



# STOKE GIFFORD

PARISH COUNCIL

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## STOKE GIFFORD PARISH COUNCIL

### MINUTES OF THE FULL COUNCIL MEETING

Held on Tuesday, 14<sup>th</sup> September 2021 at 7.00pm at Little Stoke Community Hall, Little Stoke Lane, Bristol, BS34 6HR

#### 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 E Brown [Chair], D Addison, S Bandcroft, M Brown, K Cranney, J Henshaw, A Hyde, T Jones, D Pembury, and A Shore.

In attendance was J Rendell [Parish Clerk] Councillor James Arrow-Smith, two representatives from Pentagon Play and eleven local residents.

1	<b>Welcome and Apologies for absence</b>  The Chair, Councillor Ernie Brown welcomed all present to the meeting and due to the representatives and number of residents present will move agenda items 12 and 13 to 3 and 4, higher on the agenda to discuss early on.  Parish Clerk John Rendell informed the meeting apologies were received from Councillors Brian Allison and Pauline Reich.	<b>ACTION</b>
2	<b>To Receive Notification of Any Member's Personal or Prejudicial Interest</b>  Councillor Ernie Brown declared he is on South Gloucestershire Planning Committee and Stoke Gifford Trust Committee. Councillor David Addison declared he is Chair of the Stoke Gifford Trust	

	<p>Committee. Councillor Keith Cranney advised he is a member of the SGC Regulatory Committee and a Bradley Stoke Town Councillor. Councillor Trevor Jones declared he is on South Gloucestershire Planning Committee and is a Winterbourne Parish Councillor.</p>	
3	<p><b>Public Session</b> – Five members of the public were present during the meeting to observe proceedings.</p> <p>Sewer concerns on LS playing fields – a local resident has noticed recently some bad smells coming from a manhole drain within a ditch adjacent to the Community Hall and asked if the Parish should look into it. Concerns were raised that the works should have been connected to the extension build. Parish Clerk will look into it and refix the manhole cover and surrounds which is showing signs of wear and tear.</p> <p>Trees on Winterbourne Road – a local resident shared concern with the length of grass around the base of the trees along Winterbourne Road. The grass is being maintained but the base of the trees needs strimming. Clerk to contact SGC Streetcare.</p>	<p>Clerk</p> <p>Clerk</p>
4	<p><b>To approve minutes of the last Full Council meeting dated Tuesday 8<sup>th</sup> June 2021</b></p> <p>The minutes dated Tuesday 8<sup>th</sup> June were approved by Councillor Tony Hyde, seconded by Councillor Andrew Shore, carried.</p>	
5	<p><b>To approve the expenditure and general accounts for May 2021</b></p> <p>Parish Clerk informed the meeting that as Council do not meet through the August holiday period, we have tabled financial correspondence for July and August.</p> <p>The Clerk tabled financial correspondence for July 2021 which included payments totalling £29,347.23 and income totalling £13,243.63 for the Co-Operative general account, with a cashbook balance of £235,001.38.</p> <p>The Clerk tabled financial correspondence for August 2021 which included payments totalling £29,347.23 and income totalling £13,243.63 for the Co-Operative general account, with a cashbook balance of £277,746.01.</p> <p>Councillor Andrew Shore proposed acceptance of the accounts for July and August, seconded by Councillor Trevor Jones.</p>	
6	<p><b>To welcome new Parish Councillors and appoint members of Council to external bodies</b></p> <p>The Chair Ernie Brown introduced newly Co-opted Councillors, Sue Bandcroft and Tony Hyde to all present at the meeting.</p>	

	<p>Councillor Sue Bandcroft agreed to be the Parish Council representative for the Friends of Meade Park group. Councillor Tony Hyde agreed to be the Parish Council representative for Splatts AbbeyWood Conservation Group.</p>	
7	<p><b>Update on Brooklands Park Community Centre</b></p> <p>Councillor Dave Addison informed members that Crest Nicholson have recently appointed Beard Construction as the contractor approved to carry out the build works. More regular meetings are starting to take place with more information/ update's forthcoming. Councillor Dave Addison and Parish Clerk will update members at committee meetings when required.</p> <p>The contract is due to be completed with a predicted opening time in early 2023.</p>	
8	<p><b>To receive updates from Parish Council Committees and to consider expenditure as required relating to budgets/ external funding</b></p> <p><u>Recreation &amp; Leisure (Mike Brown)</u></p> <p>Councillor Mike Brown mentioned that all parks and recreational spaces are in fine condition and credit to the Parish grounds staff for keeping on top of the works.</p> <p>We continue to remove dead trees and cut back hedgerows managed by the council around the Parish which is making a vast improvement to the outlook.</p> <p>Large branches appear to be overhanging on the Bradley Stoke side of Brayden Avenue and double decker buses appear to be hitting them as they overhang into the road. Clerk to contact BSTC.</p> <p><u>Finance &amp; General-purpose (Cllr Dave Addison)</u></p> <p>Councillor Dave Addison is pleased to see some budgeted projects being approved and upgrades taking place. The finances are looking healthy, but we need to continue spending on earmarked projects for 2021/22 financial year.</p> <p><u>Planning &amp; Transportation (Cllr Andrew Shore)</u></p> <p>The Romney House cross boundary application 20/05477/M has been approved despite the many registered objections.</p>	
9	<p><b>To discuss and comment on current South Gloucestershire Council consultations.</b></p> <p>None.</p>	

<p>10</p>	<p><b>To receive updates from South Gloucestershire Council members within the parish of Stoke Gifford.</b></p> <p>Councillor Keith Cranney is disappointed with the lack of support show from South Gloucestershire Council to local businesses throughout the period of the Gipsy Patch closure.</p>	
<p>11</p>	<p><b>Advertising boards on Parish Council grounds.</b></p> <p>Representatives from the resident football club were present at the meeting to discuss their request to the Parish Council, on installing advertising boards around the main football pitch on Little Stoke playing fields. Representative from Sliming World were also present and keen to advertise the business on the grounds.</p> <p>The football club’s 1<sup>st</sup> team manager informed members the football club would charge local businesses approx. £200-£300 per advertising board and willing to carry out the installation and ongoing maintenance/ vandalism repairs etc. The club are seeking permission from the Parish to permanently erect signage up around the main pitch. Following discussion, Councillor Dave Addison proposed to allow the Football club and Slimming World boards to be reinstated and the Parish establish and devise a policy that will allow advertising boards to be erected, a total maximum, and any additional costs to the Parish Council. This will then be taken to the next Planning &amp; Transportation committee meeting for a decision, seconded by Councillor Mike Brown, proposal carried.</p>	
<p>12</p>	<p><b>To approve design/ build and contractor for Tower play facility update at Meade Park.</b></p> <p>Parish Clerk updated members:</p> <p>In August 2020, the annual play inspection company informed the Parish that the current tower play structure has deteriorated beyond repair and recommended replacement as soon as possible.</p> <p>The 2021 inspection on Thursday 2<sup>nd</sup> September, found that the multi play structure has moderate to severe rot in various locations.</p> <p>They have advised us the rotten timbers should be replaced as soon as possible and the facility is not likely to last through the winter months.</p> <p>Parish Councillors have discussed the replacement tower in previous meetings, and we have budgeted <b>£50,000</b> funding for this project. (4800/401)</p> <p>We have carried out a public consultation to obtain the thoughts and ideas of the local users and have received some useful feedback. The general overview resulting from the consultation was to keep the extremely popular slide and build a structure around the slide with various activities and ways to approach the top platform.</p> <p>We have noted this and included in the quotations presented by the play</p>	

	<p>area companies. One popular request was to include a zip wire play activity nearby.</p> <p>We have identified an area that would ideally suit this inclusion, and should members like to include the zip wire it will cost an additional £12,995.00</p> <p>Taking the public consultation comments onboard we have obtained three quotes detailed below:</p> <p><b>Pentagon Play – £29,450</b></p> <p><b>Let’s Play Everywhere - £43,800</b></p> <p><b>Sovereign Play – £42,597.66</b></p> <p>Councillors noted the interest in the Public Consultation feedback in a zip wire being installed and this is something that can be added sometime in the near future. Parish Clerk to research into a most suitable location and report back to council once the Tower replacement is in situ.</p> <p>Representatives from one of the Play companies (Pentagon Play) were invited to attend the meeting to answer questions on the materials used in the quote provided. There were some concerns over the timber used and its lifespan. Pentagon confirmed the timber material used has a guarantee for fifteen years and should there be any rot or structural damage before this date it will be replaced by the company. Following much discussion, Councillor Trevor Jones proposed to proceed with the works and to approve Pentagon Play as the contractor to carry out the works, seconded by Councillor Dave Addison, a vote was taken, 7 for, 1 against, 2 abstentions, proposal carried.</p>	
<p>13</p>	<p><b>To approve a contractor for play area installation on New Road.</b></p> <p>In 2020 The Parish Council agreed to take on the design/ build and ongoing service and management of a brand-new Play facility on New Road. We have passed all the necessary criteria and within the designs include feedback received from local residents as part of the consultation process.</p> <p>South Gloucestershire Council are currently holding a total of £59k, which will be paid to Stoke Gifford Parish Council via Network Rail in lieu of their licence to use our land as a site compound when they were doing their embankment work.</p> <p>The money is to be journaled over to the Parish to be used in part for the capital investment of consulting, design, purchase, and installation of some toddler/junior play equipment to go permanently on the site. Any left-over money could be retained by the Parish in lieu of running costs for inspections and future maintenance of the equipment.</p>	

	<p>The Grounds team have started to maintain the grassed area this past few months which is now vastly improved from we took over the management of the site. The ground was very sparse and full of stone/ rock. It is now a level surface with a healthy level of grass coverage.</p> <p>The next move is to install a new play area at the location.</p> <p>We have invited three Play Area Companies to design build and install the new play facility to also include, safety surface, family seating and security fencing &amp; gates.</p> <ul style="list-style-type: none"> <li>- Accessible and inclusive to all ages</li> <li>- A wide range of different play opportunities</li> <li>- Community seating for families</li> <li>- Clear visibility and enough space to move around the park freely</li> <li>- All weather accessibility</li> </ul> <p>Quotations received:</p> <ul style="list-style-type: none"> <li>- Pentagon Play = £42,260.00</li> <li>- Fun &amp; Active = £49,885.00</li> <li>- Sovereign Play = £52,692.81</li> </ul> <p>Councillor Trevor Jones mentioned that it was approx. four years ago when Network Rail started the works in the area so was pleased to see this funding coming through and a facility will be most welcome by the local residents.</p> <p>Following discussion Councillor Trevor Jones proposed to proceed with this work and approve Pentagon Play to carry out the installation, seconded by Councillor Mike Brown, a vote was taken, 7 for, 1 against and two abstentions, proposal carried.</p>	
<p>14</p>	<p><b>Installation of a flagpole at Little Stoke Community Hall.</b></p> <p>Councillor Mike Brown expressed interest in the Parish Council installing a flagpole on the grounds at Little Stoke playing fields. Other Parish and Towns have purchased a flagpole and union flag at their community facilities and feels the facility would benefit from the install. Following discussion Councillor Mike Brown proposed to approve the flagpole and union flag at a location to be agreed at the next Recreation &amp; Leisure Committee meeting, seconded by Councillor Keith Cranney, a vote was taken, 5 for, 1 against, 4 abstain, proposal carried.</p>	

15

**Upgrade of toilet facilities in Little Stoke Community Hall.**

Parish Clerk has now obtained substantial detail on replacing the male and female toilets in the Community Hall, as requested by members. It has been identified that the toilet facilities are in much need of upgrading in line with the rest of the Community Hall, and members have asked for a fully detailed quotation of works and CAD drawings.

Following much research into bonified companies who can supply this information, I am now able to present a fully specified works brief and images which would vastly improve the washroom facilities on site.

Specification of costs broken down:

Bathroom equipment:

- Gents - £3,456.44
- Female - £2,413.38

Bathroom refit:

- Gents - £5,290.00
- Female - £4,975.00
- Total = **£10,265.00**

Painting & Decorating:

- Total - £640.00

Cubicle Works:

- Total - £7,457.71

Council have earmarked a total cost for this project of £20,000 (code 331). The remaining £4,232.53 could be taken from 'Capital Spend Hall' £15,000 which is allocated for Community Hall furniture and building improvements..... which is vastly under budget due to the restricted payments during the pandemic period. Concerns were raised during the 2021 Audit by the auditor as we are holding large sums of money in reserves for projects that have not yet been completed so this work ties in well with building improvements.

We also have CIL money which we have in the bank allocated for building improvements. This was earmarked for Main Hall upgrades and needs to be used in 2021/22.

Total cost for fully refurbished toilets = **£24,232.53**

	Following discussion Councillor Dave Addison proposed acceptance of the quotation provided, the works are budgeted for financially, and we should approve this work ASAP to bring the toilet facilities up to the rest of the building, seconded by Councillor Jacqueline Henshaw, unanimously carried.	
16	<b>Planning Applications.</b>  None to discuss.	
17	<b>Any other business.</b>  None	
18	<b>Confidential items-to resolve, by the nature of the sensitivity of items to exclude the press and public (public bodies admissions to meeting)</b>  Councillor James Arrow-Smith informed members that a planning application will be sent into the Parish soon for a 5G tower in Cheswick area and concerned with the plan location which is next to Wallscourt Farm Academy.  Parish Clerk will update members once the application is officially received.	
19	<b>Date of next meeting</b>  12 <sup>th</sup> October 2021	

Meeting closed 21:25

Signed: \_\_\_\_\_

E Brown (Chair)

On behalf of Stoke Gifford Parish Council

Date: \_\_\_\_\_