

Minutes of the Parish Council Meeting**Held on 11th March 2024 at 7.00pm at the Stoke Gifford Retirement Village.**

Present: - Cllrs Anthony Hyde (AH) (Chair), Bethan Candlin (BC), Srinivasa Boinapally (SB), Rajanataraj Sivaraj (RS), Kolawole Olure (KO). District Cllr Ayrden Pocock (AP)

Graham Smith (Clerk).

1. Apologies for Absence

Apologies received from Cllr Prisana Ramarathnam (PR)

2. Evacuation Procedures

(AH) described evacuation procedures.

3. Declaration of Interests

(AH) declared that he was also a member of Stoke Gifford Parish Council

4. Public Participation

Two members of the public attended.

One public participant was in attendance to observe, the other to present detail of the Drop-in session (Agenda Item 7).

5. Minutes from Previous Meeting

Minutes of the previous meeting held on the 12th of February 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 12th February, (RS) seconded and all Cllrs accepted minutes as presented.

23.056 Resolved: The minutes of the Parish Council meeting held on Monday 12th February 2024 were accepted as accurate and signed by the Chair (AH).

6. South Gloucestershire Council

Ward Cllr Ayrden Pocock (SGC) was in attendance and offered an apology to Cllrs for not being available to attend previous Parish Council meetings and provided an explanation which was accepted by councillors.

(AP) confirmed that the 2024/25 SGC budget had been accepted. Finances were tight and some methods of “balancing the books” were contentious but passed such as car parking charges which will commence in April 2025.

Releasing Greenbelt for housing development was raised at District Council level and was agreed that this would be inevitable such is the demand for new housing stock however, it was agreed that Brownfield sights would always be given priority for consideration.

(AP) raised issues that he had received regarding concerns from residents which fell within the remit of district council. A zebra crossing in Long Lane opposite Wallscourt Farm Academy had been requested although the cost which could exceed £60,000 was confirmed. (Cllrs) requested that this be further investigated.

Similarly (AP) raised the complexities of installing double yellow lines were requested by residents and again this could be a costly and prolonged exercise and as a consequence requested that single white lines be installed in the interim.

(AH) requested that (AP) investigate Taylor Wimpey contract relating to “road adoption” particularly surrounding the retirement village as contactors had not been seen since December.

240311: Action 001 – Investigate with contractors Taylor Wimpey progress relating to road works completion around the Parish.

Action to (AP)

7. Feedback from Council Drop-in event

(Clerk) informed Cllrs that a Councillor drop-in event had taken place on 23rd February at the Boston Tea Party but due to unforeseen circumstances the councillors who were due to attend sent their apologies. The event was self-managed by three persons – two residents and a Community Police representative. Two lists of issues was raised and one resident invited at the end to combine the points from the two lists, sort the issues into groups and send the results to the two Councillors. These lists were forwarded to (Clerk) and added to the agenda packs for this meeting to discuss.

Councillors thanked Mr Heaton for completing the work for review and also for attending the Parish Council meeting. It was agreed that (AP) take away the lists as most issues fell within the remit of GGC as mentioned above relating to a crossing and line marking to regulate parking.

Safety issues were raised relating to; Deliveroo Drivers, pavements / roads & corners and parking & vehicle movement on pavements as well as issues to the road system within the Parish and policing of traffic matters.

Noise issues were raised relating to Motorbike noise, Car noise (both performance cars and adapted older noise), inconsiderate use of vehicle horns and noise issues at the bar in The Square at Long Down Avenue. Cllrs agreed that this is a behavioural problem and one which would be difficult to control and enforce.

It was also felt that work toward the formation of a resident association be considered as well as a litter picking initiative which will build on community activity for a good cause. (Clerk) agreed stating that many parishes have their own (formally led) resident community associations.

8. Wallscourt Farm Academy Meeting – Feedback from (Clerk).

(Clerk) informed Cllrs that he had attended a meeting with representatives from the Wallscourt Farm Academy trust and South Glos Council to discuss the means by which a partnership could work to benefit the community. The outcome being that a community focused committee be formed. It was requested that (Clerk) sit on the committee and although would have no voting rights could advise accordingly. The Trustees also requested that a councillor sit on the committee. (AH) asked the floor for volunteers and it was proposed by (BC) that (AH) sit on the committee, (RS) seconded and all agreed.

23.057 Resolved: Chair (AH) to sit on the Wallscourt Farm Academy / Parish Council Community Initiative Committee.

9. Financial Matters

In the absence of (AM) Chair to the finance committee (Clerk) gave an update on financial matters.

(Clerk) had distributed the February Financial report and reconciliations with the agenda packs. Cllrs confirmed reading of the document and there are no outstanding issues. (AH) and (BC) signed the reconciliation and Cllrs unanimously agreed the financial report be accepted.

23.058 Resolved: Finance reports and reconciliations for February 24 were accepted.

(Clerk) confirmed that all required information had been submitted to HMRC to activate the RTI payments system along with VAT recovery processes. (Clerk) confirmed that an application had been made to recover VAT on payments from April through to December and requested cllrs to consider the frequency of recovery into the new financial year. (Clerk) suggested that due to their being very few invoices at the moment that VAT reclaim should be exercised twice yearly. (BC) proposed that this practice be acceptable, (RS) seconded and all Cllrs agreed.

23.059 Resolved: VAT reclaim be submitted to HMRC twice a year.

(Clerk) requested that cllrs consider salary payment dates ongoing explaining that to date payments have been made one month in arrears and for the payments to be accurate on accounting records a payment should be made prior to year-end. Cllrs agreed that ongoing (Clerk) should receive salary on the last working day of the month and this should be with immediate effect. Cllrs agreed that salary payments may be made out of meeting by (AH0 and (BC) with

(Clerk) expenses being submitted at Parish Council meetings. (SB) proposed that this system be adopted (AH) seconded and all Cllrs agreed.

23.060 Resolved: (Clerk) salary payments to be made out of meeting on the last working day of the month by (AH) & (BC) on going.

(AH) proposed to Cllrs that due to the workload being concentrated on a few Cllrs and currently the financial discussions can be adequately placed within Parish Council meetings, the Finance Committee meetings scheduled for the fourth Monday of each month be cancelled for the time being. (RS) seconded and all Cllrs agreed.

23.061 Resolved: Finance Committee meetings be discontinued until required with Finance items being included within the Parish Council agenda.

10. Update on installation of boundary Signs

(Clerk) informed Cllrs of the process SGC adopt when requesting the installation of boundary signs on highway adopted land. The process can only begin with a downpayment of £300 to SGC which is included in the payment run. (Clerk) was informed that there are twenty applications prior to SP&C therefore the process may take some time. (AH) suggested that for the next meeting "Boundary Signs" be placed on the agenda and a decision to be made on the design. Cllrs also agreed to discuss a parish "Logo" and how this may be designed

240311: Action 002 – To place "Boundary Signs as an agenda item for the next meeting.

Action to (Clerk)

11. Update on development of community market

(Clerk) once again reported that there was no response from the Managing Agent (Vail Williams) to his request relating to the application of dates that Greentop Markets could operate markets at the Square (Cheswick Village shops) as from Oct 24 through 2025 and therefore other locations will need to be considered. (Clerk) expressed further concern that a request for the Parish Council to install a "Bleed Kit" attached to the defibrillator at the Square was not acknowledged.

12. Authorisation of Payments

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

Details	Ref.	£
Clerk Salary & Expense	B/P 032	947.67
Share of facilities (1 Year)	B/P 033	844.95
T/Fer of initial interim clerk invoice	B/P 034	291.40
Highway Signs – Application Fee	B/P 035	300.00
Total Payments		£2,384.02

13.2 Receipts Jan 2024

Details	Ref.	£
None		
Total Receipts		£00.00

13.3

Details	Ref.	£
Clerk Salary to be paid on 29 th March	B/P 036	
Total Payment		£00.00

23.062 Resolved: Payments presented to the PC meeting on 11th March 2024 were accepted.

13. Correspondence / Grant Requests to Consider

(Clerk) presented four items of correspondence to which replies will be / were forwarded. A specific item raised was to consider the installation of grit boxes at vulnerable locations around the Parish. Cllrs agreed that with the onset of spring that this item will be further discussed at a parish meeting later in the year.

14. Website

To consider an agenda of speakers for the annual parish meeting and to place on website. Cllrs agreed to ask recipients of Grant to describe how the money was used.

15. Planning Item for Consideration

P24/00433/F	University Of West Of England Coldharbour Lane	Proposed change of use of Buildings EP1 and EP2 to include Class F1 Educational Use including demolition of existing energy centre, water storage tank & plant compound, construction of 2-storey extension to Building EP2, works to the facades and roofs of Buildings EP1 and EP2 and hard and soft landscaping works, to facilitate the relocation of UWE's College of Health, Science and Society from the Glenside Campus to the Frenchay Campus.
P24/00368/F	University Of West Of England Coldharbour Lane	Development of a 'Mobility Hub' and associated works, including erection of a 'parklet' structure, new street furniture, cycle lockers, scooter and cycle parking and paving.

Relating to P24/00433/F councillors were concerned that this would cause a loss of parking spaces within the university complex which may overspill into the community and asked (AP) to investigate with the University how they plan to mitigate the social pressures with residents and existing students. (KO) said that he could raise concerns and investigate.

Meeting Closed 20.40PM

The next Council Meeting – 8th April 2024. (Stoke Gifford Retirement Village)