

STOKE LODGE AND THE COMMON PARISH COUNCIL
MEETING ON THURSDAY 14th OCTOBER 2021
7PM AT THE PAVILION, THE COMMON, STOKE LODGE AND THE COMMON
MINUTES

Present: Councillors Andrew Alsop, Andrew Dyer, Brenda Stokes, Rebecca Strong, John Blight, John Bowyer, Alan Jewell and Jon Butler. Clerk Annie Wherrett.

10.21.1 Welcome and apologies for absence

Councillor Bryan Hopkins sent his apologies

10.21.2 Declarations of Interest

None

10.21.3 Ward Members Session

No ward members were present at the meeting.

10.21.4 Public Participation Session

No members of the public were present.

10.21.5 Approval of Minutes of meeting 09th September 2021 and matters arising

One amendment needed to make reference to our declination of a request to let The Pavilion for a teenage birthday party. We need to make clear our target letting audience and to reiterate the strict no alcohol policy on our schedule of fees which is published on line.

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

10.21.6 Play Area update and Quotations for works, bark, part payment requiring approval

Quotes for replacement bark, removal of one of the slides and fencing in the gap were presented to council along with a quote to enclose the sides of the largest of the skateboard ramps. It was agreed that the bark and first 2 items should go ahead as they have health and safety implications but the final item for enclosing the skateboard ramp is rather cost prohibitive – is this actually required or is the inspector being overzealous? It was suggested that we obtain the details of the company used by Patchway Town Council to ask their opinion as they have similar items with no such issues. The fencing



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contractor has requested part payment (around £3000 in advance) – this was discussed and declined.

Councillor Brenda Stokes proposed, Councillor Andrew Dyer seconded; and upon being put to a vote it was unanimously resolved to: **Approve the replacement bark and amendments to the play equipment structure only.**

Action – further investigation needed regarding the requirement to box in the sides of the ramp and feedback to fencing company that part payment up front is not possible.

10.21.7 Defibrillator

The cost of the items exceeds the agreed limit of £1500 (agreed at last meeting) so this item has been brought for further approval. A quotation for £1170.00 in respect of the defibrillator and £589.99 in respect of the cabinet was presented to council. This will be purchased from the British Health Foundation to ensure its efficacy. The required electrical supply and installation of the cabinet will be in addition.

Councillor Brenda Stokes proposed, Councillor Andrew Dyer seconded; and upon being put to a vote it was unanimously resolved to: **Approve the purchase of a defibrillator and cabinet at a total cost of £1759.99 excluding the cost of providing an electrical source and installation.**

10.21.8 Lease of the Pavilion and The Common (Expires 21/02/2023)

The lease of the Pavilion and The Common is due to expire on 21st February 2023 it is proposed that we approach South Gloucestershire Council again with a view to purchasing the site and if purchase is unsuccessful to extend the lease. We will also need to look at the issue surrounding the Public Right of Way.

Councillor Brenda Stokes proposed, Councillor Andrew Dyer seconded; and upon being put to a vote it was unanimously resolved to: **Proceed to approach South Gloucestershire Council with the request to purchase the land or extend the lease & investigate the Public Right of Way issue.**

10.21.9 Queens Jubilee (BS)

The Queen's jubilee is in June next year. We need to start thinking about what we can do to mark the occasion.

10.21.10 Update on Risk Assessments (AA/AW)

12.11.21 9.02.21
A. P. Deep 14.11.21

We have been undertaking an overhaul of our risk assessments following our in-year audit. We are doing monthly Health and Safety checks at The Pavilion and Steve (the Caretaker) has started to do weekly visual checks in addition. We have recently had a Fire Risk assessment completed by Steve Wiltshire (Safety Matters) Ltd and there are some actions resulting from this which we have 6 months to complete. Overall the inspector was very happy with the way we are running things.

Action – Clerk Annie Wherrett and Chair Andrew Alsop to liaise to ensure that the Fire Risk Assessment requirements are met.

10.21.11 External Audit 2020-21 Feedback (AW)

The end of year 20/21 audit has been received from the external auditor and was a significant improvement on previous years. Clerk Annie Wherrett presented the auditors report to the full council. The external auditors comments were as follows:

External Auditor Report

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

The smaller authority has confirmed that it has not complied with the governance assertions in Section 1, Boxes 5 and 7, but it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified.

Chair Andrew Alsop thanked clerk Annie Wherrett for her efforts in getting the Parish Council to this much improved position and acknowledged the significant amount of work that this has taken.

Clerk Annie Wherrett confirmed that there is still some ongoing work which needs to be completed.

10.21.12 Councillor Email Addresses (AW)

We have been advised by ALCA that it is best practice for all councillors to have a council email address which is separate to their personal email. There was some discussion around this point and Chair Andrew Alsop pointed out that help to set these up will be provided if needed.

AW 14.11.21

Councillor Alan Jewell proposed, Councillor Andrew Dyer seconded; and upon being put to a vote it was unanimously resolved to: **Obtain new council only (.gov.uk) email addresses for each councillor.**

Action – Clerk Annie Wherrett to arrange for these to be set up.

10.21.13 Parish Council Finance Update

- **Payments over £500**
- **CCTV Advanced Security Systems Ltd £3,900.00**

Councillor Jon Butler proposed, Councillor Andrew Dyer seconded, and upon being put to a vote it was unanimously resolved to: **Approve the payment of £3900 to Advanced Security Systems Ltd.**

Bank statements

Clerk Annie Wherrett provided Councillors with fully annotated bank statements for the accounts.

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

Bank Reconciliation

Clerk Annie Wherrett provided Councillors with copies of the Bank Reconciliation.

Councillor Brenda Stokes proposed, 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)

Clerk Annie Wherrett presented the monthly income and expenditure report to the councillors. Councillor Alan Jewell proposed, 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 vs Expenditure (see appendix 2)

Clerk Annie Wherrett presented to the councillors the current position with regards to budget vs expenditure in all areas. The expenditure is largely either in line with the budget or lower than budgeted for at the 6 month stage. The income from lettings is less than we hoped at this stage due to Brownies

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and Wheatpatch not reopening until September which is 6 months later than we initially thought. We have sufficient money in reserves to allow for this.

Councillor Brenda Stokes proposed, Councillor Andrew Dyer seconded, and upon being put to a vote it was unanimously resolved to: **Approve the Quarterly Budget vs Expenditure Report.**

10.21.14 Planning Applications

- 56 Standish Avenue – Demolition of Garage & Erection of 2 storey side and single storey rear extension for additional living accommodation (application) – no objections raised to this.
- 60 Bourton Avenue – Additional Front Dormer and Changes to roof for additional living accommodation (approval)
- Well Cottage – Parish Council Objection Submitted – need to call it in.

Late application received on 14th October 2021

- 12 Staverton Close – Erection of a detached garage – no objection raised to this.

Action: email to be sent to Franklin Owusu-Antwi to call this in Chair Andrew Alsop will give guidance to Clerk Annie Wherrett on the procedure.

10.21.15 Date of next meeting: Thursday 11th November 2021

10.21.16 Any other items the chair considers to be urgent

None

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

Signed:

Date:

Andrew Alsop
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15.11.21

Income and expenditure report as at 07th October 2021

Income received from 09th September 2021 until 07th October 2021 = £29,635 including precept payment of £29,485 from South Gloucestershire Council

Outgoing from 09th September 2021 – 07th October are as follows:

Barclays 1 account - £2045.60 which represents the standard outgoings relating to staff and premises. Please note that I have omitted the items on the bank statements from 08/09/2021 as these were included in last month's report.

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

Lloyds account - £1863.43 which included repairs and improvements at the Pavilion at £1208.00 and the external auditors fee of £480.00.

We are still awaiting the final invoice for the electronic bus shelter 'real time' signs.

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	Budget	Expenditure to date	Remaining budget	Remaining budget %	Expenditure April	May	June	July	August	Sept
Basic Pay	£17,200.00	£8,591.64	£8,608.36	50.05%	£1,432.14	£1,431.94	£1,431.94	£1,431.74	£1,431.94	£1,431.94
Employer Superannuation Cont'n	£4,210.00	£2,204.06	£2,005.94	47.65%	£454.01	£350.01	£350.01	£350.01	£350.01	£350.01
Employer National Insurance	£1,850.00	£1,113.22	£736.78	39.83%	£290.92	£164.26	£164.46	£164.46	£164.66	£164.46
Payroll Charges (Business Exp)	£200.00	£85.32	£114.68	57.34%	£0.00	£42.66	£0.00	£42.66	£0.00	£0.00
Total	£23,460.00	£11,994.24	£11,465.76	48.87%	£2,177.07	£1,988.87	£1,946.41	£1,988.87	£1,946.61	£1,946.41
Repairs & Maintenance	£5,000.00	£1,668.71	£3,331.29	66.63%	£0.00	£0.00	£0.00	£1,193.71	£0.00	£475.00
Rates	£2,500.00	£1,196.00	£1,304.00	52.16%	£196.00	£200.00	£200.00	£200.00	£200.00	£200.00
Cleaning Materials	£400.00	£35.82	£364.18	91.05%	£0.00	£0.00	£0.00	£0.00	£0.00	£35.82
Localism Charges	£7,300.00	£3,648.32	£3,651.68	50.02%	£0.00	£1,824.16	£0.00	£0.00	£1,824.16	£0.00
Tree Pruning	£2,500.00	£780.00	£1,720.00	68.80%	£0.00	£0.00	£0.00	£0.00	£0.00	£780.00
Play Area Repairs & Maintenance	£4,000.00	£671.34	£3,328.66	83.22%	£0.00	£0.00	£0.00	£0.00	£0.00	£671.34
Premises Miscellaneous Keys/Signs	£250.00	£61.90	£188.10	75.24%	£0.00	£0.00	£61.90	£0.00	£0.00	£0.00
Facilities upgrade	£1,000.00	£0.00	£1,000.00	100.00%	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Electricity	£775.00	£163.24	£611.76	78.94%	£31.54	£27.57	£27.05	£23.78	£24.78	£28.52
Gas	£1,000.00	£25.15	£974.85	97.49%	£7.75	£4.78	£3.60	£3.00	£3.02	£3.00
Water	£275.00	£9.41	£265.59	96.58%	£12.00	£12.00	£12.00	£12.00	£12.00	£50.59
Phone and Wifi	£650.00	£431.68	£218.32	33.59%	£10.00	£10.00	£195.96	£10.00	£195.72	£10.00
Office Equipment (Hardware)	£400.00	£0.00	£400.00	100.00%	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Office Supplies (Stationery/Postage)	£350.00	£242.39	£107.61	30.75%	£0.00	£0.00	£168.57	£16.37	£2.68	£54.77
Eurobin Lock/Unlock	£600.00	£188.70	£411.30	68.55%	£31.02	£31.02	£31.02	£31.88	£31.88	£31.88
Roller Shutter Service	£375.00	£0.00	£375.00	100.00%	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Burglar/Fire Alarm	£800.00	£534.00	£266.00	33.25%	£0.00	£0.00	£0.00	£0.00	£0.00	£534.00
Fire Extinguishers Servicing	£125.00	£80.00	£45.00	36.00%	£0.00	£80.00	£0.00	£0.00	£0.00	£0.00
Boiler Maintenance	£450.00	£393.99	£56.01	12.45%	£0.00	£393.99	£0.00	£0.00	£0.00	£0.00
PAT Testing	£75.00	£0.00	£75.00	100.00%	£0.00	£0.00	£0.00	£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	£0.00	£0.00	£0.00
Other	£0.00	£4,571.31	£-4,571.31	#DIV/0!	£0.00	£4,075.31	£0.00	£216.00	£0.00	£280.00
Total	£29,000.00	£14,701.96	£14,298.04	49.30%	£288.31	£6,658.83	£700.10	£1,706.74	£2,294.24	£3,053.74
Advertising	£1,000.00	£0.00	£1,000.00	100.00%	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Subscriptions	£1,000.00	£47.94	£952.06	95.21%	£7.99	£7.99	£7.99	£7.99	£7.99	£7.99
Insurance	£1,485.00	£0.00	£1,485.00	100.00%	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Training Including Travel	£500.00	£60.00	£440.00	88.00%	£60.00	£0.00	£0.00	£0.00	£0.00	£0.00
Bank Charges	£175.00	£104.95	£70.05	40.03%	£16.85	£16.85	£16.85	£18.55	£19.00	£16.85
Website Admin	£500.00	£120.00	£380.00	76.00%	£0.00	£50.00	£0.00	£70.00	£0.00	£0.00
Other	£0.00	£0.00	£0.00	#DIV/0!	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Total	£4,660.00	£332.89	£4,327.11	92.86%	£84.84	£74.84	£24.84	£96.54	£26.99	£24.84
Election Expenses	£1,000.00	£0.00	£1,000.00	100.00%	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Audit/Acc'ty Fees	£2,600.00	£1,542.00	£1,058.00	40.69%	£24.00	£942.00	£24.00	£24.00	£24.00	£504.00
Legal Fees	£1,100.00	£0.00	£1,100.00	100.00%	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Contingency	£2,000.00	£0.00	£2,000.00	100.00%	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Other	£0.00	£0.00	£0.00	#DIV/0!	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Total	£6,700.00	£1,542.00	£5,158.00	76.99%	£24.00	£942.00	£24.00	£24.00	£24.00	£504.00
Bus Shelter Repairs	£100.00	£0.00	£100.00	100.00%	£0.00	£0.00	£0.00	£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	£0.00	£0.00	£0.00
Notice Boards	£100.00	£0.00	£100.00	100.00%	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Other	£0.00	£0.00	£0.00	#DIV/0!	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Total	£1,200.00	£0.00	£1,200.00	100.00%	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Community Transport	£2,000.00	£0.00	£2,000.00	100.00%	£0.00	£0.00	£0.00	£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	£0.00	£0.00	£0.00
Community Development	£0.00	£0.00	£0.00	#DIV/0!	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Charity Donation	£0.00	£0.00	£0.00	#DIV/0!	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Other	£0.00	£0.00	£0.00	#DIV/0!	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Total	£4,000.00	£0.00	£4,000.00	100.00%	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Ad Hoc Lettings	£0.00	£150.00	£-150.00	#DIV/0!	£0.00	£0.00	£0.00	£0.00	£0.00	£150.00
Football Pitch	£750.00	£320.00	£430.00	57.33%	£0.00	£0.00	£320.00	£0.00	£0.00	£0.00
Pavilion	£9,300.00	£0.00	£9,300.00	100.00%	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	£10,050.00	£470.00	£9,580.00	95.323%	£0.00	£0.00	£320.00	£0.00	£0.00	£150.00
	£58,970.00	£58,970.00	£0.00	0.00%	£29,485.00	£0.00	£0.00	£0.00	£0.00	£29,485.00
	£69,020.00	£59,440.00	£9,580.00	13.88%	£29,485.00	£0.00	£320.00	£0.00	£0.00	£29,635.00

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