

STOKE LODGE AND THE COMMON PARISH COUNCIL
MEETING ON THURSDAY 10th February 2022
7PM AT THE PAVILION, THE COMMON, STOKE LODGE AND THE COMMON
NON-CONFIDENTIAL MINUTES

Present: Councillors Andrew Alsop, Brenda Stokes, John Blight, Andrew Dyer, Bryan Hopkins, Rebecca Strong and Jon Butler

02.22.1 Welcome and apologies for absence

Councillors John Bowyer and Alan Jewell sent their apologies

02.22.2 Declarations of Interest

None

02.22.3 Ward Members Session – Councillor Franklin Owusu-Antwi

A resident of Sandhurst has contacted Chair Andrew Alsop to advise that they are very unhappy with the proposal to replace the trees in Sandhurst and the costs involved. They have spoken to other residents and all but 2 households are opposed to the works going ahead. The residents would welcome a meeting to discuss this.

Councillor Franklin Owusu-Antwi advised that there has been a misunderstanding as to the amount of money it will cost to plant the trees in Sandhurst. The planting of the trees will only be around £1,000 it is the drainage works which will cost the higher amount and this is a separate issue.

Councillor Franklin Owusu-Antwi also advised as follows:

There will be some funding available in the 2022-23 budget to help with any jubilee celebrations/commemorations we propose to hold.

There will be some money available for road resurfacing – Council to advise of any roads which need to be resurfaced.

02.22.4 Public Participation Session

No members of the public attended this session.

02.22.5 Approval of Minutes of meeting 13th January 2022 and matters arising

Need to correct the date of the February meeting from 9th February 2022 to 10th February 2022.

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

Matters Arising :

- Still no information forthcoming regarding funding request.
- Drainage work in the rear storage yard has been completed and flooding problem resolved.
- The new framework is in place ready for the bark in the swing area – see quotation below.

02.22.6 Internal Auditor – New 3 Year Contract

The internal audit contract is currently with South Gloucestershire Council Audit team. It is due for renewal this year and they have quoted to renew. The new daily rate will be £375 per day (currently £365 per day). Councillors asked Clerk Annie Wherrett for her view as she is the main point of contact. Clerk Annie Wherrett stated that she is happy with the way the audits are undertaken to date and would like to renew on this basis.

Councillor Andrew Dyer proposed, Councillor John Blight seconded; and upon being put to a vote it was unanimously resolved to: **Renew the Internal Audit Contract with South Gloucestershire Council.**

Action – Clerk Annie Wherrett to send signed agreement to South Gloucestershire Council

02.22.7 Bank Account – New Petty Cash Account

Clerk Annie Wherrett stated that she feels that the current debit card arrangement is not suitable and would like to set up a separate petty cash account.

Councillor Jon Butler suggested that a credit card would be a more secure method.

Action – Clerk Annie Wherrett to investigate a Parish Council credit card and report back.

02.22.8 E-Bikes

This proposal was circulated to councillors prior to the meeting and feedback sought. It was felt that the trial of e-scooters has resulted in many issues due to misuse and difficulty in policing it and, whilst we can see the potential benefit of e-bikes the Parish Council would not wish to apply for a grant and therefore be responsible for them.

02.22.9 Play Area Bark

An updated quotation from for the replacement bark for the play area was shared with councillors. This is still from GB leisure amounts to £962.80+ VAT= £1155.36.

Councillor Brenda Stokes proposed, Councillor Andrew Dyer seconded; and upon being put to a vote it was unanimously resolved to: **Proceed to purchase the bark from GB Leisure.**

02.22.10 Wheatpatch Update – for consideration

Wheatpatch breakfast club and afterschool childcare providers are still very low on numbers of children attending and as such are struggling to meet their outgoings. They are increasing their marketing and social media as well as handing out leaflets outside of the local schools. They are hopeful that with less people working from home they will see an update in the number of families needing their care. They have thanked the Parish Council in their help so far and asked if any further time can be given to be able to settle their outstanding rent and to get them into a better financial position. In view of the fact that this is a non-profit making company which provides a much needed service to the local community the Parish Council agreed the following:

- Reduce rent temporarily to £5 per hour from 01/01/2022 until 30/04/2022 initially.
- Offer a rolling monthly contract rather than a renewal of contract effective from 1st April 2022 to establish whether the business is able to recover.
- Allow until the end of February for the remainder of the November and December rent to be paid.

Councillor Jon Butler proposed, Councillor Brenda Stokes seconded; and upon being put to a vote it was unanimously resolved to: **Proceed as per the above terms.**

Action – Clerk Annie Wherrett to provide an update to Wheatpatch.

02.22.11 Sandhurst Trees Update

See ward members session above.

02.22.12 Replacement Litter Bin

Clerk Annie Wherrett presented 3 options for replacement litter bins. These were discussed and it was agreed to proceed with the South Gloucestershire Council option:

Councillor Andrew Dyer proposed, Councillor Brenda Stokes seconded; and upon being put to a vote it was unanimously resolved to: **Proceed to purchase the litter bin from South Gloucestershire Council**

Please note that due to an increase in the cost of the proposed litter bin this is being revised.

02.22.13 Insurance Renewal and Building Valuation (for approval)

We have received this year's renewal invitation from Zurich. The annual premium from 01st April 2022 is £1490.49 which represents a small increase of approximately £90 following mid-term changes. Clerk Annie Wherrett advised that the policy is under a 3-year Long Term Agreement and the as the increase is nominal renewal of this policy is recommended.

In view of spiralling costs of building materials it is likely that the rebuilding cost of The Pavilion has increased. We therefore need to have arrange a valuation of the building to ensure that we are adequately insured.

Councillor Bryan Hopkins proposed, Councillor Andrew Dyer seconded; and upon being put to a vote it was unanimously resolved to: **Proceed with the renewal of the policy and arrange a building valuation.**

Action : Clerk Annie Wherrett to renew insurance policy and instruct valuation of the building.

02.22.14 Building Lease Renewal

We are in the very early stages of negotiation for the new lease which is due in February 2023. We have been advised that there is likely to be a ground rent charge in the future, but no details of likely costs are available yet.

Councillor Jon Butler suggested that we investigate whether we can purchase a of 'loss of lease indemnity' and the likely cost.

Action – Clerk Annie Wherrett to investigate the types of indemnity insurance available.

02.22.15 Parish Council Finance Update

- **Payments over £500**
- **£2,064.00 - K T Properties Ltd – Drainage works – paid as approved in January 2022.**
- **£1824.16 - South Gloucestershire Council – Localism Charges for Q4**

Councillor Brenda Stokes proposed, Councillor Andrew Dyer seconded, and upon being put to a vote it was unanimously resolved to: **Approve this payment.**

Bank statements

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

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

Financial Report (see appendix 3)

Clerk Annie Wherrett presented the monthly income and expenditure report to the councillors. Councillor Brenda Stokes proposed, Councillor Andrew Dyer seconded, and upon being put to a vote it was unanimously resolved to: **Approve the Financial report for this month.**

02.22.16 Planning Applications:

2 Staverton Close – Erection of single storey rear extension and detached double garage – Certificate of Lawfulness Approved.

62 Amberley Road – Installation of Front Dormer – Application Approved.

Yew Tree Cottages planning application is being called in – awaiting date of meeting.

02.22.17 Date of next meeting: Thursday 10th March 2022

02.22.18 Any other items the chair considers to be urgent
None

I confirm that this is a true record of the meeting.

Signed



Date 10.3.22

Income and expenditure report as at 3rd February 2022

Income received from 06th January 2022 until 03rd February 2022 = £135.00 – please note that this does not include the fees of £120.00 from Brownies due to their cheque bouncing. They have already advised that they are in the process of changing bank accounts, so I have contacted them to resolve. We are also working with Wheatpatch to try to resolve payment issues.

Outgoings from 06th January 2022 until 03rd February 2022 are as follows:

Barclays 1 account - £6,078.40 - This is higher than normal due to the changes to the clerk's hours and pay which was back dated to the annual review date of 01/07/21. All other items reflect to standard 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 - £7,416.26 – The main outgoings from this account were £4725.45 for the fencing (labour) and £2064.00 for essential drainage works.

Approved
10.2.22

Stoke Lodge and The Common Parish Council

Financial Status as at 3rd February 2022

irclays Bank Main A/C:	£102,756.17
ickbooks Balance:	£102,756.17

irclays Bank Second A/C	£102.61
ickbooks Balance	£102.61

oyds Bank A/C	£68,765.34
ickbooks Balance	£68,765.34

tal in Bank:	£171,624.12
tal in Quickbooks:	£171,624.12

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10.2.22