



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, 11th November 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, R Barber, S Bandcroft, J Brunwin, M Brown, K Cranney, N DasGupta, M Gallagher, T Hyde, K Marsden, P Richardson, and A Shore.

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

1	Welcome and apologies for absence. The Chair, Councillor Dave Addison welcomed all present to the meeting. No apologies received as all members are 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] nine residents were in attendance. Agenda item 10 - Forest of Avon Tree Grant. A resident encouraged members to focus more on replacing the dying and the dead trees across the Parish owned Recreational parks rather than adding trees to 40 Acres where the resident feels there are enough trees. Remembrance Event, Village Green, Stoke Gifford. A resident attended the event and felt it was extremely well organised and a pleasure to be present.	

4	To approve minutes of the last Full Council meeting dated 14th October 2025. The Full Council minutes dated Tuesday 14th October 2025 was agreed as an accurate record, proposed by Councillor Sue Bandcroft, seconded by Councillor Tony Hyde, proposal unanimously carried. (one abstention due to not being present).	
5	To approve the expenditure and general accounts for October 2025. The Clerk tabled financial correspondence for October 2025 which included payments totalling £80,021.08 for the Co-operative General Account, with a cash book balance of £607,425.72. The Clerk then tabled financial correspondence for October 2025 which included payments totalling £819.44 for the Brooklands Park Community Hall Account, with a cash book balance of £18, 015.33. Council noted the expenditure and bank balance for October, proposed by Councillor Sue Bandcroft, seconded by Councillor Keiron Marsden, proposal unanimously carried.	
6	To review the Christmas budget and receive costs for lamppost motifs installation and storage. The Clerk has met with the SGC Officer on Hatchett Road to investigate the possibility of installing festive motifs along Hatchett Road from the main roundabout to the last lamppost towards the mini roundabout by Ratcliffe Drive. Councillors feel Hatchett Road is an ideal location as it is more central through the parish and running between two Parish Council owned parks (40 Acres and Meade Park). In the 2025/26 financial year the Parish Council currently have set a £1,000 budget and install fairly lights at the shopping units on the Kingsway and Ratcliffe Drive. The Council will continue to manage both areas. Members acknowledged that many Towns and Parishes are putting up festive lighting. Members have recently received contact from residents requesting the Parish Council install festive lighting in the Parish. Councillor Penny Richardson has contacted the lighting company and identified a mid-range Christmas motif. The overall cost is split into two separate jobs. SGC will need to carry out the pre-work to each lamppost and will store the motifs all year round. Festive Lighting Company will supply the motifs and deliver direct to SGC.	

South Glos Council description of work and cost:			
Description	Unit Price	No.	Total
Installation and removal of Motifs	£174.00	8	£1,392.00
Storage of motifs	£18.00	8	£144.00
Installation of time clocks and commando sockets one off fee.	£220.00	8	£1,760.00
Total			£3,296.00 + Vat
Festive Lighting Company New Motif 2.3m Tree Silhouette £352 Code: 121263-B2-230-R3-S1F-(NEW) Quantity x 4 Ex-Hire 2.2m Snowflake Sprigs £310 Code: 22183-B2-220-RF-S2F3F Quantity x 4 Total cost: £2,648 Following a lengthy discussion, the Chair, Councillor Dave Addison asked members to vote on the preferred location. Councillor Jan Brunwin proposed to have the motifs on Hatchett Road, seconded by Councillor Sue Bandcroft, proposal carried. The Chair then proposed for Councillor Penny Richardson and the Clerk to between them contact the Festive Lighting Company, check availability and order within the approved budget, seconded by Councillor Sue Bandcroft, proposal carried. Councillor Keith Cranney proposed for the Clerk to obtain costs for lighting along Little Stoke Lane for the following year, seconded by Councillor Mike Brown, proposal carried. Councillor Andrew Shore commented that for future years we also need to consider the north ward of the Parish, as well as Little Stoke Lane in the south ward.			
7	To review Grant Aid applications x 4 (extension). The Chair invited the representatives from each of the applications to talk through the documentation. 2nd Stoke Gifford Rainbows Following discussion, Councillor Keith Cranney proposed to approve the application to the sum of £1,000, seconded by Councillor Neel DasGupta, unanimously carried.		
	Clerk will arrange for the installation of the lighting on Hatchett Road. Clerk to obtain costs for 2027.		

	Renegade Allstars Following discussion, Councillor Keith Cranney proposed to approve the application to the sum of £1,000, seconded by Councillor Neel DasGupta, unanimously carried. The Brightwell Group Following discussion, Councillor Keith Cranney proposed to approve the application to the sum of £1,000, seconded by Councillor Tony Hyde, unanimously carried. Move Stretch and Relax The applicant has withdrawn the application. The total amount approved on Grant Aid applications for the 2025/26 year is £8,379.90.	
8	Brooklands Park & Highbrook View. - Crest Nicholson – Lot 4 sports pitches and pavilion. <i>Councillors Tony Hyde and Keiron Marsden declared an interest in the Lot 4 sports pitches and pavilion due to being on the Cheswick & Stoke Park Parish Council. The neighbouring council are also discussing this plot.</i> The Clerk has received contact from Crest Nicholson requesting an expression of Interest (Eol) for the Lot 4 sports pitches and pavilion at Brooklands Park. Other local parishes have also been contacted. The location falls within Winterbourne Parish Council but is considered part of the overall Brooklands Park development. The plans are very welcome, and members are happy to see a sports facility within the local area. Members were interested to see if Winterbourne Parish Council would be keen in running the facility. The Clerk will contact Winterbourne Parish Office for an update. Some Councillors wondered if the three relevant Parish Councils might be interested in running it as a joint consortium.	Clerk to contact Winterbourne Parish council.
9	To receive the in-Year Assurance Audit Report 2025/26. The Clerk reported that following the audit process the Parish Council have been rated the highest standard. <i>“Systems and processes are excellent providing good assurance. Significant strengths have been identified and are to be commended, any recommendations made will serve to further strengthen existing arrangements.”</i> The audit included GDPR and Data handling and the Clerk is arranging for this to be covered soon. The Clerk is looking into the following: 1. The Parish Council has appointed a Data Protection Officer (DPO) 2. The Parish Council has trained all staff and members on data protection 3. The Parish Council has reviewed all personal data it holds and processes it lawful-	

	ly 4. The Parish Council complies with the Transparency Code Councillor Sue Bandcroft proposed to formally give a vote of thanks to the staff, and everyone involved for achieving another excellent audit rating, seconded by Councillor Jan Brunwin, unanimously carried.	
10	Forest of Avon Tree Grant (from the Recreation & Leisure committee). Councillor Penny Richardson explained to members the Parish Council has received an invitation by the Forest of Avon to apply for their Green Canopy Project (which involves free trees for local communities and includes planting and post-planting watering, all paid for). The Recreation & Leisure committee have recently discussed the project involving committee members and Parish Council Grounds Team. It was felt the project needing discussing at the Full Council meeting especially as the work requires paying for initially and then refunded on completion of works. Councillor Penny Richardson has been in contact with the SGC Tree Officer (Neil Gazzard) who has provided some professional advice and guidance on the tree planting plan within 40 Acres, SGPC are also seeking advice on whether an archaeology survey and utilities check is required to be carried out. Tree numbers & varieties The current plan includes 318 trees in total. 18 of these are specimen trees and the distance between trees will be determined by the type and spread of that individual variety. The remaining 300 are small whips which will be densely planted at around 2m from each other. The locations and numbers of trees were drawn up by Councillors Penny Richardson and Sue Bandcroft in consultation with Jess Grimbley, Tree & Woodland Officer for the Forest of Avon Trust, and Neil Gazzard, the SGC Arboriculture Officer, following a site inspection with both. Councillor Penny Richardson updated members: <i>Once we have confirmation of the required surveys, we can then determine how many trees we can put in the areas where we can plant. Following these steps SGPC will obtain a cost from Chew Valley Trees, and a details funding structure plan would be put in place by the Tree & Woodland Officer. SGPC would then purchase the trees. The Tree & Woodland Officer would then conduct a site inspection once the trees have been planted to ensure the trees are planted correctly, with stakes and guards installed correctly and that trees are planted in the agreed upon areas. Money will then be reimbursed within 30 days after planting. Maintenance costs will run for up to 15 years, but the bulk of that is likely to be in Year 1 and 2 for tree and equipment purchase initially and then the first full year of watering - when they will get done weekly. This will also include tree replacement cost, where any have died. As indicated above, we will know more about how many trees we can plant, and where, as soon as we get the report back from SGC Archaeological services & then the underground utilities check.</i> Members were pleased to see the Parish Council Grounds Team have taken the time to add their view on the project and would like to ensure members take heed of the notes as the Grounds Team manage and maintain the recreational area with the knowledge and expertise of qualified groundsmen. Councillor Max Gallagher believes it is a good incentive and good community project.	

	Councillor Andrew Shore spoke favourably about planting a small number of specimen trees but has some concerns about the species, quantity and proposed locations for planting of whips and feels that we should not be densely planting significant areas which have existing amenity value/usage. Councillor Shore also mentioned that there are security considerations for night-time walkers from increased planting, that it would be better to re-consider an planting after the ash dieback works are done and that the funding is only approved once the planting installation is fully accepted by the Forest of Avon and would like to see more clarity on this before going ahead with the project. Councillor Mike Brown believes 40 Acres is home to a large number of trees and queried whether more trees are necessary, especially when many people use the pathways through the evenings (after dark) potentially making the pathways more enclosed. Councillor Penny Richardson who has been the lead contact in this project confirmed this has no impact on neighbouring properties and proposed to continue investigating the project and finalise a more concrete plan to present to members, seconded by Councillor Sue Bandcroft, a vote was taken, 8 for, 3 abstentions, 1 against, proposal carried. Councillor Neel Das Gupta feels it is important to listen to the views of the grounds care staff. Councillor Keith Cranney feels it would be beneficial for the Parish Council to consult with the local residents and would like to see a public consultation take place to help gauge public opinion, seconded by Councillor Andrew Shore, a vote was taken, 7 for, 5 abstentions, proposal carried. A sub-committee will form to arrange the public consultation to include Chair of Planning & Transportation Andrew Shore, and Chair of Recreation & Leisure, Penny Richardson along with the Clerk.	PR to firm up plan. AS/ PR and Clerk devise public consultation.
11	Planning applications. P25/02232/HH 5 Somerset Crescent, Stoke Gifford, BS34 8PZ <i>Demolition of existing conservatory. Erection of side extension of existing garage to provide hobby room.</i> Chair of the Planning and Transportation Committee, Councillor Andrew Shore talked through the application with revised roof materials and parking details. Councillor Andrew Shore proposed no objection to this planning application subject to the roof tiles being a close colour match to those of the host dwelling, seconded by Councillor Neel DasGupta, a vote was taken, 11 for, 1 against, proposal carried.	
12	Any other business. 2026 Community Fete venue. The Chair, Councillor Dave Addison informed members the 2026 Trust Fete will not be running at the Trust Ground due to the maintenance works to the football	

	pitch drainage that have recently been carried out. The surface will still be in repair. Councillor Sue Bandcroft would like more clarity from the Trust Committee on the ownership of the Fete, whether it is managed by the Trust Committee and supported by the Parish Council. Councillor Andrew Shore, is a Trust Committee Member, representing the Parish Council and confirmed the 2026 Fete will be discussed by the Trust Committee at an up and coming Committee meeting, including its primary purpose and objectives. Following a discussion, Councillor Keiron Marsden proposed for members to offer the Trust Committee use of Little Stoke Park as an alternative option for the 2026 only, at nil cost, seconded by Councillor Penny Richardson, a vote was taken, 7 for, 5 abstentions, proposal carried. Councillors Andrew Shore & Neel Das Gupta abstained, citing the potential conflict between the Trust Committee and Parish Council representative roles. Councillor Keith Cranney was pleased to see the National Grid road works is now complete, but mindful the next phase of works is planned to start imminently causing further impact on residents. Councillor Mike Brown attended the Remembrance Day event and was pleased to see it so well attended. Councillor Keith Cranney gave a verbal update on the Gipsy Patch road safety audit situation, from SGC. The Chair, Councillor Dave Addison reminded members Crest Nicholson are holding a drop-in event on Wednesday 19th November between 15:30-18:30 to present proposals on the land at Harry Stoke. Councillor Sue Bandcroft mentioned the newly formed 'Your Voice' meetings will start to take place at the end of the calendar year.	
13	Date of the next Parish Councillor Surgery. 15th November – Poplar Rooms, Trust Ground 13:00-15:00.	
14	Date of next meeting. 13th January 2026.	
15	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 21:05

Signed: _____

Date: _____

D Addison (Chair)

On behalf of Stoke Gifford Parish Council

DRAFT