

STOKE LODGE AND THE COMMON PARISH COUNCIL

MEETING ON 09th SEPTEMBER 2021

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

MINUTES

Present: Councillors Andrew Alsop, Andrew Dyer, Brenda Stokes, Bryant Hopkins, Rebecca Strong, John Bowyer, John Blight, Co-opted Councillor Alan Jewell

Apologies: Jon Butler

Minute Agenda Item

09.21.1 Welcome and apologies for absence

No Apologies received from ward members.

09.21.2 Declarations of Interest

None

09.21.3 Ward Members Session

No Ward Members were present at the meeting. Chair Andy Alsop requested that an email be sent to Toby Savage regarding the failure of ward members to attend our Parish Council meetings. We must qualify this by stating that Franklin has and does help when asked. All councillors present agreed with this course of action.

Action – Clerk Annie Wherrett to prepare email to send to Toby Savage and circulate to Councillors for approval.

09.21.4 Public Participation Session

No Members of the Public were present at this meeting.

09.21.5 Approval of Minutes of meeting 15th July 2021 and matters arising:

One slight correction to the date of the previous meeting required. Councillor Andrew Dyer proposed, Councillor 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:

CCTV This is working well and has made a huge difference to the antisocial behaviour – demonstration offered to those present.

Regular users – Wheatpatch are back but really struggling to get established with only one child currently using the service on a regular basis. They have approached Chair Andrew Alsop to ask if we can assist further for the month

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of September. Chair Andrew Alsop asked the council to consider whether, as this an after school facility for local families to use, we can waive the fee for September to enable them to get established as we did at the end of 2020.

Councillor Brenda Stokes, Councillor John Blight seconded; and upon being put to a vote it was unanimously resolved to: **Agree to waive fees for September but revert to standard charges from October.**

09.21.6 Defibrillator (for approval)

In view of the improvements in the antisocial behaviour we would like to place the planned defibrillator outside of the building so it's more widely accessible to local residents. The locked box will have a keypad entry code which can be obtained by calling 999. We need to seek further quotations for the defibrillator and the cabinet, but it is likely to be in the region of £1500. As the football season has now started this has become more urgent. Chair Andrew Alsop asked council to pre-approve spending of up to £1500 on this product.

Councillor Andrew Dyer proposed, Councillor John Blight seconded; and upon being put to a vote it was unanimously resolved to: **Proceed to purchase the defibrillator subject to the agreed limit.**

09.21.7 Play Area

All councillors were provided with the annual report from the Playground Inspection company and advised that there are a number of improvements needed. We will need to go ahead with any areas which are felt to be safety critical but councillors need to read the report in preparation for the next meeting.

09.21.8 Quotation for replacement fencing (for approval)

We have two quotations for the replacement fencing. Quotation one is for £8805.60 from K T Properties Limited who is a preferred supplier. Quotation two is for £9554.97 from ASP Fencing and Fabrications. We have not been successful in obtaining a further quotation. As the lower quotation is from our preferred supplier it was felt that this is the best option.

Chair asked the council to consider if we feel we need to go ahead with this now or if we felt it was a future project as this did not form part of the annual budget but we do have the funds in reserve to pay for it. Councillors felt that the security of The Pavilion is paramount and as such we should proceed with this project now.

Councillor John Blight proposed, Councillor Andrew Dyer seconded; and upon being put to a vote it was unanimously resolved to: **Proceed with the replacement of the fencing as per the lower quotation.**

09.21.9 Daily Hire Charges (to be agreed)

We have been approached by The Scrap Book Club for a full day hire (which they have done previously) but applying the hourly rate makes it cost prohibitive and unaffordable. Clerk Annie Wherrett advised that the only

option currently is an hourly rate so we need to consider if a daily rate would be beneficial. Clerk Annie Wherrett suggested a daily rate of £60 for regular hirers and £75 for ad hoc hire. We hope that this may encourage more daily hire.

Councillor Andrew Dyer proposed, Councillor John Blight seconded; and upon being put to a vote it was unanimously resolved to: **Proceed to add a daily hire rate to the fees document.**

09.21.10 Voi Scooter designated parking (RS)

The designated parking areas in the wider area have started to be marked and used. The Parish Council have not been consulted as to where they will be placed.

09.21.11 Councillor Co-option (please note that this agenda item was dealt with prior to the arrival of applicant Alan Jewell)

We have only received one application for the Councillor Vacancy. This applicant is Alan Jewell who has previously fulfilled this role. The Application was shared with the councillors for discussion.

Councillor Andrew Dyer proposed, Councillor John Blight seconded; and upon being put to a vote it was unanimously resolved to: **Proceed to co-opt Alan Jewell as a Parish Councillor.**

Action – Clerk Annie Wherrett to advise SGC monitoring officer & Councillor Alan Jewell to return Acceptance of Office and Declaration of Interest forms.

09.21.12 Newsletter

We have a few additional topics to include but it is almost ready to send to print. Chair Andrew Alsop asked if anyone has anything further to add. No further topics were suggested by the councillors present.

Action – Clerk Annie Wherrett to finalise and issue newsletter

09.21.13 Emergency Scheme of Delegation

This was put in place as a result of COVID 19 and it means that the clerk, in conjunction with the chair and vice-chair, can make payments and decisions in the event that the council cannot meet. It was subject to review at the September meeting with a view to deciding if it should be removed or retained in case of future issues with meeting in person.

Councillor John Blight proposed, Councillor Brenda Stokes seconded; and upon being put to a vote it was unanimously resolved to:

Retain Emergency Scheme of Delegation in case of future in person meetings not being possible for public health reasons.

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09.21.14 Parish Council Finance Update

Payments over £500

None

Bank statements

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

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

09.21.15 Planning Applications

- **60 Bourton Avenue** – roof alterations and installation of dormers – application – councillors have no objections to this application.
- **85 Bourton Avenue** – Installation of dormers - approved.
- **23 Stoke Lane** – Rear and Side extension – Approved
- **24 Fairford Crescent** – Front and Rear Dormers – Approved

Notification of the following applications were received from SGC just before the meeting:

- **11 Bourton Avenue** – Erection of single storey side extension for additional living accommodation – application – councillors have no objection to this application.
- **Well Cottage, The Common** – This application represents significant changes to the property with 3 additional dwellings being formed on the site. Council discussed at length and strongly object for the following reasons: Change of street scene, over population, parking and vehicular access is already a significant problem. – **Action** –

Clerk Annie Wherrett to raise objection from Parish Council on the planning portal.

09.21.16 **Date of next meeting: 14th October 2021**

09.21.17 **Any other items the chair considers to be urgent**

Chair Andrew Alsop was approached to ask if we will let the hall for a teenage (16th) birthday party. The Full Council was consulted by email due to timescales. It was agreed that in view of the fact that we have a strict no alcohol policy and only let for day time parties for young children this request was declined.

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

Signed:



Date:

14-10-21.

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

Income received from 9th July 2021 until 08th September 2021 = £320.00 from AYFC.

Outgoings are as follows:

Barclays 1 account - £4,234.02 which represents the standard outgoings relating to staff and premises for the last 2 months.

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

Lloyds account - £4,512.45 – including quarterly localism payment at £1824.16, Annual Alarm Servicing Monitoring £534.00 and the purchase of the strimmer and hedge trimmer and associated equipment at £1162.04.

We are still awaiting the final invoice for the CCTV installation and the electronic bus shelter 'real time' sign.