STOKE GIFFORD
PARISH COUNCIL

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STOKE GIFFORD PARISH COUNCIL

MINUTES OF THE FULL COUNCIL MEETING
Held on Tuesday, 13th October 2026 at 19:00
At Little Stoke Community Hall, Little Stoke, 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, K Cranney, N DasGupta, M Gallagher, K Marsden, P Richardson, and A Shore.

Also in attendance were twenty residents and J Rendell [Parish Clerk].

1	**Welcome and apologies for absence** The Chair, Councillor Dave Addison welcomed all present to the meeting. The Clerk reported that apologies have been received from Councillors Richard Barber and Tony Hyde.	**Actions:**
2	**To receive notification of any member's personal or prejudicial interest** Councillor Sue Bandcroft personally knows the representative from South Glos Hockey Club who have submitted a Grant Aid application form and will not vote.	
3	**Public Session [Maximum of 15 minutes, up to 3 minutes per person]** Twenty residents were in attendance. Speeding vehicles on Clay Lane – a resident reported vehicles continuing to speed along Clay Lane driving dangerously. The road surface is also in a poor state. Pest control – a rat was captured in the community hall gents WC over the weekend, and the café owner wanted to know the outcome. The Clerk confirmed the site Caretaker had installed traps. Officers contacted the Environmental Health on Monday morning to re-	

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	port the findings. Environmental Health confirmed practices in place are all in order and encouraged the traps to be kept on site and closely monitored. The site was professionally cleaned Monday morning first thing. Sovereign - Henry Palmer (Sovereign Network Group) was present to discuss the partnership working with the parish council investing in the Brooklands Park Community Hall. Progress already includes ongoing FACE youth provision, stronger resident representation, and an expanding programme of centre activities. The plan proposes strengthening collaboration between residents, the Parish Council, housing providers, FACE, police, health partners like Sirona, and any other key stakeholders, bringing these strands together to increase participation, improve centre sustainability and deliver coordinated responses to local priorities. Henry would welcome the Council's support in further shaping and taking this forward, particularly through quarterly partnership meetings, joint promotion of the centre and homing in on agreement on delivery priorities and responsibilities. The plan is intended as a shared framework, with targets and commitments to be agreed with partners, for all groups to work together towards mutual aims in the community. Traveller encampment on SGPC sites – summer report from officers – a resident enquired about various queries raised following the illegal encampment on parish grounds. The Chair will obtain the notes and pass to the resident. Traffic – the traffic continues to get worse in the parish and a resident would like to see District Councillors help to make improvements. The Chair Dave Addison confirmed that contact continues to be made with John Bradbury who is the main contact at South Glos Council.	Chair to respond to resident
4	**To approve minutes of the last Full Council meeting dated 8th September 2026.** The Full Council minutes dated Tuesday 8th September 2026 were then agreed as an accurate record, proposed by Councillor Sue Bandcroft, seconded by Councillor Penny Richardson, a vote was taken, 7 for, 3 abstentions (due to not being present at the meeting), proposal carried.	
5	**To approve the expenditure and general accounts for September 2026** The Clerk tabled financial correspondence for September 2026 which included payments totalling £81,534.55 for the Co-operative General account, with a cash book balance of £550,845.64. Councillor Penny Richardson proposed acceptance, seconded by Councillor Sue Bandcroft, proposal unanimously carried. The Clerk then tabled financial correspondence for September 2026 which included payments totalling £3,975.50 for the Brooklands Park Community Hall account, with a cash book balance of £44,384.01. Councillor Keiron Marsden proposed acceptance, seconded by Councillor Jan Brunwin, proposal unanimously carried. The Clerk tabled financial correspondence for September 2026 which included payments totalling £4.25 for the Lloyds account, with a cash book balance of £382,026.74. Councillor Keiron Marsden proposed acceptance, seconded by Councillor Mike Brown, proposal	

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	unanimously carried.	
6	**Grant Aid applications** A total of eight Grant Aid applications has been received. 1- Renegade Allstars – requested £1,000 A representative was present to talk through the application. Following discussion Councillor Andrew Shore proposed to approve £350, seconded by Councillor Keith Cranney, a vote was taken, 3 for, 6 against, 1 abstention, proposal not carried. Councillor Keiron Marsden then proposed to approve £600, seconded by Penny Richardson, a vote was taken, 7 for, 2 against, 1 abstention, proposal carried. 2- South Glos Hockey Club – requested £1,000 *Councillor Sue Bandcroft declared an interest and will abstain from voting* A representative was present to talk through the application. Following discussion Councillor Penny Richardson proposed to approve £500, seconded by Councillor Keiron Marsden, a vote was taken, 3 for, 6 against, 1 abstention, proposal not carried. Councillor Keith Cranney then proposed to approve £300, seconded by Councillor Andrew Shore, a vote was taken, 5 for, 4 against, 1 abstention, proposal carried. 3- Move Stretch Relax – requested £1,000 A representative was present to talk through the application. Councillor Keith Cranney proposed to approve £300, seconded by Councillor Mike Brown, proposal unanimously carried. 4- Me Time Café – requested 996 A representative was present to talk through the application. Councillor Sue Bandcroft proposed to approve £250, seconded by Councillor Penny Richardson, proposal unanimously carried. 5- Southern Brooks – requested £500 A representative was present to talk through the application. Councillor Andrew Shore proposed to approve £500, seconded by Councillor Sue Bandcroft, a vote was taken, 8 for, 2 abstentions proposal carried. 6- Autumn Years CIC – requested £1,000 A representative was present to talk through the application. Councillor Keiron Marsden proposed to approve the full amount of £1,000, seconded by Councillor Penny Richardson, a vote was taken, 9 for, 1 abstention proposal carried.	

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	7- Tamil Association – requested £590 A representative was present to talk through the application. Following discussion Councillor Keith Cranney proposed to approve £275, seconded by Councillor Penny Richardson, a vote was taken, 2 for, 8 against, proposal not carried. Councillor Penny Richrdson then proposed to approve £400, seconded by Councillor Andrew Shore, a vote was taken, 5 for, 4 against, 1 abstention, proposal carried. 8- Kids Fun & Learning – requested £1,000 No representatives were present following an invite to attend the meeting. The Clerk will inform the group to resubmit an application for April 2027.	Clerk to inform group to reapply for April 2027
7	**New (heating) boiler replacement – changing room building** The Clerk updated members: The gas boiler that controls the heating for the changing room building was decommissioned in July 2026 (Annual Gas Safety check) as it was deemed unsafe. The system was turned off and made safe. The boiler was 30 years old, so we have certainly got our money's worth. The parts for this style of boiler are obsolete. We have obtained three quotes for a replacement boiler to be approved in October for a late October installation. All three companies can fit the boiler in October in time for us to get the heating on through the winter months. Work description: Isolate existing boiler and drain off. Disconnect gas, heating flow return, and electrical supply. Disassemble boiler to allow removal from site. Install Valiant wall mounted boiler with new flue and filter. Alter pipework and electrics to suit new boiler. Flush existing heating system and add corrosion inhibitor to system. Commission as per manufacturer's instructions and issue all relevant paperwork including a 10 year manufacturers guarantee. Quotes received: Heating Associated Services Ltd: **£5,1400+VAT** PGS Gas and Oil Services: **£4,828+VAT** RW Heating Bristol Ltd: **£4,535+VAT** All companies recommend the same Vaillant 35kw boiler for this work including a 10 year warranty. We found all three companies very professional and can carry out this work within three weeks of approval so we can provide heating to the changing room building through the winter months. RW Heating Bristol Ltd carried out the annual gas safety checks and also maintain/ service the gas boilers on site, so the engineers know the site extremely well. They have provided the cheapest quote so considering all the above officer recommendation would be to choose RW Heating Bristol Ltd.	

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	We have approx. £12k remaining from the 2026/27 CIL allocation following the approved work, so we could use CIL budget for this essential work. Following discussion Councillor Sue Bandcroft proposed to proceed with officer recommendation RW Heating Bristol at a cost of £4,535, seconded by Councillor Neel DasGupta, proposal unanimously carried.	
8	**Replacement 3g football pitch facility** The Clerk updated members: The parish council has been saving £32k each year (over the last three) to replace the 3g football pitch facility and as of April 2027 will have £96k in the budget for this work. At the recent Full Council meeting Cllr Mike Brown proposed to carry out the associated work and obtain the necessary quotations ASAP as the surface is nearing the end of life. Several repairs to the surface have been carried out in the last two years keeping the surface to a reasonable standard but the grass fibres have aged to a point beyond repair. Several gaps have started to appear that we are filling with rubber beads to help get us through to the time of replacement. We have met with three professional companies all of whom specialise in the installation of 3g facilities and have provided a full and thorough quotation for this work. The work brief: **Preliminary Items** Welfare unit and site security fencing for the duration of the contract RAMS + Health & Safety Delivery of plant and equipment Management Protection **Preparation Work** Lift and remove existing 3g grass off site Power sweep existing base Strip down and remove existing fence **Synthetic Turf System** Supply and lay suitable tested 10mm shock pad Supply and lay sports 3g turf 50mm Football boxes and centre lines **Fencing** Supply and install 4m high twin bar fencing system, with rebound section (lower) 3m wide double vehicle access gate 1.2m wide single access gate Kick boards surrounding fence to hold in astro/ beads Clear site and take away all rubbish and issue O&M manual Officers met the three companies and as mentioned specialize in this field so the service we would receive from the approved company would be first class. Quotes received: Courtstall (Yate) - £147, 840 S & C Slatter (Newberry) - £127,475.42 Verde (Warmley) - £116,736 All three companies were thoroughly professional and impressed officers on the various site visits. Verde have provided the lowest quotation and also being local have confirmed	

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	they will carry out various site visits following the installation to check everything is running as it should. Officer recommendation would be to approve Verde for the installation of the replacement 3g facility. We would look at carrying out the works towards the end of the current football season to avoid having to cancel our regular bookings over a 5 week project period. We would take the additional £20,736 from the General Reserves budget. We receive approx. £30k annual income from the 3g facility so it will pay for itself at year 4. Following installation, we can carry out the recommended maintenance in-house as we have the correct machinery. Councillors might want to think about continuing to put aside a much smaller amount each year, so we have a sufficient budget to replace the facility again in 12-15 years' time. Potentially £10,000 per year? Following discussion Councillor Mike Brown proposed to proceed with officer recommendation Verde at a cost of £116,736 seconded by Councillor Keith Cranney, proposal unanimously carried.	
9	**Renewal of insurance policy for information** The Clerk presented the renewal documentation for 2026/2027. The buildings premiums now include: • Community Hall • Brooklands Park Renewal premium £13,063.50 Long term agreement active until 1st October 2028 Policy form reference: MLAACl11 Councillors noted the documents.	
10	**Update on SGC Special Expenses** The Clerk continues to link with SGC obtaining information on Special Expenses and how it would look for the parish council to join the first waive starting in April 2027. The Clerk has arranged a meeting with SGC in the coming days and invited the parish councillors to join.	
11	**To receive the following audit documents for 2025/26** Parish Clerk presented the conclusion of annual review 2025/26. The audit is now complete with recommendations from SGC. - Notice of Conclusion of Audit - Section 1 Annual Governance Statement	

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	- Section 2 Accounting Statement - Section 3 External Auditor report and certification Following discussion, the Chair thanked the Finance Officer Cath Slade and council staff involved ensuring the audit is satisfactory and signed off. Councillor Sue Bandcroft acknowledged the demanding work that goes into the audit and proposed a vote of thanks to the staff involved.	
12	**Planning applications** None	
13	**Any other business** Brooklands Park – Councillor Andrew Shore confirmed that Crest Nicholson are continuing with the road surface repairs through Brooklands Park and Highbrook View. General waste bins have also been installed recently. 40 Acres Tree Planting – Councillor Mike Brown asked Councillor Penny Richardson for a project plan looking for installation dates. Councillor Penny Richardson will send directly to Councillor Mike Brown. The specimen planting is scheduled for 13th November and whips on 8th December. Brooklands Park staffing/ cover – Councillor Sue Bandcroft mentioned it is good to see the room hire continuing to increase as the rooms are more frequently used. Councillor Sue Bandcroft praised the work being carried out by the Administrator on site and believes the time is right for the parish council to add further support staff which would extend the office opening hours each day. Councillor Keiron Marsden acknowledged this item is being covered as part of the annual budget review. Lot 4 operation sports facilities – the Chair Councillor Dave Addison has been in communication with officers regarding the ongoing ownership and management of the sports facility within the parish of Winterbourne. Discussions continue between SGC Crest Nicholson UWE and SGPC.	
15	**Date of the next Parish Councillor Surgery.** 17th October – Poplar Rooms, Trust Ground 13:00-15:00	
15	**Date of next meeting.** 10th November 2026	
16	**CONFIDENTIAL ITEMS.** To resolve, by the nature of the sensitivity of items, to exclude the press and public [Public Bodies Admissions to Meeting].	

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Meeting closed 21:00

Signed: _____ Date: _____

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

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