

**Minutes of the Parish Council Meeting****Held on 12<sup>th</sup> June 2023 at 7.00pm at the Stoke Gifford Retirement Village.**

**Present:** - Cllrs Anthony Hyde (AH) (Chair), Prasanna Ramarathnam (PR), Andrew Badger (AB), Bethan Candlin (BC), Rajanataraj Sivaraj (RS), Srinivasa Boinapally (SB).

Interim Clerk – Graham Smith (Clerk), Ward Cllr Ayrden Pocock (AP) (SGC).

**1. Apologies for Absence**

Cllr Anil Mishra (AM),

**2. Evacuation Procedures**

(AH) described evacuation procedures in detail.

**3. Declaration of Interests**

None

**4. Public Participation**

Seven members of the public attended. A question was raised relating to transferring reserves from Stoke Gifford Parish Council. (AH) responded by stating that this matter would be investigated by the Councils Finance Committee. A question was raised seeking clarification of how the council budget was set. (AH) explained that the setting of 2023/24 budget was the responsibility of South Glos. Council (SGC) prior to the formal formation of the Parish Council.

**5. Updates from District Councillor (SGC)****5.1. Scholar's Chase – Roads & Pavements**

The adoption of the agreement between the developers and South Glos. Council relating to releasing responsibility of roads and pavements to the council is being discussed and will bring updates to the next meeting.

**5.2. Bin Emptying**

(AP) stated that he is feeding into the new waste management contract negotiations. The Lead member, whose remit waste management falls under, has agreed in principal that SGC will provide large green recycling wheelie bins going forward. (AP) will be taking members of the waste management team on a walkabout around HMOs in Stoke Park to demonstrate the waste issues caused by these residences. (PR) stated that many residents are concerned about bins not being emptied. (AP) explained that the contractor is not obliged to empty over filled bins nor to pick up waste that has blown from such. It is recommended that residents take photographs where incidences occur and to forward to SGC Streetcare. (BC) enquired whether the collection of overspill debris be built into the contacts. (AP) agreed that it was sensible that it should be and will chase.

**5.3. Long Down Ave – Block Paved Speed Tables**

(AP) stated that he had photographed all speed tables on Long Down Avenue and will be passing them onto the relevant Cabinet member and Officers to review the level of damage. He is also lobbying for a better solution to speeding on Long Down Avenue in the longer term, as residents favour different traffic calming devices i.e. 'Sleeping Policemen'. A petition will be launched for a Zebra Crossing in front of Wallscourt Farm Academy. (PR) asked if there was a budget allocated toward the maintenance and repair of the speed tables. (AP) responded stating that discussions are underway on how to implement budget arrangements from the previous administration as he may potentially be able to adjust the budget for proper road management.

**5.4. First Bus – Route Cancellation**

(AP) stated that he had been elected as a member of the West of England Combined Authority scrutiny committee and will use the opportunity to raise the impact on the community caused by the closure of the No 11 and reduction of the frequency of the No 10. He will be continuing to campaign for funding to be provided to reverse this decision.

**6. Planning**

P23/01649/CLP - 4 Home Leas Close Stoke Gifford, installation of rear dormer to facilitate loft conversion. (BC) proposed that the council submit no objection to this application. (SB) seconded and all councillors unanimously agreed.

**23.001 Resolved:** The Parish Council have no objections to P23/01649/CLP

## 7. Minutes from previous meeting

Minutes of the AGM had been circulated with the agenda papers and Cllrs agreed that this was an accurate representation of the meeting.

**23.002 Resolved:** The minutes of the Annual Meeting of the Parish Council held on Thursday 18<sup>th</sup> May 2023 were accepted as accurate and signed by the Chair (AH).

## 8. Statement from Chair

Chair Anthony Hyde addressed councillors stating that both the council as a whole and councillors are finding their feet and urged councillors to be familiar with the Standing Orders. Councillors are required to speak clearly and individually and if a councillor wishes to speak to wait until prompted by chair. All matters that require a resolution need a proposer and seconder and councillors are required to vote on the proposal before the matter may be formally adopted.

This Council was set up to assist with issues from precept payers where possible and to improve the quality of life for all residents within then parish. This is the focus of the council and councillors are not to be motivated by a political agenda. Stoke Park and Cheswick is not a politically orientated Parish Council.

## 9. Update from Interim Clerk

9.1. Appointment of Responsible Finance Officer (RFO)  
(Clerk) briefed the councillors of the role and necessity of an RFO. Councillors asked if the interim clerk was willing to fill the role on a temporary basis to which (Clerk) agreed. (PR) proposed that Graham Smith be adopted as RFO. (SP) seconded and all councillors unanimously agreed.

**23.003 Resolved:** Interim Clerk (Graham Smith) is appointed responsible Finance Officer on an interim basis.

9.2. Bank Accounts/ Insurance  
(Clerk) stated the urgent necessity for opening a bank account as both half year precept and Cll monies are available for transfer from SGC as soon as an account is set up. (Clerk) stated that this is a rigorous time-consuming process but has found that Unity Trust Bank is orientated to government bodies and charities and has had experience with Unity with other parishes. (JH) proposed that Unity Trust be adopted as the provider of banking facilities. (PR) seconded and all councillors unanimously agreed.

**23.004 Resolved:** Unity Trust is adopted as the provider of Parish Council banking.

(Clerk) presented to Councillors three insurance quotations for council insurance cover. The cheapest was with Zurich. (Clerk) stated that many councils use Zurich Councils Insurance policy and advised it as a sensible option. (JB) proposed that the council adopt Zurich as the council's insurer. (RS) seconded and all councillors unanimously agreed.

**23.005 Resolved:** Zurich is adopted as the provider of Parish Council Insurance.

9.3. Website / Emails  
(Clerk) presented (on screen) to councillors and public the website which (Clerk) had been responsible for constructing over the previous weeks. (Clerk) requested that Cllrs forward the detailed information they wish to be associated with their name. An issue arose relating to the published telephone number and address for the council as the role of the clerk is expected to be part time from his/her home. (Clerk) recommended adopting the services of a "Virtual Office" as the most efficient and consistent way to deliver communications both by telephone and post. Cllrs requested that (Clerk) investigate options. (SB) proposed that the Council adopt the use of Virtual Office Services. (AB) seconded and all Cllrs unanimously agreed.

**23.006 Resolved:** The council to adopt the use of a virtual office to provide a consistent telephone number for forwarding and/or to messaging to clerk. Plus postal address.

**230612: Action 001** – To seek and recommend a virtual office supplier.

**Action to Clerk**

(Clerk) informed Cllrs that there was a delay in setting councillor email addresses and will pass the information on as soon as possible. In the meantime councillors should continue to use the personal emails as distributed

9.4. Layout of future agendas

(Clerk) presented agenda formats and requested councillors' preferences. (SB) proposed that the agenda which details headings, timings, responsible councillors and further is the best format to use. (SB) proposed that (Clerk) present agendas in the requested format, (AB) seconded and all councillors unanimously agreed.

**23.007 Resolved:** To adopt the approved agenda format.

## 10. To Discuss Council Assets

10.1. Notice Boards

(AH) informed Cllrs that the only assets the council holds are three notice boards and proposed that a fourth board be purchased for display at Scholars Chase. To purchase a similar board would cost £1,639 plus VAT. (PR) advised that councillors consider the purchase of a new board after a finance budget meeting. (AB) stated that it would be good for community groups to be able to advertise notices on the boards. (Clerk) advised that the notice boards are large enough to split into two, one side for community the other for Parish Council business. (AB) agreed to maintain the community notices. (AH) advised that no "political" notices be displayed and requested notices be forwarded to clerk for approval prior to placement.

**230612: Action 002** – Prepare notice boards to allow community posting.

**Action to Clerk**

10.2. Reserves

Cllrs requested (Clerk) to investigate options available to councillors for the recovery of reserves.

**230612: Action 003** – Investigate options available to recover historical reserves.

**Action to Clerk**

10.3. CIL Transfer

(Clerk) explained to Cllrs the purpose of CIL monies and advised councillors of the amount available to the parish, ready for transfer once the bank account is open,.

## 11. To Consider Future Meeting Dates / Venues

(AH) recommended that Cllrs consider that Parish Council meetings occur on a fixed date each month, being the second Monday. Councillors agreed that the next meeting could take place on Monday 10<sup>th</sup> July at the Stoke Gifford Retirement Village. (AB) advised that council should consider alternating the venues to ensure parish council meetings were accessible to all parts of the community. (PR) advised that consideration needs to be given to a finance committee meeting. Councillors agreed to hold the first finance committee meeting on Monday 26<sup>th</sup> June at the Stoke Gifford Retirement Village at 7PM.

## 12. Appointment to Community Groups

12.1. Splatts Abbey Wood Conservation Group

(AB) agreed to represent the Parish Council on the Splatts Abbey Wood Conversation Group. All councillors unanimously approved.

**23.008 Resolved:** (AB) appointed as council representative onto the Splatts Abbey Wood Conservation Group

12.2. Simms Hill Forestry Commission

(SB) agreed to represent the Parish Council on the Simms Hill Forestry Commission. All councillors unanimously approved.

**23.009 Resolved:** (SB) appointed as council representative onto the Simms Hill Forestry Commission.

12.3. Any other Groups - None

## 13. Any Matters the Chair Considers Urgent

None

Meeting Closed 20.27PM

**The next Council Meeting will be 10<sup>th</sup> July 2023. (Stoke Gifford Retirement Village)**