



# 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, 12<sup>th</sup> May 2026 at 19:00

at Brooklands Park Community Hall, Stoke Gifford, Bristol, BS34 8AZ

#### 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 ten residents.

1	<p><b>To elect Chair of Full Council for 2026/27 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 Richardson proposed that Councillor Dave Addison continue to serve as Chair of Council for the forthcoming year 2026/27, seconded by Councillor Keiron Marsden, proposal unanimously 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><b>To elect Vice Chair for 2026/27</b></p> <p>Councillor Keiron Marsden proposed that Councillor Sue Bandcroft is elected as Deputy Chair of Council for the year 2026/27, seconded by Councillor Jack Brunwin, pro-</p>	

	<p>posal unanimously carried.</p> <p>Councillor Sue Bandcroft was duly elected as Vice Chair of Council for 2025/26.</p>																																																					
3	<p><b>Welcome and apologies for absence</b></p> <p>The Chair, Councillor Dave Addison thanked members for the opportunity to continue in the Chair and welcomed all present to the meeting.</p> <p>Apologies were received from Councillor 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 note the minutes of the last Annual General meeting dated Tuesday 13<sup>th</sup> May 2025</b></p> <p>The Annual General Meeting minutes dated Tuesday 14<sup>th</sup> May 2025 were noted (approved at Full Council).</p>																																																					
6	<p><b>Present the Annual Report to include overview from Parish Clerk and questions to Committee Chairs</b></p> <p>The Clerk, John Rendell presented the 2025/26 Annual Report, which included an annual overview of the year from the Chair of Council, the Committee Chairs, and the Clerks report.</p>																																																					
7	<p><b>Councillor attendance at meetings for 2025/26</b></p> <p>Parish Clerk, John Rendell presented the Councillor Attendance record for meetings conducted through 2025/26</p> <table border="1" data-bbox="210 1272 1023 1964"> <thead> <tr> <th>Councillor Name</th> <th>Total SGPC Meetings 2025/26</th> <th>Attended</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>Dave Addison</td> <td>21</td> <td>17</td> <td>81%</td> </tr> <tr> <td>Sue Bandcroft</td> <td>25</td> <td>24</td> <td>96%</td> </tr> <tr> <td>Richard Barber</td> <td>12</td> <td>3</td> <td>27%</td> </tr> <tr> <td>Mike Brown</td> <td>25</td> <td>24</td> <td>96%</td> </tr> <tr> <td>Jan Brunwin</td> <td>15</td> <td>14</td> <td>93%</td> </tr> <tr> <td>Keith Cranney</td> <td>21</td> <td>13</td> <td>62%</td> </tr> <tr> <td>Neel DasGupta</td> <td>21</td> <td>16</td> <td>76%</td> </tr> <tr> <td>Max Gallagher</td> <td>15</td> <td>15</td> <td>100%</td> </tr> <tr> <td>Anthony Hyde</td> <td>25</td> <td>19</td> <td>76%</td> </tr> <tr> <td>Keiron Marsden</td> <td>25</td> <td>20</td> <td>80%</td> </tr> <tr> <td>Penny Richardson</td> <td>25</td> <td>25</td> <td>100%</td> </tr> <tr> <td>Andrew Shore</td> <td>25</td> <td>25</td> <td>100%</td> </tr> </tbody> </table>	Councillor Name	Total SGPC Meetings 2025/26	Attended	%	Dave Addison	21	17	81%	Sue Bandcroft	25	24	96%	Richard Barber	12	3	27%	Mike Brown	25	24	96%	Jan Brunwin	15	14	93%	Keith Cranney	21	13	62%	Neel DasGupta	21	16	76%	Max Gallagher	15	15	100%	Anthony Hyde	25	19	76%	Keiron Marsden	25	20	80%	Penny Richardson	25	25	100%	Andrew Shore	25	25	100%	
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<p>8</p>	<p><b>Review and approve Policies and Procedures for 2026/27</b></p> <p>Parish Clerk, John Rendell sent Councillors an electronic copy of the Standing Orders and Policies &amp; Procedures to all members prior to the meeting, which included the supporting documents for consideration and approval.</p> <p>Following discussion, Councillor Penny Richardson proposed to agree all Policies &amp; Procedures along with the Standing Orders, seconded by Councillor Sue Bandcroft, unanimously carried.</p> <p>All documents will be reviewed again at the next Annual Parish Meeting in May 2027.</p>	
<p>9</p>	<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. Stoke Gifford Parish Council meets the following conditions to be able to award itself the General Power of Competence as of 13<sup>th</sup> May 2025:</p> <p>NALC <i>Section 1(1) of the Localism Act 2011 (the 2011 Act) provides that a local authority has the power to do anything that individuals generally may do. "Local authority" is defined in section 8 of the 2011 Act and includes an eligible parish council. Section 2 sets out the boundaries of the general power. Subsection (2) provides that the general power does not enable an eligible local council to do (a) anything which the authority is unable to do by virtue of a pre-commencement limitation, or (b) anything which the authority is unable to do by virtue of a post-commencement limitation which is expressed to apply (i) to the general power, (ii) to all of the authority's powers, or (iii) to all of the authority's powers but with exceptions that do not include the general power.</i></p> <p><i>The prescribed criteria that a local council is required to fulfil in order to become an eligible parish council are set out in the parish councils (General Power of Competence) (Prescribed Conditions) Order 2012. It confirms that a local council is eligible to use the general power of competence if:</i></p> <ul style="list-style-type: none"> <li>• <i>It has a qualified clerk.</i></li> <li>• <i>A minimum of two-thirds of the total number of councillors have been elected.</i></li> <li>• <i>It has resolved at a meeting of the council and each subsequent relevant annual meeting (that is, an annual meeting that takes place in a year of ordinary elections of parish councillors) that it meets these conditions.</i></li> </ul> <p><i>The relevant date for eligibility purposes is the annual meeting in a year of ordinary elections. As such, if a council loses a qualified clerk or does not have two-thirds of elected councillors in the intervening period between relevant annual meetings, the council will remain eligible until the next annual meeting in a year of ordinary elections. Having a qualified deputy clerk or responsible financial officer is not sufficient if the clerk is not qualified.</i></p> <p><i>A qualified clerk means one who has attained one of the:</i></p> <ul style="list-style-type: none"> <li>• <i>Certificate in Local Council Administration</i></li> <li>• <i>Certificate of Higher Education in Local Policy</i></li> </ul>	

	<ul style="list-style-type: none"> <li>• <i>Certificate of Higher Education in Local Council Administration</i></li> <li>• <i>The first level of the foundation degree in Community Engagement and Governance awarded by the University of Gloucestershire or its successor qualifications and the clerk completed training on the General Power of Competence unless such training was part of obtaining a qualification mentioned above.</i></li> </ul> <p>Following discussion, Councillor Sue Bandcroft proposed acceptance, seconded by Councillor Tony Hyde, unanimously carried.</p>	
10	<p><b>Appointment of members of Council to Committees</b></p> <p>The Clerk asked members if they would like to continue automatically opting onto the Finance &amp; General Purpose Committee, this has been the case for many years.</p> <p>Councillor Keiron Marsden would like to continue with the current procedure where all twelve members are automatically added to the Finance &amp; General Purpose committee, seconded by Councillor Tony Hyde, proposal unanimously carried.</p> <p><b>Finance &amp; General Purpose</b> – All Councillors</p> <p><b>Planning &amp; Transportation</b> – Dave Addison, Sue Bandcroft, Mike Brown, Keith Cranney, Neel DasGupta, Tony Hyde, Keiron Marsden, Penny Richardson, Andrew Shore.</p> <p><b>Recreation &amp; Leisure</b> – Sue Bandcroft, Mike Brown, Jan Brunwin, Max Gallagher, Tony Hyde, Keiron Marsden, Penny Richardson, and Andrew Shore.</p>	Clerk to amend necessary paperwork
11	<p><b>Appointment of members of Council to external bodies</b></p> <p><b>Stoke Gifford Trust Committee</b> – Councillor Dave Addison  <b>Little Stoke Garden Society</b> – Councillor Mike Brown  <b>Splatts Abbeywood Conservation Group</b> – n/a  <b>Volunteer Bureaux and Four Towns Play Association</b> – Councillor Tony Hyde and Parish Clerk  <b>Larger Councils Network</b> – Parish Clerk  <b>Brooklands Park Residents Association</b> – Councillor Neel DasGupta  <b>Stoke Gifford Retirement Village</b> – Councillor Tony Hyde  <b>Bristol Parkway</b> – Councillors Sue Bandcroft and Andrew Shore</p>	
12	<p><b>Any other business.</b></p> <p>None</p>	
13	<p><b>Meeting Closure.</b></p> <p>19:40</p>	

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

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

D Addison (Chair)

On behalf of Stoke Gifford Parish Council