



STOKE GIFFORD
PARISH COUNCIL

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STOKE GIFFORD PARISH COUNCIL

MINUTES OF THE FINANCE & GENERAL PURPOSE COMMITTEE MEETING

Held on Tuesday, 10th March 2026

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

In attendance was J Rendell [Parish Clerk] and ten members of public.

1	Welcome and apologies for absence The Chair, Councillor Keiron Marsden welcomed all present to the meeting. Apologies were noted from Councillor Richard Barber.	
2	To receive notification of any member's personal or prejudicial interest. Councillor Keiron Marsden declared he is also a Parish Councillor for Stoke Park & Cheswick.	
3	Public Session [3-5 MINUTES PER PERSON WITH A MAXIMUM OF 15 MINUTES PER SESSION] – Ten residents were in attendance Tree Project – a resident would have liked to have seen the overall costing presented along with the Public Consultation giving residents the financial impact of the overall project. The resident believes the Forest of Avon organisation will charge a fee for the work. The Public Consultation will close on 31 st March 2026. The Chair, Councillor Keiron Marsden confirmed that once the consultation ends members will meet to look through the responses and take to the next Full Council meeting.	

4	To note the minutes of the last Finance & General Purpose meeting dated 9th December 2025 (approved at Full Council in January 2026) The Finance & General Purpose minutes dated Tuesday 9th December 2025 was noted. Members briefly went through the actions all of which have been actioned previously.	
5	To note the expenditure and general accounts for February 2026. To include the budget EMR and 5 year plan The Clerk tabled financial correspondence for February 2026 which included payments totalling £37,312.67 for the <u>Co-operative</u> general account, with a cash book balance of £441,599.69. Approved by Councillor Sue Bandcroft, seconded by Councillor Dave Addison, unanimously carried. The Clerk then tabled financial correspondence for February 2026 which included payments totalling £29,765.91 for the <u>NatWest</u> general account, with a cash book balance of £1,400.80. Approved by Councillor Andrew Shore, seconded by Councillor Sue Bandcroft, unanimously carried. The Chair, Councillor Keiron Marsden presented the budget EMR and 5 Year plan to members. The Chair has met with the Finance Officer and Parish Clerk and has provided the following recommendation to members: 1. Cancel existing code 321 “EMR 3G Brooklands New Project” and re-allocate this £20k to existing code 322 “Buildings & Maintenance Reserve”, adding a further £10k to that code 2. Add £20k to code 334, “EMR Contingency 25-50% Gen Res”, taking that from £160k to £180k 3. Create a new code for “EMR LS Park Play Equipment (Swing Set)” allocating £10k 4. Create a new code for “EMR LS Hall Windows/Roof” allocating £20k for now in lieu of a more detailed estimate Following a lengthy discussion, Councillor Andrew Shore proposed to accept the recommendation set by the Chair, seconded by Councillor Penny Richardson, unanimously carried.	
6	Turtle CYP – Service Level Agreement for 2026/27 A request has been received from Turtle CYP for a Service Level Agreement from the Parish Council. The request is for £3,750 which is a £1k increase on the 2025/26 allocation. Request from Ternaya Cummings, Director: <i>In all school holidays, we deliver FREE family activities in Patchway, Yate and Kingswood. In the summer, we also deliver in Bradley Stoke and Stoke Gifford Parish. We do arts & crafts, games, and various sports for all ages. Over Easter (4 days) and in the summer (16 days), we also deliver FREE playschemes for children aged 5-11. Each child is provided</i>	

<i>with a FREE lunch no matter their financial circumstances.</i> <i>Next financial year we are planning to deliver the Easter playscheme Wednesday & Thursday both weeks of the school holidays with the family activities on the Tuesday each week. In the summer, we are hoping to run Monday to Wednesday for children aged 5-11. Thursdays will be fun activities for the whole family. Our Family sessions will hopefully continue being delivered in all school holidays.</i> <i>Our playscheme is not intended as formal childcare but, as a resource for children and families living in South Gloucestershire. We do receive some HAF (Holiday activity and food) funding through South Gloucestershire Council towards children who are on free school meals. Unfortunately, this funding pot decreases every year, but our costs to deliver consistently rise plus there are many families living on the breadline who are not eligible for free school meals.</i> <i>We continue to provide our sessions FREE of charge to all which makes us unique. It ensures that every child can join in, regardless of their family's financial status. Our playscheme sessions run from 10.30am – 2.30pm each day, and the children attending these sessions receive a free lunch that we purchase from Snack Attacks, Patchway. Children take part in arts & crafts, games, sports, reading challenges and other fun activities each day and each week is themed to help maintain informal learning. We feel that play is important for children so, computers, phones and technology are not used.</i> <i>We can reach a greater number of families living in South Gloucestershire through our FREE family session once a week. Family sessions are from 11am-2pm and are open to all. These sessions encourage families to participate and bond with their children by taking part in fun activities together, without distractions they may face at home. The sessions help to reduce isolation and help build stronger relationships within the community. We are also able to signpost families to other organisations or services they may want or need during these sessions.</i> <i>To help keep costs as low as possible we employ teams of experienced play workers rather than activity providers. We welcome volunteers and actively encourage applicants from the age of 14.</i> <i>This financial year (2025/2026), all our locations were fully booked very quickly. Providing lunch to all children attending is an important element of our sessions due to the current cost of living rises which is affecting all families.</i> <i>This financial year, we have delivered the following to children and families living within Stoke Gifford Parish Council constituency:</i> <i>Easter Playscheme – 15 Different children attended 38 sessions between them</i> <i>Easter Family Activities – 4 Different families attended 1 session each</i> <i>May Family Activities – 0 Families attended</i> <i>Summer Playscheme – 63 Different children attended 269 sessions between them</i> <i>Summer Family Activities – 22 families attended 24 sessions between them</i> <i>October Family Activities – 5 Different families attended 1 session each</i> <i>December playscheme – 3 Different children attended 1 session each</i> <i>December Family Activities – 1 Family attended 1 session</i> <i>In the summer, we delivered sessions in Little Stoke & Stoke Gifford, but lots of children</i>	
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	from your parish also attended Patchway and / or Bradley Stoke venues. All other holidays we deliver sessions in Patchway and lots of children and families from your parish attend these sessions. <u>Costs:</u> 81 Different children attended 310 sessions @ £23 per child per session = £7,130.00 21 Different families attended 25 Family sessions @ £35 per family per session = £875.00 6 Families attended our Cygnet course @ £150 per family = £900.00 <u>Total income generated from Turtle CYP to children & families living in Stoke Gifford = £8,905.00</u> We would really appreciate your consideration of our request for this grant. Councillor Penny Richardson has been in contact with Ternaya and would like to see the summer play scheme better advertised reaching more families across the Parish as it is believed that not many people are aware of the service provided throughout the summer months. Also, running some sessions at the Brooklands Park Community Hall will help identify local family's requirement for the service and help boost attendees. Councillor Andrew Shore is in favour of the service provided but has noted the reduction in funding costs from elsewhere and feels that by Turtle CYP not approaching neighbouring councils it will add financial pressure onto Stoke Gifford Parish Council and doesn't believe SGPC should be covering the costs for residents attending the sessions but live outside of the parish. Councillor Shore also felt that 36% is a very high year-on-year increase and he queried a mis-match on some of the attendee numbers, which he had tried (unsuccessfully) to clarify with Turtle earlier today and he would like the service provider to talk these aspects through with councillors before making a decision on the 2026 funding. Following discussion, Councillor Andrew Shore proposed the Clerk invite Ternaya to the next Full Council meeting in April to talk through the funding request, face to face to answer any queries that members may have about the application form, seconded by Councillor Keith Cranney, a vote was taken, 5 for, 6 against, proposal not carried. Councillor Penny Richardson confirmed the Parish Council has been supporting this service for many years, and the requested amount still falls under the previously paid amount of £5k, and then proposed to approve the requested amount of £3,750 and for Turtle CYP to run the sessions in Stoke Gifford during the summer at Little Stoke Community Hall and Brooklands Park, seconded by Councillor Sue Bandcroft, a vote was taken, 6 for, 4 against, 1 abstention, proposal carried. The Clerk will ask Ternaya to attend Full Council in June.	Clerk to invite Ternaya to Full Council in June
7	Pathway improvements on little Stoke Park. One section of pathway was installed during the current 2025/26 financial year. The remainder of the work is earmarked to take place over the next two years, 2026/27 and	

	2027/28. This work is added to the 5-Year Plan. The Clerk will remove this item from the agenda going forward.	
8	Update on Brooklands Community Hall A local resident believes the building looks closed and wondered if the window film is preventing passers-by from seeing people in the café area. A local resident is disappointed to learn that Crest Nicholson are planning to build fifty homes on the old school land, near the grounds of the Community Hall. A public consultation was conducted where public are invited to an open day, and plans were in place showing thirty eight homes and a small section of green recreational space. Recent plans are showing additional accommodation added, and the recreational space turned 90 degrees running alongside the Community Hall car park. The resident would like to see the District Councillors contact SGC Officers and Crest Nicholson requesting more recreational green space and less living accommodation in an already built up area in a housing development that needs more community infrastructure. Chair of the Planning & Transportation Committee, Councillor Andrew Shore also attended the public consultation and subsequent site meetings and is giving the new plans some thought and will respond accordingly direct to South Glos Council and Crest Nicholson. Councillor Dave Addison confirmed no formal plans are yet to be submitted to SGC. Once the updated plan is formally processed through the system SGC officers along with Parish Councillors will have opportunity to make comment. Neil Jarvis is currently in contact with SGC and Crest Nicholson in the hope less homes are to be built on the old school land. More green space becomes available including some sports facilities. Councillor Andrew Shore is concerned that Crest Nicholson have not listened to local residents/ Councillors or Groups at previous meetings and adding living accommodation and just moving the recreational green space ninety degrees does not positively impact the area and address the concerns of many. Brooklands Park Café Councillor Keith Cranney was happy to hear the Café had received a 5 star hygiene rating. Councillor Keith Cranney commented on the car parking size and believes once the rooms become busy the car park will be too small to accommodate all visitors using the building. Councillor Keith Cranney mentioned the building can look closed when in fact open and asked the Clerk to investigate the possibility of some more signage or lighting. The Chair reported that Claire (Site Administrator) is starting to hire out the rooms now residents are aware the building is open for hire, the occupancy levels currently scheduled for March is higher than the original Business Case, so the early signs are positive. A resident asked the Chair for a breakdown of costs in relation to the staff costs and business plan. The Chair will liaise with the resident following the meeting.	Chair to contact resident directly
9	Lot 4 Sports Pitches Assessment	

	The Clerk remains in contact with JBD Communications regarding interest in the lot 4 sports pitches and requires a formal response to an assessment from members. Chair of Council, Councillor Dave Addison proposed the following answers to the assessment questions: 1. The primary purpose of developing Lot 4 is to deliver outdoor sport facilities for the residents of Brooklands Park and Highbrook Park in perpetuity – how will your operation achieve that? We cannot guarantee at this stage. 2. If you can contribute additional capital funding for the project, please provide as much information as possible and whether the contribution is conditional. No. 3. A joint proposal might be beneficial to all parties and to progress. Are you willing to enter a joint management operation with another party or parties? Yes. 4. To facilitate discussions to progress the project, are you willing for us to inform the other interested parties that you have expressed interest? Yes. Proposed by Councillor Dave Addison, seconded by Councillor Neel DasGupta, unanimously carried.	Clerk responded to JBP Communications
10	FACE Youth Provision – Brooklands Park Councillor Penny Richardson informed members that Currently, FACE run fortnightly DORIS sessions outside the Crest showroom in Brooklands Park. These outreach sessions have been running since last summer and are funded by local Housing Associations such as SNG, Clarion, however, this funding is only fixed term in Brooklands Park and then DORIS will be moved elsewhere (possibly Meade Park) this year. These sessions are popular with local young people, who are keen to continue them, so FACE are looking into the option of running sessions for these local young people from the Community Hall and for this to become incorporated into our SGPC Youth provision. FACE are aware the community building is modern and will be heavily used by community groups clubs and organisations and do not wish to run a youth club (provision) from the site. During the recent DORIS sessions, the FACE staff have collated feedback from the young people about exactly what provision they would like, and it's become clear that they are looking for more structured, classroom-type sessions focussing on key issues that affect them nowadays, for example: youth violence, knife crime, alcohol misuse, etc, as well as creative sessions like Arts & Crafts. As a first step, Councillor Penny Richardson has contacted FACE and asked them to start pulling together some detail and the funding they will be looking for, from both SGPC and the Housing Associations.	

	FACE are ideally looking to do a weekly session all year round, with twenty young people max and two staff members. They are interested in the smaller, uncarpeted meeting room, particularly as it gives outside access, which would be good for the warmer weather. In the meantime, FACE are keen to start soon (they have already approached the Site Administrator). What they envisage doing in the short term, is using the current Housing Association money to fund room hire at BPCH and get these sessions up and running and then look to switch to SGPC funding once this pot of Housing Association funding ends. SGPC have secured FACE to run the youth provision within the parish on a three year service agreement from 1st April 2025- 31st March 2028 with annual increases to the contribution costs. Year 1 £9,000, year 2 £9450 and year 3 £9,922. Following discussion the Chair, Councillor Keiron Marsden asked Councillor Penny Richardson to contact FACE and request a formal proposal in writing a request for room hire, the frequency and the financial support they require.	
11	To receive recommendations from Parish Council Committees relating to expenditure across the Parish of Stoke Gifford Planning & Transportation. Councillor Andrew Shore confirmed there are currently three planning applications on the portal and the next committee meeting is on Tuesday 24th March 2026. Recreation & Leisure. Councillor Penny Richardson reiterated the swing set at Little Stoke Play Area is extremely old and nearing the end of life. The galvanised joints are showing signs of rust, and the Grounds staff have identified the need for a replacement within the next financial year. This has been budgeted for in the 2026/27 5-Year Plan and budget. The play bark surrounds at Meade Park is in need of replacing as the timber is completely rotten through to the base. This is likely to be costly and labour intensive, and the staff plan to start working on it in the new financial year (From April 2026).	
12	Any other business relevant to this committee Green Canopy Project – public consultation Councillor Mike Brown is disappointed with the Chair, Councillor Dave Addison for approving the public consultation in its current format and feels the sub-committee would have eventually come to an agreement that would have provided more information on the project, giving a more balanced idea of the project including costs. Councillor Andrew Shore agrees and believes the public consultation is misleading, the site plan is old with recent tree installations not showing, no financial information and slightly biased towards the benefits of the project only. Councillor Dave Addison informed members the Sub-Committee had five weeks of negotiations with no final agreement on a basic public consultation that was due to go live several weeks earlier. The current consultation is to the point and offers residents the chance to vote and have a say. Once the end date has passed members will get together	

	to go through the comments from residents and decide on a way forward.	
13	Date of next meeting. Tuesday 14 th July 2026 at 19:00	
13	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: _____

K Marsden (Chair)

On behalf of Stoke Gifford Parish Council