

**STOKE LODGE AND THE COMMON PARISH COUNCIL**  
**FULL PARISH COUNCIL MEETING ON THURSDAY 12<sup>th</sup> OCTOBER 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, Andrew Dyer, Brenda Stokes, Bryan Hopkins and Rebecca Strong.

**10.23.1 Welcome and apologies for absence**

Councillors Alan Jewell, Jon Butler and Ward Councillors Franklin Owusu-Antwi and Terri Cullen sent their apologies.

**10.23.2 Declarations of Interest**

None

**10.23.3 Ward Members Session**

No Ward Councillors were present for this meeting.

Chair Andy Alsop advised that he will be speaking to the Ward Councillors regarding the parking outside of schools.

**10.23.4 Public Participation Session**

Trees in Elms Grove and concerns regarding planning application for Corner Cottage – Clerk Annie Wherrett offered to log resident's objection on planning site.

**10.23.5 Approval of Minutes of meeting 14<sup>th</sup> September 2023 and matters arising**

Clerk Annie Wherrett has received feedback that the minutes may not have a full explanation regarding the reversal of the decision to move the public right of way – Clerk Annie Wherrett to expand on this.

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

**10.23.6 Christmas Light Update**

The Christmas lights have been delivered this week. They will be passed to SGC to put up in Chelford Grove nearer to Christmas. We have already allocated a budget for this item and the cost was considerably less than the budget.

**10.23.7 Utilities Contract**

Efforts to find cheaper providers than British Gas for the services at The Pavilion have proven to be unsuccessful. British Gas now offer 2 different types of contract – 1 standard and 1 'lite' which is 100% online. The 'lite' contract seems to be the cheaper option for us so a 1 year contract was proposed.

Councillor Andrew Alsop proposed, Councillor Bryan Hopkins seconded; and upon being put to a vote it was unanimously resolved to: **Proceed with British Gas Lite Contract for 1 year.**

**Action: Clerk Annie Wherrett/Chair Andrew Alsop to liaise with British Gas to proceed.**

**10.23.8 Half Marathon/10K Proposal for April 2024**

We have received details from Patchway TC regarding a proposal for a Half Marathon/10K Race which is being planned for next year. Whilst we have had no contact from the organisers yet clerk Annie Wherrett asked the councillors to consider and agreement in principle to this.

Councillor Andrew Dyer proposed, Councillor Bryan Hopkins seconded; and upon being put to a vote it was unanimously resolved to: **Agree in principle to the Half Marathon/10K proceeding subject to full details being received.**

**10.23.9 Roles and Responsibilities in the Chairs Absence**

Vice Chair Andrew Dyer and Clerk Annie Wherrett will be meeting with Chair Andrew Alsop to discuss. A full list will be drawn up of contacts and the tasks Chair Andrew Alsop currently undertakes and these will be shared between them.

**10.23.10 SGC Bus Initiative**

The council discussed this initiative but did not feel that this is something that we could contribute to at this stage as we have not budgeted for it and do not have the resources to help to run it. We would need more information to consider it further as part of our next budget.

**10.23.11 Budget – additional areas for consideration deadline.**

Clerk Annie Wherrett requested that any additional items to be included in the budget be submitted by the December meeting. During the 2023/24 final budget meeting in January a number of additional items were suggested totalling tens of thousands of pounds which left insufficient time for the clerk to do the necessary calculations.

**Action – Deadline for budget suggestions is December 2023.**

**10.23.12 Street Scene**

We are lucky to have the Street Scene team visiting us again soon (hopefully December) and they require a list of jobs we would like to be completed. This was discussed and a plan concentrating first on the footpaths in the area with a list of other items to be included should they have time. The team did an excellent job last year and were asking for extra work towards the end of the week!

**Action: Clerk Annie Wherrett to send lists to Street Scene.**

**10.23.13 Future Meeting Packs**

Chair Andrew Alsop asked if Councillors were happy to receive their packs electronically in future to save time and money printing and delivering them. It was unanimously agreed that Councillors would prefer to continue to receive their meeting packs in the current printed form.

**10.23.14 Southern Brooks – Diwali Grant Application**

As requested, Southern Brooks have provided us with a breakdown for the costs for this event which relate to schools in our Parish.

The costs were £140 for materials and £60 for an artist to work with the children.

Councillor Rebecca Strong proposed, Councillor Andrew Dyer seconded; and upon being put to a vote it was unanimously resolved to: Award a grant of £200 towards the Diwali workshops in schools.

**Action: Clerk Annie Wherrett to process payment of £200.00 to Southern Brooks.**

#### 10.23.15 **Clerk's Report**

There are a number of consultations taking place at the moment:

Waste and Recycling, Woodlands Development, One Stop Shop change of hours, Cycle Hangars and Review of Polling Districts.

There is a home upgrade grant available to some household on a low income – details on the website

We have confirmation that SGC are issuing an enforcement notice to a resident where a large number of tyres are being stored

There is a new ALCA Officer – Barnaby Harding and he is offering some online Essential Councillor Training on 9/11 and 6/12 18.30–20.30.

There is a new Share Point site which has been set and all consultations and recordings of training sessions etc are stored there. It can only be accessed by those with a dedicated council email address.

Upcoming meetings:

Planning Enforcement 17/10 14.00

Community Payback 25/10 @ 18.30 or 26/10 @ 12pm

2024 is 80years since D Day – need to consider if we wish to commemorate it.

Clerk Annie Wherrett is attending Fire Safety Training at BSTC next week

We have received thanks from The Hut and Patchway CC for their grants.

I have advised a resident that we may need to activate our Vexatious Complainant policy if they continue.

#### 10.23.16 **Parish Council Finance Update**

##### **Payments over £500**

Festive Lighting Company – Christmas Lights - £1760.04

Councillor Bryan Hopkins proposed, Councillor Brenda Stoke seconded, and upon being put to a vote it was unanimously resolved to: **Pay the invoice of £1760.04.**

##### **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 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 2)**

Councillors were presented with the monthly income and expenditure report.

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

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

**10.23.18 Date of next meeting: Thursday 9<sup>th</sup> November 2023**

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

**Signed** *Andrew Dyer*

**Date** 09<sup>th</sup> November 2023

## Appendix 1 – Bank Reconciliation

### Stoke Lodge and The Common Parish Council

#### Bank Reconciliation as at 4<sup>th</sup> October 2023

<b>Barclays Bank Main A/C:</b>	<b>£26,598.89</b>
<b>Quickbooks Balance:</b>	<b>£26,598.89</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>£170,596.85</b>
<b>Quickbooks Balance</b>	<b>£170,596.85</b>
<b>Total in Bank:</b>	<b>£197,208.36</b>
<b>Total in Quickbooks:</b>	<b>£197,208.36</b>

## Appendix 2 Income and expenditure report as at 4th October 2023

**Income** received from 7<sup>th</sup> September 2023 until 4<sup>th</sup> October 2023 = £32,074 – this includes £1456.00 from Little Rainbows pre-school and £70 from Almondsbury Youth FC and 2<sup>nd</sup> Precept Payment of £30498.00 from South Gloucestershire Council

**Outgoings** from 7<sup>th</sup> July 2023 until 4<sup>th</sup> October 2023 are as follows:

Barclays 1 account – £3376.36 this represents standard monthly outgoings.

Barclays 2 account - £0.00

Lloyds account – £773.53 – this represents day to day expenses plus replacement bollard and removal of damaged ramps at £420.00 and uncontested Election Charges at £175.00.

## Appendix 3 - Planning Applications

### New Applications

**P23/02643/CLP** – Corner Cottage, 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 Object to this application on the Grounds of Insufficient Parking.**

**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

The Parish Council have no objection to this application.

### **Awaiting 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

**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:**

**P23/02315/HH** – 88 Stoke Lane, Stoke Lodge and The Common, BS34 6DS

Description: Installation of Front Dormer to facilitate loft Extension

Date Registered 07/08/2023 – Consultation Expiry:29/08/2023

Decision – Approve with Conditions

**P23/01896/HH** - 6 The Avenue, Stoke Lodge and The Common, BS34 6BE

Description: Erection of 2 storey side extension to provide additional living accommodation.

Date Registered: 19/06/2023 – Consultation Expiry: 10/07/2023

Decision – Withdrawn