

Minutes of the Parish Council Meeting**Held on 9th October 2023 at 7.00pm at the Stoke Gifford Retirement Village.**

Present: - Cllrs Anthony Hyde (AH) (Chair), Bethan Candlin (BC), Srinivasa Boinapally (SB)
Interim Clerk – Graham Smith (Clerk).

1. Apologies for Absence

Apologies received from Cllr Andrew Badger, Anil Mishra (no other apologies were received).

2. Evacuation Procedures

(AH) described evacuation procedures.

3. Declaration of Interests

(AH) declared that he is a councillor at Stoke Gifford Parish Council for any relevant items.

4. Public Participation

Six members of the public attended to observe.

5. Minutes from Previous Meeting

Minutes of the previous meeting had been circulated with the agenda papers and Cllrs agreed that they were an accurate representation of the meeting. (NM) proposed to adopt the minutes of the Parish Council meeting dated 14th August, (BC) seconded and all Cllrs agreed.

23.026 Resolved: The minutes of the Parish Council meeting held on Monday 11th September 2023 were accepted as accurate and signed by the Chair (AH).

6. South Gloucestershire Council

Ward Cllr Ayrden Pocock (SGC) was invited to the meeting. It was noted that this is the 4th meeting of non-attendance without reports or apologies from Cllr Pocock.

7. Financial Matters – Report & Review

In the absence of Cllr Mishra (Clerk) reported current financial matters.

1. (Clerk) confirmed that he had received the RBS Rialtas accounting software and downloaded and populated with budgets and account codes. Reconciliations will be completed and reports produced for transactions to date and will be presented at next finance meeting.
2. A previously distributed email relating to a form requesting dispensation issued by SGC relating to budget setting was discussed. Cllrs present returned forms to (clerk) confirming that dispensations were granted. It is noted five forms remain outstanding.
3. (Clerk) confirmed to Cllrs that the first round of budget discussions will be on the Finance Committee meeting agenda scheduled for 23rd October.
4. Clerk confirmed that SGC are holding s106 monies intended to finance the community use facilities at the Wallscourt Farm Academy.

8. Simms Hill Wood Committee Meeting Report

Cllr Boinapally reported the events of the Simms Hill Community meeting and confirmed that there were no immediate actions for the Parish Council.

9. To Consider Dual Use of Facilities (Wallcourt Farm Academy)

(Clerk) reported on conversations with SGC relating to assuming certain responsibilities for areas within the school boundaries which could be adopted for dual purpose between school (Mon – Fri term time as required (School) and weekends, agreed evenings and school holidays (community use). SGC are required to clarify their agreement with the school as there are issues of the lease which SGC Property Services department will need to address. The allocation of S106 funds to the Parish Council for sports development and Grounds Maintenance will need to go through SGC approval process however, officers believe that this is the best way forward to ensure there is community use for the dual facilities outside of school hours. SGC will need to approve the expenditure of the S106 funding.

Cllrs unanimously approved to assume responsibility for the dual use of the Wallscourt Farm Academy facilities out of school time for community use and to maintain and promote the facilities

for community using s106 monies as provided by SGC. (Clerk) advised Cllrs that s106 monies will be limited and once used will be required to be precepted however, adequate is available to facilitate the formation of community organisations.

23.027 Resolved: The Council approve to assume responsibility for the dual use of the (to be) agreed Wallscourt Farm Academy facilities out of school time for community use and to maintain and promote the facilities from SGC s106 monies as provided by SGC.

10. To Propose formation of Recreation & Leisure Committee

(Chair) expressed concern relating to the commitment and workload required by Cllrs and agreed to consider adopting a responsible person to facilitate. It was agreed that this matter would be discussed at a future meeting once the commitment has been established with the school.

11. To Propose for purchase and siting of Defibrillator

It was agreed that much of the Parish was covered with existing defibrillators except for Stoke Park area. (SB) and (AH) agreed to investigate siting options.

231009: Action 001 – To investigate siting options for a defibrillator within the Stoke Park vicinity.

Action to (SB) / (AH)

12. To Propose to erect Christmas Lights/Organise Xmas market.

(Clerk) had distributed the (one off) cost for infrastructure of Christmas Lights and erection and dismantle charges from SGC prior to meeting and confirmed that this is available from the Council CIL reserve and had allocated an area in front of Cheswick village shops (7* posts). Cllrs unanimously agreed to approve the costs and location as presented.

23.028 Resolved: To pay for infrastructure and set up / dismantle charges to house Christmas Lights on the highway outside Cheswick village shops.

(Clerk) advised Cllrs that through recommendation from SGC that Festive Lighting Co Ltd was the organisation that many other local councils used and worked well with SGC. (Clerk) displayed the selection of lights available and requested a decision be made for seven lighting post decors. Cllrs agreed to delegate the decision making to (BC) and allocated a maximum budget of £4,200.

23.029 Resolved: To allocate a maximum budget of £4,200 for Christmas lights and delegate the responsibility of choice to (BC).

231009: Action 002 – To choose seven festive decorations and advise (Clerk).

Action to (BC)

13. RBL – Remembrance Sunday

(AH) advised Cllrs that he would be representing SP & C PC on Remembrance Sunday to lay a wreath at the memorial located in Stoke Gifford and requested other Parish Councillors to join him if available. (Clerk) advised that he could obtain a wreath and recommend that the Parish Council donate a sum of £75 to RBL.

231009: Action 003 – To donate £75 to RBL and to source a poppy wreath and supply to (AH)

Action to (Clerk)

14. Authorisation of Payments

14.1 Payments authorised at Finance Meeting on 25th September 2023 by (BC) & (AH)

Details	Ref.	£
Uncontested Election Fee	B/P 010	525.00
Meeting Room	B/P 011	30.00
Total Receipts		£555.00

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

Details	Ref.	£
Clerking Charges & Expenses	B/P 012	728.40
Meeting Room	B/P 013	30.00
Total Receipts		£758.40

14.3 Receipts Sept 2023

Details	Ref.	£
Parish Precept	DCR	33,350.00
Total Receipts		£33,350.00

23.030 Resolved: Payments presented to the PC meeting on 9th October 2023 were accepted.

15. Matters to be discussed in confidential session.

Meeting Closed 20.30PM

The next Council Meeting – 13th Nov 2023. (Stoke Gifford Retirement Village)