

**Minutes of the Parish Council Meeting****Held on 13<sup>th</sup> November 2023 at 7.00pm at the Stoke Gifford Retirement Village.**

**Present:** - Cllrs Anthony Hyde (AH) (Chair), Cllr Andrew Badger, Bethan Candlin (BC), Srinivasa Boinapally (SB), Rajanataraj Sivaraj (RS).  
Interim Clerk – Graham Smith (Clerk).

**1. Apologies for Absence**

Apologies received from Anil Mishra, Nirav Mithani, Prisana Ramarathnam.

**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.

A representative from Cross Fit Gym at Cheswick Village informed Councillors that a class was running on Monday and Wednesday afternoons for the elderly to work on aiding fitness. It is appreciated that many find it intimidating and it was requested of councillors to endeavour to seek an effective solution to attract the parish's elderly to try fitness coaching. It was emphasised that the gym is not seeking to profit from the classes but to be a much-needed community asset.

It was agreed that the Council will place notices on boards / website and that the gym re-word their promotional leaflet for distribution to retirement homes and social media where possible. Cllrs informed that grant funding is available if appropriate to help promote the classes and suggested an application be made.

**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. (BC) proposed to adopt the minutes of the Parish Council meeting dated 9<sup>th</sup> October, (AB) seconded and all Cllrs accepted minutes as presented.

**23.031 Resolved:** The minutes of the Parish Council meeting held on Monday 9<sup>th</sup> October 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. It was noted that this is the 5<sup>th</sup> meeting of non-attendance without reports or apologies from Cllr Pocock.

(AH) expressed increasing concern of the lack of attendance of information forthcoming from the District Councillor and requested that Clerk seek an explanation.

**231103: Action 001** – To enquire and seek an explanation relating to SGC Wars Cllrs absence in attending Parish Council meetings and passing relevant information from South Gloucestershire Council.

**Action to (Clerk)**

**7. Financial Matters – Report & Review**

In the absence of Cllr Mishra (Clerk) reported current financial matters as presented in the Finance meeting minutes dated 23<sup>rd</sup> of October. The Council reviewed the decisions of the Finance Committee relating to Grant Aid applications and resolved payments and ratified the decisions of the Finance Committee.

Saplings Playgroup receive a Grant Payment of £500  
Cheswick Scouts receive a Grant Payment of £1,000

## 8. Update on progress of activities

MARKET - Unfortunately, despite starting in September this has proved to be insufficient lead time to get a market started by Christmas. Vail Williams the managing agent has been slow in exercising their due diligence and setting up "legals", which has not given enough time for the six-week period to allow the market operator to apply to South Glos Council for "Street Trading Licenses". (Clerk) informed Cllrs that an alternative event is running which may give the opportunity to create public awareness of the council prior to Christmas. The Christmas Light switch on coincided with the Christmas Fair at the Boston Tea Party and Cllrs agreed that the council should seek to have a presence at the event. (BC) proposed that the Council allocate a £250 budget toward a contribution to the event and requested (Clerk) seek options with management. (AH) seconded and all Cllrs unanimously agreed.

**23.032 Resolved:** To allocate a fund of £250 toward promoting the Parish Council to residents at the Boston Tea Party Christmas event.

**231113: Action 002** – Meet with management at Boston Tea Party to work toward the Parish Council establishing a presence at the event.

*Action to (Clerk)*

CHRISTMAS LIGHTS - The Parish Council we have now purchased Christmas lights and have been erected on seven lamp posts on the highway in front of Cheswick Village shops. South Glos Council confirmed the switch on to be the 1st of December. They will be turned off at 12th night.

COUNCILLOR VACANCY - Three expressions of interest from residents relating to the vacancy for one councillor. Considering this is the University Ward it be prudent to contact Students as they make up many residents within the Parish (all be it transient). An appointment with the president of the "Student Union" to meet on was arranged but unfortunately, he did not turn up. (AH) recommended that (Clerk) attempt again and if not forthcoming to begin the coopting process with the "expressions of interest" in the new year.

WALLSCOURT FARM ACADEMY - Progress in organising a strategy meeting relating to the "Community Use facility" is slow as the community funding to Walls Court is complex and SGC also want to set up a meeting to discuss.

NOTICE BOARD – Board for Scholars Chase on order!

STOKE GIFFORD PARISH COUNCIL RESERVES – (Clerk) met with Stoke Gifford Clerk (John Rendell) to discuss and this will be placed as an agenda item on the Stoke Gifford Parish Council meeting scheduled for 14th November.

2024/25 BUDGET - Has been completed but is a rough draft due to the inability to discuss proposals with SGC & Wallscourt Farm Academy.

HMRC TAX NI & VAT - This will be set up once employment contracts are agreed and approved. (Clerk) informed of an organisation based in Thornbury who can set up legal commitments with HMRC and with Avon Pension Fund considering that (Clerk) can not represent both the council and himself in this matter.

## 9. To Consider running councillor surgeries for residents.

(AH) recommended that running councillor surgeries be considered as a method of engaging with residents and the local community. Cllrs agreed that a monthly surgery would be appropriate, and venues and dates be considered in the new year.

## 10. To consider the requirement for a council wi-fi dongle

(AH) proposed that it was necessary to have a wi-fi signal available for Parish Council meetings and to date the council has relied upon the Alveston Parish Council Dongle. It was proposed that a dongle be considered as a shared item along with other Alveston Parish Council office facilities subject to the approval of Alveston Cllrs. As (clerk) is responsible for both councils it was agreed that economies of scale can be considered and requested that (Clerk) organise an invitation to an Alveston Parish Council meeting to discuss.

**231113: Action 003** – Organise an invitation for (Chair) to attend a meeting of the Alveston Parish Council

**Action to (Clerk)**

## 11. To consider working toward a formal Parish Plan

(Clerk) explained the difference between a Parish Plan and a Neighbourhood Plan. (SB) recommended that clerk endeavour to seek examples of Parish Plans completed by other councils.

**231113: Action 004** – Forward to Councillors examples of Parish Plans

**Action to (Clerk)**

## 12. To consider Clerk Job Description and Contract

Further to the October extraordinary meeting of the Parish Council where it was resolved that Graham Smith become permanent Clerk to the Council, (Clerk) distributed the draft Job Description and Contact of Employment with the agenda packs. Cllrs confirmed that they had studied the documents and agreed with the contents. (AB) proposed that the Clerk Job Description be adopted by Council (RS) seconded and all Cllrs agreed.

**23.033 Resolved:** The draft Job description as presented be adopted.

(AH) proposed that the Clerk Contact of Employment be adopted by Council (AB) seconded and all Cllrs agreed.

**23.034 Resolved:** The draft Clerk Contract of Employment as presented be adopted.

(AH) highlighted that within the Contact of Employment it was agreed that Clerks to the Parish Council of Stoke Park and Cheswick be placed upon the Avon Pension Fund. (Clerk) confirmed that when SGC set the initial budget for the Parish Council that an allowance was set to enable the Parish Council to allocate the Avon Pension Fund as the default provider of employee pensions. All Cllrs agreed to adopting the Avon Pension Fund as pension provider.

**23.035 Resolved:** The Avon Pension Fund be adopted as the Parish Council pension provider for employees.

## 13. Authorisation of Payments

13.1 Payments authorised at Finance Meeting on 23<sup>rd</sup> October 2023 by () & (AH)

Details	Ref.	£
Charges- accounting software & Support	B/P 014	771.91
Room Hire (Extracare Trust)	B/P 015	30.00
Expenses – RBL Poppy Wreath	B/P 016	75.00
Total Payments		£876.91

13.2 Payments authorised at meeting by (BC) & (AH)

Details	Ref.	£
Clerking Charges & Expenses	B/P 017	958.89
Room Hire (Extracare Trust)	B/P 018	30.00
Total Receipts		£988.89

14.3 Receipts Sept 2023

Details	Ref.	£
None		
Total Receipts		£00.00

**23.036 Resolved:** Payments presented to the PC meeting on 13<sup>th</sup> November 2023 were accepted.

## 14. Matters to be discussed in confidential session.

Meeting Closed 20.30PM

**The next Council Meeting – 11<sup>th</sup> Dec 2023. (Stoke Gifford Retirement Village)**