



# 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 FULL COUNCIL MEETING

Held on Tuesday, 14<sup>th</sup> June 2022 at 19:00

at Little Stoke Community Hall, Little Stoke Lane, 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:

Cllrs E Brown [Chair], D Addison, B Allinson, M Brown, K Cranney, J Henshaw, A Hyde, T Jones, D Pembury, P Reich and A Shore.

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

1	<b>Welcome and apologies for absence.</b>  The Chair, Councillor Ernie Brown welcomed all present to the meeting.  Apologies were received from Councillors Sue Bandcroft.	
2	<b>To receive notification of any member's personal or prejudicial interest.</b> <ul style="list-style-type: none"><li>▪ Councillor Ernie Brown declared he is on South Gloucestershire Planning Committee, Stoke Gifford Trust Committee and Avon &amp; Fire Authority.</li><li>▪ Councillor David Addison declared he is Chair of the Stoke Gifford Trust Committee.</li><li>▪ Councillor Sue Bandcroft declared she is the Chair of Forty Acres recreational space.</li><li>▪ Councillor Trevor Jones declared an interest in planning application 14 (a) on the agenda and therefore will not vote. South Gloucestershire, Winterbourne Parish Council, Wallscourt Farm Academy, Governor of Frenchay Primary School.</li><li>▪ Councillor Keith Cranney advised he is a member of the SGC Regulatory Committee and a Bradley Stoke Town Councillor.</li></ul>	

	<ul style="list-style-type: none"> <li>▪ Councillor Jacqueline Henshaw declared she was a member of the Stoke Gifford Trust Committee.</li> <li>▪ Councillor Tony Hyde declared he is Secretary of Stoke Gifford Retirement Village, Residents Association, Ex-officio member of the ExtraCare Charitable Trust.</li> </ul>	
<p>3</p>	<p><b>Public Session [Maximum of 15 minutes, up to 3 minutes per person]</b></p> <p>Eleven residents were in attendance.</p> <p>A local resident living near the entrance to Little Stoke Playing Fields raised concerns regarding anti-social noise and behaviour onsite. The resident queried the staff opening times as vehicles were entering the site earlier than the 07:30am time stated on the site signage and enquired about the emergency contact for the site. The Parish Clerk advised the resident to contact the site caretaker with regards to any concerns around the community hall and sports facilities, his contact details are on the building entrance. For all anti-social behaviour concerns the residents was advised to contact the local Beat Team on the general enquires number (101). The Parish Clerk confirmed to the resident that ground staff start work at 07:00 to prepare for a 07:30 opening. The Head groundsman is very mindful of local residents and noise and will litter pick on foot prior to ground staff arriving at 07:15 ready for a 07:30 start. No vehicles will ever start before 07:30.</p> <p>A local resident has noticed some build works to the rear of the community hall where an enclosed garden space is being created. This work is being managed by SGPC. As part of the pathway access to the enclosed garden a fire escape has been created and a small section of the bund has been taken away. The resident was concerned this may cause flooding to the area now the bund has been breached. The Parish Clerk advised members this was required as part of the project and will discuss further with the contractor ensuring that any concerns on flooding as a result of this breach they will return to recreate a bund on the opposite side of the path.</p> <p>A local resident spoke with SGC recently sharing concerns about their 'No Mow May' Scheme. It seems to have had an adverse effect on the general outlook of the area and the ongoing operation of putting the area back to a reasonable condition following a month of grass growth. The resident also feels that in places the grass was far too overgrown obscuring views on roads. The resident continues to liaise with SGC Streetcare on this scheme.</p> <p>A resident of Cheswick Village asked members for an update on Cheswick Village and Stoke Park being removed from within the parish boundary in 2023. Councillor Brian Allinson confirmed the parish has had no further updates and is awaiting information from SGC in the near future. The parish are aware local surgeries are being run to keep local residents up to date on the day-to-day running linking SGC and the police.</p>	<p>Clerk will liaise with contractor</p>
<p>4</p>	<p><b>To approve the minutes of the last Full Council meeting dated Tuesday 10<sup>th</sup> May 2022.</b></p> <p>The Full Council minutes dated Tuesday 10<sup>th</sup> May 2022 was agreed as an accurate record proposed by Councillor Dave Addison, seconded by Councillor Keith Cranney, unanimously carried.</p>	

5	<p><b>To approve the expenditure and general accounts for May 2022.</b></p> <p>The Clerk tabled financial correspondence for May 2022 which included payments totalling £55,428.04 for the Co-operative general account, with a cash book balance of £388,033.03</p> <p>A discussion was held, and Council noted the expenditure and bank balance for the accounts for May 2022 which were unanimously approved and proposed by Councillor Brian Allinson, seconded by Councillor Trevor Jones, carried.</p>	
6	<p><b>Grant Aid requests:</b></p> <ul style="list-style-type: none"> <li>• <b>South Gloucestershire summer Play Scheme</b></li> </ul> <p>Representatives were present to talk through the grant aid application and the request of £5,000 for Grant Aid funding from the Parish to help run the summer play scheme. The Play Scheme will be run from two sites to ensure all residents from all areas within the parish boundary can attend. The event will take place during the summer holidays.</p> <p>Following discussion, Councillor Brian Allinson proposed acceptance for the full requested amount of £5,000 be paid as this is an extremely well organised and sought-after summer scheme where many young residents attend, seconded by Councillor Dave Addison, proposal carried.</p> <ul style="list-style-type: none"> <li>• <b>The Brightwell MS Therapy Centre</b></li> </ul> <p>Representatives were present to talk through the grant aid application and the request of £500.00 for Grant Funding from the Parish to fund the sustainable futures project. The funding would ensure the continuing service of therapeutic services to people with long term neurological conditions.</p> <p>Following discussion, Councillor Ernie Brown heaped praise on the service provided and proposed the Parish fund the £500.00, seconded by Councillor Keith Cranney, proposal carried.</p> <p>The Chair, Councillor Ernie Brown praised Councillor Dave Addison for the work carried out running the successful Fete held over the jubilee weekend and proposed the Parish continue to contribute £1,000 towards the event, seconded by Councillor Brian Allinson, unanimously carried.</p>	
7	<p><b>Update on Brooklands Park Community Hall.</b></p> <p>The Chair, Councillor Ernie Brown informed members that meetings have taken place with SGC and the Brooklands Park working group as the parish are keen to tie down the final funding agreement from SGC to assist with the first three years of the management and operation of the Community Hall.</p> <p><u>SGC proposal:</u></p> <p>A budget of £60K has been identified to support the building in the first years of operation. SGC is committed to supporting SGPC in operation of the building for the first 3 years of operation, subject to agreeing a monitoring system for costs and income between the parties. I propose that £20k to be released on acceptance of the</p>	

Heads of Terms for the agreement, lease & SLA. This will enable the appointment of a Project Co-ordinator (job title to be agreed) A further £20k on signing of lease and handover of building with the remaining £20k to be released via agreement between the parties as necessary to support the building to sustainability.

With regards to PV Cells for the building, it is still our intention to try to provide these. I am still waiting to hear back from the contractor with their latest proposals.

Preference as discussed will be to have them provided via the contract but if not we will do our best to provide as a retrofit with support of the Climate Emergency Team.

**Draft outline for funding agreement with Stoke Gifford Parish Council with regard to operation of new community centre at Brookland's Park.**

**Proposal**

1. The proposal is to underwrite the operational costs for the new community centre until it achieves financial sustainability. A budget of £60k is currently available from SGC.
2. Work thorough the action plan with a view to reducing expenditure and increasing certainty on income to provide more information on likely deficit for Year 1.
3. Provide funding from Autumn 2022 to enable SGPC to employ a dedicated Business Development Officer. Hours and grade to be agreed. It is possible that Sovereign may support this financially too. Propose £20k subject to agreement of heads of terms for the lease, SLA & funding agreement.
4. Further funding of £20k to be released at handover & signing of lease- late spring 2023.
5. Needs to be open book and SGPC provide evidence of income and outgoings for the building on a quarterly basis. Will need to comply with efforts to continue to reduce costs and seek opportunities to increase income and actively apply for other sources of funding.
6. Monitoring arrangements to be agreed. Parties to agree release of final tranche of funding as required. This will provide early warning if expenditure is higher than anticipated or there are other concerns.
7. Monitoring arrangements to continue for Year 2 & 3.
8. It is anticipated that break-even would be reached during Year 3 and the building would then start to make a surplus.
9. Assuming that is achieved, give SGPC 2 years of operating in surplus to provide some reserves for the building. (Year 4 & 5)
10. Level of payback from Year 6 for 5 years. Estimate sliding scale of repayments related to their surplus.
11. This will need to be linked to Lease and break clauses – if support funding is to be agreed we will need some certainty on continuation of the lease.

	<p><b>Background:</b> This is based on a business case prepared by SGPC and presented to SG in April 2022 (see appendix 1)</p> <ul style="list-style-type: none"> <li>• At a meeting on 9 May 2022, it was agreed that the following steps would be taken to move towards more certainty an expenditure, income, and potential other sources of grant etc</li> <li>• Outline action plan: <ul style="list-style-type: none"> <li>○ Sovereign has offered to fund a third-party review of the business case by Locality</li> <li>○ Youth Services being an anchor tenant for the building to be actioned</li> <li>○ Events to be arranged to promote the building locally with a view to building up a network of volunteers and Securing interest from users</li> <li>○ application for grant to Enover to be progressed</li> </ul> </li> <li>• Following that meeting it was proposed that a member of staff is appointed from September 2002 to work with SGPC as a business development officer. This idea to be explored and costed.</li> </ul> <p>Members noted the information and proposal from SGC. The Brooklands Park working group will continue working alongside SGC but will not enter into an agreement of a loan/ payback. It is hoped that SGPC will make a formal decision in July 2022.</p>	
<p>8</p>	<p><b>Council approval to amend Fixed Asset value on Section 2 – Accounting Statement 2021/22.</b></p> <p>The Parish Clerk presented members with an amended Accounting Statement for 2021/22.</p> <p>9. Total fixed assets plus long-term investments and assets 2020/21 = £2,534.000 2021/22 = £2,716.738</p> <p><i>The value of all the property the authority owns – it is made up of all its fixed assets and long-term investments as of March 31<sup>st</sup>.</i></p> <p>The Chair, Councillor Ernie Brown proposed acceptance, seconded by Councillor Mike Brown, and duly signed the document.</p>	
<p>9</p>	<p><b>Little Stoke FC – supply and install an additional 12 advertising boards around perimeter of the football pitch.</b></p> <p>The Parish Clerk informed all present the local football club who play their home games on the main pitch at Little Stoke playing fields, Little Stoke Football Club have requested to supply and install an additional 12 advertising boards to run symmetrical with the current 12 in situ (members approved in 2021) around the perimeter of the main football pitch. The same Terms &amp; Conditions will be adhered to set out in 2021.</p> <p>A representative was present to inform members the current 12 boards have been a success across the club and with supporters.</p> <p>Councillor David Pembrey shared some concern as he feels the additional boards will be to the detriment of the outlook of the site, taking away the open space feel, block-</p>	

	<p>ing views from the car park across the fields.</p> <p>Following discussion, councillor Dave Addison proposed acceptance of this request, seconded by Councillor Brian Allinson. A vote was taken, 9 in favour, 1 abstention and 1 against, proposal carried.</p>	
10	<p><b>To receive updates from Parish Council Committees and to consider expenditure as required relating to budgets/external funding.</b></p> <p><u>Finance</u> None.</p> <p><u>Recreation and Leisure</u> Councillor Mike Brown mentioned that all grounds are in good condition often receiving positive feedback from local residents and park users. Credit to the SGPC grounds team.</p> <p><u>Planning and Transportation</u> Members shared concerns with the way in which planning decisions are being made at South Gloucestershire level.</p>	
11	<p><b>To discuss and comment on current South Gloucestershire Council Consultations.</b></p> <p>None.</p>	
12	<p><b>To receive updates from South Gloucestershire Council Members within the parish of Stoke Gifford.</b></p> <p>Councillor Brian Allinson informed members there are many road safety concerns within the parish boundary and is currently in dialog with SGC hoping to rectify.</p>	
13	<p><b>To receive Planning applications from South Gloucestershire Council</b></p> <p>a) <b><u>P22/02657/F – 112 Kings Drive, Stoke Gifford, BS34 8RQ</u></b> <i>Change of use from dwelling (Class C3) to a House in Multiple Occupation (HMO) for up to 7 persons (Sui generis) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended) (Resubmission of P21/08036/F).</i></p> <p>Councillor Andrew Shore proposed objection to this application should still remain as comments made last time by SGPC still stands.</p> <ul style="list-style-type: none"> <li>- Objection Stoke Gifford Parish Council object to this application, on the grounds of PSP16 &amp; PSP39. Insufficient car parking (needs 4 spaces, only 3 shown, of which 1 is another dwelling, so only 2 of 4), also doesn't provide required storage for 7 cycles. Vehicular access to 2 spaces in existing rear garden will cause unacceptable road movement/safety issues and will also reduce garden amenity space and potentially impact neighbour's amenity. Concern about waste storage &amp; management.</li> </ul> <p>Seconded by Councillor Mike Brown, unanimously carried.</p>	

14	<p><b>Any other business relevant to this committee.</b></p> <p>Councillor Jacqueline Henshaw will be submitting a funding request for Brooklands Park Community Hall to Enovert Community Trust with the hope that further funding can be sought.</p> <p>Councillor Brian Allinson congratulated Councillor Dave Addison and all involved for running such a successful fete this year.</p> <p>Councillor Dave Addison informed members he had received a complaint from a resident about parking on local street whilst the fete was taking place. Following discussion members wondered if the SGC carpark at Parkway Station could be used. Councillor Dave Addison will action.</p>	Councillor D Addison to chase for usage of SGC carpark for 2023 fete
15	<p><b>CONFIDENTIAL ITEMS.</b></p> <p>To resolve, by the nature of the sensitivity of items to exclude the press and public [<i>Public Bodies Admissions to Meeting</i>].</p> <p>None.</p>	
16	<p><b>Date of next meeting:</b></p> <p>Tuesday 13<sup>th</sup> September 2022 at 19:00 at Little Stoke Community Hall.</p>	

Meeting closed 20:40

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

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

E Brown (Chair)

On behalf of Stoke Gifford Parish Council