

**STOKE LODGE AND THE COMMON PARISH COUNCIL**  
**ANNUAL PARISH MEETING ON THURSDAY 11<sup>th</sup> JANUARY 2024**  
**7PM AT THE PAVILION, THE COMMON, STOKE LODGE AND THE COMMON**  
**NON-CONFIDENTIAL MINUTES**

Meeting Manager – Vice Chair Andrew Dyer – Facilitator/Minute Taker Clerk Annie Wherrett  
Present: Councillors Andrew Dyer, Jon Butler and Bryan Hopkins.

**1.24.1 Welcome and apologies for absence**

Councillors Andrew Alsop, Brenda Stokes, Rebecca Strong and Alan Jewell and Ward Councillors Franklin Owusu-Antwi and Terri Cullen sent their apologies.

**1.24.2 Declarations of Interest**

None

**1.24.3 Ward Members Session**

No ward councillors were present for this meeting.

**1.24.4 Public Participation Session**

There are Travellers on the site of former Travellers Rest Pub. Residents expressed concern about safety and hygiene - Nappies have been found in the hedge.

A resident advised that the trees on Elms Grove have grown again and will soon be at the level of the telephone wires. – Clerk confirmed we are logging this again with SGC.

A resident reported issues with some overgrown trees on the land we look after outside of pond farm (not SGC land).

Vice-Chair Andrew Dyer confirmed that the council will be looking at the trees in the coming weeks and, depending on where the trees are, will either report them to SGC for pruning or engage a tree surgeon and get a quote to undertake the work ourselves.

**1.24.5 Approval of Minutes of meeting 14<sup>th</sup> December 2023 and matters arising**

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

**1.24.6 2024/5 Budget and Precept Request**

The draft budget was shared with councillors at the meeting in December and they were asked to provide any required updates prior to the January meeting.

Following feedback and updates by the clerk the final budget was presented in detail – see appendix 1 for full details.

The budget for 2024-25 has again been designed to minimise any increase which needs to be passed on to our residents. In line with the budget for 2023-24 any one-off expenses will be taken from the reserves we already hold. As a result, our precept request will be for **£61,728 which is a cost of £85.38** per household (currently £85.19 per household).

The additional expenses which are to be taken from reserves are as follows:

Development of outside areas including surveys, groundworks and installation of equipment	£50,000.00
Future Elections	£4,825.00
Facilities Upgrade	£8,043.00
Replacement of Equipment	£5,000.00
Moving of PROW	£5,000.00
Purchase of Christmas lights	£4,700.00
Legal Fees for Lease Renewal	£2,500.00
Other Fees for Lease Renewal	£1,500.00
Energy Audit for The Pavilion	£800.00
Energy Audit Actions	£30,000.00
Section 106 CIL Money	£9,037.00
Chair's allowance	£500.00

Councillor Jon Butler proposed, Councillor Bryan Hopkins seconded; and upon being put to a vote it was unanimously resolved to: Agree the proposed budget and send precept request to SGC.

**Action – Clerk Annie Wherrett to send precept request to SGC for the sum of £61,728.**

#### **1.24.7 Closure of Barclays Bank Account**

We have experienced many problems with Barclays Bank over the years. They have not effected mandate changes or other requests despite being asked to do so multiple times. There are only 2 current signatories on the account, who need to sign for any changes. It was suggested that the Barclays account be closed, and all DDs and remaining funds be transferred to Lloyds pending the opening of investment accounts.

Councillor Jon Butler proposed, Councillor Bryan Hopkins seconded; and upon being put to a vote it was unanimously resolved to: Close the Barclays Account once all signatories are available.

**Action – Clerk Annie Wherrett to ensure that remaining DDs are transferred to Lloyds Bank in the interim. Barclays Account to be closed once all signatories are available.**

#### 1.24.8 **Investments**

Following December meeting we heard back from Cambridge and Counties and, unfortunately, the only savings account they currently offer to Parish Councils is a 5 year bond. Council did not feel that we are able to tie money in for that length of time.

**Action- Clerk Annie Wherrett to investigate other investment options.**

#### 1.24.9 **Clerk's Report**

Travellers at The Traveller Rest site – We have been in touch with the Estate Agents to contact the new owners, the police and SGC Travellers Unit to give them as much information as possible. The enforcement is now the responsibility of the landowner.

BT - Issues with BT are ongoing A new contract has been set up. Waiting for equipment etc.

Code of Conduct Complaint - We received a code of conduct complaint regarding spending money on the pitch drainage and the completion of the AGAR. The monitoring officer found in our favour and no further action is to be taken.

Trees etc – please see agenda item 1.24.4 above - We will be doing a check around the Parish for trees and other issues which may need attention. We have some budget left to do some work.

#### 1.24.10 **Lease Renewal**

Councillors were provided with the draft lease from SGC with some changes suggested by our solicitor.

Council agreed with the proposed changes in principle. However, Councillor Jon Butler expressed concerns over the inclusions of conditions relating the building within the lease. It was felt that this was unreasonable considering Patchway Town Council paid for the building to be built and we have paid for all upkeep since we inherited the site in 2015.

**Action – Clerk Annie Wherrett to raise the above concern with our solicitor and report back at next meeting.**

#### 1.24.11 **Parish Council Finance Update**

**Payments over £500 - None**

**Bank statements**

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

Councillor Bryan Hopkins 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 2)**

Councillors were provided with copies of the Bank Reconciliation.

Councillor Jon Butler 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 3)**

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.**

**Quarterly Expenditure vs Budget Report (see Appendix 4)**

Councillors were presented with the summary report which outlines where we are at the end of the first quarter. An explanation was provided for any discrepancies and questions were invited from Councillors.

Councillor Bryan Hopkins proposed, Councillor Jon Butler seconded, and upon being put to a vote it was unanimously resolved to: **Approve the Quarterly Expenditure vs Budget Report**

**1.24.12 Planning Applications (see appendix 5)**

**1.24.13 Date of next meeting: Thursday 8<sup>th</sup> February 2024**

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

**Signed**      *Andy Dyer*      **Date**    **08/02/2024**

## Appendix 1 – Agreed Budget 2024-25

Budget 2024-25 Agreed at Full Parish Council Meeting on 11th January 2024			
Expenditure			
Heading	Sub Heading	Type	Proposed Budget
Employees		Basic Pay	£28,000.00
		Pension Costs	£8,000.00
		PAYE Costs	£7,100.00
<b>Employees</b>		<b>Total</b>	<b>£43,100.00</b>
Premises	Pavilion/The Common	Rates	£ 2,100.00
		Localism Charges	£ 8,880.00
	Utilities	Electricity	£ 2,500.00
		Gas	£ 2,500.00
		Water	£ 306.00
		Phone and Wifi	£ 1,000.00
		Eurobin Lock/Unlock	£ 900.00
	Service and Inspections	Roller Shutter Service	£ 525.00
		Burglar/Fire Alarm	£ 750.00
		Fire Extinguishers Servicing	£ 100.00
		Boiler Maintenance	£ 140.00
		PAT & Fixed Electrical Testing	£ 100.00
		Play Area H&S Inspection	£ 132.00
	Other	Cleaning Materials	£ 250.00
		Repairs & Maintenance	£ 3,000.00
		Tree Pruning	£ 500.00
		Premises Misc Keys/Signs	£ 300.00
Rent to South Glos Council		£ 1,000.00	
Defib Service/Maintenance		£ 400.00	
<b>Premises</b>		<b>Total</b>	<b>£ 25,383.00</b>
Business Expenses		Advertising/Newsletter	£ 500.00
		Audit	£ 1,650.00
		Accountancy	£ 405.00
		Insurance	£ 2,185.00
		Training Including Travel	£ 1,000.00
		Bank Charges	£ 250.00
		Website Admin	£ 370.00
		Payroll Charges (Business Exp)	£ 190.00
		Office Supplies and Expenses	£ 450.00
<b>Business</b>		<b>Total</b>	<b>£ 7,000.00</b>
Subscriptions		McAfee	£ 110.00
		ALCA/NALC	£ 582.00
		SLCC	£ 243.00
		Microsoft	£ 88.00
		ICO	£ 39.00
		Amazon	£ 110.00
		Net Nerd (Web hosting)	£ 63.00
<b>Subscriptions</b>		<b>Total</b>	<b>£1,235.00</b>
Miscellaneous		Legal Fees	£ 500.00
<b>Miscellaneous</b>		<b>Total</b>	<b>£500.00</b>
Works In Parish		General Maintenance in Parish	£ 2,000.00
		Installation and Storage of Christmas Lights	£ 3,000.00
<b>Works in Parish</b>		<b>Total</b>	<b>£ 5,000.00</b>
Charity and Grants		Grants to Voluntary Organisations	£ 2,000.00
		Charity Donation	£ 1,000.00
<b>Charity and</b>		<b>Total</b>	<b>£3,000.00</b>
<b>Total Expenses</b>		<b>Total expenses</b>	<b>£85,218.00</b>
Income	Lettings	Ad Hoc Lettings	-£ 100.00
	Regular Users	Football Pitch	-£ 1,200.00
	Regular Users	Pavilion	-£ 14,500.00
	<b>Total Lettings</b>	<b>Hire Charges</b>	<b>-£ 15,800.00</b>
	VAT	VAT Rebate	-£ 5,689.91
	Precept/CIL	Precept	-£ 61,728.00
	<b>Total Income</b>	<b>Total Income</b>	<b>-£ 21,489.91</b>
Grants	South Gloucestershire Council		
	CIL		-£ 2,000.00
<b>Expenditure minus Income</b>			<b>£61,728.09</b>
Precept	Total Amount Required		£ 61,728.09
	Precept Request (to nearest £1)		£ 61,728.00
	Taxable Band 'D' properties		723
	Cost per household		£ 85.38

## Appendix 2 – Bank Reconciliation

### Stoke Lodge and The Common Parish Council

#### Bank Reconciliation as at 3<sup>rd</sup> January 2024

Barclays Bank Main A/C: £21,978.11  
Quickbooks Balance: £21,978.11

Barclays Bank Second A/C £ 0.00  
Quickbooks Balance £0.00

This account has been cancelled by Barclays due to dormancy – Clerk has investigated and secured payment into Barclays Main Account.

Lloyds Bank A/C £161,265.51  
Quickbooks Balance £161,265.51

Total in Bank: £183,243.62  
Total in Quickbooks: £183,243.62

## Appendix 3 – Financial Report

### Income and expenditure report as of 3<sup>rd</sup> January 2024

Income received from 6<sup>th</sup> December 2023 – 3<sup>rd</sup> January 2024 = £1781.98 – this includes £1601.60 from Little Rainbows Pre-School, £168.00 from Brownies and £12.38 compensation from Barclays.

Outgoings from 6<sup>th</sup> December 2023 – 3<sup>rd</sup> January 2024 are as follows:

Barclays 1 account – £303.33 this is considerably less than previous months as most payments have been moved to our Lloyds Bank Account.

Barclays 2 account - £12.62 (closed and transferred to Barclays 1 account)

Lloyds account – £4712.61 this now includes the BACS payments for staffing, plus standard running costs and expenditure. Please note that Gas and Electricity charges are not included this month due to the payment date (6<sup>th</sup>).

## Appendix 4 – Quarterly Budget vs Expenditure Report

Budget vs Expenditure Report Q1 2023-24					
	Section	Budget	Amount to date	Remaining Budget £	Remaining Budget %
Expenses	Employees Total	£ 39,378.00	£ 30,564.06	£ 8,813.94	22.38%
	Premises Total	£ 27,857.00	£ 16,992.42	£ 10,864.58	39.00%
	Business Expenses Total	£ 5,820.00	£ 2,979.39	£ 2,840.61	48.81%
	Subscriptions Total	£ 966.00	£ 744.69	£ 221.31	22.91%
	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	£ 950.00	£ 2,050.00	68.33%
	<b>Total Expenes</b>	<b>£ 80,021.00</b>	<b>£ 49,251.17</b>	<b>£ 24,949.83</b>	<b>31.18%</b>
	Lettings	-£ 15,176.00	-£ 11,375.70	-£ 3,800.30	25.04%
	VAT Receipt	-£ 3,383.54	£ -	-£ 3,383.54	100.00%
	Precept	-£ 60,996.00	-£ 60,996.00	£ -	0.00%
	CIL	-£ 465.56	-£ 7,036.88	£ 6,571.32	-1411.49%
	Other Income	£ -	£ -	£ -	#DIV/0!
	<b>Total Income</b>	<b>-£ 80,021.10</b>	<b>-£ 72,371.70</b>	<b>-£ 7,649.40</b>	<b>9.56%</b>
Reserves	Earmarked Reserves	£ 125,800.00	£ 5,953.25	£ 119,846.75	95.27%

## Appendix 5 – Planning Applications

### New Applications

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

Description: Erection of 1no dwelling with access and associated works

Date Registered: 21/12/23 – Consultation Expiry 22/01/24

P23/03479/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: 19/12/23 – Consultation Expiry 12/01/24

### Awaiting Decisions

P23/03154/HH – 6 The Avenue, Stoke Lodge and The Common, BS34 6BE

Description: Erection of two storey side extension to provide additional living accommodation (resubmission of P23/01896/HH)

Date Registered: 13/11/23 – Consultation Expiry: 7/12/23

### Planning Decisions

**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

Decision: Approve Certificate of Lawfulness – Date of Decision: 15/12/23