



STOKE GIFFORD

PARISH COUNCIL

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STOKE GIFFORD PARISH COUNCIL

MINUTES OF THE FULL COUNCIL MEETING

Held on Tuesday, 12th September 2023 at 19:00
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:

Councillors D Addison, S Bandcroft, R Barber, J Brunwin, K Cranny, N Das Gupta, A Hyde, K Marsden, P Richardson and A Shore.

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

1	Welcome and apologies for absence. The Chair, Councillor Dave Addison welcomed all present to the meeting. Councillor Keith Cranney informed members of the recent passing of two ex-Councillors, Tony Davis and Alan Higgs. Thoughts and wishes to family and friends were noted. Apologies were received from Councillors Brian Mead and Mike Brown.	
2	To receive notification of any member's personal or prejudicial interest. None.	
3	Public Session [Maximum of 15 minutes, up to 3 minutes per person] Seven residents were in attendance. A local resident recently attended a drop-in session ran by Citizens Advice Bureaux. Following the session, a letter was received from CAB asking for a donation for the	Clerk contact CAB 18.09.23

	<p>service provided. As the Parish Council fund these sessions within the parish through Grant Aid the resident was reluctant to pay a contribution as it was felt the session was available and paid for by the residents through way of parish precept. Members aren't aware of this, and Clerk will contact the CAB directly to see if this is standard procedure.</p> <p>A resident raised three items that due to the length of the agenda is happy for them to be answered following the meeting.</p> <ol style="list-style-type: none"> 1- The resident attended Little Stoke Community Hall recently and was unable to get into the parish office. The Clerk was asked for the office opening times and asked if the staff holiday schedule set in place is being managed. 2- How many officers run the accounts. 3- The current schedule for looking after the grounds machinery and regular cleans etc. <p>There are many overgrown hedges requiring a cutback along Gipsy Patch Lane. This falls under the remit of South Glos Council Streetcare team.</p> <p>A local resident using the Little Stoke Park asked the Clerk why the main gate was closed in the morning from 07:00-10:00 on a recent Bank Holiday Monday. The Clerk explained this was an oversight as the office/ ground staff generally arrange for the main gate to be open and available to members of the public from 07:00 even when the Community Hall is closed. Officers were informed during the morning of the Bank Holiday and the gate was open by 10:00.</p> <p>Road markings are in desperate state of repair at the New Road & Stoke Gifford junction with the SGS/ WISE campus. Potholes in the road surface need to be repaired.</p> <p>During the college entry, exit times and function events, cars and bikes believe they have the right of way and pull out in front of the residents travelling along New Road as the there is no GIVE WAY signposts upon entering New Road from the Campus. The local resident believes consideration should be given to erect a STOP sign at this junction as it would have the three-fold effect of slowing the emerging vehicles therefore protecting the cycle path and pedestrian path users before they get to the road junction.</p> <p>A local resident has identified some spelling errors in recent minutes and asked Clerk and Chair to identify and monitor more closely.</p>	<p>Clerk arranged meeting with residents. Concerns raised answered satisfactory. DS/ JR/ AM</p> <p>Office reported on SGC report-it page.</p> <p>Office contacted Streetcare/ Transport Services.</p>
<p>4</p>	<p>To approve the minutes of the last Full Council meeting dated Tuesday 13th June 2023.</p> <p>The Full Council minutes dated Tuesday 13th June 2023 was agreed as an accurate record proposed by Councillor Tony Hyde, seconded by Councillor Keith Cranney, with a spelling correction in minute 3 being amended from "breading" to "breeding", unanimously carried.</p>	
<p>5</p>	<p>To approve the expenditure and general accounts for June July and August 2023.</p> <p>The Clerk tabled financial correspondence for June 2023 which included payments totalling £92,683.83 for the Co-operative general account, with a cash book balance of £434,146.42.</p>	

	<p>The Clerk tabled the Quarter 1 Lloyds account for April – June 2023 which included payments totalling £21 with a balance of £297,471.73.</p> <p>The Clerk tabled financial correspondence for July 2023 which included payments totalling £28,961.51 for the Co-operative general account, with a cash book balance of £418,250.93.</p> <p>The Clerk tabled financial correspondence for August 2023 which included payments totalling £34,940.51 for the Co-operative general account, with a cash book balance of £516,834.58.</p> <p>Councillor Andrew Shore raised some questions/concerns regarding various invoices for repairs to, servicing of and consumable items for the ground’s machinery, especially the new Wessex mower. Cllr Andrew Shore and the Clerk to review & discuss further.</p> <p>Council noted the expenditure and bank balance for all the above accounts. Councillor Sue Bandcroft proposed acceptance, seconded by Councillor Tony Hyde, unanimously carried.</p>	
6	<p>Update on Brooklands Community Hall.</p> <p>Councillor Neel Das Gupta asked members if the Parish Council should revisit the potential ownership & management of the Brooklands Park Community Hall. The Parish investigated the possibility of taking on the ownership of the new building during 2022 creating a business plan but pulled out on financial grounds. Now six months has passed since this decision, Councillor Das Gupta believes the Parish could revisit the plans, re-negotiate the deal with SGC, source funding opportunities and see if the Parish could take on the management of the building risk free.</p> <p>Local resident and ex Chair Ernie Brown explained there is lots of history behind this project and following a site visit to a sister project, where a Community Hall was built in Lyde Green, the realisation was the building was not affordable once the Parish took in the costs of utilities, site security, room set ups, cleaning, caretaking, bookings and general administration behind the operation. The project would have cost the Parish Council much more than it can afford.</p> <p>A Local resident from Harry Stoke, informed members the area currently has no school, no nursery, no play or recreational areas, no stores and the roads are in a poor state.</p> <p>Councillor Neel Das Gupta will link with SGC operatives and investigate the possible contingency funds available for the Brooklands Park project.</p> <p>Following discussion, Councillor Neel Das Gupta proposed the Parish Council start to look at the business plan and reopen the Brooklands Park Community Hall project for further discussions, and for the Clerk to add a regular update on the Full Council agenda going forward. A small working group will form to include Councillors Keiron Marsden, Neel Das Gupta, Andrew Shore and Dave Addison, seconded by Councillor Penny Richardson, a vote was taken, 9 for, 1 abstention proposal carried.</p>	Clerk to add to October Full Council agenda.
7	<p>Update on Youth Provision from April 2024.</p> <p>Councillors and Officers have held virtual meetings with all key stakeholders regarding</p>	

the new youth provision agreement between SGC and interested local youth providers.

For the Parish to continue to provide the same youth provision as the current agreement (supplied by CYN), plus an additional weekly outreach session the contribution requested is £9k for the 2024/25 youth budget. CYN have confirmed they hope to raise funds from other grant applications including the Lottery and would need to agree the contribution from Stoke Gifford Parish Council on an annual basis, however it would improve their chances of gaining funding from other sources if the Parish agreed the funding for longer than 2024/25.

Members feel a one-year agreement would be more beneficial so a closer rapport can be had ensuring best value for money.

Members would like to negotiate with the youth provider to see if we can provide a lower fee than £9k. The current youth budget for 2023/24 is £3k.

Councillor Keith Cranney confirmed Bradley Stoke Town Council are looking to receive approx. £14k from SGC to contribute towards their youth provision, although they manage their provision in-house and have a substantially larger youth budget.

Members felt the management overheads are top heavy and Councillor Richard Barber suggested a potential cancellation of sessions during certain holiday periods.

Councillor Andrew Shore has contacted several local Parish Councils with an aim to find out what youth provision there is from neighbouring parishes, how its provided and what their financial contributions are.

Summary Findings:

- Nineteen Parish or Town Councils in South Glos were canvassed (including 3 Town Councils) – about half of the Parish/Town Councils
- Of which 12 (63%) replied (including 1 Town Council – Emersons Green)
- Of the 12 replies:
 - 5 don't make any specific youth provision.
 - 4 make some direct youth provision (through various means, some using external provider).
 - 2 contribute via another Parish Council (Wickwar & Westerleigh to Frampton Cottrell).

Other observations:

- Contributions vary between £3,000 (Wickwar PC) and £27,500 (Emersons Green TC)
- External providers seem preferred (especially CYN) but some councils have other set-ups
 - e.g. Charfield using Charfield Youth Project CIO, Wickwar via a local Youth Centre
- One Council has recently ceased provision (Hanham PC) due to costs

	<ul style="list-style-type: none"> • One Council is looking into commencing provision (Dodington PC), as part of the SGC tender process, can share more info after 18th September. • One Council asks for a small £1 parental contribution (Bitton PC) • Not much information provided on ages covered by other councils, but between 11 & 18 seems to be the most common ages. • Those councils that shared numbers, seem to have more youths attending each week (in the Scout Hut) than we do in Stoke Gifford (e.g. Bitton 20-25, Charfield circa 40) • Some councils (who don't provide explicit Youth Funding) see the provision of playing fields, play areas, skate parks etc. as part of Youth Provision. • One of our neighbouring & local Parish Councils (Stoke Lodge & The Common) currently make no specific Youth Provision but have indicated they may be interested in collaborating with Stoke Gifford Parish Council. <p>The Clerk confirmed there is a total of £3k within current 2023/24 Youth Provision budget, and an additional £6k would need to be added to increase to cover the short-fall of £9k for 2024/25. The £9k includes the cost of the venue and would also mean the SGPC caretaker would no longer require servicing the site on a weekly basis (as per the current agreement).</p> <p>Local resident Ernie Brown would like to see that SGC continue to contribute funding for the provision of youth in the parish of Stoke Gifford.</p> <p>Councillor Sue Bandcroft confirmed that CYN agreed to a one-year agreement should the Parish wish to not commit to the five-year agreement like the CYN/FACE/ SGC agreement. The Parish could monitor closely the provision during the first twelve months to ensure best value is provided to the parishioners and Parish Council.</p> <p>Following discussion Councillor Jan Brunwin proposed SGPC agree to add an additional £6k to the 2024/25 budget, taken from EMR totalling £9k to ensure a youth provision continues within the parish, and Office to confirm to CYN that SGPC will engage in Youth Provision on a 12-month agreement from April 2024 onwards, and to receive periodic Youth reports into the Office. If Council can negotiate the costs before the deadline, then the figure could be less but the £9k is maximum for the agreed budget, seconded by Councillor Penny Richardson, a vote – taken, 7 in favour, 3 abstentions, proposal carried.</p>	<p>Clerk to contact parish directly.</p>
<p>8</p>	<p>Meade Park play equipment – update on replacing the tower & slide.</p> <p>Following the fire at Meade Park on 17th June which destroyed the timber tower play structure, a public consultation was held from 8th July to 8th September.</p> <p>As a result from the Public Consultation the two most popular options were:</p> <ul style="list-style-type: none"> a) Replacement timber structure (like for like) b) Install steps for large slide and zip wire unit. <p>28.36% voted for option a), and 55.22% voted for option b).</p> <p>Parish Clerk tabled three quotations for both the above options.</p>	

	<p>Following discussion, members acknowledged the zip wire option was also popular on the last public consultation held in 2021 and were keen for this addition to be installed at Meade Park.</p> <p>Councillor Neel Das Gupta proposed to go with the majority on the public consultation which is to install steps for the SGPC slide and additional zip wire unit, but for the Clerk to obtain three or more further quotations on a steel zip wire unit and safety surface to protect the grass, seconded by Councillor Andrew Shore. A vote was taken, 7 for, 3 abstentions, proposal carried.</p> <p>Councillors wanted to re-use the existing slide, the Clerk explained Pentagon Play were the only bona fide play company who were willing to do this. This was covered in the report tabled at the meeting and the Clerk will look at additional quotes for the steps too.</p>	<p>Clerk to obtain additional quotations for zip wire unit for October Full Council</p>
9	<p>Possible options for installation of CCTV cameras at Meade Park.</p> <p>Following the fire damage to the timber tower at Meade Park Councillors asked the Clerk to investigate the options of installing CCTV within Meade Park. The Clerk tabled at the meeting two options:</p> <ol style="list-style-type: none"> 1. Advanced Security Systems at a total cost of £2,919.80 2. ASD Lighting Smartwatch at a total cost of £5,993.68 <p>Following discussion Councillor Neel Das Gupta proposed option 1 supplied by Advanced Security Systems who currently supply the security system at Little Stoke Community Hall to include the higher definition cameras Pro Series 8, seconded by Councillor Tony Hyde. A vote was taken, 6 in favour, 1 against and 3 abstentions, proposal carried.</p> <p>Parish Clerk to pay £2,919.80 via CIL funding allocation.</p>	<p>Clerk/CS to use CIL funding</p>
10	<p>Information on extending Meade Park car parking bays.</p> <p>At the Finance & General-Purpose meeting in July, Councillor Neel Das Gupta proposed to move ‘increasing car parking at Meade Park’ from Year 2 to Year 1 (2023/24) in the 5-year plan.</p> <p>The Clerk has met with three local contractors to obtain the most practical and cost-effective way to offer additional car parking bays at Meade Park, without compromising the pathway, exit/ingress to the recreational space via Hatchet Road.</p> <p>The Clerk has previously informed members that CIL funding could be allocated to this project. The Council have £30,605 to spend within this current financial year 2023/24. Following discussion Councillor Andrew Shore believes this will be a very welcome improvement to the popular recreational space and proposed, in the absence of any other deciding factors, the contractor to be decided at officers’ discretion. Hence the most cost-effective tender received from TTL Ground Services at a cost of £19,951.97 carry out the works, and the costs to be taken from the CIL funding, seconded by Councillor Sue Bandcroft. A vote was taken, 9 for, 1 abstention, proposal carried.</p>	<p>Clerk/ CS to use CIL funding.</p>
11	<p>Request to hold a Brabazon 10k event and use Little Stoke Park as a start/ finish</p>	

	<p>point.</p> <p>At the July Recreation & Leisure meeting, two members of the Events Team gave a presentation to the Committee to request holding a half marathon and 10k event starting and finishing at Little Stoke Park on 7th April 2024.</p> <p>Members had concerns with the volume and capacity of this event. The site will be full to capacity with scheduled football fixtures and Community Hall bookings, and it was felt the event would not work from a logistical point of view.</p> <p>Councillor Richard Barber proposed to refuse this event on these grounds, seconded by Councillor Neel Das Gupta, proposal carried.</p>	<p>Clerk informed Event team 13.09.23</p>
12	<p>Foodies Festival dates 2024.</p> <p>Parish Clerk has been in contact with the Foodies Event Management Team who have proposed the dates for 2024, covering the weekend of 17-19th May.</p> <p>Following discussion Councillor Andrew Shore proposed acceptance in principle, subject to the office reviewing costs, parking arrangements and ground repair works to be included in the event agreement between Parish Council and Foodies Events Team, before being brought back to Council for ratification, seconded by Councillor Richard Barber, carried unanimously.</p>	
13	<p>To receive updates from Parish Council Committees and to consider expenditure as required relating to budgets/external funding.</p> <p>None</p>	
14	<p>To discuss and comment on current South Gloucestershire Council Consultations.</p> <p>None</p>	
15	<p>To receive updates from South Gloucestershire Council Members within the parish of Stoke Gifford.</p> <p>Councillor Neel Das Gupta informed members that from 11th September for a 4-week period, the SGC Environmental Enforcement and Street Cleansing teams will be carrying out an operation targeting fly tipped household waste in Stoke Gifford, Little Stoke and Stoke Park.</p>	
16	<p>To receive Planning applications from South Gloucestershire Council.</p> <p>None</p>	
17	<p>Approve bad debt sign off.</p> <p>Parish Clerk informed members that in line with the Bad Debt Policy, Officers have sent letters 1, 2 and 3 to include a final demand to a bad debt hirer for a sum of £90.00.</p> <p>Following several months of paper trail and officer time, the officers recommendation is for Council to write off the bad debt with the hirer no longer able to hire the Little Stoke facilities in the future, proposed by Councillor Richard Barber, seconded by Councillor Penny Richardson, proposal carried.</p>	

18	Any other business relevant to this committee. Councillor Andrew Shore had noticed that many taxi vehicles are parking on the right-hand side of North Road, presumably waiting for business from Parkway train station. Many residents have recently commented on this, and Councillor Keith Cranney will address at this week's Taxi Liaison Meeting.	
19	CONFIDENTIAL ITEMS. To resolve, by the nature of the sensitivity of items to exclude the press and public [Public Bodies Admissions to Meeting].	
20	Date of next meeting: Tuesday 10 th October 2023, 19:00 at Little Stoke Community Hall.	

Meeting closed 21:55

Signed: _____

Date: _____

D Addison (Chair)

On behalf of Stoke Gifford Parish Council