



# STOKE GIFFORD

PARISH COUNCIL

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## STOKE GIFFORD PARISH COUNCIL

### MINUTES OF THE FULL COUNCIL MEETING

Held on Tuesday, 10<sup>th</sup> October 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 S Bandcroft, R Barber, M Brown, J Brunwin, K Cranney, N Das Gupta, A Hyde, K Marsden, P Richardson and A Shore.

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

1	<p><b>Welcome and apologies for absence.</b></p> <p>Due to the absence of the Chair Councillor Dave Addison, Deputy Chair Councillor Sue Bandcroft was agreed by members to Chair the meeting, approved by Councillor Tony Hyde, seconded by Councillor K Cranney.</p> <p>Councillor Sue Bandcroft then welcomed all present to the meeting.</p> <p>Apologies were received from Councillors Dave Addison and Brian Mead.</p>	
2	<p><b>To receive notification of any member's personal or prejudicial interest.</b></p> <p>None.</p>	
3	<p><b>Public Session [Maximum of 15 minutes, up to 3 minutes per person]</b></p> <p>Four residents were in attendance.</p> <p>A local resident noticed SGPC staff removing a dead tree along LS playing fields and wondered if South Glos Council would replace the trees as part of their recent Tree Planting</p>	

	<p>Scheme. Parish Clerk has been in contact with the SGC Tree Officer and can confirm trees will be replaced, with additional trees added to the site as part of the scheme.</p> <p>A local resident is interested to know the average number of attendees for the current Youth Service provided for residents of Stoke Gifford. A recent Youth Provision report suggested an average attendance of 24 per session but on recent visits residents and Councillors noticed a far lower number of attendees.</p> <p>The local resident also requested a detailed number count for the Citizens Advice service being provided for parishioners online and face to face at the Community Hall. The Parish Council fund this service via Grant Aid.</p> <p>The Clerk will contact CAB and request a detailed report for the next meeting.</p>	<p>Clerk contacted Youth Provider for an updated report.</p> <p>Clerk contacted CAB for an updated report.</p>
4	<p><b>To approve the minutes of the last Full Council meeting dated Tuesday 12<sup>th</sup> September 2023.</b></p> <p>The Full Council minutes dated Tuesday 12<sup>th</sup> September 2023 was agreed as an accurate record proposed by Councillor Richard Barber, seconded by Councillor Jan Brunwin, unanimously carried.</p>	
5	<p><b>To approve the expenditure and general accounts for September 2023, to include Lloyds account Quarter 2.</b></p> <p>The Clerk tabled financial correspondence for September 2023 which included payments totalling £36,796.99 for the Co-operative general account, with a cash book balance of £527,115.36.</p> <p>The Clerk tabled the Quarter 2 Lloyds account for July – September 2023 which included payments totalling £21 with a balance of £297,450.73.</p> <p>A discussion was held, Council noted the expenditure and bank balance for September 2023 including the Lloyds account Quarter 2. Councillor Richard Barber proposed acceptance, seconded by Councillor Keiron Marsden, unanimously carried.</p> <p>- <b>Investment of General Reserves into a savings account.</b></p> <p>The Clerk tabled a report looking into investing money from the Lloyds savings account where we can make interest on money the Council do not plan on spending.</p> <p>Officers have been in contact with Lloyds Business Account Manager and we have the following options:</p> <p>Current Lloyds balance 30/09/2023</p> <p>3 months – 2%          6 months – 3.5%          9 months – 3.55%          12 months – 3.6%</p> <p>Fixed maturity date 27<sup>th</sup> March 2024 – 3.5% fixed</p> <p>Fixed maturity date 18<sup>th</sup> September 2024 – 3.6% fixed</p>	

3 months £180,000 @ 2% = £3,600pa

6 months £180,000 @ 3.5% = £6,300pa

12 months £180,000 @ 3.6% = £6,480pa

Officer recommendation would be to invest £180,000 over a 12-month period @ 3.6%, gaining £6,480.000 interest.

The Clerk also presented members with information on rates from various other Business Savings Accounts.

**Account Name**

Aldermore Easy Access 3.40%

HSBC Business Money Manager 1.50%

Virgin 24-Month Business Term 4.10%

United Trust Bank 120-Day Notice 4.10%

Monzo Instant Access Savings Pot 1.50%

Barclays Business Savings Account 1.56%

Lloyds Bank Business Savings Accounts 3.20%

NatWest Business Savings Account 2.10%

The Clerk produced an Investment Strategy for members to look through and amend as required. This can then be formally approved and added to the rest of Parish Council Policies and Procedures to be ratified annually in May.

**Stoke Gifford Parish Council**

**DRAFT Investment Strategy Policy 2023/24**

**INVESTMENT OBJECTIVES**

In accordance with Section 15(1) of the 2003 Act, the Council will have regard to such guidance as the Secretary of State may issue and to such other guidance as the Secretary of State may by regulations specify.

	<p>The Council’s investment priorities are the security of reserves and the liquidity of its investments.</p> <p>The Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.</p> <p>All investments will be made in sterling.</p> <p>The Department for Communities and Local Government maintains that borrowing of monies purely to invest, or to lend and make a return, is unlawful and this Council will not engage in such activity.</p> <p><b><u>Councils Strategy</u></b></p> <p>Applying a prudent approach to Council’s investments, maintaining sufficient levels of security and liquidity, Stoke Gifford Parish Council will use the following types of investment:</p> <ul style="list-style-type: none"> <li>• Banks, Building Societies, local authorities and other public authorities.</li> </ul> <p>Council’s potential investment within this sector is:</p> <ul style="list-style-type: none"> <li>• Lloyds Bank 12-month agreement – Fixed Term Deposit @ 3.6%</li> <li>• Interest rates stated above are available as at 22/09/2023 and expire on 02/11/2023 but may be subject to change.</li> <li>• Interest is calculated by reference to the Interest Rate which is fixed for the term until the Maturity Date using the Day Basis.</li> <li>• Interest is paid at the end of the agreed term.</li> <li>• To be reviewed by Parish Council annually.</li> </ul> <p>Members were keen to see money invested and wanted clarity on the risks of the agreements on offer if invested over a period of time.</p> <p>Following discussion Councillor Keiron Marsden proposed to discuss this in more detail at the November Full Council, looking into the risks on return rates and bank account options, seconded by Councillor Neel Das Gupta, proposal carried.</p>	<p>Clerk/ Councillors to investigate.</p>
6	<p><b>Update on Brooklands Community Hall.</b></p> <p>Councillor Neel Das Gupta informed members there is no current update and asked the Clerk to form a small working group between Councillors so they can meet ad hoc to look into the possibilities for the running of the Brooklands Community Hall.</p>	<p>NDG/ DA liaise with SGC and Clerk to form working group.</p>

<p>7</p>	<p><b>Update on Youth Provision from April 2024.</b></p> <p>Following many virtual meetings between Councillors and the Youth Provider, and discussions held at Council meetings, Councillor Sue Bandcroft expressed the urgent need for members to ratify the shortfall of £9k to provide a youth service in the Parish of Stoke Gifford from April 2024 for a period of one year. The service provider will offer two sessions of youth work per week with lottery funding and other external funding to be added to the Council’s contribution. It costs approx. £14-£16k per annum for an evening session of youth work so the Parish Council are getting a good deal. Many other Town and Parishes are contributing to the Youth Provision application in order to enhance the offer from South Glos.</p> <p>Councillor Sue Bandcroft and Clerk attended the last virtual meeting with the Youth Leaders and can confirm the agreement included the following:</p> <ul style="list-style-type: none"> <li>- 12-month agreement</li> <li>- Regular updates from Youth Leader to the Recreation &amp; Leisure meetings</li> <li>- Youth Leader to liaise closely with Parish Office and Councillors.</li> </ul> <p>Following discussion, Councillor Penny Richardson proposed acceptance of the £9k shortfall to be paid for Youth Provision with the above agreed in principle ensuring members are updated throughout the year in the hope numbers are increased, seconded by Councillor Tony Hyde, a vote was taken, 9 for, 1 abstention, proposal carried.</p>	<p>Clerk informed CYN/ FACE/ SGC of decision.</p>
<p>8</p>	<p><b>Meade Park play equipment – information on an aerial runway and access to SGPC slide.</b></p> <p>Councillor Keith Cranney informed members that the Parish has listened to its local residents and following Public Consultation have agreed to reintroduce the popular slide and also add an aerial runway (zip wire) to Meade Park.</p> <p>The Clerk mentioned park users may be a little underwhelmed as the tower play equipment that was burned to the ground in June 2023 was extremely popular and used by many, however following the Public Consultation, and looking into the options available recycling the large slide and introducing a zip wire to the play area will add great play value to the site.</p> <p>Councillor Andrew Shore mentioned the cost of the replacement equipment will be covered by the Council’s Insurance policy.</p> <p><i>Brief: Quotes to supply Aerial Runway (Zip Wire) on grass area at Meade Park.</i></p> <p><b>1- <u>Playdale.</u></b></p> <p>They will only install a 35-metre runway, metal construction manufactured by the company themselves. Rubber matting to protect ground and all welfare included.</p> <p>= £22,139+VAT</p>	

**2- Pentagon Play.**

This company will only install a timber product. 25 metres. They have included a safer grass rubber tile and all welfare also included.

= £21,215+VAT

**3- Wicksteed**

A metal construction with rubber safety grass tiles to protect the ground. 25 metres. All welfare included in the cost.

= £13,291+VAT

**4- Online Playgrounds.**

A metal construction with rubber safety matting to protect the ground. 25 metres. All welfare included.

= £17,549+VAT

*Brief: Quotes to build and install steps/ platform to use SGPC slide at Meade Park, to install safety surface where necessary to protect ground.*

**1- Pentagon Play.**

High pressure treated play grade timber, enclosed stairs, and platform for protection against falling. Installation of rubber matting where necessary, all site welfare included.

= £9,495+VAT



All other specialist Play Companies contacted will only provide equipment manufactured by themselves and will not provide a tailor-made product to attach to the SGPC slide.

	<p>Councillors have agreed to the re-using of the current SGPC owned slide.</p> <p>Companies contacted:</p> <p>Wicksteed.</p> <p>Playdale.</p> <p>Live Play Educate.</p> <p>Fun &amp; Active.</p> <p>Kompan.</p> <p>This project will be covered by Stoke Gifford Parish Council’s Insurance Company.</p> <p>Officer recommendation:</p> <p><b>Aerial Runway.</b></p> <p>All four companies are extremely competent and thoroughly professional, and if chosen to carry out the works at Meade Park Council would get an effective and efficient replacement to the damaged tower.</p> <p><b>Playdale</b> are not the cheapest quote but would offer the best value for money and more importantly give the end users maximum enjoyment going forward.</p> <p>The Playdale runway is also 35 metres as they do not supply anything smaller. The Playdale representative has invested the most into this replacement hence the most in-depth quotation.</p> <p><b>Build steps/ platform to create a slide play, with safety surface where necessary.</b></p> <p>Due to company insurance all companies listed above will not build a product onto the existing play slide or any other company product.</p> <p>Officer recommendation is to approve <b>Pentagon Play</b> to design/ build and install enclosed stairs and platform to create a slide play, with safety matting where necessary.</p> <p>Aerial runway by Playdale - £22,139+VAT.</p> <p>Steps by Pentagon Play - £9,495+VAT.</p> <p>Total cost - <b>£31,634+VAT.</b></p> <p>Following discussion, Councillor Andrew Shore proposed to go with Officer recommendation, Playdale for the Aerial runway and Pentagon Play for the steps to the SGPC ladder, at a cost of £31,634 to be covered by Insurance, seconded by Councillor Neel Das Gupta, unanimously carried.</p>	<p>Clerk to contact approved contractors and Insurance Company.</p>
9	<p><b>Applications for Dispensations by Councillors to discuss Council Precept 2023-2027.</b></p> <p>Applications have been received from eleven Parish Councillors to allow them to take part in discussions and voting relating to 2023/24 Budget and 2024/25/26/27 Budget/</p>	

	<p>Precept setting process. The Dispensation will run from 9<sup>th</sup> May 2023 until 9<sup>th</sup> May 2027.</p> <p>Forms received from the following Councillors:</p> <p>Dave Addison, Sue Bandcroft, Richard Barber, Mike Brown, Janet Brunwin, Keith Cranney, Neel Das Gupta, Tony Hyde, Keiron Marsden, Penny Richardson &amp; Andrew Shore.</p>	
10	<p><b>To receive updates from Parish Council Committees and to consider expenditure as required relating to budgets/external funding.</b></p> <p>None.</p>	
11	<p><b>To discuss and comment on current South Gloucestershire Council Consultations.</b></p> <p>Councillor Keith Cranney reminded members of the Waste Less, Recycle more consultation open from 6<sup>th</sup> October 2023 to 7<sup>th</sup> January 2024.</p> <p>SGC proposing some changes to the recycling and waste collection services. The purpose of these changes is to:</p> <ul style="list-style-type: none"> <li>- Make it easier for people to recycle more.</li> <li>- Reduce the carbon footprint of waste in South Gloucestershire.</li> <li>- Reduce our costs, so that our funding covers the cost of delivering the service.</li> </ul>	<p>Clerk published on Parish website.</p>
12	<p><b>To receive updates from South Gloucestershire Council Members within the parish of Stoke Gifford.</b></p> <p>None.</p>	
13	<p><b>To receive Planning applications from South Gloucestershire Council.</b></p> <p>None.</p>	
14	<p><b>To receive the External Auditor Report and Certificate.</b></p> <p>Parish Clerk tabled the Annual Governance Statement for 2022/23 to include Section 1, Section 2 Accounting Statements and Section 3 External Auditors Report and Certificate.</p> <p>Councillor Sue Bandcroft thanked Office staff for carrying out due process and all the efforts on achieving the successful audit.</p>	
15	<p><b>Any other business relevant to this committee.</b></p> <p>Councillors Keiron Marsden and Andrew Shore recently attended a Police &amp; Crime Commissioner meeting.</p> <p>Councillor Keiron Marsden attended the launch event for the International Communities Employment Programme (ICEP).</p> <p>ICEP is a unique programme delivered by South Gloucestershire Council and aims to help unemployed people from resettled communities into employment through mentoring,</p>	



	<p>upskilling ESOL, employability courses and workshops.</p> <p>Councillor Andrew Shore asked members if they felt it would benefit for Councillors to start thinking about the budget setting for 2024 and meet in November as a collective before formally ratifying the budget at the December Finance &amp; General-Purpose committee. The Parish Clerk will invite all Councillors to the Budget Planning annual meeting that's held annually in November between Chair of Council, Deputy Chair, Chair of Finance &amp; General Purpose and Officers.</p> <p>Councillor Neel Das Gupta was asked by a local resident if any response has yet been received from a meeting held earlier in the year between Councillors and MP Jack Lopresti. Councillor Das Gupta will share the response with the Clerk and present at the next Council meeting.</p> <p>Councillors and local residents shared discontent with the service being provided by South Gloucestershire Council, in terms of poor level grass cuts, hedge cutting, weeds, potholes, lack of any drain clearance, public highways not being tarmacked, and responses and updates not being given when reporting issues and concerns around the Parish.</p>	<p>Clerk will invite all members to pre-Finance meeting in November.</p> <p>NDG share response.</p>
16	<p><b>CONFIDENTIAL ITEMS.</b> To resolve, by the nature of the sensitivity of items to exclude the press and public [Public Bodies Admissions to Meeting].</p>	
20	<p><b>Date of next meeting:</b> Tuesday 14<sup>th</sup> November 2023, 19:00 at Little Stoke Community Hall.</p>	

Meeting closed 21:10

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

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

D Addison (Chair)

On behalf of Stoke Gifford Parish Council