

# STOKE GIFFORD PARISH COUNCIL

## MINUTES OF THE FULL COUNCIL MEETING

Held on Tuesday, 8<sup>th</sup> October 2019 at 7pm at  
the Little Stoke Community Hall, Little Stoke Lane, Little Stoke, BS34 6HR

Ref: 10/19

### 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:

Cllrs K Cranney [KC] [Chair], E Brown [EB] [Vice Chair], S Waters [SW], B Allinson [BA], P Reich [PR], J James [JJ], D Pembury and D Addison [DA], D Pembury [DP].

In attendance was S Shield [Clerk].

REF	DESCRIPTION	ACTION
591.	<p><b>WELCOME AND APOLOGIES FOR ABSENCE</b></p> <p>Apologies were received from Cllrs M Lavis, M Brown, D Beesley, along with Cllr James Arrowsmith, SGC Member for Cheswick and Stoke Park. It was also noted that Cllr Carole Greenland had resigned her position on the Parish Council and that a Councillor Vacancy in the University Ward would now be advertised for co-option with an interview process to be determined prior to the November Full Council meeting.</p>	
592.	<p><b>TO RECEIVE NOTIFICATION OF ANY MEMBER'S PERSONAL OR PREJUDICIAL INTEREST</b></p> <p>EB declared his membership of the SGC Planning Committee. BA declared he was Chair of South Gloucestershire Council. DA declared he was Chair of the Stoke Gifford Trust Committee. KC advised he was a member of the SGC Regulatory Committee.</p>	
593.	<p><b>APPLICATIONS FOR DISPENSATIONS BY COUNCILLORS</b></p> <p>None received.</p>	
594.	<p><b>PUBLIC SESSION [3-5 MINUTES PER PERSON WITH A MAXIMUM OF 15 MINUTES PER SESSION] – 16 members of the public were present during the meeting to observe proceedings.</b></p> <p>A resident reported he had been knocked into the road and was lucky to avoid serious injury under the Parkway Railway Bridge. The resident requested consideration to a rail or pedestrian tunnel at this location. BA advised he was trying to move this matter forward via a few channels, but it was noted that the West of England Mayor was unable to assist with this matter. It is unlikely that the significant investment required will be forthcoming over the next few years.</p>	

A resident asked for clarity on the Parish Clerk providing support to neighbouring Stoke Lodge and The Common Parish Council. EB stated that this was an arrangement for the Clerk outside of his contracted hours in Stoke Gifford which had been approved by the Council subject to a six-monthly review due early in the New Year.

A resident noted that the seating arrangements in a horseshoe set up for this meeting was a much better layout and was well received by residents in attendance at the meeting.

Concerns regarding green bins were raised and it was agreed that EB would take matters up with South Gloucestershire Council on behalf of residents.

**Action - EB**

Concerns were raised traffic concerns about the proposals for Fox Den Road Mixed Use Development for land next to Sainsburys. EB advised that the Parish Council would be submitting a comment once the planning application has been submitted expected sometime later in October 2019.

A resident advised that two items of news from a few years ago were still appearing under current news and events section of the Parish Council website.

Concerns were raised relating to newly commenced works at Harry Stoke in particular the levels on site to which Crest were currently establishing. The resident felt that these levels would need to be lowered across parts of the site.

**EB**  
**12/11/19**

**595. TO APPROVE THE LAST FULL COUNCIL MINUTES DATED TUESDAY, 10<sup>TH</sup> SEPTEMBER AND TO DISCUSS MATTERS ARISING**

Accuracy

The minutes dated Tuesday, 10<sup>th</sup> September 2019 were agreed as an accurate record proposed by DA and seconded by EB and agreed unanimously.

Updates

The Clerk advised that previously approved staff training had been scheduled later in October 2019 relating to the First Aid at Work Certificate and the CS30 Maintenance and Cross Cutting.

The various new signage is currently being prepared in draft form for approval relating to parks, road and hall directional signage. Two new noticeboards have now been received and arrangements are currently being made for them to be erected in Harry Stoke and Cheswick. The Clerk advised that 1 New Litter bin Meade Park and 3 New Forest Saver Benches for the Trust Ground Play Area had been recently ordered along with two additional dog bins for Kings Drive and Adelante Close.

The Clerk advised that Proludic had sent replacement parts for the outdoor fitness equipment recently vandalised in Meade Park amounting to £421 as a commercial gesture of goodwill.

**596. TO APPROVE THE EXPENDITURE AND GENERAL ACCOUNTS FOR SEPTEMBER 2019**

This item was deferred to the November Full Council meeting. **Action – Clerk**

**Clerk**  
**12/11/19**

**597. TO RECEIVE THE EXTERNAL AUDIT REPORT FROM PKF LITTLEJOHN LLP FOR THE YEAR ENDING 31 MARCH 2019**

A copy of the report previously circulated to members was tabled for consideration. DA thanked the Clerk and his staffing team for their work associated with what was another strong audit for the Council.

The Clerk advised the Notice of Conclusion of Audit Annual Governance & Accountability Return had been publicised in accordance with current legislation.

598. **TO CONSIDER AN EXPRESSION OF INTEREST TO SOUTH GLOUCESTERSHIRE COUNCIL REGARDING THE MANAGEMENT OF THE NEW Highbrook Park Community Centre in Harry Stoke** Clerk 12/11/19  
The Clerk advised that a small working group consisting of EB, DA, PR and MB had met with the SGC New Communities Co-ordinator and Community Project Officer to discuss the option of the Parish Council taking on the management of the new Highbrook Park Community Centre on completion of the build. Council discussed this matter and agreed that an expression of interest would be submitted in the first instance. It was also felt that a meeting with neighbouring Winterbourne Parish Council would be useful to discuss the potential for shared management. It was stated that no revenue funding would be made available to the Parish Council on handover of the building from SGC Property Services which was predicted as some two years away. **Action – Clerk to progress**
599. **TO CONSIDER PROPOSALS FROM SOUTH GLOUCESTERSHIRE COUNCIL FOR THE REMOVAL OF GRAFFITI** Clerk 12/11/19  
The Clerk advised that a small working group had met with the SGC Head of StreetCare and the Group Manager for Waste and Cleansing to discuss proposals for working together for a graffiti removal service in Stoke Gifford for the benefit of residents. A few options were considered and discussed, and it was agreed that a pay by the hour option would be pursued with South Gloucestershire Council. This rate would include all labour, equipment and materials for the removal of graffiti with works carried out within 2 weeks of a request being made. Before commencing any work on private property, a disclaimer would need to be completed by the property owner before jobs are processed. It was noted that South Gloucestershire Council would continue to remove graffiti on their land and assets within the Parish. **Action – Clerk to complete any paperwork and finalise a disclaimer specifically for Stoke Gifford Parish Council managed works.**
600. **TO DISCUSS THE LITTLE STOKE COMMUNITY HALL CAFÉ FOLLOWING AN INITIAL 3-MONTH TRIAL DELIVERY SERVICE** Clerk 12/11/19  
It was noted that the initial 3-month trial service for the new café would be coming to an end later in October 2019. It was agreed that a meeting would be arranged between the Council and the Café to run through the formal arrangement moving forward. **Action – Clerk**
601. **TO RECEIVE UPDATES FROM PARISH COUNCIL COMMITTEES AND TO CONSIDER EXPENDITURE AS REQUIRED RELATING TO BUDGETS/FUNDING** Clerk 12/11/19  
This item was deferred to the November Full Council meeting when recent expenditure and budgets would be discussed. **Action – Clerk**
602. **TO DISCUSS AND COMMENT ON CURRENT SOUTH GLOUCESTERSHIRE COUNCIL CONSULTATIONS**  
Relevant current consultations were tabled for comment which included the following topics: -  
**CHARLTON & CRIBBS - One-way Working & Waiting Restrictions, Passage Road**

Proposal to introduce one-way working (northbound) on a section of Passage Road and to introduce waiting restrictions on Passage Road, Hazel Brook Gardens and The Close.

Open from 09 Sep 2019 to 01 Oct 2019

**STOKE GIFFORD - North Road - Proposed 20mph Speed Limit**

Open from 23 Sep 2019 to 14 Oct 2019

**Consultation on local list 2019**

Consultation on proposed changes to South Gloucestershire Council's Local Planning Application Requirements 2019

Open from 02 Sep 2019 to 28 Oct 2019

**Wheelchair Accessible Vehicles for Taxis**

Have your say on how the Council provides taxi users with information to enable an informed decision on how best to travel.

Open from 13 Sep 2019 to 08 Dec 2019

**HAMBROOK - A4174 Filton Road and B4058 Bristol Road, Experimental Traffic Order - STATUTORY NOTICE**

Experimental Traffic Order restricting some movements at Hambrook traffic signals, the junction of Bristol Road and Filton Road on the ring road. To improve air quality and test traffic flow before deciding to make the changes permanent.

Open from 11 Aug 2019 to 11 Feb 2020

**Licensing Act 2003 Register**

Find out about current licensing acts we are consulting on

Open from 05 Mar 2019 to 31 Mar 2020

No specific comments were made regarding these consultations at this time, although it was noted that a response would be submitted regarding the Experimental Traffic Order towards the end of the closing date in February 2020. **Action – Clerk**

**Clerk  
11/02/20**

**603. TO RECEIVE UPDATES FROM SOUTH GLOUCESTERSHIRE COUNCIL MEMBERS WITHIN THE PARISH OF STOKE GIFFORD**

BA relayed the historic importance of the Filton Airfield Control Tower and the Clerk advised he would seek an update from YTL Developments on the current position.

BA/KC and EB all raised concerns about the recent introduction of highway screens in place to slow traffic down on approaches to roundabouts. Strong concerns were raised about the process in which these screens had been introduced into the community without approval by Local Members.

EB relayed that a new independent chair was being appointed for the Gipsy Patch Stakeholder Group and that communication should be improved moving forward. EB/KC and BA all have strong concerns about the introducing of bus lanes at this location along with the proposed felling of several mature trees on one side of the road.

Cllr James Arrowsmith – No report received for consideration during the meeting.

**604. TO COMMENT ON PLANNING APPLICATIONS FOR CONSIDERATION**

**FROM SOUTH GLOUCESTERSHIRE COUNCIL**

**P19/11843/F** – Unit 450 Bristol Business Park Stoke Gifford South Gloucestershire BS16 1EJ - Erection of 2 no. 6 metre high columns with a total of 6 no. security cameras and associated equipment. **No Objection**

**P19/13057/PDR** - 39 The Close Little Stoke Bristol South Gloucestershire BS34 6JS - Installation of rear dormer to form additional living accommodation. **No Objection**

**P19/13564/F** - 155 Ratcliffe Drive Stoke Gifford Bristol South Gloucestershire BS34 8TZ - Erection of a single storey rear and single storey side extension to form additional living accommodation. **No Objection**

**P19/13526/PDR** - 42 Oak Close Little Stoke Bristol South Gloucestershire BS34 6RB - Erection of a single storey rear extension to form additional living accommodation. **No Objection**

**605. PARISH COUNCILLORS POINTS**

DA – In his capacity as Chair of the Stoke Gifford Trust Committee thanked the Clerk for his work relating to Section 106 grant funding for the Trust Ground site namely the new cricket and tennis investment on site.

**606. NEXT MEETING – 7pm Tuesday, 12<sup>th</sup> November 2019.**

**607. CONFIDENTIAL ITEMS**

To resolve, by the nature of the sensitivity of items to exclude the press and public [*Public Bodies Admissions to Meeting*].

Signed \_\_\_\_\_ Dated \_\_\_\_\_  
K Cranney (Chair)  
On behalf of Stoke Gifford Parish Council