

STOKE LODGE AND THE COMMON PARISH COUNCIL

MEETING ON 12TH SEPTEMBER 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, Tracey Harrison-Ashe and Brenda Stokes.

Minute Agenda Item

1/9/19 Welcome and Apologies for absence

Cllr Andrew Alsop welcomed everyone to the meeting.

Apologies received from Stephen Shield (Parish Clerk & RFO), Cllr Franklin Owusu-Antwi and Cllr Sarah Pomfret.

2/9/19 Declarations of Interests/Dispensations

None.

3/9/19 Public Speaking Session

A member of the public was present at the meeting to raise concerns about the recent felling of birch trees in Sandhurst Close. Cllr Andrew Alsop advised there had been a long history of tree route damage and flooding in and around this location. It was agreed that new semi mature trees would be considered for planting with locations to be determined soon.

4/9/19 Minutes of Meeting on 11th July 2019

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

Updates

New Laptop has been purchased due to problems with existing IT equipment. The content from the previous laptop has been successfully transferred across to the new laptop.

BT Quarterly Billing investigated by the Parish Clerk following concerns by Councillors regarding recent high billing. A refreshed BT contract was implemented in September 2018 which had since seen two price increases added by BT. It was reported the current broadband, line rental and call barring charges amount to £78.50+VAT per month. It was confirmed there had been no unusual charges incurred on the account in recent times. This contract is next up for renewal in August 2020. New online login information has been established to monitor future use of the BT account. No updates available for the meeting in relation to the land registry search for The Hut.

It was agreed that a TV Licence was not required for The Pavilion at the present time and that the Clerk would confirm this in writing with TV Licensing. It was noted that warning letters had been sent

to The Pavilion threatening fines should the premises be screening live television without the appropriate documentation in place.

A memorial Plaque for Shirley is being progressed and it is hoped that a small community event can be held soon with her family invited.

The Parish Council are currently awaiting further information from South Gloucestershire Council on the newly approved Bus Shelter and any updates will be provided at the next meeting.

It was agreed that a 5 Year Plan would be discussed at the next meeting and would incorporate the proposed improvements to local pavements. Such a plan will assist with budget setting in future years.

5/9/19 Charitable Donations and Grants

The Draft Parish Council Grant Form was discussed during the meeting with an additional comment requesting for inclusion relating to the Council having the ability to request more information for criteria purposes if required. It was agreed that the refreshed grant form would be considered for approval at the next meeting.

6/9/19 Parish Council Finance Updates

Rialtas Business Solutions Omega Financial Software - Councillor Brenda Stokes proposed, and Councillor John Bowyer, seconded; and upon being put to a vote it was unanimously **resolved** to purchase Omega Financial Software/Remote Install/Setup and Chart of Accounts £945.00, the 1st Year Annual Support and Maintenance Single User Licence £255, Annual Support and Maintenance £255, Making Tax Digital for VAT £59 and Training £399. It was agreed that Bank Statements and Reconciliations would be tabled for the months of June to September 2019 at the next meeting using the new Rialtas Financial Software. It was agreed that Councillor Andrew Alsop would attend the forthcoming financial training session with the Clerk.

Gas and Electricity Accounts - Cllr Andrew Alsop informed the Council that both the Gas and Electricity Accounts had both been renewed on new 3 Year Fixed Term contracts with British Gas which included a Gas Zero Standing Charge being negotiated potentially saving the Council hundreds of pounds per year.

New Lloyds and Barclays Bank Mandates to be completed to reflect both Councillor and Parish Clerk changes.

7/9/19 Planning Applications

P19/10815/F – 5 Staverton Close, Patchway, Bristol, South Gloucestershire, BS34 6AH – Erection of 1no dwelling and associated works (re-submission of PT18/4906/F) – The Parish Council strongly object to this new application. The existing residents suffer with parking problems daily. There are up to five adults with cars at this property at any one time and the very shallow cul-de-sac does not have the capacity for these existing vehicles. To introduce another car and reduce the existing main

residence parking from two to one is not a viable option.

P19/8623/F – 1 The Avenue, Patchway, Bristol, South Gloucestershire, BS34 6BD – Erection of 2m fence (Retrospective) – The fence has been erected without planning permission. The height of the fence is not in keeping with fencing in the area. It is too tall and can cause a traffic safety issue for pedestrians. This fence should be reduced in height to match other properties in this quiet area.

8/9/19 Play Inspection Report

The Play Inspection Report was deferred for discussion until the next meeting.

9/9/19 Any items the Chair considers urgent

Councillors requested that the Clerk produced hard copy communication with due notice prior to meetings. Any other relevant communication in between meetings will continue to be distributed electronically to Councillors with access to emails.

10/9/19 Date of Future Meetings

7pm Thursday, 10th October 2019 at The Pavilion, The Common, Stoke Lodge.

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

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

Signed:

Date: