

Minutes of the Parish Council Meeting
Held on 14th October 2024 at 7.30pm at the Stoke Gifford Retirement Village.

Present: - Cllrs Anthony Hyde (AH) (Chair), Srinivasa Boinapally, Bethan Candlin (BC), Rajanataraj Sivaraj (RS).
Graham Smith (Clerk).

1. Apologies for Absence

Apology received from Anil Mishra (AM), Cllr Ayrden Pocock, Prasanna Ramarathnam (PR).

2. Evacuation Procedures

(PR) described evacuation procedures.

3. Declaration of Interests

None

4. Public Participation

One member of the public was in attendance to observe.

5. Minutes from Previous Meeting

Minutes of the previous meeting held on the 9th of September were presented and Cllrs agreed that they were an accurate representation of the meeting. (AH) proposed to adopt the minutes of the Parish Council meeting dated 9th September, (BC) seconded and all Cllrs accepted minutes as presented.

24.031 Resolved: The minutes of the Parish Council meeting held on Monday 9th September 2024 were accepted as accurate and to be signed by the Chair.

6. Review from Chair

(AH) raised the proposal that the Parish Council consider purchasing a portable PA system as many in the public gallery were unable to hear the Cllrs when in session. It was proposed that (AH) and (Clerk) endeavour to source a system which operates with nine desk microphones yet portable enough to take from meeting to meeting and could be easily stored.

241014: Action 001 – To investigate options on the market for the purchase of a portable PA system.

Action to (AH) / (Clerk)

(AH) raised the issue of Cllrs receiving laptops. (Clerk) reminded cllrs that this was an action left to (AP) to source a better deal than that presented by (Clerk) as it was his view that the Parish Council may be able to receive discounted laptops through SGC purchasing.

7. South Gloucestershire Council

Ward Cllr Ayrden Pocock was unavailable to present current SGC activity.

8. Review from Clerk

(Clerk) highlighted to councillors an email from SGC S106 Officer which states that a substantial amount of S106 funding is available for allotments from the Scholars Chase development – there is £22,045.28 capital / £28,102.19 revenue. The funding must be spent within 3km of the development. Rather than fund a number of smaller projects at the various allotment sites within the 3km, SGC state that they would like to see if the Parish Council can find somewhere to start a new allotment site as this parish is closest to the development.

Allotments sites at Wallscourt School had already been ruled out due to access issues but we are asked if other areas of land within the parish could be used to create an allotment site?

241014: Action 002 – To investigate options for the possibility to redevelop land for allotment usage.

Action to (AP) / (Clerk) / Councillors

(Clerk) confirmed that the additional Long Down Avenue Christmas lights had been ordered along with the work to the posts but, expressed concern relating to the delay in sourcing the details of the posts at Scholars Chase and expressed concern that it may be too late to organise. Cllrs agreed to wait until 2025 to purchase the lights but recommended that the work to the posts for installation can be completed anytime prior.

(Clerk) confirmed he had received an email with a work / inspection order received from SGC relating to installation of benches along the footpath on Long Down Ave.

(Clerk) updated Cllrs on developments within the continuing challenge relating to housing a monthly craft market at the Cheswick Village Square. Cllrs were informed that Streed Trading Licence applications had been submitted to SGC however, this generated three objections which has now caused the process of consultation to commence. This will cause the potential November market to be cancelled, and it is highly likely that the Christmas Market will also be cancelled due to the stall holders not being allocated a firm commitment from the organiser due to these delays.

A free cycle training session is to take place at UWE ran by SGC on Saturday 26th October.

Further to the previous meeting actions (Clerk) informed Council that he had not received a guide from Cllrs as to how the Parish Council logo should look. This has resulted in a delay in designing a logo and therefore ultimately to the erection of border signage. (AH) emphasised that the design should fall to Cllrs and that a decision will be made by next meeting as to the content and feel of the logo which will go to proof design.

9. To Consider Community Involvement at Christmas

(Clerk) informed Cllrs that the Boston Tea Party (BTP) is holding the annual Christmas event on 6th December and (Clerk) asked of Cllrs whether there was the appetite to attend once again and how would Cllrs like to be represented at the event. All Cllrs agreed that the event was a success last year but felt that there needed to be a reason to mingle with the attendees rather than remain behind the desk. (SB) suggested that the desk would remain useful, and a banner should be placed at the front and Cllrs take turns to attend whilst others circulate. (BC) apologised that she would be unable to attend.

10. Finance-

To review August / September Finance reports & reconciliations.

(Clerk) presented with the agenda packs the August & September Finance report and reconciliation and were examined and signed off. (BC) proposed to accept these finance reports. (AH) seconded all Cllrs unanimously agreed and (BC) & (AH) signed document.

24.032 Resolved: Finance reports and reconciliation for August / September 24 were accepted.

To consider 2025/26 Precept Requirement

(Clerk) requested a guide as to how to proceed with the 2025/26 budget by asking Cllrs intentions relating to the resident precept figure. Cllrs unanimously agreed that the precept should be at the same level as 2024/25.

11. To Review External Auditor Report

(Clerk) had requested that Cllrs review the External Auditor report which had been uploaded on the website. It was explained that the query relating to the precept figure was due to (Clerk) placing the £40,000 transfer from Stoke Gifford PC into the precept column of the AGAR. This did not match the information available to the auditor and therefore announced this to be an incorrect figure and would be required to be reinstated into column two of the AGAR. As this was indeed precept there will be a "significant variance" in the reinstated figure next year due to the external auditors' request to reinstate. Therefore, the explanation to be given on the 24/25 audit report will be questioned by (Clerk). (SB) proposed to accept the (Clerk) explanation and that of the external auditor for this year's report. (AH) seconded and Cllrs unanimously agreed.

24.033 Resolved: The 2023/24 audit report and (Clerk) explanation were accepted by council.

12. To Review Council Policy Documents

(Clerk) had previously reminded Cllrs that the documents are available on the website to view and that there had been no changes in legislation or operating policy that have warranted any change to the policy documents. (AH) recommended that the pre-approved documents be accepted for a further year without change. (BC) seconded and all Cllrs agreed.

24.034 Resolved: Council policy documents have been reviewed and accepted for a further year.

13. Authorisation of Payments

13a Payments authorised by (BC) & (AH).

Details	Ref.	£
Clerk & Council Pension Contributions	B/P 064	347.50
Clerk Expense	B/P 065	189.30
Clerk Tax & NI	B/P 066	665.83
External Audit Charge	B/P 067	504.00
Christmas Lights – Long Down Ave (Cont'd)	B/P 068	2643.12
Total Receipts		£4,349.75

13b Payment out of meeting authorised by (AH) & (BC)

Details	Ref.	£
Clerk Salary - September	B/P 062	825.41
Grant Payment to Southern Brooks	B/P 063	250.00
Total Receipts		£1,075.41

13c Current Receipts

Details	Ref.	£
SGC - Precept	DCR	60000.00
Credit Interest	DCR	319.65
Total Receipts		£60,319.65

24.035 Resolved: Payments presented to the PC meeting on 14th October 2024 were accepted.

14. Correspondence

(Clerk) reported that correspondence had been received relating to planning item P24/02243/F, 11 Colts Ground, BS16 1AL.

15. Website

Cllrs requested that (Clerk) update the website as required.

16. To consider any matters for next meeting.

Logo

17. Planning Items for review and consideration

P24/02243/F To Consider	11 Colts Ground, BS16 1AL	Change of use from dwelling (Class C3) to large 5 no. bedroom house in multiple occupation for up to 6 no. people (Class C4) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended) with associated works.
P24/02224/F To Consider	Starbucks, Unit 100B 100C Bristol Business Park. BS16 1EJ	Installation of 3no. air conditioning units at roof top level.
P24/01970/TRE Approved	12 Paxton Stoke Gifford South Gloucestershire BS16 1WF	Works to crown reduce the height and radial spread of 1 no. Lime tree by 2.5m to obtain a 2m clearance from adjacent buildings and crown thin by 10%. Tree Covered by Preservation Order SGTPO10/98 dated 3rd June 1999.

Relating to P24/02243/F councillors requested that (Clerk) submit that The Parish Council agrees with the sentiments of the residents raised in the feedback to this consultation and agrees with all their points raised. The Parish Council wish to bring to the attention of officers that the alternative use for mass occupation falls outside the allocated parking parameters for such a development creating a further overspill of vehicles onto the highways within the parish which is already burdened with insufficient parking areas. It is for these reasons that the Parish Council strongly objects to the application.

Relating to P24/02244/F councillors requested that (Clerk) submit that they have no objections.

Meeting Closed 21.05PM

The next Council Meeting – 11th Nov. 2024. (Stoke Gifford Retirement Village)