



STOKE GIFFORD

PARISH COUNCIL

Community Hall, Little Stoke Lane, Little Stoke, Bristol, BS34 6HR

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STOKE GIFFORD PARISH COUNCIL

MINUTES OF THE FULL COUNCIL MEETING

Held on Tuesday, 13th February 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, R Barber, M Brown, J Brunwin, K Cranney, N Das Gupta, A Hyde, K Marsden, B Mead, P Richardson and A Shore.

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

1	Welcome and apologies for absence. The Chair, Councillor Dave Addison welcomed all present to the meeting. No apologies.	
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] Four residents were in attendance. A local resident expressed concerns about the recent anti-social behaviour and in particular the very serious knife crime that occurred within the parish of Stoke Gifford. Little Stoke Park and surrounding areas seem to have become a gathering place for youths wearing face coverings and carrying weapons which is a great concern to local residents and regular park users who are not feeling safe. Two incidents involving knives have now been reported in the past couple of months.	

	<p>The resident praised the work carried out by the on-site staff and mentioned the site has been a saviour to many local residents in recent years, especially through the pandemic and has helped keep up the spirits of many by regularly being on site socialising enjoying the facility and vibrant atmosphere. The recent anti-social behaviour and knife crime could undo all this work as many people could now feel the site is unsafe and stop attending following the negative press.</p> <p>Parish Clerk thanked PC Elizabeth Ball and the Emergency Services team as they were on site within minutes of the knife attack liaising with site staff on entering the park and dealing with such a serious situation. Various Police Officers, CID and Beat Officers have been in contact with the office since the incident, obtaining information and burning off images from the site security system.</p> <p>PC Ball confirmed this is a national concern.</p> <p>Local PCSO's are regularly attending schools to educate the youths on knife crime and anti-social behaviour and will continue to do so.</p> <p>The local youth service continues to work with the young people.</p> <p>PC Ball informed residents and members of an initiative currently running called Walk and Talk.</p> <p>Avon and Somerset Police are inviting women to meet with female police officers and PCSO'S to show them areas in which they feel vulnerable or unsafe in their local communities.</p> <p>Walk and Talks are open to women aged 18 and above who wish to share their worries or concerns regarding their safety in the local area with officers.</p> <p>This is an opportunity to raise any concerns over the safety in the local area so the Police, along with partner agencies, can see what they can do to improve women's safety on the streets.</p>	
4	<p>To approve the minutes of the last Full Council meeting dated Tuesday 9th January 2024.</p> <p>The Full Council minutes dated Tuesday 9th January 2024 was agreed as an accurate record, proposed by Councillor Keiron Marsden, seconded by Councillor Tony Hyde, unanimously carried.</p>	
5	<p>To approve the expenditure and general accounts for January 2024.</p> <p>The Clerk tabled financial correspondence for January 2024 which included payments totalling £53,949.92 for the Co-operative general account, with a cash book balance of £384,726.06.</p> <p>Council noted the expenditure and bank balance for January, proposed by Councillor Keiron Marsden, seconded by Councillor Keith Cranney, unanimously carried.</p>	
6	<p>Audit of IT software and recommendation for replacement equipment.</p> <p>The Chair, Councillor Dave Addison asked the Clerk to carry out an audit on the Parish Office IT and Software system as the current equipment is nearing end of life and as of</p>	

<p>October 2025 will no longer be compatible with Windows.</p> <p><i>The company that currently maintain the Parish IT systems, Soltech have carried out the in-depth audit and have recommended the following:</i></p> <p><i>Tested switch & Patch panel and no issues found. The Internet speed at hub 30Mbps download / 4.5Mbps upload. No loss at switch or over Wi-Fi.</i></p> <p><i>If possible, upgrade internet connection as the upload speed is below recommendations.</i></p> <p><i>The Councillors are currently using personal email addresses for business use. I would advise you to cease using these and create accounts within the stokegifford.org.uk tenancy.</i></p> <p><i>Options for accounts are Kiosk Exchange (this is a web email only account) or Microsoft Business Basic (includes email web version and mobile versions of Word, Excel, PowerPoint, Outlook + SharePoint access).</i></p> <p><i>Laptop and desktop Quotation:</i></p> <p><i>I have prepared a quotation for a HP business desktops and laptops with the following spec, i5, 15,6 inch screen, 16GB ram, 256gb SSD and W11Pro. I have quoted for an optional 3-year extended warranty but please let me know if this is required and I will remove this from the quotations. The laptop has the 16GB ram which I recommended in our meeting which will ensure that Windows 11 will run smoothly.</i></p> <p><i>Nicky recommends replacing the Laptops/PC's as they are end of life (not compatible with w11) and not fit for purpose. Additional PC to run CCTV and Paxton/Net2. PC would be prepared for 3rd Party to install and configure relevant software. This can either be mounted behind the screen in the office, or in the rack with the switch.</i></p> <p><i>The monitors are old, and Nicky has recommended that these are replaced with the option of 2x docking station USB-C for the laptops.</i></p> <p><i>The network Switch is working when tested but this device is considered end of life and should be replaced when it becomes faulty.</i></p> <p><i>Microsoft Office 365 Backup:</i></p> <p><i>Soltech IT are continuously looking at ways that we can improve our service. We are recommending that all our customers have a backup for your Microsoft office 365 (SharePoint, Emails and Teams data). This will prevent data loss should you be targeted by a malicious attack, accidental staff deletion of data etc...</i></p> <p><i>Soltech IT recover data for customers daily as a result of malicious attacks or staff deletions. The majority of Soltech IT customers already have the office 365 backups in place.</i></p>	
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	<p><i>Future Project:</i></p> <p><i>Soltech IT will Setup a Wi-Fi link to hut opposite the main building using external Wi-Fi beams and brackets.</i></p> <p>Officers have carried out a price comparison for the items quoted by Soltech to ensure best value:</p> <p><u>HP Pro Business Desktop</u></p> <p>Soltech £599.00</p> <p>Ballicom International £654.60</p> <p>Laptops Direct £624.97</p> <p>Misco £681.59</p> <p><u>HP ProBook 450, core i5, 8GB, 256GB</u></p> <p>Soltech £699.00</p> <p>The IT Bay £726.00</p> <p>Ebuyer £738.99</p> <p>Amazon £798.00</p> <p><u>ViewSonic 27' LED Monitor</u></p> <p>Soltech £129.00</p> <p>Tekshop 247 £123.40</p> <p>Amazon £129.58</p> <p>Curry's £140.38</p> <p>Following discussion, Councillor Brian Mead proposed to proceed with Soltech and to include the in-house email addresses for all Councillors, seconded by Councillor Sue Bandcroft, proposal unanimously carried.</p> <p>Councillors agreed to transfer £5,393 from the Parks Capital Spend budget (4800) to Main building Capital Spend budget for this work.</p>	
7	<p>Update on Brooklands Community Hall.</p> <p>SGPC representatives have been regularly meeting with SGC and Crest discussing the Heads of Terms, Lease agreement and building confirmation.</p> <p>SGC have offered SGPC the following funding directly investing into the community building:</p> <p>Brooklands Community Centre</p> <p style="text-align: right;">£ SGC</p>	

S106 building: Crest Nicholson/Sovereign	0	
Enhancements to Mechanical & Electrical systems to improve decarbonise the system and provide renewable energy sources	60,000	
PV cells	13,000	
Further works to enable fitting of PV cells (in lieu of future S106 for community space from school site)	55,000	
Support to the Operator through the initial start up	60,000	
Contribution from Crest to fit out	10,000	
Contribution from Sovereign to support operator		
Batteries to further support sustainability for energy	15,000	
Total additional investment	£213,000	148,000
SGC have responded to specific issues:		
MUGA		
<p>1. <i>The multi-use games area (MUGA) proposed for Brooklands Park is associated with the school site. It has now been agreed that the school will not be going ahead, but it is likely that the MUGA will be, subject to the submission of Crest Nicholsons proposals for this site and its approval by Planning. There are no time-scales at present for the delivery of the MUGA but there is general agreement between SGC departments and Crest Nicholson that when it is delivered, the best solution to its management and maintenance would be having it managed by the operator of the Community Centre. Property Services will use all reasonable endeavours from a landlord perspective to ensure that the MUGA will be as close to the Community Centre and that it is delivered as soon as possible.</i></p>		
LEASE		
<p>2. <i>Regarding the lease, a full repairing lease is our policy for Community Asset transfer, and we do not wish to vary this. The operator will benefit from the following with regard to repair and replacing finishing, fittings etc.</i></p> <ul style="list-style-type: none"> <i>On completion of the building and prior to handover there will be an inspection by SGC Property Services to ensure the building complies with specification and has been satisfactorily constructed. All snags being rectified will be</i> 		

a condition of hand over from the contractor.

- *As the building will be new it will be subject to an initial 12 months of a defect's liability period during which the buildings liable for defect, subject to all recommendations for maintenance being complied with by operator (training will be provided to operator and maintenance manuals will be part of hand over).*
- *SGC will ensure that collateral warranties for design and construction will be part of the conditions for handover from Crest. This will ensure that SGC has a direct contractual relationship with the designers/builders should latent defects occur.*
- *Latent defects, defects which were not apparent at hand over or do not manifest themselves for a long time will remain the responsibility of SGC to be addressed.*
- *Full repairing lease will refer to incidental/accidental damage, fair wear and tear and replacement or repair of items once its warranty/guarantee period have elapsed. This is why a sinking fund is required to ensure at end of useful life funding has been put by to carry out these repairs/replacements.*

We trust this offers sufficient reassurance to Stoke Gifford Parish Council to enter into an agreement to lease as soon as possible so building can commence soon and we can proceed with delivering a Community Centre for Brooklands Park to support the local residents in developing a strong and resilient community.

Councillor Mike Brown would like to see SGPC ratify the final sign off with SGC through a Solicitor and only on approval by the Solicitor should the agreement be signed off. This was generally agreed as being good practice.

Councillor Keiron Marsden said the building specification and business case should be considered as closed and that the remaining open issues could be covered when negotiating: the lease, heads of terms and Service Level Agreement. Information on the battery specification is also required.

Following a lengthy discussion, Councillor Neel Das Gupta proposed to approve the updated Business Case in order for SGPC to enter into the final stages of negotiations with SGC, a vote was taken, 9 for, 1 abstention, 1 against proposal carried.

Councillor Dave Addison then proposed that SGPC write to SGC for their answers to the issues raised and saying that SGPC hope to be in a position to sign the agreement to lease subject to the successful conclusion of clarification on the lease, heads of terms and service level agreement. The letter should say that we expect to be able to provide a comprehensive list of questions relating to these documents as possible and, in any case, within two weeks of the Tuesday meeting. The Business Case should be attached, and the letter should note the projected deficit after four years of circa £88k and asking what, in addition to their funding offer of £60k, SGC could do to reduce the risk to the finances of SGPC caused by the deficit.

Given a satisfactory conclusion to these clarifications, SGPC would hope to be able to make a final decision at the Finance & General Purpose meeting in March, seconded by Councillor Neel Das Gupta, a vote was taken, 10 for, 2 abstentions, proposal carried.

Councillors were asked to review the lease, heads of terms and service level agreement

	<p>by the beginning of 18/02/2024 and provide any concerns to the Clerk. Feedback from Councillors will be collated into a response to SGC by Councillors Dave Addison, Keiron Marsden, Andrew Shore and Neel Das Gupta.</p> <p>As a start to the list of open issues:</p> <p>SGPC would like a break clause at year 3 and after that every 5 years.</p> <p>Clerk/ Chair will write to SGC (Grainne Stables).</p> <p>Contents of the letter to be reviewed by Councillors Keiron Marsden Neel Das Gupta and Andrew Shore.</p>	<p>Sub-committee to continue negotiating with SGC & report to Full Council.</p>
8	<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 committee are looking into the installation of small goal posts to be permanently positioned at LS Park to help protect the marked pitches.</p> <p>Once the zip wire play equipment has been completed SGPC will investigate potential additional play equipment to be installed in and around the slide.</p> <p>SGPC are linking closely with the Youth Providers and meetings are being held to ensure the youth provision structure is in place from April 1st.</p> <p><u>Planning & Transportation.</u></p> <p>There are currently three planning applications on the portal and the next committee meeting is being held on Tuesday 27th February 2024.</p>	
9	<p>To discuss and comment on current South Gloucestershire Council Consultations.</p> <p>Phase 3 of the SGC New Local Plan runs from 6th December to 16th February 2024.</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>Any other business relevant to this Committee.</p>	

	<p>S106 Funding – Invitation to apply for funding.</p> <p><i>The Chair, Councillor Dave Addison declared an interest in this item due to being Chair of the Trust Committee.</i></p> <p>The Clerk has received an invite to submit a S106 application form for the improvement of outdoor sports facilities at the Trust Grounds, North Road. This has been raised from the Roseneath, Hambrook Lane development.</p> <p>The football pitch at the Trust Ground is in need of a robust drainage system to help with the winter months and rainfall. The surface is largely unusable and waterlogged so this work will ensure the pitch is better levelled and available all year round.</p> <p>Following discussion Councillor Brian Mead proposed for the Clerk to complete the form requesting the full capital spend of £143,601.32 towards the football pitch drainage improvements, seconded by Councillor Sue Bandcroft, a vote was taken, 9 for, 2 abstentions proposal carried.</p>	<p>Clerk completed forms and sent to SGC.</p>
<p>13</p>	<p>Date of next meeting</p> <p>9th April 2024</p>	
<p>14</p>	<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 21:30

Signed: _____

Date: _____

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