

STOKE LODGE AND THE COMMON PARISH COUNCIL
ANNUAL PARISH MEETING ON THURSDAY 9th FEBRUARY 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, John Blight, Rebecca Strong, Andrew Dyer, Bryan Hopkins and Alan Jewell.

02.23.1 Welcome and apologies for absence

Councillors John Bowyer, Jon Butler and Ward Councillor Franklin Owusu-Antwi sent their apologies.

02.23.2 Declarations of Interest

None

02.23.3 Ward Members Session

No Ward Councillors were present at this meeting.

02.23.4 Public Participation Session

We discussed the antisocial behaviour at the Travellers Rest. Councillor Andrew Dyer has been very proactive liaising with both the police and Green King Brewery. He will feedback further information once received.

02.23.5 Approval of Minutes of meeting 12th January 2023 and matters arising

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

Matters arising:

None

02.23.6 Cooker Replacement

The current cooker is old and has a gas hob which has been disconnected for safety reasons. The cost to replace would be less than £500 and would provide an additional facility for hirers. A freestanding all electric oven with a solid top electric hob was suggested as it would be more robust.

Alsop 9.3.23

Councillor Alan Jewell proposed, Councillor Brenda Stokes seconded; and upon being put to a vote it was unanimously resolved to **proceed to purchase new cooker.**

Action: Clerk Annie Wherrett to source new cooker and arrange delivery/installation.

02.23.7 Front Door Replacement

Chair Andrew Alsop confirmed that the quotes for this have not yet been received.

Action: add to March Agenda.

02.23.8 Play Areas Flooring Progress

Councillor Andrew Dyer confirmed that this is being discussed with the working party and they hope to proceed later in February/Early March – it will be weather dependant. The play area remains closed in the meantime.

Actions: Update at next meeting.

02.23.9 Amberley Road Grant Application

The application form has been sent to them but has not yet been completed by them.

Action: Add to March Agenda

02.23.10 Bus Services – Feedback to Ward Councillors (RS)

The residents of Stoke Lodge and The Common have been severely affected by the cuts to the bus services. Bradley Stoke Town Council have recently undertaken a resident's consultation on the bus services and councillors agreed that we should do the same.

Action: Clerk Annie Wherrett to investigate and set up a consultation.

02.23.11 Ring Fenced Reserves/General Reserves and Investment Policies

These need to be reviewed as if we simply add the new earmarked reserves which were suggested at the January meeting it would exceed our available funds. This was discussed at length and a revised reserves policy was created.

See Appendix 1 for full details.

Councillor Brenda Stokes proposed, Councillor Alan Jewell seconded; and upon being put to a vote it was unanimously resolved to: **Approve the updated reserves policy.**

Action – Clerk Annie Wherrett to update reserves policy for publication on the website. Investment options to be reviewed at next meeting.

*Approved
9.3.23*

02.23.12 Fees and Charges/Hirers

Schedule of fees presented to council. Council agreed that fees/charges would remain unchanged for the next 6 months when we can get a better picture of the impact of utility price increases. Offer a 6-month contract to any hirer whose contracts expire in March and review again for September. The credit terms for all hirers will be reduced to 14 days.

Council were happy to offer renewal to all hirers subject to ensuring all hire agreements are updated and conditions and requirements are being met.

Councillor Brenda Stokes proposed, Councillor Bryan Hopkins seconded; and upon being put to a vote it was unanimously resolved to: Keep fees and charges unchanged until September and reduce credit terms to 14 days for regular users.

Action – Annie Wherrett to liaise with hirers to confirm.

02.23.13 Building Valuation

We need to undertake a valuation of the building, as previously advised. Only one quote has been received so far for this at £500.00 + VAT. We are awaiting a further quote.

Action: Clerk Annie Wherrett to advise at next meeting.

02.23.14 Solicitors for Lease

Wards solicitors have been recommended to deal with the lease and have provided an estimate of between £1500.00 - £1750.00 + VAT for the service. As they were recommended the council were happy to proceed on this basis. We have budgeted £2500.00 for this service.

Councillor Alan Jewell proposed, Councillor Bryan Hopkins seconded; and upon being put to a vote it was unanimously resolved to: Instruct Wards Solicitors to negotiate the lease on our behalf.

Action – Clerk Annie Wherrett to contact Wards to arrange.

02.23.15 Internal Audit Feedback

The in year audit has been completed and there were no actions or recommendations needed for this year. Two advisory points were mentioned as follows:

Asset Register: Move asset disposals onto a separate tab so they can be clearly identified and don't appear in total asset figures (completed).

Rebuilding Value: once the valuation has been completed ensure that the insurance policy is updated to ensure adequacy of cover.

The Auditor was very complimentary and noted that all 8 actions from last year have been completed. We have moved from a rating of 'Reliable Standard' to 'High Standard'.

Chair Andrew Alsop and Councillor Brenda Stokes both thanked Clerk Annie Wherrett for her efforts to get to this point.

AP Alsop
9.3.23

02.23.16 Clerk's Report

Zurich Insurance renewal has now been received – increased from £1490.49 to £1716.58 – Clerk Annie Wherrett to investigate and report reason for increase at next meeting. We are under LTA.

The following events are taking place:

YTL Arena Parking Consultation – details have been shared.

Violence against women and girls meeting 23/2 at 12pm – MS TEAMS

Thornbury to North Bristol Sustainable Transport pop up 09/03/23

Election workshops – don't forget to book your place! AW email 18/01/23

02.23.17 Parish Council Finance Update

Payments over £500

South Gloucestershire Council – Q4 Localism - £1825.67

Bank statements

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

Councillor Brenda Stokes 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 2)

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 3)

Councillors were presented with the monthly income and expenditure report.

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


02.23.18 Planning Applications (see appendix 4)

02.23.19 Date of next meeting: Thursday 9th March 2023

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

Signed

Date


9.3.23

Appendix 1

Reserves Policy Review				
	Category	Current	Proposed	Agreed
Current Items	Play Equipment	£40,000	£ 50,000.00	£ 50,000.00
	Land Purchase	£50,000	£ -	£ -
	Future Elections	£7,000	£ 5,000.00	£ 5,000.00
	Facilities Upgrade	£10,000	£ 10,000.00	£ 10,000.00
	Replacement Equipment	£5,000	£ 5,000.00	£ 5,000.00
	Current Items Total	£112,000	£ 70,000.00	£ 70,000.00
Additional items agreed for budget	Moving PROW	£5,000	£ 5,000.00	£ 5,000.00
	Coronation Celebrations	£5,000	£ 5,000.00	£ 5,000.00
	Christmas Lights	£5,000	£ 5,000.00	£ 5,000.00
	Legal Fees (Lease)	£2,500	£ 2,500.00	£ 2,500.00
	Fees for Lease Renewal	£1,500	£ 1,500.00	£ 1,500.00
	Energy Audit	£800	£ 800.00	£ 800.00
	Drainage Works	£6,000	£ 6,000.00	£ 6,000.00
Additional Items Total	£25,800	£ 25,800.00	£ 25,800.00	
Proposed Additional Items	Energy Audit Actions	£30,000		£30,000.00
	AJBC	£20,000		-
	Outside Storage	£20,000		
	Proposed Additional Total	£70,000	£0	£30,000
Overall Total	£207,800	£95,800	£125,800	
Available Funds	Current Holdings	£181,900	£181,900	£181,900
	Remaining known expenditure	£23,500	£23,500	£23,500
	Contingency	£5,000	£5,000	£5,000
	Remaining income	£3,800	£3,800	£3,800
	Available Funds	£157,200	£157,200	£157,200
Remaining	-£50,600	£61,400	£31,400	

Agreed at Full Council 09.02.2023

AAAP
9-3-23

Appendix 2

Stoke Lodge and The Common Parish Council

Financial Status as of 01st February 2023

Barclays Bank Main A/C:	£57,587.59
Quickbooks Balance:	£57,587.59
Barclays Bank Second A/C	£12.62
Quickbooks Balance	£12.62
Lloyds Bank A/C	£124,303.64
Quickbooks Balance	£124,303.64
Total in Bank:	£181,903.85
Total in Quickbooks:	£181,903.85

Appendix 3

Income and expenditure report as of 01st February 2023

Income received from 5th January 2023 until 1st February 2023 = £840.00

Pre-school £770.00, Scrap Book Club £70.00

Outgoings from 5th January 2023 until 1st February 2023 are as follows:

Barclays 1 account - £5368.12 this relates to monthly expenditure for staffing, utilities and waste collection. The gas and electricity bills have increased significantly and are also for a 2 month period due to delays with British Gas issuing bills reflecting the government assistance. The additional payments for staff PAYE and Pensions related to the backdated pay award are reflected in the month's figures.

Barclays 2 account - £0.00

Lloyds account - £3004.50 – This included a grant for North Patchway Hall £1470.00 and KT Properties for remedial works on the fences/gates and installation of the ROSPA approved playground gate - £1355.36.

Appendix 4

Planning Applications

New Applications

None

Awaiting Decisions

None

Planning Decisions

P22/06307/HH - 31 Bourton Avenue, Stoke Lodge and The Common, BS34 6EB

DESCRIPTION: Erection of a single storey rear extension and installation of 1 rear dormer to form additional living accommodation. Raising of garage roof line

Date Registered: 09/11/22 – Consultation Expiry 30/11/22

Decision: Approve with Conditions – Date of Decision 20/01/23

P22/06587/HH - 12 The Avenue, Stoke Lodge and The Common, BS34 6BE

DESCRIPTION: Erection of a two storey rear extension to form additional living accommodation. Installation of access ramp.

Date of Application: 23/11/22 – Consultation Expiry 14/12/22

Decision: Approve with Conditions – Date of Decision 13/01/23