

**Minutes of the Parish Council Meeting****Held on 12<sup>th</sup> February 2024 at 7.00pm at the Stoke Gifford Retirement Village.**

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

**1. Apologies for Absence**

Apologies received from Cllr Rajanataraj Sivaraj (RS), Prisana Ramarathnam (PR)

**2. Evacuation Procedures**

(AH) described evacuation procedures.

**3. Declaration of Interests**

None

**4. Public Participation / Co-opting Process**

Two members of the public attended.

One public participant was in attendance to observe, the other to request coopting onto council.

Kolawole Samuel Olure attended to request coopting onto council as Cllr for the University Ward. A five-minute presentation was given where Mr Olure confirmed his position as Chair of the Board of Trustees, Director and President of The Students' Union at UWE. He expressed enthusiasm to join the council stating it was important that the university and students be represented by a Cllr who is fully aware of issues and in place to action. (Clerk confirmed that Mr Olure was eligible to apply).

Cllrs accepted Mr Olure's application for co-opting and thanked him for his presentation. (AH) proposed that Mr Olure be accepted as a Councillor (SB) seconded and was agreed by all councillors in attendance.

**23.050 Resolved:** Mr Kolawole Olure is co-opted onto Stoke Park and Cheswick Parish Council.

Councillor Olure remained for the remainder of the Council meeting.

(Clerk) agreed to submit forms to SGC and to liaise with Cllr Olure relating to financial council financial matters.

**5. Minutes from Previous Meeting**

Minutes of the previous meeting held on the 8<sup>th</sup> of January 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 8<sup>th</sup> January, (BC) seconded and all Cllrs accepted minutes as presented.

**23.051 Resolved:** The minutes of the Parish Council meeting held on Monday 8th January 2024 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. No SGC councillor representation was available. (AH) informed Cllrs that the continued lack of representation from SGC Ward Cllrs was becoming unacceptable and suggested (Clerk) invite the Stoke Gifford Ward Cllr Keith Cranney to the next meeting to deputise and update Cllrs on essential SGC information.

**240212: Action 001** – Extend invitation to SGC Ward Cllr Keith Cranney from Stoke Gifford to attend March Parish Council meeting.

**Action to (Clerk)**

**7. Feedback from Cllrs meeting with Community Groups / Beat Officer**

(SB) informed Cllrs that he attended the Simms Hill Community Woodland meeting at lunchtime on the 1<sup>st</sup> Feb. They reported current issues with Taylor Wimpey to which an inadequate response

was received. South Glos Council gave Taylor Wimpey permission to put drainage in from the development several years ago but was not done to the agreed specification and left the work unfinished and dangerous to woodland users.

The pipes need to be connected properly and holes filled in. The sides of the drainage ditch running along the path are much too steep, so they need to be regraded to be shallower or the ditch filled in so its shallower. There also needs to be a bollard put in at the end of TSR to prevent unauthorised vehicle access, there were unknown vehicles seen driving into the wood one evening last November. Other residents have also been asking about this and were told some time ago a bollard would be put in which could be taken down for authorised vehicle access and one of the houses at the end of TSR would hold the key to which a spare copy will also need to be held. The alleyway next to this might also be wide enough for a small vehicle so this possibly needs a bollard too (where it meets Slade Baker Way).

The community group also enquired if they were eligible for a council grant. (Clerk) informed that he would be in touch to convey the grant process.

**240212: Action 002** – Contact Simms Hill Woodland Community Group relating to Grant Application Process

**Action to (Clerk)**

(AH) informed Cllrs that a meeting had been held with PCSO Samantha Norster on 18<sup>th</sup> January to allow introductions and to discuss policing matters within the Parish. PCSO Norster confirmed that she would endeavour to attend council meetings when available and that Clerk should extend an invitation to all meetings.

## 8. Financial Matters – Report & Review.

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

**23.052 Resolved:** Finance reports and reconciliations for January 24 were accepted.

## 9. Annual Parish Meeting / Cllr Drop In

(BC) informed Cllrs that she had attended a meeting with the Boston Tea Party (BTP) management (Cheswick Village) with a view to confirm the dates / time of the Annual Parish Meeting which was confirmed to be April 22<sup>nd</sup> at 7PM at the Boston Tea Party. (Clerk) informed Cllrs details of what an Annual Parish Meeting entails and looked for suggestions as which community groups to invite.

(BC) confirmed that an arrangement had been made that the first Parish Council “drop in” session which will allow residents to informally meet Cllrs is to take place on Friday 23<sup>rd</sup> February between 15.00 – 17.00 at the Boston Tea Party.

Cllrs agreed that (Clerk) should advise PCSO Norster of these dates.

**240212: Action 003** – Advice PCSO Norster of days and times of Parish Council community meetings.

**Action to (Clerk)**

## 10. To Consider position of boundary Signs

Cllrs analysed a Parish map to consider ideal locations for boundary signs. Three sign positions were discussed, and it was requested that (Clerk) visit locations to determine exact locations and make an application to SGC. (BC) proposed the position of signs as indicated to (Clerk), (SB) seconded and all Cllrs agreed.

**23.053 Resolved:** Confirmed location of Boundary Signs.

**240212: Action 004** – To confirm exact location of signs and confirm with SGC for license arrangements.

**Action to (Clerk)**

**11. To Review Pension Fund Documentation**

(Clerk) had previously forwarded the documentation and advice from Avon Pension Fund relating to the Parish Council joining the pension scheme. Cllrs confirmed that they read and accept the information provided and agree to the implications and requirements to join.

Cllrs agreed that the Council is willing to pay the entry/admission cost as indicated and considered the level of employer contribution rates of which APF had provided. The maximum and minimum rate of the 36 councils within the fund was considered along with an average contribution rate. (AH) proposed that the Parish Council provide the average contribution rate and as from 1<sup>st</sup> December 2023 and all current and future employees are designated as eligible to become members of the Local Government Pension Scheme. (SB) seconded and all Cllrs unanimously agreed.

**23.054 Resolved:** As from 1<sup>st</sup> December 2023 all current and future employees are designated as eligible to become members of the Local Government Pension Scheme. Council contribution rate to Avon Pension fund for employees will be the average contribution as indicated in the APF information provided.

**12. Authorisation of Payments**

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

Details	Ref.	£
Clerk Salary & Expense	B/P 029	622.52
Advance Room Hire – 7 * Meetings	B/P 030	210.00
Christmas Lights/ Set Up / Installation/Store	B/P 031	3,169.20
Total Receipts		£4,001.72

13.2 Receipts Jan 2024

Details	Ref.	£
None		
Total Receipts		£00.00

**23.055 Resolved:** Payments presented to the PC meeting on 12<sup>th</sup> February 2024 were accepted.

**13. Correspondence / Grant Requests to Consider**

(Clerk) had previously distributed all relevant correspondence to be discussed. Two items related to request for grant monies to which Cllrs requested that (Clerk) distribute grant forms whereupon decisions will be made upon receipt of submissions.

Cllrs received an email from Vail Williams and noted the contents. Cllrs agreed that the appetite for assisting Green Top markets to establish a regular market at the Cheswick Village Shops remain and will continue to support with the initial financial commitment to kick start the community event. In view of the poor experience with Vail Williams (managing agent) and the length of time the process took, Cllrs agreed that the process should be set in motion now for Greentop to confirm dates for Christmas Market of 2024 and a market every two months throughout 2024. (Clerk) to inform Vail Williams to agree to costings already established so purchase orders may be raised and if there is a requirement to sign legal contracts this must be done prior to work commencing. It was noted that Vail Williams commenced work prior to the Parish Council considering or agreeing to any legal documents/agreements.

(Clerk) had received an email from Ward Cllr Keith Cranney at 5PM relating to an issue raised from a resident regarding deterioration of the Dower House and its surroundings. Cllrs agreed that the issue was beyond the remit and resources of the Parish Council to deal with directly but would take on board the concerns and raise with the SGC Ward Cllrs at the next meeting.

(BS) had received an email relating to the distribution of a poster concerning the International Womens Day promoted by Southern Brookes and Bradley Stoke Town Council and requested that this be placed on the website and distributed on notice boards.

**14. Website**

(AH) requested that Clerk update the website relating to contents of today's meeting and to place a notice on Parish notice boards redirecting to website.

**15. Planning Item for Consideration**

<a href="#">P24/00042/F</a>	University Of West Of England Coldharbour Lane at the UWE Frenchay Campus.	Extension to existing UWE District Heating Network, with trenching works, buried services and the installation of pipework to relevant buildings
<a href="#">P24/00084/F</a>	45 Casson Drive, BS16 1WP	Change of use from a 7no. in multiple occupation, to an 8no. person large house
<a href="#">P24/00040/HH</a>	1 Ros Broomhead Close BS16 1YL	Erection of car port over existing driveway.
<a href="#">P24/00247/F</a>	5 Thomas Way BS16 1WT	Change of use from dwellinghouse to 7 no. bedroom house of multiple occupation for up to 7 occupants.

Cllrs unanimously agreed that they had no objection to P24/00042/F and P24/00040/HH and had no comments to make relating to applications P24/00084/F and P24/00247/F.

Meeting Closed 20.30PM

**The next Council Meeting – 11<sup>th</sup> March 2024. (Stoke Gifford Retirement Village)**