

**STOKE LODGE AND THE COMMON PARISH COUNCIL
FULL PARISH COUNCIL MEETING ON THURSDAY 9TH JANUARY 2025
7PM AT THE PAVILION, THE COMMON, STOKE LODGE AND THE COMMON
NON-CONFIDENTIAL (DRAFT) MINUTES**

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

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

1.25.1 Welcome and apologies for absence

Councillor Jon Butler sent his apologies.

1.25.2 Declarations of Interest

None

1.25.3 Ward Members Session

Councillor Terri Cullen advised the following:

A resident has sent a letter of thanks to the council for contributing towards the bench on Brook Way.

The issue with the electricity supply for a 2nd defibrillator (on Stoke Lane) is ongoing. Contact has been made with South Gloucestershire Council, The National Grid, London Hearts and the manufacturer. More details to follow when available.

1.25.4 Public Participation Session

No members of the public attended this meeting.

1.25.5 Approval of Minutes of meeting 12th December 2024 and matters arising

Councillor Andrew Dyer 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:

Play Area has been locked up pending removal but unfortunately some parents continue to lift their children over so they can use it. The safety tape has been removed. We will proceed to remove asap.

1.25.6 Review of Risk Assessment

This document was shared with councillors prior to the meeting with no changes recommended.

Councillor Rebecca Strong proposed, Councillor Andrew Dyer seconded; and upon being put to a vote it was unanimously resolved to: Approve the Risk Assessment document for a further year.

Action – Clerk Annie Wherrett to update and add to the website.

1.25.7 Bench on Brook Way – for ratification of decision.

This matter has been discussed at a previous meeting and this item is to formally ratify the decision to support the request of £1000.00 towards a bench on Brook Way. This was requested by some residents of Stoke Lodge and The Common who need to rest during their walk to the shops at Willowbrook Centre.

Councillor Alan Jewell proposed, Councillor Andrew Dyer seconded; and upon being put to a vote it was unanimously resolved to: Contribute £1000.00 towards the new bench.

Action – Pay invoice to Bradley Stoke Town Council for £1,000.00 when received.

1.25.8 Update regarding Defibrillator Electricity Supply

See Ward Members Session.

1.25.9 Replacement of 4 Dog Waste Bins

The 4 dog waste bins around the field are corroded and need to be replaced. Quotes have not yet been finalised so this will move to the February agenda.

1.25.10 Final 2025/26 Budget Proposal and Precept Request

The draft budget was shared with councillors at the December meeting. The Councillors were asked to provide any feedback or requests for changes prior to this meeting. The final budget was presented to Councillors (**see appendix 1 for full details**).

In previous years there have been minimal precept increases as we have striven to take one off costs from our reserves rather than increasing the burden on our residents. We have continued to adopt this approach for the 2025/26 budget. However, due to the increase in day to day running costs (plus other ongoing expenditures for items such as Christmas lights), an increase has been unavoidable this year. **The precept for 2025/26 will be £65,654 which equates to £91.06 per (band D equivalent) household.** This is an increase of £5.68 per (band D equivalent) household or 6.6%.

The one-off expenses which are to be taken from reserves are as follows:

Development of Outside Areas	£80,000
Future Elections	£2,000
Facilities Upgrade	£5,000
Replacement of Equipment	£4,500
Moving of PROW	£5,000
Purchase of Christmas Lights	£3,000
Legal Fees for Lease Renewal	£2,500
Other Fees for Lease Renewal	£1,500
Section 106 CIL Money	£9,037
Chairs Allowance	£ 500
Miscellaneous Legal Fees	£ 500
Rent to SGC (2023-2025)	£1,000
Training	£ 800
Total Earmarked Reserves	£116,337

Councillor Bryan Hopkins proposed, Councillor Alan Jewell seconded; and upon being put to a vote it was unanimously resolved to: Agree the proposed budget and send precept request to SGC.

Action – Clerk Annie Wherrett to send precept request for the sum of £65,654 to South Gloucestershire Council and prepare updated reserves policy for review at February meeting.

1..25.11 Clerk's Report

36 The Avenue – proceeding to prosecution – 31/3/25
Komplan Meeting Almondsbury Tuesday at Jubilee
SGC Trading Standards meeting 23/1/25

Internal Audit 22nd & 23rd January
Annie Out Tuesday next week.

1.25.12 Parish Council Finance Update

Payments over £500 – Christmas Lights - SGC - £5,934.00

Councillor Alan Jewell proposed, Councillor Andrew Dyer seconded; and upon being put to a vote it was unanimously resolved to: Approve payment to South Gloucestershire council – to be paid electronically.

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 2)

Councillors were provided with copies of the Bank Reconciliation.

Councillor Alan Jewell proposed, Councillor Andrew Dyer seconded, and upon being put to a vote it was unanimously resolved to: **Approve the bank reconciliation for this month.**

Financial Report (see appendix 3)

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 (See appendix 4)

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 over £100 list.**

Quarterly Budget vs Expenditure Report (see Appendix 5)

Councillors were presented with the summary report which outlines where we were at the end of the third quarter. An explanation was provided for any discrepancies and questions were invited from Councillors.

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

1.25.13 Planning Applications (see appendix 6)

1.25.14 Date of next meeting: Thursday 13th February 2025

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

Signed

Annie Wherrett

Date 30/01/2025

Appendix 1 – Agreed Budget 2025/26

Expenditure			
Heading	Sub Heading	Type	Agreed Budget
Employees		Basic Pay	£29,450.40
		Pension Costs	£9,544.52
		PAYE Costs	£7,600.00
Employees		Total	£46,594.92
Premises	Pavilion/The Common	Rates	£2,100.00
		Localism Charges	£9,570.00
	Utilities	Electricity	£1,600.00
		Gas	£1,500.00
		Water	£321.30
		Phone and Wifi	£1,000.00
		Eurobin Lock/Unlock	£950.00
	Service and Inspections	Roller Shutter Service	£403.20
		Burglar/Fire Alarm	£750.00
		Fire Extinguishers Servicing	£100.00
	Other	Boiler Maintenance	£160.00
		PAT & Fixed Electrical Testing	£100.00
		Play Area H&S Inspection	£135.00
		Cleaning Materials	£250.00
		Repairs & Maintenance	£2,000.00
		Tree Pruning	£500.00
		Premises Misc Keys/Signs	£300.00
		Rent to South Glos Council	£1,000.00
		Defib Service/Maintenance	£400.00
		Total	£23,139.50
Business Expenses		Advertising/Newsletter	£500.00
		Audit	£1,650.00
		Accountancy	£475.20
		Insurance	£2,484.00
		Training Including Travel	£200.00
		Bank Charges	£260.00
		Website Admin	£400.00
		Payroll Charges (Business Exp)	£190.00
		Office Supplies and Expenses	£450.00
	Business Expenses		Total
Subscriptions		McAfee	£110.00
		ALCA/NALC	£590.00
		SLCC	£255.00
		Microsoft	£125.00
		ICO	£39.00
		Amazon	£110.00
		Net Nerd (Web hosting)	£165.00
Subscriptions		Total	£1,394.00
Works In Parish		General Maintenance in Parish	£1,000.00
		Installation and Storage of Christmas Lights	£4,339.30
Works in Parish		Total	£5,339.30
Charity and Grants		Grants to Voluntary Organisations	£2,000.00
		Charity Donation	£1,000.00
Charity and Grants		Total	£3,000.00
Total Expenses		Total expenses	£86,076.92
Income	Lettings	Ad Hoc Lettings	-£150.00
	Regular Users	Football Pitch	-£1,000.00
	Regular Users	Pavilion	-£14,850.00
	Total Lettings	Hire Charges	-£16,000.00
	VAT	VAT Rebate	-£4,423.18
CIL			
Other Income		Compensation from bank	£0.00
	Total Income Excl Precept		-£20,423.18
	Precept	Precept	£65,653.74
Precept		Precept Amount to Request (to nearest £1)	£ 65,654.00
		Taxable Band 'D' properties	721
		Cost per household	£ 91.06

Appendix 2 – Bank Reconciliation as of 2nd January 2025

Barclays Bank A/C:	£21,436.75
Quickbooks Balance:	£21,436.75
Lloyds Bank A/C	£83,484.72
Quickbooks Balance	£83,484.72
Total in Bank:	£104,921.47
Total in Quickbooks:	£104,921.47
Investments	
Redwood Bank:	£81,949.62
Total	£186,871.09

Appendix 3 – Financial Report - Income and expenditure report as of 02nd January 2025

Income received from 4th December 2024 until 2nd January 2025 = £8,767.35 - this includes £6839.75 VAT Rebate, £1,456.00 from Little Rainbows Preschool, £168.00 from Brownies, £75.60 from Scrapbook Club and £228.00 from AYFC.

We have also received interest of £241.24 on the Redwood Bank Savings Account which now has a balance of £81,949.62

Outgoings from 4th December 2024 until 2nd January 2025 are as follows:

Barclays account – £35.00 – this is an annual DD which was missed when the other DDs were transferred to Lloyds. This account is due to be closed

Lloyds account – £5759.25 this represents standard outgoings for Staffing and Utilities plus running costs of the council. This also includes £609.60 for Alarm Servicing and Monitoring and £150.00 for Boiler Service.

Appendix 4 – Payments over £100.00

Payments over £100 - 04.12.24 - 02.01.25				
Date	Type	Payee	Description	Debit Amount
04/12/2024	Expenditure	Advanced Security Systems Ltd	Alarm Servicing and Monitoring	£ 609.60
09/12/2024	Expenditure	British Gas	Electricity Bill	£ 130.73
16/12/2024	Expenditure	BMJ Plumbing	Water Tank Removal	£ 180.00
16/12/2024	Expenditure	BMJ Plumbing	Gas Boiler Service	£ 150.00
19/12/2024	Expenditure	South Glos Council	Staffing Costs - Pensions	£ 1,043.86
20/12/2024	Expenditure	South Glos Council	Staffing Costs - PAYE	£ 956.53
23/12/2024	Expenditure	South Glos Council	Staffing Costs - Basic Pay	£ 2,337.25

Appendix 5 – Q3 Quarterly Budget vs Expenditure Report Summary

Budget vs Expenditure Report Q2 2024-25					
	Section	Budget	Amount to date	Remaining Budget £	Remaining Budget %
Expenses	Employees	£ 43,100.00	£ 33,130.65	£ 9,969.35	23.13%
	Premises	£ 25,383.00	£ 13,764.61	£ 11,618.39	45.77%
	Business Expenses	£ 7,000.00	£ 1,522.26	£ 5,477.74	78.25%
	Subscriptions	£ 1,235.00	£ 805.95	£ 429.05	34.74%
	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	£ 50,430.17	£ 34,787.83	40.82%
Income	Lettings	-£ 15,800.00	-£ 12,097.00	-£ 3,703.00	23.44%
	VAT Receipt	-£ 5,689.91	-£ 6,839.75	£ 1,149.84	-20.21%
	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	-£ 83,473.38	-£ 1,744.53	2.05%
Reserves	Earmarked Reserves	£ 121,905.00	£ 6,566.46	£ 115,338.54	94.61%

Appendix 6 - Planning Applications

New Applications:

None

Awaiting Decisions:

None

Planning Decisions:

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

Decisions Approve with Conditions- Date of Decision 06/12/24