

STOKE GIFFORD PARISH COUNCIL

MINUTES OF THE FULL COUNCIL MEETING

Held on Tuesday, 10th September 2019 at 7pm at
the Little Stoke Community Hall, Little Stoke Lane, Little Stoke, BS34 6HR

Ref: 09/19

EMERGENCY PROCEDURE

In the event of a fire all those present should leave the building calmly, breaking a fire alarm panel on the way out, and assemble on the far side of the car park at the assembly point.

Attendees are reminded to either switch off or make silent their mobile phones.

PRESENT:

Cllrs K Cranney [KC] [Chair], E Brown [EB] [Vice Chair], M Brown [MB], D Beesley [DB], M Lavis [ML], S Waters [SW], B Allinson [BA], P Reich [PR], J James [JJ], D Addison [DA], D Pembury [DP]. In attendance were Cllr James Arrowsmith (SGC Member for Stoke Park and Cheswick) and S Shield [Clerk].

| REF | DESCRIPTION | ACTION |
|------|--|---------------------------|
| 574. | WELCOME AND APOLOGIES FOR ABSENCE Apologies were received from Cllr C Greenland. | |
| 575. | TO RECEIVE NOTIFICATION OF ANY MEMBER'S PERSONAL OR PREJUDICIAL INTEREST EB declared his membership of the SGC Planning Committee. BA declared he was Chair of South Gloucestershire Council. DA declared he was Chair of the Stoke Gifford Trust Committee. KC advised he was a member of the SGC Regulatory Committee. | |
| 576. | APPLICATIONS FOR DISPENSATIONS BY COUNCILLORS None received. | |
| 577. | PUBLIC SESSION [3-5 MINUTES PER PERSON WITH A MAXIMUM OF 15 MINUTES PER SESSION] – 7 members of the public were present during the meeting to observe proceedings. <u>Gipsy Patch Lane Stakeholder Liaison Group</u> – A resident in attendance expressed her disappointment with Officers from South Gloucestershire Council currently responsible for running this liaison group. The resident has attempted to get answers to several questions mainly relating to trees and shrubbery without adequate responses to date. It was also noted that large bundle of communication had been sent to the resident by SGC which was deemed not acceptable during the meeting. Stoke Gifford Members who have expressed concerns to SGC Management regarding the effectiveness of the liaison group. It was agreed that the Clerk would write to the Head of Safe Strong Communities to express strong concerns about the management and productivity of the group on behalf of the Parish Council. Action – Clerk | Clerk 08/10/19 |

Tree Walks in Meade Park – A resident raised concerns about a Parish Council grant funding allocation for the Friends of Meade Park which included funding for tree walks. The Clerk advised that evidence of expenditure would be requesting from the group towards the end of the current financial year and would be evaluated by the Council accordingly.

Condition of Pavements/Overgrown Shrubbery – A resident raised concerns about the general poor condition of the pavements particularly around The Avenue, Little Stoke towards the underpass the surface of which is extremely uneven.

Parkway Railway Bridge – A resident expressed concerns of a further double decker bus collision with the Railway Bridge outside of Parkway Station. Stoke Gifford Members stated that this was a priority issue they were addressing with South Gloucestershire Council to take some form of urgent action to address the safety of pedestrians underneath the tunnel. It was agreed that a letter would be written to the Leader of South Gloucestershire Council expressing pedestrian safety concerns with strong support from Local Members to act at this location. **Action – Clerk**

**Clerk
08/10/19**

578. TO APPROVE THE LAST FINANCE & GENERAL PURPOSES COMMITTEE MINUTES DATED TUESDAY, 9TH JULY AND TO DISCUSS MATTERS ARISING

Accuracy

The minutes dated Tuesday, 9th July 2019 were agreed as an accurate record proposed by KC and seconded by BA and agreed unanimously.

Updates

Storage Container/Compound Area at Little Stoke Park - Quotations received for the installation of a compound area to accommodate small equipment and the existing container. An application has also been submitted for Section 106 funding for the purchase of outdoor sports storage provision.

Highway Works – Concerns regarding faded white lines and the zebra crossing along Stoke Lane have been reported to the SGC Highways Manager along with concerns about drain clearance prior to the winter period.

579. TO APPROVE THE EXPENDITURE AND GENERAL ACCOUNTS FOR JULY AND AUGUST 2019

**Clerk
08/10/19**

The Clerk tabled financial correspondence for July 2019 which included payments totalling £81,285.45 for the Co-operative general account, with a cash book balance of £86,443.56. Expenditure for the Stokes Youth Centre was £1,176.28 with a cash book balance of £2,345.23.

The Clerk tabled financial correspondence for August 2019 which included payments totalling £74,083.84 for the Co-operative general account, with a cash book balance of £63,210.79. Expenditure for the Stokes Youth Centre was £2,034.23 with a cash book balance of £10,297.50.

The Clerk advised he would be looking at the gas and electricity accounts for the site following recent building works. The billing has increased for the site in recent months and charges will need to be monitored moving forward with account charges reviewed as required. In the meantime, the current systems will be investigated to ensure they are both effective and efficient.

Council noted the expenditure and bank balances for all accounts for both July

and August 2019 which were unanimously approved proposed by DA and seconded. **Action – Clerk**

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| 580. | TO CONSIDER THE PARISH COUNCIL GENERAL AND MOTOR INSURANCE POLICY The Clerk tabled the Insurance Renewal Proposal which included a few options for the Parish Council to consider from 1 st October 2019. Council unanimously approved a new 3-year arrangement with the option to extend for a further 2 years amounting to £7,156.11. Additional cover was also approved to increase public liability to £15 million, improvements to personal accident cover, adding subsidence cover to cover all buildings, along with additional play area liability for New Road including £15 million, making a total premium of £7,531.50. Action – Clerk to progress | Clerk 08/10/19 |
| 581. | TO CONSIDER THE MANAGEMENT OF THE NEW Highbrook Park Community Centre in Harry Stoke The new Community Hall was secured through the Section 106 process for Highbrook Park in Harry Stoke. The current planning application PT17/5810/RM includes the Community Hall and the SGC New Communities Team want to initiative the process to find an operator and look at local demand for space and plans with this organisation before building works commence. Council agreed a small working group be formed to progress discussions with the New Communities Team with both DA and EB coming forward to represent the Council at a meeting to be agreed. Action – Clerk to progress | Clerk 08/10/19 |
| 582. | TO CONSIDER A FACEBOOK OR TWITTER ACCOUNT FOR THE PARISH COUNCIL The Clerk tabled a proposal for a comprehensive and coordinated campaign to build a social media presence on the popular social media outlets, particularly Facebook and Twitter. Social media provides the opportunity to build brand awareness, transmit messages to key audiences, and drive website traffic. Information such as notices and minutes, good news stories, relevant local interest stories would all be included on a new site. Council debated the matter and approved a Facebook Trial for a period of 6 months with most councillors in agreement but with one abstention. Action – Clerk to progress | Clerk 08/10/19 |
| 583. | TO CONSIDER A PROPOSAL FOR THE PURCHASE OF NEW GRAFFITI REMOVAL EQUIPMENT FOR USE IN THE PARISH OF STOKE GIFFORD The Clerk tabled some information regarding graffiti removal equipment obtained from a neighbouring Council for consideration by Council. After a discussion about the Council potentially purchasing equipment in house, it was agreed that the Clerk would source information and costs from a local specialist organisation for a short trial period. Action – Clerk to progress | Clerk 08/10/19 |
| 584. | TO RECEIVE UPDATES FROM PARISH COUNCIL COMMITTEES AND TO CONSIDER EXPENDITURE AS REQUIRED RELATING TO BUDGETS/EXTERNAL FUNDING INCLUDING A PROPOSAL TO PURCHASE TWO ADDITIONAL DOG WASTE BINS FOR STOKE GIFFORD NORTH Council approved recommendations unanimously for expenditure from the recent Recreation & Leisure Committee as follows: - <ul style="list-style-type: none">• First Aid at Work Certificate and CS30 Maintenance and Cross Cutting | Clerk 08/10/19 |

for one member of Ground staff.

- Signage quotation from Express Signage for 7 park and road signs, Community Hall directional signage, Door Names including installation amounting to £4,456.87+VAT.
- Two New Noticeboards from Greenbarnes Ltd for Cheswick and Harry Stoke £2,404.04. It was noted that Cllr James Arrowsmith has allocated £500 from MAF towards the cost of the new board in Cheswick.
- 1 New Litter Bin Meade Park and 3 New Forest Saver Benches for the Trust Ground Play Area £1,034+VAT.

Two additional dog bins for Kings Drive and Adelante Close were also approved amounting to £438+VAT.

Repair costs received from Proludic relating to the outdoor fitness equipment in Meade Park were also approved amounting to £421.00+VAT. EB stated that CCTV would be explored for Meade Park and the Clerk would obtain costs for appropriate equipment would be considered at the next meeting. **Action – Clerk**

**Clerk
08/10/19**

Council also approved refreshed football pitch hire costs as follows: - Adults - £70.00, Juniors - £40.00, 9x9 - £30.00 and Minis - £20.00.

Action – Clerk to progress approved works and implement football pitch fees

585. TO DISCUSS AND COMMENT ON CURRENT SOUTH GLOUCESTERSHIRE COUNCIL CONSULTATIONS

There were no relevant consultations for discussion at this meeting.

586. TO RECEIVE UPDATES FROM SOUTH GLOUCESTERSHIRE COUNCIL MEMBERS WITHIN THE PARISH OF STOKE GIFFORD

Cllr Keith Cranney – No updates provided at the meeting.

Cllr Brian Allinson – BA continues to carry out his civic duties as Chair of South Gloucestershire Council and has recently nominated two local charities to support during his year of office.

Cllr Ernie Brown – EB advised the meeting to decide the Harry Stoke Planning Application was scheduled for 3pm on Thursday, 19th September 2019 at the Kingswood Civic Centre. It was agreed that the Clerk would speak on behalf of the Parish Council at this meeting.

Cllr James Arrowsmith – Ongoing concerns regarding HMO's in from Lutyens Close where there have been many objections. It is understood that SGC will be discussing a review paper very soon which is supported by the Parish Council.

587. TO COMMENT ON PLANNING APPLICATIONS FOR CONSIDERATION FROM SOUTH GLOUCESTERSHIRE COUNCIL

It was agreed that current planning applications would be discussed at the forthcoming Planning & Transportation Committee scheduled for 7pm on Tuesday, 24th September 2019.

588. PARISH COUNCILLORS POINTS

Cheswick Grass Cutting – DB reported he had met with the SGC Head of StreetCare to address recent grass cutting concerns in Cheswick and the area had now been tidied up. 2 core cuts per year is not enough for this location and the Parish Council will pursue costs for additional cuts in line with current amenity grass cutting schedule.

Stoke Gifford Retirement Village – DB advised that he recently attended the Stoke Gifford Retirement Village to speak with residents about local matters. The meeting was largely positive, but some residents did express concerns about their local council tax charges.

Trust Ground Apple Trees – DA reported a few apple trees had been felled due to a recurring problem of anti-social behavior whereby apples were being thrown towards a neighboring conservatory.

Little Stoke Community Café Rating – KC reported the café had recently been given 5 food hygiene rating by the Food Standards Agency

589. NEXT MEETING – 7pm Tuesday, 8th October 2019.

590. CONFIDENTIAL ITEMS

To resolve, by the nature of the sensitivity of items to exclude the press and public [*Public Bodies Admissions to Meeting*].

Signed _____ Dated _____
K Cranney (Chair)
On behalf of Stoke Gifford Parish Council