



STOKE GIFFORD

PARISH COUNCIL

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STOKE GIFFORD PARISH COUNCIL

MINUTES OF THE FULL COUNCIL MEETING

Held on Tuesday, 10th June 2025 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, M Gallagher, A Hyde, K Marsden, P Richardson, and A Shore.

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

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| 1 | Welcome and apologies for absence. The Chair, Councillor Dave Addison welcomed all present to the meeting. Apologies were received from Councillors Richard Barber, Jan Brunwin, Keith Cranney and Neel DasGupta. Also, apologies were received from PC Elizabeth Ball. | Actions: |
| 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] Ten residents were in attendance. At the Full Council meeting in May members approved some specialist repair works to the broken seesaw play equipment at Little Stoke Park. A resident queried the works involved and the overall costs. Councillors had an option to replace the equipment or to repair the existing and approved the repair works as the current equipment in the main is in good condition. The Clerk confirmed the repair work is substantial due to the repair of the centre column | |

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| | <p>into the ground, including the ground repair and new wet pour safety surface to finish.</p> <p>Description of works approved on 13/06/2025:</p> <p>Spring Assembly and fixings required for Zingo spring see-saw - supply and delivery 1.00 GAH-SPARES 2 no. Spring Assy - Hover 1 no. Spindle - See-Saw 2 no. WASHER (SEE-SAW) 4 no. FLANGED BUSH AL2530-25 10 no. TORX+PIN M10 X 30 (TX45) 8 no. TORX+PIN M10 X 35 (TX45) 16 no. Washer M14 - (DIN7349) 16 no. M10 WASHER FRM A A4 TGO To reset the centre column for the Zingo Seesaw, fit new spring assembly and make good of the black wet pour.</p> <p>A resident from the Brooklands estate informed members the new properties will not be receiving the Matters Magazine, or any other literature sent regarding local news. The Clerk will contact the Business Owner to find out if they will add the new developments into their delivery rounds as and when the new dwellings are occupied.</p> <p>SGC has recently sent out literature regarding a road closure on Hatchet Road and a resident asked for more information. The Chair, Councillor Dave Addison confirmed SGC will be closing Hatchet Road which extends from its junction with Church Road in a northerly direction for a distance of seventy five metres. The order will be operative from 15th July for a maximum period of eighteen months. However, the works are anticipated to be four nights between the hours of 20:00 and 05:00. An alternative route on the A4174, Rosedown Drive, Great Stoke Way is recommended.</p> <p>Perspex panels have been replaced by Parish Council staff in two of the bus shelters in Little Stoke.</p> <p>It was noted the Pride flag and the Union Jack flag have been flying recently representing Pride month and the 81st D-Day Anniversary.</p> | <p>Clerk contact Matters Magazine.</p> |
| 4 | <p>To approve minutes of the last Full Council meeting dated 13th May 2025 to include the Annual Meeting.</p> <p>The Full Council minutes dated Tuesday 13th May 2025 was agreed as an accurate record, proposed by Councillor Sue Bandcroft, seconded by Councillor Andrew Shore, proposal unanimously carried.</p> <p>The Annual Meeting also took place on Tuesday 13th May 2025 and the minutes were agreed as an accurate record, proposed by Councillor Penny Richardson, seconded by Councillor Max Gallagher, proposal unanimously carried.</p> | |

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| 5 | <p>To approve the expenditure and general accounts for May 2025.</p> <p>The Clerk tabled financial correspondence for May 2025 which included payments totalling £33, 930.17 for the Co-operative General Account, with a cash book balance of £652,573.71.</p> <p>Council noted the expenditure and bank balance for May, proposed by Councillor Keiron Marsden, seconded by Councillor Sue Bandcroft, proposal unanimously carried.</p> | |
| 6 | <p>Request for a contract agreement from FACE (Youth Providers).</p> <p>Councillor Penny Richardson informed Members the service being provided by FACE is to a high level and Representatives from FACE provide regular updates at the frequent Recreation & Leisure Committee meetings throughout the year.</p> <p>Following the action from the Full Council meeting in May SGPC agreed to enter into a three year agreement with FACE on providing the youth provision within the area for three years, and for Councillor Penny Richardson and the Clerk to make the necessary amendments to the contract agreement for approval at this meeting.</p> <p>Costs:</p> <p>2025/26 - £9k (no uplift) 2026/27 - £9,450 2027/28 - £9,992</p> <p>A discussion took place. Members acknowledged the excellent work being carried out by FACE and felt the regular updates at Recreation & Leisure meetings provide a clear insight to the provision on offer and useful understanding on the work being carried out. Members felt the price increase for years two and three seemed high at 5% and would like to see the increased services on offer reported at the meetings.</p> <p>In response to Councillor Penny Richardson's comment that some of the proposed 5% increase is to cover additional activities, such as cookery, Councillor Andrew Shore felt these extra activities should be incorporated in a revised contract / service level agreement (rather than just reported at meetings) in a similar way to how the contract is being revised with the additional payment amounts.</p> <p>Following discussion, Councillor Penny Richardson proposed acceptance of the contract agreement, seconded by Councillor Sue Bandcroft, a vote was taken, 6 in favour, 2 abstentions, proposal carried.</p> | |
| 7 | <p>Recommendation from Planning & Transportation Committee to install four new 'Welcome to Stoke Gifford' signs.</p> <p>Councillor Andrew Shore and the Clerk have been in contact with SGC during the past twelve months and the Planning & Transportation members have identified four locations across the parish that require new signage. This work follows the alterations made to the parish boundary by SGC.</p> <p>Councillor Keiron Marsden proposed we approve the costs for SGC to design and install the new signage at the previously agreed locations, seconded by Councillor Andrew</p> | <p>Clerk to inform SGC.</p> |

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| | Shore, proposal unanimously carried. | |
| 8 | <p>Little Stoke Pathway improvements.</p> <p>Councillors Andrew Shore and Sue Bandcroft have visited all sites recently and identified pathways that require some care and attention. More planned works to the pathways could be added to the 5 year plan.</p> <p>The entrance to Forty Acres and section of the internal pathway still needs to be levelled and the Clerk confirmed the Grounds Staff, Councillors Sue Bandcroft and Penny Richardson all met Balfour Beatty on site three weeks ago and they confirmed they will be back in June to carry out the repair works. The Clerk will chase the contractor.</p> <p>The pathway at Little Stoke Park is well used and has been on the budget plans now for several years. The surface is uneven in places and not wide enough to accommodate the number of users causing residents to walk onto the grass when passing one another. This proves difficult especially for residents in a mobile scooter or wheelchair or pushing a pushchair.</p> <p>There were some differing views between Members about how essential the pathway works are at Little Stoke Park.</p> <p>Councillor Andrew Shore commented that we are potentially looking to spend a very large amount of money and, irrespective of how it is funded, he feels we are at risk of spending disproportionately in one particular area of the parish. Councillor Andrew Shore commented that there are other uneven or narrow pathways across the parish, including at Meade Park, some of which (unlike Little Stoke Park) are un-tarmacked, and he feels that we should take a more balanced view in allocating pathway funding.</p> <p>Following a lengthy discussion, Councillor Penny Richardson proposed for the Clerk to obtain three quotes on carrying works to the pathway running parallel to Clay Lane as one section, the second section can then be looked at in the next financial year, proposal seconded by Councillor Mike Brown, a vote was taken, 5 in favour, 4 abstentions, proposal carried.</p> | <p>Clerk to chase Balfour Beatty.</p> <p>Clerk to obtain three quotes for pathway work.</p> |
| 9 | <p>Brooklands Park & Highbrook View.</p> <p>The Clerk give an update on the Community Centre build.</p> <p>Works are now approximately eight weeks delayed from the original schedule; it is hoped the building will be handed over to the SGPC in October 2025.</p> <p>Fittings: CCTV installation will be carried out by the contractor and the remaining fit out budget is £3.1k. Additional items to be included within the fit out budget are as follows:</p> <p>Parish Council notice board, audio visual connection in each meeting room, shelf units and fire extinguishers.</p> <p>The next sub-committee meeting with SGC is planned for mid-July and hoped to be held</p> | |

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| <p>on site.</p> <p>48 chairs (for Café) to be provided within the contract handover by SGC.</p> <p>SGPC are responsible for carrying out the Fire Risk Assessment after handover.</p> <p>The Clerk has been in contact with Crest Nicholson over a number of concerns raised by residents living in the Brooklands estate.</p> <p>1 Graffiti on a pathway (public highway)</p> <p>2 Play area entrance/ exit gate on Shrub Leaze may need a safety fence near to the road</p> <p>3 Install mini roundabout on Oxleigh Way/ Clover Way junction</p> <p>4 Surfacing repairs to roads and pathways through the estate</p> <p>5 Plans for general waste bins through the estate</p> <p>Response from Crest Nicholson</p> <ol style="list-style-type: none"> 1 I am sure staff have done this as I walked site earlier in the week and did not see any in the previous places. 2 No additional barrier has been included on the plans. The near misses are noted though and we can discuss with South Glos whether anything extra is needed. 3 No Roundabout being installed, right of way is changing on the junction (Oxleigh will have priority over Clover) 4 Surfaces starts towards the end of the month (June) 5 I will speak with Kayleigh Dando, when I requested bins on LH1 I was told that they would not be installed other than those in the parks that we install. We will check our approved landscape plans to ensure none have been missed. <p>The Chair, Councillor Dave Addison informed members that at a recent SGC meeting the proposal for a vast recreational green space to include sports pitches, and a pavilion is being earmarked on the outskirts of Winterbourne Parish Council. S106 money could be approved from the Brooklands Park estate however residents are still keen to see a section of land north of the Community Centre is earmarked for recreational green space and a 3G pitch. The Chair will continue to monitor the plans from SGC and report back to SGPC.</p> <p>The Brooklands Park & Highbrook View Residents group have created a petition in the hope a section of the land north of the Community Centre is used for recreational space and a 3G football pitch. The group have asked members to view and make comment. The petition will be sent to residents across the Brooklands estate.</p> <p>A question was raised on the proposed nursery north of the Community Centre and whether this is approved or not. The Clerk will contact Crest Nicholson for an update.</p> | <p>DA monitor SGC plans for site.</p> |
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| 10 | <p>To receive updates from Parish Council Committees and to consider expenditure as required relating to budgets/external funding.</p> <p><u>Recreation & Leisure Committee</u></p> <p>Chair of the Recreation & Leisure Committee, Councillor Penny Richardson has met with the Grounds Team and the Clerk and highlighted the timber swing equipment as the next item of play equipment that needs updating. The timber structure is over twelve years old, and the wood is showing signs of severe rot. The annual ROSPA Inspector passed the equipment for 2024 but the recommendation is to look at replacing it soon. It will be wise to replace the equipment before the next winter season. It was suggested this project will be perfect to be covered within the 2025/26 CIL allocation.</p> <p>Sovereign Play have installed the new item of play equipment and will return to finish the safety surface in the coming days.</p> <p>The safety surface for the children’s swings at the Trust Ground play area has deteriorated badly during the winter months and has shrunk leaving large gaps between the wet pour surface and concrete edging causing concerns amongst Staff leaving a potential trip hazard near the swings.</p> <p>On the grounds of Health and Safety Councillor Penny Richardson proposed members approve for the Clerk to obtain a minimum of three quotes to replace the wet pour surface and along with the Chair approve a contractor as soon as possible, seconded by Councillor Sue Bandcroft, proposal unanimously carried.</p> <p>Councillor Penny Richardson will update the Recreation & Leisure Committee once a decision is made.</p> <p><u>Planning & Transportation Committee</u></p> <p>Currently four Planning Applications to be discussed at the committee meeting in June. Councillor Andrew Shore highlighted comments/ decisions/ recommendations made by South Gloucestershire Council.</p> <p><u>Finance & General Purpose Committee</u></p> <p>Chair of the Finance & General Purpose Committee, Councillor Keiron Marsden has confirmed the Finance Officer, Catherine Slade, and the Clerk have now moved the total amount of £223,110 from Lloyds Bank Instant Access account to a Lloyds Bank Notice Account earning interest.</p> <p>At the Finance and General Purpose meeting in December 2024 (agenda item 6) Councillors approved to open a Virgin savings account for 12 months and add £80k. Officers had trouble opening an account as a local Council does not fall under the allocated private or Business rates. The process was very lengthy and taking up a lot of officer time.</p> <p>Councillor Keiron Marsden is seeking approval from Members to retract the decision that was made (six months ago) especially as the full amount in the Lloyds account is now in an interest account, seconded by Councillor Mike Brown, proposal unanimously carried.</p> | Clerk to obtain three quotes for Multi Play equipment. |
| 11 | <p>To discuss and comment on current South Gloucestershire Council Consultations.</p> | |

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| | None. | |
| 12 | <p>To receive updates from South Gloucestershire Council Members within the parish of Stoke Gifford.</p> <p><u>Councillor Dave Addison</u> Confirmation that road works through the parish and neighbouring areas are the current hot topic at SGC meetings. Gipsy Patch, Bradley Stoke, A38 Flyover and the Bus Lane on 4174 all having a significant impact on the local roads. Members would like to see more joined up thinking by SGC Officers when planning/ approving the works with an understanding of the negative impact on local traffic.</p> <p>Councillor Keith Cranney Not present.</p> <p><u>Councillor Neel DasGupta</u> Not present.</p> | Councillor Dave Addison update members. |
| 13 | <p>To receive Planning applications from South Gloucestershire Council.</p> <p>P25/01222/ADV Bristol Parkway Railway Station. <i>Consent to display of 1no non illuminated static ATM sign.</i></p> <p>Chair of Planning and Transportation Committee, Councillor Andrew Shore talked through the application.</p> <p>Councillor Sue Bandcroft proposed no objection to this planning application, seconded by Councillor Penny Richardson, proposal unanimously carried.</p> | |
| 14 | <p>Any other business.</p> <p>Stoke Gifford Trust Fete – the Chair, Councillor Dave Addison thanked all the members that attended the day to volunteer or just to attend and said the day ran extremely well. The Chair also gave a vote of thanks to the Grounds Staff for preparing the grounds on the run up to the event.</p> <p>Forty Acres – Councillor Andrew Shore has noticed the entrance to the site is very stoney/ uneven and difficult to manoeuvre especially if walking with a pushchair or in a wheelchair. Councillors Sue Bandcroft and Penny Richardson, along with the Ground Staff and the Clerk met with Balfour Beatty on site recently and they have confirmed they will arrange for contractors to return to site to level the entrance and pathway through the park.</p> <p>Maintenance jobs at Little Stoke Park - Councillor Mike Brown would like to see a list of jobs the Caretaker is currently carrying out.</p> <p>The Chair, Councillor Dave Addison informed members the Head Groundsman has now retired from his post after over twenty years of service. A get-together took place including all the residents/ sports groups and contractors Colin has dealt with during this time. Colin was dedicated to his role and as a Parish Council we thank him for his years of ser-</p> | <p>Clerk to chase BB.</p> <p>Clerk to send list to Councillors MB and AS.</p> |

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| | vice. Maddox Ford has joined the Council Staff and started with us this week. | |
| 15 | Date of the next Parish Councillor Surgery. 28 th June – Little Stoke Community Centre 10:30-12:00. | |
| 16 | Date of next meeting. 9 th September 2025. | |
| 17 | CONFIDENTIAL ITEMS. To resolve, by the nature of the sensitivity of items, to exclude the press and public [Public Bodies Admissions to Meeting]. None. | |

Meeting closed 20:45

Signed: _____

Date: _____

D Addison (Chair)

On behalf of Stoke Gifford Parish Council