

## STOKE LODGE AND THE COMMON PARISH COUNCIL

### ANNUAL PARISH COUNCIL MEETING ON THURSDAY 11<sup>th</sup> JULY 2024

#### 7PM AT THE PAVILION, THE COMMON, STOKE LODGE AND THE COMMON

#### NON-CONFIDENTIAL MINUTES (DRAFT)

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

Present: Councillors Andrew Alsop, Andrew Dyer, Bryan Hopkins, Rebecca Strong and Jon Butler. Ward Councillor Franklin Owusu-Antwi was also present.

#### 7.24.1 Welcome and apologies for absence

Councillor Brenda Stokes, Alan Jewell and Ward Councillor Terri Cullen sent their apologies.

#### 7.24.2 Declarations of Interest

None

#### 7.24.3 Ward Members Session

Ward Councillor Franklin Owusu-Antwi offered some guidance regarding a complaint which has been received regarding the use of the building.

#### 7.24.4 Public Participation Session

Grass Cutting on Elms Grove needed, Speeding on the Common is ongoing.

#### 7.24.5 Approval of Minutes of meeting 13<sup>th</sup> June 2024 and matters arising

One correction on Item 6.24.12 – road shows as A8 but should be A38.

Councillor Jon Butler 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:** None

#### 7.24.6 Grant Applications

##### i) Southern Brooks Diwali event

Southern Brooks requested £200 towards their Diwali Event – A full breakdown of costs relating to Stoke Lodge schools was provided.

Councillor Andrew Dyer proposed, Councillor Rebecca Strong seconded, and upon being put to a vote it was unanimously resolved to approve a grant payment of £200.00 to Southern Brooks

##### ii) Little Stoke Ladies Club

Little Stoke Ladies Club requested £1000.00 towards their running costs. Council felt unable to support this as our budget is limited but instead suggested a grant of £200.00.

Councillor Jon Butler proposed, Councillor Andrew Dyer seconded, and upon being put to a vote it was unanimously resolved to approve a grant payment of £200.00 to Little Stokes Ladies Club.

**Action - Clerk Annie Wherrett to arrange both payments electronically**

**7.24.7 Review of Policies and Procedures:**

**i) Freedom of Information**

**ii) Model Publication**

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

Councillor Bryan Hopkins proposed, Councillor Rebecca Strong seconded; and upon being put to a vote it was unanimously resolved to: **Re-adopt the above policies with no changes this year.**

**Action: Clerk Annie Wherrett to arrange for the new policies to be added to the website**

**7.24.8 Review of Fees and Charges and frequency of Regular Hire Agreements.**

It was proposed that no changes are made to the fees and charges for this period.

Councillor Andrew Dyer proposed, Councillor Jon Butler seconded, and upon being put to a vote it was unanimously resolved to: Apply no increase to hire fees for this year.

**Action – Clerk Annie Wherrett to advise regular hirers, issue new hire agreements and update hire charges on the Website.**

**7.24.9 Request from Little Rainbows for Notice Board and Signs.**

The Preschool have requested that they be allowed to have their own notice board on outside of the building like ours. They also requested that they add their advert to road signs. Councillors agreed that a noticeboard can be erected if they purchase one. They are also welcome to use the Noticeboard by the entrance to the carpark. They will need to contact highways for any addition to road signs.

**Action: Clerk Annie Wherrett to advise Little Rainbows of outcome and provide contact details for Highways for the signs.**

**7.24.10 Clerk's Laptop Replacement**

We are looking into options for this but have not made a final decision yet.

**Action: Monitor current laptop and replace in the event of further issues.**

**7.24.11 E-bikes**

The charging and servicing of these items is sometimes being undertaken very late at night or in the early hours of the morning which is causing significant disturbance to residents.

Bradley Stoke Council have also raised concerns about this.

**7.24.12 Barrier on A38 at the end of Amberley Road shortcut**

The footpath/lane between Amberley Road and A38 is used by pedestrians and cyclists and ends suddenly on A38. This route is heavily used by school children. Council proposed that a barrier be fitted between the end of the lane and the road. There is a form online which needs to be completed.

### 7.24.13 **Police Email Actions**

Chair Andy Alsop to liaise with schools to see if 'parking buddies' would be of help.

### 7.24.14 **Clerk's Report**

Awaiting Audit Report from External Auditor.

We've had a complaint regarding use of the building and the pre-school have received a visit from the enforcement team – we are awaiting further advice from South Glos Council and Avon Local Councils Association.

The application to move the Public Right of Way was initially sent to the wrong team – the incorrect application has been closed. A new application has been opened with the correct team.

### 7.24.15 **Parish Council Finance Update**

#### **Payments over £500**

South Glos Council – £2219.58 – Q1 Localism Payment

Councillor Andrew Dyer proposed, Councillor Rebecca Strong seconded, and upon being put to a vote it was unanimously resolved to: **Approve this payment.**

#### **Bank statements**

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

Councillor Bryan Hopkins proposed, Councillor Andrew Dyer 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 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 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.**

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

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

Councillor Jon Butler proposed, Councillor Andrew Dyer seconded, and upon being put to a vote it was unanimously resolved to: **Approve the payments over £100 list.**

#### **Quarterly Budget vs Expenditure 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**

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

**7.24.17 Date of next meeting: Thursday 12<sup>th</sup> September 2024**

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

**Signed** *Annie Wherrett*

**Date** 31<sup>st</sup> July 2024

DRAFT

## Appendix 1 Bank Reconciliation as of 3<sup>rd</sup> July 2024

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

Lloyds Bank A/C £79,542.81  
Quickbooks Balance £79,542.81

Total in Bank: £101,014.56  
Total in Quickbooks: £101,014.56

### Investments

Redwood Bank: £80,457.17

Total £181,471.73

## Appendix 2 - Income and expenditure report as of 3<sup>rd</sup> July 2024

Income received from 5<sup>th</sup> June until 3<sup>rd</sup> July 2024 = £1614.40 - this includes £1310.40 from Little Rainbows Pre-School, £96.00 from Brownies, £158.00 from AYFC and £50.00 from The Scrapbook Club

We have also received interest of £243.08 on the Redwood Bank Savings Account which now has a balance of £80,457.17

Outgoings from 5<sup>th</sup> June 2024 until 3<sup>rd</sup> July 2024 are as follows:

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

Lloyds account – £5318.13 including £610.00 grant to Citizens Advice Outreach, £100.00 grant to The Brightwell Centre and £312.00 for replacement of outside lights at The Pavilion plus standard monthly payments for utilities and staffing. This figure also includes day to day running costs.

## Appendix 3 – Payments over £100

Payments over £100 - 05.06.24 - 03.07.24				
Date	Type	Payee	Description	Debit Amount
05/06/2024	Expenditure	Solitaire Electrical	Replacement of Rear Outside Lights	£ 312.00
07/06/2024	Expenditure	British Gas	Electricity Bill	£ 100.64
10/06/2024	Expenditure	South Glos Council	April Business Rates not collected due to change of Bank Account for DD	£ 176.40
19/06/2024	Expenditure	South Glos Council	STOKE LODGE CSV BACS - Staff Pension	£ 729.01
21/06/2024	Expenditure	South Glos Council	STOKE LODGE CSV BACS - Staff PAYE	£ 542.75
26/06/2024	Expenditure	West of England MS Therapy Centre	The Brightwell Centre - Grant	£ 100.00

26/06/2024	Expenditure	Citizens Advice Outreach	CITIZENS ADVICE BUREAU OUTREACH SERVICE GRANT	£ 610.00
28/06/2024	Expenditure	South Glos Council	STOKE LODGE PAY BACS - Staff Basic Pay	£2,232.68

#### Appendix 4 – Quarterly Budget vs Expenditure

Budget vs Expenditure Report Q1 2023-24					
	Section	Budget	Amount to date	Remaining Budget £	Remaining Budget %
Expenses	Employees	£ 43,100.00	£ 10,434.19	£ 32,665.81	75.79%
	Premises	£ 25,383.00	£ 2,491.93	£ 22,891.07	90.18%
	Business Expenses	£ 7,000.00	£ 328.51	£ 6,671.49	95.31%
	Subscriptions	£ 1,235.00	£ 610.05	£ 624.95	50.60%
	Miscellaneous Expenses	£ 500.00	£ -	£ 500.00	100.00%
	Works In Parish	£ 5,000.00	£ 96.70	£ 4,903.30	98.07%
	Charity and Grants				
	<b>Total</b>	£ 3,000.00	£ 710.00	£ 2,290.00	76.33%
<b>Total Expenses</b>	£ 85,218.00	£ 14,671.38	£ 70,546.62	82.78%	
Income	Lettings	-£ 15,800.00	-£ 4,040.80	-£ 11,759.20	74.43%
	VAT Receipt	-£ 5,689.91	£ -	-£ 5,689.91	100.00%
	Precept	-£ 61,728.00	-£ 30,864.00	-£ 30,864.00	50.00%
	CIL	-£ 2,000.00	-£ 2,808.63	£ 808.63	-40.43%
	<b>Total Income</b>	£ 85,217.91	-£ 37,713.43	-£ 47,504.48	55.74%
Reserves	Earmarked Reserves	£ 121,905.00	£ 496.74	£ 121,408.26	99.59%

#### Appendix 5 - Planning Applications

##### New Applications:

P24/01584/CLP or PP-13194999 - 1 Stoke Lane Stoke Lodge and The Common BS34 6BN  
 Description: installation of 2no. side and 1no. rear dormers to convert loft  
 Date Registered: 01/07/2024 – Consultation Expiry: 22/07/2024

P24/01322/HH - 10 Standish Avenue Patchway South Gloucestershire BS34 6AJ  
 Description: Erection of a two-storey side extension and a single storey rear extension to form additional living accommodation. Erection of front porch.  
 Date Registered: 29/05/2024 – Date Validated 25/06/2024 – Consultation Expiry 16/07/2024

P24/01550/FDI – Patchway Common Playing Field, The Avenue, Stoke Lodge and The Common.

Description: Diversion of public footpath OAY/45

Date Registered: 18/06/2024 – Validated: 01/07/2024 – Consultation Expiry: 22/07/2024

**Awaiting Decisions:**

P24/00928/PNMD/ PP-12920568 - 5 Station Road, Stoke Lodge and The Common, BS34 6LP

Description: Prior notification for the change of use from commercial (Class E) to 2 no. dwellings (Class C3) as defined in the Town and Country Planning (Use Classes) Order 1985 as amended.

Date Registered: 15/04/24 – Date Validated: 20/05/24 – Consultation Expiry: 10/06/24

P24/01322/HH - 10 Standish Avenue Patchway South Gloucestershire BS34 6AJ

Description: Erection of a two-storey side extension and a single storey rear extension to form additional living accommodation. Erection of front porch.

Date Registered: 25/06/2024

**Planning Decisions:**

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.**

Decision: Approve with Conditions – Date of Decision: 03/07/2024

P24/01232/PNH - 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 6.5m, for which the maximum height would be 3.8m, and for which the height of the eaves would be 2.6m.

Date Registered: 23/05/2024- Consultation Expiry: 13/06/2024

Decision: Application Withdrawn