

STOKE LODGE AND THE COMMON PARISH COUNCIL
ANNUAL PARISH MEETING ON THURSDAY 13th OCTOBER 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.

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

10.22.1 Welcome and apologies for absence

Councillor John Bowyer sent his apologies.

10.22.2 Declarations of Interest

Chair Andrew Alsop declared an interest in the planning at 7 Fairford Crescent which belongs to a family member.

10.22.3 Ward Members Session

No ward members were present at this meeting.

10.22.4 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 to chase this.

10.22.5 Approval of Minutes of meeting 14th July 2022 and matters arising

Councillor Alan Jewell proposed, Councillor Brenda Stokes seconded; and upon being put to a vote it was unanimously resolved to: **Approve the minutes as an accurate record.**

Matters arising:

We have submitted a list of jobs to South Gloucestershire Council for action by their new team.

We have heard nothing further from the fitness instructor who wished to use The Field.

Little Rainbows Preschool are settling in well.

10.22.6 Gas and Electricity Plan Renewal – for discussion

Our plan has now expired. In view of the current uncertainty, we do not want to renew on the proposed terms as there may be help available.

Action – Revisit when level of help available is clearer – hopefully next month.

10.22.7 Reducing future energy costs – for discussion

Chair Andrew Alsop has requested a quotation from a company who provide Solar Panels with battery back-up – this should be available soon.

Councillor John Blight suggested that we need to employ a heating consultant who is able to give impartial advice on the best type of heating for the building. They should also be able to advise on the likely short and longer terms costs/savings involved. Other energy saving methods such as cavity wall insulation should also be considered.

We have also recently had a quotation to instal infra-red heating.

Action – Councillor John Blight offered to investigate companies who will act as an impartial energy consultants & feedback.

10.22.8 Replacement Gate for Play Area

A quotation was presented to council for the purchase of a ROSPA approved gate as part of a few jobs which are needed in the outside areas. This was provided by our preferred supplier K T Property Services Ltd. They will also be doing so remedial work on the rear gates which have dropped and are proving difficult to open. The price for all aspects of the work is £2844.48 including VAT.

The price for the gate is £1489.11 including VAT within the above figure.

As this contractor is on our approved suppliers list and we are very happy with their work it was agreed that we would not look for other quotations in this instance.

Councillor John Blight proposed, Councillor Andrew Dyer seconded; and upon being put to a vote it was unanimously resolved to: **Proceed with the works as quoted.**

10.22.9 Grant Requests for Consideration:

North Patchway Hall

Completed grant application to assist with payment for replacement fencing, 3 quotations and financial information all received and reviewed. This was discussed and the proposal was that, although they do have some cash reserves, it is a valuable community space and we would like to support them. Due to their available reserves not all councillors were in favour of the full amount being granted therefore Councillor Rebecca Strong suggested that we could fund 50% of the cost. It was put to a vote and agreed by a majority of 6 to 2 that we would fund 50% of the cost of their preferred supplier (Willmott Building Quotation £2360.00 total including wood preserver).

Andrew Alsop
10.11.22

Councillor Rebecca Strong proposed, Councillor Alan Jewell seconded; and upon being put to a vote it was resolved by majority vote to approve 50% of the cost of replacement fence and associated works to the sum of £1180.00.

Action – Clerk Annie Wherrett to contact the committee of North Patchway Hall to confirm.

10.22.10 External Audit Result (AW)

Clerk Annie Wherrett confirmed that the external audit report has been received and their findings are as follows:

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Section 1 and 2 of the AGAR is in accordance with proper practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The only other matter mentioned was a typing error in the date that the RFO had signed section 2 of the AGAR. The minutes of the meeting clearly prove that it was done at the correct time. Just a reminder to check it is correctly recorded in the future.

Chair Andrew Alsop and other councillors thanked Clerk Annie Wherrett for her hard work over the last two years getting the Parish Council to this much improved position.

The conclusion of audit was published on 09th September 2022.

10.22.11 SAAA Auditor – Option to opt out – for discussion

There is the option to opt out of the external audit provision and to source an external auditor ourselves. It has been strongly recommended by ALCA and NALC that we don't do this as we would be creating a large amount of additional work for ourselves. Clerk Annie Wherrett advised that she does not wish to opt-out – councillors agreed to support this.

10.22.12 Review of Policies and Procedures – to be agreed

The policies and procedures were presented on the screen to be reviewed. However as there are multiple policies (each several pages long) it was agreed it would be better for these to be shared by email so councillors can review in preparation for the next meeting.

Action – Clerk Annie Wherrett to send updated policies and procedures to councillors to review.

10.22.13 Investment Account Options – for discussion and approval

Clerk Annie Wherrett confirmed that she has been investigating the suitable options and has a list of providers which are used by other local authorities. As she is not an expert in investments the list of providers will be shared with councillors for consideration and, if necessary, financial advice may be sought.

Action – Clerk Annie Wherrett to send details of possible investments.

10.22.14 Parish Council Finance Update

Payments over £500 – 2 already paid following cancellation of September meeting.

South Glos Council - £1825.67 - Localism

Advance Security Systems - £606.00 – Annual Service of Fire and Security Alarms.

Bank statements

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

Councillor Alan Jewell 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 (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 Bryan Hopkins proposed, Councillor Brenda Stokes 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 (See Appendix 3)

Councillors were presented with the concise report. It was unanimously agreed that this is sufficient for quarterly reporting purposes as it gives the top line results across all sections. Clerk Annie Wherrett invited Councillors to ask if they require any further detail – which they declined.

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

10.22.15 Planning Applications (see appendix 4)

10.22.16 Date of next meeting: Thursday 10th November 2022

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

Signed

Date

Approved
10-11-22

Appendix 1 – Bank Reconciliation

Stoke Lodge and The Common Parish Council

Financial Status as at 06th October 2022

| | |
|---------------------------------|--------------------|
| Barclays Bank Main A/C: | £73,729.34 |
| Quickbooks Balance: | £73,729.34 |
| Barclays Bank Second A/C | £12.62 |
| Quickbooks Balance | £12.62 |
| Lloyds Bank A/C | £126,684.20 |
| Quickbooks Balance | £126,684.20 |
| Total in Bank: | £200,426.16 |
| Total in Quickbooks: | £200,426.16 |

APD
10.11.22

Appendix 2 – Financial Report

Income and expenditure report as at 6th October 2022

Income received from 5th July 2022 until 6th October 2022 = £37,839.17 including 2nd precept payment of £30,673.00 and VAT reclaim totalling £6821.17. Hire income for the pitch was £80.00 and the hall £265.00.

Outgoings from 5th July 2022 until 6th October 2022 are as follows:

Barclays 1 account - £9929.44 this relates to standard expenditure for staffing, utilities and waste collection for a 3 month period. It also includes a quarterly telephone/internet charge for The Pavilion at £194.33.

Barclays 2 account - £0.00

Lloyds account - £3,471.34 this relates to standard monthly outgoing over a 3 months period plus Q2 localism charge at £1825.67, servicing and monitoring of the intruder and fire alarm at £606.00, replacement non slip mats for The Pavilion at £166.99 and the replacement of some dead oak trees on The Common totalling £397.89.

PAH
10.11.22

Appendix 3

Budget V Expenditure

| Budget vs Expenditure Report Q2 2022-23 | | | | | |
|---|--------------------------|--------------------|--------------------|--------------------|--------------------|
| | Section | Budget | Amount to date | Remaining Budget £ | Remaining Budget % |
| Expenses | Employees Total | £ 37,441.00 | £ 17,580.94 | £ 19,860.06 | 53.04% |
| | Premises Total | £ 19,375.00 | £ 7,692.06 | £ 11,682.94 | 60.30% |
| | Business Expenses | £ 4,560.00 | £ 445.66 | £ 3,687.24 | 80.86% |
| | Miscellaneous Total | £ 3,500.00 | £ 1,112.40 | £ 2,387.60 | 68.22% |
| | Charity and Grants Total | £ 3,000.00 | £ - | £ 3,000.00 | 100.00% |
| | Total Expenses | £ 67,876.00 | £ 26,831.06 | £ 40,617.84 | 59.84% |
| | Income | Lettings | £ 2,100.00 | £ 790.00 | £ 1,310.00 |
| VAT Receipt | | £ 4,430.00 | £ 6,821.17 | -£ 2,391.17 | -53.98% |
| Precept | | £ 61,346.00 | £ 61,346.00 | £ - | 0.00% |
| Other Income | | £ - | £ 60.00 | -£ 60.00 | #DIV/0! |
| Total Income | | £ 67,876.00 | £ 68,957.17 | -£ 1,081.17 | -1.59% |

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10.11.22

Appendix 4 - Planning Applications

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

P22/05383/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

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

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

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 – Validate 03/08/22

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

Planning Decisions

P22/04666/HH - 7 Fairford Crescent, Stoke Lodge and The Common, BS34 6DH

Description: Installation of front and rear dormers to form first floor living accommodation

Date of Application: 05/08/22 – Validated 05/08/22 – Approved 27/09/2022

Decision – Approve with conditions

P22/04827/NMA - 19 Painswick Avenue, Stoke Lodge and The Common, BS34 6DA

Description: Non-Material amendment to permission P22/02750/HH to change the garage to living accommodation with the replacement of the door with a window, to install 1 no. additional window in the side elevation and to replace 1 no. rear window with a door.

Date Registered: 12/08/22

Decision - Approve Non-Material Amendment - Date of Decision: 07/09/22

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 – Approved

Decision – Approve with Conditions

Approved
10.11.22