

**STOKE LODGE AND THE COMMON PARISH COUNCIL**  
**FULL PARISH COUNCIL MEETING ON THURSDAY 14<sup>th</sup> SEPTEMBER 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, Alan Jewell, Bryan Hopkins, Rebecca Strong and Jon Butler.

**9.23.1 Welcome and apologies for absence**

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

**9.23.2 Declarations of Interest**

None

**9.23.3 Ward Members Session**

No Ward Councillors were present for this meeting.

**9.23.4 Public Participation Session**

The trees in Elms Grove have still not been cleared – Clerk Annie Wherrett to chase with SGC again.

**9.23.5 Approval of Minutes of meeting 13<sup>th</sup> July 2023 and matters arising**

Councillor Jon Butler 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:**

Chair Andrew Alsop confirmed that the replacement boiler has been fitted along with new radiator thermostats and a hive controller to enable us to control it remotely.

Councillors have reported that the tyres are building up again in 36 The Avenue – photos to be obtained so it can be reported again.

**9.23.6 Christmas Light Update**

The lighting sockets have been installed in Chelford Grove – as previously agreed. Next stage is to hire or purchase the decorations which will be put up by SGC. We have already allocated a budget for this item.

*Alsop*  
13.10.23

### 9.23.7 Pathway, Signs and Yellow Lines on The Common

Signage at the top of The Common has already been requested. It was proposed that further signs, traffic calming measures and double yellow lines are needed at the Brook Way end of The Common. Many vehicles drive too fast and have to screech to a halt at the barrier.

**Action: Chair Andrew Alsop to liaise with SGC once planned drainage works are completed.**

### 9.23.8 Investments and Expenses Bank Account

#### Investments

A number of options were presented to councillors in July for consideration and feedback. Clerk Annie Wherrett provided councillors with updated interest rates.

Fixed Bond – 1 Year - £50,000 - Reserve for Playground Replacement

It was recommended that a 1 year fixed bond @ 5% with United Trust Bank be set up.

Councillor John Butler proposed that NS&I 1 year fixed bond @ 6.25% be used instead. It has not been established if this offer is available to businesses or local authorities.

Instant Access Savings Account - £50,000 – other reserves

It was further proposed that an instant access account be set up for a further £50,000 to hold some further reserves.

Clerk Annie Wherrett to investigate further and if NS& I is available to Parish Councils to proceed to apply for this. If it is not available proceed with United Trust Bank. Also to establish interest rates on instant access accounts.

Councillor Jon Butler proposed, Councillor Andrew Dyer seconded, and upon being put to a vote it was unanimously resolved to: **Apply for a 1 year fixed Term Bond for £50,000 as above and investigate instant access accounts.**

#### Expenses Bank Account

Unfortunately the bank account which was proposed in July is not available to us. In the interest of ease of use it was proposed that a separate account be set up with Lloyds Bank which will be used for 'petty cash'. The monthly cost is £7.00

Councillor Andrew Dyer proposed, Councillor Rebecca Strong seconded, and upon being put to a vote it was unanimously resolved to: **Apply for a new current account for Petty Cash**

**Action – Clerk Annie Wherrett to apply for business investment account and 'Petty cash' current account.**

### 9.23.9 Little Rainbow and Brownies – Hire Charges

Both are regular hirers and are unable to accommodate the proposed increase of (10%)

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13.10.23

Little Rainbows have been with us for 1 year and are a not for profit organisation. They can support a moderate increase but not the 10% proposed:

It was proposed that we reduce the increase to 4%.

Brownies are a charity and have been with us for many years. They managed to accommodate a significant increase last year but they feel that another 10% will force them to seek a new hall to lease.

It was proposed that we maintain the 2022-23 hire charges (no increase).

Councillor Jon Butler proposed, Councillor Rebecca Strong seconded, and upon being put to a vote it was unanimously resolved to: **Revise the increase in hire charges as above.**

**Action – Clerk Annie Wherrett to issue new hire agreements.**

### 9.23.10 Grant Applications:

9.23.10.1 North Patchway Hall – grant application requesting £2450 for replacement chairs. Further clarification was sought in July regarding the future prospects and usage of the hall. We have a limited budget for grants therefore an amount of £500 was proposed.

9.23.10.2 Patchway Cricket Club – request for £250 towards boundary rope and a trolley. The cricket club is open to all residents and will benefit in excess of 40 children aged from 6 -14. Full grant of £250 proposed.

9.23.10.3 Southern Brooks – request for £500 towards Stokes wide Diwali events which will cost in the region of £4000. The Parish Council would like further clarification as to how the money will be spent for our residents before committing. Clerk Annie Wherrett to contact Southern Brooks to get a break down of the figures.

Amberley Road Baptist Church – Request for £4,800 to pay wages for the Café Manager. Unfortunately we are unable to provide a grant to pay salaries. Clerk Annie Wherrett to contact applicant to explain the decision and the type of grants we can consider.

Councillor Rebecca Strong proposed, Councillor Alan Jewell seconded; and upon being put to a vote it was unanimously resolved to: **Award grants to North Patchway Hall and Patchway Cricket club, request information from Southern Brook and communicate decision to Amberley Road Baptist Church.**

### 9.23.11 Public Right of Way Change – Motion to Overturn

**Draft minutes edited for clarification purposes: We have been advised by SGC that if the PROW is moved we would need to pay for a permanent path marking the new PROW. Also, should any objection be received and upheld by the building inspectorate the Parish Council would still be liable to pay the full costs.**

We have received positive feedback regarding the revamped flooring in the play area. We can make some further improvements by refurbishing the equipment we already have which would cost significantly less than moving the PROW. Chair Andrew Alsop brought motion to overturn the decision to

move the Public Right of Way (Agreed in November 2022 – agenda item 11.22.11).

Councillor Andrew Alsop proposed, Councillor Jon Butler seconded; and upon being put to a vote it was unanimously resolved to: Overturn the decision to move the Public Right of Way and advise South Gloucestershire Council accordingly.

**9.23.12 Energy Contract Renewal**

This item has been moved to the October agenda as full information not yet received.

**9.23.13 Renewal of Posts in Car Park**

One of the concrete posts in the car park has been damaged by an unknown vehicle. There are signs of corrosion within the steel rods inside. A replacement has been installed to ensure security of the field. Other posts have been checked and found to be sound. The contractor also removed the damaged skate park ramps will be removing the old litter bin.

**9.23.14 Bark for Play Areas**

The bark in the play area needs topping up – clerk Annie Wherrett provided various quotes from the original provider. It was decided that we will need 2 x 1200L bags and 30 x 70L bags at a cost of £918.84 inc VAT.

Councillor Jon Butler stated that he can collect a bulk load if there is a local depot and it proves to be more cost effective.

Councillor Jon Butler proposed, Councillor Bryan Hopkins seconded; and upon being put to a vote it was unanimously resolved to: Purchase additional play bark at the quantities stated above either for collection by trailer or with delivery if collection is not viable.

**Action: Clerk Annie Wherrett to enquire if local collection is possible & if not proceed to purchase the above quantity for delivery.**

**9.23.15 Noise Pollution**

There is significant antisocial levels of noise coming from 1 Stoke Lane to the extent that it can still be heard by residents some distance away with windows and doors closed – this has been reported by a number of people. If no improvements are noted report to environmental health.

The larger functions at Almondsbury Creative are also causing significant noise – monitor this situation and report as appropriate.

**9.23.16 Review of Policies – Press and Media**

This was not in place, so a new policy has been drafted (see appendix 4)

Councillor Rebecca Strong proposed, Councillor Alan Jewell seconded; and upon being put to a vote it was unanimously resolved to: **Adopt Press and Media Policy.**

*Adopted*  
13.10.23

**9.23.17 Conclusion of Audit**

The Audit conclusion has been received from the external auditor. The only comment they have been is that the internal auditor had not completed a check on publication – this is outside of our control and Parish Council documents were published within the relevant timescales.

Chair Andrew Alsop thanked Clerk Annie Wherrett for all of her hard work over the last 3 years to get the council to this position.

**Action: Notice of Conclusion of Audit (including AGAR) to be published on website and noticeboards on Friday 15<sup>th</sup> September 2023.**

**9.23.18 Clerk's Report**

A resident has requested the title number and a copy of the deeds for The Pavilion – we will look through paperwork to see what we can find.

The Street Scene team will be helping us again for a week (hopefully in December) – we need to compile a list of jobs for them.

The Foodies Festival is returning to Little Stoke Park in May 2024.

There is a proposal for a half marathon/10K race to be held in April 2024.

**9.23.19 Parish Council Finance Update**

**Payments over £500**

K T Property Services – Pitch Drainage - £5929.20 (paid)

South Glos Council – Localism - £2130.33 (paid)

Mr Central Heating - Boiler Replacement – £1751.36 (paid)

Litter Bin - £590.45 (paid)

Councillor Jon Butler proposed, Councillor Bryan Hopkins seconded, and upon being put to a vote it was unanimously resolved to: **Pay the invoice of £1003.20.**

**Bank statements**

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

Councillor Jon Butler 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 1)**

Councillors were provided with copies of the Bank Reconciliation.

Councillor Alan Jewell proposed, Councillor Rebecca Strong 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 Jon Butler proposed, Councillor Bryan Hopkins seconded, and upon being put to a vote it was unanimously resolved to: **Approve the Financial report for this month.**

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

**9.23.21 Date of next meeting: Thursday 12<sup>th</sup> October 2023**

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

**Signed**

**Date**



13.10.23

## Appendix 1 – Bank Reconciliation

### Stoke Lodge and The Common Parish Council

#### Bank Reconciliation as at 7<sup>th</sup> September 2023

<b>Barclays Bank Main A/C:</b>	<b>£29,975.25</b>
<b>Quickbooks Balance:</b>	<b>£29,975.25</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>£139,296.38</b>
<b>Quickbooks Balance</b>	<b>£139,296.38</b>
<b>Total in Bank:</b>	<b>£169,284.25</b>
<b>Total in Quickbooks:</b>	<b>£169,284.25</b>

## Appendix 2 - Income and expenditure report as at 7<sup>th</sup> September 2023

Income received from 4<sup>th</sup> July 2023 until 7<sup>th</sup> September 2023 = £1485.50 – this includes £910.00 from Little Rainbows pre-school and £257.00 from Almondsbury Youth FC and £216.00 from Brownies

Outgoings from 26<sup>th</sup> May 2023 until 4<sup>th</sup> July 2023 are as follows:

Barclays 1 account – £7661.48 this represents standard monthly outgoing. This amount is higher than normal as it includes 2 months' outgoings.

Barclays 2 account - £0.00

Lloyds account – £9938.25 – this is significantly higher than normal as it represents 2 months expenses and includes £5959.20 for Pitch Drainage Works, £2130.33 for Localism, £1751.36 for Replacement Central Heating Boiler, £1003.20 for Alarm Servicing and Monitoring and £590.45 for a Replacement Litter Bin.

## Appendix 3 - Planning Applications

### New Applications

**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

### Awaiting Decisions

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

*Approved*  
13.10.23

Description: Erection of 2 storey side extension to provide additional living accommodation.  
Date Registered: 19/06/2023 – Consultation Expiry: 10/07/2023

**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:**

**P23/02104/HH** – 20 Sandhurst Close, Stoke Lodge and The Common, BS34 6AA

Description: Installation of rear dormer to facilitate loft conversion. Erection of single storey rear

extension to provide additional living accommodation

Date Registered: 12/07/2023

Outcome – Application withdrawn

**P23/02068/HH** - 9 The Avenue Patchway South Gloucestershire BS34 6BD

DESCRIPTION: Installation of 2no. rear dormers to facilitate loft conversion.

Date Registered: 10/07/2023 – Consultation Expiry 31/07/2023

Decision: Approve with Conditions – Date of Decision: 31/08/2023

**P23/01742/F** The Old Dairy, Stoke Lane, Stoke Lodge and The Common, BS34 6DU

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

Decision: Approve with Conditions – Date of Decision: 25/08/2023

**P23/01979/HH** - 81 Bourton Avenue Stoke Lodge and The Common, BS34 6EE.

Description: Erection of single storey side elevation to provide additional living accommodation.

Date Registered: 27/06/2023 – Date Validated 07/07/2023 – Consultation Expiry: 28/07/2023

Decision: Approve with Conditions – Date of Decision: 10/08/2023

**P23/01877/HH** - 17 Standish Avenue Stoke Lodge and The Common BS34 6AG

Description: Erection of Front Porch

Date Registered: 15/06/2023 - Consultation Expiry: 06/07/2023

Decision: Approve with Conditions – Date of Decision: 24/07/2023

*Approved*  
13-10-23



## Appendix 4



### Stoke Lodge and The Common Parish Council Press and Media Policy

#### Introduction

The purpose of this Policy is to define the roles and responsibilities within

Stoke Lodge and The Common Parish Council for working with the press and media and deals with the day-to-day relationship between the Council and the media. It is a guide to both Councillors and Officers of the Council in their relationships with the news media in such a way as to ensure the smooth running of the Council.

It is not the intention of this Policy to curb the freedom of speech to enforce strict rules and regulations. Rather, the intention is to establish a framework for achieving an effective working relationship with the media. The Council welcomes the opportunity to talk to the media and, through them, to debate issues in the public area.

This policy does not seek to be comprehensive but sets out to provide guidance on how to deal with some issues that may arise when dealing with news media organisations including press officers attending meetings. It sets out the framework for Parish Council Members and employees to follow in contacting the media and informing the public about the Council's activities, the decisions it takes and the services it provides.

#### Key Aims

Stoke Lodge and The Common Parish Council's relationship with the community is vital to its work and the decisions it takes. An open and constructive dialogue is a key requirement for influencing and developing service, identifying attitudes and measuring satisfaction.

The Council is accountable to the electorate for its actions and shall therefore be proactive in making all reasonable efforts to make its decisions and policies known.

The media – press, radio, TV, internet – are crucially important in conveying information to the community. Therefore the Council must maintain positive, constructive media relations and work with them to increase public awareness of the services and facilities provided by the Council and to explain the reasons for particular policies and priorities.

Effective media relations are an important factor in establishing a good relationship between the Parish Council and the community. Since members of the public generally rely on the media for local information and news, it is important for the Parish Council to present information about its activities and aspirations in a consistent way. The community in this sense includes all residents, elected representatives, businesses, schools, shops, places of worship, statutory agencies, voluntary organisations, groups and associations.

Publicity should:

- Be lawful
- Be cost effective
- Be objective
- Be even-handed
- Be appropriate
- Have regard to equality and diversity
- Be issued with care during periods of heightened sensitivity

### **The Legal Framework**

- i. The law governing communications in local authorities can be found in the Local Government Acts 1986 and 1988. The Council must also have regard to the Government's Code of Recommended Practice on Local Authority Publicity.
- ii. Local authorities should ensure that publicity complies with all applicable statutory provisions. Paid-for advertising must comply with the Advertising Standards Authority's Advertising Codes.
- iii. Part 3 of the Communications Act 2003 prohibits political advertising on television or radio. Local authorities must ensure that their publicity does not breach these restrictions.
- iv. Section 125 of the Political Parties, Elections and Referendums Act 2000 places a specific restriction on the publication by a local authority of material relating to a referendum under Part 7 of that Act, during the period of 28 days immediately before the referendum is held.
- v. Regulation 5 of the Local Authorities (Conduct of Referendums) (England) Regulations 2007 (S.I. 2007/2089) prohibits local authorities from publishing material in the 28 days immediately before a referendum which expresses support for, or opposition to a particular answer to a referendum question relating to the constitutional arrangements of the authority.
- vi. Regulation 15 of the Local Authorities (Referendums, Petitions and Directions) (England) Regulations 2000 (S.I. 2000/2852) prohibits local authorities from incurring expenditure to publish material which appears designed to influence people in deciding whether or not to sign a petition relating to the constitutional arrangements of the authority, or to assist others to publish such material.
- vii. Some aspects of the Code are relevant to this policy:
  - Local authorities should ensure that publicity relating to policies and proposals from central government is balanced and factually accurate. Such publicity may set out the local authority's views and reasons for holding those views, but should avoid anything likely to be

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perceived by readers as constituting a political statement, or being a commentary on contentious areas of public policy.

- Any publicity describing the council's policies and aims should be as objective as possible, concentrating on the facts or explanation or both.

Local authorities should not use public funds to mount publicity campaigns whose primary purpose is to persuade the public to hold a particular view on a question of policy. It is acceptable for local authority publicity to correct erroneous material which has been published by other parties, despite the fact that the material being corrected may have been published with the intention of influencing the public's opinions about the policies of the authority. Such publicity should seek to explain the facts in an objective manner.

- Where paid-for advertising is used by local authorities, it should be clearly identified as being advertising. Paid-for advertising, including advertisements for the recruitment of staff, should not be used in any publication owned or controlled by a political party.
- Advertisements for the recruitment of staff should reflect the tradition of political impartiality of local authority employees and should not (except in the case of advertisements relating to the appointment of staff pursuant to section 9 of the Local Government and Housing Act 1989 (assistants for political groups)) refer to any political activities or affiliations of candidates.
- "Publicity touching on issues that are controversial, or on which there are arguments for and against, the views or policies of the Council should be handled with particular care. Issues must be presented clearly, fairly and as simply as possible, although Councils should not oversimplify facts, issues or arguments."
- "Publicity should not attack, nor appear to undermine, generally accepted moral standards."
- "Local authorities should not use public funds to mount publicity campaigns whose primary purpose is to persuade the public to hold a particular view on a question of policy."

viii. In particular, Officers and Members should always have due regard for the long-term reputation of the Council in all their dealings with the media.

ix. Confidential documents, exempt minutes, reports, papers and private correspondence should not be leaked to the media. If such leaks do occur, an investigation will take place to establish who was responsible and appropriate action in accordance with the Standing Orders and Code of Conduct adopted by the Council will be taken.

x. When the media wish to discuss an issue that is, or is likely to be, subject to legal proceedings, then advice should be taken from the Council's solicitor before any response is made.

xi. There are a number of personal privacy issues for Officers and Members that must be handled carefully and sensitively in accordance with the Council's policies on Freedom of Information and Data Protection. These issues include the release of personal information, such as home address and telephone number (although Member contact details are in the public domain); disciplinary procedures and long term sickness absences that are affecting service provision. In all these and similar situations, advice must be taken from the Parish Clerk or other appropriate advisory body before any response is made to the media.

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## **Contact with the Media**

- i. The general principle is that the Parish Council Office will act as the Press Office. Any official contact with the media concerning the Parish Council's policies, the decisions it takes and the services it provides, are to be initiated through the Press Office.
- ii. Press releases and statements will be prepared by the Clerk in association with other Members as required, and will normally be restricted to matters that have been debated and agreed by the Parish Council.
- iii. Other Members of the Parish Council and employees who identify a media opportunity should refer to the Press Office so as to ensure accuracy and consistency in any subsequent press release or contact with the media.
- iv. If a Member or employee receives an approach or enquiry from the media about any matter relating to the Parish Council, it should be referred to the Press Office. A decision will then be made by the Clerk in consultation with other Members, about the format and content of any response.
- v. Nothing in these guidelines is to be interpreted as preventing, or attempting to prevent, Members from expressing a personal opinion through the media; for example by writing to a newspaper or posting an item on an internet site. Members must make it clear that any views expressed are their own personal views and not the view of the Parish Council. Members should take care not to misrepresent and/or bring the Council into disrepute and must bear in mind their responsibilities in the Code of Conduct.
- vi. Employees (other than the Clerk) should not contact the media on any matter relating to the Council unless specifically authorised by the Clerk and/or Chairman of the Council.
- vii. All press releases and other materials are to be kept for reference.
- viii. Caution should be exercised when submitting letters to the editor for publication in newspapers. There are occasions when it is appropriate for the Council to submit a letter; for example to explain important policies or to correct factual errors in letters submitted by other correspondents. However, such letters should be kept brief and balanced in tone and correspondence should not be drawn out over several weeks.
- ix. Letters representing the views of the Council should only be issued by the Clerk following agreement by the Council or relevant Committee. If individual Members choose to send letters to express their own opinions on Council policies, they are strongly advised to check their facts with the Clerk first. It should always be made absolutely clear whether the views put forward are those of the Council or of an individual Member.
- x. At all times consideration should be given as to how the correspondence may affect the reputation of the Council.

## **Attendance of Media at Council or Committee Meetings**

- i. Agendas and minutes of meetings will be supplied to media outlets upon request and the dates of meetings will be available on the Council's website
- ii. The Local Government Act 1972 requires that all agendas, reports and minutes are sent to the media on request, prior to the meeting.

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iii. The media are encouraged to attend Council and Committee meetings and seating and workspace made available.

### **Press Releases**

i. The purpose of a press release is to make the media aware of a potential story, to provide important public information or to explain the Council's position on a particular issue. It is the responsibility of all Officers and Members to look for opportunities where the issuing of a press release may be beneficial.

ii. Any Officer or Member may draft a press release, however they must all be issued by the Clerk following agreement by the Council or relevant Committee in order to ensure that the principles outlined in section three (Legal Framework) are adhered to, that there is consistency of style across the Council and that the use of the press release is monitored.

### **Notices**

i. The Council website will be used to convey information on matters of interest and latest news and will be updated regularly by the Clerk.

ii. The Council notice boards will be used for the advertising of agendas and other Council information.

### **Cost Effectiveness**

i. In relation to all publicity, the Council should be able to confirm that consideration has been given to the value for money that is being achieved, including taking into account any loss of potential revenue arising from the use of local authority-owned facilities to host authority publicity.

ii. In some circumstances it will be difficult to quantify value for money, for example where the publicity promotes a local amenity which is free to use. In such a case the Council should be able to show that they have given thought to alternative means of promoting the amenity and satisfied themselves that the means of publicity chosen is the most appropriate.

iii. If another public authority, such as central government, has issued publicity on a particular topic, the Council should incur expenditure on issuing publicity on the same matter only if they consider that additional value is achieved by the duplication of that publicity. Additional value might be achieved if locally produced publicity gives a local context to national issues.

iv. The purchase of advertising space should not be used as a method of subsidising voluntary, public or commercial organisations.

Review September 2023, New Policy,

Date: 14<sup>th</sup> September 2023.

Reviewed By: Full Council.

*[Handwritten signature]*  
13.10.23