

STOKE LODGE AND THE COMMON PARISH COUNCIL
ANNUAL PARISH MEETING ON THURSDAY 9th NOVEMBER 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, Brenda Stokes, Jon Butler, Bryan Hopkins, Rebecca Strong,

11.23.1 Welcome and apologies for absence

Councillors Andrew Alsop and Alan Jewell and Ward Councillor Terri Cullen sent their apologies.

11.23.2 Declarations of Interest

None

11.23.3 Ward Members Session

Ward Councillor Franklin Owusu-Antwi provided the following updates:

There is a current consultation on budget from SGC this includes the proposed implementation of car parking charges across South Glos – please ensure that you respond.

There is a further consultation regarding the proposed large development at ‘Woodland Park’ – this is a huge development and there are serious concerns regarding the local infrastructure – please ensure that you have your say.

A resident has been in contact regarding some dangerous pavements in their street – Councillor Andrew Dyer and Clerk Annie Wherrett to undertake an assessment of the whole parish to see where any pavements need attention and report back next week.

11.23.4 Public Participation Session

A number of residents attended the meeting to object to the change of use of Corner Cottage to a 5 bed HMO. The reason for the objection is the parking problems which already exist on ‘The Common’. The council have already objected on these grounds. All residents were encouraged to log their objections on the website and email their details to Clerk Annie Wherrett who will send on to ward councillors for it to be ‘called in’.

Action: Clerk Annie Wherrett to send details to Ward Councillor Franklin Owusu-Antwi to call in.

The trees in Elms Grove have been cut slightly but are still overgrown

11.23.5 Approval of Minutes of meeting 14th October 2023 and matters arising

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

11.23.6 New BT Contract

We have been offered a new contract by BT. It will be switched to digital. The monthly costs will be £48.95 per calendar month which is less than the current charge.

Councillor Brenda Stokes proposed, Councillor Bryan Hopkins seconded; and upon being put to a vote it was unanimously resolved to: **Proceed to with new BT contract.**

Action – Clerk Annie Wherrett to accept new contract.

11.23.7 Activation of Vexatious Requests Policy

We have a resident whose level of contact has reached the point of being both repetitive and vexatious. This has been going on for a number of years.

This was discussed by council and agreed that immediate action must be taken.

Councillor Jon Butler proposed, Councillor Bryan Hopkins seconded; and upon being put to a vote it was unanimously resolved to: Activate the Vexatious Requests Policy with immediate effect.

Action: Clerk Annie Wherrett to communicate this to the resident.

11.23.8 Banking

i) Change of Bank for Direct Debits

Clerk Annie Wherrett requested permission to move the remaining direct debits from Barclays to Lloyds.

ii) Additional Signatory for Authorisation and Internet Banking

Clerk Annie Wherrett requested permission to add Vice-Chair Andrew Dyer as signatory on the bank account including for internet banking.

Councillor Brenda Stokes proposed, Councillor Bryan Hopkins seconded; and upon being put to a vote it was unanimously resolved to: **Move all direct debits to Lloyds Bank and proceed to change the bank mandate as outlined above.**

11.23.9 Bark for Play Area

We previously approved the purchase of additional bark but the quantity and method of delivery was unclear. The best course of action was discussed and it agreed that we need 2 x 1200l bags.

Councillor Brenda Stokes proposed, Councillor Rebecca Strong seconded and upon being put to a vote it was unanimously resolved to: **Order 2 x 1200l bags from CPA as per previous quote.**

Action: Clerk Annie Wherrett to order bark and liaise with Councillors to arrange delivery and distribution of the play bark.

11.23.10 Budgeting for Future Projects

We will be looking at the draft budget at the December meeting. Some project ideas for the outdoor areas were raised and will be included in the budget discussion.

11.23.11 Updated Preferred Suppliers List

It was agreed that this item will be moved to the December agenda for approval as further updates are required.

11.23.12 Review of Policies and Procedures

The following updated policies and procedures were shared with the council by email prior to the meeting to enable them to raise any queries (please follow the links provided for the full wordings:

Complaints [Microsoft Word - Complaints Policy - Updated November 2023 \(stokelodgeandthecommon-pc.gov.uk\)](#)

Vexatious Requests [Microsoft Word - Vexatious Requests Policy - Re-adopted November 2023 \(stokelodgeandthecommon-pc.gov.uk\)](#)

Lone Working [Microsoft Word - SLATC Lone-working policy 2023 \(stokelodgeandthecommon-pc.gov.uk\)](#)

Manual Handling [Microsoft Word - SLATC Manual Handling Operations Policy - Updated November 2023 \(stokelodgeandthecommon-pc.gov.uk\)](#)

Health and Safety Schedule [Microsoft Word - Health and Safety Schedule 09.11.23 \(stokelodgeandthecommon-pc.gov.uk\)](#)

Health and Safety Policy and Statement [Microsoft Word - Health and Safety Statement November 2023 \(stokelodgeandthecommon-pc.gov.uk\)](#)

Play Area Inspection [Microsoft Word - SLATC Play Area Inspection Policy - updated November 2023 \(stokelodgeandthecommon-pc.gov.uk\)](#)

Risk Assessment [Microsoft Word - SLATC Risk Assessment - November 2023 \(stokelodgeandthecommon-pc.gov.uk\)](#)

Smoke Free Policy [Microsoft Word - SLATC Smokefree Statement updated November 2023 \(stokelodgeandthecommon-pc.gov.uk\)](#)

Councillor Andrew Dyer proposed, Councillor Bryan Hopkins seconded; and upon being put to a vote it was unanimously resolved to: **Proceed with the updates to our policies and procedures.**

Action – Clerk Annie Wherrett to publish updates on the website.

11.23.13 Parish Council Finance Update

Payments over £500

Bank statements

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

Councillor Jon Butler 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 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 2)

Councillors were presented with the monthly income and expenditure report.

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

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

11.23.15 **Date of next meeting: Thursday 14th December 2023**

11.23.16 **Staff Pay Award – NALC – for discussion and agreement (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 *Andy Dyer*

Date 14.12.23

Appendix 1 – Bank Reconciliation

Stoke Lodge and The Common Parish Council

Bank Reconciliation as at 1st November 2023

Barclays Bank Main A/C:	£22,950.76
Quickbooks Balance:	£22,950.76
Barclays Bank Second A/C	£12.62
Quickbooks Balance	£12.62
Lloyds Bank A/C	£166,951.17
Quickbooks Balance	£166,951.17
Total in Bank:	£189,914.55
Total in Quickbooks:	£189,914.55

Appendix 2 - Income and expenditure report as at 1st November 2023

Income received from 4th October 2023 – 1st November 2023 = £406.50 – this includes £286.50 from Almondsbury Youth FC and £120.00 from Brownies.

Outgoings from 4th October 2023 until 1st November are as follows:

Barclays 1 account – £3648.13 this represents standard monthly outgoings.

Barclays 2 account - £0.00

Lloyds account – £4052.18 – this represents day to day expenses plus £1760.04 for Christmas Lights, £980.00 for the Boiler installation, £349.00 for the replacement cooker and £750.00 in grants.

Appendix 3 Planning Applications

New Applications

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

Awaiting 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.

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

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

Planning Decisions

P23/02617/CLP - 20 Sandhurst Close, Stoke Lodge and The Common, BS34 6AA

Description - Installation of rear dormer to facilitate loft conversion. Application for certificate of lawfulness.

Date Registered: 14/09/2023

Decision: Certificate of Lawfulness Approved