

STOKE GIFFORD PARISH COUNCIL

MINUTES OF THE FULL COUNCIL MEETING

Held on Tuesday, 12th November 2019 at 7pm at
the Little Stoke Community Hall, Little Stoke Lane, Little Stoke, BS34 6HR

Ref: 11/19

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], S Waters [SW], B Allinson [BA], P Reich [PR], M Brown [MB], D Addison [DA], D Beesley [DB], M Lavis [ML], D Pembury [DP] and A Shore [AS],

In attendance was S Shield [Clerk] and Cllr James Arrowsmith.

REF	DESCRIPTION	ACTION
608.	<p>WELCOME AND APOLOGIES FOR ABSENCE Apologies were received from Cllr Jenny James.</p> <p>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.</p>	
609.	<p>APPLICATIONS FOR DISPENSATIONS BY COUNCILLORS None received.</p>	
610.	<p>TO CONSIDER AND VOTE ON A RECOMMENDATION FROM THE RECRUITMENT PANEL RELATING TO THE CURRENT COUNCILLOR VACANCY IN THE UNIVERSITY WARD OF THE PARISH OF STOKE GIFFORD MB updated the Council regarding the recent recruitment process stating that Andrew Shore was being recommended for consideration as Parish Councillor for the University Ward. It was therefore put to the vote proposed by DB and seconded by MB and agreed unanimously that Andrew Shore would be co-opted onto the Parish Council with immediate effect. AS duly signed his Declaration of Acceptance of Office and took his seat at the table.</p>	
611.	<p>PUBLIC SESSION [3-5 MINUTES PER PERSON WITH A MAXIMUM OF 15 MINUTES PER SESSION] – 11 members of the public were present during the meeting to observe proceedings.</p>	

A resident expressed concerns about the lack of Parish Councillor Points at recent meetings suggesting there was a lot of community issues requiring action including the wear and tear of some of the cycle/pedestrian footpath through Forty Acres. It was noted that South Gloucestershire Council were responsible for the upkeep of this shared path. It was noted that Mark Head would be attending the next Gipsy Patch Residents Liaison Group.

A resident asked about the process of replacing the Parish Clerk. It was noted that interviews would be taking place on Thursday, 21st November 2019 and updates would be provided at the next meeting.

A resident expressed concerns about the Parish Council looking to take over the management of the Highbrook Park Community Building in Harry Stoke. It was noted that a meeting has been scheduled for 9am on Monday, 25th November 2019 to discuss the management of the future building in more detail. A business plan will need to be submitted around the end of January 2020 and the building is due to be completed later in 2021.

A resident in attendance described an incident which had taken place just off Rossall Avenue coming towards Little Stoke Park where he had been verbally abused and threatened by a cyclist. This matter has been reported to the Police. The resident asked if road and pavement markings could be re assessed at this location as cyclists come onto the pavement area which is unmarked when the road vehicular barrier is secure. BA stated it would be useful if this matter was reported to the active Cycle Group in the locality.

Action – Clerk to liaise with SGC

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612. TO APPROVE THE LAST FULL COUNCIL MINUTES DATED TUESDAY, 8TH OCTOBER AND TO DISCUSS MATTERS ARISING

Accuracy

The minutes dated Tuesday, 8th October 2019 were agreed as an accurate record proposed by DA and seconded by SW and agreed unanimously.

Updates

EB advised he was still waiting to hear back from South Gloucestershire Council regarding concerns raised at the last meeting about green bins.

Action - EB

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The Clerk advised that Steven Liddiatt had recently passed his First Aid at Work Certificate. Ashley Jones will be undertaking his CS30 Maintenance and Cross Cutting on the 2nd and 3rd December 2019.

The various new signage is currently being prepared in draft form for approval relating to parks, roads and hall directional signage. Two new noticeboards have now been installed in both Harry Stoke and Cheswick, a new bin installed in Meade Park and 3 new benches at the Trust Ground. 2 new dog bins for Kings Drive and Adelante Close will be installed shortly.

The Clerk thanked MB and EB for their assistance with replacing missing parts of the Proludic equipment in Meade Park.

The Clerk confirmed that he firmed up an arrangement with South Gloucestershire Council for graffiti removal following the recent approval by the Parish Council for a new initiative for residents. A disclaimer has been created

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and must be completed prior to any works being carried out. The Clerk reported he had received a few reports of graffiti from around the Parish and that he would be liaising with SGC StreetCare regarding its removal. **Action – Clerk**

It was noted that a 3-month review was carried out with the Café to which the following areas were discussed: -

- Review of rent to be undertaken towards the end of January 2020 although it has been noted that increases will be applied relating to energy usage currently being monitored for the site.
- Security Gate with No Entry Sign to be installed
- Opening Times agreed Tuesday to Friday 8.30am to 3pm and 8.30am to 4pm on Saturday and Sunday
- Café to use own cleaning materials and supplies
- Café to carry out own cleaning during hours of opening
- Council to provide cleaning provision associated with booking for the Café Space
- No Sub Letting of Community Hall or Facility generally
- Café to offer catering provision for Premises Hirers
- Café prices have now been reduced following initial feedback

BA advised he was still waiting on feedback from YTL Developments concerning the future of the Airfield Control Tower which currently remains on site.

613. TO APPROVE THE EXPENDITURE AND GENERAL ACCOUNTS FOR SEPTEMBER AND OCTOBER 2019

The Clerk tabled financial correspondence for September 2019 which included payments totalling £56,130.57 for the Co-operative general account, with a cash book balance of £11,967.73. Expenditure for the Stokes Youth Centre was £5,346.82 with a cash book balance of £6,887.18.

The Clerk tabled financial correspondence for October 2019 which included payments totalling £32,247.02 for the Co-operative general account, with a cash book balance of £68,551.50. Expenditure for the Stokes Youth Centre was £2,034.23 with a cash book balance of £10,297.50.

EB raised concerns about the number of payments associated with machinery repairs over the last few months. The Clerk advised various equipment had been damaged by debris left on the parks and open spaces leading to several bills for this period.

Regarding increases in site energy costs, the Clerk reported that meter readings for the gas and electricity accounts had been taken on a regular basis since the last meeting. A meeting has been arranged with Pro Air for Friday, 15th November to run through the various equipment on site and discuss efficiency moving forward. A report will be presented to Council at the next meeting. **Action – Clerk**

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Council noted the expenditure and bank balances for all accounts for both September and October 2019 which were unanimously approved proposed by BA and seconded by DA.

614. **TO RECEIVE UPDATES REGARDING THE MANAGEMENT OF THE NEW Highbrook Park Community Centre in Harry Stoke** Clerk 10/12/19
The Clerk advised that a small working group consisting of EB, DA, PR and MB had already been established to consider the future management of this premises. AS and BA stated they would be happy to both join this working group.
The Parish Council have made an initial expression of interest with the South Gloucestershire Council Communities Team. Winterbourne Parish Council have also been approached to see if they would also be interested. A Business Plan is required for submission early in 2020 and will need to include project income and expenditure budgets, staff breakdown, CVs of key members of the operations team, letters of support, a marketing plan and an outline activity plan. The Clerk was requested to arrange a further meeting involving both the working group and SGC Community Officers. **Action – Clerk**
615. **TO DISCUSS THE PARISH COUNCIL 5 YEAR PLAN AND TO ESTABLISH A BUDGET WORKING GROUP TO CONSIDER THE PRECEPT DEMAND AND BUDGET FOR 2020/21** Clerk 10/12/19
The Clerk tabled an initial Draft Parish Council 5 Year Plan for consideration by Council. It was agreed that a Budget Working Group would be established to consider the Precept Demand and Budget for 2020/21 and to discuss the 5 Year Plan further prior to the next meeting consisting of KC/EB/BA and AS. Councillors were invited to inform the Clerk of any items for inclusion on the plan over the coming weeks. It was agreed a report would be tabled at the Finance & General Purposes Committee in December 2019 for consideration by the Council. **Action – Clerk**
616. **TO RECEIVE UPDATES FROM PARISH COUNCIL COMMITTEES AND TO CONSIDER EXPENDITURE AS REQUIRED RELATING TO BUDGETS/EXTERNAL FUNDING**
It was noted that the forthcoming Recreation & Leisure Committee would consider several quotations for various works across the Parish. Any recommendations will be tabled at the Finance & General Purposes Committee in December 2019. Council did however approved expenditure for a new Parish Office Reception Window costing £470. It was noted that MAF funding was being allocated to new security measures and furniture for the Café area. Arrangements for Christmas Lights for 2019 was discussed and the Clerk was requested to check the requirements for The Kingsway, Ratcliffe Drive, and the Village Green. The Clerk was also delegated to purchase a Christmas Tree for the Little Stoke Community Hall.
617. **TO DISCUSS AND COMMENT ON CURRENT SOUTH GLOUCESTERSHIRE COUNCIL CONSULTATIONS**
Relevant current consultations were tabled for comment which included the following topics: -
Wheelchair Accessible Vehicles for Taxis
Have your say on how the Council provides taxi users with information to enable an informed decision on how best to travel.
Open from 13 Sep 2019 to 08 Dec 2019
HAMBROOK - A4174 Filton Road and B4058 Bristol Road, Experimental Traffic Order - STATUTORY NOTICE

Experimental Traffic Order restricting some movements at Hambrook traffic signals, the junction of Bristol Road and Filton Road on the ring road. To improve air quality and test traffic flow before deciding to make the changes permanent.

Open from 11 Aug 2019 to 11 Feb 2020

Licensing Act 2003 Register

Find out about current licensing acts we are consulting on

Open from 05 Mar 2019 to 31 Mar 2020

No specific comments were made regarding these consultations at this time, although it was noted that a response would be submitted regarding the Experimental Traffic Order towards the end of the closing date in February 2020. **Action – Clerk**

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

Cllr Brian Allinson – BA advised that his year as Chair of South Gloucestershire Council had proven to be busier than imagined being involved in a host of community activities across South Gloucestershire and the wider local area. BA also raised concerns about recent high levels of graffiti. MB agreed with these concerns and felt that the presence of graffiti just encouraged more of the same. The Parish Council will now liaise with South Gloucestershire Council regarding the removal of graffiti under a new initiative funding by the Parish Council. **Action – Clerk**

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Cllr Keith Cranney – KC raised concerns regarding the current consultation to make all taxis in South Gloucestershire wheelchair accessible.

Cllr Ernie Brown – EB raised concerns about the traffic calming measures being introduced without the consent of Stoke Lodge and The Common Parish Council on Stoke Lane expressing support for the Council

Cllr James Arrowsmith – JA continuing to liaise with South Gloucestershire Council regarding HMO's in the Cheswick and Stoke Park area.

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

P19/15188/TRE - 1 Admiral Close Stoke Gifford Bristol South Gloucestershire BS16 1WN - Works to crown reduce 1 no. Oak Trees lateral branches by 1.5m to leave 2m and crown lift to 3m. Tree covered by SGTPO 10/98 and dated 03/06/1999. **No Objection** (South Gloucestershire Council will have a process to review and agree the works associated with this application).

P19/4541/F - 4 Samian Way Stoke Gifford Bristol South Gloucestershire BS34 8UQ - Erection of two storey front and single storey front, side and rear extensions to provide additional living accommodation. **Objection** (Over Development)

P19/15433/F - 100 Wrington Close Little Stoke Bristol South Gloucestershire BS34 6ET - Erection of single storey front extension – **No Objection**

P19/11821/PDR - 8 Bakers Ground Stoke Gifford Bristol South Gloucestershire BS34 8GF - Erection of 1 high metre boundary fence - **No Objection** (Subject to no other relevant planning conditions or restrictive covenants existing. It is

noted that some residents have considered the existing fence to be too imposing and the proposed lower fence should help address those concerns. The fence along with any hedge should be maintained (including hedge height), to avoid them becoming a nuisance or hazard (to road users or pedestrians particularly, given the proximity to the adjacent footpath and the access road to the front).

P19/15675/F - Children's Day Nursery Scholar's Chase Land East Of Coldharbour Lane Bristol South Gloucestershire - Change of Use from a vacant children's day nursery (Class D1) to 2 no. flats (Class C3) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended) – **No Objection**

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620. PARISH COUNCILLORS POINTS

Christmas Lights/Decorations – Council requested that the Clerk make the necessary investigations to ensure festive displays were being managed across the Parish of Stoke Gifford. The Clerk was also requested to purchase a Christmas Tree for the Little Stoke Community Hall. **Action – Clerk**

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Traffic Screens – DA expressed his concerns about the introduction of the recent traffic screens introduced locally stating that these measures should not have been implemented without proper consultations.

CCTV for Meade Park – EB requested an update on quotations for potential CCTV for Meade Park. The Clerk advised he would table costs for consideration at the forthcoming Recreation & Leisure Committee. **Action – Clerk**

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Path and Hedges – MB raised concerns regarding the state of paths and hedges generally across the Parish. The Clerk was requested to provide MB with a contact within StreetCare to discuss this matter further. **Action – Clerk**

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New Bollards in the University Ward – DB advised that new bollards had now been installed directly outside of Wallscourt Academy, but persistent offenders were still holding up the traffic with poor parking generally in the area.

621. NEXT MEETING – 7pm Tuesday, 10th December 2019.

622. 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