

STOKE LODGE AND THE COMMON PARISH COUNCIL

FULLPARISH COUNCIL MEETING ON THURSDAY 12th SEPTEMBER 2024

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

NON-CONFIDENTIAL (DRAFT) MINUTES

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

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

9.24.1 **Welcome and apologies for absence**

Councillors Brenda Stokes, Andrew Alsop, Rebecca Strong and Ward Councillor Franklin Owusu-Antwi sent their apologies. It was voted to accept the apologies from Councillor Brenda Stokes on a long term basis.

9.24.2 **Declarations of Interest**

None

9.24.3 **Ward Members Session**

Ward Councillor Terri Cullen asked that we consider installing a second defibrillator in the Parish which would be more accessible to those on the Stoke Lane side. Councillors are keen to support this so it will be added to the October agenda for sign off. **Clerk Annie Wherrett to investigate suitable locations prior to the next meeting.**

There has been lots of concern regarding the removal of winter fuel payments and the potential that the single persons Council Tax discount will be removed in the future.

9.24.4 **Public Participation Session**

There is a large amount of graffiti on the approach to the underpass by Elms Grove.

Youths have been congregating in the Car Park of the Pub.

The Trees between Maisemore Avenue and A38 are overgrown.

The hedge at 1 The Close has become overgrown again – we need to find out who owns this property so it can be dealt with.

Speeding of The Common is ongoing.

9.24.5 **Approval of Minutes of meeting 11th July 2024 and matters arising**

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

9.24.6 Review of Press and Media Policies

The Policy was shared with councillors prior to the meeting. It was noted that no changes were deemed necessary.

Councillor Jon Butler proposed, Councillor Alan Jewell seconded; and upon being put to a vote it was unanimously resolved to: **Re-adopt the above policy with no changes this year.**

Action: Clerk Annie Wherrett to arrange for the updated policy to be added to the website

9.24.7 Widening of Path between The Pavilion and the Play Area.

The Public Right of Way officer has stated that the current path will not be wide enough to support the moving of the PROW. Councillors were asked to consider widening this path to 2m which will meet the requirements. This will require the fence surrounding the play area to be moved. Councillors agreed that this can be done as part of the refurbishment of the play area.

Councillor Jon Butler proposed, Councillor Alan Jewell seconded, and upon being put to a vote it was unanimously resolved to: Agree to widen the path as part of the refurbishment of the play area.

Action: Clerk Annie Wherrett contact SGC PROW team.

9.24.8 Lease for The Pavilion

An updated lease has been circulated together with comments and recommendations from our solicitor. Councillors agreed with all of the recommendations.

Action: Clerk Annie Wherrett to contact Solicitor to ask them to proceed as per their recommendations.

9.24.9 British Gas Lite Renewal.

Details of the new contracts were shared with councillors.

Gas – Standing Charge 53.62p per day unit cost 6.01 p/kWh

Electricity – Standing Charge 90.33p per day unit cost 21.51 p/kWh

Councillor Jon Butler proposed, Councillor Alan Jewell seconded, and upon being put to a vote it was unanimously resolved to: Proceed with the new contracts for Gas and Electricity.

Action: Clerk Annie Wherrett to sign new contracts with British Gas Lite.

9.24.10 End of Year Audit Conclusion and Date of Publication.

External Auditors report for year ending 31.03.24 has been received from BDO there are no comments, exceptions or actions this year. The publication date is Friday 13th September 2024. This will be added to the website and noticeboards.

9.24.11 Removal of Playing Field Notice Board.

A complaint was made regarding the condition of the noticeboard in the car par at The Pavilion. The question was asked if it can be removed. This was discussed and it was agreed that it should be retained and refurbished.

9.24.12 Clerk's Report

CEF meeting 24th September 2024 on MS Teams 7pm-8.30pm

Vice Chair Andrew Dyer to attend Chair Course in October

New NALC website launching on 7th October 2024

Patchway Scouts will have the annual Christmas float in the area on either 3rd or 10th December to raise funds.

Planning Enforcement Meeting 24/9/24 10am-12pm or 25/9 7pm-9pm

New Patchway Town Clerk – Suzanne investigating living landmarks.
Councillors asked to provide details of any they are aware of.

VE day 80th anniversary on 8th May 2025 – do we want to mark the occasion?

Marmalade Trust – providing Christmas lunch for people on their own.

9.24.13 Parish Council Finance Update

Payments over £500

South Glos Council – £2219.58 – Q2 Localism Payment

Councillor Alan Jewell proposed, Councillor Bryan Hopkins 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 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 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 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.**

7.24.14 Planning Applications (see appendix 5)

7.24.15 Date of next meeting: Thursday 10th October 2024

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

Signed *Annie Wherrett*

Date 30th September 2024

Appendix 1 - Bank Reconciliation as of 5th September 2024

Barclays Bank A/C:	£21,471.75
Quickbooks Balance:	£21,471.75
Lloyds Bank A/C	£68,931.60
Quickbooks Balance	£68,931.60
Total in Bank:	£90,403.35
Total in Quickbooks:	£90,403.35

Investments

Redwood Bank:	£80,961.86
Total	£171,365.21

Appendix 2 - Income and expenditure report as of 5th September 2024

Income received from 4th July 2024 until 5th September 2024 = £2,648.60 - this includes £2,329.60 from Little Rainbows Pre-School, £144.00 from Brownies, £87.50 from AYFC and £87.50 from ad-hoc hire – this hire has now been cancelled and will be refunded.

We have also received interest of £504.69 on the Redwood Bank Savings Account which now has a balance of £80,961.86.

Outgoings from 4th July 2024 until 5th September 2024 are as follows:

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

Lloyds account – £13,259.81 this represents 2 months of standard outgoings for Staffing and Utilities plus running costs of the council. This also includes an Interim payment of £1,800.00 for Solicitors Fees, £2,219.58 for Q1 localism and £400 for grants to Southern Brooks and Little Stoke Ladies.

Appendix 3 – Payments over £100

Payments over £100 - 04.07.24 - 05.09.24				
Date	Type	Name	Description	Amount
04/07/2024	Expense	South Glos Council	Business Rates	£ 180.00
04/07/2024	Expense	Leanne Dowling	Cleaning Contractor	£ 340.00
17/07/2024	Expense	Leanne Dowling	Cleaning Contractor	£ 100.00
17/07/2024	Expense	Wards Solicitors	Interim Payment for legal services	£ 1,800.00
17/07/2024	Expense	South Glos Council	Localism Charge	£ 2,219.58
18/07/2024	Expense	Southern Brooks Community Partnership	Grant to Southern Brooks for Diwali	£ 200.00
19/07/2024	Expense	South Glos Council	Staff Pensions	£ 729.01
22/07/2024	Expense	South Glos Council	Staff PAYE	£ 542.35
30/07/2024	Expense		Grant to Little Stoke Ladies	£ 200.00
31/07/2024	Expense	South Glos Council	Staff Basic Pay	£ 2,232.28
05/08/2024	Expense	South Glos Council	Business Rates	£ 180.00
07/08/2024	Expense	British Gas	BRITISH GAS BGL0475277-0457538 - Electricity Bill	£ 106.77
19/08/2024	Expense	South Glos Council	Staff Pensions	£ 729.01
22/08/2024	Expense	South Glos Council	Staff PAYE	£ 542.75
30/08/2024	Expense	BT	BT GROUP PLC SS83427912-000024 - Quarterly Phone and Broadband for The Pavilion	£ 193.86
30/08/2024	Expense	South Glos Council	Staff Basic Pay	£ 2,232.48
04/09/2024	Expense	South Glos Council	Business Rates	£ 180.00

Appendix 4 - Planning Applications

New Applications:

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

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

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

JAwaiting Decisions:

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

Planning Decisions:

P24/10683/PNH – 53 Bourton Avenue, Stoke Lodge and The Common, BS34 6EB
Description: The erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 4.3m, for which the maximum height would be 3.4m, and for which the height of the eaves would be 2.5m.

Date Registered: 10/07/2024 – Validated: 15/07/2024

Decision: Prior Approval not required – Date of Decision 27/08/2024

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

Decision: Approve with Conditions – Date of Decision 12/08/24

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

Decision – Application withdrawn and resubmitted on correct basis.

P24/00928/PNMD/PP-12920468 – 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

Decision: Refusal Prior Approval – Date of Decision 10/07/24