

**STOKE LODGE AND THE COMMON PARISH COUNCIL**  
**FULL PARISH COUNCIL MEETING ON THURSDAY 8<sup>th</sup> JUNE 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, Andrew Dyer, Bryan Hopkins, Rebecca Strong, Alan Jewell and Jon Butler.

**6.23.1 Welcome and apologies for absence**

Ward Councillors Franklin Owusu-Antwi and Terri Cullen sent their apologies.

**6.23.2 Declarations of Interest**

None

**6.23.3 Ward Members Session**

No ward members were present for this meeting.

**6.23.4 Public Participation Session**

A resident mentioned made reference to the speeding along 'The Common' becoming dangerous and the trees in Elms Grove have still not been cut.

**6.23.5 Approval of Minutes of meeting 11<sup>th</sup> May 2023 and matters arising**

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

**Matters arising:**

We still don't have the quotes back for the replacement doors – will continue to chase this.

Boiler Service and Hive Control to be installed this month.

**6.23.6 Meeting Protocols**

Chair Andrew Alsop reminded Councillors that we must abide by meeting protocols and be respectful to the chair, clerk and each other at all times. He further reminded councillors that we have agreed to the Civility and Respect pledge.

AAAlsop 13.7.23

**6.23.7 Almondsbury Youth Football Club**

We are having a few problems with the football club such as damage to the pitch and having to chase payments. We will call a face-to-face meeting to discuss our concerns with them.

**6.23.8 Play Area Flooring Quotation**

A quotation of £1304.64 inc VAT has been obtained from CPA Horticulture for the play bark. This will be delivered in bulk. We received an alternative quotation of £1739.10 inc VAT from G B Sport and Leisure on Pallets but site access was a concern with a significant charge if delivery was not made. Councillor Jon Butler confirmed that he will attend the delivery and arrange a working party including Councillors Andrew Dyer and Bryan Hopkins to spread the bark.

Councillor Brenda Stokes proposed, Councillor Andrew Dyer seconded; and upon being put to a vote it was unanimously resolved to: **Proceed with the purchase of the Play Bark from CPA Horticulture.**

**Action: Clerk Annie Wherrett to contact CPA Horticulture to pay invoice and arrange delivery**

**6.23.9 Building Surveyors Rebuilding Valuation**

The rebuilding estimation has been undertaken. Due to the escalating price of materials over the last few years we were found to be under-insured by around £150,000 – this has now been rectified by Clerk Annie Wherrett and a pro-rata additional premium of £75.00 has been paid.

**6.23.10 New Code of Conduct**

The wording for the new code of conduct was circulated to all councillors by email on 26<sup>th</sup> May for review and approval.

Councillor Andrew Dyer proposed, Councillor Alan Jewell seconded; and upon being put to a vote it was unanimously resolved to: **Adopt the new code of conduct**

**6.23.11 Civility and Respect Pledge -Training on-line**

Whilst we have agreed to sign up to the pledge it has not yet been registered as all councillors and staff must undertake a training module as part of the pledge.

**Action: Clerk Annie Wherrett to send an email link to all for the Training**

AARep  
13.7.23



6.23.12

**Clerk's Report**

The next CEF Meeting is to be held on Tuesday 4<sup>th</sup> July – a link has been sent to all councillors.

There is to be a road closure to join the sewer for Well Cottage Annexe to the mains. The notice is effective from 3<sup>rd</sup> July 2023 for a period of 18 months but the work is scheduled to take one day.

The AGAR and all supporting documents have been submitted to the new External Auditor.

6.23.13

**Parish Council Finance Update**

**Payments over £500**

Barrett Corp Harrington – Building Survey £600 (already paid)

**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 (see appendix 2)**

Councillors were provided with copies of the Bank Reconciliation.

Councillor Rebecca Strong 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 3)**

Councillors were presented with the monthly income and expenditure report.

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

6.23.14

**Planning Applications (see appendix 4)**

6.23.15

**Date of next meeting: Thursday 13<sup>th</sup> July 2023**

6.23.16


**Councillor Training (Confidential Item)**

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

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

**Signed**

**Date**

  
13.7.23

## Appendix 1 – Bank Reconciliation

### Stoke Lodge and The Common Parish Council

#### Financial Status as at 26<sup>th</sup> May 2023

<b>Barclays Bank Main A/C:</b>	<b>£43,623.27</b>
<b>Quickbooks Balance:</b>	<b>£43,623.27</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>£149,978.66</b>
<b>Quickbooks Balance</b>	<b>£149,978.66</b>
<b>Total in Bank:</b>	<b>£193,614.55</b>
<b>Total in Quickbooks:</b>	<b>£193,614.55</b>

## Appendix 2 – Financial Report

### Income and expenditure report as at 26<sup>th</sup> May 2023

Income received from 3<sup>rd</sup> May 2023 until 26<sup>th</sup> May 2023 = £824.00

Outgoings from 3<sup>rd</sup> May 2023 until 26<sup>th</sup> May 2023 are as follows:

Barclays 1 account – £1655.06 this represents standard monthly outgoings. The figure is lower this month as the report has been produced early due to holiday.

Barclays 2 account - £0.00

Lloyds account – £4,153.94 this includes £600.00 for the Building Valuation Survey, £2130.33 for Q1 Localism charges, £1002.00 for Roller Shutter Repairs and £326.40 for skip hire.

*ARAP*  
*13-7-23*

### **Appendix 3 - Planning Applications**

#### **New Applications:**

**P23/01742/F**

Description: Erection of two storey extension to form 1no. residential dwelling with access and associated works (Resubmission of permission P19/16541/F).

Date Registered: 30/05/2023 - Consultation Expiry: 21/06/2023

The Council object to this on the grounds that the new exit point is located directly opposite an existing traffic island – the council find this to be extremely dangerous.

**Action – Clerk Annie Wherrett to submit an objection on the above basis.**

**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

#### **Awaiting Decisions:**

**None**

#### **Planning Decisions:**

**P23/01404/HH:** 3 Staverton Close, Stoke Lodge and The Common BS34 6AH

Description: Erection of a two-storey side extension to form annex. (amendment to previously approved scheme P22/04544/F)

Date Registered: 20/04/2023 – Consultation Expiry: 14/05/2023

Decision: Approve with Conditions – Date of Decision: 19/05/2023

#### **Appeals**

**P22/06290/HH** – 3 Maisemore Avenue, Stoke Lodge and The Common, BS34 6BT – An appeal has been made to the Secretary of State following the refusal of planning permission for the erection of a Plywood Cabin in the garden

*Approved  
13.7.23*