PARISH COUNCIL

MEETING ON 9 MAY 2019

7.00PM AT THE PAVILION, THE COMMON, STOKE LODGE

MINUTES

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

Minute Agenda Item

1/14 Welcome and Apologies for absence

Chair welcomed everyone to the meeting.

Councillor R Strong sent her apologies.

2/14 Declarations of Acceptance of Office

All Councillors have now signed these.

Councillor R Strong will be sent hers and asked to complete before the next meeting.

3/14 Election of Chair of Council for the coming year

Parish Council opened the floor to nominations for the position of Chair of Parish Council for the coming year.

Councillor Andrew Alsop was nominated as Chair by Councillor T Harrison-Ashe. No other nominations were received.

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

Appoint Councillor Andrew Alsop as Chair of the Parish Council for the coming term.

4/14 Election of Vice-Chair for the coming year

Parish Council opened the floor to nominations for the position of Vice-Chair of Parish Council for the coming year. Councillor John Bowyer advised he would not be standing again. Parish Council thanked him for his service as Vice-Chair.

Councillor Tracey Harrison-Ashe was nominated as Vice-Chair by Councillor A Dyer. No other nominations were received.

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

Appoint Councillor Tracey Harrison-Ashe as Vice-Chair of the Parish Council for the coming term.

5/14 Approval of Standing Orders, Financial Regulations and Code of Conduct

Due to the election of 3 new Council members, it was felt prudent to postpone the approval of these items until June meeting so that proper consideration could be given to them by the new Councillors.

Parish Clerk will ensure that all Councillors are emailed a copy.

6/14 Appoint Committees and agree calendar of Meetings

Parish Council discussed the calendar of meetings which involves meetings to be held every 2nd Thursday of the month (apart from August).

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

Maintain the current calendar of meetings

7/14 To appoint 1 member to represent the Council on the ALCA Area Group

Parish Council discussed attendance at these meetings as Parish Council often doesn't receive notifications of these. Parish Clerk to check with ALCA Secretary that we are correctly added to email list.

Councillor Andrew Alsop agreed to attend on behalf of Parish Council.

8/14 To appoint an Internal Auditor for 2019/20

Parish Clerk advised that we currently use the services of South Glos Council to conduct our internal audit twice a year. This seems to work well and they have been helpful and provided guidance when needed. Councillors asked what the prices were compared to external companies and Parish Clerk advised this would have to be looked at further to determine if they are value for money.

Councillor J Butler advised that it may be possible to negotiate costs with South Glos Council as presently we are charged a 3 day minimum charge. Parish Clerk to email audit services.

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

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

(This vote was carried with a majority of 6 Councillors and 2 abstentions)

9/14 To approve the Annual Governance Statement 2018/19

Councillors considered all the statements with the Annual Governance Statement and answered 'Yes' to all statements.

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

Approve the Annual Governance Statement 2018/19

10/14 To review the Councils assets

Councillors were advised of all items currently on Asset Register. Chair Andrew Alsop requested that the PA system be added to the register. Parish Clerk will action.

Councillors discussed the age of the values placed on the community building, play equipment and skate park. Councillors requested that a re-valuation be carried out on these assets to ensure they are correct.

Councillors also requested that assets be included in a 'management plan' which depreciates the assets over a period of time including replacement dates and values.

11/14 Correspondence

Patchway Festival have written to Parish Council to ask for £250 towards the festival. After discussion Councillor Brenda Stokes proposed and Councillor Tracey Harrison-Ashe seconded; and upon being put to a vote it was **resolved** to:

Make a one off contribution to Patchway Festival this year and agree a policy on donations and grants for coming years.

(This vote was carried with a majority of 7 Councillors and 1 abstentions - Councillor J Butler declared an interest that he is a Councillor on Patchway Town Council.)

12/14 Minutes of Meeting on 15 April 2019

Chair advised that he has seen the volunteer for street cleaning and is going to provide him with the necessary equipment to carry out the tasks.

Tree officers have attended the site who have advised that each tree has a valuation of £20000. Councillor Tracey Harrison-Ashe will liaise with them re tree issue in Sandhurst Close.

Chair took the opportunity to advise all Councillors that all correspondence on behalf of the Parish Council must go through the Parish Clerk.

Chair advised that he would like Parish Clerk to go to South Glos Council to advise them that we would like to negotiate a yearly contract and not 3 year contract.

Parish Council now has wording for plaque to go on Councillor S Giles bench – Councillor J Butler suggested this goes on stainless steel plate to avoid rusting.

Work going on in Stoke Lodge with regards to water works – there are delays on the works already. Once works have been done and roads have been resurfaced then Parish Council will go back and look at pavements that need to be resurfaced. Parish Council may complete works on 3-4 pavements and will ask South Glos Council to carry out works on 3-4. Councillor J Blight stated that he was surprised South Glos Council were able to leave the pavements in such a state of disrepair. Chair advised that after much discussion with the officers involved, it seems there needs to be a significant hole before they will take action.

Parish Council attended a meeting today regarding Gypsy Patch Lane – South Glos Council will be monitoring the closure from June for 1 month and will use the info to see what the traffic situation will be like to identify hotspots of congestion. Parish Clerk to send through dates once received from Chair. Councillors felt that South Glos Council did not seem to offer a solution/contingency plan to the inevitable traffic problems that will occur. They did advise that they will increase the number of Traffic Enforcement Officers

Air Quality Management Area – Councillor John Blight has had a conversation with person who manages this for the area. Councillor Blight has asked for more and better figures than they currently have. Councillors feel that the area needs figures that can be gathered during peak times and also when Gypsy Patch Lane is closed. Parish Council to submit letter to contact at AQM dept requesting these figures.

13/14 Finance update

- Parish Clerk sent around bank statements from the previous month

Councillor Brenda Stokes 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 for all accounts.

14/14 AOB

Parish Clerk to follow up on letter sent to South Glos Council re 20 Maisemore Avenue development as no response has yet been received.

Joint Burial Committee – Councillor J Butler asked whether a legal challenge could be mounted if someone has Almondsbury written on their birth certificate. Parish Council to consider seeking legal advice on this matter.

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

Signed:

Date: