



STOKE GIFFORD

PARISH COUNCIL

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

Tel: 01454 865202

Email: clerk@stokegifford.org.uk

Web: www.stokegifford.org.uk

STOKE GIFFORD PARISH COUNCIL

MINUTES OF THE FULL COUNCIL MEETING

Held on Tuesday, 12th November 2024 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:

Councillors D Addison, S Bandcroft, R Barber, M Brown, K Cranney, M Gallagher, N Das Gupta, A Hyde, K Marsden, P Richardson, and A Shore.

In attendance was J Rendell [Parish Clerk] Beat Officer PC Elizabeth Ball and 8 residents.

1	Welcome and apologies for absence. The Chair, Councillor Dave Addison welcomed all present to the meeting. The Clerk has received apologies from Councillor Jan Brunwin.	
2	To receive notification of any member's personal or prejudicial interest. None. Newly Co-opted Councillor Max Gallagher would like to be added to the Recreation & Leisure committee. The Clerk will add the new Councillor to Full Council, Finance & General Purpose and the Recreation & Leisure committee.	
3	Public Session [Maximum of 15 minutes, up to 3 minutes per person] PC Elizabeth Ball and eight residents were in attendance. Pc Elizabeth Ball is currently taking part in the Knife Crime Awareness week and carrying out many patrols across the parish. No urgent findings of any point to date. Councillor Keith Cranney thanked PC Elizabeth Ball for attending the Remembrance Service held at the Stoke Gifford cenotaph on the 10 th November. The service is run by the Royal British Legion and Chair of Council Dave Addison was present to lay the wreath. The service was well attended and ran well.	

	<p>PC Elizabeth Ball announced she will be retiring during 2025 after a long period of service with the police force. Liz thanked the office staff who have all linked so closely during her time covering the parish and thanked all members and staff for the help and support over the years. Liz will oversee the replacement process and continue to link with the office and attend meetings where possible.</p> <p>Local resident and Bradley Stoke Town Councillor Jon Williams was present and was disappointed to not get appointed onto council at the recent co-option process. Jon would have liked to have seen a Liberal Democrat presence and queried any particular political party voting during the vote. The Chair, Councillor Dave Addison thanked Jon for the comments and assured the room the co-option process was decided on and agreed at previous public meetings, and as per the councils Standing Orders the process was followed during public meetings with all present being as transparent as possible.</p> <p>A resident from Gallivan Close brought to the attention of members a number of old style wheelie bins from the nearby flats continue to be stored in a mess causing a nuisance and an eye sore. The resident was seeking help/ guidance as to who owns the flats and the contact details. Councillor Max Gallagher will look into the ownership of the property management company and make contact asking them to send a reminder to the residents and ask that they store the bins in the bin store area provided.</p> <p>A resident noticed the annual hedge work that is sub-contracted out has been carried out around the parish and was pleased to see the parish staff have tidied the harder to reach areas around the lampposts along Hatchet Road. The hedges managed by the parish are neat and tidy.</p> <p>The resident acknowledged the works being carried out by Balfour Beatty on the embankment through the Forty Acres site, and wondered if the parish could ask the contractor to reinstate a new field gate once they leave site. The Parish Clerk confirmed links are close between the parish and the contractor and a new field gate has already been agreed between both parties prior to the contractor arriving on site.</p>	<p>MG to re-search property management company.</p>
<p>4</p>	<p>To approve minutes of the last Full Council meeting dated 8th October 2024. The Full Council minutes dated Tuesday 8th October 2024 was agreed as an accurate record, proposed by Councillor Penny Richardson, seconded by Councillor Tony Hyde, proposal unanimously carried.</p>	
<p>5</p>	<p>To approve the expenditure and general accounts for October 2024. The Clerk tabled financial correspondence for October 2024 which included payments totalling £47,404.90 for the Co-operative general account, with a cash book balance of £579,378.85. Council noted the expenditure and bank balance for October, proposed by Councillor Sue Bandcroft, seconded by Councillor Keiron Marsden, proposal unanimously carried.</p> <p>A resident wanted to show his dissatisfaction with seeing the grounds machinery going in for a winter service, and unhappy with the works carried out. The Parish Clerk informed members present the machinery although ageing is currently in a good condition, and this is due to good care and attention on the machines. The staff use the machinery daily through the grass-growing season with large recreational spaces to cover and although the Grounds Supervisor requests the work the Clerk has a Duty of care to ensure the machinery is in a reasonable condition for staff to use and road worthy. The staff continue to check the machines and will carry out in-house repairs where possible. The machine</p>	

	<p>maintenance budgets continue to be monitored closely and very rarely over budget at the end of quarter 4.</p>	
<p>6</p>	<p>Update on Brooklands Community Hall. SGPC Solicitors – Wards The Clerk has contacted the parish councils’ solicitors (Wards) to give the parish legal guidance on the Lease Agreement and Heads of Terms and also through the takeover process of the Brooklands Community Hall, carrying out the necessary searches where required. The cost is an initial £750.00 to open the case and begin the searches, and overall will cost in the region of £4k. The Clerk has negotiated with SGC who have confirmed they will contribute up to £5k on legal fees throughout the Brooklands Community Hall process. Following a lengthy discussion there were three proposals on the table.</p> <p>Councillor Keiron Marsden proposed to proceed with Wards Solicitors up to the amount of £4k, seconded by Councillor Tony Hyde.</p> <p>Councillor Andrew Shore proposed for further investigation into costs and alternative Solicitor firms, and for the parish to only use the Solicitors for guidance as and when necessary and not necessarily all the way through the process.</p> <p>Councillor Keith Cranney proposed for the Clerk to obtain two more estimates from alternative firms and bring back to Finance & General Purpose meeting in December, seconded by Councillor Dave Addison, a vote was taken, 6 for, 1 against, 3 abstentions, proposal carried.</p> <p>Groundbreaking get-together on site Thursday 14th November The Chair, Councillor Dave Addison has been invited to a groundbreaking get-together at the Brooklands Community Hall site to celebrate the start of the building works. Liaising with the Clerk the Chair wanted to also invite the Committee Chairs along to site and the Clerk has obtained approval from Crest who has arranged it for all the contractors and key stakeholders to be present. The Clerk informed members SGC and Crest plan to have a site meeting at the end of the project to officially hand over the operations of the building to the parish.</p>	
<p>7</p>	<p>Community Warm Spaces Members have been liaising with the Community Development Worker Liz Evans on a potential Warm Spaces programme being held in the Café room on a Monday from 10:00-12:00. Liz has allocated some staff and keen to start when possible. Currently Citizens Advice Bureaux meet in the Cafe space twice a month and this would conflict. The Clerk will liaise with officers and see if CAB can be moved elsewhere in alternative hall space. The Clerk has received a request from the Café owner looking into the possibility of opening the Café on a Monday which would mean opening seven days a week. The current agreement with the Café owner is to open six days, Tuesday – Sunday. 08:30-15:00 (16:00 at weekends). The Clerk will look at the options and feedback to the Finance & General Purpose committee in December.</p>	

<p>8</p>	<p>New additional play equipment at Meade Park – CIL.</p> <p>Councillor Penny Richardson along with staff met with contractors on site to look at adding an additional item of play equipment at Meade Park. Discussions have previously taken place at various Recreation & Leisure meetings between committee members, staff and the local youth provision group where it was identified that an extra item of play would be welcome catering for the slightly older age group of 7 years+ alongside the zip wire and large slide. Four quotes were presented to a recent committee meeting and three quotes are tabled at the meeting as items recommended from the Recreation & Leisure committee. Members would like to see a wet pour surface included.</p> <p>Councillor Penny Richardson tabled a list of items and images of the equipment including information and costs:</p> <p>Pentagon Play – Tryfan £21,495</p> <p>Sovereign Play – Sahara £28,160</p> <p>Sovereign Play – Prometheus £17,009</p> <p>Following a lengthy discussion, Councillor Keith Cranney proposed to approve the Sahara play equipment with a wet pour safety surface, supplied and installed by Sovereign Play, seconded by Councillor Andrew Shore, unanimously carried.</p>	<p>Clerk to inform Sovereign.</p>
<p>9</p>	<p>New small-sided goal posts at Little Stoke Park.</p> <p>The Recreation & Leisure committee have been looking into the possibility of installing some small-sided goals on the grounds of Little Stoke Park, to be available for use all year round. The marked football pitches in the park are for hire and prepared and repaired by the council staff, these areas are not to be used by members of the public and by installing an area where small football posts are installed it is hoped would deter members of the public from using the hireable pitches. The Clerk presented a quotation from a local company who supply and install goal posts and recommends using a specialist company rather than a local trader to design and build the goals. Once installed the goals would form part of the Play equipment maintenance checks so will need to be to British Standards and be ROSPA checked annually.</p> <p>Following discussion Councillor Keiron Marsden proposed to proceed with the quote from Verde Recreo Ltd, at a cost of £3,320, seconded by Councillor Mike Brown, unanimously carried.</p> <p>Councillor Mike Brown asked the Clerk (and Ground staff) to monitor the area and if it proves to be extremely popular then council will look at installing astroturf surface in both goals in the future.</p>	<p>Clerk to inform Verde Recreo Ltd.</p>

10	<p>To receive updates from Parish Council Committees and to consider expenditure as required relating to budgets/external funding.</p> <p><u>Recreation & Leisure</u></p> <p>Councillor Penny Richardson has been liaising with the Clerk and shop owners about re-visiting the Christmas lights on the shopping units at Ratcliffe Drive. Prior to the pandemic lighting and Christmas trees were put up around the shopping units and the parish contributed towards the materials and running costs, this has stopped since Covid. £1,000 is set aside by the council for Christmas within the 2024/25 budget and the shop owners are keen to reinstate the lights and have Christmas trees installed on the four poles provided. The shop owners have agreed to pay for the electric and the parish will install mini Christmas trees to the four poles and reinstate the existing lighting.</p> <p>The Clerk mentioned that a Christmas tree will be put up in the Café and foyer area at the Little Stoke Community Centre, lighting will be switched on at the Kingsway shopping units, and the Ratcliffe Way shopping units will have lighting installed week commencing 18th November.</p> <p><u>Planning & Transportation</u></p> <p>One application is to be discussed later on the agenda. Two applications are currently on the parish portal to be discussed at the next committee meeting in November.</p> <p><u>Finance & General Purpose</u></p> <p>Councillor Keiron Marsden informed members the precept budget setting along with hall hire costs for 2025/26 is being held on 3rd December 2024. Although in recent years this has been a meeting for the Chair of Council and Chair of the Finance committee to link with the Finance Officer and the Clerk, the Clerk has extended the invite to all members for all to be part of the budget setting process, to take forward as a recommendation to the Finance & General Purpose meeting in December for approval.</p>	
11	<p>To discuss and comment on current South Gloucestershire Council Consultations.</p> <p>Potential car parking charges in South Gloucestershire.</p>	
12	<p>To receive updates from South Gloucestershire Council Members within the parish of Stoke Gifford.</p> <p><u>Councillor Neel Das Gupta</u></p> <p>Nothing to add that's not already been discussed on the agenda.</p> <p><u>Councillor Keith Cranney</u></p> <p>SGC are looking to roll out a three week black bin collection starting 2025. The general waste is currently being collected fortnightly.</p> <p><u>Councillor Dave Addison</u></p> <p>Nothing to add that's not already been discussed on the agenda.</p>	

13	<p>To receive Planning applications from South Gloucestershire Council.</p> <p>P24/00800/F Land to The North and East of Highbrook View Stoke Gifford South Gloucestershire Bristol.</p> <p><i>Erection of 7no. dwellings, with landscaping, access, parking and other associated works</i></p> <p>Stoke Gifford Parish Council have no objection to this planning application, proposed by Councillor Sue Bandcroft, seconded by Councillor Neel das Gupta, a vote was taken, 10 for, 1 against, proposal carried.</p>	
14	<p>Any other business.</p> <p>To receive the in-year Assurance Audit Report 2024/25.</p> <p>Parish Clerk tabled the Audit Report for 2024/25 which has been awarded a High Standard rating.</p> <p><i>Systems and processes are excellent providing good assurances. Significant strengths have been identified and are to be commended, any recommendations made will serve to further strengthen existing arrangements.</i></p> <p>The Parish Clerk thanked the Finance Officer, and all involved for the report and obtaining such a good rating. Councillor Sue Bandcroft thanked Office staff for carrying out due process and all the efforts on achieving the successful audit.</p> <p>Councillor Keith Cranney attended the Remembrance Day celebrations held at Stoke Gifford and congratulated all on such a good service. One member of the public approached Councillor Cranney on the day who was unhappy about the road being closed off with no alternative routes in place. The Parish Clerk confirmed the road closure was officially signed off at District level and the necessary steps had taken place. Signs were put up locally in the notice boards and on lamp posts a week prior to the event. Road Closed signs were in place and manned by council staff. As there are no possible alternative routes there are none put in place by SGC.</p> <p>Councillor Mike Brown informed members that two bus shelters on Braydon Avenue will be removed later in the month. Wroxham Drive and Wrington Close are not being used and are becoming an eye sore. The flag attached to the Wroxham Drive shelter will be delivered back to SGC. Any parts of the shelter that can be recycled will be.</p> <p>A resident asked members for the contact details for the Local MP Claire Hazelgrove. The Chair, Councillor Dave Addison informed the resident the email address can be found on the UK Parliament contact information web page, along with the details for a telephone number or address for a letter to be written.</p> <p>The Chair, Councillor Dave Addison confirmed the next date for the Brooklands Park Community Centre sub-committee to meet will be before the Finance & General Purpose committee meeting, 18:00 on Tuesday 10th December 2024.</p>	

15	Date of next meeting. 14 th January 2025.	
16	CONFIDENTIAL ITEMS. To resolve, by the nature of the sensitivity of items to exclude the press and public [Public Bodies Admissions to Meeting]. None.	

Meeting closed 20:45

Signed: _____

Date: _____

D Addison (Chair)
On behalf of Stoke Gifford Parish Council

DRAFT