

STOKE LODGE AND THE COMMON PARISH COUNCIL
ANNUAL PARISH MEETING ON THURSDAY 14th MARCH 2024
7PM AT THE PAVILION, THE COMMON, STOKE LODGE AND THE COMMON
NON-CONFIDENTIAL MINUTES

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

Present: Councillors Andrew Alsop, Andrew Dyer, Bryan Hopkins, Jon Butler, Brenda Stokes, Rebecca Strong and Ward Councillor Terri Cullen.

3.24.1 Welcome and apologies for absence

Councillor Alan Jewell and Ward Councillor Franklin Owusu- Antwi sent their apologies.

3.24.2 Declarations of Interest

Councillor Jon Butler declared an interest in the planning application relating to land to the rear of 'Greenleaze'.

3.24.3 Ward Members Session

Ward Councillor Terri Cullen provided the following updates:

Issues raised by a resident were escalated to Highways department, but no response has yet been received.

There have been several objections to the planned changes to waste collections - make sure you have your say on the SGC Plan consultation.

3.24.4 Public Participation Session

A resident praised councillor Andrew Dyer for his help getting the trees cut and for the removal of the travellers from the Travellers Rest site.

3.24.5 Approval of Minutes of meeting 8th February 2024 and matters arising

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

3.24.6 Standing Orders and Financial Regulations

During the recent audit it was noted the whilst the contract limits had been updated correctly under the Standing Orders, the financial regulations had not been updated. The document was updated and circulated to councillors prior to the meeting for approval.

It was further proposed that both the Standing Orders and Financial Regulations be changed to allow all future payments to be made electronically subject to the current approval limits (3 signatories to sign invoices for payments over £500).

Councillor Andrew Dyer proposed, Councillor Brenda Stokes; and upon being put to a vote it was unanimously resolved to: Approve the updated Standing Orders and Financial Regulations.

3.24.7 Insurance Renewal

Full details of the renewal have been forwarded to councillors prior to the meeting. It was recommended by Clerk Annie Wherrett that we renew the existing policy and reinstate the covers for contract disputes and debt recover under the legal expenses section (these became optional covers this year). The total renewal premium will be £1986.39 including Insurance Premium Tax.

Councillor Andrew Dyer proposed, Councillor Brenda Stokes; and upon being put to a vote it was unanimously resolved to: Renew the insurance policy with Zurich Insurance.

Action – Clerk Annie Wherrett to make online payment to Zurich Insurance.

3.24.8 Energy Report

An energy audit of The Pavilion was conducted by Severn Wye and some recommendations have been made for the short, medium and long term. We need to obtain quotations for the various works to establish the potential financial and environmental implications before proceeding with any works. We can also get a free survey to check for cavity wall installation council voted to proceed with this.

Councillor Bryan Hopkins proposed, Councillor Rebecca Strong seconded; and upon being put to a vote it was unanimously resolved to: Proceed with cavity wall insulation survey and obtain quotes for other improvements.

Action- Clerk Annie Wherrett to contact cavity wall insulation company to arrange survey.

3.24.9 Review of Fees and Charges

Due to the energy prices stabilising it was recommended that we do not apply an increase at this time – will be reviewed again in July.

Councillor Jon Butler proposed, Councillor Andrew Dyer seconded; and upon being put to a vote it was unanimously resolved to: Maintain existing fees and charges until 31st August 2024.

Action – Clerk Annie Wherrett to contact hirers to confirm and issue hire agreements as required.

3.24.10 Emergency Bleed Kits

Due to the increase in knife crime, and the awful incidents locally, some other local councils have installed bleed kits. It was proposed that the council install one at The Pavilion next to the defibrillator.

Councillors were presented with costings for different types of cabinet and decided that a lockable cabinet would be more suitable due to the isolated location. The cost for this is in the region of £500 plus VAT.

It was also suggested that we could host events like first aid training to increase engagement with residents. Need to consult residents to see what they would like.

Councillor Jon Butler proposed, Councillor Andrew Dyer seconded; and upon being put to a vote it was unanimously resolved to: Purchase and install a lockable bleed kit next to the defibrillator.

Action – Clerk Annie Wherrett to purchase/arrange installation plus look into a schedule of events for residents.

3.24.11 Clerk’s Report

There is a new consultation for the SGC local plan – invitations to the meetings have been forwarded to councillors.

3.24.12 Parish Council Finance Update

Payments over £500:

Severn Wye Energy – Energy Report - £960.00

Green Gorilla Tree Services – Tree Works - £5700.00

South Glos Council – Audit Services - £1079.10

Zurich Insurance - £1927.59 + £58.80 = £58.80

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 are to be made electronically.

Bank Statements

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

Councillor Bryan Hopkins proposed, Councillor Rebecca Strong 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 Jon Butler 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.**

3.24.13 Planning Applications (see appendix 3)

3.24.14 Date of next meeting: Thursday 11th April 2024

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

Signed *Andrew Alsop* Date 11/04/2024

Appendix 1 – Bank Reconciliation

Stoke Lodge and The Common Parish Council Bank Reconciliation 6th March 2024

Barclays Bank A/C:	£21,620.88
Quickbooks Balance:	£21,620,88
Lloyds Bank A/C	£149,138.75
Quickbooks Balance	£149,138.75
Total in Bank:	£170,759.63
Total in Quickbooks:	£170,759.63

Appendix 2 – Financial Report

Income and expenditure report as of 6th March 2024

Income received from 31st January 2024 until 6th March = £1642.60 – this includes £1601.60 from Little Rainbows Pre-School and, £41.00 from AYFC.

Outgoings from 31st February 202 – 6th March 2024 are as follows:

Barclays account – £115.98.

Lloyds account – £10,833.95 this includes £2298.00 for Christmas Lights, £2130.33 for localism, a £2,000 grant for Great Western Air Ambulance Charity, the BACS payments for staffing, plus standard running costs and expenditure.

Appendix 3 – Planning Applications

New Applications

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.

Awaiting 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

The Council have no objection to this application.

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

Planning Decisions

P24/00432/TRE or PP-12820639 – 21 Bourton Avenue, Stoke Lodge, BS34 6EB

Description: Works to 1 no. Oak to crown thin by 20%. covered by TPO 392 dated 09/12/1987.

Date Registered: 20/02/24 – Consultation Expiry – 13/03/24

Decision: Approve with Conditions – date of decision: 14/03/24

P24/00130/HH or PP-12738829 – 38 Stoke Lane, Stoke Lodge, BS34 6DY

Description: Erection of 2 no. single storey extension front extensions to form additional living accommodation.

Date Registered: 18/01/24 – Consultation Expiry: 12/02/24

Decision: Approve with conditions – Date of Decision: 14/03/24

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

Decision: Approve with Conditions – Date of Decision: 22/02/24