

STOKE LODGE AND THE COMMON PARISH COUNCIL
ANNUAL PARISH COUNCIL MEETING ON THURSDAY 9th MAY 2024
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, Brenda Stokes, Andrew Dyer, Bryan Hopkins, Rebecca Strong, Alan Jewell and Jon Butler.

5.24.1 Election of Chair and Vice Chair

The nominee for the position of Chair was Councillor Andrew Alsop.

Councillor Jon Butler proposed, Councillor Brenda Stoke seconded; and upon being put to a vote it was resolved by a majority to: **Elect Councillor Andrew Alsop to continue as Chair.**

The nominee for the position of Vice Chair was Councillor Andrew Dyer.

Councillor Alan Jewell proposed, Councillor Jon Butler seconded; and upon being put to a vote it was resolved by a majority to: **Elect Councillor Andrew Dyer to continue as Vice Chair.**

5.24.2 Welcome and apologies for absence

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

5.24.3 Declarations of Interest

None

5.24.4 Ward Members Session

No Ward Members were present for this meeting.

5.24.5 Public Participation Session

A resident raised the issues of lighting in Elms Grove and dangerous speeding on The Common.

5.24.6 Approval of Minutes of meeting 13th April 2023 and matters arising

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

Matters arising:

The football pitch has been measured and can be reduced by 5 metres if necessary.

Th new vacuum has been ordered.

The Redwood Bank Savings Account has been opened and the funds are in the process of being transferred.

5.24.7 Review of Policies and Procedures

- i) **Standing Orders - for consideration and approval**
- ii) **Financial Regulations Review – for consideration and approval**

- iii) **Asset Register**
- iv) **Privacy Notice**
- v) **Approval of Regular Payments**

All of the policies were shared with councillors prior to the meeting.

However, the new Financial Regulations have only been released by NALC this week so council requested that the approval of this, the Standing Orders and Regular Payments be delayed until June so they can be properly read and understood by all concerned. In the meantime, due to the increasing cost of materials and services, the approved spending limits have been updated as follows:

Day to day expenditure:

Clerk up to £500, Chair up to £500, Clerk in conjunction with Chair up to £1000.

Payments over £1000 to be approved by full council.

Emergency Repairs:

Clerk up to £2,000, Chair up to £2,000, Clerk in conjunction with Chair £4000.

Updated Financial Regulations, Standing Orders and Regular Payments to be sent to councillors for approval in June.

Councillor Alan Jewell proposed, Councillor Rebecca Strong seconded; and upon being put to a vote it was unanimously resolved to: **Approve the updated Asset Register and Privacy Notice.**

Action: Clerk Annie Wherrett to update Asset Register and Privacy Notice on Website and Circulate updated Standing Orders, Financial Regulations and Regular Payment List for approval in June.

5.24.8 Internal Audit Feedback

Councillors were already provided with feedback from the in-year audit report We have completed the year end internal audit this week. There were 2 minor actions following the in-year review and both were completed within a month. The year end audit has been completed and signed off by the internal auditor. We continue to be operating to a 'High Standard'. Chair Andrew Alsop thanked Clerk Annie Wherrett for her work getting us to and maintaining this position.

Action: Clerk Annie Wherrett to submit paperwork to external auditor for review.

5.24.9 AGAR Section 1 - Annual Governance Statement – for approval

The Annual Governance Statement was presented to council with the relevant rationale for the statements made.

Councillor Andrew Dyer proposed, Councillor Alan Jewell seconded, and upon being put to a vote it was unanimously resolved to: **Approve the Annual Governance Statement for 2023/24.**

The Annual Governance Statement was signed by Clerk/RFO Annie Wherrett and Chair Andrew Alsop on 9th May 2024.

5.24.10 AGAR Section 2 – Accounting Statements 2023/24 for approval

The accounting statement was shared with the council and the figures explained.

Councillor Brenda Stokes proposed, Councillor Rebecca Strong seconded, and upon being put to a vote it was unanimously resolved to: **Approve the Accounting Statements 2023/24.**

Accounting Statements 2022/23 signed by Clerk/RFO Annie Wherrett and Chair Andrew Alsop on 9th May 2024.

5.24.11 BDO Auditors – Conflict of Interest Declaration

The new external auditors (BDO) require that we make an annual conflict of interest declaration. Councillors confirmed that there are no conflicts of interest.

Councillor Andrew Dyer proposed, Councillor Brenda Stokes seconded; and upon being put to a vote it was unanimously resolved to: **Approve the completion of the conflict of interest declaration.**

Action – Clerk Annie Wherrett to return the declaration to BDO with the Audit Documentation.

5.24.12 Grant Application – four Towns and Vale Link Community Transport

The application was shared with the council along with the supporting documentation. The Council decided that they did not wish to support this application for the following reasons:

This is a fee paying service.

The organisation has considerable reserves.

The amount requested was 1/3 of our small annual budget.

5.24.13 Clerk’s Report

CIL money of £2,808.63 has been received from SGC which is £808.63 more than predicted at the time the budget was prepared.

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

Payments over £100 - April – May 2024 (See appendix 3)

Councillors were presented with a list of all payments over £100.00.

Councillor Brenda Stokes proposed, Councillor Andrew Dyer seconded, and upon being put to a vote it was unanimously resolved to: **Approve the payments list.**

5.24.15 Planning Applications (see appendix 4)

5.24.16 Date of next meeting: Thursday 13th June 2024

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

Signed *Andy Alsop* **Date** 13/06/2024

Appendix 1 - Bank Reconciliation as of 2nd May 2024

Barclays Bank A/C:	£21,471.75
Quickbooks Balance:	£21,471.75
Lloyds Bank A/C	£124,434.76
Quickbooks Balance	£124,434.76
Total in Bank:	£145,906.51
Total in Quickbooks:	£145,906.51

Investments

Redwood Bank:	£40,012.02
Total	£185,918.53

Appendix 2 - Income and expenditure report as of 2nd May 2024

Income received from 4th April 2024 until 2nd May 2024 = £32,392.80 – this includes £1,528.80 from Little Rainbows Pre-School and £30,864.00 Precept Payment from South Gloucestershire Council.

Outgoings from 4th April 2024 until 2nd May 2024 are as follows:

Barclays account – £67.46 for bin collection and £16.69 to British Gas as they had given too much reduction for government support last year.

Lloyds account –£4871.39 including £583.08 to ALCA/NALC plus standard monthly payments for utilities and staffing. This figure also includes day to day running costs.

£40,010 has been transferred from Lloyds to our new Redwood Bank Savings account.

Redwood Bank Account – this notice saver account has been set up and currently has a balance of £40,012.02. The remaining £40,000 will be transferred from Lloyds Bank.

Appendix 3

Payments over £100 - 01.04.24 - 02.05.24				
Date	Type	Payee	Description	Debit Amount
08/04/2024	Expenditure	British Gas	Utilities	£ 105.10
08/04/2024	Expenditure	British Gas	Utilities	£ 194.68
11/04/2024	Expenditure	Bristol Garage Doors	Annual Service	£ 384.00
15/04/2024	Expenditure	ALCA	Dues and Subscriptions	£ 583.08
19/04/2024	Expenditure	South Glos Council	Staffing Costs	£ 637.95
22/04/2024	Expenditure	South Glos Council	Staffing Costs	£ 555.48
30/04/2024	Expenditure	South Glos Council	Staffing Costs	£ 2,232.68

Appendix 4 - Planning Applications

New Applications:

P24/00962/PNH or PP-12985369 - 10 The Avenue Stoke Lodge and The Common BS34 6BE.

Description: The erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 3.5m, for which the maximum height would be 2.9m, and for which the height of the eaves would be 2.6m.

Date Registered:17/04/24 – Consultation Expiry:08/05/24.

Council did not raise any objections to this application.

P24/01106/HH or PP-13007137 - 23 Fairford Crescent Stoke Lodge and The Common BS34 6DH

Description: Erection of a single storey side extension to form additional living accommodation. Erection of 1no. detached incidental outbuilding.

Date Registered:02/05/24 – Date Verified: 08/05/24 – Consultation Expiry: 29/05/24

Councillors queried the incidental outbuilding which is noted as a garage but the side extension seems to block vehicular access to the outbuilding. Comment added to planning website requesting clarification of use of the outbuilding.

Awaiting Decisions:

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

Planning 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.

This application was withdrawn – 12/04/2024