

STOKE LODGE AND THE COMMON PARISH COUNCIL

MEETING ON 11TH JULY 2019

7.00PM AT THE PAVILION, THE COMMON, STOKE LODGE

(APPROVED) MINUTES

Present: Councillors Andrew Alsop, John Bowyer, Andrew Dyer, John Blight, Jon Butler, Bryan Hopkins, Rebecca Strong and Brenda Stokes. (Also, in attendance was Stephen Shield (Parish Clerk & RFO))

Minute Agenda Item

1/7/19 Welcome and Apologies for absence

Chair welcomed everyone to the meeting.

Apologies received from Cllr Tracey Harrison-Ashe. There were no South Gloucestershire Ward Councillors present at the meeting.

2/7/19 Declarations of Interests/Dispensations

None.

3/7/19 Public Speaking Session

Three members of the public were present for part of the meeting. Concerns were expressed regarding the future of The Hut as this item was placed on the agenda for discussion later in the meeting.

4/7/19 Minutes of Meetings on 13 June and 27 June 2019

Councillor Brenda Stokes proposed, and Councillor Andrew Dyer seconded; and upon being put to a vote it was unanimously **resolved** to approve the minutes as an accurate record.

A review meeting will be held on the 22 July 2019 regarding the introduction of proposed additional traffic calming measures on both Stoke Lane and Little Stoke Lane.

The pathways and bollard protection on the PROW at the back of the Common had been explored by StreetCare with feedback stating that any more security measures being introduced would restrict access for other users. It was agreed that Councillors would visit site to establish if signage would be appropriate.

StreetCare are currently working on a waiting restriction scheme proposal for the area around Chelford Grove Shops and will keep the Parish Council informed of any developments.

There have been no reports made to the Police or the SGC ASB Team regarding drug dealing in the vicinity of Stranshaws Close. The Neighbourhood Police Beat Team have been made aware of recent

concerns when patrolling in the locality.

Stoke Lane road repairs have been included in a programme of works for this year with the date to be advised soon.

Surface concerns have been examined at both Shellmor Avenue and Maismoor. It has been reported that the loss of the surface is not a hazard but does make the road look worse than it is. Both roads have been included for future re surfacing when funds become available which is unlikely for a couple of years. In the meantime, any defects that become dangerous will be dealt with.

Trees have been examined in Stoke Lane which were reported as overhanging and causing visibility issues, but a site visit has determined no action required at this time.

Durham Parade surfacing was examined but no works required at this time.

Any safety matters concerning sunken gutters around Shellmor Avenue and Amberley Road will be repaired as required.

Surfaces at Burford Avenue and Bibury Avenue have now been completed. Fairford Crescent and Stoke Mead works are also due to be completed shortly.

Some tree works has taken place at Sandhurst Close with further works to be completed following the bird nesting season.

A New Basketball Hoop in now in place at The Pavilion.

5/7/19 Charitable Donations and Grants

A Draft Parish Council Grants Form was produced for consideration by Council. It was agreed that Councillors would provide any comments to the Clerk before the new Grants Form was approved by the Council at the next meeting. In the meantime, a request for funding staffing costs towards Amberley Road Café was declined.

6/7/19 Internal Audit Services

A proposal from South Gloucestershire Council Internal Audit Services was considered costing £250+VAT per day for a 3-year period effective from April 2019. On being put to a vote it was unanimously **resolved** to the new contract which contained a 3-month notice period.

7/7/19 Parish Council Finance Updates

No Payments over £500 were considered at the meeting.

External Audit paperwork received by PKF Littlejohn and currently being assessed.

New Lloyds and Barclays Bank Mandates to be completed.

It was agreed that Bank Statements and Reconciliations would be tabled for the months of June, July and August 2019 at the next meeting.

Recent BT Phone Bill to be checked for accuracy following concerns raised by Councillors about the total amount.

Electronic Banking Survey carried out by ALCA with results to follow.

RBS Omega Financial Software to be pursued to replace existing financial packages to improve the quality of financial reporting at future meetings.

New Laptop to be purchased due to problems with existing IT equipment.

8/7/19 To receive updates on the following matters

The Hut - Councillors provided reassurance to the residents in attendance that The Hut would remain in place for the benefit of the local area as a community asset. No detailed discussions have taken place to date regarding the premises. It is possible that a new community will be formed soon. It was relayed that the nearby Rodway Road Community Centre had a covenant in place. It was agreed that a Land Registry Search would be undertaken to establish some background history and ownership of the land.

Pavements – Costs for Stoke Lane £13,077.30, Painswick Avenue £13,077.30, Chelford Grove North £3,132.69 and Chelford Grove South £2,475.55 were tabled for consideration. A further detailed specification was requested by Council owing to concerns about the proposed depth of the digs specified being potentially insufficient leading to increased maintenance in the future. A request would be made for additional works to be costed prior to authorizing this work.

Bus Shelter – Original cost was £30,000 but now have cost significantly lower of £13,261.94 to include supply, install and commissioning. The existing shelter is very well used, and the new shelter will be sufficiently sized for local demand. Councillor Brenda Stokes proposed, and Councillor Rebecca Strong seconded; and upon being put to a vote it was unanimously **resolved** to approve the purchase of the new Bus Shelter. As a side matter a Green Travel Policy was discussed and will be considered at a future meeting for the locality.

Pavilion Compound – Contractors have met on site to discuss repairs to existing fencing. Anti-Climb paint has proven useful.

9/7/19 Planning Applications

P19/5465/F – 26 Cranham Drive, Patchway, Bristol, South Gloucestershire, BS34 6AQ – Erection of a two-storey side, single storey rear extension and porch to form additional living accommodation – No Objection

P19/5047/F – 8 Shellmor Avenue, Patchway, Bristol, South Gloucestershire, BS34 6BS – Erection of single storey side extension to form additional living accommodation
– Application already determined

P19/6294/F – 19 Bourton Close, Patchway, Bristol, South Gloucestershire, BS34 6EQ – Installation of 1 No. front and 1 No. rear dormer to facilitate loft conversion
– No Objection

Councillor R Strong volunteered to be the designated Councillor for planning applications.

10/7/19 Any items the Chair considers urgent

It was agreed unanimously that Councillors would be happy to receive electronic communication for meetings correspondence once new Councillor email addresses were established.

It was agreed that a Chairmans Allowance would be discussed in more detail at a future budget setting meeting.

South Gloucestershire Ward Members to be invited to all future meetings of the Parish Council.

11/7/19 Councillor Points/Updates

TV License confirmed now in place at The Pavilion.

Quarterly Newsletter to be considered highlighting the work of the Parish Council.

Town and Parish Council Website Regulations currently being reviewed. Parish Council to consider managing website in house and making any changes as required for compliance purposes.

Brownies last meeting at The Pavilion will be on 10 July 2019 returning middle of September.

General Power of Competence to be considered by the Parish Council at the next Annual Meeting of the Council.

Shirley's Memorial Bench and Plaque discussed and the possibility of organizing a small community event and included the family.

12/7/19 Date of Next Meeting

7pm Thursday, 12th September 2019 at The Pavilion, The Common, Stoke Lodge.

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

Signed:

Date: