



# STOKE GIFFORD

PARISH COUNCIL

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

Tel: 01454 865202

Email: [clerk@stokegifford.org.uk](mailto:clerk@stokegifford.org.uk)

Web: [www.stokegifford.org.uk](http://www.stokegifford.org.uk)

## STOKE GIFFORD PARISH COUNCIL

### MINUTES OF THE AGM MEETING

Held on Tuesday, 14<sup>th</sup> May 2024 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, M Brown, J Brunwin, K Cranney, N Das Gupta, A Hyde, K Marsden, P Richardson and A Shore.

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

1	<p><b>To elect Chair of Full Council for 2023/24 and receive Declaration of Acceptance of Office.</b></p> <p>The Chair, Councillor Dave Addison welcomed everyone to the meeting and explained the plan for the evening. The Annual Parish meeting will start at 19:00, followed by a 10-minute break then onto the Full council meeting.</p> <p>Councillor Penny Richrdson proposed that Councillor Dave Addison continue to serve as Chair of council for the forthcoming year 2024/25, seconded by Councillor Keiron Marsden, a vote was taken, 8 for 1 abstention, proposal carried.</p> <p>Councillor Dave Addison was duly elected as Chair of Council for 2024/25 and then took the chair of the meeting after signing the Declaration of Acceptance of Office.</p>	
2	<p><b>To elect Vice Chair for 2023/24.</b></p> <p>Councillor Penny Richardson proposed that Councillor Sue Bandcroft is elected as Deputy Chair of Council for the year 2024/25, seconded by Councillor Keiron Marsden,</p>	

	<p>proposal carried.</p> <p>Councillor Sue Bandcroft was duly elected as Vice Chair of Council for 2023/24.</p>	
3	<p><b>Welcome and apologies for absence.</b></p> <p>The reappointed Chair, Councillor Dave Addison thanked members for the opportunity to Chair for a second year and welcomed all present to the meeting.</p> <p>Apologies were received from Councillors Brian Mead and Richard Barber.</p>	
4	<p><b>To receive notification of any member’s personal or prejudicial interest.</b></p> <p>None.</p>	
5	<p><b>To approve the minutes of the last Annual General meeting dated Tuesday 10<sup>th</sup> May 2023.</b></p> <p>Following some grammatical changes the Annual General Meeting minutes dated Tuesday 10<sup>th</sup> May 2023 were agreed as an accurate record proposed by Councillor Sue Bandcroft, seconded by Councillor Penny Richardson, unanimously carried.</p>	
6	<p><b>Present the Annual Report to include overview from Committee Chairs and Parish Clerk.</b></p> <p>The Clerk, John Rendell presented the 2023/24 Annual report, which included an annual overview of the year from the Chair of Council, the Committee Chairs and the Clerks report.</p> <p>Residents shared some comments on the report:</p> <ul style="list-style-type: none"> <li>- Shame to not report the passing of ex councillor Brian Allinson.</li> <li>- No mention of the new development Mulgrove Farm.</li> <li>- Update on bus shelter repairs, unsure if repaired or not.</li> <li>- A grassed entrance to Meade Park from Constantine Avenue has been under water through the winter months and difficult for residents to use.</li> </ul> <p>The comments were noted and Councillor Sue Bandcroft mentioned all members had an input into the report and it has been worked on and put together over a three week period. The report gives a good insight into the parish council business during 2023/24.</p>	
7	<p><b>Councillor attendance at meetings for 2023/24.</b></p> <p>Parish Clerk, John Rendell presented the Councillor Attendance record for meetings carried out through 2023/24.</p>	

	Councillor Name	Total SGPC Meetings 2023/24	Attended	%		
	Dave Addison	21	19	90%		
	Sue Bandcroft	25	24	96%		
	Richard Barber	19	11	58%		
	Mike Brown	25	21	84%		
	Jan Brunwin	19	14	74%		
	Keith Cranney	21	21	100%		
	Neel Das Gupta	19	17	89%		
	Anthony Hyde	25	25	100%		
	Keiron Marsden	22	21	95%		
	Brian Mead	10	3	30%		
	Penny Richardson	22	20	91%		
	Andrew Shore	25	24	96%		
	A local resident made comment on the lack of attendance by Councillor Brian Mead.					
8	<p><b>Review Parish Council 5-year plan.</b></p> <p>The Clerk presented members with the current 5-year plan and will delete year 1 and add a new year 5.</p> <p>Chair of Finance, Councillor Keiron Marsden and Parish Clerk will continue to liaise working through the 5 year plan. It is hoped the plan will link more closely with the budget.</p> <p>The 5 year plan is added to all Finance &amp; General Purposes committee meetings throughout the year.</p>					
9	<p><b>Review and approve Policies and Procedures for 2023/24.</b></p> <p>Parish Clerk, John Rendell tabled copies of the Standing Orders and Policies &amp; Procedures for all members which included the supporting documents for consideration and approval. One additional policy has been added throughout the last year, SGPC Investment Strategy.</p> <p>Following discussion, Councillor Keiron Marsden proposed to agree all Policies &amp; Procedures and Standing Orders, seconded by Councillor Jan Brunwin, unanimously carried.</p> <p>These documents will be reviewed again at the next Annual Parish Meeting in May 2025.</p>					
10	<p><b>To resolve that Stoke Gifford Parish Council continues to meet criteria to exercise the General Power of Competence.</b></p> <p>Parish clerk recommends to members that Stoke Gifford Parish Council continues to meet criteria to exercise the General Power of Competence.</p>					

	<p>Stoke Gifford Parish Council meets the following conditions to be able to award itself the General Power of Competence as of 10<sup>th</sup> May 2024:</p> <ul style="list-style-type: none"> <li>• Two thirds or more of Councillors have been elected, rather than co-opted or appointed; and</li> <li>• The clerk to the Parish Council holds the certificate of High Education/First Level of the Foundation Degree in Community Engagement &amp; Governance awarded by the University of Gloucestershire; and</li> <li>• The clerk to the Parish Council has completed the relevant training (i.e training in the exercise of the General Power of Competence in accordance with the National training strategy for parish councils adopted by NALC)</li> </ul> <p>Councillor Sue Bandcroft proposed acceptance, seconded by Councillor Tony Hyde, unanimously carried.</p>	
11	<p><b>Appointment of members of Council to Committees.</b></p> <p><b>Finance &amp; General Purpose</b> – All Councillors</p> <p><b>Planning &amp; Transportation</b> – Dave Addison, Sue Bandcroft, Richard Barber, Jan Brunwin, Keith Cranney, Neel Das Gupta, Tony Hyde, Keiron Marsden, Penny Richardson, Andrew Shore and Mike Brown.</p> <p><b>Recreation &amp; Leisure</b> – Sue Bandcroft, Mike Brown, Tony Hyde, Keiron Marsden, Penny Richardson, and Andrew Shore.</p>	Clerk to amend necessary paperwork.
12	<p><b>Appointment of members of Council to external bodies.</b></p> <p><b>Stoke Gifford Trust Committee</b> – Councillors Andrew Shore &amp; Neel Das Gupta  <b>Friends of Forty Acres &amp; Meade Park</b> – Councillors Sue Bandcroft &amp; Jan Brunwin  <b>South Glos Community Engagement Forum</b> – Councillor Keith Cranney  <b>Little Stoke Garden Society</b> – Councillor Mike Brown  <b>Splatts Abbeywood Conservation Group</b> – Councillor Sue Bandcroft  <b>Four Towns Play Association</b> – Councillor Tony Hyde and Parish Clerk  <b>Larger Councils Network</b> – Parish Clerk  <b>Brooklands Park Residents Association</b> – Councillors Dave Addison Keiron Marsden Neel Das Gupta &amp; Andrew Shore  <b>Brooklands Park Community Hall Sub Committee</b> – Councillors Dave Addison Neel Das Gupta Keiron Marsden Mike Brown Sue Bandcroft &amp; Andrew Shore.</p>	
13	<p><b>Any other business.</b></p> <p>A local resident would have liked to have had more time to make comment throughout the agenda. The Chair acknowledged the residents request and mentioned this council are generally very relaxed about members of the public speaking throughout meetings, however due to the length of both Agendas being discussed the Chair was keen to keep on track and to the point.</p>	
14	<p><b>Meeting Closure.</b></p> <p>19:45</p>	

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

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

D Addison (Chair)

On behalf of Stoke Gifford Parish Council