

STOKE LODGE AND THE COMMON PARISH COUNCIL

FULL PARISH COUNCIL MEETING ON THURSDAY 10th OCTOBER 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 Councillors Terri Cullen and Franklin Owusu-Antwi were also present.

10.24.1 Welcome and apologies for absence

Councillors Brenda Stokes and Andrew Alsop sent their apologies. Councillor Jon Butler did not attend. Clerk Annie Wherrett was absent due to illness.

10.24.2 Declarations of Interest

None

10.24.3 Ward Members Session

Discussed the tyre situation at 36 The Avenue – agreed to wait for the conclusion of the SGC investigation and other agencies before taking further action.

10.24.4 Public Participation Session

A resident commented on the trees in Elm's Grove which they feel need to be trimmed again, an issue with some individuals riding bikes without consideration and individuals taking things from bins.

10.24.5 Approval of Minutes of meeting 12th September 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

10.24.6 Christmas Lights on Stoke Lane

This was initially agreed as part of our budget. The following full costings were sent to Councillors in advance of the meeting:

Installation of sockets on lighting columns	£2,200.00
Purchase of 10 Motifs	£2,625.10
Installation, dismantling & storage of 15 Motifs	£2,745.00
Total (Net of VAT)	£7,570.10

The above figures are net of VAT as this will be reclaimed.

Councillor Bryan Hopkins proposed, Councillor Rebecca Strong seconded, and upon being put to a vote it was unanimously resolved to proceed with the Purchase of the Christmas Light Motifs.

Action – Clerk Annie Wherrett to instruct Festive Lighting Company and South Gloucestershire Council to proceed with Christmas lights.

10.24.7 Parking by Schools

There is an ongoing issue with parking by schools in our area. Councillors do not wish to fund Parking Buddies at this time. Ward Councillor Terri Cullen offered to support this issue by writing to South Gloucestershire Council on our behalf. Councillors discussed the following options – potential Part Funding of Traffic Wardens, Traffic Enforcement Cameras, increased patrols, police support.

Action – Clerk Annie Wherrett to send full details of the matters discussed to Ward Councillor Terri Cullen so our queries and concerns can be raised with South Gloucestershire Council.

10.24.8 Additional Defibrillator in Parish

Ward Councillor Terri Cullen raised this matter at the last meeting. She is actively involved in trying to increase the number of accessible defibrillators in the area and has negotiated a reduced price with London Hearts. Full details were shared with councillors prior to the meeting. The cost has now been reduced £750.00 + VAT. The location was discussed, and it was felt that the area near to the bus stop on Stoke Lane would be most accessible to all residents. Clerk Annie Wherrett is waiting to hear from South Gloucestershire Council on the process for the installation.

Councillor Bryan Hopkins proposed, Councillor Rebecca Strong seconded, and upon being put to a vote it was unanimously resolved to proceed with the Purchase of the additional defibrillator.

Action – Clerk Annie Wherrett to email Ward Councillor Terri Cullen to ask that she proceeds with the purchase of the defibrillator.

10.24.9 New Councillors Needed

We currently have 2 vacancies for councillors following the election. Does anyone know of anyone who may be interested and suitable to become a councillor?

A new advert will be put on the website and a poster designed for the noticeboards.

Look into publishing advert in local papers such as Bradley Stoke Voice.

Action – Clerk Annie Wherrett to design advert and investigate publication options.

Are any of the existing councillors able to take on some tasks such as opening the hall for hirers?

It was agreed that a WhatsApp Group would be set up to communicate any such actions.

Action – Clerk Annie Wherrett to set up WhatsApp Group for Councillors.

10.24.10 Clerk's Report

Clerk Absent

10.24.11 Parish Council Finance Update

Payments over £500 - None

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 Alan Jewell 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 Alan Jewell proposed, Councillor Rebecca Strong 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 second quarter. An explanation was provided for any discrepancies and questions were invited from Councillors.

Councillor Bryan Hopkins proposed, Councillor Rebecca Strong seconded, and upon being put to a vote it was unanimously resolved to: **Approve the Quarterly Expenditure vs Budget Report**

10.24.12 Planning Applications (see appendix 5)

10.24.13 Date of next meeting: Thursday 14th November 2024

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

Signed

Andy Dyer

Date 30/10/24

Appendix 1 Stoke Lodge and The Common Parish Council

Bank Reconciliation as of 3rd October 2024

Barclays Bank A/C:	£21,471.75
Quickbooks Balance:	£21,471.75
Lloyds Bank A/C	£93,140.18
Quickbooks Balance	£93,140.18
Total in Bank:	£114,611.93
Total in Quickbooks:	£114,611.93
Investments	
Redwood Bank:	£81,207.21
Total	£195,819.14

Appendix 2 - Income and expenditure report as of 3rd October 2024

Income received from 5th September 2024 until 3rd October 2024 = - this includes £30,864.00 from South Gloucestershire Council for Precept £70.00 from AYFC and £70.55 for a refund of water rates.

We have also received interest of £245.35 on the Redwood Bank Savings Account which now has a balance of £81,207.21.

Outgoings from 5th September 2024 until 3rd October 2024 are as follows:

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

Lloyds account – £6,795.97 this represents standard outgoings for Staffing and Utilities plus running costs of the council. This also includes £2,219.58 for Q2 localism, £378.00 for external auditor fees and £187.16 for replacement printer cartridges.

Appendix 3 – Payments over £100

Payments over £100 - 05.09.24 - 03.10.24				
Date	Type	Payee	Description	Debit Amount
05/09/2024	Expenditure	South Gos Council	Q2 Localism Payment	£ 2,219.58
12/09/2024	Expenditure	BDO LLP	Audit Fees	£ 378.00
19/09/2024	Expenditure	South Gos Council	Staffing Costs	£ 729.01
20/09/2024	Expenditure	South Gos Council	Staffing Costs	£ 542.55
26/09/2024	Expenditure	Cartridge Save	Ink Cartridges for Clerk's Printer	£ 187.16
30/09/2024	Expenditure	South Gos Council	Staffing Costs	£ 2,232.48

Appendix 4 – Q2 Budget vs Expenditure Report

Expenses	Section	Budget	Amount to date	Remaining Budget £	Remaining Budget %
	Employees	£ 43,100.00	£ 20,946.11	£ 22,153.89	51.40%
	Premises	£ 25,383.00	£ 8,768.62	£ 16,614.38	65.45%
	Business Expenses	£ 7,000.00	£ 1,210.66	£ 5,789.34	82.70%
	Subscriptions	£ 1,235.00	£ 637.02	£ 597.98	48.42%
	Miscellaneous Expenses	£ 500.00	£ -	£ 500.00	100.00%
	Works In Parish	£ 5,000.00	£ 96.70	£ 4,903.30	98.07%
	Charity and Grants				
	Total	£ 3,000.00	£ 1,110.00	£ 1,890.00	63.00%
	Total Expenses	£ 85,218.00	£ 32,769.11	£ 52,448.89	61.55%
	Lettings	-£ 15,800.00	-£ 6,671.90	-£ 9,128.10	57.77%
	VAT Receipt	-£ 5,689.91	£ -	-£ 5,689.91	100.00%
	Precept	-£ 61,728.00	-£ 61,728.00	£ -	0.00%
	CIL	-£ 2,000.00	-£ 2,808.63	£ 808.63	-40.43%
	Total Income	£ 85,217.91	-£ 71,208.53	-£ 14,009.38	16.44%
Reserves	Earmarked Reserves	£ 121,905.00	£ 2,296.74	£ 119,608.26	98.12%

Appendix 5 - Planning Applications

New Applications:

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

Awaiting 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

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:

DOC24/00259 – Yew Tree Cottages, The Common, BS34

Description: Application to install 4 electric vehicle charging points.

Date Registered: 23/08/24 – Date Validated 23/08/24 – Consultation Expiry: 13/09/24

Decision – Discard of Condition Decided – Date of Decision: 25/09/24

Any planning applications which are received after the agenda is issued but prior to the meeting will also be duly considered.

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

Decision – Approve Certificate of Lawfulness – Date of Decision: 28/08/24