

**Minutes of the Parish Council Meeting  
Held on 11<sup>th</sup> November 2024 at 7.30pm at the Stoke Gifford Retirement Village.**

**Present:** - Cllrs Anthony Hyde (AH) (Chair), Anil Mishra (AM), Ayrden Pocock (AP), Rajanataraj Sivaraj (RS).  
Graham Smith (Clerk).

**1. Apologies for Absence**

Apology received from Cllrs Srinivasa Boinapally (SB), Bethan Candlin (BC), Prasanna Ramarathnam (PR).

**2. Evacuation Procedures**

(PR) described evacuation procedures.

**3. Declaration of Interests**

(RS) declared an interest relating to item 8 on agenda.

**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 14<sup>th</sup> of October were presented and Cllrs agreed that they were an accurate representation of the meeting. (AP) proposed to adopt the minutes of the Parish Council meeting dated 14<sup>th</sup> October, (AH) seconded and all Cllrs accepted minutes as presented.

**24.036 Resolved:** The minutes of the Parish Council meeting held on Monday 14<sup>th</sup> October 2024 were accepted as accurate and to be signed by the Chair.

**6. Review from Chair**

(AH) raised a request to discuss internal matters which effect the efficient running of the council.

With regard to action 241014:01 relating to the purchase of a PA system for use at meetings (AH) presented an option for an AMP / Speakers with tabletop microphones which would be suitable for clarity at meetings and which would allow meetings to take place at less equipped venues. The AMP would cost £230 plus VAT and each (tabletop & wireless) microphone at £47.00 where it was considered that ten microphones would be satisfactory although one should be remote. Cllrs agreed to allow expenditure of upto £1000 without the need to refer back to council. (AP) proposed that the purchase request be granted as it would make meetings more accessible (AH) second and all Cllrs agreed.

**24.037 Resolved:** To purchase a PA system with up to ten microphones for use at meetings.

(AH) raised the continuing issue regarding a logo which is holding up the production of the Parish border signage. Due to IT issues he was unable to distribute his proposal / ideas but would distribute within the week with a view to resolving the issue at next meeting.

(AH) raised the issue with personal computers for each councillor and requested that (AP) follow up the request made several months ago to investigate and cost the system used for Cllrs at South Glos Council. (AP) apologised for the delay and would obtain and answer and forward to (Clerk) within the week. (Clerk) confirmed that the issue was important due to it being poor practice for Cllrs to use their own devices for Parish Council business. NALC have also informed clerks that UK government is seeking to alter legislation which will allow Cllrs to access meetings remotely. (AH) suggested that the council switch to Apple devices although Cllrs were unanimous in that further information be gathered and to have a higher attendance of Cllrs at meeting before a decision be made.

**7. South Gloucestershire Council**

Ward Cllr Ayrden Pocock gave an update relating to current SGC activity.

South Glos Council had completed the Budget Update with work that would mitigate issues relating to pension credit being cut effecting pensioners which had been caused by central government policy. SGC were looking to expand support to the most vulnerable groups who can apply directly for additional funding if the qualifying criteria is met. (Clerk) requested a link to an explanation to be placed on the parish website.

(AP) informed council that SGC is proposing changes to waste collection systems throughout the Ward via a hybrid collection model between SUEZ and SGC. It was suggested that (Clerk) invite Shaun Rhodes (Council officer responsible for waste management) to the next meeting to explain the changes and would send contact details. (Clerk) reminded Cllrs of the ongoing action (sponsored by the Parish council) relating to proposals raised to invest in a cleaner street scene around HMOs within the parish during movement of students and suggested this be raised with Mr Rhodes at the next meeting.

(AP) gave an update relating to his petitions which had now closed. He had not received feedback from SGC relating to the Parking Permit petition but the petition relating to the closure of the entrance to Horseleaze is now on a local transport priority list for competing investigation to be published in April.

**8. Review of Entrance at Coldharbour Lane & Slade Baker Way**

(AH) addressed a concern toward (AP) (as district ward Cllr) relating to the above road entrance expressing a safety concern when traffic approaches at speed and that the road at this point is not wide enough for more than one vehicle to traverse safely without mounting the pavement. (AH) queried if anything can be done relating to this by SGC. (AP) suggested that a priority signage system and a limit of 20 MPH may resolve the issue without going into the cost of altering the road's infrastructure, (something which would not be accepted by the district council given the strain on financial resources). (AP) will send a Highways request form to (AH) for completion.

**9. Update of SGC S106 Community Use Expenditure**

(RS) left the meeting temporarily for this item. (AP) explained to Cllrs the work he had undertaken in pursuit of answers regarding the use / misuse of the s106 community use funding granted to Wallscourt Farm Academy and the recommended next phase in ensuring the facilities return to public use at the appropriate allocated time slots and the method by which this is to be administered. (AP) recommended that the SGC S106 officer mediate discussions between parties to reach a common ground for community use and to reach out to Wallscourt Farm Academy to partake in such a meeting.

(RS) returned to meeting.

**10. Finance-****To review October Finance reports & reconciliations.**

(Clerk) informed Cllrs that due to a printer malfunction the report document was not available in the agenda packs and will therefore be presented / approved at the next meeting.

**11. To Review Draft 25/26 Budget.**

(Clerk) once again re-iterated to Cllrs that the cost of administering the council falls short of the requested precept however, as instructed, by Cllrs, at the previous meeting the budget was to show no change in requested precept. All Cllrs agreed that the Parish council continue to set money aside to build funds for the development of a community hall. (Clerk) also pointed out to Cllrs that money had been set aside for allotments as significant s106 funds were available for the development of such and it was imperative that in the short-term possible sites be investigated. (AP) agreed that considering the options available and the nature of the project, he would contact a representative from UWE to discuss land use. All Cllrs agreed that additional funding be budgeted for Cllr IT requirement given the discussions in item 6.

(AP) proposed that the Budget as presented (plus £6,000 additional IT funding) be accepted. (RS) seconded and all Cllrs unanimously agreed.

**24.038 Resolved:** The 2025/26 budget be accepted as presented with the exception of insertion of an additional 6K for IT infrastructure.

## 12. To Consider Grant Application

(Clerk) had opened the Parish Council Grant application window with a deadline of this meeting to submit grant aid forms as published on the website. One form had been submitted from the Saplings Playgroup requesting £600 to aid forthcoming projects. (AP) proposed that the application be approved, (AH) second and all Cllrs agreed.

**24.039 Resolved:** A grant of £600 be made payable to the Saplings Playgroup to be included in December payment run.

## 13. Authorisation of Payments

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

Details	Ref.	£
Clerk & Council Pension Contributions	B/P 070	347.50
Clerk Expense	B/P 071	74.83
Total Receipts		£422.33

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

Details	Ref.	£
Clerk Salary - October	B/P 069	825.21
Total Receipts		£825.21

13c Current Receipts

Details	Ref.	£
HMRC VAT Return April - September	DCR	391.41
Total Receipts		£391.41

**24.040 Resolved:** Payments presented to the PC meeting on 11<sup>th</sup> October 2024 were accepted.

## 14. Correspondence

(Clerk) reported that correspondence had been received from two individuals.

One set of correspondence related to the upgrade of a play area. (Clerk) informed Cllrs that he had replied stating that the parish council do not own nor are responsible for any of the play areas located within the Parish. (AP) suggested that the area likely belonged to MOD and requested that the email be forwarded to him to facilitate a follow up reply.

Another email came from a resident requesting the Parish Council consider renting a unit at the Cheswick Village Square for community use. (Clerk) informed Cllrs that he had already tentatively investigated pricing for unit rental for the "Chip Shop" with Alder King and the pricing was not viable for that specific use. (AM) requested that (Clerk) reply just to state the parish council was not currently considering this option.

## 15. Website

To remove (AP) petition information as time had expired.

## 16. To consider any matters for next meeting.

None

17. Planning Items for review and consideration

<a href="#">P24/02401/HH</a>	25 Barton Walk, BS16 1AB	Erection of single storey rear extension and conversion of existing garage to provide additional living accommodation
<a href="#">P24/02478/CLE</a>	6 Wood Mead, BS16 1GQ	Continued use as 6 person House in Multiple Occupation (HMO) (Use Class C4).
<a href="#">P24/02553/HH</a>	41 Jekyll Close, BS16 1UX	Conversion of existing garage to form additional living accommodation.
DOC24/00297 DECIDED – (AP) To Discuss	University Of West of England Coldharbour Lane, BS16 1QY	Discharge of condition 13 (Passivhaus - Evidence) attached to Planning Permission P20/21983/F. Demolition of existing student accommodation buildings. Erection of 3no. 6 storey (900 bedrooms) student accommodation buildings (Sui Generis) with ancillary communal and welfare facilities, café

Cllrs agreed that items relating to conversion of garage is of a neutral consideration subject to SGC planning officers ensuring that the recommended off-street parking conditions apply to ensure no parking overspill occurs.

HMO continued use is not opposed.

Meeting Closed 21.35PM

**The next Council Meeting – 9<sup>th</sup> Dec 2024. (Stoke Gifford Retirement Village)**