



STOKE GIFFORD

PARISH COUNCIL

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STOKE GIFFORD PARISH COUNCIL

MINUTES OF THE FULL COUNCIL MEETING

Held on Tuesday, 9th January 2024 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] three local residents, two representatives from South Gloucestershire Council and a representative from Great Western Air Ambulance Charity.

1	Welcome and apologies for absence. The Chair, Councillor Dave Addison welcomed all present to the meeting. Apologies were received from Councillors Richard Barber & Brian Mead.	
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] Three residents were in attendance. None.	

<p>4</p>	<p>To approve the minutes of the last Full Council meeting dated Tuesday 14th November 2023 and Finance & General Purpose meeting from December 12th 2023.</p> <p>The Full Council minutes dated Tuesday 14th November 2023 was agreed as an accurate record, proposed by Councillor Sue Bandcroft, seconded by Councillor Keiron Marsden, unanimously carried.</p> <p>The Finance & General Purpose minutes dated Tuesday 12th December 2023 was agreed as an accurate record, proposed by Councillor Keith Cranney, seconded by Councillor Keiron Marsden, unanimously carried.</p> <p>Councillor Tony Hyde, who is also Chair of Cheswick Village & Stoke Park thanked members for the approval of a contribution of £40k to the newly formed Parish following the boundary change.</p>	
<p>5</p>	<p>To approve the expenditure and general accounts for December 2023.</p> <p>The Clerk tabled financial correspondence for December 2023 which included payments totalling £69,930.73 for the Co-operative general account, with a cash book balance of £414,698.21.</p> <p>The monthly expenditure includes a payment of £40K to Cheswick Village & Stoke Park to assist the new council with its initial costs after the parish boundary change.</p> <p>The Clerk tabled the Quarter 3 Lloyds account for October – December 2023 which included payments totalling £21 with a balance of £297,429.73.</p> <p>Council noted the expenditure and bank balance for December including the Lloyds account, proposed by Councillor Keiron Marsden, seconded by Councillor Keith Cranney, unanimously carried.</p> <p>- Grant Aid application from Great Western Air Ambulance Charity</p> <p><i>A representative was present to talk through the application.</i></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>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>Councillor Tony Hyde asked the representative to contact Cheswick Village & Stoke Park Parish Council in regards to potential funding going forward.</p> <p>Following discussion, Councillor Penny Richardson proposed to approve the application for the full amount of £2k, seconded by Councillor Keiron Marsden, proposal carried.</p>	

6	<p>Maintenance Plan and Community Hall check lists.</p> <p>The Parish Clerk distributed the check lists being undertaken by the Caretaker. These duties are carried out over a seven day period each week ensuring the building is regularly monitored checked/ cleaned and where possible any maintenance carried out in-house. The checks include all mandatory visits from external contractors where Health & Safety is concerned. Fire Extinguishers/ Gas Safety/ Electrical Safety/ PAT testing/ Street furniture maintenance and Play Area inspection.</p> <p>Councillor Andrew Shore acknowledged the report provided by the Caretaker and praised the work being undertaken.</p>	
7	<p>Update on Brooklands Park.</p> <p><i>Two SGC representatives were present to talk through the building site plan and Heads of Terms.</i></p> <p>The Parish Council received the following letter from SGC.</p> <p><i>South Gloucestershire Council is pleased to confirm that Stoke Gifford Parish Council is the preferred operator for Brooklands Park Community Centre.</i></p> <p><i>We now invite you to work with us to enter into Agreement for Lease for the new centre by 28 February 2024. It is anticipated that the building will commence construction in early 2024 and be completed in late 2024/early 2025.</i></p> <p><i>Building specification</i></p> <ol style="list-style-type: none"> <i>1. The building is as set out in S106 agreement dated 14 September 2007. Schedule of accommodation: listed in Appendix 1</i> <i>2. Layout: as shown on Drawings in Appendix 2</i> <i>3. Detailed technical specification: as shown in Appendix 3</i> <p><i>Funding and support offered by SGC:</i></p> <ol style="list-style-type: none"> <i>4. In return for signing the Agreement for Lease, SGC will pay £20k to SGPC for the purpose of preparing for lease and transfer of the building to SGPC. The exact expenditure is to be agreed between the parties although anticipated to include the appointment of a Business Development Manager to:</i> <ol style="list-style-type: none"> <i>i. Set up maintenance contracts</i> <i>ii. Oversee initial fit-out</i> <i>iii. Receive training in building systems to subsequently cascade down to other staff/volunteers</i> <i>iv. Take initial bookings</i> <i>v. Arrange for and promote the opening of the building</i> <i>vi. To source and provide a plaque for the opening event</i> 	

5. *On completion of the lease, SGC will release a further £40k to support the operation of the building in the first two years.*

6. *SGC will investigate the potential for £10k to be allocated for the provision of Batteries to maximise the value of having solar panels on the building.*

7. *Fit out: £10k to support fit out to be contributed by Crest Nicholson*

Legal agreements

8. *Agreement for Lease: SGC and SGPC will enter into an Agreement for Lease setting out the commitment for both parties to enter into a lease upon completion of the building*

9. *Lease: SGPC are to enter into a lease with SGC following Heads of Terms as previously offered and agreed attached in Appendix 4*

10. *SLA: To be incorporated into lease*

Other considerations:

11. *MUGA: SGC to ask developers to provide the MUGA closer to the Community Centre in order for the CC to manage it when completed. I have, however been informed by planners that this may not be possible and is certainly unlikely to be delivered in the timescale of the Community centre delivery.*

12. *Timescale for agreement:*

- *SGPC to consider these terms at Meeting 12 December 2023*
- *SGC to attend SGPC meeting 9 January 2023 to clarify any questions etc*
- *SGPC to make decision on 13 February 2024*
- *Plan to complete Agreement to Lease by 29 February 2024*

Councillor Mike Brown had some concerns over the proposed inclusion of heat sourced pumps and the efficiency of the technology. Confirmation required whether its ground or air heat sourced pumps.

Members are keen for Grainne to explore the possibility of including the 3G MUGA facility in with the agreement for the parish to manage and maintain along with the building. The ownership of the retaining wall would need clarification should the 3G fall within the Lease of the Parish Council.

Councillor Neel Das Gupta enquired over the possibility of re-siting the building to the area earmarked for the school, that's no longer being built. Grainne confirmed the footprint of the building has to remain with new homes likely to be built instead of the school.

Councillor Andrew Shore asked Grainne for more detail on the installation of the batteries and if situated externally what is the location and will it be in a safe and secure place.

Grainne confirmed there will be no charge from SGC for the period of the 25 year lease.

Following a lengthy discussion, Members would like a few open topics addressed before accurately assessing the risks associated with running the building and will request a re-

	<p>sponse before formally making decision at the Full Council meeting February.</p> <ol style="list-style-type: none"> 1. <u>Building Warranty.</u> The minimum amount of time that the building would be covered against manufacturing defects or defective materials used in construction. We would expect there to be a minimum warranty period below which South Gloucestershire Council would refuse to accept the building as "fit for purpose" although a commitment from Crest or the builders to a warranty period would be preferable. 2. <u>MUGA Sports facility.</u> A decision on whether or not the proposed MUGA would be an asset attached to the community centre that the Parish Council would run and maintain and whether the Parish Council would be able to charge a reasonable hire fee for using the facility. 3. <u>MUGA Sports Facility.</u> Whether or not the location of the MUGA would be moved to be adjacent to the Community Centre. 4. <u>Retaining wall.</u> Where responsibility for the car park retaining wall would reside. Would it be with the Community Centre or householders owning properties adjacent to the boundary? 5. <u>Batteries.</u> Confirmation that batteries would be installed usable for storing excess output from the solar panels. 6. <u>Heat Source Pump.</u> Updated figures on the efficiency of the planned heat pump (or a confirmation that the original figures provided are still accurate) and whether or not there has been any changes to the design of the building which would affect its energy usage. <p>Members hope to receive a response from SGC in order to respond at Full Council in February.</p>	<p>Clerk/ Chair to respond to SGC. 17/01/24</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.</u></p> <p>Councillor Mike Brown informed members the next Committee meeting is on 16th January 2024. The Maintenance Schedule for the Grounds team will be added to the staff report.</p> <p><u>Planning & Transportation.</u></p> <p>Councillor Andrew Shore thanked Committee members for the effort during the festive period where the committee had eight planning applications to make comment on by December 28th.</p>	
<p>9</p>	<p>To discuss and comment on current South Gloucestershire Council Consultations.</p> <p>South Glos Council Public Consultations currently live.</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>SGC New Local Plan up and coming pop-up meetings:</p> <p>Wednesday 10th January 12:00-14:00</p> <p>Wednesday 10th January 18:30-20:30</p> <p>Tuesday 16th January 12:00-14:00</p> <p>Tuesday 16th January 19:00-21:00</p> <p>Parish Clerk informed members all current SGC consultations can also be found on the Parish Council website.</p>	
10	<p>To receive updates from South Gloucestershire Council Members within the parish of Stoke Gifford.</p> <p>None.</p>	
11	<p>To receive Planning applications from South Gloucestershire Council.</p> <p>None.</p>	
12	<p>Request from resident to install an outdoor paddling pool at Little Stoke Park.</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>Members share health & safety concerns on the installation of a paddling pool at Little Stoke playing fields.</p> <p>Councillor Andrew Shore has visited the site of two local recreational spaces that have a similar splash facility and shared images of the facility.</p> <p>Councillor Keiron Marsden has carried out some research on this and believes the parish are not in a position at this stage to pay the large costs for supply and installation, staff would have to regularly test the water and monitor the area daily, cleanliness and hygiene would also be an issue.</p> <p>Following discussion Councillor Keith Cranney believes its not the right time financially to be looking into this facility in the parish, and with the health & safety concerns on top this is something the parish can look into over the next couple of years if deemed necessary.</p> <p>Parish Clerk will remove from the forthcoming Full Council agenda.</p>	

13	<p>Any other business relevant to this Committee.</p> <p>Meat Machine. Councillor Andrew Shore acknowledged the recent Hire cost approval for 2024 and would like to discuss the rental for the Meat Machine. The Clerk confirmed the last increase was in 2021 and Meat Machine currently pay £55 per day, x 50 = £2,750 per annum. Councillor Andrew Shore believes the parish should look at an increase to £60 per day from April 2024 acknowledging they don't impact on day to day business but also bring a number of local residents to the site each week taking up a section of the car park. An increase to £60 per day x 50 would increase to £3,000 per annum, seconded by Councillor Keith Cranney, unanimously carried.</p> <p>Train noise. Councillor Keiron Marsden has been contacted by local residents around the North Road and Ratcliffe Drive area, with complaints regarding a continuing horn sound during the early hours coming from the trains at either Bristol Parkway or the Hitachi site. The Clerk has contacted a representative from Network Rail who is looking into this.</p> <p>Councillor Mike Brown shared some sad news that ex Councillor Brian Allinson is currently unwell. Parish Clerk will arrange a card and bouquet of flowers to be delivered from the Parish Council.</p>	Office to inform Hirer.
16	<p>Date of next meeting</p> <p>13th February 2024</p>	
17	<p>CONFIDENTIAL ITEMS.</p> <p>To resolve, by the nature of the sensitivity of items to exclude the press and public [Public Bodies Admissions to Meeting].</p> <p>None.</p>	

Meeting closed 21:10

Signed: _____

Date: _____

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