

STOKE LODGE AND THE COMMON PARISH COUNCIL
ANNUAL PARISH MEETING ON THURSDAY 11th APRIL 2024
7PM AT THE PAVILION, THE COMMON, STOKE LODGE AND THE COMMON
NON-CONFIDENTIAL (DRAFT) MINUTES

Meeting Manager – Chair Andrew Alsop – Facilitator/Minute Taker Clerk Annie Wherrett

Present: Councillors Andrew Alsop, Andrew Dyer, Alan Jewell, Bryan Hopkins, Jon Butler, Brenda Stokes, Rebecca Strong and Ward Councillors Franklin Owusu-Antwi and Terri Cullen.

4.24.1 Welcome and apologies for absence

No Apologies

4.24.2 Declarations of Interest

None.

4.24.3 Ward Members Session

Ward Councillor Terri Cullen provided the following updates:

The issues with policing are currently being investigated. Terri has spoken to the PCC and is hopeful to get a resolution soon.

Some repairs have been completed following the resident's complaint last year but the highways issues are still outstanding.

4.24.4 Public Participation Session

A resident raised concerns about the streetlights on Elm's Grove as they are very dim. Can this be addressed as it is a safety issue.

A resident raised a concern regarding speeding on Stoke Lane

4.24.5 Life Skills Charity Presentation

A representative from Life Skills charity gave a presentation on the fantastic work they do at their centre in Bristol. The ward councillors were thanked for recently giving some members funding to support their work. Year 6 pupils in schools across South Gloucestershire attend workshops to learn vital life skills and safety awareness in real life situations. Our local schools are due to visit in the coming weeks.

4.24.6 Approval of Minutes of meeting 14th March 2024 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.**

Matters Arising:

The Roller Shutter Service has been completed – the new company were very thorough and were on site for around 2 hours and there was also a significant cost saving.

New LED Outside Lights are being installed to the rear of the building.

4.24.7 Grant Applications for The Brightwell Centre

A Grant application and supporting documentation was presented to council for the sum of £100.00. It was duly considered and supported unanimously.

Councillor Alan Jewell proposed, Councillor Andrew Dyer seconded; and upon being put to a vote it was unanimously resolved to: **Approve the Grant Application for the sum of £100.00**

4.24.8 **Moving of Public Right of Way**

This matter has been discussed previously. It has been made clear that we are unable to make any improvements to the outside space without first moving the PROW.

Councillor Andrew Dyer proposed, Councillor Jon Butler seconded; and upon being put to a vote it was unanimously resolved to: **Apply to move the Public Right of Way**

Action – Clerk Annie Wherrett to contact SGC for relevant application details.

4.24.9 **Football Pitch Flooding**

The football club has been unable to play for many months due to the top corner of the pitch constantly flooding. Various options were discussed including the installation of a French Drain and whether the pitch size can be reduced.

Action- Councillor Jon Butler to investigate French Drain Option and whether the pitch size can be reduced.

4.24.10 **Parking Buddies for Schools**

We have some CIL money which is ringfenced and can only be used to benefit the local community. In view of the issues with parking by schools it was suggested that we may offer to purchase Parking Buddies for the schools – these cost in the region of £189 each. It was further suggested that the CIL money could be used for Urban Trainers.

Action – Clerk Annie Wherrett to contact SGC to establish whether we can use CIL money for Parking Buddies and Urban Trainers.

4.24.11 **Items for Purchase**

We need to purchase the following new items:

3 x Folding Tables

Replacement Vacuum Cleaner

Fixed Head Electric Strimmer

Action – Clerk Annie Wherrett to update asset register when purchased.

4.24.12 **Bank Accounts**

Savings Accounts: As previously mentioned, we are unable to set up a NS&I Premium Bonds account in the name of the Parish Council. We have set up the Redwood Bank Account – it was suggested that we increase the intended deposit from £50,000 to £80,000. We will still need to open a further account for the remaining money.

Councillor Andrew Dyer proposed, Councillor Alan Jewell seconded; and upon being put to a vote it was unanimously resolved to: **Close the Barclays Account.**

Action – Clerk Annie Wherrett to arrange closure.

Barclays Account: We've had further issues and cannot access internet banking. All but 1 DD has been moved to Lloyds – clerk Annie Wherrett asked for permission to close the Barclays Account once year end statements are received.

Councillor Andrew Alsop proposed, Councillor Alan Jewell seconded; and upon being put to a vote it was unanimously resolved to: **Transfer £80,000 to Redwood Account.**

Action – Clerk Annie Wherrett to arrange transfer.

4.24.13 **ALCA/NALC Membership Renewal**

This is now due at £583.08 – this has increased from £548.79. The expertise and advice that they provide is invaluable and clerk Annie Wherrett recommended renewal of this membership for 2024-25.

Councillor Alan Jewell proposed, Councillor Andrew Dyer seconded; and upon being put to a vote it was unanimously resolved to: **Renew the ALCA/NALC Membership.**

4.24.14 **Clerk's Report**

We have our year end internal audit on 1st May 2024 – update to follow asap.

There is a meeting on Asset Based Development Framework on 17th April 2024.

We have been invited to attend the Great Western Air Ambulance Charity Open Day on 17th April 2024.

4.24.15 **Parish Council Finance Update**

Payments over £500:

ALCA/NALC Membership - £583.08

Councillor Brenda Stokes proposed, Councillor Bryan Hopkins seconded; and upon being put to a vote it was unanimously resolved to: Approve the above payment which is to be made electronically.

Bank Statements

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

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

Quarterly/Year End Budget vs Expenditure Report (See Appendix 4)

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

4.24.17 **Date of next meeting: Thursday 9th May 2024**

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

Signed *Annie Wherrett* Date 02/05/2024

Appendix 1 - Bank Reconciliation as at 4th April 2024

Barclays Bank A/C:	£21,555.90
Quickbooks Balance:	£21,555.90
Lloyds Bank A/C	£136,923.35
Quickbooks Balance	£136,923.35
Total in Bank:	£158,479.25
Total in Quickbooks:	£158,479.25

Appendix 2 - Income and expenditure report as of 4th April 2024

Income received from 6th March until 4th April 2024 = £1,476.30 – this includes £1,164.80 from Little Rainbows Pre-School, £168.00 from Brownies, £23.50 from AYFC, £50.00 from The Scrap Book Club and £70.00 for ad-hoc hall hire.

Outgoings from 6th March until 4th April 2024 are as follows:

Barclays account – £64.98 for bin collection.

Lloyds account – £13,691.70 which includes £5700.00 to Green Gorilla Tree Services for Tree Works in the Parish, £1986.39 to Zurich Insurance for the annual renewal of our Insurance Policy, £1079.10 to SGC for internal audit, £960.00 to Severn Wye for Energy Report, BACS payments for staffing, plus standard running costs and expenditure.

Appendix 3 – Planning Applications

New Applications

P24/00695/HH or PP-12897952 - 18 Shellmor Avenue, Stoke Lodge, BS34 6AD
Description: Extension to front dormer to form additional living accommodation
Date Registered: 18/03/24 – Consultation Expiry: 9/04/24

Awaiting Decisions

P24/00597/F or PP-12849312 - Land Adjoining Greenleaze, The Common, BS34 6AS
Description: Erection of detached dwelling with associated works.
Date Registered: 6/03/24 – Consultation Expiry: 1/4/24.

Councillor Jon Butler declared an interest in this application.
The council have no objections to this application.

Planning Decisions

P24/00226/HH - 2 Brookfield Road, Stoke Lodge, BS34 6NF
Description: Erection of single storey rear extension to form additional living accommodation.
Date Registered: 29/01/24 – Consultation Expiry: 20/02/24
Decision: Approve with Conditions – Date of Decision: 25/03/24

P23/03531/F – Land At 6 Stoke Lane, Stoke Lodge, BS34 6BW

Description: Erection of 1 no. dwelling with access and associated works
 Date Registered: 21/12/23 – Consultation Expiry 22/01/24
 Decision: Refusal - Date of Decision: 22/03/24

Appendix 4 – Year End Budget vs Expenditure Report

Budget vs Expenditure Report Q4 2023-24					
	Section	Budget	Amount to date	Remaining Budget £	Remaining Budget %
Expenses	Employees Total	£ 39,378.00	£ 40,822.33	-£ 1,444.33	-3.67%
	Premises Total	£ 27,857.00	£ 26,616.26	£ 1,240.74	4.45%
	Business Expenses Total	£ 5,820.00	£ 6,422.82	-£ 602.82	-10.36%
	Subscriptions Total	£ 966.00	£ 1,037.64	-£ 71.64	-7.42%
	Miscellaneous Total	£ 500.00	£ -	£ 500.00	100.00%
	Works in Parish Total	£ 2,500.00	£ -	£ 2,500.00	100.00%
	Charity and Grants Total	£ 3,000.00	£ 2,950.00	£ 50.00	1.67%
	Total Expenses	£ 80,021.00	£ 77,849.05	£ 2,171.95	2.71%
	Income	Lettings	-£ 15,176.00	-£ 15,484.70	£ 308.70
VAT Receipt		-£ 3,383.54	-£ 3,949.44	£ 565.90	-16.73%
Precept		-£ 60,996.00	-£ 60,996.00	£ -	0.00%
CIL		-£ 465.56	-£ 7,036.88	£ 6,571.32	1411.49%
Other Income		£ -	-£ 12.38	£ 12.38	N/A
Total Income		-£ 80,021.10	-£ 87,479.40	£ 7,458.30	-9.32%
Reserves	Earmarked Reserves	£ 125,800.00	£ 16,930.49	£ 108,869.51	86.54%