

STOKE LODGE AND THE COMMON PARISH COUNCIL

FULL PARISH COUNCIL MEETING ON THURSDAY 12th NOVEMBER 2024

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

NON-CONFIDENTIAL (DRAFT) MINUTES

Meeting Manager and Minute Taker – Vice Chair Andrew Dyer

Present: Councillors Andrew Dyer, Alan Jewell, Bryan Hopkins and Rebecca Strong. Ward Councillor Terri Cullen was also present.

11.24.1 **Welcome and apologies for absence**

Councillors Brenda Stokes, Andrew Alsop Ward Councillor Franklin Owusu-Antwi sent their apologies.

11.24.2 **Declarations of Interest**

None

11.24.3 **Ward Members Session**

Ward Councillor Terri Cullen provided the following updates:

There is no progression with the parking issues within the Parish – there appears to be little that SGC can do. Police are hoping to attend a meeting soon they have requested a list of the meetings for next year. Ward councillors are considering holding a surgery at The Pavilion once a month and asked if this would be acceptable to council – council confirmed it is.

11.24.4 **Public Participation Session**

A resident commented on the trees in Elms Grove. There are some signs that the redevelopment of the former pub is progressing.

11.24.5 **Approval of Minutes of meeting 10th October 2024 and matters arising**

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

Matters arising: None

11.24.6 **Review of the following Policies and Procedures**

The following Policies and Procedures were shared with Councillors prior to the meeting for consideration.

[Complaints Policy 2023](#) [Vexatious Requests Policy 2023](#) [Lone-working policy 2023](#) [Manual Handling Policy 2023](#) [Health and Safety Policy and Statement 2023](#) [Health and Safety Schedule 2023](#) [Play Area Inspection Policy 2023](#) [Smokefree Statement 2023](#)

No changes were proposed.

Councillor Jon Butler proposed, Councillor Alan Jewell seconded; and upon being put to a vote it was unanimously resolved to: Readopt the policies for this year with no changes.

Action: Clerk Annie Wherrett to add to the website.

11.24.7 Funding Request for Bench by residents

Ward Councillor Terri Cullen has been approached by some of our elderly residents who have requested that a bench be placed along Brook Way for their use. The reason for this is that they like to walk to the Willowbrook Shopping Centre, but the walk is becoming too long for them and they need to rest part way. It was requested that we consider contributing to the cost of a bench (in conjunction with Bradley Stoke Town Council). This was in principle then put to a vote and 4 Councillors were in favour and 1 objected. There has been no formal approach from BSTC yet or details of the cost involved.

Councillor Andrew Dyer proposed, Councillor Bryan Hopkins seconded, and upon being put to a vote it was resolved to **agree in principle** to supporting this request subject to the details and costs from BSTC being acceptable.

11.24.8 Grant Request for North Patchway Hall

A grant was requested for £840.00 in respect of some storage cabinets for regular users. This was discussed by the council who did not feel that this was a grant they wished to make. This is due to the cost, the fact that many of the users are from outside of the area and that the cabinets will be of limited benefit to most of the community.

Councillor Bryan Hopkins proposed, Councillor Rebecca Strong seconded, and upon being put to a vote it was unanimously resolved to decline the grant request.

Action: Clerk Annie Wherrett to advise North Patchway Hall.

11.24.9 Bus Services for Stoke Lodge.

Councillor Rebecca Strong raised the issue of a decline in the number of bus services which serve the Parish. Most recently Number 75 has ceased to stop at Patchway Underpass. Many of the non-driving residents are feeling somewhat stranded and forgotten. Ward Councillor Terri Cullen asked that Councillor Rebecca Strong email her the full details so she can escalate this.

Action: Councillor Rebecca Strong to send email.

11.24.10 Street Scene Team – List of Jobs needed.

South Gloucestershire's street scene should be visiting us again the coming months. We need to prepare a list of the jobs to be undertaken by them. A number of areas were identified and Clerk Annie Wherrett asked councillors to give this some further consideration and feed back so it can be shared.

11.24.11 Budget Planning

Areas and ideas for consideration are needed prior to the December meeting so we can work towards preparing a draft budget.

It was noted that the current reserve for developing the outside areas will need to be increased if all plans are to proceed.

11.24.12 Staff Pay Review (held at end of meeting in closed session)

Staff Pay was discussed and the level of increases discussed – pay review is back dated to April 2024.

Councillor Jon Butler proposed, Councillor Bryan Hopkins seconded, and upon being put to a vote it was unanimously resolved to agree the proposed pay increases back dated until April 2024.

Action: Vice-chair Andrew Dyer to confirm pay increased by email to be sent to Payroll Provider.

10.24.10 Clerk's Report

10.24.11 Parish Council Finance Update

Payments over £500 – Festive Lighting Company £3,369.72 (paid)

Bank statements

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

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

10.24.12 Planning Applications (see appendix 5)

10.24.13 Date of next meeting: Thursday 14th December 2024

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

Signed Annie Wherrett

Date 30/11/24

Appendix 1 - Bank Reconciliation as of 7th November 2024

Barclays Bank A/C:	£21,471.75
Quickbooks Balance:	£21,471.75
Lloyds Bank A/C	£87,097.98
Quickbooks Balance	£87,097.98
Total in Bank:	£108,569.73
Total in Quickbooks:	£108,569.73
Investments	
Redwood Bank:	£81,461.51
Total	£190,031.24

Appendix 2 - Income and expenditure report as of 7th November 2024

Income received from 4th October 2024 until 7th November 2024 = £1857.30 - this includes £1,528.80 from Little Rainbows Preschool, £96.00 from Brownies, £87.50 from AYFC, £70.00 from The Scrap Book Club and £75.00 for Ad-Hoc Hire.

We have also received interest of £254.30 on the Redwood Bank Savings Account which now has a balance of £81,461.51.

Outgoings from 4th October 2024 until 7th November 2024 are as follows:

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

Lloyds account – £7,899.50 this represents standard outgoings for Staffing and Utilities plus running costs of the council. This also includes £3,369.72 for the Purchase of Christmas light Motifs for Stoke Lane.

Appendix 3 – Payments over £100

Payments over £100 - 04.10.24 - 07.11.24				
Date	Type	Payee	Description	Debit Amount
31/10/2024	Expenditure	South Glos Council	Staffing Costs - Basic Pay	£ 2,232.48
22/10/2024	Expenditure	South Glos Council	Staffing Costs - PAYE	£ 542.55
22/10/2024	Expenditure	The Play Inspection Company	Annual Play Area Inspection	£ 130.80
22/10/2024	Expenditure	The Festive Lighting Company	Christmas Lights	£ 3,369.72
18/10/2024	Expenditure	South Glos Council	Staffing Costs - Pensions	£ 729.01
04/10/2024	Expenditure	South Glos Council	Business Rates	£ 180.00

Appendix 4 - Planning Applications

New Applications:

None

Awaiting 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

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

Planning Decisions:

P24/02064/HH - 10 The Avenue, Stoke Lodge and The Common, BS34 6BE

Description: Erection of a single storey rear extension, incorporating outbuilding to form additional living accommodation.

Date Registered: 29/08/24 – Date Validated: 29/08/24 -Consultation Expiry: 23/09/24