

STOKE LODGE AND THE COMMON PARISH COUNCIL

MEETING ON 15th July 2021

7.00PM AT THE PAVILION, THE COMMON, STOKE LODGE AND THE COMMON.

MINUTES

Present: Councillors Andrew Alsop, Andrew Dyer, Jon Butler, Brenda Stokes, John Blight.

Apologies: Rebecca Strong, Bryan Hopkins, John Bowyer

Minute Agenda Item

07.21.1 Welcome and apologies for absence

No Apologies received from ward members.

07.21.2 Declarations of Interest

None

07.21.3 Ward Members Session

No Ward Members were present at the meeting.

07.21.4 Public Participation Session

No Members of the Public were present at this meeting.

07.21.5 Approval of Minutes of meeting 24th June 2021 and matters arising:


One correction as location noted as via 'zoom' rather than at The Pavilion and one amendment to replace the word 'things' to 'banking arrangements' in item point 06.21.13. Councillor Andrew Dyer proposed and Benda 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:

Scooters – reckless use by some riders continues to be a nuisance - one resident has been left badly shaken following a car accident. The resident hit a bollard whilst swerving to avoid a scooter which was ridden directly into the path of his vehicle – this has been passed to SGC and VOI for further investigation. Another elderly resident narrowly avoided being hit by a scooter being ridden on a footpath recently.

07.21.6 CCTV

Chair Andrew Alsop presented to council a quote from Advanced Security Systems Ltd for installation of a CCTV system at The Pavilion. It is split into 3 parts with a total of £4722 including VAT. Clerk Annie Wherrett advised that

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for the purposes of our financial regulations the total quote of £4722 would apply and would exceed the limit of £3000. Therefore the requirement to obtain, or attempt to obtain, 3 quotes applies. We have recently updated our financial regulations to include the use of a preferred suppliers list. Advanced Security Systems Ltd are already on the list as they complete the annual servicing for the security and fire alarm. The rationale for overriding the requirement for obtaining 3 quotes is as follows:

Rationale for not obtaining 3 quotations

it was suggested to the council that we proceed with the installation on this basis without the need for further quotes. Due to the following:

- The company are on our preferred suppliers list.
- The level of antisocial behaviour which has been present at The Pavilion recently.
- The difficulty in obtaining quotations or receiving responses across all trades.
- The length of time it is currently taking to obtain quotations when the contractors are prepared to quote.
- The backlog of work loads contractors are experiencing due to staff absence and COVID 19 regulations.
- The company are available to start the installation within the next two weeks.
- This company was the most competitive the last time we obtained quotes for CCTV.

Councillor Andrew Dyer proposed and Councillor John Blight seconded and upon being put to a vote it was unanimously resolved to: Proceed with the installation of the CCTV system immediately without further quotes.

07.21.7 Quotation for gate repairs (for approval)

Chair Andrew Alsop presented a quote to upgrade the gate to the back of The Pavilion to improve security. It was suggested by Councillor Jon Butler that the whole of the fencing should be replaced to ensure that it is as secure as possible.

Action: Chair Andrew Alsop to obtain quotation for full fence replacement.

07.21.8 Strimmer and Hedge trimmer quote (for approval)

Chair Andrew Alsop presented to council a quotation from George Carr Power Products for the purchase of the Strimmer, Hedge trimmer and associated products totalling £1,162.01 including VAT.

Councillor Andrew Dyer proposed and Councillor John Blight seconded; and upon being put to a vote it was unanimously resolved to: **Proceed to purchase the equipment as per the quotation.**

07.21.9 Councillor Vacancy Update (AW)

There has been only one applicant for the vacant councillor position. We are awaiting fully complete documentation from the application before we can consider the co-option.

Action – await completed application paperwork before proceeding.

07.21.10 Fire Risk Assessment update (AW)

Clerk Annie Wherrett confirmed that this is quite an in-depth process if it is to be done properly and she simply has not had the time to do it. Councillor Jon Butler advised that Patchway TC have recently employed an outside company to do theirs and suggested it's probably best for us to do the same.

Action – Clerk Annie Wherrett to contact Jack or Linda at Patchway for contact details.

07.21.11 Lettings and Charges

Both Brownies and Wheatpatch are hoping to return in September and they will be charged at their normal rate. The Scrap Book Club will also be starting weekly meetings and they will be charged at the regular (weekly) user rate of £10 per hour.

Action – Clerk Annie Wherrett to send letting agreements to all.

07.21.12 Parish Council Finance Update

Payments over £500

None

Bank statements

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

Councillor Brenda Stokes proposed and Councillor John Blight seconded; and upon being put to a vote it was unanimously resolved to: **Approve the bank statements for this month.**

Bank Reconciliation

Councillors were provided with copies of the Bank Reconciliation.

Councillor Brenda Stokes proposed and Councillor Andrew Dyer seconded; and upon being put to a vote it was unanimously resolved to: **Approve the bank reconciliation for this month.**

Financial Report (see appendix 1)

The monthly income and expenditure report was presented to council.

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Councillor John Blight proposed and Councillor Brenda Stokes seconded; and upon being put to a vote it was unanimously resolved to: **Approve the Financial report for this month.**

Quarterly Budget Report (see appendix 2)

The quarterly budget vs expenditure report was produced and shared with council.

Councillor John Blight proposed and Councillor Brenda Stokes seconded; and upon being put to a vote it was unanimously resolved to: **Approve the Quarterly Budget Report for Q1 2021.**

07.21.13 Planning Applications

- **23 Stoke Lane** – single storey side and rear extension for garage and additional living accommodation – application.
- **4 Manor Grove** – Front and Rear Dormers for additional living accommodation – approved.
- **2 Standish Avenue** – demolition of garage and erection of single storey 2 bed dwelling - approved

07.21.14 Date of next meeting: 09th September 2021

07.21.15 Any other items the chair considers to be urgent

None

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

Signed:

Date:

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Income and expenditure report as at 08th July 2021 (appendix 1)

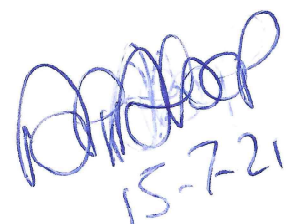
Income received from 17th June 2021 until 08th July 2021 = £0 - £120.00
outstanding from AYFC (this was subsequently chased and is now paid).

Outgoing are as follows:

Barclays 1 account - £1,875.80 which represents standard monthly outgoings
relating to staff and premises.

Barclays 2 account - £0.00 this account is no longer being used as all DDs have
been transferred to the Lloyds account.

Lloyds account - £542.31 – no large payments please refer to statement for
details.


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Quarterly Budget Report (appendix 2)

2020-2021 Budget vs expenditure			Budget	Expenditure to date	Remaining budget	Remaining budget %	Expenditure			
							April	May	June	
Employees		Basic Pay	£17,200.00	£4,296.02	£12,903.98	75.02%	£1,432.14	£1,431.94	£1,431.94	
		Employer Superannuation Cont'n	£4,210.00	£1,154.03	£3,055.97	72.59%	£454.01	£350.01	£350.01	
		Employer National Insurance	£1,850.00	£619.64	£1,230.36	66.51%	£290.92	£164.26	£164.46	
		Payroll Charges	£200.00	£42.66	£157.34	78.67%	£0.00	£42.66	£0.00	
	Employees Total		£23,460.00	£6,112.35	£17,347.65	73.95%	£2,177.07	£1,988.87	£1,946.41	
Premises	Pavillion/The Common	Repairs & Maintenance	£5,000.00	£0.00	£5,000.00	100.00%	£0.00	£0.00	£0.00	
		Rates	£2,500.00	£596.00	£1,904.00	76.16%	£196.00	£200.00	£200.00	
		Cleaning Materials	£400.00	£0.00	£400.00	100.00%	£0.00	£0.00	£0.00	
		Localism Charges	£7,300.00	£1,874.16	£5,425.84	75.01%	£0.00	£1,824.16	£0.00	
		Tree Pruning	£2,500.00	£0.00	£2,500.00	100.00%	£0.00	£0.00	£0.00	
		Play Area Repairs & Maintenance	£4,000.00	£0.00	£4,000.00	100.00%	£0.00	£0.00	£0.00	
		Premises Miscellaneous Keys/Signs	£250.00	£61.90	£188.10	75.24%	£0.00	£0.00	£61.90	
		Facilities upgrade	£1,000.00	£0.00	£1,000.00	100.00%	£0.00	£0.00	£0.00	
		Utilities	Electricity	£775.00	£86.16	£688.84	88.88%	£31.54	£27.57	£27.05
			Gas	£1,000.00	£16.13	£983.87	98.39%	£7.75	£4.78	£3.60
	Water		£275.00	£36.00	£239.00	86.91%	£12.00	£12.00	£12.00	
	Office Expenses	Phone and Wifi	£650.00	£215.96	£434.04	66.78%	£10.00	£10.00	£195.96	
		Office Equipment (Hardware)	£400.00	£0.00	£400.00	100.00%	£0.00	£0.00	£0.00	
		Office Supplies (Stationery/Postage)	£350.00	£188.57	£161.43	51.84%	£0.00	£0.00	£188.57	
	Waste Disposal Service and Inspections	Eurobin Lock/Unlock	£600.00	£93.06	£506.94	84.49%	£31.02	£31.02	£31.02	
		Roller Shutter Service	£375.00	£0.00	£375.00	100.00%	£0.00	£0.00	£0.00	
		Burglar/Fire Alarm	£800.00	£0.00	£800.00	100.00%	£0.00	£0.00	£0.00	
		Fire Extinguishers Servicing	£125.00	£80.00	£45.00	36.00%	£0.00	£80.00	£0.00	
		Boiler Maintenance	£450.00	£393.99	£56.01	12.45%	£0.00	£393.99	£0.00	
		PAT Testing	£75.00	£0.00	£75.00	100.00%	£0.00	£0.00	£0.00	
		Play Area H&S Inspection	£175.00	£0.00	£175.00	100.00%	£0.00	£0.00	£0.00	
		Other	£0.00	£4,075.31	£-4,075.31	#DIV/0!	£0.00	£4,075.31	£0.00	
		Premises Total		£29,000.00	£7,647.24	£21,352.76	73.63%	£288.31	£6,658.83	£700.10
		Business Expenses	Advertising	£1,000.00	£0.00	£1,000.00	100.00%	£0.00	£0.00	£0.00
	Subscriptions		£1,000.00	£23.97	£976.03	97.60%	£7.99	£7.99	£7.99	
Insurance	£1,485.00		£0.00	£1,485.00	100.00%	£0.00	£0.00	£0.00		
Training Including Travel	£500.00		£60.00	£440.00	88.00%	£60.00	£0.00	£0.00		
Bank Charges	£175.00		£50.55	£124.45	71.11%	£16.85	£16.85	£16.85		
Website Admin	£500.00		£50.00	£450.00	90.00%	£0.00	£50.00	£0.00		
Other	£0.00		£0.00	£0.00	#DIV/0!	£0.00	£0.00	£0.00		
Business Expenses Total			£4,660.00	£184.52	£4,475.48	96.04%	£84.84	£74.84	£24.84	
Miscellaneous Expenses	Election Expenses	£1,000.00	£0.00	£1,000.00	100.00%	£0.00	£0.00	£0.00		
	Audit/Acc'ty Fees	£2,600.00	£990.00	£1,610.00	61.92%	£24.00	£942.00	£24.00		
	Legal Fees	£1,100.00	£0.00	£1,100.00	100.00%	£0.00	£0.00	£0.00		
	Contingency	£2,000.00	£0.00	£2,000.00	100.00%	£0.00	£0.00	£0.00		
	Other	£0.00	£0.00	£0.00	#DIV/0!	£0.00	£0.00	£0.00		
Miscellaneous Total		£6,700.00	£990.00	£5,710.00	85.22%	£24.00	£942.00	£24.00		
Works in Parish	Bus Shelter Repairs	£100.00	£0.00	£100.00	100.00%	£0.00	£0.00	£0.00		
	Road Signs & Repairs	£1,000.00	£0.00	£1,000.00	100.00%	£0.00	£0.00	£0.00		
	Notice Boards	£100.00	£0.00	£100.00	100.00%	£0.00	£0.00	£0.00		
	Other	£0.00	£0.00	£0.00	#DIV/0!	£0.00	£0.00	£0.00		
Works in Parish Total		£1,200.00	£0.00	£1,200.00	100.00%	£0.00	£0.00	£0.00		
Grants to Voluntary Organisations	Community Transport	£2,000.00	£0.00	£2,000.00	100.00%	£0.00	£0.00	£0.00		
	Grants to Voluntary Organisations	£2,000.00	£0.00	£2,000.00	100.00%	£0.00	£0.00	£0.00		
	Youth and Community	Community Development	£0.00	£0.00	£0.00	#DIV/0!	£0.00	£0.00	£0.00	
	Charity Donation	£0.00	£0.00	£0.00	#DIV/0!	£0.00	£0.00	£0.00		
	Other	£0.00	£0.00	£0.00	#DIV/0!	£0.00	£0.00	£0.00		
Grants Total		£4,000.00	£0.00	£4,000.00	100.00%	£0.00	£0.00	£0.00		

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