

STOKE LODGE AND THE COMMON PARISH COUNCIL
ANNUAL PARISH MEETING ON THURSDAY 14th JULY 2022
7PM AT THE PAVILION, THE COMMON, STOKE LODGE AND THE COMMON
NON-CONFIDENTIAL MINUTES

Meeting Manager – Chair Andrew Alsop – Facilitator and Minute Taker Clerk Annie Wherrett

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

7.22.1 Welcome and apologies for absence

Councillor John Bowyer and Ward Councillor Franklin Owusu-Antwi sent their apologies.

7.22.2 Declarations of Interest

None.

7.22.3 Ward Members Session

No ward members were present at this meeting.

7.22.4 Public Participation Session

There was one member of the public in attendance at this meeting. They advised that the trees between Elms Grove and The Hut are very tall and are nearly reaching the overhead wires. Please can they be reduced in height.

Action: Clerk Annie Wherrett to submit request to South Glos.

7.22.5 Approval of Minutes of meeting 9th June 2022 and matters arising

Councillor Rebecca Strong requested that the alternative figure which she suggested in respect of fees and charges (item point 6.22.8) be recorded correctly. Clerk Annie Wherrett to update the figures and proceed to issue.

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

Andrew Alsop
13th OCT 2022

Little Rainbows will be moving their equipment into The Pavilion in July and August. They have said that they may require additional storage but we have not agreed to this until we have confirmation of the amount of additional space needed. They will start trading in September.

Closures of Stoke Lane have not yet happened.

We will investigate other options for 'Green' energy at The Pavilion later in the year.

Taxi parking – Councillor Franklin Owusu-Antwi was looking into this. Chair Andrew Alsop approached the owner of the business who has stated that he is now renting driveways to try to alleviate the problem. The local PCSOs are aware of the situation and will monitor it.

7.22.6 Play Area Improvements – for approval

Councillors were presented with a quote from GB sport and Leisure for replacement bark for the play area. The quotation is for the sum on £1008.80 + VAT = £1210.56. We would like to get this completed asap.

We would also need to replace the weed suppressing membrane but do not have a quote for this yet.

A working party was suggested to spread the bark. Several councillors volunteered to be involved with this.

Councillor Brenda Stokes proposed, Councillor Andrew Dyer seconded; and upon being put to a vote it was unanimously resolved to: Approve the purchase of the bark and weed suppression membrane.

Action : Order bark and weed suppressing membrane once a date is confirmed.

7.22.7 Street Cleaner (Jon Butler)

Councillor Jon Butler made the suggestion that a street cleaner/handy man be employed to carry out works around the area. This was discussed but as this has not been budgeted for we cannot do it at this stage. It was also pointed out to have a further salaried member of staff would increase the precept per household considerably.

Action – No action at this time.

7.22.8 Unauthorised Use of Field – Actions to be agreed

An individual operating under the name of Blueprint Football training is running a business from the field without permission or payment. He has been approached by the football club who were also training (legitimately) at the time but was unwilling to vacate. The football club are, understandably,

very unhappy about this. We do not have a name, email address or contact details apart from a Facebook Account in the company name and a mobile number.

Councillor Jon Butler pointed out that there is an open land management rule which states that an individual cannot run commercial business i.e. charge other visitors for things they do on your land. More information can be found here: [Open access land: management, rights and responsibilities - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/topics/open-access-land)

Action – Chair Andrew Alsop volunteered to contact the operator to advise that they cannot use the pitch for a business without booking it and paying for it in the correct manner.

7.22.9 VAT Return Update (AW)

The VAT reclaim has been submitted for the 2021-22 period for an amount of £6821.17. If approved by HMRC it should be in our bank account soon.

7.22.10 Death of a Public Figure – Actions to be agreed

Instructions have been received as to the necessary course of action in the event of the death of a public figure. These have very specific timescales so it is proposed that authority be delegated to the clerk to take action when it is required so the protocol may be followed.

Councillor Brenda Stokes proposed, Councillor Andrew Dyer seconded, and upon being put to a vote it was unanimously resolved to: **Approve the delegation of authority to the clerk to take the required action.**

6.22.11 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, Councillor Alan Jewell seconded, and upon being put to a vote it was unanimously resolved to: **Approve the bank statements for this month.**

Bank Reconciliation (see appendix 1)

Councillors were provided with copies of the Bank Reconciliation.

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

Financial Report (see appendix 2)

Councillors were presented with the monthly income and expenditure report. 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.**

Quarterly expenditure vs budget report (Appendix 3)

Councillors were presented with the updated and more concise report which should make it much easier to read. Details of individual outgoings are documented monthly and can be reviewed further by councillors on request.

Councillor Alan Jewell proposed, Councillor Andrew Dyer seconded, and upon being put to a vote it was unanimously resolved to: **Approve the Quarterly budget vs expenditure report.**

07.22.12 Planning Applications (see appendix 4)

07.22.13 Date of next meeting: Thursday 8th September 2022

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

Signed

Date

*Approved
13-10-22*

Appendix 1

Stoke Lodge and The Common Parish Council

Financial Status as at 5th July 2022

Barclays Bank Main A/C:	£83,653.78
Quickbooks Balance:	£83,653.78
Barclays Bank Second A/C	£12.62
Quickbooks Balance	£12.62
Lloyds Bank A/C	£92,316.37
Quickbooks Balance	£92,316.37
Total in Bank:	£175,982.77
Total in Quickbooks:	£175,982.77

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Appendix 2

Income and expenditure report as at 5th July 2022

Income received from 29th May 2022 until 5th July 2022 = £245.00

Outgoings from 29th May 2022 until 5th July 2022 are as follows:

Barclays 1 account - £3,039.55 this relates to standard expenditure for staffing, utilities and waste collection. This figure is higher than usual because it includes 2 salary payments due to the date the previous report was produced.

Barclays 2 account - £0.00


Lloyds account - £2490.54 – these are standard monthly payments plus a quarterly Localism charge at £1825.67, replacement tap at £344.00 and Installation of the Electrical Supply for the defibrillator £151.20.

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Appendix 3

Budget vs Expenditure Report Q1 2022-23					
	Section	Budget	Amount to date	Remaining Budget £	Remaining Budget %
Expenses	Employees Total	£ 37,441.00	£ 8,766.68	£ 28,674.32	76.59%
	Premises Total	£ 19,375.00	£ 3,601.91	£ 15,773.09	81.41%
	Business Expenses	£ 4,560.00	£ 250.53	£ 3,865.47	84.77%
	Miscellaneous Total	£ 3,500.00	£ 1,033.20	£ 2,466.80	70.48%
	Charity and Grants Total	£ 3,000.00	£ -	£ 3,000.00	100.00%
	Total Expenses	£ 67,876.00	£ 13,652.32	£ 53,779.68	79.23%
Income	Lettings	£ 2,100.00	£ 385.00	£ 1,715.00	81.67%
	VAT Receipt	£ 4,430.00	£ 4,430.00	£ 4,430.00	100.00%
	Precept	£ 61,346.00	£ 30,673.00	£ 30,673.00	50.00%
	Other Income	£ -	£ 60.00	-£ 60.00	#DIV/0!
	Total Income	£ 67,876.00	£ 31,058.00	£ 36,818.00	54.24%


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Appendix 4

Planning Applications:

P22/03301/HH - 12 Bourton Avenue, Stoke Lodge and The Common, BS34 6EA

DESCRIPTION: Erection of a single storey rear extension to form additional living accommodation. Extension of existing dormer to facilitate first floor extension.

Date of Application 16/6/22 – Validated 22/6/22

No objections were raised to this application.

P22/03566/HH - 3 Bourton Close, Stoke Lodge and The Common, BS34 6EQ

DESCRIPTION: Erection of single storey rear extension to form additional living accommodation. Raising of roof line. Erection of front porch with associated works.

Date of Application 27/6/22 – Validated 28/6/22

No objections were raised to this application.

P22/03512/F - Land Adjoining 28 Cranham Drive, Stoke Lodge and The Common, BS34 6AQ

DESCRIPTION: Demolition of existing garage. Erection of 1no detached dwelling with access, parking and associated works.

Date of Application 22/6/22 – Validated 24/6/22

Council object to this development on the following grounds: Overdevelopment of the site, insufficient parking, potential to block turning space

Action: Clerk Annie Wherrett to submit objection to the planning department.

Planning Decisions

P22/02695/PNH - 96 Stoke Lane, Stoke Lodge and The Common, BS34 6DR

DESCRIPTION: Erection of a single storey rear extension that will extend beyond the rear wall of the original house by 4.02m, for which the maximum height will be 3.98m and for which the height of the eaves will be 2.25m.

Decision – Prior Approval Not Required

P22/02824/NMA - 31 Standish Avenue, Stoke Lodge and The Common, BS34 6AG.

Description: Non material amendments to permission P22/01165/HH to change the roof from pitched to flat and to replace the bi-fold doors with windows.

Decision – Agree to Non-material Amendments