

**STOKE LODGE AND THE COMMON PARISH COUNCIL**  
**ANNUAL PARISH COUNCIL MEETING ON THURSDAY 13<sup>th</sup> JUNE 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, Bryan Hopkins, Rebecca Strong, Alan Jewell and Jon Butler.

**6.24.1 Welcome and apologies for absence**

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

**6.24.2 Declarations of Interest**

None

**6.24.3 Ward Members Session**

No Ward Members were present for this meeting.

**6.24.4 Public Participation Session**

A resident raised the ongoing issue of speeding traffic on The Common.

**6.24.5 Approval of Minutes of meeting 9<sup>th</sup> May 2024 and matters arising**

One item number was out of order and needed to be corrected. Also one member abstained from voting for Chair/Vice Chair and this had not been noted.

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

**6.24.6 Review of Policies and Procedures**

- i) Standing Orders - for consideration and approval**
- ii) Financial Regulations Review – for consideration and approval**
- iii) Regular Payments**
- iv) Code of Conduct**
- v) Policy Review Timetable**
- vi) CCTV Policy (New)**

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

The information relating to the operation of the CCTV system was included in the existing Privacy notice however it was thought prudent to issue a separate policy for transparency.

Councillor Alan Jewell proposed, Councillor Rebecca Strong seconded; and upon being put to a vote it was unanimously resolved to: **Approve the updated Standing Orders, Financial Regulations, Regular Payments, Code of Conduct, Policy Review Timetable and new CCTV Policy.**

**Action: Clerk Annie Wherrett to add all of the above documents to the website**

**6.24.7 Confirmation of Dates for Notice of Public Rights**

The Notice of Public Rights have will be posted on the noticeboards today 13<sup>th</sup> June 2024. It will be effective from 14<sup>th</sup> June 2024 until 25<sup>th</sup> July 2024. This has already been added to the website.

**6.24.8 Grant Application for Citizens Advice Outreach Service**

An application was received from CAB for some £610.00 towards their outreach service which is held in Little Stoke. They provided all requested paperwork including a detailed breakdown of how much it cost to assist the residents of Stoke Lodge and The Common.

Councillor Andrew Dyer proposed, Councillor Alan Jewell seconded, and upon being put to a vote it was unanimously resolved to: Award Grant of £610.00 to CAB outreach Service – to be paid electronically.

**Action – Clerk Annie Wherrett to arrange Payment**

**6.24.9 Library Funding Request from South Gloucestershire Council**

In order to avoid the proposed reduction in the manned hours at Patchway Library, South Gloucestershire Council have requested that we pay £3901.02 towards staffing costs. This would be a contract and would be subject to inflation/pay increased each year.

This proposal was discussed by the council but it was not felt we could support this as the library will remain open whilst unmanned, we do not wish to commit our residents to paying annually for this, we have not budgeted for this and residents have already paid council tax for this service.

Councillor Alan Jewell proposed, Councillor Bryan Hopkins seconded, and upon being put to a vote it was unanimously resolved to advise SGC that we are unable to assist in this matter.

**Action: Clerk Annie Wherrett to advise SGC of this decision.**

**6.24.10 Clerk's Laptop Replacement**

Further research is required – add to July Agenda.

**6.24.11 Ebikes**

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.

This is a matter to discuss with the Ward Councillors – add to July Agenda.

**6.24.12 Barrier on A8 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

This is a matter to discuss with the Ward Councillors – add to July Agenda.

**6.24.13 Update of Lease and Solicitors Fees**

Due to the amount of time that the lease is taking to complete the Solicitors have advised that their original estimate of £1750 + VAT is now increasing to £2500 + VAT. They have also sent an interim invoice for £1800.00.

**6.24.14 Clerk's Report**

All paperwork has been submitted to the external auditor. They will conclude the audit once the Notice of Public Rights has expired.

**6.24.15 Parish Council Finance Update**

**Payments over £500**

Wards Solicitors £1800.00 – Interim Payment – to be paid electronically

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

**6.24.16 Planning Applications (see appendix 4)**

**6.24.17 Date of next meeting: Thursday 11<sup>th</sup> July 2024**

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

Signed *Annie Wherrett*

Date 30<sup>th</sup> June 2024

## Appendix 1 - Bank Reconciliation as of 6<sup>th</sup> June 2024

Barclays Bank A/C:	£21,471.75
Quickbooks Balance:	£21,471.75
Lloyds Bank A/C	£83,246.54
Quickbooks Balance	£83,246.54
Total in Bank:	£104,718.29
Total in Quickbooks:	£104,718.29

### Investments

Redwood Bank:	£80,214.09
Total	£184,932.38

## Appendix 2 - Income and expenditure report as of 5<sup>th</sup> June 2024

Income received from 3<sup>rd</sup> May 2024 until 5<sup>th</sup> June 2024 = £3,706.23 -this includes £873.60 from Little Rainbows Pre-School, £24.00 from Brownies and £2,808.63 from South Gloucestershire Council (Annual Community Infrastructure Levy (CIL) payment)

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

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

Lloyds account – £44,894.45 including £249.99 for a new vacuum and £246.75 for a bleed kit plus standard monthly payments for utilities and staffing. This figure also includes day to day running costs.

£40,000 of the above figure has been transferred from Lloyds to our new Redwood Bank Savings account.

Redwood Bank Account – this 35 day notice saver account has been set up and now has a balance of £80,214.09

## Appendix 3 – Payments over £100

Payments over £100 - 03.05.24 - 05.06.24				
Date	Type	Payee	Description	Debit Amount
07/05/2024	Expenditure	South Glos Council	Business Rates	£ 180.00
10/05/2024	Expenditure	John Lewis	Equipment for The Pavilion	£ 249.99
17/05/2024	Expenditure	Heartsafe	Equipment for The Pavilion	£ 246.75
17/05/2024	Expenditure	South Glos Council	Staffing Costs	£ 729.01
22/05/2024	Expenditure	South Glos Council	Staffing Costs	£ 542.35
30/05/2024	Expenditure	BT	Phone Costs	£ 193.86
31/05/2024	Expenditure	South Glos Council	Staffing Costs	£ 2,232.28
04/06/2024	Expenditure	South Glos Council	Business Rates	£ 180.00
05/06/2024	Expenditure	Solitaire Electrical	Utilities	£ 312.00

## **Appendix 4 - Planning Applications**

### **New Applications:**

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

**This is a revision of application P24/00962 below.**

**This application has been withdrawn.**

### **Awaiting 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.**

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

### **Planning Decisions:**

P24/00695/HH or PP-12897952–18 Shellmor Avenue Stoke Lodge and The Common BS34 6AD

Description: Extension to front dormer to form additional living accommodation.

Date Registered: 18/03/24 – Consultation Expiry – 09/04/24

Decision: Approve with Conditions – Date of Decision 10/05/24

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: 08/5/24

Decision: Withdrawn - Date of Decision: 16/05/24