STOKE LODGE AND THE COMMON PARISH COUNCIL

MEETING ON 8th April 2021

7.00PM VIRTUAL MEETING OVER ZOOM

MINUTES

Present: Councillors Andrew Alsop, Tracey Harrison-Ashe, Andrew Dyer, Jon Butler, Brenda Stokes, Bryan Hopkins, Rebecca Strong (part)

Minute	Agenda Item

04.21.1 Welcome and Apologies for absence

Chair welcomed everyone to the meeting.

Councillor John Bowyer sent his apologies. Councillor John Blight did not attend this meeting. No Ward Members were in attendance or sent their apologies for this meeting.

04.21.2 Declarations of Interest

None

04.21.3 Public Speaking Session

No members of the public were present at the meeting.

04.21.4 Ward Members Session

No Ward Members attended this meeting. The council continue to be extremely disappointed that ward members have not attended a parish council meeting or sent apologies since January and have not communicated in any way.

Action – Clerk to email Ward Members to raise complaint regarding their continued non attendance at meetings.

04.21.5 Approval of Minutes and Matters Arising from Meeting on 10th March 2021

Councillor Bryan Hopkins proposed and Councillor Brenda Stokes seconded; and upon being put to a vote it was unanimously resolved to:

Approve the minutes as an accurate record.

Update on Previous Matters

Laptops for Holy Family primary school – we have settled this invoice but have not yet heard if they have been received.

5.21.

Action – clerk to email Kevin Walke at the school to check if laptops received.

Pavilion Door – issue now rectified with no cost incurred.

Kitchen – now complete

Wheatpatch – They have confirmed that they will not be reopening for at least another month.

Football – They have started to train and play again. Chair Andrew Alsop has advised that he has reminded them that they **must not** park on the Public Right of Way in the car park.

The Hut – one of the Councillors has reconsidered their position and no longer wishes to be a trustee. Chair Andrew Alsop has advised the Trustees solicitor that we are not in a position to take it over at this stage. It has been noticed that the current trustees appear to have removed their contact details from the noticeboard so we are unsure what is happening with regards to bookings at the moment.

04.21.6 Trees in Parish

A quote from our preferred Tree Surgeon was shared with the councillors for £650 + VAT to carry out the felling of a maple tree overhanging a garden and to cut back the overhang of some Hazels.

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

Approve the quotation for this work.

04.21.7 Audit 23rd/24th March Update

The audit went reasonably well with some good feedback being received. There are some areas we need to look at. We need to review and update Financial Regulations and Standing orders regarding quotations and tendering as there is some confusion o over this. We need to look at our Risk Assessment Schedule and Health and Safety checklists as these have not been updated for some time. We also need to make sure the H & S risk assessments are being undertaken and recorded regularly. The schedule of fees needs to be further updated to include all letting charges (currently does not specify the different levels for Brownies and AYFC). We are awaiting the full report and will update further and effect any required actions when it is received. Any this which need to be updated will be added to the May agenda.

Chair Andrew Alsop thanked Clerk Annie Wherrett for the work undertaken to get to this point.

04.21.8 Annual Assembly of Electors – Late April

We need to hold a meeting annually which is just for the electors. It is open to any of the electors within the Parish and gives them an opportunity to meet the council and raise any queries they may have. This has to be done between 1st March and 1st June every year. We propose to hold this in late April to enable us to do this remotely whilst COVID restrictions still apply. It is not a requirement that the full council attend but support would be appreciated.

04.21.9 Newsletter - Councillor Brenda Stokes

A Parish newsletter has been prepared by Councillor Brenda Stokes and circulated to the Parish Council. Chair Andrew Alsop invited other councillors to send details of anything they would like to add by the end of the month so we can add photos and send to print.

04.21.10 Latest scams and Building Regulations – Councillor Rebecca Strong

Scams - There are a number of scams circulating at the moment that we should be aware of these include:

Parcel delivery failure with a request for payment to rearrange delivery

Car Tax Payment not made and tax expired

HMRC – tax refund or demand

Councillor Tracey Harrison-Ashe suggested that all check the 'Next Door' website as this provides a lot of local information including things like these scams. Here is a link to the website - Nextdoor.

Building Regulations - We need to make sure we are aware of all building regulations when considering planning applications as it seems some may be being submitted/ap proved which are in breach of the regulations.

04.21.11 The Common Path Drainage & E-Scooters – Councillor Jon Butler

The Common Path Drainage - The works undertaken at the bottom of the common have not rectified the problem with the drainage neither have the council reinstated the barriers leading onto Brook Way and this is still being used like a thoroughfare for motorbikes and e-scooters alike.

E-Scooters – These are proving to be a real issue and many dangerous actions by the riders of them have been witnessed. The privately owned scooters are becoming more of a problem since the trial has started. Many of those riding them are clearly underage and without the necessary road sense. We need to ensure that we report all issues that we witness as well as those which are reported to us. There is a link on the recent email shared by the Clerk.

6.5.21.

04.21.12 Parish Council Finance Update

- **Invoices over £500**

  1. GB Sport and Leisure £4075.38 for benches and picnic table (to be agreed)

  Councillor Brenda Stokes proposed and Councillor Andrew Dyer seconded; and upon being put to a vote it was unanimously resolved to: Approve the payment of £4075.38 to GB Sport and Leisure

  2. South Glos Laptops £2500.00 (paid – as agreed in February Meeting)
  3. Insurance £1360.66 following updates to cover (paid – as agreed in March meeting)

- **Bank statements**

  Councillors were provided with fully detailed bank statements for the accounts.

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

  Approve the bank reconciliation for this month.

  Bank Account change – Chair Andrew Alsop Advised that we have been trying for some time to make the necessary signatory changes to the historical Account but it is not being actioned and they are not proving helpful on the phone. Unity Trust Bank appear to be the Bank with the best understanding of local councils and have been recommended by other councils. It is therefore suggested that we close the Barclays account and Transfer the funds and direct debits to Unity Trust as soon as possible.

  Councillor Jon Butler proposed and Councillor Andrew Dyer seconded; and upon being put to a vote it was unanimously resolved to: change the bank account to Unity Trust Bank

  Budget vs Expenditure 2020/2021 – Clerk Annie Wherrett presented the council (via zoom screenshare) with the fully completed budget spreadsheet for 2020/21 which shows the monthly and annual expenditure against each area of the budget. The layout and detail of the spreadsheet was explained and Clerk reiterated the fact that this information was used in the preparation of the 2021/22The spreadsheet will be sent to the Councillors for them to look at it in greater details. Clerk Annie Wherrett confirmed that these updates will be provided quarterly in future.

  Action – Clerk Annie Wherrett to send budget vs expenditure 2020/21 spreadsheet to full council and 21/22 spreadsheet to be shared quarterly in future.

04.21.13 Planning Applications

- 12 Painswick Avenue – Front and Rear Dormers for loft conversion
- 9 Stoke Lane single storey rear extension (approved)

04.21.14 Date of Next Meeting

06 May 2021

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

04.21.15 Any other items the chair considers to be urgent.

Fly tipping – There have been increased incidents of fly tipping. These are being monitored, recorded and reported to the relevant authorities. Any such incidents can be reported on the South Gloucestershire Report it link:
Report it | South Gloucestershire Council (southglos.gov.uk)

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

Signed: Date: 6.5.21.