



STOKE GIFFORD

PARISH COUNCIL

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STOKE GIFFORD PARISH COUNCIL

MINUTES OF THE FULL COUNCIL MEETING

Held on Tuesday, 9th September 2025 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, J Brunwin, M Brown, N DasGupta, M Gallagher, P Richardson, and A Shore.

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

1	Welcome and apologies for absence. The Chair, Councillor Dave Addison welcomed all present to the meeting. Apologies were received from Councillors Keith Cranney, Tony Hyde and Keiron Marsden. Councillor Richard Barber was also not present.	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] five residents were in attendance. Update on the land adjacent to Brooklands Community Centre – the Chair, Councillor Dave Addison informed residents there has been no further update from Crest/ South Glos Council since June when they informed councillors they expect this to be looked at towards the end of the calendar year. Councillor Dave Addison will continue to liaise with Crest/ South Glos Council following a request from the parish to install some recreational space and/ or a 3G football facility as part of the land.	Dave Addison to link with Crest/ South Glos Council.

	<p>Trees overgrowing highways – a resident identified areas where trees were overgrown and protruding onto pathways making it difficult, and in some areas impossible to walk through and asked where residents should direct such work. The Clerk asked the resident to contact South Glos Council via the Report-It page.</p> <p>Police Beat Surgery – a resident from the Brooklands Park estate recently attended the Beat Surgery and did not find the meeting helpful.</p>	
4	<p>To approve minutes of the last Full Council meeting dated 10th June and Finance & General Purpose meeting dated 8th July 2025.</p> <p>The Full Council minutes dated Tuesday 10th June 2025 was agreed as an accurate record, proposed by Councillor Sue Bandcroft, seconded by Councillor Andrew Shore, proposal unanimously carried. (two abstentions due to not being present).</p> <p>The Finance & General Purpose minutes dated Tuesday 8th July 2025 was then agreed as an accurate record, proposed by Councillor Penny Richardson, seconded by Councillor Andrew Shore, proposal unanimously carried. (one abstention due to not being present).</p>	
5	<p>To approve the expenditure and general accounts for July and August 2025.</p> <p>The Clerk tabled financial correspondence for July 2025 which included payments totalling £60, 256.89 for the Co-operative General Account, with a cash book balance of £565, 610.05.</p> <p>Council noted the expenditure and bank balance for July, proposed by Councillor Jan Brunwin, seconded by Councillor Mike Brown, proposal unanimously carried.</p> <p>The Clerk then tabled financial correspondence for August 2025 which included payments totalling £51, 733.04 for the Co-operative General Account, with a cash book balance of £521,195.18.</p> <p>Council noted the expenditure and bank balance for August, proposed by Councillor Sue Bandcroft, seconded by Councillor Max Gallagher, proposal unanimously carried.</p> <p>The Clerk then tabled financial correspondence for August 2025 (Brooklands Park Community Centre) which included payments totalling £1,000, with a cash book balance of £19,000 for the NatWest General Account, proposed by Councillor Jan Brunwin, seconded by Councillor Max Gallagher, proposal unanimously carried.</p>	
6	<p>Approve lower limit for asset list.</p> <p>The Clerk informed councillors the lower end value for items added to the parish council's asset list is £500. This works well with office staff implementing the data and approved by council's auditors in recent years.</p> <p>The Clerk is seeking formal approval by councillors on the lower end value.</p> <p>Following discussion, Councillor Andrew Shore would like to see the lower end value of £500 remain as the system currently works well, seconded by Councillor Sue Bandcroft, unanimously carried.</p>	

7	<p>Replacement item of play equipment at the Trust Ground.</p> <p>The Parish Clerk and Ground staff met with five contractors on site looking to replace the timber swing set with a new item of multi play to include a basket swing along with a traditional set of swings. The timber swings are popular with the park users and councillors are keen to include swings alongside a multi play item of play to become a main feature for the park.</p> <p>The quotes are to include a safety surface replacing the old play woodchip bark currently in situ and the quotes for a new surface plus to remove the current surface is included in the quotes below:</p> <p>Sovereign – multi play equipment plus swings £19,448.26 plus rubber mulch = £14,821.61 = £39,046.83 or wet pour £23,957.21 = £48,228.37</p> <p>Wickstead – multi play equipment plus swings £21,626.00 plus wet pour £11,719.58 = £39,594.00</p> <p>GB Sport & leisure – multi play equipment plus swings £20,182.00 plus wet pour £29,298.00 = £50,693.85</p> <p>Fawns (a) – boat multi play equipment plus swings £21,555.75 plus wet pour £14,574.90 = £65,618.65</p> <p>Fawns (b) – fort multi play equipment plus swings £28,229.25 plus wet pour £16,557.55 = £76,444.80</p> <p>Phoenix Play – multi play equipment plus swings £22,790.00 plus rubber mulch £26,250.00 = £52,070.00</p> <p>Councillors had a lengthy discussion covering the options on the table. Councillors acknowledged the costs of the multi play equipment are all similar between the companies, however the cost variances between the quotes are vast with a wet pour surface ranging between £14k to £29k.</p> <p>The Chair, Dave Addison mentioned it may be a good idea to get a like for like replacement swing set.</p> <p>Councillor Penny Richardson has carried out research into the quotations and proposed for councillors to shorten the list, query the safety surface options (and costs) and take three quotes to Full Council in October including a cost for a like for like swing set, seconded by councillor Sue Bandcroft, proposal unanimously carried.</p> <p>Councillor Penny Richardson proposed to remove Phoenix Play quote, seconded by councillor Sue Bandcroft, proposal unanimously carried.</p> <p>Councillor Penny Richardson then proposed to remove the Fawns quotes, seconded by</p>	<p>Penny Richardson/ Clerk to contact contractors for further information.</p>

	councillor Max Gallagher, proposal unanimously carried.	
8	<p>Brooklands Park & Highbrook View.</p> <p>Approval for BPHVRA group meetings held on site FOC.</p> <p>The Clerk has been in contact with the Chair of the Brooklands Park & Highbrook View Residents Forum who has requested a meeting room for their quarterly meetings once the Brooklands Park Community Centre is open. Councillor Andrew Shore believes this is a worthy cause for such a proactive group but would not like to set a precedent for other groups and organisations looking to hold regular meetings. Following a short discussion Councillor Andrew Shore proposed that subject to room availability the forum have free use of a meeting room to accommodate the quarterly meetings over the first twelve months from the opening date, to be booked with the bookings clerk around the weekly hire on site, seconded by Councillor Mike Brown, proposal unanimously carried.</p> <p>The Clerk confirmed that should the meeting rooms be unavailable on a time/ date requested by the group the café area will be booked.</p>	
9	<p>To amend the Councillor Code of Conduct policy adopting the LGA model code.</p> <p>The Clerk tabled the current Code of Conduct being followed by parish councillors and the Local Government Association Model Councillor Code of Conduct. The Clerk has recommended the parish council replace the current Code of Conduct with the LGA model. The SGC District Councillors already follow the LGA model.</p> <p>Following a brief discussion, Councillor Sue Bandcroft proposed the parish council replace its current Code of Conduct with the LGA model, seconded by Councillor Penny Richardson, proposal unanimously carried.</p>	
10	<p>Insurance renewal from 1st October 2025.</p> <p>The Clerk informed councillors the current three year contract agreement is ending September 30th 2025 and tabled a renewal proposal from the current Insurance supplier, Zurich Municipal.</p> <p>1 year agreement £11,938.13 per year 3 year agreement £11,162.70 per year</p> <p>The Clerk has sourced comparative costs from a Commercial Broker ranging between £12,000 and £18,000.</p> <p>Following discussion Councillor Andrew Shore proposed to approve the three year contract agreement with Zurich Municipal, seconded by Councillor Neel DasGupta, proposal unanimously carried.</p>	

11	<p>Christmas lighting.</p> <p>The Clerk tabled some information and costings for the installation of Christmas lighting on lamp posts through the parish. The lamp posts along Hatchett Road were suggested as a potential possibility as it is a main/busy road central to the parish. Lamp posts either side of the road in between the Hatchett Road roundabout off Gipsy Patch Lane and the roundabout off Ratcliffe Drive.</p> <p>Following a brief discussion councillors asked the Clerk to obtain more information and costs on installing Christmas lighting to Hatchett Road and Little Stoke Lane.</p>	Clerk to seek further info/ costs.
12	<p>Public Meeting acoustics.</p> <p>Residents that regularly attend parish council meetings often find hearing certain councillors difficult and have questioned whether improvements need to be made to the meeting room (acoustics) or it may help if councillors addressed the room as opposed to directly addressing the Chair on the top table.</p> <p>It was agreed by councillors and residents the room layout is sufficient and when councillors speak clearly addressing the room it is much better to hear.</p> <p>Councillor Penny Richardson highlighted the meeting is for councillors to discuss council related matters and the importance for councillors to address the Chair on the top table. It may not always be possible for the public to hear all conversations being undertaken around the table.</p> <p>The Chair, Councillor Dave Addison confirmed the council meeting is called by the Clerk for a meeting of councillors where the public are invited to attend.</p> <p>The Standing Order states:</p> <p><i>3. d) Meetings shall be open to the public unless their presence is prejudicial to public interest by reason of the confidential nature of the business to be transacted or for other special reasons. Exclusion of the public from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.</i></p> <p><i>4. e) Members of the public may make representations, answer questions, and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.</i></p> <p>It was concluded by councillors understanding the difficulty of public hearing all conversations and to address the room as much as possible. Meetings will also take place at the Brooklands Park Community Centre during 2026 where it is hoped the acoustics for the room will be better for all to hear.</p>	

13	<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>Covered earlier on the agenda.</p> <p><u>Planning & Transportation Committee</u></p> <p>Currently only a couple of Planning Applications to be discussed at the committee meeting in September. Councillor Andrew Shore highlighted comments/ decisions/ recommendations made by South Gloucestershire Council.</p> <p><u>Finance & General Purpose Committee</u></p> <p>Chair not present.</p>	
14	<p>To discuss and comment on current South Gloucestershire Council Consultations.</p>	
15	<p>To receive updates from South Gloucestershire Council Members within the parish of Stoke Gifford.</p> <p><u>Councillor Dave Addison</u> Councillor Dave Addison has held various conversations around roadworks undertaken through the summer months in and around the parish.</p> <p>Councillor Keith Cranney Not present.</p> <p><u>Councillor Neel DasGupta</u> Not present.</p>	
16	<p>To receive Planning applications from South Gloucestershire Council.</p> <p>P25/02002/CLP 65 Kilby Road, Stoke Gifford, BS34 8DJ <i>Erection of garden room incidental to the main dwelling.</i></p> <p>Chair of the Planning and Transportation Committee, Councillor Andrew Shore talked through the application.</p> <p>Councillor Andrew Shore proposed no objection to this planning application, seconded by Councillor Sue Bandcroft, proposal unanimously carried.</p>	
17	<p>Any other business.</p> <p>Foxes on Ratcliffe Drive – Councillor Sue Bandcroft has been approached by residents concerned with the number of foxes on the estate. Residents have been seen feeding the foxes attracting them on and near properties causing unrest.</p>	

	<p>Paperwork produced at council meetings - Councillor Penny Richardson would like to see an alternative to councillors receiving their meeting documents rather than hard copies. Some meetings are quite lengthy with many documents produced and costly when ordering paper. The Clerk will look into producing the meeting documents on an email attachment that can be viewed by councillors on a tablet device which would save the costs of paper and sufficient officer time producing the meeting documents fortnightly throughout the year.</p> <p>Bench on BMX location – Councillor Mike Brown would like to see a sufficient concrete pad laid under the location of the bench once it is installed to ensure the bench is available for use all year round, which will help the ground staff maintain the area. If the grass is to be retained under the bench it is felt the area in front the bench will be constantly kicked out crating a dip and will puddle in the winter. Weeds growing under the bench will also be a concern causing more workload to the ground staff.</p> <p>General Information - Councillor Andrew Shore would like to see more information passed to all Councillors.</p> <p>Trust Ground – Councillor Dave Addison inform councillors that the Trust Committee have recently approved some major drainage works to the football pitch that will bring some much needed drainage improvements to the grass football pitch, allowing the resident football team to play fixtures through the winter months.</p> <p>The Trust Committee are advertising for a Caretaker/ Cleaner.</p> <p>Councillor Dave Addison asked the Clerk to add this information to the parish council website.</p>	<p>Clerk to obtain costs of 9 tablet devices.</p> <p>Clerk to add to SGPC website.</p>
15	<p>Date of the next Parish Councillor Surgery.</p> <p>20th September – Little Stoke Community Centre 10:30-12:30.</p>	
16	<p>Date of next meeting.</p> <p>14th October 2025.</p>	
17	<p>CONFIDENTIAL ITEMS.</p> <p>To resolve, by the nature of the sensitivity of items, to exclude the press and public [Public Bodies Admissions to Meeting].</p> <p>None.</p>	

Meeting closed 21:15

Signed: _____

Date: _____

D Addison (Chair)

On behalf of Stoke Gifford Parish Council

DRAFT