



# STOKE GIFFORD

PARISH COUNCIL

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## STOKE GIFFORD PARISH COUNCIL

### MINUTES OF THE FULL COUNCIL MEETING

Held on Tuesday, 9<sup>th</sup> June 2026 at 19:00

At Little Stoke Community Hall, Little Stoke, 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, J Brunwin, M Brown, K Cranney, N DasGupta, M Gallagher, T Hyde, K Marsden, P Richardson, and A Shore.

Also in attendance was a representative from Turtle CYP, Bristol Durga Puja, Four Towns Transport, ten residents and J Rendell [Parish Clerk].

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| 1 | <b>Welcome and apologies for absence</b><br><br>The Chair, Councillor Dave Addison welcomed all present to the meeting.<br><br>The Clerk reported that all members are present.                                                                                                                                                                                                                                                                                                                                                                       | <b>Actions:</b> |
| 2 | <b>To receive notification of any member's personal or prejudicial interest</b><br><br>Councillor Neel DasGupta declared an interest in agenda item 6; a Grant Aid application received from Bristol Durga Puja and will not take part in the discussion.                                                                                                                                                                                                                                                                                             |                 |
| 3 | <b>Public Session [Maximum of 15 minutes, up to 3 minutes per person]</b> Ten residents were in attendance.<br><br>A resident asked for an update on the road safety audit that is scheduled to take place on Gypsy Patch Lane. Councillor Andrew Shore has been in contact with SGC, and they plan to carry out work on the highway towards the end of June. A further update will be given at the next Planning & Transportation committee meeting.<br><br>A resident highlighted that during this summer, the 'Your voice' team will be present at |                 |

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|   | <p>the Filton Festival at Elm Park, Filton, on Sunday 5<sup>th</sup> July from 11:00-16:00. It will be a useful meeting for residents to attend with any concerns on the highway areas in Stoke Gifford.</p> <p>Ternaya Cummings, Director of Turtle CYP was present and give an update to members on the summer playscheme programme and the youth work being rolled out in the parish.</p> <p><i>In 2025 - 2026, we have had residents of Stoke Gifford Parish attend:</i><br/> <i>1 parent attended our Cygnet course</i><br/> <i>18 Different families (24 adults &amp; 36 children) attended our family sessions</i><br/> <i>67 Different children attend the playscheme 317 sessions between then</i></p> <p><i>To date re 2026 - 2027, we have had residents of Stoke Gifford Parish attend:</i><br/> <i>4 Parents attend our Cygnet course (currently being delivered in Brooklands Park Community centre)</i><br/> <i>4 Different children attend the playscheme 16 sessions between them</i></p> <p><i>This summer (2026) we are delivering the first week in the Poplar rooms, then weeks 2 &amp; 3 in Brooklands Park Community Centre with the final week being in Little Stoke Community Centre. We will be delivering Family sessions on the 4 Mondays, with the playscheme being Tuesday, Wednesday, and Thursday each week. We start on 27<sup>th</sup> July and finish on 20<sup>th</sup> August 2026. For the playscheme, we will have forty children max per day. Bookings will be released mid-June, and publicity will be shared with yourselves.</i></p> <p><i>This year we have monitored attendances of all families and children in terms of council area they live in. We have applied for funding from thirteen different town and parish councils to help cover costs for their residents attending our sessions. One came back and offered £500, but only if we delivered a week in their area. Unfortunately, this is not possible. We have received funding from two other Town / Parish Councils. We will continue to monitor attendances and will keep applying for funding from their town / parish council.</i></p> <p><i>As an organisation, we deliver youth work training which is the only service we charge for. Any profit made goes directly towards the playscheme and family sessions.</i></p> <p>Councillor Keith Cranney asked if Turtle CYP had approached neighbouring councils requesting funding support. The neighbouring properties from families that attend the sessions have been approached. Councillor Keiron Marsden suggested Ternaya contact Stoke Park &amp; Cheswick Parish Council.</p> |  |
| 4 | <p><b>To approve minutes of the last Full Council meeting dated 12<sup>th</sup> May 2026 along with the Annual meeting</b></p> <p>Following discussion, a couple of changes were made to the minutes of the Full Council and AGM meetings.</p> <p>The Full Council minutes dated Tuesday 12<sup>th</sup> May 2026 were then agreed as an accurate record, proposed by Councillor Neel DasGupta, seconded by Councillor Keith Cranney, a vote was taken, 11 for, 1 abstention (due to not being present at the meeting) proposal carried.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |

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|   | <p>The minutes of the AGM dated Tuesday 12<sup>th</sup> May 2026 were then agreed as an accurate record, proposed by Councillor Penny Richardson, seconded by Councillor Neel DasGupta, a vote was taken, 11 for, 1 abstention (due to not being present at the meeting) proposal carried.</p> <p>Councillor Keith Cranney asked the Clerk to contact the Chair of the Trust Committee and ask for a copy of the recent committee meeting to share with members.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Clerk contact Trust Committee Chair |
| 5 | <p><b>To approve the expenditure and general accounts for April and May 2026</b></p> <p>The Clerk tabled financial correspondence for April 2026 which included payments totalling £58,675.06 for the Co-operative General account, with a cash book balance of £374,305.06. Councillor Keiron Marsden proposed acceptance, seconded by Councillor Penny Richardson, carried unanimously.</p> <p>The Clerk then tabled financial correspondence for April 2026 which included payments totalling £3,756.08 for the Brooklands Park Community Hall account, with a cash book balance of £41,709.19. Councillor Keiron Marsden proposed acceptance, seconded by Councillor Penny Richardson, carried unanimously.</p> <p>The Clerk tabled financial correspondence for May 2026 which included payments totalling £35,080.42 for the Co-operative General account, with a cash book balance of £651,847.11. Councillor Keiron Marsden proposed acceptance, seconded by Councillor Penny Richardson, carried unanimously.</p> <p>The Clerk then tabled financial correspondence for May 2026 which included payments totalling £8,084.88 for the Brooklands Park Community Hall account, with a cash book balance of £36,927.58. Councillor Keiron Marsden proposed acceptance, seconded by Councillor Penny Richardson, carried unanimously.</p> |                                     |
| 6 | <p><b>Grant Aid applications (deferred from April meeting)</b></p> <p>- Four Towns Transport</p> <p>A representative was present to talk through the application.</p> <p>Purpose of the grant- To assist with the purchase of an electric minibus. To help reduce our carbon footprint and lower operating costs. The intention is to operate the vehicle to assist with GP and hospital journeys. Following discussion Councillor Keith Cranney proposed to approve the application to the cost of £1,000, seconded by Councillor Penny Richardson, proposal unanimously carried.</p> <p>- Bristol Durga Puja</p> <p><i>Councillor Neel DasGupta declared an interest and did not take part in the discussion.</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                     |

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| <p>Three representatives were present to discuss the application.</p> <p>Purpose of the grant - To request the use of Parish Council green space located near the parish car park to host a temporary cultural community event marquee (approximately 12m x 36m) for five days between 17 October and 22 October 2026. We are not requesting financial funding. Instead, we respectfully request the temporary use of the green space along with access to electricity and water, with the organisers covering all associated usage costs as well as any caretaker time or ground maintenance charges required.</p> <p>The event will celebrate Navratri, Dussehra and Durga Puja, important cultural and spiritual festivals celebrated by the Hindu community worldwide. The event will be free and open to all residents, and will focus on community engagement through:</p> <ul style="list-style-type: none"> <li>• cultural music and prayers</li> <li>• traditional dance and artistic performances</li> <li>• poetry recitation and community drama</li> <li>• educational cultural activities</li> <li>• shared community meals</li> </ul> <p>This event is designed to promote cultural awareness, equality, and community cohesion within Stoke Gifford and surrounding areas.</p> <p>We are requesting the Parish Council's support to allow the event to take place as a one-year pilot, after which we would be happy to review outcomes with the council.</p> <p>The representatives met on site recently with the Clerk to go through the operations and logistics of the event. The Clerk covered the following.</p> <ul style="list-style-type: none"> <li>- Organisation to arrange overnight security, even maybe suggest hiring our own Security/ Lockup company who can be on site and protect the marquee and everything inside it</li> <li>- Organisation to carry out a letter drop to all neighbouring properties with details of the event including a CONTACT NUMBER for any concerns during the event (not Caretaker or SGPC staff) This works brilliantly well with the funfair</li> <li>- Ensure a flooring/ matting is used to protect the grass/ ground</li> <li>- Removing bags of rubbish/ waste. Organisation to hire a BIFFA 110l bin (similar to council bins) there will be no excess space in the council's bins for additional waste</li> <li>- Regular litter picking</li> <li>- Potentially SGPC to hold a deposit of £1,000 for any unforeseen damages and repairs at the end of event to be agreed by organiser and a rep from SGPC (Clerk and Groundsman who can cast professional eye on the surfaces and bins etc)</li> <li>- Organisation requires the need for electricity, so this would be arranged from the changing room block which would also cater for the toilets.</li> <li>- Observation. The carpark would be busy during their event; this may mean that regular users such as the dance club or Slimming World may struggle to park. Organisation to seek alternative parking for guests, resident Rugby club was suggested as an ideal car park for the events guests.</li> </ul> <p>Councillors held a discussion and some concerns were raised: noise nuisance as</p> |  |
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|   | <p>the event is close to neighbouring properties, the timing in the year would mean possible damage to the grassed area, and parking.</p> <p>Following a lengthy discussion, Councillor Sue Bandcroft proposed that SGPC support the event and show support to such a cultural vibrant community event, seconded by Councillor Penny Richardson, a vote was taken, 11 for, 1 abstention, proposal carried.</p> <p>The representatives were asked to liaise closely with officers and arrange an on-site meeting following the event ensuring the ground under the marquee is not damaged.</p>                                                                                                                                                                                                                                                                             | Officers consult with representatives on the coordination |
| 7 | <p><b>ACV Nomination – Little Stoke (Stokes) Youth Centre – any comments by 16<sup>th</sup> June 2026</b></p> <p>South Glos Council has received a nomination relating to Little Stoke Youth Centre from Incredible Kids. South Glos Council has contacted the Clerk for any comments and asked members to make comment on behalf of the Parish Council by the 16<sup>th</sup> June.</p> <p>Following discussion Councillor Keiron Marsden proposed the Parish Council fully support the proposal of ‘Incredible Kids’ taking over the former youth centre on Little Stoke Lane, refurbishing the building, and managing the centre with some support from South Glos Council, seconded by Councillor Keith Cranney, proposal unanimously carried.</p>                                                                                                                    | Clerk to respond to SGC                                   |
| 8 | <p><b>To sign the Conflict of Interest form with BDO (confirmation and signed) for 2026/27</b></p> <p>The Clerk tabled the conflict of interest form and asked members if anyone is affiliated with BDO, the company assigned to conduct the council’s audit assessment.</p> <p>As there are no conflicts of interest, the Chair, Councillor Dave Addison, and the Clerk signed the form. Formally proposed by Councillor Max Gallagher, seconded by Sue Bandcroft, proposal unanimously carried.</p>                                                                                                                                                                                                                                                                                                                                                                     | Clerk to send form to BDO                                 |
| 9 | <p><b>Replacement swings for Little Stoke Park</b></p> <p>The arm on the children’s swing play equipment has considerable damage and has become unsafe. The Head Groundsman contacted GB Sport &amp; Leisure to conduct repair works (welding) to the arm. Due to the extent of the repair, and the age of the equipment (30 years) the company will not carry out repairs as the structure is too weak and they cannot guarantee the works would hold. Following inspection, the Head Groundman, Martyn Rendell and Councillor Penny Richardson (Chair of Recreation &amp; Leisure) contacted three companies to supply and install a replacement swing set to include an inclusive swing seat.</p> <p>Description of goods:</p> <p>Supply and install a Steel Swing set</p> <p>3 x large flat seats and 1 x inclusive seat</p> <p>Stainless steel chains and safety</p> |                                                           |

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|    | <p>Removal of existing swing set</p> <p>Wet pour repairs and replace where necessary</p> <p>Site preliminaries – heras fencing, toilets etc</p> <p>Three companies provided quotations:</p> <p>Wickstead £7,619.79</p> <p>GB Sport &amp; Leisure £7,716.25</p> <p>Sovereign £11,935.75</p> <p>The Clerk confirmed that all three companies have been used before.</p> <p>Following discussion there were two proposals on the table. Councillor Andrew Shore proposed to proceed with Wickstead, seconded by Councillor Keith Cranney, a vote was taken 4 for, 6 against 2 abstentions.</p> <p>Councillor Max Gallagher then proposed to proceed with GB Sport &amp; Leisure due to the design on the arm frames, seconded by Councillor Penny Richardson, a vote was taken, 9 for, 3 abstentions proposal carried.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Clerk to approve GB quote |
| 10 | <p><b>Update on SGC Special Expenses and public consultation</b></p> <p>The Chair, Councillor Dave Addison informed members that South Glos Council have run a consultation allowing towns and parishes to feedback on the proposed Special Expenses changes and asked if members wished to formally complete the survey.</p> <p>Councillor Keiron Marsden reminded members that South Glos Council will conduct the work and charge towns and parishes at the rates provided unless agreed and taken on by each individual council. The Parish Council need to obtain the overall description of work from South Glos Council to ensure services are not reduced. The Parish Council hope to source information soon from South Glos Council in relation to the ownership of the Play Areas being handed down to the parish, and the contract agreement between both parties.</p> <p>Councillor Andrew Shore believes that SGPC could manage the special expenses work more cost effectively than SGC. The Parish Council need to be clear in what assets are being handed down and the ownership of the area, (for e.g. will the Parish Council own the land a play area is on or will it still belong to SGC) similar to the bins in the parish and will litter picking the highways/ streets be reduced/ stopped by SGC. Councillor Andrew Shore is comfortable with the grass verge/ highway cutting part of the Special Expenses programme but there are still queries on the bins litter picking and ownership of the parks.</p> <p>Following discussion members agreed on the following response:</p> <p><b>1. Whether you are supportive of the principle of the policy?</b></p> |                           |

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|    | <p>Stoke Gifford supports, in principle, the transfer of the special expense items to the Parish and Town Councils</p> <p>2. <b>Do you agree with the draft terms of the policy as to what is included as a special expense?</b></p> <p>3. <b>What elements, if any, should be added to/removed from the policy?</b><br/>The timescale for implementation of the policy is challenging, the policy itself is simple, stating only that the responsibility for the special expenses items will be transferred to the Parish/Town Councils (with bus shelters and closed cemeteries excluded) and this will take effect from April 2027. We appreciate the simplicity of the policy and would not suggest any changes</p> <p>4. <b>What impacts you foresee if the policy is implemented, generally and from your own perspective?</b><br/>We would expect to see a rise in precept of approximately 30% which would have to be offset by the complete removal of the special expenses line item from the council tax bill next year. We would also expect to see an improvement in accountability for the maintenance of the areas covered by special expenses as residents will know that they should contact the Parish Council with any issues.</p> <p>5. <b>Whether you think the items included in special expenses are of wider benefit than just your parish?</b><br/>Special expenses items benefit residents of the parish</p> <p>6. <b>Whether timescales for implementation are workable?</b><br/>Timescales are workable but we would need the policy to be decided in the July cabinet meeting. The reasoning for this is that we start our budget decisions starting in November and would need two, or preferably three, months to go out for quotes for the work. In order for us to make informed decisions on how to proceed in November, this would mean going out for quotes at the end of August or beginning of September so we would need to know if the policy was going ahead as planned (or was being delayed by a year or more) after the July cabinet meeting. If this is not implemented in July, then we advise the policy to be deferred by one year.</p> <p>7. <b>Any other comments.</b><br/>Although the policy is understandable, we expect the implementation to be less so with multiple items needing clarification. We would therefore require South Gloucestershire Council to ensure that sufficient officer time is allocated to answer the inevitable large volume of questions in a timely manner.</p> <p>The Clerk will send response to SGC following the meeting.</p> | <p>Clerk to send to SGC</p> |
| 11 | <p><b>Brooklands Park &amp; Highbrook View</b></p> <p>The Clerk reported that room hire continues to increase with the bookings in the main hall. Chair of Finance &amp; General Purpose Committee, Councillor Keiron Marsden plans to report the financial position and the hirer forecast at the July meeting.</p> <p>Councillor Andrew Shore is due to meet with SGC to discuss various points raised by the Residents Association within the Brooklands Park estate and report back to the Planning &amp; Transportation committee.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                             |
| 12 | <p><b>Planning applications</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                             |

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|    | Councillor Andrew Shore informed members the recent Planning Application called to committee regarding the Brooklands Park Community Hall has been withdrawn by South Glos Council.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                 |
| 13 | <p><b>Any other business</b></p> <p>World Cup England kick off times – Councillor Keiron Marsden proposed to move the Planning &amp; Transportation meeting to a 18:30 start (from 19:00) as the England World Cup fixture kicks off at 21:00, seconded by Councillor Andrew Shore, proposal unanimously carried. There may be another clash with the Finance &amp; General Purpose meeting in July depending on how the group stages end up. The Chair, Councillor Dave Addison proposed to change the start time to 18:00 should the England game fall on the same evening, seconded by Councillor Keiron Marsden, proposal unanimously carried.</p> <p>Cleansing Operative - Councillor Keiron Marsden informed members the salary of a new post was approved and included within the current 2026/27 budget figures. With the recent increase in fly tipping and household waste around the parks Councillor Marsden proposed to approve for the Clerk to start the advertising process and look to get in an Operative as soon as possible, seconded by Councillor Sue Bandcroft, a vote was taken, 10 for, 2 abstentions, proposal carried.</p> <p>The Clerk confirmed that creating the post of a Cleansing Operative will save ten hours each week from two Grounds staff (20 hours) which will allow Grounds staff more valuable time to attend the parks and recreational areas.</p> <p>Trust Ground maintenance – following the major drainage works carried out to the football pitch Councillor Mike Brown wanted to ensure the Trust Committee have the necessary liability clause in place now the Parish Grounds staff have started back on their grass cutting schedule. The Clerk or SGPC representative on the Trust Committee, Councillor Dave Addison will contact the Chair to ensure this is in place especially in the first few months of getting back on the grass.</p> <p>Councillor surgeries – now that SGPC have a second community building in the parish (Brooklands Park) Councillor Mike Brown queried the need to hold Councillor surgeries at the Trust Hall and believes it would make more sense for the surgeries to be held at both community buildings, one in the north and one in the southern part of the parish. Councillor Penny Richardson would like to continue running the Councillor surgeries at the Trust ground as it falls within the central ward. The Councillors representing the central ward all attend the surgeries on site and would prefer the meetings to remain within the central ward.</p> <p>Councillor Andrew Shore mentioned the Councillor surgery for the central ward could potentially be held at the St Michaels Church rooms which also falls within the central ward.</p> <p>Western Innovation Arc – the Chair, Councillor Dave Addison mentioned to members the next stage of the Western Innovation Arc is under development and plans for infrastructure improvement in the Parkway area will be based on the Parkway masterplan so residents should try and make their views known if and when the opportunity arises.</p> | <p>Clerk to amend P&amp;T meeting start time</p> <p>Clerk to advertise role</p> |
| 14 | <b>Date of the next Parish Councillor Surgery.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                 |

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|    | 20 <sup>th</sup> June – Brooklands Park Community Hall, 10:30-12:00                                                                                         |  |
| 15 | <b>Date of next meeting.</b><br><br>8 <sup>th</sup> September 2026                                                                                          |  |
| 16 | <b>CONFIDENTIAL ITEMS.</b><br>To resolve, by the nature of the sensitivity of items, to exclude the press and public [Public Bodies Admissions to Meeting]. |  |

Meeting closed 21:30

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

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

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