

STOKE LODGE AND THE COMMON PARISH COUNCIL
ANNUAL PARISH MEETING ON THURSDAY 9th MARCH 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 and Alan Jewell. Ward Councillor Franklin Owusu-Antwi. Councillor Terri Cullen – Bradley Stoke Town Councillor and prospective Ward Councillor candidate.

03.23.1 Welcome and apologies for absence

Councillors John Bowyer, Rebecca Strong and John Blight sent their apologies.

03.23.2 Declarations of Interest

None

03.23.3 Ward Members Session

Councillor Franklin Owusu-Antwi provided the following updates:

Introduced Cllr Terri Cullen who is a prospective candidate for Ward Councillor.

The local elections are on 4th May 2023 - notices will be issued at the end of the month for display on notice boards. There have been briefing sessions for councillors – if any support or help is needed, he will be happy to do so.

The road markings have been chased and should take place in late spring/early summer.

No news yet on the speed table on Stoke Lane.

03.23.4 Public Participation Session

Speeding on The Common/The Avenue is a problem – whilst it was agreed that this is an issue at times unfortunately the Parish Council have no powers to deal with this and it needs to be reported to the police via 101.

The antisocial behaviour at The Hungry Horse is ongoing but it is understood that Councillor Andrew Dyer has reported to both the police and the brewery and is keeping on top of this.

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03.23.5 Approval of Minutes of meeting 9th February 2023 and matters arising
Councillor Bryan Hopkins proposed, Councillor Andrew Dyer seconded; and upon being put to a vote it was unanimously resolved to: **Approve the minutes as an accurate record.**

Matters arising: None

03.23.6 Front and Back Door Replacement
One quote was presented to council, but it was considerably more than expected. Further quotes are needed.
Action: Further quotes to be obtained for presentation at April meeting

03.23.7 Play Area Flooring Progress Report
This has not yet progressed due to the weather – hoping to make a start at the end of March.

03.23.8 Roller Shutter Repair Quotation
We have a quote for the repair of £835 + VAT from our preferred supplier, HAG.
This repair is now urgent as we have already incurred additional expense due to the shutter being operated by a hirer resulting in bill in excess of £300 to secure the building.
It was felt that we should proceed with this repair but shop around for future service/repairs.
Councillor Alan Jewell proposed, Councillor Brenda Stokes seconded; and upon being put to a vote it was unanimously resolved to: Proceed with the repair.
Actions: Clerk Annie Wherrett to contact HAG to arrange repair.

03.23.9 King Charles III Coronation
Clerk Annie Wherrett presented a number of suggestions for coronation gifts for schools. The suggestions included Mugs, Water Bottles, Coins, Wildflower Seeds and Bookmarks. We have budgeted £5000 in total for this event.

Quotation for 960 Mugs was £2688 + VAT

Quotation for 960 Water bottles was £1459.20 + VAT

Prices will be obtained to purchase the seeds and bag ourselves with the labels which have been designed and to buy them ready bagged and printed.

It was decided that wildflower seeds (as these are closely aligned with the beliefs of King Charles III) and water bottles (as these were felt to be more useful for children than mugs) will be purchased and presented to schools once we know the final numbers and subject to it being within budget.

Action: Clerk Annie Wherrett to contact schools to finalise numbers, obtain final costings and present to councillors via email for approval due to the timescales required.

03.23.10 Zurich Insurance Renewal

The Insurance policy is due for renewal on 1st April 2023. The premium has increased from £1490.49 to £1716.58 and as promised clerk Annie Wherrett contacted Zurich Insurance to clarify this level of increase as we are under LTA. As suspected, the increase is due to Index Linking and not an increase in rating. Clerk Annie Wherrett recommended renewal of the policy and pointed out that we are currently under Long Term Agreement so enjoy a discount as a result.

Councillor Andrew Dyer proposed, Councillor Alan Jewell seconded; and upon being put to a vote it was unanimously resolved to: Renew the Insurance and send cheque

03.23.11 CCTV Privacy Notice

Clerk Annie Wherrett confirmed that there is, in fact, an existing privacy notice including the CCTV but it has not been published on the website.

Action: Clerk Annie Wherrett to arrange for the policy to be published online.

03.23.12 Building Valuation

We have not been able to secure any further prices for this. We have one quote for £500.00 + VAT. It is important that we have the building valued to ensure that we are adequately insured.

Councillor Brenda Stokes proposed, Councillor Jon Butler seconded; and upon being put to a vote it was unanimously resolved to: Proceed with building valuation as quoted.

Action – Clerk Annie Wherrett to contact the surveyors to arrange a visit.

03.23.13 Amberley Road Grant Application

This grant application has not yet been received.

Councillor Alan Jewell provided to the following update: The church operate a food bank but this is outside and is not working very well as it is not manned. They are hoping to move this inside to ensure that food is shared fairly and given to those most in need.

They need support to set this up. It was suggested that they may benefit from advice from Groups such as Mamas CIC (based locally) and Family Food For Free which operates in Yate.

03.23.14 Investment Account

Clerk Annie Wherrett shared details of the Public Sector Investment Fund CCLA prior to the meeting. This comes highly recommended by other councils. Councillors discussed this option and it was felt that they would be

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more comfortable investing public money in a bank account or bond rather than a fund which could go down as well as up.

Action – Clerk Annie Wherrett to investigate accounts and bonds which would provide greater protection. This will be done in time for May when we are looking revise our banking arrangements.

03.23.15 Clerk's Reports

Wards solicitors have been appointed to deal with the lease.

Outstanding localism payments from 2018/19 have cleared bank.

Southmead hospital Health Check Day - 11/03/2023.

03.23.16 Parish Council Finance Update

Payments over £500

2 x localism payments from 2018 & 2019 – payment agreed by email £3936.92 (£2012.04 & £1924.88 respectively)

Bank statements

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

Councillor Bryan Hopkins proposed, Councillor Brenda Stokes 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 Brenda Stokes 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 (see appendix 2)

Councillors were presented with the monthly income and expenditure report.

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

3.23.17 Planning Applications (see appendix 3)

3.23.18 Date of next meeting: Thursday 13th April 2023

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

Signed

Date

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13.4.23

Appendix 1

Stoke Lodge and The Common Parish Council

Financial Status as of 01st March 2023

Barclays Bank Main A/C:	£53,404.19
Quickbooks Balance:	£53,404.19
Barclays Bank Second A/C	£12.62
Quickbooks Balance	£12.62
Lloyds Bank A/C	£123,268.84
Quickbooks Balance	£123,268.84
Total in Bank:	£176,685.65
Total in Quickbooks:	£176,685.65

Appendix 2

Income and expenditure report as of 01st March 2023

Income received from 1st February 2023 until 1st March 2023 = £1546.00

Pre-school £1470.00, AYFC £23.50 & Ad Hoc Hire £52.50

Outgoings from 1st February 2023 until 1st March 2023 are as follows:

Barclays 1 account - £4183.40 this relates to monthly expenditure for staffing, utilities and waste collection.

Barclays 2 account - £0.00

Lloyds account - £2580.80 – This relates to day to day expenses. It is higher than usual due to localism charges £1825.67, Annual Roller Shutter Service £489.60 and Annual Virus Protection Cover £99.99.

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Appendix 3 - Planning Applications

New Applications

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

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

Awaiting Decisions

None

Planning Decisions

None

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