



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, 14th October 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, J Brunwin, M Brown, K Cranney, N DasGupta, M Gallagher, T Hyde, K Marsden, P Richardson, and A Shore.

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

1	Welcome and apologies for absence. The Chair, Councillor Dave Addison welcomed all present to the meeting. Apologies were received from Councillor Richard Barber (received by email during the meeting).	Actions:
2	To receive notification of any member's personal or prejudicial interest. Councillor Penny Richardson declared an interest in Little Stoke Garden Society on the Grant Application request.	
3	Public Session [Maximum of 15 minutes, up to 3 minutes per person] thirteen residents were in attendance. Brooklands Park Community Centre - A local resident feels that by the Parish Council taking on the management of the building (& grounds) the financial element will impact negatively on the council's financial position. The Part time Administrator for the site is now in position starting to create check lists and all the documentation for the site as well as marketing the rooms booking in hirers to be ready for the opening date. The resident queried whether the Parish Council should have delayed the start date for the post.	

	A resident queried the opening date for the building. The Chair confirmed this will be discussed later on the agenda.	
4	To approve minutes of the last Full Council meeting dated 9th September 2025. The Full Council minutes dated Tuesday 9th September 2025 was agreed as an accurate record, proposed by Councillor Sue Bandcroft, seconded by Councillor Andrew Shore, proposal unanimously carried. (one abstention due to not being present).	
5	To approve the expenditure and general accounts for September 2025. The Clerk tabled financial correspondence for September 2025 which included payments totalling £60,752.74 for the Co-operative General Account, with a cash book balance of £668,679.48. Council noted the expenditure and bank balance for September, proposed by Councillor Sue Bandcroft, seconded by Councillor Jan Brunwin, proposal unanimously carried.	
6	To review Grant Aid applications x 10. Aretians RFC - £850. Representatives were present to talk through the application. Following a discussion Councillor Keiron Marsden proposed acceptance for £850, seconded by Councillor Mike Brown, proposal carried. Little Stoke Beekeeping Association - £799.90 Representatives were present to talk through the application. Following a discussion Councillor Keith Cranney proposed acceptance for £799.90, seconded by Councillor Keiron Marsden, proposal carried. Renegade Allstars Cheerleading Club - £1,000 No representatives were present, therefore Councillor Keith Cranney proposed to defer the application to Full Council in November, seconded by Councillor Andrew Shore, unanimously carried. Little Stoke & District Ladies Club - £800 Representatives were present to talk through the application. Following a discussion Councillor Mike Brown proposed acceptance for £800, seconded by Councillor Keiron Marsden, proposal carried. The Brightwell MS Therapy - £1,000 No representatives were present, therefore Councillor Keith Cranney proposed to defer the application to Full Council in November, seconded by Councillor Andrew Shore, unanimously carried.	

	2nd Stoke Gifford Rainbows - £1,000 No representatives were present, therefore Councillor Keith Cranney proposed to defer the application to Full Council in November, seconded by Councillor Andrew Shore, unanimously carried. Little Stoke Garden Society - £430 Representatives were present to talk through the application. Following a discussion Councillor Keith Cranney proposed acceptance for £430, seconded by Councillor Tony Hyde, proposal carried. Stoke Gifford Rangers - £1,000 Representatives were present to talk through the application. Following a discussion Councillor Penny Richardson proposed acceptance for £1,000, seconded by Councillor Keith Cranney, proposal carried. South Glos Council Armed Forces Day - £500 Representatives were present to talk through the application. Following a discussion Councillor Keith Cranney proposed acceptance for £500, seconded by Councillor Tony Hyde, proposal carried. Move Stretch Relax - £1,000 No representatives were present, therefore Councillor Andrew Shore proposed to defer the application to Full Council in November, seconded by Councillor Sue Bandcroft, unanimously carried.	Clerk to extend invite to November FC X 4 applicants.
7	Conclusion of Annual Review 2024/25. Parish Clerk presented the conclusion of annual review 2024/25. The audit is now complete with recommendations from SGC. - Notice of Conclusion of Audit - Section 1 Annual Governance Statement - Section 2 Accounting Statement - Section 3 External Auditor report and certification Following discussion, the Chair thanked the Finance Officer Cath Slade and council staff involved ensuring the audit is satisfactory and signed off. Councillor Sue Bandcroft acknowledged the demanding work that goes into the audit and proposed a vote of thanks to the staff involved, seconded by Councillor Penny Richardson, unanimously carried.	

8	Replacement item of play equipment at the Trust Ground. Councillor Penny Richardson linking with the Clerk has been in discussion with three play companies obtaining quotes to replace the circular swing set, include a multi play facility with safety surface and tabled a report with quotes and a description of the play equipment. Sovereign Wicksteed and GB Leisure submitted plans and costs for the replacement play equipment. Following the 2025 ROSPA Play inspection report parish staff removed the timber swing set that was rotten and nearing end of life. All companies were asked to supply a replacement swing set along with an item of play equipment and safety surface. Following a lengthy discussion Councillor Keiron Marsden proposed to approve the Sovereign quote, to include multi play, circular swing set to include an accessible swing for less abled children, and a rubber mulch safety surface for a total of £49,566.42. it was noted the accessible swing will be an additional cost which totals £50,906.42, seconded by Councillor Penny Richardson, proposal unanimously carried.	
9	Brooklands Park & Highbrook View. The Clerk updated members on the build. The Clerk arranged for a site visit earlier this week for council staff and café owner. The Clerk was invited to the contractor's countdown to handover meeting on TEAMS recently. The practical completion of the main contract is now delayed until December due to a delay in 'power on' date by UKPS. A minimum period for activation of underfloor heat to protect screed which will lead to subsequent delay in laying floor finishes and equipment on top of flooring, including kitchen equipment. The Clerk will attend the next countdown to handover meeting and report back to council. The Brooklands Park Administrator is now in place and following induction will be creating the site documents and contacting local groups clubs and organisations about locking in bookings in readiness for the opening date. Utilities will also need to be set up with agreements for data, phone, internet, water, gas and electric etc. The Clerk will arrange for a meeting with the sub-committee to keep in contact as we approach the handover date. Councillor Andrew Shore has concerns over the retaining wall as currently there is no wall or barrier in place which could have a knock on effect. The Clerk will enquire with	Clerk to en- quire with Crest Ni-

	the contractors.	cholson.
10	Valuation of Little Stoke Community Centre. The Clerk has carried out a revaluation of Little Stoke Community Hall and tabled for members information. Zurich carried out the assessment. Property info: two detached buildings involving a community centre and changing rooms (including garage and workshop) arranged over ground floor levels only. Structure: load bearing masonry over solid floor. Roof: varying roof types, some pitched structures, and some flat structures with various coverings. Elevations: some rendered finishes as well as some cavity brickwork with fenestrations. Services: standard connections, including a central heating system assumed. Mapping data suggests there is an array of panels on top of the community centre. External works: we have not included any external works as part of the assessment. The client may wish to seek further guidance regarding the reinstatement of these structures. Additional comments: we have assumed typical finishes have been applied within each of the buildings. Building costs: £2,348,000.00 Professional fees: 329,000.00 Demolition & Debris removal: £164,000.00 Planning & Building regulation fees: £23,500.00 Reinstatement total cost: £2,864,500.00	
11	Information on tablet devices for Parish Council meetings. At a recent meeting the Clerk was asked to seek information on supplying a tablet device for each council member to attend meetings with meeting documents on the device. This will save officer time preparing the meeting documents and substantial cost saving on print and paper. The Clerk has recently met with Soltech IT, the company that manages the councils IT systems and informed them of the council's needs. The costs submitted is to include: 10 x Samsung Galaxy Tab A9+11" Android tablet, WI-FI = £1,390 10 x Samsung case with screen protector = £290 10 x Installation charge for the laptop and tablets = £750 Cost = £2,430	

	Following discussion, Councillor Max Gallagher proposed to accept the quotation provided by the councils IT company, Soltech IT who can build the devices to suit the councils needs, seconded by Councillor Penny Richardson, proposal unanimously carried. The Clerk will arrange for Soltech IT to hold a training session on the tablet for all councillors.	Clerk to contact Soltech.
12	Planning applications. P25/02232/HH 91 Sandringham Road, Stoke Gifford, BS34 8PZ <i>Demolition of existing conservatory. Erection of side extension of existing garage to provide hobby room.</i> Chair of the Planning and Transportation Committee, Councillor Andrew Shore talked through the application. Councillor Sue Bandcroft proposed no objection to this planning application subject to the building works are carried out within normal working hours, seconded by Councillor Neel DasGupta, proposal unanimously carried.	
13	Any other business. Grant Aid policy – Councillor Andrew Shore believes discussing the applications at the October Full Council has worked well and would like to see the representatives of each application be given the chance to make a presentation in front of members before a decision is made. It is in the policy for this to happen but would like to ensure the representatives are allowed to present going forward. Representatives from four applications have not showed up this evening and they have been offered the chance to attend Full Council in November. Should they not attend in November then the Grant Aid budget will be closed for the current year. Grant Aid - Councillor Jan Brunwin is pleased to see the parish council helping the local groups clubs and organisations via the Grant Aid budget. Grant Aid policy – overall members felt the new policy worked has well with members discussing the applications twice a year (April and October). Trust ground – Councillor Mike Brown informed members the practice hoops are now back in situ following a period of being unavailable. To date no anti-social behaviour within the area has been reported. Meade Park – Head Groundsman and the Clerk arranged to meet the owner of the timber snake seat and he was delighted the council are looking to make good the item of equipment and not have it removed. The annual ROSPA report has noted the wood is wearing and splintered in places. The cost to repair the structure is £1,000 and would return the timber seat to as good as new. the seat is over ten years old. Councillors Andrew Shore and Mike Brown have recently visited the site and agree the	

	works need to take place and the owner of the item of equipment needs to carry out the work but queried the amount. Members asked the Clerk to contact the owner and see if the cost can be reduced. Financial Advisor – Councillor Keiron Marsden advised members he had recently met with a Financial Advisor working closely with Town and Parishes and will update the Finance & General purpose committee in December. Remembrance Service – Councillor Keith Cranney reminded members the Remembrance service will be taking place at the Cenotaph, Stoke Gifford on Sunday 9th November. The event is organised by the Royal British Legion, and the Parish Council arrange for the road closure (on North Road) via South Glos Council during the time of the event. Signage will be put up on lamp posts two weeks before the event informing local residents the road will be closed. Forest of Avon – The Green Canopy Project - Councillor Penny Richardson informed members the Forest of Avon are working in partnership with towns and parish councils and local community groups. The project supports councils in planting at least one hectare of trees across their parish, contributing directly to their Local Nature Climate Action Plans (LNCAPs) and the wider regional goal of doubling tree canopy cover by 2050. Through the Green Canopy Project, the offer is fully funded to help bring the tree planting ambitions to life. This includes: • Free expert advice and design support for habitat planting, including guidance on site selection, planting techniques, and long-term aftercare. • Delivery for tree planting projects in publicly accessible areas. • Funding opportunities through Trees for Climate [TFC-Brochure-DIGITAL.pdf] • Ready-to-use community engagement materials, including an information poster [Green Canopy Poster v9.indd] and booklet. Councillors requested the Grounds Team are consulted along the way including Neil Gazzard (SGC Tree Officer) to ensure the appropriate species are planted, in the correct locations and the aftercare programme is in place. Councillor Penny Richardson will update at the up and coming Recreation & Leisure committee meeting.	
14	Date of the next Parish Councillor Surgery. 18th October – Little Stoke Community Centre 10:30-12:00.	
15	Date of next meeting. 11th November 2025.	
16	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 21:30

Signed: _____

Date: _____

D Addison (Chair)

On behalf of Stoke Gifford Parish Council