

STOKE LODGE AND THE COMMON PARISH COUNCIL
ANNUAL PARISH MEETING ON THURSDAY 10th NOVEMBER 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, Alan Jewell and Ward Councillor Franklin Owusu-Antwi.

A one-minute silence was observed out of respect following the death of Queen Elizabeth II

11.22.1 Welcome and apologies for absence

Councillor John Bowyer sent his apologies.

11.22.2 Declarations of Interest

None

11.22.3 Ward Members Session

Councillor Franklin Owusu-Antwi Provided the following updates:

A number of results are now being published following the census last year – Franklin has forwarded the latest to the clerk for distribution.

Ukraine – We have found homes for 422 guests from Ukraine 374 of them are already in South Gloucestershire of which 141 are under 18. The initial 6 months are coming to an end and some hosts as continuing but more hosts are needed – contact South Gloucestershire Council if anyone is interested in becoming a host.

There are grants available of up to £500 for a community welcome space – speak to Franklin if anyone would like to apply.

Councillor Andrew Alsop advised that he has received feedback from 12 residents about the excessive height of the speed table on Stoke Lane. People are reporting pain from the severe jolt and concern for the potential damage to vehicles.

11.22.4 Public Participation Session

A resident attended to advise that the trees by Elms Grove have still not been cut back.

Action – Clerk Annie Wherrett to contact SGC again to chase this.

Another resident commented that it was very disappointing that local residents did not receive any updates or information about the development at 'Well Cottage'. This was during a period that the Parish Council were not receiving information from the planning department either but this seems to have been resolved now.

Action – None

11.22.5 Approval of Minutes of meeting 13th October 2022 and matters arising

Councillor Rebecca Strong asked for the minutes to be updated to reflect the fact that she suggested the 50% grant offer for North Patchway Hall.

Clerk Annie Wherrett asked that she may add the date of publication of conclusion of audit – this was provided at the meeting but was accidentally omitted from the draft minutes.

Councillor Alan Jewell 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:

The new ROSPA approved gate for the play area is on order and should be fitted soon.

11.22.6 Budgeting and Future Projects – for discussion

We will be starting to prepare the budget for discussion at the December meeting so if you have any areas you feel need to be added or considered please let Clerk Annie Wherrett know.

Action – Clerk Annie Wherrett to prepare draft budget for December meeting

11.22.7 Civility and Respect Project – for discussion and approval

Information regarding the civility and respect project has been shared with the council by email. Over 600 councils have already signed up to this.

Councillor Brenda Stokes proposed, Councillor Jon Butler seconded; and upon being put to a vote it was unanimously resolved to: **Sign up to the Civility and Respect Project.**

Action: Clerk Annie Wherrett to register our council and to establish next steps.

11.22.8 Review of Policies and Procedures

The updated policies and procedures were shared with the council by email prior to the meeting to enable them to raise any queries.

Councillor John Blight proposed, Councillor Andrew Dyer seconded; and upon being put to a vote it was unanimously resolved to: **Proceed with the updates to our policies and procedures.**

Action – Clerk Annie Wherrett to publish updates on website

11.22.9 Investment Account Options

The details of the banks/building societies widely used by Town and Parish Councils was shared with the Council following the last meeting with the intention that they be reviewed for the best options in line with our investment policy. There was no feedback on this so Clerk Annie Wherrett with work with Chair Andrew Alsop to establish the best options for us.

Action – Clerk Annie Wherrett and Chair Andrew Alsop to look at the available accounts and feedback

11.22.10 Staff Pay Award – NALC – for discussion and agreement (Confidential Item)

This confidential item has been removed from the minutes in line with the Model Publication Scheme.

11.22.11 Play Area Actions – for discussion and approval

As previously established the play area needs to be replaced. Clerk Annie Wherrett contacted South Gloucestershire Council to establish what we need to do in view of the public right of way (PROW) running through the middle of the skate park, play area etc. Our 2 options are as follows:

- i) Relocate the play area – Clerk Annie Wherrett made the following comments on this option:
 - a) The PROW will still run through the skate park.
 - b) The only other potential location for the Play Area also forms part of the PROW.
 - c) This alternative location is under large trees so falling twigs etc would potentially be a slipping hazard, may cause injury as well as causing damage to equipment.
 - d) It is in part of the park which is very dark at night and could potentially be a magnet for antisocial behaviour.
 - e) It would not solve the issue of the temporary PROW which runs across the car park and a resident has previously fed back that they feel this is very unsafe.
- ii) Apply to move the public right of way – this would address all of the above concerns.

Both would involve considerable expense which would need to be paid for by The Parish Council. These options were discussed at the meeting. One suggestion was that we simply install gates at either end of the new play area so access to the public right of way would not be blocked.

AW
8.12.22

Councillors were asked to consider the available options in time for the December Parish Council meeting.

Clerk Annie Wherrett confirmed that the timescale for either option is many months, and we still need to ensure that the play area is made as safe as possible in the meantime. In view of this we either need to remove the equipment completely and close – which will mean the children have nothing to play on for a long time or proceed to address the issues with the bark flooring as previously agreed.

The main area of concern for the playground inspector was the flooring and couple of pieces of equipment in the skate park – which will be removed.

Action: Proceed to replace bark and remove two skate ramps and finalise decision regarding PROW in December.

11.22.12 Parish Council Finance Update

Payments over £500

South Glos Council - £1825.67 - Localism

Bank statements

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

11.22.13 Planning Applications (see appendix 3)

11.22.14 Date of next meeting: Thursday 8th December 2022

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

Signed



Date

8.12.22

Appendix 1 – Bank Reconciliation

Stoke Lodge and The Common Parish Council

Financial Status as of 03rd November 2022

Barclays Bank Main A/C:	£70,527.83
Quickbooks Balance:	£70,527.83
Barclays Bank Second A/C	£12.62
Quickbooks Balance	£12.62
Lloyds Bank A/C	£125,649.24
Quickbooks Balance	£125,649.24
Total in Bank:	£196,189.69
Total in Quickbooks:	£196,189.69

ADP
8.12.22

Appendix 2 – Financial Report

Income and expenditure report as of 3rd November 2022

Income received from 6th October 2022 until 03rd November 2022 = £1613.00

Pre-school £1330.00, Football Club £135.00, Brownies £88.00, Scrap Book Club £60.00.

Outgoings from 6th October 2022 until 3rd November 2022 are as follows:

Barclays 1 account - £3201.51 this relates to standard expenditure for staffing, utilities and waste collection for a 1 month period.

Barclays 2 account - £0.00

Lloyds account - £2647.96 – monthly incidental outgoings plus purchase of ROSPA Approved gate at £1489.11, External Audit at £360.00 and Playground Inspection at £120.00.

PPH
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Appendix 3 - Planning Applications

New Applications

P22/05939/PNH – 56 Standish Avenue, Stoke Lodge and The Common, BS34 6AG

DESCRIPTION: The erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 4m, for which the maximum height would be 3.2m, and for which the

height of the eaves would be 3.1m

Date of Application: 10/10/22 – Validated 14/10/22 – Consultation Expiry 7/11/22

Awaiting Decisions

P22/05571/HH - 55 Amberley Road, Stoke Lodge and The Common, BS34 6BZ

Description : Erection of single storey rear extension to form additional living accommodation.

Date of Application: 22/09/2022 – Consultation Expiry: 13/10/2022

P22/05448/HH - 15 Fairford Crescent Patchway South Gloucestershire BS34 6DH

Description: Erection of incidental outbuilding to form garage and home office.

Date of Application: 15/09/2022 – Consultation Expiry: 07/10/2022

P22/04544/HH - 3 Staverton Close, Stoke Lodge and The Common, BS34 6AH

Description: Demolition of existing garage and erection of a two storey side extension to form annexe.

Date of Application: 05/08/2022 – Validated 05/08/2022

Planning Decisions

P22/04460/F – Land Adjacent 6 The Avenue, Stoke Lodge and The Common, BS34 6BE

Description: Erection of 1 no. End terrace dwelling with associated works.

Date of Application: 03/08/22 – Validated 03/08/22

Decision – Refusal – Date of Decision 21/10/22

P22/04129/F - Land At 93 Stoke Lane, Stoke Lodge and The Common, BS34 6DR

Description: Demolition of existing garage and erection of 1no dwelling.

Date of Application: 25/07/22 – Validated 25/07/22

Decision – Approve with Conditions – Date of Decision 21/10/22

P22/05394/HH - 9 The Avenue, Stoke Lodge and The Common, BS34 6BD

Description: Erection of two storey side and rear extension, single storey rear extension, porch area to the front and external rendering to form additional living accommodation.

Date of Application 09/09/2022 – Validated 09/09/2022 – Consultation Expiry 03/10/2022

Decision – Approve with conditions – Date of Decision 21/10/22

P22/05383/PNH - 1 Painswick Avenue, Stoke Lodge and The Common, BS34 6DA

Description: Erection of a single storey rear extension which would extend beyond the rear wall of the original house by 5.7 metres, for which the maximum height would be 2.7 metres, and for which the height of the eaves would be 2.7 metres.

Date of Application: 06/09/2022 – Validated 12/09/2022 - Consultation Expiry: 06/10/2022

Decision – Prior Approval not required – Date of Decision 11/10/22

Approved
8.12.22