

## STOKE LODGE AND THE COMMON PARISH COUNCIL

FULL PARISH COUNCIL MEETING ON THURSDAY 12<sup>th</sup> DECEMBER 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, Andrew Dyer, Alan Jewell, Bryan Hopkins, Jon Butler and Rebecca Strong. Ward Councillors Terri Cullen and Franklin Owusu-Antwi were also present.

#### 12.24.1 **Welcome and apologies for absence**

Councillor Brenda Stokes sent her apologies.

#### 12.24.2 **Declarations of Interest**

None

#### 12.24.3 **Ward Members Session**

Our application to move the Public Right of Way has gone to committee who have approved it for progression to the next stage.

The feedback regarding the 75 bus service has been sent to Councillor Chris Gilmore and we are awaiting a reply.

The police are hoping to attend a meeting soon – they need an updated list of issues

The Ward Councillors would like to hold a bi-monthly meeting at the Pavilion prior to the Parish Council Meeting. They have received feedback from some elderly residents who have advised that they will not be able to attend a meeting after dark.

#### 12.24.4 **Public Participation Session**

A resident advised that there has been some fly tipping in Manor Grove.

#### 12.24.5 **Approval of Minutes of meeting 14<sup>th</sup> November 2024 and matters arising**

A couple of minor typing errors were noticed and corrected.

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:** Councillor Andrew Alsop attending North Patchway Hall meeting and they were very unhappy with the decision we made not to support their latest grant request.

#### 12.24.6 **Review of Preferred Suppliers List**

Need to request proof of Public Liability cover when jobs are booked

Councillor Alan Jewell proposed, Councillor Bryan Hopkins seconded; and upon being put to a vote it was unanimously resolved to: **Approve the preferred suppliers list.**

- 12.24.7 Defibrillator Location**  
There have been some issues with attaching the power to the existing supply at Stoke Lane. We are currently in discussion with National Grid to instal our own supply. Councillor Terri Cullen contacted National Grid and is awaiting a response for next steps.
- 12.24.8 Play Equipment Report and Play Area Actions**  
The most recent play inspection report recorded a number of issues some of which cannot be rectified as they relate to the age of the equipment. Discussion related to the closure of the play area for safety reasons.  
It was agreed that signage need to be put up and the steps to the play equipment need to be cordoned off.  
Councillor Bryan Hopkins proposed, Councillor Andrew Dyer seconded, and upon being put to a vote it was unanimously resolved to: **Close the play area with immediate effect.**  
**Action – Chair Andrew Alsop to arrange signs and a lock for the gate.**
- 12.24.9 Bench on Brook Way**  
An indication of £2000 for the cost for this has been received from Bradley Stoke Town Council. Chair Andrew Alsop advised that the local Neighbourhood Watch has been closed. They have decided to donate the remaining funds of £493.70 toward the purchase of this bench.
- 12.24.10 Localism Renewal**  
We are currently on a 3 year contract with South Gloucestershire Council for this. South Gloucestershire Council have indicated that the increase for the coming year is 7.78%.
- 12.24.11 Public Right of Way move update**  
As mentioned about the application to move the Public Right of Way has gone to committee who have approved it for progression to the next stage.
- 12.24.12 Draft Budget Proposal**  
The first draft of the budget was presented to the Council and discussions were held as to any changes which may be required for the coming year. Councillors were asked to provide any additional areas we may need to consider for financing.
- 12.24.13 Clerk's Report**  
No new updates at this stage.
- 12.24.14 Parish Council Finance Update**  
**Payments over £500 – Localism - SGC - £2,219.58**  
**Bank statements**  
Councillors were provided with fully annotated bank statements for the accounts.  
Councillor Rebecca Strong proposed, Councillor Bryan Hopkins 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 Andrew Dyer 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 2)**

Councillors were presented with the monthly income and expenditure report. Councillor Alan Jewell 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 (See appendix 3)**

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

Councillor Alan Jewell proposed, Councillor Bryan Hopkins seconded, and upon being put to a vote it was unanimously resolved to: **Approve the payments over £100 list.**

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

**12.24.16 Date of next meeting: Thursday 9<sup>th</sup> January 2025**

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

**Signed Andrew Alsop**

**Date 09/01/25**

## Appendix 1 Bank Reconciliation as of 4<sup>th</sup> December 2024

Barclays Bank A/C:	£21,471.75
Quickbooks Balance:	£21,471.75

Lloyds Bank A/C	£80,476.62
Quickbooks Balance	£80,476.62

Total in Bank:	£101,948.37
Total in Quickbooks:	£101,948.37

### Investments

Redwood Bank:	£81,708.38
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Total	£183,656.75
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## Appendix 2 Income and expenditure report as of 4<sup>th</sup> December 2024

Income received from 7<sup>th</sup> November 2024 until 4<sup>th</sup> December 2024 = £1,570.20 - this includes £1,383.20 from Little Rainbows Preschool and £187.00 from AYFC.

We have also received interest of £246.87 on the Redwood Bank Savings Account which now has a balance of £81,708.38

Outgoings from 7<sup>th</sup> November 2024 – 4<sup>th</sup> December 2024 are as follows:

Barclays account – £0 – this account is due to be closed

Lloyds account – £8,191.56 this represents standard outgoings for Staffing and Utilities plus running costs of the council. This also includes £900.00 for an additional defibrillator and £2,219.58 for Q3 Localism Charges.

<b>Payments over £100 - 07/11/24 - 04/12/24</b>				
<b>Date</b>	<b>Type</b>	<b>Payee</b>	<b>Description</b>	<b>Debit Amount</b>
07/11/2024	Expenditure	British Gas	Electricity Bill	-£ 119.44
07/11/2024	Expenditure	London Hearts	Defibrillator Purchase	-£ 900.00
19/11/2024	Expenditure	Parish Bacs Test	Staffing Costs	-£ 729.01
22/11/2024	Expenditure	Parish Bacs Test	Staffing Costs	-£ 542.55
28/11/2024	Expenditure	South Glos Council	Q3 Localism Charge	-£ 2,219.58
29/11/2024	Expenditure	Parish Bacs Test	Staffing Costs	-£ 3,071.30
02/12/2024	Expenditure	BT	Phone and Broadband for The Pavilion	-£ 193.86
04/12/2024	Expenditure	South Glos Council	Business Rates	-£ 180.00

#### **Appendix 4 - Planning Applications**

##### **New Applications:**

None

##### **Awaiting Decisions:**

P24/01708/HH or PP-13239280 – 3 Bourton Close, Stoke Lodge and The Common, BS34 6EQ

Description: Erection of 2m boundary wall and fence.

Date Registered 12/07/24 – Date Validated 12/07/24 – Consultation Expiry

Decisions Approve with Conditions- Date of Decision 06/12/24

##### **Planning Decisions:**

P24/02153/HH - 60 Bourton Avenue, Stoke Lodge and The Common, BS34 6EE.

Description: Erection of single storey side extension to form additional living accommodation.

Date Registered: 10/09/24 – Date Validated: 18/09/24 – Consultation Expiry: 09/10/24

Decision: Approve with Conditions – Date of Decision 13/11/24