

Minutes of the Parish Council Meeting**Held on 14th August 2023 at 7.00pm at the Stoke Gifford Retirement Village.**

Present: - Cllrs Anthony Hyde (AH) (Chair), Andrew Badger (AB), Bethan Candlin (BC), Srinivasa Boinapally (SB).

Interim Clerk – Graham Smith (Clerk),

1. Apologies for Absence

Apologies received from Cllrs Prasanna Ramarathnam (PR), Nirav Mithani (NM).

2. Evacuation Procedures

(AH) described evacuation procedures.

3. Declaration of Interests

(AH) declared that he is a councillor at Stoke Gifford Parish Council for any relevant items.

4. Public Participation

Two members of the public attended. One question was raised relating to planning applications submitted to the Parish Council. (AH) explained that SGC remained behind in establishing the procedure for directing applications to the (Clerk) and are still being received by Stoke Gifford Parish Council and it will not be at least until October when the issue may be sorted.

5. Minutes from Previous Meeting

Minutes of the previous meeting had been circulated with the agenda papers and Cllrs agreed that they were an accurate representation of the meeting. (SB) proposed to adopt the minutes of the Parish Council meeting dated 10th July, (AB) seconded and all Cllrs agreed.

23.016 Resolved: The minutes of the Parish Council meeting held on Monday 10th July 2023 were accepted as accurate and signed by the Chair (AH).

6. South Gloucestershire Council

Ward Cllr Ayrden Pocock (SGC) was invited to the meeting, but no apologies received and no report forthcoming.

7. Financial Matters

(Clerk) reported in the absence of (AM) stating that the CIL monies received be placed in the instant access account to remain separate from the daily business of the current account. The transfer will be prepared for approval at the next payment run. All Cllrs approved of the process.

8. Wallscourt Farm Academy / Community Space

(Clerk) reported that Cllr Hyde and himself attended a meeting with the Principal and Operations Manager of the School and the Assistant Finance Manager of the Cabot Learning Federation with the view to utilising space / facilities in and around the school for community use out of hours. It was explained that SGC had diverted S106 monies to the school and that a proportion of this may be used for community development and that the S106 officer from SGC has been invited to the September Parish Council meeting.

There were four areas around the school that were identified as potential community projects. It was noted that the Hall with the school building is available for lettings out of school hours. The field adjacent to the school which is currently under used could be used for sports clubs however it was identified that parking may be an issue. A biodiverse / nature area to the rear of the school had fallen into wilderness due to the lack of teachers available for its upkeep. It was identified that the area may be used for limited community allotments of up to seven half plots with conditions. An area which had been landscaped by the developer to cover building spoil is now no longer fit for purpose and it is proposed it be removed to allow space for a dance studio or possibly a community building subject to costings and conditions. The MUGA is available for community use at weekends only this is due to after school clubs however, it was noted that it remained locked and unavailable during school holidays. It was agreed that further use of the MUGA for community use be investigated.

(Clerk) confirmed that all agreed it was early days but there was an appetite for cooperation to ensure the community may benefit from the availability of the assets on its doorstep.

(AH) proposed that the option to create a “Recreation & Leisure” subcommittee be given consideration if the proposals require the time of a sub-committee with delegated authority.

9. SGC Green Open Space

A plan of the SGC Green Open Space within the parish had been distributed with the agenda packs. Cllrs believed that there is little space for the land to be used other than that of open space except for the proposal by (AB) that consideration could be given to the land at the corner of Casson Drive and Coldharbour Lane. Cllrs agreed to investigate further.

10. Additional Notice Board

(AH) noted the need for and proposed that an additional noticeboard be located at the “Scholars Chase” area within the Parish. Due to the need to maintain uniformity it was suggested that the notice board be the same as the three that already exist which were purchased through “Greenbarnes” by Stoke Gifford Parish Council which would cost of £1,617.39 plus VAT. (BC) proposed and (SB) seconded that the notice board should be purchased and installed at land at Scholars Chase.

23.017 Resolved: A notice board to be purchased from “Green Barnes” and installed at land at Scholars Chase.

11. To Consider Council Policy Documents

(Clerk) had forwarded with the agenda packs draft policy documents to be adopted by Council. These being Committee Terms of Reference, Privacy Policy, Grant Aid Policy. Cllrs confirmed that they had read the draft documents prior to the meeting.

(AB) proposed that the Council adopt the draft Committee Terms of Reference as presented, (BC) seconded and all Cllrs unanimously agreed.

23.018 Resolved: Committee Terms of Reference as presented be adopted.

(AH) proposed that the Council adopt the draft Privacy Policy as presented, (BC) seconded and all Cllrs unanimously agreed.

23.019 Resolved: Privacy Policy as presented be adopted.

(BC) recommended two alterations to the Grant Aid Policy which Cllrs approved and (Clerk) altered at the meeting. (BC) proposed that the amended Grant Aid Policy be adopted, (AB) seconded and all Cllrs unanimously agreed.

23.020 Resolved: Grant Aid policy as revised and represented be adopted.

12. To Consider Council Risk Assessment

(Clerk) had forwarded with the agenda packs a Risk Assessment to be adopted and approved by Council, (AB) proposed that the Council adopt the draft Risk Assessment as presented, (SB) seconded and all Cllrs unanimously agreed.

23.021 Resolved: Council Risk Assessment as presented be adopted.

13. Authorisation of Payments

13.1 Payments authorised 14th August 2023 by (BC) & (AB)

Details	Ref.	£
Clerking Charges & Expenses	B/P 003	645.12
Room Hire	B/P 004	30.00
Set Up IT Support	B/P 005	576.00
Annual Insurance Premium	B/P 006	410.31
Total Payments		£1,661.43

13.2 Recent Receipts July 2023

Details	Ref.	£
Half Year Precept	DCR	33350.00
CIL Payment	DCR	52777.24
Total Receipts		£86,127.24

23.022 Resolved: That payments presented to the PC meeting on 14th August 2023 were accepted.

14. Correspondence

None

15. Website

F230801-01 To continue to populate website with updates.

Action to (Clerk)

16. To Consider Matters the Chair Considers Urgent

(AH) advised Cllrs that (Clerk) be provided with a Parish Council computer as a matter of urgency and that (Chair) should also be provided with a computer for general running of the day-to-day business of the council. (Clerk) recommended that these be provided by the IT provider as it is VAT registered and can be invoiced direct to council to claim back VAT. (Clerk) stated price for admin computer to be £418.80 plus VAT and for the Chair computer to be £369.99 plus VAT as quoted.

(BC) proposed that laptops be purchased, (SB) seconded and all Cllrs agreed.

23.022 Resolved: Parish Council to purchase laptops as recommended.

(AH) advised councillors that due to the normal date for the Finance Committee meeting being on a bank holiday that the next meeting be cancelled. All Cllrs agreed.

(AH) requested that public leave the meeting for Cllrs to informally discuss a matter arising which is considered confidential.

Meeting Closed 21.00PM

The next Council Meeting - 11th Sep 2023. (Stoke Gifford Retirement Village)