

Minutes of the Parish Council Meeting**Held on 13th May 2024 at 7.15pm at the Stoke Gifford Retirement Village.**

Present: - Cllrs Anthony Hyde (AH) (Chair), Prisana Ramarathnam (PR), Bethan Candlin (BC), Srinivasa Boinapally (SB). Ward Cllr Ayrden Pocock (AP).
Graham Smith (Clerk).

1. Apologies for Absence

Apology received from Rajanataraj Sivaraj (RS).

2. Evacuation Procedures

(AH) described evacuation procedures.

3. Declaration of Interests

None

4. Public Participation

One members of the public attended to observe.

5. Minutes from Previous Meeting

Minutes of the previous meeting held on the 8th of April 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 8th April, (BC) seconded and all Cllrs accepted minutes as presented.

24.007 Resolved: The minutes of the Parish Council meeting held on Monday 11th March 2024 were accepted as accurate and signed by the Chair (AH).

(AH) apologised to Cllrs for having to leave the meeting of 8th April half way through due to sickness and reported that he was feeling better now.

6. South Gloucestershire Council

Ward Cllr Ayrden Pocock (SGC) was in attendance and declared that there was little South Gloucester business to report at this meeting but would give a full update of activity at the June Parish Council meeting.

(AP) confirmed that residents had approached him relating to the safety of the road layout at Woodmead Rd and would look to support, in principle, the proposal that this road be closed to vehicles by placing planters placed the road allowing access only to mobility scooters, bicycles and scooters to remain.

(AP) confirmed that he had investigated the proposal to install a Zebra Crossing in Long Down Avenue opposite or close to Wallscourt Farm Academy and would support the proposal and would be presenting to officers at South Glos Council.

7. To discuss proposal to develop neighbouring community hub (Brooklands Community Hall))

(AH) informed Cllrs that SGC had been invited to the meeting but was unable to attend in person but would link via "Teams" to give presentation. Due to the screen connection dongle not being provided by the room hirer on this occasion (AH) proposed that this item be carried forward to the next meeting.

8. To consider and approve border signage.

(Clerk) presented with the agenda packs examples of border signs which contained large place names. Cllrs unanimously decided that "gate signage" would not be appropriate and looked closely at the example of the border sign of "Stoke Lodge and the Common Parish Council". Councillors agreed that the shape of the sign should remain to accommodate a logo in future subject to confirmation that this may be inserted at a later date. If not, the sign should be rectangular. Cllrs requested that (Clerk) source the supplier and investigate cost and design.

240513: Action 001 – Investigate road signage solution.

Action to (Clerk)

9. Financial Matters

(Clerk) stated that the April Finance report and reconciliations had not been prepared for the meeting due to the internal audit and year end closure on the accounting software. This will be presented at the next meeting along with the May finance report and reconciliation.

AGAR 2023/24 / Internal Audit Review

(Clerk) had previously forwarded the 2023/24 AGAR form and line by line went through section 1 (Annual Governance Statement). Councillors confirmed that they were able to declare “Yes” to all declarations itemised 1-8. (PR) proposed and (SB) seconded that it was acceptable for (AH) & (Clerk) to sign.

24.008 Resolved: The Parish Council declares that Section 1 of the 2023/24 AGAR is approved and to be signed by Chair / Clerk.

The Parish Council confirm that members had sight of the internal audit report dated 1st May 2024 and the recommendations from the internal auditor would be addressed within the advised time limits. There were no further issues highlighted within the internal audit. (AH) proposed that councillors confirm that they have read and accept the audit reports 2023/24. (PR) seconded and all Cllrs unanimously agreed.

24.009 Resolved: The Parish Council confirm that the audit report on the AGAR form is accepted.

Cllrs confirm that they had received accounting reports throughout the year and declare that the end of year accounting statement previously forwarded by (Clerk/RFO) for 2023/24 is a true and accurate representation of the council’s current financial situation. (SB) proposed that council accept the statement as true and accurate (PR) second and all Cllrs unanimously agreed.

24.010 Resolved: The Parish Council declares that Section 2 of the 2023/24 AGAR is approved and to be signed by Chair.

Confirmation of dates for Exercise of Public Rights

(Clerk) presented to Cllrs the dates for the exercise of public rights which fall between Monday 3rd June 24 and Friday 12th July 24 and confirmed that the notices would be displayed on all four notice boards located throughout the Parish the week before the commencement date and will remain on display throughout the period. Similarly, the notice will also be uploaded onto the website. (PR) proposed that the council recommend (Clerk) suggestions of dates and locations for the exercise of public rights (SB) second and all Cllrs unanimously agreed.

24.011 Resolved: The Parish Council approve the dates of the exercise of public rights and notices to be published.

10. To re-consider revised grant application - Brightwell

(Clerk) had distributed the revised Grant Application form and documentation relating to a grant application made by “Brightwell”. Cllrs considered the detail and (AH) proposed that the revised Grant Payment to Brightwell of £1,000 be approved (PR) seconded and all Cllrs unanimously agree.

24.012 Resolved: The Parish Council approve the Grant Aid payment of £1,000 to The Brightwell.

11. To consider the purchase of laptop computers for all Cllrs

(AH) advised Cllrs that he had attended a meeting of Alveston Parish Council and noted the advantages that each Cllrs was experiencing by having a laptop. It appeared to make the meeting more efficient and reduced paper waste. (Clerk) pointed out that it was unfair and bad practice to expect Councillors to use their own equipment apart from also having data protection implications. (AH) stated that the lap-tops would be on the asset register and “on loan” to Cllrs. It was unanimously agreed that clerk investigate options and pricing for next meeting.

240513: Action 002 – Investigate options and costs for councillor laptops.

Action to (Clerk)

12. To Update Council on Communication with Wallscourt Fm Academy

(Clerk) advised that a meeting will take place on 17th May and to report back to council at next Parish Council meeting.

13. Authorisation of Payments

11a Payments authorised by (AH) & (BC)

Payee	Details	Ref.	£
G Smith	Clerk Expense	B/P 042	152.49
Vail Williams / Farrer Co	Markets Set up charges - Legal	B/P 043	900.00
Vail Williams	Market Set up charges - Surveyor Fees	B/P 044	810.00
Green Top Markets	Licence fees to SGC for Street Trading	B/P 045	750.00
	Total Receipts		£2,612.49

11b Payment out of meeting authorised by (AH) & (BC) 30th April

Payee	Details	Ref.	£
Graham Smith	Clerk Salary - April	B/P 040	878.29
HMRC	Quarterly Tax & Ni Payment	B/P 041	1514.14
	Total Receipts		£2,392.43

11c Current Receipts

Payee	Details	Ref.	£
Soth Glos Council	Half Year Precept	DCR	£60000
HMRC	VAT Refund	DCR	528.20
	Total Receipts		£60,528.20

24.013 Resolved: Payments presented to the PC meeting on 13th May 2024 were accepted.

14. Correspondence

None

15. Website

None

16. Planning Item for Consideration

P24/01055/ADV	Starbucks Unit 100B 100 C Bristol Business Park	Display of 2no. internally illuminated fascia signs and 1no.internally illuminated hanging sign.
P24/00577/CLP	University Of West of England Student Village	Approve Certificate of Lawfulness
P24/00368/F	University Of West Of England Coldharbour Lane	Approve with conditions

Relating to P24/01055/ADV councillors considered this and had no comment to make.

Meeting Closed 20.18PM

The next Council Meeting – 10th June 2024. (Stoke Gifford Retirement Village)