STOKE GIFFORD
PARISH COUNCIL

Community Hall, Little Stoke Lane, Little Stoke, Bristol, BS34 6HR
Tel: 01454 865202
Email: clerk@stokegifford.org.uk
Web: www.stokegifford.org.uk

STOKE GIFFORD PARISH COUNCIL

MINUTES OF THE FULL COUNCIL MEETING
Held on Tuesday, 8th September 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, J Brunwin, M Brown, M Gallagher, K Marsden and P Richardson.

Also in attendance were thirteen residents and J Rendell [Parish Clerk].

1	**Welcome and apologies for absence** The Chair, Councillor Dave Addison welcomed all present to the meeting. The Clerk reported that apologies have been received from Councillors Keith Cranney, Neel DasGupta, Tony Hyde and Andrew Shore.	**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]** Thirteen residents were in attendance. Memorial Tree on Little Stoke Park – the tree planted near the stream appears to be dead following the excessive heat through the summer months. A resident would like to fund a new tree and arrange for the tree to be planted at a different location on site. Councillor Penny Richardson recommended the resident meet with the Clerk and Head Groundsman to mutually agree the appropriate location. Condition of trees – a resident recently walked through 40 Acres and noticed that many trees need some maintenance following such a dry summer. The trees and whips that	Clerk to arrange meeting on site

	were planted two years ago have not received the required maintenance and look in a poor state. 40 Acres Tree Planting – a number of residents are keen to talk about the tree planting project, later on the agenda. Stoke Gifford Trust grounds – a resident asked Councillor Dave Addison (SGPC representative on the Trust Committee) for an update on the concrete barriers currently blocking the entrance points to the site. Site users are parking their vehicles on nearby roads causing congestion near the site. Councillor Dave Addison will liaise with the committee however it is hoped the concrete barrier will be moved over the next few days. Illegal encampments – several residents are keen to about the illegal encampments that have taken place in August, later on the agenda.	
4	**To approve minutes of the last Full Council meeting dated 9th June 2026.** Following discussion, a couple of changes were made to the minutes of the Full Council meeting. The Full Council minutes dated Tuesday 9th June 2026 were then agreed as an accurate record, proposed by Councillor Sue Bandcroft, seconded by Councillor Keiron Marsden, a vote was taken, 6 for, 1 abstention, proposal carried.	
5	**To approve the expenditure and general accounts for July and August 2026** The Clerk tabled financial correspondence for July 2026 which included payments totalling £52,242.42 for the Co-operative General account, with a cash book balance of £580,603.55. Councillor Keiron Marsden proposed acceptance, seconded by Councillor Jan Brunwin, a vote was taken, 6 for, 1 abstention, proposal carried. The Clerk then tabled financial correspondence for July 2026 which included payments totalling £6,516.23 for the Brooklands Park Community Hall account, with a cash book balance of £42,303.05. Councillor Keiron Marsden proposed acceptance, seconded by Councillor Jan Brunwin, a vote was taken, 6 for, 1 abstention, proposal carried. The Clerk tabled financial correspondence for July 2026 which included payments totalling £4.25 for the Lloyds account, with a cash book balance of £230,535.02. Councillor Keiron Marsden proposed acceptance, seconded by Councillor Jan Brunwin, a vote was taken, 6 for, 1 abstention, proposal carried. The Clerk tabled financial correspondence for August 2026 which included payments totalling £183,801.57 for the Co-operative General account, with a cash book balance of £400,641.19. Councillor Keiron Marsden proposed acceptance, seconded by Councillor Jan Brunwin, a vote was taken, 6 for, 1 abstention, proposal carried. The Clerk then tabled financial correspondence for August 2026 which included payments totalling £2,539.49 for the Brooklands Park Community Hall account, with a cash book balance of £43,714.72. Councillor Keiron Marsden proposed acceptance, seconded by Councillor Jan Brunwin, a vote was taken, 6 for, 1 abstention, proposal carried.	

	The Clerk tabled financial correspondence for August 2026 which included payments totalling £4.25 for the Lloyds account, with a cash book balance of £381,119.50. Councillor Keiron Marsden proposed acceptance, seconded by Councillor Jan Brunwin, proposal unanimously carried.	
6	**Green Canopy Tree Planting project – 40 Acres** Following decision at the Full Council meeting in May 2026, the Clerk approved for Avon Archaeology to carry out a Desk-Based Assessment of 40 Acres. The report is now received and shared with Councillors. The Clerk tabled the original planting map and the amended planting map with changes made following the survey. Councillors and members of the public had a number of queries for Councillor Penny Richardson who is leading on this project. - The parish council will not be accountable for any cost associated with the planting of trees in 40 Acres supplied by a third party providing terms and conditions are met. Forest of Avon are fully responsible for this. - Who will be responsible for employing contractors and ensuring maintenance is carried out to meet T&C's? Forest of Avon have provided a list of contractors for watering and maintenance. - SGPC staff will not be involved in planting or maintaining newly planted trees? The staff will not be responsible for the maintenance and ongoing watering of the newly planted trees or whips. Councillor Max Gallagher acknowledged this is a plan to install new trees, there is funding available to cover the installation, the parish council have urged for an Archaeological Report to be undertaken, and it now has, so he believes it should go ahead. Councillor Mike Brown wants to ensure the parish council do not require any payment outlay as part of this project and to ensure the Grounds staff are not expected to maintain the newly planted trees and whips. Councillor Penny Richardson confirmed that funding will come from the Forest of Avon Trust in Year 1 covering the planting, and Year 2 for the watering (contractor engaged and paid for by SGPC then payment covered by the funding agreement). Following a lengthy discussion Councillor Mike Brown proposed that SGPC ask Forest of Avon Trust for an extension in time and defer the decision until the next Full Council meeting (in October), a vote was taken, 2 for, 4 against, 1 abstention, proposal not carried. Councillor Penny Richardson then proposed that Stoke Gifford Parish Council commit to the following: - Signing the funding contract agreement with the Forest of Avon Trust	

	- Planting according to the conditions in the funding contract - Planting in the upcoming autumn and dormant period Seconded by Councillor Max Gallagher, a named vote was carried out, 4 for, Cllrs Sue Bandcroft, Jan Brunwin, Max Gallagher and Penny Richardson, 1 against, Cllr Mike Brown and 2 abstentions, Cllrs Dave Addison and Keiron Marsden, proposal carried.	Clerk to contact FOAT and approve the planting
7	**Illegal encampments on Parish Council grounds** Councillor Keiron Marsden highlighted a lot of ignorance around social media posts with residents talking about the lack of action from the Police and the powers available to the district council Traveller Department. The Local Beat Manager has drafted a fine detailed report on the illegal encampments that took place in August, explaining the governance and powers that are to be followed. The Police report is included within the meeting documents and will be discussed later on the agenda. Following on from the first encampment where Travellers forced entry into Little Stoke Park, padlocks were vandalised and the council vehicle bumped away from the internal field gate entrance, council staff have checked all areas that could potentially be breached illegally, and further measures are being put in place. The Clerk reiterated to councillors that staff require access to all sites, so it is not possible to simply barricade sites closed due to daily access. Councillors Sue Bandcroft and Keiron Marsden acknowledged the workload the parish council staff undertook across the three weeks in August, regular updates were provided, the Police, SGC, and parish council all worked closely together, staff cancelled annual leave and staff/ Police team moved days off to ensure sufficient cover was in place on site at all times. The Clerk tabled a Hazard identification and Evaluation form for all three encampments showing the actions taken by site staff throughout the process. The Clerk confirmed the Grounds staff have installed steel posts to an area on Mike Gallivan fields and added a temporary bollard to the back field (off Mike Gallivan) where travellers removed a timber post. A steel housing is being made up to further protect the padlocks to the main entrances at Little Stoke Park, Meade Park and 40 Acres. Other areas are also being infilled in the coming months. Some residents at the meeting were also on site at the time when the Travellers broke onto Little Stoke Park and the Mike Gllivan fields, and they expressed their dissatisfaction with the lack of Police support. Residents Councillors (and staff) all feel the Police should have the required power to be able to evict Travellers following an illegal encampment, but it was acknowledged this is something that should be raised to the Local MP so it can be discussed and approved at Government level. Councillor Keiron Marsden informed councillors and residents the Police must abide by the law, they cannot legally remove a caravan (or any vehicle) from a field before due	

	processes are carried out. Residents at the meeting felt more councillors should have been more proactive and present during this challenging time for all involved. Residents mentioned they felt untaxed and unlicenced vehicles were being driven on site dangerously, foul, and abusive language and a significant increase in anti-social behaviour in the immediate area including local superstores making the difficult decision to close business. Residents thanked Councillor Mike Brown who attended site on all three encampments, and Councillor Keith Cranney who kept residents up to date on social media. One resident was present at Little Stoke Park and felt he was assaulted and has received no support from the Police. The resident also asked a number of questions in terms of site safety and the actions taken during the encampment. The Chair informed the resident staff have supplied this information and tabled in the meeting documents. Councillor Mike Brown has walked the sites in his own time and will liaise with the Clerk and Head Groundsman to confirm a couple of areas that could be deemed vulnerable going forward. One member of the public feels the parish council conducted their work well throughout this process, and reduced the time spent on each site to the absolute minimum. Sadly, Travellers are prepared to carry out as much damage as possible to gain entry to a field. The key issues raised at the meeting needs to be directed at the Local MP and above to ensure the Police and district council have more immediate powers to remove unwanted visitors in the future.	MB site meeting with staff
8	**North Road - speeding vehicles** Some residents continue to mention that vehicles are speeding both ways on North Road, and it has been brought to the attention of the parish council. Councillor Mike Brown informed councillors SGC officers have assessed the area twice recently recording no major concerns and several years ago (approx. 10) a full assessment took place with no recommendations for further action. Councillors also mentioned visibility does not seem to be an issue for drivers. The Chair, Dave Addison asked the Clerk to contact SGC and enquire about sporadic speed checks on the road to cover all times of the day.	Clerk con-tact SGC officer
9	**Christmas Lighting** Councillor Penny Richardson has been in contact with the Festive Lighting Company requesting the costs for in-stock Christmas motifs to be installed on lampposts in the north and south wards in the parish. Lighting was erected in the central ward (along Hatchet Road) in 2025, and they were well received by residents, and it was felt the	

	parish council should erect lighting in all three wards in the parish. The quotation was for 16 motifs at a cost of £4,712+VAT There will also be an additional cost to SGC for the installation of the electrical device to the lampposts and storage of the motifs all year round. Councillor Keiron Marsden confirmed a sum of £!0,000 was set aside for Christmas lighting in 2026/27. Following a discussion Councillor Sue Bandcroft proposed acceptance of the quote provide by Festive Lighting Company at a cost of £4,712+VAT plus the costs from SGC for installation and storage, seconded by Councillor Penny Richardson, proposal unanimously carried.	Clerk to contact SGC for installation and storage
10	**Little Stoke Park – garages and sheds** The Clerk informed councillors this was raised at the Recreation & Leisure committee meeting where it was discussed regarding the lack of space and storage in the external buildings. When stored overnight vehicles completely fill the garages and it was noted that when vehicles are due to be replaced, the replacement like for like models are wider and taller, along with the extra responsibilities and workload being handed to the parish council it was felt the building needs to be upgraded and made bigger. Councillor Keiron Marsden proposed for the Clerk to add this to the 5 year plan in 2027/28, and for the Clerk to obtain information/ quotes with a contractor in the meantime, seconded by Councillor Penny Richardson, proposal unanimously carried.	Clerk to add to 5 year plan
11	**Update on SGC Special Expenses** The Chair, Councillor Dave Addison confirmed the parish council recently agreed to register interest in adoption of the Special Expenses agreement in waive 1 (April 2027). SGC continue to hold regular meetings updating towns & parishes. Councillors and the Clerk continue to attend the meetings. Councillor Keiron Marsden proposed to continue obtaining all the required information in the coming months, and officers continue to source quotations for the cost to carry out the grass cutting element covered under the Special Expenses agreement, proposal seconded by Councillor Penny Ricardson, proposal unanimously carried.	Clerk to continue linking with SGC
12	**Brooklands Park & Highbrook View** The Clerk reported that room hire has increased with bookings recently added during the daytime. Office staff continue to source revenue from local organisations groups and clubs. Councillor Mike Brown mentioned the office window can now be opened, and office staff	

	are now able to deal with hirers from a more secure position within the office. Councillor Mike Brown mentioned the area towards the rear of the building has loose stones and hirers have been found throwing the stones into the neighbouring property. The Clerk confirmed this area is managed by Crest Nicholson, will be levelled, and grassed over once the boundary wall is carried out in the coming days. Councillor Mike Brown complimented the café owners on the running of the new café on site at Brooklands Park. The Clerk has received correspondence from Crest Nicholson confirming the highway road resurfacing works will be taking place imminently. The highway work being carried out through September 2026 are on the following areas: Harding Close Poppy Close Oxleigh Way Clover Way The Clerk also informed councillors Crest Nicholson intend to install three General Waste bins in the area and will be serviced by Preim. A representative from the Residents Association was present and she thanked the district councillors and active parish councillors for their involvement in local council matters to date.	
13	**Planning applications** None	
14	**Any other business** Latest update from the Police - The Clerk presented the latest update from the Police covering the months of July and August. Councillor Tony Hyde - During the meeting Councillor Kerion Marsden received contact from Councillor Tony Hyde who is poorly and has registered his apologies for the meeting. 3g Football pitch – Councillor Mike Brown acknowledged the parish council are looking to replace the 3g sports pitch during the 2027/28 financial year, and asked councillors if we should look at bringing forward this work to the 2026/27 year. The condition of the surface and fencing are coming to the end of its predicted lifespan and considering the usage and revenue earned it is felt this is worth doing sooner rather than later. Councillors agreed and asked the Clerk to obtain the necessary quotations and bring back to the next available Full Council meeting for a decision.	Clerk to add apologies to the minutes Clerk to obtain three quotes and report back to council

	Rossall Avenue entrance to Little Stoke Park – a resident noticed the entrance gate was unlocked earlier in the week. Contractors had been using the entrance for works on Little Stoke Park and may have forgotten to lock up. The Clerk will pass the information to the Grounds team. A38 Traffic lights - The Chair, Councillor Dave Addison highlighted issues with the vehicle detection unit on the A38A traffic lights causing recent delays on Gipsy Patch Lane.	
15	**Date of the next Parish Councillor Surgery.** 19th September – Brooklands Park Community Hall, 10:30-12:00	
15	**Date of next meeting.** 13th October 2026	
16	**CONFIDENTIAL ITEMS.** To resolve, by the nature of the sensitivity of items, to exclude the press and public [Public Bodies Admissions to Meeting].	

Meeting closed 21:15

Signed: _____ Date: _____

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