

**STOKE LODGE AND THE COMMON PARISH COUNCIL**  
**ANNUAL PARISH MEETING ON THURSDAY 14<sup>th</sup> DECEMBER 2023**  
**7PM AT THE PAVILION, THE COMMON, STOKE LODGE AND THE COMMON**  
**NON-CONFIDENTIAL MINUTES**

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

Present: Councillors Andrew Dyer, Jon Butler, Bryan Hopkins, Rebecca Strong and Alan Jewell.

**12.23.1 Welcome and apologies for absence**

Councillors Andrew Alsop and Branda Stokes and Ward Councillors Franklin Owusu-Antwi and Terri Cullen sent their apologies.

**12.23.2 Declarations of Interest**

Councillor Jon Butler declared an interest in agenda item 12.23.12 – Closure of Cranham Drive. This is due to him residing in the property next to redevelopment on The Common.

**12.23.3 Ward Members Session**

No ward councillors were present for this meeting.

**12.23.4 Public Participation Session**

The Trees behind the Hut have grown again and need further attention. There is clear evidence of access being gained into the pub site. Fresh blood has been spotted on the site where someone has obviously injured themselves. The site has never been properly secured by the brewery – there is no Fencing or Signage. It is both a health and safety risk and a fire risk.

**Action: Clerk Annie Wherrett to contact SGC Streetcare to ask them for advice/to take action as it has been abandoned for over 2 years.**

**12.23.5 Approval of Minutes of meeting 9<sup>th</sup> November 2023 and matters arising**

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

**12.23.6 Outside Areas Improvements**

A number of potential plans for the site were discussed including:

Installation of a small basketball court in the grassed area to the rear of the Pavilion.

Installation of some urban trainers at various locations around the edge of the field.

Before anything can be done we need to see a topographical survey of the field undertaken so we can be sure where all services are.

**Action – Clerk Annie Wherrett to contact SGC in the first instance to establish if they have a Topographical survey of the field.**

#### **12.23.7 Preferred Suppliers List**

Councillors were provided with a copy of the updated preferred suppliers list for consideration and approval

Councillor Jon Butler proposed, Councillor Rebecca Strong seconded; and upon being put to a vote it was unanimously resolved to: **Approve the Preferred Suppliers List**

#### **12.23.8 Increase in BACS Limit**

The BACS arrangement has recently been transferred to Lloyds bank. This is the first month it will be used for but due to some back pay dating back to April we have exceeded the current limit of £4,000 – in order to ensure that all payments could be made it was necessary to increase it to £5,000 per month. Approval was sought and obtained by Lloyds Bank from bank signatories for this change to be made. The change is permanent to avoid such issues in the future.

#### **12.23.9 Draft Budget Proposal**

The draft budget was circulated to councillors prior to the meeting for due consideration.

A new vacuum is needed for the Pavilion at a cost of approximately £300.

Please see minute reference 12.23.6 for information about proposals for the outside area.

Councillors also suggested that the provision of Christmas lights should also include Stoke Lane next year as, whilst the lights by the shops are appreciated they will not be enjoyed by as many of the residents. The annual cost for storage, erection and dismantling of the lights is currently around £1,000 for 5 units. The cost to purchase 5 units is approximately £1,760. There is also a one of cost of £250 per unit to install the power sockets on the lighting poles. The cost for the purchase of the lights and installation sockets can be taken from existing reserves but the annual costs for erection, dismantling and storage will need to be included in the precept as it is an ongoing cost. It is proposed that we will have approximately 20 Christmas lights in total in Stoke Lodge and The Common.

Clerk Annie Wherrett reminded councillors that we are unable to effect any changes to the skate park or play area unless the PROW is moved – this money will need to remain in the reserves to enable future projects.

**Action: Clerk Annie Wherrett to update budget proposal and reserves to reflect the changes requested.**

### **12.23.10 Localism Contract Renewal**

A copy of the new localism contract was circulated to councillors prior to the meeting. The new contract is for 3 years (previously 1) and the increase for this year represents 4.2% on the previous year.

Councillor Jon Butler proposed, Councillor Alan Jewell seconded and upon being put to a vote it was unanimously resolved to: **Renew Localism contract with SGC.**

**Action: Clerk Annie Wherrett to sign and return agreement to SGC.**

### **12.23.11 Investments**

We still need to move some money as we have in excess of £85,000 with Lloyds which exceeds the FSA limit.

It was not possible to set up the account with United Trust Bank as they are no longer opening new accounts for Parish Councils.

The next best option is Cambridge and Counties Bank who have a 31day notice account at an interest rate of 4.05% – Clerk Annie Wherrett has emailed them to check whether this is available to us but has not yet received a response.

It was also suggested that we invest £50,000 in NS&I Premium Bonds as the money is protected, is instantly available and the average return is over 4%.

Councillor Jon Butler proposed, Councillor Alan Jewell seconded and upon being put to a vote it was unanimously resolved to: **Proceed to invest £50,000 with Cambridge and Counties in a 31 day notice account and £50,000 with NS&I in Premium Bonds.**

**Action: Clerk Annie Wherrett to arrange applications for new accounts.**

### **12.23.12 Closure of Cranham Drive**

The notice of intent is effective from 18<sup>th</sup> January for a period of 18 months. We believe that this is to facilitate the connection of water and sewerage for the new development on The Common.

There has been no consultation on this and it has the potential to cause significant disruption to both residents and the school.

We have discovered that there is a site meeting tomorrow (Friday 15h December). This has not been sent officially by SGC and we have not been invited to attend.

Councillor Jon Butler will attend in his capacity as a resident.

Email sent to school to make sure they are aware of the site meeting.

### **12.23.13 Clerk's Report**

Issues with new BT change over – they have mixed up two accounts and Clerk Annie Wherrett is in contact with BT to try to resolve.

Bark received and spread thanks to Councillors Andrew Dyer and Bryan Hopkins.

Clerk's has worked lots of additional hours recently so we be taking leave from Wednesday 20<sup>th</sup> December until Wednesday 3<sup>rd</sup> January 2024.

**12.23.14 Parish Council Finance Update**  
**Payments over £500 - None**

**Bank statements**

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

Councillor Jon Butler 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 Jon Butler 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 Jon Butler proposed, Councillor Alan Jewell seconded, and upon being put to a vote it was unanimously resolved to: **Approve the Financial report for this month.**

**12.23.15 Planning Applications (see appendix 3)**

**12.23.16 Date of next meeting: Thursday 11<sup>th</sup> January 2024**

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

**Signed**      *Andy Dyer*      **Date**    11/01/2024

## **Appendix 1 – Bank Reconciliation**

### **Stoke Lodge and The Common Parish Council**

#### **Bank Reconciliation as at 6<sup>th</sup> December 2023**

<b>Barclays Bank Main A/C:</b>	<b>£22,256.44</b>
<b>Quickbooks Balance:</b>	<b>£22,256.44</b>
<b>Barclays Bank Second A/C</b>	<b>£12.62</b>
<b>Quickbooks Balance</b>	<b>£12.62</b>
<b>Lloyds Bank A/C</b>	<b>£164,208.52</b>
<b>Quickbooks Balance</b>	<b>£164,208.52</b>
<b>Total in Bank:</b>	<b>£186,477.58</b>
<b>Total in Quickbooks:</b>	<b>£186,477.58</b>

## **Appendix 2 – Financial Report**

### **Income and expenditure report as at 6<sup>th</sup> December 2023**

Income received from 1<sup>st</sup> November 2023 – 6<sup>th</sup> December 2023 = £5327.54  
– this includes £3949.44 for rebate of VAT, £1237.60 from Little Rainbows Pre-School and £140.50 from Almondsbury Youth FC and from Brownies.

Outgoings from 4<sup>th</sup> October 2023 until 1<sup>st</sup> November are as follows:

Barclays 1 account – £694.32 this is considerably less than previous months as the BACS payments relating to staffing have been moved to Lloyds Bank.

Barclays 2 account - £0.00

Lloyds account – £8070.19 this now includes the BACS payments for staffing, Localism Charges £2013.30m, additional play bark £334.32, electrical works £285.60 and grant of £200.00 plus standard running costs and expenditure.

## **Appendix 3 Planning Applications**

### **New Applications**

P23/03154/HH – 6 The Avenue, Stoke Lodge and The Common, BS34 6BE

Description: Erection of two storey side extension to provide additional living accommodation (resubmission of P23/01896/HH)

Date Registered: 13/11/23 – Consultation Expiry: 7/12/23

### **Awaiting Decisions**

**P23/02960/CLP** - 3 Stoke Lane, Stoke Lodge and The Common, BS34 6BN

Description: Demolition of existing conservatory. Erection of a single storey rear extension to form

additional living accommodation.

Date Registered 25/10/23 – Consultation Expiry: 15/11/23

### **Planning Decisions**

**P23/02643/CLP** – Corner Cottage, The Common, Stoke Lodge and The Common Bristol, BS34 6AL

Description: change from residential (class C3) to 5 bed house of multiple occupancy (class C4).

Date Registered: 30/09/2023 – Consultation Expiry: 21/10/2023.

**The Parish Council have objected to this application.**

Decision: Certificate of Lawfulness Approved – Date of Decision 22/11/23

**P23/02603/HH** – 6 Stoke Lane, Stoke Lodge and The Common, BS34 6BW

Description – Erection of single storey side extension to form additional living accommodation. Demolition of existing front porch and erection of replacement front porch.

Date Registered: 15/09/2023 – Consultation Expiry: 06/10/2023

Decision: Approve with Conditions – Date of Decision:03/11/23

**P23/01782/F** The Old Dairy, Stoke Lane, Stoke Lodge and The Common, BS34 6DU

Description: Conversion of Existing Basement Area into 1 flat

Date Registered: 06/06/2023 - Consultation Expiry: 26/06/23

Decision: Approve with Conditions – Date of Decision 08/11/23