



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 AGM MEETING

Held on Tuesday, 13th May 2025 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, M Brown, J Brunwin, K Cranney, N DasGupta, M Gallagher, A Hyde, K Marsden, P Richardson, and A Shore.

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

1	<p>To elect Chair of Full Council for 2025/26 and receive Declaration of Acceptance of Office.</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 Richardson proposed that Councillor Dave Addison continue to serve as Chair of Council for the forthcoming year 2025/26, seconded by Councillor Keiron Marsden, a vote was taken, 9 for 3 abstentions, proposal carried.</p> <p>Councillor Dave Addison was duly elected as Chair of Council for 2025/26 and signed the Declaration of Acceptance of Office.</p>	
2	<p>To elect Vice Chair for 2025/26.</p> <p>Councillor Jan Brunwin proposed that Councillor Sue Bandcroft is elected as Deputy Chair of Council for the year 2025/26, seconded by Councillor Penny Richardson, pro-</p>	

	posal unanimously carried. Councillor Sue Bandcroft was duly elected as Vice Chair of Council for 2025/26.																																																									
3	Welcome and apologies for absence. The Chair, Councillor Dave Addison thanked members for the opportunity to continue in the Chair and welcomed all present to the meeting. Apologies were received from PC Elizabeth Ball.																																																									
4	To receive notification of any member’s personal or prejudicial interest. None.																																																									
5	To approve the minutes of the last Annual General meeting dated Tuesday 14th May 2024. The Annual General Meeting minutes dated Tuesday 14 th May 2024 were agreed as an accurate record proposed by Councillor Tony Hyde, seconded by Councillor Sue Bandcroft, unanimously carried.																																																									
6	Present the Annual Report to include overview from Committee Chairs and Parish Clerk. The Clerk, John Rendell presented the 2024/25 Annual report, which included an annual overview of the year from the Chair of Council, the Committee Chairs, and the Clerks report.																																																									
7	Councillor attendance at meetings for 2024/25. Parish Clerk, John Rendell presented the Councillor Attendance record for meetings conducted through 2024/25. <table><tr><th>Councillor Name</th><th>Total SGPC Meetings 2024/25</th><th>Attended</th><th>%</th></tr><tr><td>Dave Addison</td><td>21</td><td>19</td><td>90%</td></tr><tr><td>Sue Bandcroft</td><td>25</td><td>23</td><td>92%</td></tr><tr><td>Richard Barber</td><td>19</td><td>8</td><td>42%</td></tr><tr><td>Mike Brown</td><td>25</td><td>24</td><td>96%</td></tr><tr><td>Jan Brunwin</td><td>21</td><td>19</td><td>90%</td></tr><tr><td>Keith Cranney</td><td>21</td><td>18</td><td>86%</td></tr><tr><td>Neel DasGupta</td><td>21</td><td>18</td><td>86%</td></tr><tr><td>Max Gallagher</td><td>6</td><td>6</td><td>100%</td></tr><tr><td>Anthony Hyde</td><td>25</td><td>25</td><td>100%</td></tr><tr><td>Keiron Marsden</td><td>25</td><td>25</td><td>100%</td></tr><tr><td>Brian Mead</td><td>11</td><td>1</td><td>9%</td></tr><tr><td>Penny Richardson</td><td>25</td><td>24</td><td>96%</td></tr><tr><td>Andrew Shore</td><td>25</td><td>24</td><td>96%</td></tr></table>	Councillor Name	Total SGPC Meetings 2024/25	Attended	%	Dave Addison	21	19	90%	Sue Bandcroft	25	23	92%	Richard Barber	19	8	42%	Mike Brown	25	24	96%	Jan Brunwin	21	19	90%	Keith Cranney	21	18	86%	Neel DasGupta	21	18	86%	Max Gallagher	6	6	100%	Anthony Hyde	25	25	100%	Keiron Marsden	25	25	100%	Brian Mead	11	1	9%	Penny Richardson	25	24	96%	Andrew Shore	25	24	96%	
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8	<p>Review Parish Council 5-year plan.</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 & General Purposes committee meetings throughout the year.</p>	
9	<p>Review and approve Policies and Procedures for 2025/26.</p> <p>Parish Clerk, John Rendell sent Councillors an electronic copy of the Standing Orders and Policies & Procedures to all members prior to the meeting, which included the supporting documents for consideration and approval.</p> <p>Councillor Keiron Marsden proposed to update the Advertising Policy as the Parish Council has purchased additional notice boards throughout the year, and to update the Head Groundsman information where appropriate. Councillor Penny Richardson highlighted areas where the documents refers to ‘he/ him/ man’ and would like to change to be more gender neutral as the Parish Council has both men and women elected on to Council.</p> <p>Expenditures relating to the Councillor allowances policy were reviewed and it was noted that the amounts for both allowances and subsistence was zero and that the review date in the policy will be updated to May 2025.</p> <p>Following discussion, Councillor Sue Bandcroft proposed to agree all Policies & Procedures and Standing Orders with the above amendments, seconded by Councillor Neel DasGupta, unanimously carried.</p> <p>These documents will be reviewed again at the next Annual Parish Meeting in May 2026.</p>	
10	<p>To resolve that Stoke Gifford Parish Council continues to meet criteria to exercise the General Power of Competence.</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 13th May 2025:</p> <ul style="list-style-type: none"> • Two thirds or more of Councillors have been elected, rather than co-opted or appointed; and • The Clerk to the Parish Council holds the certificate of Higher Education/First Level of the Foundation Degree in Community Engagement & Governance awarded by the University of Gloucestershire; and • 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) 	

	Councillor Keiron Marsden proposed acceptance, seconded by Councillor Penny Richardson, unanimously carried.	
11	<p>Appointment of members of Council to Committees.</p> <p>Finance & General Purpose – All Councillors</p> <p>Planning & Transportation – Dave Addison, Sue Bandcroft, Mike Brown, Keith Cranney, Neel DasGupta, Tony Hyde, Keiron Marsden, Penny Richardson, Andrew Shore.</p> <p>Recreation & Leisure – Sue Bandcroft, Mike Brown, Jan Brunwin, Max Gallagher, Tony Hyde, Keiron Marsden, Penny Richardson, and Andrew Shore.</p>	Clerk to amend necessary paperwork.
12	<p>Appointment of members of Council to external bodies.</p> <p>Stoke Gifford Trust Committee – Councillors Mike Brown Neel DasGupta and Andrew Shore.</p> <p>The appointment of Councillor Mike Brown to Stoke Gifford Trust will be subject to a motion being passed at the Trust AGM (in May) increasing the number of Parish Council appointed Trustees to three.</p> <p>Friends of Forty Acres & Meade Park – Councillors Sue Bandcroft and Jan Brunwin.</p> <p>South Glos Community Engagement Forum – Councillor Keith Cranney.</p> <p>Little Stoke Garden Society – Councillor Mike Brown.</p> <p>Splatts Abbeywood Conservation Group – Councillor Sue Bandcroft.</p> <p>Volunteer Bureaux and Four Towns Play Association – Councillor Tony Hyde and Parish Clerk.</p> <p>Larger Councils Network – Parish Clerk.</p> <p>Brooklands Park Residents Association – Councillors Dave Addison and Neel DasGupta.</p> <p>Brooklands Park Community Centre Sub Committee – Councillors Dave Addison Neel DasGupta Keiron Marsden Mike Brown Sue Bandcroft and Andrew Shore.</p> <p>Bristol Parkway – Councillors Sue Bandcroft and Andrew Shore.</p>	
13	Any other business.	
14	<p>Meeting Closure.</p> <p>19:40</p>	

Signed: _____

Date: _____

D Addison (Chair)

On behalf of Stoke Gifford Parish Council