

**STOKE LODGE AND THE COMMON PARISH COUNCIL**

**MEETING ON 11 JUNE 2020**

**7.00PM VIRTUAL MEETING OVER ZOOM**

**MINUTES**

**Present:** Councillors Andrew Alsop, Andrew Dyer, John Blight (part), Bryan Hopkins, Rebecca Strong, Jon Butler and Brenda Stokes. (New Parish Clerk Annie Wherrett also attended).

**Minute            Agenda Item**

**1/11                Welcome and Apologies for absence**

Chair welcomed everyone to the meeting.

Councillor Tracey Harrison-Ashe ( who is currently on lockdown with a relative who has no wifi and so is excluded from the 6 month rule) and Councillor John Bowyer sent their apologies.

No apologies were received from District Councillors. They have attended 1 out of 11 meetings. Councillor Andy Alsop advised that he has contacted South Glos Council to try and take this forward. District Councillors will be sent an agenda and minutes for each meeting.

**2/11                Declarations of Interest**

None

**3/11                Public Speaking Session**

No members of the public were present

**4/11                Minutes and Matters Arising of Meeting on 14 May 2020**

5/11 (amendment)

Parish Council have not heard anything from District Councillors this calendar year. They have only attended 1 meeting in the Parish Council calendar year.

Matters Arising

5/11 Pavements haven't been progressed at the moment as there has been an error with the bill. This will be progressed when the bill has been corrected. Chair is collating pavements that need improvement for next stage.

6/11 Overgrown hedge by pub has now been pruned.

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.

#### **5/11 Standing Orders and Financial Regulations**

Following the recent Parish Council In Year Audit an action needed was to reconcile the amount between the Standing Orders and Financial Regulations that state at what level tendering is required. After discussion

Councillor Jon Butler proposed and Councillor Bryan Hopkins seconded; and upon being put to a vote it was unanimously **resolved** to:

*Approve the level tendering is required to £20,000. Parish Clerk will make amendments to the documents.*

Councillors were also given copies of the Standing orders and Financial Regulations for review.

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

*Approve the Standing Orders and Financial Regulations with the only amendment being the amount at which to tender.*

Councillors were also given copies of the CV19 Supplementary Standing orders for review.

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

*Approve the CV19 Supplementary Standing Orders.*

#### **6/11 In-Year Audit report**

Councillors were sent a copy of the In Year Audit report compiled by South Glos Council officer. There were a number of required actions this year and Parish Council were given the opinion 'Improvements Required'. There are a number of actions that can easily take place ready for the end of year audit next week.

#### **7/11 Parish Council Finance Update**

- Invoices over £500

Councillors were provided with details of the following invoices:

South Glos Council Internal Audit Fee £1800

South Glos Council Localism charges £1811

Councillor Brenda Stokes proposed and Councillor Jon Butler seconded; and upon

being put to a vote it was unanimously **resolved** to:

Approve the invoices for payment.

- Bank statements

Councillors were provided with bank statements for the accounts.

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

Approve the bank statements.

- Bank Reconciliation

Councillors were provided with copies of the Bank Reconciliation.

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

Approve the bank reconciliation for this month.

#### **8/11 Lettings at The Pavilion**

Councillors were asked to review the current lettings agreement for The pavilion regular users and also the current fee structure.

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

Approve the current lettings agreement and fee structure.

#### **9/11 Planning Applications**

None

#### **10/11 Future Meetings**

At present all future meetings will be held online for those Councillors who can use it.

Next meeting will be July 9<sup>th</sup> 2020.

#### **11/11 Any items the Chair considers urgent**

- Tree Surgeon

Local resident has been asking about the proximity of trees to her house near The Common. Western Power have attended and agreed to cut the trees 3 metres away from the power lines. Awaiting a date.

Tree Surgeon will also attend to trees near Stoke Lodge school.

- Bus Shelter

This has now been installed and we are awaiting the Real Time sign to be installed in due course. Councillor Andy Dyer advised that he has become aware of a method to remove graffiti.

- Pavements

Next phase of pavements is being planned for near future.

- Potential use of football pitch

Chair has been approached by local football club to run training sessions and matches on Saturday, Sunday and Wednesday evenings. Parish Council will approach local football club to discuss fee structure.

- Clerk equipment

Chair will purchase a good standard laptop, mobile phone and sim card for new Clerk. Councillors agreed for these purchases to go ahead.

- Roofing works at Fairford Crescent

Councillor Rebecca Strong asked if the resident had planning permission as Councillors had not seen this. Chair advised this could be existing permissions.

- Car Park

There seems to be a lot of rubbish in the area, drug activity etc especially on the weekends. Chair has contacted the PCSO team and he has had no reply.

- Property sale

Cottages on The Avenue have been sold to a developer in Jersey and so this is an issue that the Council needs to keep up-to-date with.

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

Signed:

Date: