

STOKE LODGE AND THE COMMON PARISH COUNCIL
FULL PARISH COUNCIL MEETING ON THURSDAY 13th APRIL 2023
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, Jon Butler, Andrew Dyer, Bryan Hopkins, Rebecca Strong and Alan Jewell.

04.23.1 Welcome and apologies for absence

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

04.23.2 Declarations of Interest

Chair Andrew Alsop declared an interest in the planning application relating to 45 Fairford Crescent due to the proximity to his own property. He will not participate in any discussions relating to this property.

04.23.3 Ward Members Session

No Ward members were present for this meeting.

04.23.4 Public Participation Session

A resident asked when the lines marking is to be completed. Clerk Annie Wherrett confirmed that this has been chased by both her and Councillor Franklin Owusu-Antwi and they have been advised it should be completed late spring/early summer. We will continue to chase.

04.23.5 Approval of Minutes of meeting 9th March 2023 and matters arising

Two minor typing errors were noted and corrected.

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

Matters arising:

Roller Shutter Door has been repaired.

04.23.6 Replacement Door Quotations

Only one quotation received so far – awaiting further quotes.

Approved
11.5.23

04.23.7 Play Area Flooring Progress Report

This has not yet progressed due to weather and an issue with skip hire – hoping to make a start later in April.

Action: Update at next meeting (JB/AD)

04.23.8 Pitch Drainage Works

We previously received 3 quotes to complete the pitch drainage works which were as follows:

K T Properties (preferred supplier) £4966.00 + VAT = £5959.20

S W Harris £5300.00 + VAT = £6360.00

ASP Fencing and Fabrications £5750.00 + VAT = £6900.00

Councillor Alan Jewell proposed, Councillor Bryan Hopkins seconded; and upon being put to a vote it was unanimously resolved to: **Approve quotation provided by K T Properties and proceed with works.**

Action: Arrange date for remedial works with K T Properties (AA)

04.23.9 The Hut

The committee of The Hut are planning to retire and are looking for new people to take it over. If no-one is found it is possible it may close. It has been asked if the Parish Council would consider taking over the management of it, but it was agreed that we do not currently have the capacity to do this.

04.23.10 Internet Heating Controls

Chair Andrew Alsop proposed that a 'Hive' remote heating control be installed for ease of changing the heating when needed. We are trying to reduce energy usage and it is felt this will help to do so. This will be installed by Brian Jeal when he undertakes the annual service.

Councillor Brenda Stokes proposed, Councillor Rebecca Strong seconded; and upon being put to a vote it was unanimously resolved to: **Approve the purchase and installation of a 'Hive' controller.**

Action: Arrange Service and Hive Control Installation (AA)

04.23.11 Hire Agreement Terms and Conditions

Clerk Annie Wherrett presented updated Hire Agreements for both Little Rainbows Preschool and Brownies – all changes were highlighted to the council.

Councillor Alan Jewell proposed, Councillor Bryan Hopkins seconded; and upon being put to a vote it was unanimously resolved to: **Approve the updated Hire Agreements.**

Action – Issue revised Agreements to hirers (AW)

Approved
11.5.23

04.23.12 Clerk's Report

The merchandise for the coronation has been purchased as per email authorisation from councillors and is as follows:

875 packets of personalised Wildflower Seeds £899.99 – it was approved by email that we would purchase these ready-made rather than make them ourselves due to the time involved.

875 Water Bottles with Coronation design and PC logo £1606.50 including VAT.

Both of these items will be presented to the children at each of the three schools in our area.

Action – Clerk Annie Wherrett to arrange delivery once received.

04.23.13 Parish Council Finance Update

Payments over £500

- 1) ALCA/NALC Annual Subscription £548.79 - paid
- 2) Wildflower Seeds for Coronation – Buntillicious - £899.99 - paid
- 3) Water Bottles for Coronation – Insignia - £1606.50 – paid

Two further invoices have arrived since the agenda was issued these were both for pre approved items as follows:

- 4) SGC Internal Audit Fee £990.00
- 5) HAG - Roller Shutter Repair £1002.00

Councillor Brenda Stokes proposed, Councillor Rebecca Strong seconded, and upon being put to a vote it was unanimously resolved to: **Approve the payments over £500 for this month.**

Bank statements

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

Councillor Alan Jewell 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 (Appendix 1)

Councillors were provided with copies of the Bank Reconciliation.

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

Financial Report (Appendix 2)

Councillors were presented with the monthly income and expenditure report.

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

*Approved
11.5.23*

Quarterly Budget vs Expenditure Report Q4 – Year End – (Appendix 3)

Councillors were presented with the summary report and an explanation for any discrepancies provided and discussed. The outcome was that we overspent by 1.76% (£1,194.69) against budget largely due to increased energy prices. However, we also exceeded income by 14.4% (£9776.67) due to a higher than expected VAT rebate and a new daily hire being secured with Little Rainbows Preschool.

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

04.23.14 Planning Applications (see appendix 4)

04.23.15 Date of next meeting: Thursday 11th May 2023

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

Signed

Date

*Approved
11.5.23*

Appendix 1

Stoke Lodge and The Common Parish Council

Financial Status as at 3rd April 2023

Barclays Bank Main A/C:	£49,398.26
Quickbooks Balance:	£49,398.26
Barclays Bank Second A/C	£12.62
Quickbooks Balance	£12.62
Lloyds Bank A/C	£116,401.51
Quickbooks Balance	£116,401.51
Total in Bank:	£165,812.39
Total in Quickbooks:	£165,812.39

Appendix 2

Income and expenditure report as at 3rd April 2023

Income received from 1st March 2023 until 3rd April 2023 = £1381.00 which comprises of Preschool £980.00, Football Pitch Hire £152.50, Brownies £146.00, Scrap Book Club £50.00 and ad-hoc hire £52.50

Outgoings from 1st March 2023 until 3rd April 2023 are as follows:

Barclays 1 account - £ 4005.93 – this relates to standard monthly expenditure for staffing, Utilities and waste collection plus the quarterly phone and internet charge for The Pavilion.

Lloyds account - £8248.33 – this includes the following large payments:

Zurich Insurance £1716.58 - Annual Parish Council Insurance Policy

Insignia Limited - £1606.50 – Coronation Water Bottles for Schools

Buntilicious -£899.99 – Coronation Wildflower Seeds for Schools

South Glos Council - £2012.04 – unpaid localism charges for Q4 2017/18

South Glos Council - £1924.88 – unpaid localism charges for Q1 2019/20

Approved
11.5.23

Appendix 3 – Quarterly Budget vs Expenditure Summary Report

Budget vs Expenditure Report Q4 2022-23					
	Section	Budget	Amount to date	Remaining Budget £	Remaining Budget %
Expenses	Employees Total	£ 37,441.00	£ 36,761.75	£ 679.25	1.81%
	Premises Total	£ 19,375.00	£ 23,441.63	-£ 4,066.63	-20.99%
	Business Expenses	£ 4,560.00	£ 3,220.84	£ 1,304.78	28.61%
	Miscellaneous				
	Total	£ 3,500.00	£ 4,142.09	-£ 642.09	-18.35%
	Charity and Grants				
	Total	£ 3,000.00	£ 1,470.00	£ 1,530.00	51.00%
	Total Expenses	£ 67,876.00	£ 69,036.31	-£ 1,194.69	-1.76%
Income	Lettings	-£ 2,100.00	-£ 9,485.50	£ 7,385.50	-351.69%
	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	-£ 77,652.67	£ 9,776.67	-14.40%

Appendix 4 - Planning Applications

New Applications:

P23/01160/HH: 45 Fairford Crescent, Stoke Lodge and The Common, BS34 6DQ

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

Date Registered: 24/03/2023 – Consultation Expiry: 16/04/2023

P23/01018/CLP: 3 Maisemore Avenue, Stoke Lodge and The Common, BS34 6BT

Description: Erection of incidental outbuilding

Date Registered: 16/03/2023 – Consultation Expiry: 06/04/2023

Awaiting Decisions:

P23/00699/HH - 24 Bibury Avenue Patchway South Gloucestershire BS34 6DG

Description: Installation of 1 front and 1 rear dormer to form additional living accommodation

Date of Application: 20/02/2023 – Date of Validation: 01/03/2023 – Consultation Expiry: 23/03/23

*Approved
11.5.23*

P23/00718/HH - 16 Bourton Avenue, Stoke Lodge and the Common, BS34 6EA

Description: Installation of 1 front dormer to form additional living accommodation

Date of Application: 20/02/2023 – Consultation Expiry: 16/03/23

Planning Decisions:

None

*Approved
11.5.23*