

STOKE LODGE AND THE COMMON PARISH COUNCIL
ANNUAL PARISH MEETING ON THURSDAY 9th JUNE 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, Andrew Dyer, Bryan Hopkins, Rebecca Strong, Alan Jewell and Ward Councillor Franklin Owusu-Antwi

6.22.1 Welcome and apologies for absence

Councillors John Bowyer, Jon Butler and Ward Councillor Sarah Pomfret sent their apologies.

6.22.2 Declarations of Interest

None.

6.22.3 Ward Members Session

Ward Councillor Franklin Owusu-Antwi provided the following updates:

There is some member funding available – if there are any groups within Stoke Lodge and The Common who may benefit from financial assistance an application will be considered.

Public Health – Monkey Pox – There are currently no reported cases in our area.

Remembrance Service to commemorate the end of the Falklands War. A service is being held at Page Park at 12 pm on Sunday 12th June.

6.22.4 Public Participation Session

No members of the public attended this session.

6.22.5 Approval of Minutes of meeting 12th May 2022 and matters arising

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.**

6.22.6 Wheatpatch update and write-off of overdue fees (for approval)

Wheatpatch have confirmed that they are closed permanently. They did consider reopening in September but do not have the commitment from parents to facilitate this. They have still not cleared their equipment from The Pavilion despite the deadline having passed and reminders having been issued - there has been no response to requests for updates. Clerk Annie Wherrett was asked to contact them to request that this is done without further delay. Failure to do so will result in their remaining equipment being disposed of and any resultant cost being passed to them.

With regards to their outstanding debt – which amounts to £1017.50 – there is little prospect of recovering this as they simply were not covering costs with the number of children attending and were having to use their private funds to cover expenses. It is therefore recommended that this amount be written off.

Councillor Alan Jewell proposed, Councillor Andrew Dyer seconded; and upon being put to a vote it was unanimously resolved to: Write off the outstanding amount of £1017.50

Action : Clerk Annie Wherrett to contact Wheatpatch to request immediate removal of the remaining equipment.

6.22.7 Little Rainbows Pre-school – Update

We are pleased to confirm that a new preschool 'Little Rainbows' will be operating from the Pavilion from September 2022. They are currently based at a local school but are no longer able to use their facility. Chair Andrew Alsop and Clerk Annie Wherrett met with them to show them the building and answer any queries. We did indicate to them that the published hire figures from 2021-22 are due for review due to ever increasing costs. They are happy for us to review and confirm the new figures to them. They were very complimentary about the facilities on offer at The Pavilion. Clerk Annie Wherrett proposed that the initial hire agreement is issued from September until the end of March so we can ensure that the arrangement is working for both parties. This will also allow us to review hire charges in March to ensure that they are at the correct level to cover costs.

Action – Clerk Annie Wherrett to contact them to confirm charges and proposed contract length.

6.22.8 Review of Fees and Charges in view of energy cost increase (for approval)

Due to the continuing significant increases in energy costs councillors were asked to consider the level of Fees and Charges.

Two proposals were put forward by the council to increase the daily hire rate for regular users from the current fee of £60. The first to increase to £70.00 and the second was to limit the increase to £65.00. All other charges will be increase proportionately. This represents an increase of 16.7% and will help to offset some of the increases. Please note that hire charges have not increased for a number of years prior to this. These changes will take effect from 1st September 2022.

This was put to a vote and it was resolved by majority to increase the daily charge to £70.

Councillor Alan Jewell proposed, Councillor Brenda Stokes seconded; and upon being put to a vote it was resolved by a majority to: Increase daily regular users hire rate to £70.00 and to increase all other charges proportionately as above with effect from 1st September 2022

Action – Clerk Annie Wherrett to publish revised hire charges on Website.

6.22.9 Investment Accounts Information (for approval)

Unfortunately this information has not yet been compiled – this item will be moved to a future agenda.

6.22.10 Shaun Cole Memorial Bench (for approval)

Clerk Annie Wherrett was contacted by Lucy Cole asking if they can place a memorial bench on the existing concrete plinth on the land outside of Pond Farm. This is to be in memory of Shaun Cole. It was discussed that the land is not owned/leased by the Parish Council we just maintain it. The family are happy to be responsible for all costs including installation and maintenance. The possibility of vandalism was discussed and this is a risk they are prepared to accept. Types of benches (materials) and type of fixings were also discussed with Lucy Cole. Chair Andy Alsop offered to help with any queries regarding the installation/fixings. The Cole family have been local residents for many years and the council were very keen to support this request.

Councillor Alan Jewell proposed, Councillor Bryan Hopkins seconded; and upon being put to a vote it was unanimously resolved to: Approve the request for the family of Shaun Cole to install a memorial bench in his name.

Action – Clerk Annie Wherrett to confirm the council are happy to support this request.

6.22.11 Year End Audit Feedback & Exercise of Public Rights dates (AW)

Clerk Annie Wherrett was pleased to confirm that the actions taken following the audit have resulted us achieving 'yes' to compliance in all areas on the internal audit aspect of the AGAR. Chair Andy Alsop thanked clerk Annie Wherrett for the huge amount of work undertaken to achieve this result.

The Notice of Public Rights will be added to both the website and notice boards on Friday 10th June and will be effective from Monday 13th June until Friday 22nd July 2022.

6.22.12 Street Cleaning (Jon Butler)

Due to the absence of Councillor Jon Butler this item has been moved to the July agenda.

6.22.13 Closure of Stoke Lane – Traffic calming measures.

The Parish Council expressed their disappointment that the traffic calming measures on Stoke Lane are going ahead despite our objections being presented in the strongest possible terms. We feel that the views of the Parish Council and local residents have been ignored in this matter. Statement to be added to website to this effect – cross reference to relevant minutes.

Action – Clerk Annie Wherrett to add a statement to our website reiterating our objections.

6.22.14 Infra-Red Heating – for information and consideration.

As a Parish Council we are starting to explore greener energy options which may be available in the future. One such option is Infra-Red heating. A consultant visited The Pavilion to assess the needs and provide a quotation. Full details of the system, plans and a quote were shared with council. This was purely for information purposes at this stage and other options will be investigated in due course. Chair Andrew Alsop thanked Councillor Andy Dyer for the work undertaken to facilitate this.

6.22.15 Parish Council Finance Update

South Glos Council – Q1 Localism Charges £1825.67

Councillor Alan Jewell proposed, Councillor Brenda Stokes seconded, and upon being put to a vote it was unanimously resolved to: **Approve the payment to South Gloucestershire Council.**

Bank statements

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

Councillor Alan Jewell 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 (see appendix 1)

Councillors were provided with copies of the Bank Reconciliation.

Councillor Alan Jewell 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 2)

Councillors were presented with the monthly income and expenditure report. Councillor Alan Jewell proposed, Councillor Bryan Hopkins seconded, and upon being put to a vote it was unanimously resolved to: **Approve the Financial report for this month.**

- 06.22.16 Planning Applications (see appendix 3)**
- 06.22.17 Date of next meeting: Thursday 14th July 2022**
- 06.22.18 Any other items the chair considers to be urgent**

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

Signed

Date

Alan Jewell
14-7-22

Appendix 1

Stoke Lodge and The Common Parish Council

Financial Status as at 29th May 2022

Barclays Bank Main A/C:	£89,053.62
Quickbooks Balance:	£89,053.62
Barclays Bank Second A/C	£12.62
Quickbooks Balance	£12.62
Lloyds Bank A/C	£94,561.91
Quickbooks Balance	£94,561.91
Total in Bank:	£183,628.15
Total in Quickbooks:	£183,628.15

Approved
14-7-22

Appendix 2

Income and expenditure report as at 29th May 2022

Income received from 4th May 2022 until 29th May 2022 = £140.00 from Brownies

Outgoings from 4th May 2022 until 26th May 2022 are as follows:

Barclays 1 account - £1,307.84 – this relates to standard expenditure for staffing, utilities and waste collection. This figure is lower than usual because the salary has not been paid at the time of the report

Barclays 2 account - £0.00

Lloyds account - £1,077.90 – these are standard monthly/quarterly payment apart from the annual internal audit fee of £954.00

Appendix 3

Planning Applications:

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

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. – **Date Non-Material Amendment Registered 19/05/2022**

No Objection was made to this application.

P22/02750/HH - 19 Painswick Avenue, Stoke Lodge and The Common, BS34 6DA

Erection of two storey side extension to form additional living accommodation. **Date of application 16/5/2022 – Validated 23/5/22.**

This a sizable extension to the existing property however no objection was made to this application.

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

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 – **Date of application 11/5/22.**

No objection was made to this application.

P22/01699/HH - 9 Elms Grove, Stoke Lodge and The Common, BS34 6NP

Erection of a single storey front extension and single storey side and rear extension to form additional living accommodation. **Approved with Conditions date 20/05/22**

P22/02141/HH - 52 Stoke Lane, Stoke Lodge and The Common, BS34 6DT

Erection of a side porch extension – **Approved with Conditions date 13/05/22**

Late notification of application

P22/03099/HH - 71 Stoke Lane, Stoke Lodge and The Common, BS34 6DT.

Erection of single storey rear and side extension to form additional living accommodation. Installation of rear dormers to facilitate loft conversion. Widening of dropped kerb to front of Property – **Date of Application 06/06/22 – Validated 08/06/22.**

No objection was made to this application.

Approved
14-7-22