



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 FULL COUNCIL MEETING

Held on Tuesday, 13th May 2025 at 19:50

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, 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	Welcome and apologies for absence. The Chair, Councillor Dave Addison welcomed all present to the meeting. Apologies were received from PC Elizabeth Ball.	Actions:
2	To receive notification of any member's personal or prejudicial interest. None.	
3	Public Session [Maximum of 15 minutes, up to 3 minutes per person] Eleven residents were in attendance. Pavements and kerbs are in poor condition outside of property 17 Grange Avenue and the resident has had several attempts to report the works to SGC Officers in recent years but has been unsuccessful. The residents from number 17 are registered disabled and find the condition of the pathway extremely tricky to navigate. The Chair, Councillor Dave Addison is aware of the residents concerns and will chase SGC Officers. A resident acknowledged the Chair being voted back in for 2025/26 and asked if the plan was to delegate more due to having affiliation with other Councils and Community or-	DA to contact SGC.

	<p>ganisations as well as the Parish Council. The Chair, Councillor Dave Addison informed the resident he will continue to delegate to the Committee Chairs who are experts in their fields all of whom do an excellent job in serving the Parish Council and Parishioners across the Parish.</p> <p>A resident questioned the Chair about some politically driven decisions that were made on a neighbouring Town Council Committee. The Chair, Councillor Dave Addison thanked the resident for the comment and advised to take it to the next available Town Council meeting as the matter is not relevant to Stoke Gifford.</p>	
4	<p>To approve minutes of the last Full Council meeting dated 8th April 2025.</p> <p>The Full Council minutes dated Tuesday 8th April 2025 was agreed as an accurate record, proposed by Councillor Sue Bandcroft, seconded by Councillor Neel DasGupta, proposal unanimously carried.</p>	
5	<p>To approve the expenditure and general accounts for April 2025.</p> <p>The Clerk tabled financial correspondence for March 2025 which included payments totalling £46,882.33 for the Co-operative General Account, with a cash book balance of £678,437.27.</p> <p>Council noted the expenditure and bank balance for April, proposed by Councillor Keiron Marsden, seconded by Councillor Neel DasGupta, proposal unanimously carried.</p>	
6	<p>Request for a contract agreement from FACE (Youth Providers).</p> <p>The Clerk has been in contact with the Director of FACE who has sent a draft Service Agreement to SGPC that would fund FACE to deliver youth work provision over a three year period. 1st April 2025 – 31st March 2028.</p> <p>Councillor Penny Richardson informed Members the service being provided by FACE is to a high level and Representatives from FACE provide regular updates at the frequent Recreation & Leisure Committee meetings throughout the year.</p> <p>Costs:</p> <p>2025/26 - £9k (no uplift) 2026/27 - £9,450 2027/28 - £9,992</p> <p>Councillor Max Gallagher proposed the Clerk and Councillor Penny Richardson negotiate a final agreement for the three year term with FACE (as there were still some TBCs in the presented draft) and bring it to the Finance & General Purpose Committee for sign off and that Stoke Gifford Parish Council accept the three year agreement and engage with FACE until 31st March 2028, seconded by Councillor Sue Bandcroft, proposal unanimously carried.</p> <p>Chair of Recreation & Leisure, Councillor Penny Richardson and the Clerk will make the required changes to the contract agreement and present to the Finance & General Purpose Committee.</p>	

7	<p>Little Stoke Pathway improvements.</p> <p>Councillor Keith Cranney is pleased to see the Parish Council looking to make improvements to the path. Many people use the path each day and in high traffic areas it's badly worn due to the tree roots and the path is not wide enough running alongside Little Stoke Lane and towards Clay Lane.</p> <p>Councillor Sue Bandcroft highlighted an area of pathway in Meade Park that requires improvements as it puddles throughout the winter months and suggests to Members it would be useful to conduct an inspection on all pathways within the recreational areas managed and maintained the Parish Council and prioritise the work accordingly.</p> <p>Councillor Andrew Shore concurred with Councillor Bandcroft's suggestion. He felt that it is important to ensure that money is prioritised and spent according to need, looking across the whole of the Parish grounds and facilities.</p> <p>Councillor Keith Cranney proposed the Clerk obtain two more quotes minimum for the work to Little Stoke Park and report back to Full Council, seconded by Councillor Keiron Marsden, proposal unanimously carried.</p>	
8	<p>Maintenance of St Michaels Churchyard.</p> <p>With the maintenance of the churchyard due to be handed to the Parish Council in 2026 the Clerk has obtained a cost from the Contractor (currently managing the Localism contract in the area) of £160 per cut. To include a cut and strim every four weeks. Should the Parish Council require any additional cuts the cost per cut during 2026 will remain the same.</p> <p>Councillor Mike Brown is surprised the Church cannot find volunteers to continue to carry out the maintenance.</p> <p>The Clerk will continue to consult with the Church Warden in the coming months.</p>	
9	<p>Brooklands Park & Highbrook View.</p> <p>A member of the Brooklands & Highbrook View Residents Association was present and highlighted some areas the group have been chasing with the developer Crest Nicholson.</p> <p>Poor condition of roads/ pathways.</p> <p>The Group are still awaiting response from recent letter to SGC/ Crest.</p> <p>Graffiti is still a problem, and clarity on who to report to.</p> <p>Play Area on Shrub Leaze, the entrance/ exit gate is close to the main road.</p> <p>Residents from Brooklands Park are very keen to ensure the land north of the Community School is to include some recreational space and/ or a 3G football pitch supporting the Community Centre. The Group have created a petition and would like to see the Parish Council support their request. The Chair has written to SGC and Crest</p>	<p>Clerk contact CN.</p>

	<p>Nicholson registering the interest of the Parish Council wishing to see the land used for community space rather than for more housing. The Clerk has also written to SGC and Crest Nicholson and confirmed the Parish Council can manage the operation of a 3G football pitch and maintain a recreational area.</p> <p>Councillor Sue Bandcroft proposed that all Members formally show their support by signing the petition, seconded by Councillor Neel DasGupta, proposal unanimously carried.</p>	Members to sign petition.
10	<p>To receive the Internal audit report and AGAR 2024/25.</p> <p>The Clerk tabled documentation for the 2024/25 Audit and AGAR including the following.</p> <p>10.1 Annual Governance and Accountability Return presented/ noted.</p> <p>10.2 Annual Governance Statement section 1 approval.</p> <p>10.3 Accounting Statement section 2 approval.</p> <p>10.4 Commencement date for Exercise of Public Rights. 22nd May 2024.</p> <p>Councillor Sue Bandcroft acknowledged the workload undertaken by Staff and obtaining the high level report and thanked the Finance Officer, Cathrine Slade for the in-depth work time and effort put into the Councils audit.</p>	
11	<p>To receive updates from Parish Council Committees and to consider expenditure as required relating to budgets/external funding.</p> <p><u>Recreation & Leisure Committee</u></p> <p>Sovereign Play will be at Meade Park to install the new item of play equipment on Monday 19th May.</p> <p>Chair of the Recreation & Leisure Committee, Councillor Penny Richardson informed Members the popular see-saw is out of action at Little Stoke Park. The Clerk has obtained two costs to replace the see-saw and a cost for GB Leisure to make the repairs to the existing equipment.</p> <p>Two quotes to replace like for like:</p> <p>City Twin Rider plus the removal of existing = £5,254.50 Seahorse See-saw plus the removal of existing = £3,684</p> <p>Cost to repair existing see-saw and surrounding safety surface = £2,397.50</p> <p>Spring Assembly and fixings required for Zingo spring see-saw - supply and delivery 1.00 GAH-SPARES 837.50 837.50 167.50 2 no. Spring Assy - Hover 1 no. Spindle - See-Saw 2 no. WASHER (SEE-SAW)</p>	

	<p>4 no. FLANGED BUSH AL2530-25 10 no. TORX+PIN M10 X 30 (TX45) 8 no. TORX+PIN M10 X 35 (TX45) 16 no. Washer M14 - (DIN7349) 16 no. M10 WASHER FRM A A4 TGO To reset the centre column for the Zingo Seesaw, fit new spring assembly and make good of the black safety wet pour surface.</p> <p>The Clerk confirmed the existing see-saw is in good condition despite its age, and the costs for the repairs are substantial due to the main structure of the equipment and surrounding area (including safety surface) all requiring attention. Councillor Andrew Shore suggested that with multiple replacement quotes but just one repair quote, we should seek additional quotes for a repair, to help us evaluate the repair vs replace options and help ensure best value for money on our Council expenditure.</p> <p>Following discussion, the Chair, Councillor Dave Addison feels that as the existing equipment itself is in good condition the proposal to Members is to approve the work for GB Leisure to conduct maintenance repairs, seconded by Councillor Sue Bandcroft, a vote was carried out, 7 for, 4 against, 1 abstention, proposal carried.</p> <p><u>Planning & Transportation Committee</u></p> <p>Currently three Planning Applications to be discussed at the committee meeting in May. Councillor Andrew Shore highlighted comments/ decisions/ recommendations made by South Glos Council on previous planning applications and recent District Ward Councillor requests for 3 applications to be called to SGC committee for final determination.</p> <p><u>Finance & General Purpose Committee</u></p> <p>Chair of the Finance & General Purpose Committee, Councillor Keiron Marsden has met with the Finance Officer, Catherine Slade, and the Clerk to go through the Councils accounts. Councillor Keiron Marsden is seeking approval from Members for Officers to move the current savings account in Lloyds Bank from an Instant Access to a Notice Account earning interest, seconded by Councillor Sue Bandcroft, proposal unanimously carried.</p>	Clerk to inform GB Leisure.
12	<p>To discuss and comment on current South Gloucestershire Council Consultations.</p> <p>Councillor Keith Cranney highlighted a Public Consultation on the installation of an Electric Charging Point on Ratcliffe Drive. More information can be found on the South Glos Council website and the Stoke Gifford Parish Council website.</p>	
13	<p>To receive updates from South Gloucestershire Council Members within the parish of Stoke Gifford.</p> <p><u>Councillor Dave Addison</u> Nothing to add that has not already been discussed on the agenda.</p> <p><u>Councillor Keith Cranney</u> Nothing to add that has not already been discussed on the agenda.</p>	

	<p><u>Councillor Neel DasGupta</u> Nothing to add that has not already been discussed on the agenda.</p>	
14	<p>To receive Planning applications from South Gloucestershire Council.</p> <p>None.</p>	
15	<p>Any other business.</p> <p>Garden Open Day for Charity A Resident asked Members if they are aware of an open Garden Day at the Yews, Harry Stoke on Sunday 18th May 14:00-17:00. Councillor Sue Bandcroft confirmed the event has been publicised in the Parish Council notice boards around the Parish.</p> <p>Trust Grounds Councillor Neel DasGupta asked the Chair the next steps on discussions that could take place over the Parish Council taking over the management of the Trust Grounds. The Chair, Councillor Dave Addison confirmed the Trust Committee would have to formally agree this process at a Trust Committee meeting and hand the site back to the Parish Council should they wish. Councillor Keiron Marsden would like to see Members look into the options going forward.</p> <p>Little Stoke Community Centre Councillor Mike Brown was pleased to see the Caretaker had carried out some works to the external part of the building in readiness for the busy summer months. Some more specialist work will be carried out soon by outsourced contractors.</p> <p>Brooklands Park Community Café Councillor Keith Cranney asked the Clerk for an update on any interest shown on the running of the Brooklands Café facility. The position has been advertised for a total of six weeks with an end date of 30th May. The Office has received five contacts registering interest to date.</p> <p>Update on Groundsperson role Councillor Keith Cranney asked the Clerk for an update on the current Groundsperson vacancy. The job advert has been advertised for four weeks with an end date of 23rd May. The Office has received six contacts registering interest to date.</p> <p>Councillor Surgery information Councillor Penny Richardson asked the Clerk to add to all future Full Council agendas to allow Members to promote the dates/ time and venue, along with arranging Members to confirm attendees/ staffing of the Surgery.</p> <p>Brooklands Community Centre the Clerk will be firming up the next meeting between the Sub-Committee and SGC which is hoped to be held on site towards the end of May/ early June.</p>	Caretaker action.
16	<p>Date of next meeting.</p> <p>10th June 2025.</p>	

17	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 20:50

Signed: _____

Date: _____

D Addison (Chair)

On behalf of Stoke Gifford Parish Council