



STOKE GIFFORD

PARISH COUNCIL

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STOKE GIFFORD PARISH COUNCIL

MINUTES OF THE FULL COUNCIL MEETING

Held on Tuesday, 12th October 2021 at 7.00pm at Stoke Gifford Retirement Village, Edward Parker Road,
Stoke Gifford, BS16 1YG

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, A Hyde, P Reich and A Shore.

In attendance was J Rendell [Parish Clerk], and four local residents.

1	Welcome and Apologies for absence The Chair, Councillor Ernie Brown welcomed all present to the meeting. Parish Clerk John Rendell informed the meeting apologies were received from Councillors Brian Allinson, Jacqueline Henshaw, Trevor Jones and David Pembury.	ACTION
2	To Receive Notification of Any Member's Personal or Prejudicial Interest 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 Committee. Councillor Keith Cranney advised he is a member of the SGC Regulatory Committee and a Bradley Stoke Town Councillor.	

3	<p>Public Session – Five members of the public were present during the meeting to observe proceedings.</p> <p><u>Stoke Park</u> A Local resident was keen to find out the bylaws for keeping the streets clean in South Glos. Members advised to visit SGC website and make contact with a representative and source the information directly.</p> <p><u>LS Park</u> A local resident acknowledged the hedge cutting recently taken place along Little Stoke Lane and praised the improvements and outlook. This work has needed doing for a number of years.</p> <p><u>Hatchett Road</u> Concerns were expressed about buses holding up traffic on Hatchet Road during driver changeover. The buses are run by Stagecoach and are non-commercial services supported by the West of England Combined Authority. Stagecoach has moved their driver changeover to the Hatchet Road bus stop instead of Gypsy Patch Lane because of Cribbs Patchway Metrobus Extension works. The West of England Combined Authority is talking to Stagecoach to see whether there are any possible alternative options for driver change while the works are in place on Gypsy Patch Lane due to the impact on local traffic in the area.</p> <p>The Chair, Councillor Ernie Brown informed the resident this is being dealt with by South Glos Council representatives and also WECA officers.</p>	EB
4	<p>To approve minutes of the last Full Council meeting dated Tuesday 14th September 2021</p> <p>The minutes dated Tuesday 14th September were approved by Councillor Keith Cranney, seconded by Councillor Mike Brown, carried.</p>	
5	<p>To approve the expenditure and general accounts for September 2021</p> <p>The Clerk tabled financial correspondence for September 2021 which included payments totalling £47,355.51 and income totalling £292,403.16 for the Co-Operative general account, with a cashbook balance of £449,321.58.</p> <p>Councillor Mike Brown proposed acceptance of the accounts for September, seconded by Councillor Keith Cranney.</p>	
6	<p>To receive the Notice of Conclusion of Audit for year-end (31st March 2021), carried out by PFK Littlejohn</p> <p>The Clerk presented the Annual Governance & Accountability Return for the year ending 31st March 2021 undertaken by PFK Littlejohn. Members acknowledged the Notice of Conclusion of Audit and thanked officers for</p>	

	<p>their work on this throughout the year.</p>	
<p>7</p>	<p>Update on Brooklands Park Community Centre</p> <p>Councillor Dave Addison updated members following a recent meeting that's taken place with SGC and contractors for the new build.</p> <p>Heating & electricity still remain key elements in the Parish taking on this project as well as the possibility of installing electric car charging points.</p> <p>Notes from the meeting:</p> <ol style="list-style-type: none"> 1. SGC are pleased to report that regular meetings have now commenced with Crest. Beard building contractors have been appointed to deliver the building. A new design team has also been appointed. At present the programme they are working to has building work commencing in March 2022 and are forecasting a completion of the building in December 2022. I think it is likely that the building will not be completed until spring 2023 and have advised we would not wish to have a building handed over at Christmas/New Year's. 2. The new design team are reviewing the proposed building. At present the floor plan is as we agreed it in February 2020. The issue of the sloping roof is causing some concern. You will recall that originally the roof sloped from a high point above the cafe at the front corner of the building to the back where the hall was located. The hall having a lower ceiling height than the rest of the building will limit its use. The new architect is seeking to re-orientate the roof so the lower part is towards the front and the higher part is over the Hall. Planners will have to be consulted on this proposal and decide whether this can be deemed a minor amendment or would require a full planning re submission. 3. Crest and Beard are working on estimates for the running costs of the building and we are expecting them to be received shortly. I will pass them on to you once received and they can be worked into the business case. The proposed services for the building are yet to be received. It was agreed that Dave will be fully involved at that stage of design. All proposals will also need to be approved by South Gloucestershire council property services team and the climate emergency team. 4. The design team are keen to receive a detailed brief for the kitchen servery and cafe seating area. I have commenced a brief, which I attach, for the kitchen. In discussions with Dave this morning I suggested that I could drop in to your offices on Wednesday the 13th of October to discuss the brief with Haley your cafe manager. If that suited I can drop in at either 11:00am or 2:15pm on Wednesday please let me know if that suits I could also drop in on Monday the 18th October however I understand the cafe is closed on a Monday. I also attach for interest the kitchen layout which was installed at Lyde Green Community Centre. 	

	<p>5. Dave has agreed to prepare an IT spec for the building that designers are keen to receive. Please provide Asap</p> <p>6. Fit out I have provided the developers with the fit out list which we agreed earlier in the year. I have suggested to them that they provide details of a budget for fit out but pointing out that the list is effectively the minimum requirement for the building to open. It may be that they provide a lump sum amount for fit out and we work with them planning how best it is spent. It may be necessary to submit grant bids or some equipment and potentially funding from the developer could be used as match funding.</p> <p>7. Public artworks: I mentioned to the meeting this morning that it may be necessary for a different list of potential artists to be drawn up. This will depend on whether the exterior of the building is likely to change due to the issue regarding the roof. This will be reviewed once the design team have finalised the design proposals.</p> <p>8. Post meeting I had a discussion with Michelle Smith of Sovereign who again indicated that some funding from Sovereign may be possible to support setting up and operating the building in the very early stages.</p> <p>Next meeting with the Design & Delivery Team in due to be on Monday 25 October.</p> <p>Once the design of the building is finalised and plans afoot to start the build members would like to see a representative present at a Parish Council meeting to update the Parish.</p>	
<p>8</p>	<p>To receive updates from Parish Council Committees and to consider expenditure as required relating to budgets/ external funding</p> <p><u>Recreation & Leisure (Mike Brown)</u></p> <p>Councillor Mike Brown mentioned that all tree & hedgerow work continue to take place and is starting to take shape at areas like Little Stoke Lane where a large section of hedgerow has had dead trees removed and remaining top levels reduced.</p> <p>The BMX track continues to get great usage and has become an invaluable asset to the Parish.</p> <p>Litter on the recreational grounds continues to be a concern and staff and Cllrs litter pick and clear on a daily basis.</p> <p><u>Finance & General-purpose (Cllr Dave Addison)</u></p> <p>Councillor Dave Addison mentioned the New Road play area will be in situ March 2022. The Meade Park tower is due to be replaced on 1st November, the install will take approx. five days.</p> <p>The toilet refurb work at Little Stoke Community Hall is being programmed in for December.</p>	

	<p><u>Planning & Transportation (Cllr Andrew Shore)</u></p> <p>Councillor Andrew Shore informed members there is currently an appeal pending in the parish for the Hatchett Road access. The Cheswick Development and 23 Lutyens Close are now closed.</p>	
9	<p>To discuss and comment on current South Gloucestershire Council consultations.</p> <p>None.</p>	
10	<p>To receive updates from South Gloucestershire Council members within the parish of Stoke Gifford.</p> <p>Councillor Keith Cranney has again been made Chair of Licencing at a recent Full Council meeting.</p> <p>The Chair, Councillor Ernie Brown informed members of a Site Inspection being held on Friday 15th October 2021 10:05, for 1 Harry Stoke Road.</p> <p>Councillor Andrew Shore, Chair (Chair of Planning & Transportation Committee) will attend.</p>	
11	<p>Planning Applications.</p> <p>The Clerk has obtained an extension from the Case Officers attached to the planning applications on the parish portal so all applications can be discussed at the Planning & Transportation Committee meeting on the 26th October 2021.</p>	
12	<p>Any other business.</p> <p>Councillor Sue Bandcroft has received contact from residents regarding the 20mph speed restriction on Hatchett Road. The signs are obscured, mainly hidden by overgrown shrubbery, it isn't obvious where the 20mph restriction zone starts and ends, and no road markings are currently present.</p> <p>Councillor Andrew Shore has been in contact with Mark King (SGC) on this subject and can confirm Mark is looking into these concerns.</p>	
13	<p>Confidential items-to resolve, by the nature of the sensitivity of items to exclude the press and public (public bodies admissions to meeting).</p>	
14	<p>Date of next meeting.</p> <p>9th November 2021.</p>	

Meeting closed 20:45

Signed: _____

E Brown (Chair)

On behalf of Stoke Gifford Parish Council

Date: _____