

**STOKE LODGE AND THE COMMON PARISH COUNCIL**  
**ANNUAL PARISH COUNCIL MEETING ON THURSDAY 11<sup>th</sup> MAY 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. Ward Councillor Franklin Owusu-Antwi

**5.23.1 Election of Chair and Vice Chair**

The nominees for the position of Chair were Councillor Andrew Alsop and Councillor Andrew Dyer. The vote was taken, and Andrew Alsop was appointed by a majority vote.

Councillor Brenda Stokes proposed, Councillor Bryan Hopkins seconded; and upon being put to a vote it was unanimously resolved to: **Elect Councillor Andrew Alsop to continue as Chair.**

The nominees for the position of vice chair were Councillor Brenda Stokes and Councillor Andrew Dyer. The vote was taken and Councillor Andrew Dyer was appointed by a majority vote.

Councillor John Butler proposed, Councillor Andrew Dyer seconded; and upon being put to a vote it was unanimously resolved to: **Elect Councillor Andrew Dyer as Vice Chair.**

**5.23.2 Welcome and apologies for absence**

Ward Councillor Terri Cullen sent her apologies.

**5.23.3 Declarations of Interest**

None

**5.23.4 Ward Members Session**

Ward Councillor Franklin Owusu-Antwi provided the following updates:

The election went well. During the house to house visits the lack of Christmas decorations was mentioned. Chair Andrew Alsop advised that this is something we are looking into for this year.

There is area wide funding of up to £3,000 for ongoing projects – deadline for first round is Sunday 14<sup>th</sup> May.

Councillor Rebecca Strong raised the issues of bus timetables and the fact that not everyone is on the internet.

*AP Alsop*  
*8.6.23*

**5.23.5 Public Participation Session**

A resident confirmed that security patrols are now in evidence at the Hungry Horse which is good to see.

Speeding on The Common is still a big issue.

The Trees in Elms Grove have still not been cut.

**5.23.6 Approval of Minutes of meeting 13<sup>th</sup> April 2023 and matters arising**

Councillor Bryan Hopkins 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:**

Replacement Doors: 5 additional companies have been approached and none have come back – we will keep trying.

'Hive' Internet heating controller will be installed soon and the boiler will be serviced at the same time.

**5.23.7 Quotation for play bark and weed suppressant membrane**

We have a quotation for this but there is a potential problem with access to the site. We will be charged £120.00 if they are unable to deliver in addition to the delivery charge. We need to consider our options further.

**5.23.8 Review of Policies and Procedures**

- i) **Standing Orders (for consideration and approval)**
- ii) **Financial Regulations Review – for consideration and proposal**
- iii) **Asset Register**
- iv) **Privacy Notice**

All of the policies were shared with councillors prior to the meeting for review. Clerk Annie Wherrett highlighted the changes made, where appropriate, the most significant change was the dates we review policies – these have now been spread throughout the year rather than all at the annual meeting.

Councillor Alan Jewell proposed, Councillor Rebecca Strong seconded; and upon being put to a vote it was unanimously resolved to: **Approve the undated policies and procedures.**

**5.23.9 Policies and Procedures Review Timetable (Appendix 1)**

The new timetable for the review of documents was shared with councillors prior to the meeting. This will spread the review out throughout the year rather than having to do it all in one month.

Councillor Alan Jewell proposed, Councillor Andrew Dyer seconded; and upon being put to a vote it was unanimously resolved to: **Approve the Policies and Procedures Review Timetable.**

APADP  
8.6.23

**5.23.10 BDO Auditors – Conflict of Interest Declaration**

The new external auditors (BDO) require that we make an annual conflict of interest declaration. Councillors confirmed that there are no conflicts of interest.

Councillor Brenda Stokes proposed, Councillor Rebecca Strong seconded; and upon being put to a vote it was unanimously resolved to: **Approve the completion of the conflict of interests declaration.**

**Action – Clerk Annie Wherrett to complete form and return with Audit Documentation.**

**5.23.11 Internal Audit Feedback**

Councillors were already provided with feedback from the in-year audit report. We have completed the year end internal audit this week. There were no actions raised following the in-year audit and all year-end checks and accounts have been signed off by the internal auditor. We are now deemed to be operating to a 'High Standard' which is a significant improvement on the position 3 years ago when the clerk started. Chair Andrew Alsop ask the council to sincerely thanks Clerk Annie Wherrett for all of the hard work and long hours which have gone into getting us to this position.

**Action: Clerk Annie Wherrett to submit paperwork to external auditor for review.**

**5.23.12 AGAR Section 1 - Annual Governance Statement – for approval**

The Annual Governance Statement was presented to council with reasoning for all answers being given.

Councillor Bryan Hopkins proposed, Councillor Brenda Stokes seconded, and upon being put to a vote it was unanimously resolved to: **Approve the Annual Governance Statement for 2022/23.**

The Annual Governance Statement was signed by Clerk/RFO Annie Wherrett and Chair Andrew Alsop.

**5.23.13 AGAR Section 2 – Accounting Statements 2022/23 for approval**

The accounting statement was shared with the council and the figures explained.

Councillor Alan Jewell proposed, Councillor Brenda Stokes seconded, and upon being put to a vote it was unanimously resolved to: **Approve the Accounting Statements 2022/23.**

Accounting Statements 2022/23 signed by Clerk/RFO Annie Wherrett and Chair Andrew Alsop 11<sup>th</sup> May 2023.

**The Notice of Public Rights will be added to both the website and notice boards on Friday 2<sup>nd</sup> June and will be effective from Monday 5<sup>th</sup> June 2023 until Friday 14<sup>th</sup> July 2023.**

AP Alsop  
8.6.23

**5.23.14 Clerk's Report**

The parish wide road markings have been scheduled for completion between 5<sup>th</sup> June 2023 and 16<sup>th</sup> June 2023. These dates are weather dependant. A map of the road marking locations will be shared with councillors again and added to the website.

CIL money has been received @ £ 7036.88 which is considerably more than the amount advised by SGC when the budget was completed (£465.65). This was queried by SGC and a breakdown obtained. This breakdown was presented to council.

The Community engagement forum have shared details of a fully funded New Business Start Up programme which is being run in conjunction with Cool Ventures. Details have been added to our website.

**5.23.15 Parish Council Finance Update**

**Payments over £500**

South Glos – Localism £2130.33 inc VAT. The was received after the agenda was issued but is a budgeted expense.

**Bank statements**

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

Councillor Brenda Stokes 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 2)**

Councillors were provided with copies of the Bank Reconciliation.

Councillor Bryan Hopkins proposed, Councillor Brenda Stokes 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 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.**

**5.23.16 Planning Applications (see appendix 4)**

**5.23.17 Date of next meeting: Thursday 8<sup>th</sup> June 2023**

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

**Signed**

**Date**

*Alfred*  
8.6.23

## **Appendix 1**

### **Policy and Procedures Review Calendar**

The following policies and procedures are to be reviewed in the specified months:

#### **February**

Insurance Covers

Review of the Council's and/or staff subscriptions to other bodies

#### **May**

Standing Orders

Financial Regulations

Asset Register

Privacy Policy (Data Protection)

#### **July**

Freedom of Information

Model Publication

#### **September**

Press/Media Policy

#### **November**

Complaints Policy

Vexatious Complainants Policy

Lone Working Policy

Manual Handling Policy

Health and Safety Policy and Statement

Play Area Inspection Policy

Smoke Free Policy

*AP/HP*  
8.6.23

## Appendix 2

### Stoke Lodge and The Common Parish Council

#### Financial Status as at 2<sup>nd</sup> May 2023

Barclays Bank Main A/C:	£45,278.33
Quickbooks Balance:	£45,278.33
Barclays Bank Second A/C	£12.62
Quickbooks Balance	£12.62
Lloyds Bank A/C	£153,318.60
Quickbooks Balance	£153,318.60
Total in Bank:	£198,609.55
Total in Quickbooks:	£198,609.55

## Appendix 3

### Income and expenditure report as at 2<sup>nd</sup> May 2023

Income received from 4<sup>th</sup> April 2023 until 2<sup>nd</sup> May 2023 = £38,964.88 – this includes the 1<sup>st</sup> precept instalment of £30,498 and a CIL payment of 7036.88 both from SGC.

Outgoings from 4<sup>th</sup> April 2023 until 2<sup>nd</sup> May 2023 are as follows:

Barclays 1 account - £4,119.93 – this relates to standard monthly expenditure for staffing, utilities and waste collection.

Barclays 2 account - £0.00

Lloyds account - £2057.79 – this includes £990.00 audit fees, £548.79 for ALCA/NALC Annual Membership and £326.40 for skip hire in respect of playground flooring improvements.

*Handwritten signature*  
8.6.23

## Appendix 4 - Planning Applications

### New Applications:

**P23/01404/HH:** 3 Staverton Close Patchway South Gloucestershire BS34 6AH

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

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

### Awaiting Decisions:

None

### Planning Decisions:

**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

Decision: Approve Certificate of Lawfulness - Date of Decision: 14/04/2023

**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

Decision: Approve with Conditions – Date of Decision: 14/04/2023

**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: 16/03/2023

Decision: Approve with Conditions – Date of Decision: 12/04/2023

**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

Decision: Approve with Conditions – Date of Decision: 19/04/2023

Approved  
8.6.23