



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 May 2026 at 20:00

At Brooklands Park Community Hall, Stoke Gifford, Bristol, BS34 8AZ

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, K Cranney, N DasGupta, M Gallagher, T Hyde, K Marsden, P Richardson, and A Shore.

Also in attendance was a representative from Citizens Advice Bureau, ten residents and J Rendell [Parish Clerk].

1	<p>Welcome and apologies for absence</p> <p>The Chair, Councillor Dave Addison welcomed all present to the meeting.</p> <p>The Clerk reported that apologies were received from Councillor Richard Barber.</p>	Actions:
2	<p>Public Session [Maximum of 15 minutes, up to 3 minutes per person] Ten residents were in attendance.</p> <p>A resident recently attended the Trust AGM and queried why the maintenance charge for the service of the grounds is so low and asked members to revise the costs. The Parish Council charge a contribution to the Trust ground for weekly maintenance of the grass, the play area, and some hedging. Chair of Finance & General Purpose, Councillor Keiron Marsden confirmed the hirer rental costs are discussed every December and approved for the following financial year. The current charge of £3,000 per annum was increased by 4.17%.</p> <p>Councillor Keith Cranney would like to see similar transparency shown as the Parish Council where meeting agendas and minutes are regularly updated and available to be seen, the Trust Committee should be doing the same.</p>	

	A resident used to find it useful when Councillor points were separately listed on the agenda, currently Councillors make individual points under AOB section.	
3	<p>To approve minutes of the last Full Council meeting dated 14th April 2026</p> <p>The Full Council minutes dated Tuesday 14th April 2026 were agreed as an accurate record, proposed by Councillor Keiron Marsden, seconded by Councillor Sue Bandcroft, a vote was taken, 10 for, 1 abstention (due to not being present at the meeting) proposal carried.</p>	
4	<p>Tree Planting Project – approval of Archaeological Survey</p> <p>The Clerk presented three quotes in the meeting packs for the undertaking of the Archaeological desk-based Assessment to commence on 40 Acres recreation park.</p> <p>The three quotes were as follows:</p> <p>Avon Archaeology - £3,106.08 Cotswold Archaeology - £3,200 Wessex Archaeology - £3,716</p> <p>Following recent discussion at various council meetings and along with the conclusion of the public survey, Councillor Penny Richardson proposed for the council to formally commission the Archaeological desk-based Assessment of 40 Acres, seconded by Councillor Max Gallagher, a vote was taken, 8 for, 2 against, 1 abstention, proposal carried.</p>	Clerk to approve the work with Avon Archaeology
5	<p>Service Level Agreement request – Citizens Advice</p> <p>The Clerk informed members the Citizens Advice Development Manager has been in contact regarding the Service Level Agreement (SLA) request for the Citizens Advice service currently being rolled out within the parish of Stoke Gifford.</p> <p>See below received from Rebecca Brown:</p> <p><i>You will note that we are moving away from one year agreements for all our outreach services - this involves less administration time for both of us and importantly provides more consistency of service for the residents we help. Clause 3.4 covers termination of the agreement which can still be actioned by either party at any time by giving 3 months' notice.</i></p> <p><i>We do have an added complication with this service in that for the past two years, two other parish councils have contributed a small amount towards its operation. For the SLA we can only have one 'lead' organisation - would Stoke Gifford Parish council be happy to lead on this? And invoice the others separately for any agreed contribution? Otherwise, I am open to suggestions on how we can best resolve that point.</i></p> <p><i>Rebecca Brown was present to talk through the request.</i></p> <p>The request is for Stoke Gifford Parish Council to take the lead linking with the two neighbouring parishes and CAB would expect SGPC to pay one amount as an SLA and</p>	

	<p>agree on funding received from Stoke Park and Cheswick and Stoke Lodge and the Common.</p> <p>Following discussion members were in favour of the service provided to local residents but feel the requested amount of £9,238 is high on top of taking on additional responsibilities. Rebecca confirmed the figure is proportionately split between the three parishes.</p> <p>Rebecca confirmed the proportionate split of users for 2025/26 is 74% to Stoke Gifford Parish Council, 16% to Stoke Park & Cheswick and 10% to Stoke Lodge & the Common.</p> <p>Following a lengthy discussion Councillor Sue Bandcroft proposed to fund the service for the current 2026/27 year as a Grant Aid to include inflation, and to hold discussions regarding joint funding with the neighbouring parishes prior to the April 2027 SLA request, seconded by Councillor Andrew Shore, proposal unanimously carried.</p>	<p>Clerk to approve funding with CAB for current year</p>
6	<p>Grant Aid – Four Towns Transport</p> <p>The representative was unable to attend the meeting.</p> <p>The Chair, Councillor Dave Addison asked the Clerk to defer the application to June Full Council.</p>	<p>Clerk to invite representative to June meeting</p>
7	<p>To receive the Internal audit report and AGAR 2025/26</p> <p>The Clerk tabled the audit report and AGAR for 2025/26 which included the following:</p> <ul style="list-style-type: none"> 7.1 Annual Governance and Accountability Return presented/ noted 7.2 Annual Governance Statement section 1 approval 7.3 Accounting Statement section 2 approval 7.4 Commencement date for Exercise of Public Rights 29th May 2026 7.5 Receive the Annual Return SECTION 2 – Statement of Accounts <p>The Chair, Councillor Dave Addison duly signed sections 1 and 2.</p> <p>Councillor Tony Hyde proposed acceptance of the Audit report and AGAR for 2025/26, seconded by Councillor Keiron Marsden, proposal unanimously carried.</p> <p>Councillors joined together to give a vote of thanks to the Finance Officer Catherine Slade and all staff members for ensuring the good work during the past year that enables the audit to be given a clean bill of health.</p>	
8	<p>Update on SGC Special Expenses and public consultation</p> <p>South Glos Council is consulting on a new policy for how it deals with Special Expenses.</p>	

	<p>The Chair, Councillor Dave Addison confirmed phase one will commence in April 2027 where town and parish councils will decide the maintenance arrangements for the following facilities and spaces in their areas and would pay for this from the precept:</p> <ul style="list-style-type: none"> - Allotments - Public conveniences - Children’s play areas - Sports fields - Parks and public open spaces <p>There is administrative work associated with running these services. Therefore, if the parish council choose to take on maintenance responsibilities, the parish council would need to budget for this administrative support.</p> <p>South Glos Council currently provides maintenance services to town and parish councils on a cost-neutral basis. Parish and towns can continue with existing schedules of work on behalf of the parish for the financial year after the policy is introduced and then bill the parish for the work completed.</p> <p>Councillor Keiron Marsden recently asked SGC; <i>are the capital costs, like the costs to replace broken play equipment included within Special Expenses?</i></p> <p><i>SGC confirm that if facilities are damaged to the extent that they must be replaced to ensure they can be used safely, then that would be a maintenance cost which is currently paid for through Special Expenses and as such if the proposed policy was adopted that cost would need to be covered by town and parishes.</i></p>	
9	<p>Brooklands Park & Highbrook View</p> <p>The Clerk reported that room hire continues to increase with the bookings in the main hall. Chair of Finance & General Purpose Committee, Councillor Keiron Marsden plans to report the financial position and the hirer forecast at the July meeting.</p> <p>A resident has noticed at various times vehicles parking along Clover Way which will be residents using the Community Hall.</p>	
10	<p>Planning applications</p> <p>None.</p>	
11	<p>Any other business</p> <p>Councillor Keith Cranney continues to receive contact from residents regarding people parking vehicles inconsiderably along side streets (Ratcliffe Drive and Beaufort Crescent) during the school drop off and pick up times at St Michaels School. The Police Beat Officer is fully aware of this and currently being a presence during the days looking to improve the situation.</p>	

	<p>Councillor Andrew Shore has been liaising closely with South Glos Council regarding the works to the potholes in the parish and will update members at the up and coming Planning & Transportation meeting.</p> <p>Councillor Mike Brown has been in contact with South Glos Council looking to improve the ground directly outside of a resident’s property who is blind and less abled.</p>	
12	<p>Date of the next Parish Councillor Surgery.</p> <p>16th May – Little Stoke Community Centre, 10:30-12:30</p>	
13	<p>Date of next meeting.</p> <p>9th June 2026</p>	
14	<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>A discussion was had between members regarding a complaint received from a local resident, near to Brooklands Park, who is unhappy about the noise nuisance whilst various hirers are using the main hall. A weekly Boogie Bounce class, the instructor is using a microphone with the music system on.</p>	

Meeting closed 21:30

Signed: _____

Date: _____

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