



STOKE GIFFORD

PARISH COUNCIL

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STOKE GIFFORD PARISH COUNCIL

MINUTES OF THE FINANCE & GENERAL PURPOSE COMMITTEE MEETING

Held on Tuesday, 8th July 2025

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:

Cllrs D Addison, M Brown, S Bandcroft, J Brunwin, K Cranney, M Gallagher, A Hyde, K Marsden, P Richardson, and A Shore.

In attendance was J Rendell [Parish Clerk] PC Liz Ball and eight members of public.

1	To elect the Chair of Finance and General Purpose Committee for 2025/26. Councillor Penny Richardson proposed that Councillor Keiron Marsden remain as Chair for the forthcoming year, seconded by Councillor Dave Addison, proposal carried.	
2	Welcome and apologies for absence. The Chair, Councillor Keiron Marsden thanks his fellow members for the nomination and welcomed all present to the meeting. Apologies were noted from Councillors Richard Barber and Neel DasGupta.	
3	To receive notification of any member's personal or prejudicial interest. None.	
4	Public Session [3-5 MINUTES PER PERSON WITH A MAXIMUM OF 15 MINUTES PER SESSION] – Eight residents were in attendance. A resident had received an email from an SGC officer recently confirming that a Road Safety officer has carried out a road safety audit along Gipsy Patch Lane and will up-	

<p>date residents and local council with the outcome.</p> <p>Councillor Keith Cranney mentioned this was discussed at a recent South Gloucestershire Council meeting and was pleased to hear the audit has now taken place.</p> <p>Residents were present from Brins Close, Stoke Gifford to express their concerns over the noise, anti-social behaviour and often smell of drugs coming from the basketball courts within the Trust Grounds. The residents are aware the facility is managed by the Trust Committee and have been dealing with Trust members in recent months however as the hoops have recently been reinstated (following a period where the hoops were taken down) the neighbours have concerns over the constant issues coming from the facility during the evenings. Resident's properties are no more than five metres from the facility, and the residents feel the basketball court is noisy, even without the all-too-common antisocial behaviour. Also, it is felt by those using the court that it is too small to organise a suitable game, and that Tennis courts are not suitable to hold a basketball facility.</p> <p>The Trust Committee have recently encountered some anti-social behaviour from youths booking the courts for Basketball, including a stolen padlock, loud music being played, smoking, drinking of alcohol, and damage to the perimeter fencing. Residents confirmed they had called the Police on more than one occasion when the situation was particularly bad.</p> <p>The residents would like to see the parish council contact the Trust Committee and ask that the Basketball facility be removed from the Tennis Courts and look into an alternative location on site or building a basketball facility at one of the other sites managed by the parish council, like Meade Park or Little Stoke Park.</p> <p>Councillor Penny Richardson informed members she noticed that a brand new Basketball court is being built within the grounds of Mulgrove Farm, which is very local to residents living in Stoke Gifford, and Councillor Dave Addison also mentioned Bradley Stoke Town Council are looking into the installation of a new Basketball facility.</p> <p>Councillor Andrew Shore who also sits on the Trust Committee as a Trustee member, is disappointed this subject is being discussed by parish members and feels this is a matter for the Trust Committee to discuss as they manage the land and the facilities within the grounds.</p> <p>Following a lengthy discussion, Councillor Penny Richardson proposed Stoke Gifford Parish Council formally write to the Trust Committee recommending the basketball facility is removed from the tennis courts, seconded by Councillor Sue Bandcroft, a vote was taken 5 for, 3 against, 2 abstentions, proposal carried.</p> <p>Councillor Penny Richardson then proposed for Stoke Gifford Parish Council to look into the possible locations for a basketball facility within the parish, including Trust Grounds, Meade Park, Mike Gallivan fields and LS Park, and investigate the costs to build a full sized basketball court to include any planning requirements, seconded by Councillor Jan Brunwin, a vote was taken, 6 for, 1 against, 3 abstentions, proposal carried.</p> <p>Pc Liz Ball confirmed that recent statistics confirm there is low ASB in Stoke Gifford</p>	<p>Clerk contacted Trust Chairman.</p>
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	<p>and urges residents to report all ASB to the Police.</p> <p>PC Liz Ball confirmed this will be the last council attended before retirement after many years of service. Thanks were given to the council staff and Councillors for the support during PC Liz Ball's time as Beat Manager.</p> <p>The Chair, Councillor Keiron Marsden thanked PC Liz Ball for her service and dedication to the role and gave a vote of thanks from all at Stoke Gifford Parish Council.</p> <p>The PCSOs will remain in post and as soon as a replacement in place the council will be informed.</p>	
5	<p>To approve minutes of the last Finance & General Purpose meeting dated 11th March 2025.</p> <p>The Finance & General Purpose minutes dated Tuesday 11^h March 2025 was agreed as an accurate record, proposed by Councillor Sue Bandcroft, seconded by Councillor Penny Richardson, proposal unanimously carried.</p> <p>Councillor Dave Addison informed the Clerk he had lost his door access fob to the Community Centre building. The Clerk will inform Cath Slade who will delete the fob from the programme and arrange for a replacement fob.</p>	Clerk/ Office to register new door access fob.
6	<p>To note the expenditure and general accounts for June 2025. To include the budget and 5 year plan.</p> <p>The Clerk tabled financial correspondence for June 2025 which included payments totalling £44,562, 39 for the Co-operative general account, with a cash book balance of £613,264.62</p> <p>A discussion was held, Council noted the expenditure and bank balance for June 2025. Councillor Dave Addison proposed acceptance, seconded by Councillor Sue Bandcroft, unanimously carried.</p> <p>Councillor Keiron Marsden informed members the solar panels and batteries are working well with monthly savings on electricity bills from the same period in 2024 at approx. £600 per month.</p> <p>Councillors looked through the 5 year plan and will continue to monitor the jobs and prioritise accordingly. The areas looking to cover under CIL funding are the Welcome to Stoke Gifford signs, new section of pathway at Little Stoke Park and replacement play equipment at the Trust Ground.</p> <p>Councillor Sue Bandcroft reminded members a sub-committee of Councillors will be meeting up in September to look at areas across the parish that require updating or potential new facilities that can be added into the councils five year plan.</p> <p>Councillor Mike Brown asked the Clerk if we looked into an Apprenticeship Scheme when the Head groundsman retired. The Clerk confirmed this was investigated but no personnel available at the Horticultural College in Stroud or in SGS. The new member of staff has been in place for six weeks and working closely with the Head</p>	

	Groundsman, he is settling in well.	
7	<p>To approve the works covered under CIL funding for 2025/26.</p> <p>Following the discussion on the 5 year plan and subsequent conversations on the priority works required in the current financial year, Councillor Keith Cranney proposed to include the pathway work to a section of pathway along Clay Lane, at Little Stoke Park, the replacement play equipment at Trust Ground (replacing the timber swings) and the Welcome to Stoke Gifford Road signs, seconded by Councillor Max Gallagher, unanimously carried.</p>	
8	<p>Pathway improvements on little Stoke Park.</p> <p>As requested from the previous Full Council meeting Officers were asked to obtain three quotes to remove the pathway and reinstate new, adjacent to Clay Lane at Little Stoke Park.</p> <p>Work Description: 216m of Footpath Replacement.</p> <p>Supply labour, Plant and Materials to carry out all works detailed below:</p> <ul style="list-style-type: none"> • Supply and erect Heras Fencing/Chapter 8 barriers to secure working areas for duration of works including any necessary road/footpath signs. • Excavate oversite approximately 346m² to depth of 200mm to remove defective footpath surface, edgings and sub-base and cart excavated materials to tip. • Lay RootGuard membrane over troublesome roots if required to help reduce effects of tree roots lifting tarmac path. • Supply, place and compact 100mm of Type 1 aggregate to form new footpath sub-base ready for new tarmac surface. • Install 480No PC Concrete flat top edgings on concrete bed and haunch to form suitable retaining edge for new footpath surface to eliminate risk of subsidence and ingress of soils and vegetation. • Supply, place and compact 70mm of 20mm dense binder course tarmac and 30mm of 6mm dense surface course tarmac to form new footpath. <p>Supply labour, Plant and Materials to carry out all works detailed below:</p> <ul style="list-style-type: none"> • Carry out all the above to widen path by 600mm to increase overall width of path from 1.6m to 2.4m. <p>Three quotes for the work have been received:</p> <ul style="list-style-type: none"> - TTL Ground Services £45,797.97 + VAT - Safety Green £54,827.60+VAT - TIMark Construction £49,650+ VAT <p>Following a lengthy discussion, Councillor Dave Addison proposed to approve TTL Ground Services, seconded by Councillor Andrew Shore, unanimously carried.</p>	<p>Clerk to inform TTL.</p>

	The Clerk will add the remaining pathway works to the 5 Year plan, years two and three.																															
9	<p>Update on Brooklands Community Hall</p> <p>The Clerk give an update from recent contact between South Glos Council, on-site Contractors, and the Clerk.</p> <p>The next meeting for the Sub-Committee is due to take place on site Thursday 17th July. Contractors will only hold the meeting if the site is deemed safe.</p> <p>Solicitors are communicating on the Lease agreement and draft transfer.</p> <p>The electricians are on site with first fix now well underway with contractors consulting directly with the Clerk on certain items, like sockets/ data/ technical submission/ alarms and door access system.</p> <p>Latest information on building handover dates is that the contractors are aiming to hand South Glos Council the building following all necessary checks in October 2025.</p>																															
10	<p>Review and approve the Flag flying policy.</p> <p>Approved calendar of regular flags to be flying by Stoke Gifford Parish Council.</p> <table border="1"> <thead> <tr> <th>Month</th><th>Event</th><th>Flag</th></tr> </thead> <tbody> <tr> <td>March 1</td><td>St Davids Day Wales</td><td>Union Flag</td></tr> <tr> <td>March (2nd Mon in March)</td><td>Commonwealth Day</td><td>Union Flag</td></tr> <tr> <td>March 17</td><td>St Patricks Day</td><td>Union Flag</td></tr> <tr> <td>April 9</td><td>Kings Wedding Anniversary</td><td>Union Flag</td></tr> <tr> <td>April 23</td><td>St Georges Day England</td><td>Union Flag</td></tr> <tr> <td>May 6</td><td>Coronation Day</td><td>Union Flag</td></tr> <tr> <td>June (2 weeks following Bristol Pride dates)</td><td>Pride</td><td>Pride Flag</td></tr> <tr> <td>June 14 (date changes annually)</td><td>HRH Prince of Wales Birthday</td><td>Union Flag</td></tr> <tr> <td>June (last Sat of June)</td><td>Armed Forces Day</td><td>Armed Forces Flag</td></tr> </tbody> </table>	Month	Event	Flag	March 1	St Davids Day Wales	Union Flag	March (2nd Mon in March)	Commonwealth Day	Union Flag	March 17	St Patricks Day	Union Flag	April 9	Kings Wedding Anniversary	Union Flag	April 23	St Georges Day England	Union Flag	May 6	Coronation Day	Union Flag	June (2 weeks following Bristol Pride dates)	Pride	Pride Flag	June 14 (date changes annually)	HRH Prince of Wales Birthday	Union Flag	June (last Sat of June)	Armed Forces Day	Armed Forces Flag	
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	<p>Following discussion, Councillor Dave Addison proposed the above calendar, the union flag will be flown at all times and identified flags (in above chart) will be flown below the union flag. The Pride flag will be flown during the two week period of Bristol Pride which may vary each year, and to raise the St Georges flag underneath the Union flag on St Georges day, seconded by Councillor Max Gallagher, a vote was taken, 7 for, 2 abstentions, proposal carried.</p> <p>A resident close to Little Stoke Park volunteered to manage the flag flying changeover and will adhere to the above calendar.</p>																					
11	<p>To receive recommendations from Parish Council Committees relating to expenditure across the Parish of Stoke Gifford.</p> <p>Planning & Transportation.</p> <p>Councillor Andrew Shore confirmed there are currently three planning applications to be discussed at the next committee meeting and is expecting one or two more before the meeting on the 22nd July.</p> <p>Recreation & Leisure.</p> <p>Councillor Penny Richardson reiterated that officers are consulting with contractors on the replacement timber swings play equipment at the Trust Ground play area. The timber is twelve to fifteen years old and deteriorating each year. The equipment was deemed safe during the 2024 annual ROSPA inspection but advisable to upgrade the equipment soon. Staff (ROSPA qualified) continue to monitor the equipment closely and hope to replace the equipment before the winter months. The Clerk will report to Full Council in September.</p> <p>Councillor Penny Richardson asked the Clerk to contact the woodwork specialist to check over the snake seat at Meade Park, it is hoped the snake seat can be repaired/serviced as currently rotting and in need of repair.</p>	<p>SB to give Clerk contact details for woodwork contractor.</p>																				
12	<p>Any other business relevant to this committee.</p> <p>- Approve contract agreement document with FACE (Youth providers)</p>																					

	<p>At a recent council meeting Stoke Gifford Parish Council agreed to approve FACE as the youth providers to manage the youth provision across the parish for a three year period from 2025-2028. Following negotiations, the costs were frozen year one with a minor increase for years two and three.</p> <p>Year 1 – £9,000 Year 2 – £9,450 Year 3 – £9,922</p> <p>The contract agreement needed updating and the Clerk was asked to liaise with FACE to make the amendments and bring to the Recreation & Leisure committee for approval.</p> <p>FACE responded to the requested changes:</p> <ol style="list-style-type: none"> 1- <i>44 weeks is the standard that South Glos Council contracts; we allocate 7 of those weeks as mentioned and the 8th is often a flexible one around the needs of the group/team and anything that comes up during the year if we need to close for a staff meeting or training session/ Sometimes we just have the 7 weeks of closure, but we keep 44 weeks in there to make the contracts all consistent. I have added wording to say there would be an additional staff meeting for the eighth one – as I say, it does not always happen!</i> 2- <i>I have removed the mention of the 6-monthly report. We provide that directly to SGC anyway as part of that contract.</i> 3- <i>The Development Worker post is still vacant. We have advertised twice, and we are doing some interviews on 12th June and will update then if we manage to recruit to that post! (fingers crossed).</i> <p>Concerns were raised by Councillors Andrew Shore and Mike Brown with the increase for years two and three.</p> <p>Councillor Andrew Shore would like to see what additional extras (if any) the council will be getting in terms of service provided following the uplift after year one and will liaise with FACE (Dawn) for this information.</p> <p>Following a lengthy discussion, Councillor Penny Richardson proposed to approve the contract agreement following the amendments made, a vote was taken, 7 for, 3 abstentions, proposal carried.</p>	<p>Clerk will contact FACE.</p>
13	<p>Date of next meeting.</p> <p>Tuesday 9th December 2025 at 19:00</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>None.</p>	

Meeting closed 21:02

Signed: _____

Date: _____

K Marsden (Chair)

On behalf of Stoke Gifford Parish Council