

Minutes of the Parish Council Meeting**Held on 11th December 2023 at 7.00pm at the Stoke Gifford Retirement Village.**

Present: - Cllrs Anthony Hyde (AH) (Chair), Anil Mishra (AM), Bethan Candlin (BC), Srinivasa Boinapally (SB), Rajanataraj Sivaraj (RS).
Interim Clerk – Graham Smith (Clerk).

1. Apologies for Absence

Apologies received from Cllr Andrew Badger, Prisana Ramarathnam.

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

Two members of the public attended.

One public participant explained that he was present due to his desire to be co-opted as a councillor and to observe a meeting. (Chair) allowed five minutes for discussions. (Clerk) explained the formal co-opting process.

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. (SB) proposed to adopt the minutes of the Parish Council meeting dated 13th November, (AM) seconded and all Cllrs accepted minutes as presented.

23.037 Resolved: The minutes of the Parish Council meeting held on Monday 13th November 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 and all agenda papers were forwarded to him. (Clerk) explained that he was informed by a SGC officer at the Community Engagement Forum meeting that Cllr Pocock was unavailable due to illness.

7. Review of recent Community Engagement Forum meeting and to appoint CEF representative.

(Clerk) had attended the SGC Community Engagement Forum meeting (CEF) at Stoke Gifford on 28th November. (Clerk) explained to Cllrs the purpose of the CEF meeting and stated that he was the only representative from Stoke Park and Cheswick PC and that Stoke Gifford was represented by six councillors, there were three representatives from the police present and seven SGC officers. The main issue raised by Stoke Gifford Cllrs was antisocial behaviour within their Parish. (Clerk) informed Cllrs that the community liaison officer was present at the meeting, and she introduced herself expressing a desire to meet councillors. Several dates were given and Cllrs agreed that an initial informal meeting at Stoke Gifford Retirement village on Thursday 11th January would be most appropriate.

231211: Action 001 – Arrange a meeting with Sam Norster, Police Community Support Officer 7007 at agreed date.

Action to (Clerk)

(Clerk) informed Cllrs that it is good practice if a Cllr attend the CEF meetings as well as (Clerk) and requested that a CEF representative be elected. (AH) stood for the position (SB) proposed, (RS) seconded and all Cllrs unanimously agreed.

23.038 Resolved: Cllr Anthony Hyde is elected as Council representative at Community Engagement Forum meetings.

8. Feedback from Cllrs re Community Meetings

(AB) was not available to give any information relating to Splatts Abbey Wood Conservation Group. (AH) informed Cllrs that there had been a meeting re- Simms Hill Forestry Commission and would forward minutes to Cllrs.

9. Financial Matters – Report & Review & Ratify decisions

(Clerk) had distributed the November Financial report and reconciliations with the agenda packs. Cllrs confirmed reading of the document and there are no outstanding issues. (RS) proposed the financial report be accepted (AM) seconded and all Cllrs unanimously agreed.

23.039 Resolved: Finance reports and reconciliations for November 23 were accepted by the finance committee and signed by (SB) & (BC).

In the absence of Cllr Ramarathnam who stood as temporary Chair (clerk) confirmed that the draft minutes of the finance meeting dated 27th November had been distributed and the only item requiring ratifying was the appointment of South Glos Council as the internal auditor for year 23/24. Cllrs agreed that the resolution passed by the Finance Committee be ratified.

10. Review of Cllrs meeting with Stoke Gifford Chair / Vice Chair

(AH) informed Cllrs that (PR), (Clerk) and himself had attended a meeting with Stoke Gifford Parish Councils' Chair, Vice Chair and Clerk on the 29th November to discuss the original transfer of assets as arranged by SGC. The meeting concluded that the whole hand over process was mis-handled by SGC officers and issues remain. (AH) informed Cllrs that Chair / Vice Chair of SGPC feel that legally all matters have been concluded satisfactorily but agree that there is a moral responsibility to SP&C precept payers that financial assistance toward the transfer and early ongoing expenses should be transferred. SGPC chair had indicated that a transfer of £40,000 could be payable to SP&CPC subject to ratification by Stoke Gifford council at a meeting dated 12th December. (AH) opened discussions to establish whether the financial settlement be acceptable to Cllrs. (SB) proposed to accept the offer as discussed (BC) seconded and all Cllrs unanimously agreed.

23.040 Resolved: The Parish Council accept the offer of £40,000 settlement as part of the asset transfer to establish the new Parish Council of Stoke Park and Cheswick.

231211: Action 002 – To inform Stoke Gifford Parish Council Chair of council decision prior to Stoke Gifford meeting of the evening of 12th December.

Action to (Clerk)

11. To Consider and approve 24/25 budget & precept request.

(Clerk) had distributed a draft budget as advised by the finance committee at a meeting dated 27th November. (BC) queried the necessity for regalia so early in the formation of the council and councillors agreed to remove from draft budget. (AH) expressed an urgent need for signage to mark the border of the parish and thanked (Clerk) for retrieving information so quickly and in time for meeting. (Clerk) explained that any signage to be placed on SGC Highway adopted land is required to have received a licence prior to installation, this may take several months to process and would be best placed in the 24/25 budget, to which Cllrs agreed. Research had indicated that signage plus installation costs would be approximate to £5,000 per sign and Cllrs were unsure of three or four would be required. It was agreed that a provision of £15,000 for signage be allocated within the 24/25 budget.

With revisions to the draft budget as discussed (SB) proposed to accept (RS) seconded and all Cllrs unanimously agreed.

23.041 Resolved: The Parish Council adopt the draft budget with revisions as agreed at meeting.

231211: Action 003 – To revise draft budget by removing regalia and inserting £15,000 allocation for border signs.

Action to (Clerk)

Further to Cllrs recommending a precept of £120,000 in order to build reserves for projects (clerk had included figure within draft budget). (BC) proposed that the precept as indicated within the budget figures be accepted. (AM) seconded and all Cllrs unanimously agreed.

23.042 Resolved: The Parish Council request from SGC a precept figure of £120,000.

12. To consider proposal for 24/25 meeting dates / times / venues

(Clerk) had distributed with the agenda packs a meeting diary for 2024. (BC) advised that Finance meeting scheduled for 26th August clashed with bank holiday and Cllrs agreed to remove the finance meeting for that month. (Clerk) explained an Annual Parish Meeting and the necessity to hold one and all Cllrs agreed the scheduled date. Venues could be subject to alteration. Cllrs unanimously agreed the schedule of meetings for 2024.

13. To review matters arising re-Cllr session at Boston Tea Party

(Chair) thanked Cllrs for their participation and stated concerns relating to the distribution of Mince Pies. (Clerk) was recognised for his contribution of twisting balloons to give to children at party to which (clerk) confirmed he had made and given approx. 100 balloons during the duration of the party.

One member of public expressed concerns relating to route taken by food delivery bikes. Cllrs requested (Clerk) obtain a up to date parish map with boundaries detailed.

231211: Action 004 – Obtain a up to date parish map with boundaries detailed.

Action to (Clerk)

It was noticed the disappointment from many of the party goers that the lights were not switched on when scheduled. (Clerk) stated that he had received an apology from SGC.

Cllrs thanked (BC) for organising the lights.

14. To appoint Council representative on ALCA

(Clerk) explained the role of ALCA representative. (Chair) stated that if no one else wished to undertake the post that he would be prepared to do so. Cllrs unanimously agreed.

23.043 Resolved: (AH) elected as council ALCA representative.

15. Authorisation of Payments

15.1 Payments authorised at Finance Meeting on 27th November 2023 by (AH) & (BC)

Details	Ref.	£
Grant Aid – Saplings Playgroup	B/P 019	500.00
Grant Aid – 1 st Cheswick Scouts	B/P 020	1000.00
Room Hire (Extracare Trust)	B/P 021	30.00
Total Payments		£1,530.00

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

Details	Ref.	£
Clerking Charges & Expenses	B/P 022	1,205.96
Room Hire (Extracare Trust)	B/P 023	30.00
Notice Board Magnets	B/P 023	24.99
Notice board and additions	B/P 024	3,893.84
Christmas Lights - Cheswick	B/P 025	2,862.12
Total Receipts		£8,016.91

15.3 Receipts Sept 2023 - None

23.044 Resolved: Payments presented to the PC meeting on 11th December 2023 were accepted.

16. Correspondence

(BC) stated that she had received an invitation from the manager of Boston Tea Party to discuss how they could work with the Parish Council in future to host community events. (BC) will be organising a meeting and will inform Cllrs of discussions.

Cllrs suggested that “Boston Tea Party” could accommodate the annual parish meeting as this was seen as an ideal location. Cllrs unanimously agreed the schedule of meetings for 2024.

231211: Action 005 – To enquire with “Boston Tea Party” Management if they would be willing to host the annual parish meeting on 22nd April at 7.30PM.

Action to (BC)

(Clerk) advised Cllrs that he had received invoices from “Vail Williams” relating to legal and surveyors charges relating to their charge in progressing the Christmas market. (Cllrs) were unanimous in that they should not pay charges for which Vail Williams was to blame for their untimely progress despite being told from the outset that a period of six weeks was required in order for “Greentop Markets” to obtain their “Street Traders Licence” from SGC.

(AM) requested that Clerk investigate the email trail / purchase orders and contracts. (Clerk) stated that no purchase order was raised as charges were not forthcoming from Vail Williams and that the contract was not signed due to it being delivered too late (as discussed at Finance meeting). (Clerk) stated that it was the intention of Greentop Markets to deliver a market regularly through 2024 and the instruction was to apply for regular markets. (Clerk) informed Cllrs that under the dual community use agreement that it would be possible to host the market at Wallscourt Farm Academy. Cllrs agreed that they the Cheswick Village Shops would be the preferred location and would be willing to pay the invoice for future markets as originally communicated.

231211: Action 006 – To liaise with Greentop for confirmation of dates of markets through 2024 whereupon Clerk will raise payments of invoices.

Action to (Clerk)

17. Planning Item for Consideration

P23/03296/ADV	Greggs Abbey Wood Abbey Wood Retail Park	Display of 4no. internally illuminated fascia signs, 2no. internally illuminated totem signs, 1no. 1no. order point box, 4no. external digital menu screens, 1no. height restriction barrier/warning sign; 1no. non-illuminated waiting bay sign and 1no. non-illuminated thank you sign.
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Cllrs unanimously agreed to make no comment relating to this planning application.

18. Item under confidentiality

(Clerk) raised an issue to discuss confidentially (public were asked to leave)

Meeting Closed 20.54PM

The next Council Meeting – 8th January 2023. (Stoke Gifford Retirement Village)