



# 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> November 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, 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] five local residents plus two Stoke Gifford PCSOs.

1	<b>Welcome and apologies for absence.</b>  The Chair, Councillor Dave Addison welcomed all present to the meeting.  Apologies were received from Councillors Richard Barber & Brian Mead.	
2	<b>To receive notification of any member's personal or prejudicial interest.</b>  Councillor Tony Hyde declared an interest in agenda item 7 as he is the Chair of Stoke Park & Cheswick Parish Council.	
3	<b>Public Session [Maximum of 15 minutes, up to 3 minutes per person]</b>  Five residents were in attendance.  A local resident highlighted a consultation being run by South Glos Council on Concorde Way – Cycleway/ Pedestrian Improvements. There is funding available to develop outline plans to improve Concorde Way Cycleway/Pedestrian along New Road Stoke Gifford. The scheme aims to improve the Mile Straight Sports & Social Club junction, the City of Bristol College AEC junction and the New Road crossing adjacent to bus lane link to Brierley Fur-	

	<p>long junction and make these junctions design LTN 1/20 compliant and give priority to cyclists and pedestrians.</p> <p>The concern is that residents are not aware that Concorde Way runs along New Road. The resident completed a door knocking exercise and from 47 people 14 acknowledged the document received. Residents believe one dangerous junction is missed from the consultation.</p> <p>Scooters and cyclists continue to speed through the bus gate and there is currently no priority to pedestrians at the train tunnel.</p> <p>Constructing a raised table at the junction will increase the speed of cyclists and electric scooters and will not affect the speed of traffic in either direction.</p> <p>The Chair, Councillor Dave Addison advised the resident to contact South Glos Council on <a href="https://beta.southglos.gov.uk/traffic-regulation-orders/">https://beta.southglos.gov.uk/traffic-regulation-orders/</a> informing SGC of the concerns on top of completing the consultation.</p> <p>A resident asked the Clerk if any of the office staff can use the Council's Finance system to input and submit reports in the absence of the Finance Officer. The Clerk confirmed that although the Finance Officer is the primary user on the system office staff can access and operate the system.</p>	
<p>4</p>	<p><b>To approve the minutes of the last Full Council meeting dated Tuesday 10<sup>th</sup> October 2023.</b></p> <p>Councillor Andrew Shore would like to see the word 'potential' added to item 5 "Council's <u>potential</u> investment within this sector is".</p> <p>The Full Council minutes dated Tuesday 10<sup>th</sup> October 2023 was agreed as an accurate record with the above change, proposed by Councillor Sue Bandcroft, seconded by Councillor Keiron Marsden, unanimously carried.</p>	
<p>5</p>	<p><b>To approve the expenditure and general accounts for October 2023.</b></p> <p>The Clerk tabled financial correspondence for October 2023 which included payments totalling £81,739.23 for the Co-operative general account, with a cash book balance of £457,537.97.</p> <p>The monthly expenditure includes Meade Park car park extension £19,952 + Election fee £9,868 + Playground zip wire deposit £11,070.</p> <p>Council noted the expenditure and bank balance for October, proposed by Councillor Tony Hyde, seconded by Councillor Sue Bandcroft, unanimously carried.</p> <p>- <b>Grant Aid application from Great Western Air Ambulance Charity</b></p> <p>A Grant Aid Application was received requesting £2,000 which is an average cost for just one of their lifesaving missions, covering all associated detail including helicopter, Critical Care Car, Critical Care Doctor, Specialist Paramedics in Critical Care, Pilot, kit, the hangar, the blood carried on board cars and helicopter, the drugs and specialist equipment that enables the crew to work on roadside.</p>	<p>Clerk to add to Jan 2024 agenda.</p>

	<p>Members acknowledged the worthwhile and first-class service provided.</p> <p>Parish Clerk highlighted current spends in the Grant Aid applications for 2023/24 stands at £15,968 so approving this application would all but complete the years budget spends (£18k).</p> <p>Following discussion, Councillor Keiron Marsden proposed to defer the application to January Full Council as any further applications received over the festive period could then be discussed as a collective going into financial quarter 4, seconded by Councillor Neel Das Gupta, proposal carried.</p>	
6	<p><b>Investment of some General Reserves into a savings account.</b></p> <p>Officers have been in contact with the Lloyds Business Account Manager, and we have the following options for Business banking on a fixed term deposit:</p> <p>3 months – 2%          6 months – 3.5%          9 months – 3.55%          12 months – 3.6%</p> <p>Fixed maturity date 15<sup>th</sup> May 2024 – 3.5% fixed</p> <p><b>Fixed maturity date 14<sup>th</sup> February 2025 – 5.08% fixed = £8,128</b></p> <p>3 months £160,000 @ 2% = £3,200pa          6 months £160,000 @ 3.5% = £5,600pa          12 months £160,000 @ 3.6% = £5,760pa</p> <p>Officer recommendation would be to invest £160,000 on a fixed maturity date @ 5.08%, gaining £8,128 interest at the end of the term.</p> <p>The Clerk confirmed that in the same way as an individual, the Council would be limited to the £85k guarantee should the financial institution crash. The Clerk confirmed that any money fixed to an account will not be available during the agreed term.</p> <p>Councillor Neel Das Gupta believes this is a good idea but to protect the public money proposes to invest £80k into the fixed maturity account @ 5.08% until 14<sup>th</sup> February 2025, seconded by Councillor Tony Hyde, unanimously carried.</p> <p>Councillor Neel Das Gupta asked the Clerk to source alternative fixed account rates at different Banking groups and bring to Finance &amp; General Purposes Committee meeting in December. Potentially looking into spreading the investment of Council reserves more widely.</p>	<p>Clerk to set up with Lloyd's bank.</p> <p>Banking (fixed rate) options to Finance &amp; GP in December.</p>

The Clerk presented a report by Finance Officer Cath Slade, with recommendations to alter some of the earmarked reserves.

**Represented by 31/10/2023 month end reports.**

Current Year Fund £154,241

General Reserves £309, 899

EMR Building & Maintenance Reserve £39, 319

EMR Cheswick Fund to support boundary precept loss £80,000

EMR Brooklands £20,000

EMR Contingency 25-50% Precept £160,000

**Total - £763,459**

**Proposal 14/11/23**

Current Year Fund £154,241

General Reserves £199,218

EMR Building & Maintenance Reserves £60,000

EMR Cheswick Fund to support boundary precept loss £80,000

EMR Brooklands £60,000

EMR Contingency 25-50% Precept £160,000

EMR Machinery/Vehicle £50,000

**Total - £763.459**

Summary, a transfer of £130,681 (£40k + £50k + £40,681) from General Reserves into allocated EMR reserves.

Councillor Mike Brown suggested the Building & Maintenance reserves should be higher than £60,000. Councillor Andrew Shore felt that it was prudent to earmark appropriate funds for potential 'rainy day' scenarios, but that there is no current requirement to spend these funds on the buildings or machinery/vehicles. Following discussion, Councillor Andrew Shore proposed to proceed with the officer recommendations but raise the current EMR to £80,000 in the Building & Maintenance reserves as opposed to the proposed £60,000, the reserves (especially Building & Maintenance and Machinery/Vehicles) to be earmarked for potential future works or any urgently necessary works to council's assets, and not to be used unless approval sought in advance by Council, seconded by Councillor Sue Bandcroft, unanimously carried.

<p>7</p>	<p><b>Request received from Stoke Park &amp; Cheswick Parish for SGPC to return a proportion of money precepted to residents of Stoke Park &amp; Cheswick.</b></p> <p>The newly formed Stoke Park &amp; Cheswick Parish Council has made contact to ask the office to ask for a proportion of the precept generated from Cheswick &amp; Stoke Park residents in order for them to get up and running. The asset transfer in May 2023 included three Community Notice Boards. SGPC Members and Officers contacted South Glos Council on several occasions at the start of the calendar year (2023) regarding any financial implications of the boundary change.</p> <p>At no point did South Glos Council request for any funds to be exchanged between the two Parishes prior to and at the time of the boundary change.</p> <p>Councillor Tony Hyde, who is also the Chair of Stoke Park &amp; Cheswick Parish Council informed members that South Glos Council has contacted the newly formed Parish and identified some community space on the grounds of Wallscourt Farm, it is believed that South Glos Council is looking for the new Parish to take over the running of the outdoor area and a possible Community Hall could be built, along with space for a sports facility and allotments.</p> <p><i>The Parish Clerk then asked Councillor Tony Hyde to leave the room for the remainder of the discussion, due to the conflict in interest being on both Parish Councils.</i></p> <p>Members agreed a new community area would very much benefit the Parish and provide a real community hub.</p> <p>The Chair, Councillor Dave Addison confirmed the community area was never under the management of Stoke Gifford Parish Council and following a discussion with Greg Evans (SGC Officer) this has been confirmed.</p> <p>Councillor Keith Cranney mentioned this was a South Glos Council decision to consult and change the parish boundary and believes it is down to SGC to inform SGPC of the changes and any ramifications.</p> <p>Following discussion the Chair, Councillor Dave Addison agreed to hold a meeting with representatives from Stoke Park &amp; Cheswick. To include the Chair, Deputy and the Clerk.</p>	<p>Clerk to arrange meeting.</p>
<p>8</p>	<p><b>Update on Brooklands Community Hall.</b></p> <p>Councillor Neel Das Gupta has been in contact with many residents who would like to see the community hall built and managed as soon as possible creating a community hub in the area.</p> <p>In 2021, due to the uncertainty of the funding received from South Glos Council, the number of homes built and occupancies within the development on the original due opening date, the Parish pulled out of the project on financial grounds.</p> <p>A working group of Councillors has been liaising with SGC on the Business Case created by members in 2020/21, when the Parish was looking into the running of the site and have identified many areas that need updating in order for this to be revisited.</p> <ul style="list-style-type: none"> <li>- The benefits of PV Solar panels and heat pump</li> <li>- The support and agreement from SGC on the running of the project</li> </ul>	

<ul style="list-style-type: none"> <li>- The figures produced within the Business Plan including rates for the caretaking, cleaning, security &amp; Bookings Co-Ordinator</li> <li>- Income proposed generated for Hall</li> </ul> <p>It was mentioned the area earmarked for a School (and grounds) may no longer be in the plans of the Developer. This would create some much needed ‘community space’ the Parish Council could explore as an extension to the running and management of the Community Hall. This could be used to include additional parking, storage, sports fields and green space.</p> <p>Councillor Mike Brown shared some concerns on the Parish taking over the management of Brooklands Community Hall on the same financial grounds as 2021 and feels the project would still be too high an outlay.</p> <p>Councillor Mike Brown also feels that if members revisit the project the footprint of the proposed building it should be extended, and to include storage, and extended car park and a MUGA sports facility.</p> <p>Following discussion, Councillor Keiron Marsden proposed that due to the public interest and the need for the Parish to have a facility towards the southern end of the Parish, a sub committee liaise with key stakeholders (SGC Crest &amp; Sovereign) and reopen negotiations on Stoke Gifford Parish Council taking on the management and Business Case for the Brooklands Community Hall, seconded by Councillor Penny Richardson, unanimously carried.</p> <ul style="list-style-type: none"> <li>- Brooklands Park development</li> </ul> <p><i>Two local PCSOs were present.</i></p> <p>Councillors have received complaints from residents living in the new Brooklands Park development who have the following concerns: fighting in the streets, tipping, over spilling drains, bin collections, graffiti, uneven and unkept roads and pathways.</p> <p>Masked youths on e-bikes continue to cause nuisance on the roads/ pathways through the development.</p> <p>Residents are frustrated with the lack of communication from the Management Association and contact with the Police when called upon.</p> <p>PCSO Romaric Mebenga Ngah expressed the importance of reporting anti-social behaviour and all associated crime to the Police via 101 or 999 (Emergency). By logging in all calls a Crime Reference number is registered and this will enable the Police to send out PCSOs to the hot spots on a more regular basis. The PCSO team encouraged members and residents present to ensure this message is clear.</p> <p>Parish Clerk has ordered a notice board which will be installed within the development once delivered. SGPC will then be able to update residents will local news and information, including contact details for key departments at SGC and Police team.</p>	<p>Dave Addison to explore with SGC.</p> <p>Sub Committee to include Cllrs KM DA AS NDG.</p> <p>SGPC to install notice board DEC 2023.</p>
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<p>9</p>	<p><b>Interim project report from Citizens Advice.</b></p> <p>Parish Clerk reminded members that for the current year, 2023/24 SGPC support Citizens Advice by way of Grant Aid at a cost of £8,080.</p> <p>Citizens Advice have submitted a midyear report which gives a summary of residents who have benefited from the service being provided locally.</p> <p>Clients 167</p> <p>Quick client contacts</p> <p>Issues 902</p> <p>Activities 538</p> <p>Cases 193</p> <p>The number of Stoke Gifford residents accessing the services has increased by 38% (from 121 for same period last year) to 167 to date this year.</p> <p>The number of clients, issues and client contacts demonstrates the presence and reach of the local service within the local community as well as the breadth of expertise and knowledge that the trained advisers use to help people.</p> <p>Report noted by members.</p>	
<p>10</p>	<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>	
<p>11</p>	<p><b>To discuss and comment on current South Gloucestershire Council Consultations.</b></p> <p>South Glos Council has many Public Consultations that are currently live.</p> <p>Our council budget 2024/25.</p> <p>Delivering savings within our library service.</p> <p>Changes to late night street-lighting to cut our carbon emissions and reduce our spend on energy.</p> <p>Waste less, recycle more consultation.</p> <p>A38, Alveston Hill and Bradley Stoke Way active travel improvements.</p> <p>Late night street lighting.</p> <p>Finding your way around.</p> <p>One Stop Shop opening hours.</p> <p>Concorde Way - Cycleway/Pedestrian Improvements.</p>	<p>Clerk published on Parish website.</p>

	<p>Stoke Gifford - Bush Avenue proposed 20mph speed limit.</p> <p>Town and Country Planning Act 1990 - Section 257 South Gloucestershire Council (Footpath LWB 14 (Part) off Hambrook Lane, Stoke Gifford) Public Path Diversion Order 2023.</p> <p>Town and Country Planning Act 1990 - Section 257 South Gloucestershire Council (Footpath LSG 32 (Part) off Hambrook Lane, Stoke Gifford) Public Path Diversion Order 2023.</p> <p>Recommissioning of Healthwatch services.</p> <p>A4174 Avon Ring Road improvements.</p> <p>Car cruise activity Public Spaces Protection Order (PSPO).</p> <p>Parish Clerk informed members all current SGC consultations can also be found on the Parish Council 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>Request from resident to install an outdoor paddling pool at Little Stoke Park.</b></p> <p>A local resident has contacted the office to ask the Council if it would consider installing a paddling pool within the grounds of Little Stoke Park. There is a splash water park at St Andrews Park, and also the Mundy Playing Fields but nothing locally.</p> <p>The resident believes the local people will benefit hugely from this addition and park would be the perfect location. The Community Café would have increased footfall and an Ice Cream van could be looked into during the summer months.</p> <p>Councillor Keiron Marsden agreed the installation of a paddling pool would be a good addition to the Council's assets and proposed to carry out a feasibility study and look into this in greater detail, seconded by Councillor Penny Richardson, proposal carried.</p>	
15	<p><b>Any other business relevant to this Committee.</b></p> <p>Local resident (John Hall) asked SGC members to assist with issues on the access road to New Road. Dashcam footage will be passed to the Clerk along with a petition completed by local residents all sharing concerns on the dangerous road activity at the entrance points to New Road, the lack of road and speed markings and condition of pathways and roads in general.</p>	<p>SGC Cllrs to link with SGC.</p>



16	<b>Date of next meeting</b> 9 <sup>th</sup> January 2024	
17	<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].	

Meeting closed 21:15

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

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

D Addison (Chair)  
On behalf of Stoke Gifford Parish Council