

Minutes of the Parish Council Meeting**Held on 8th April 2024 at 7.00pm at the Stoke Gifford Retirement Village.**

Present: - Cllrs Anthony Hyde (AH) (Chair), Bethan Candlin (BC), Srinivasa Boinapally (SB), Rajanataraj Sivaraj (RS).

Graham Smith (Clerk).

1. Apologies for Absence

No Apologies received. (AH) expressed concern that (Clerk) had not received apologies and requested that he be updated relating to attendance record.

240408: Action 001 – Update Chair with Cllrs attendance to meetings.

Action to (Clerk)

2. Evacuation Procedures

(AH) described evacuation procedures.

3. Declaration of Interests

(AH) declared that he was also a member of Stoke Gifford Parish Council

4. Public Participation

One members of the public attended to observe.

5. Minutes from Previous Meeting

Minutes of the previous meeting held on the 11th of March 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 11th March, (RS) seconded and all Cllrs accepted minutes as presented.

24.001 Resolved: The minutes of the Parish Council meeting held on Monday 11th March 2024 were accepted as accurate and signed by the Chair (AH).

6. South Gloucestershire Council

Ward Cllr Ayrden Pocock (SGC) was not in attendance nor did (Clerk) receive an apology nor an update on SGC activities as they relate to residents of the Parish.

7. To discuss proposal to develop community hub (Brooklands Community Hall)

(AH) informed Cllrs that he had received a request from Stoke Gifford Parish Council consider a proposal to enter into a financial and participatory agreement to operate a newly to be developed community hub located at the housing development in Brooklands. Cllrs expressed concerns that this would divert money away from potential development within the parish at Wallscourt Farm Academy. (Clerk) advised Cllrs that despite an initial meeting and the initiation of a community committee that nothing had happened, and no movement has taken place since the meeting. Cllrs requested that (Clerk) pursue this matter prior to the next meeting.

240408: Action 002 – Pursue progress with Wallscourt Farm Academy to make Trustees aware that Council may consider working toward a community centre in conjunction with Stoke Park PC.

Action to (Clerk)

Cllrs agreed to continue to receive proposals from SGC / Stoke Gifford and to invite SGC to next meeting to give a briefing.

At this point (AH) left the meeting due to illness and (SB) was appointed by remaining Cllrs to become temporary chair for the remainder of the meeting.

8. To consider and approve border signage.

(Clerk) presented with the agenda packs details of border signage available for Cllrs consideration. Cllrs raised concerns that “Welcome to Stoke Park & Cheswick Parish” is maybe too much content for the signage and requested that (Clerk) approach “Glasdon” for advice and to produce a mock up ready for the next meeting.

240408: Action 003 – To approach “Glasdon” for advice and to produce a mock up ready for the next meeting.

Action to (Clerk)

9. Financial Matters

(Clerk) had distributed the March Financial report and reconciliations with the agenda packs. Cllrs confirmed reading of the document and there were no outstanding issues. (SB) and (BC) signed the reconciliation and Cllrs unanimously agreed the financial report be accepted.

24.002 Resolved: Finance reports and reconciliations for March 24 were accepted.

(Clerk) explained that the councils instant access account was for “Community Infrastructure Levy” monies whose movements a required to be reported to SGC annually and details were presented on a CIL statement to be submitted after approval. Physical reconciliation of the instant access account to solely represent CIL monies as per the statement will be reconciled once the transactions listed below have been resolved and actioned. (SB) proposed that the CIL statement is representative of the transactions occurring over 2023/24, (BC) seconded and all Cllrs agreed.

24.003 Resolved: Approval of accuracy of CIL statement to be submitted to SGC.

Clerk confirmed that the reconciliations for 31st March are representative of year end and that figures carried forward to the AGAR.

10. To consider grant application - Brightwell

(Clerk) had distributed Grant Application form and documentation relating to a grant application made by “Brightwell”. Cllrs considered the detail of the form and unanimously agreed that the requested sum of £100 fell short of the benefit they could offer residents of the community and agreed that (Clerk) contact the application to request a revised application.

240408: Action 004 – Contact “Brightwell” to request they re-submit their grant application.

Action to (Clerk)

11. Authorisation of Payments

11a Payments to be authorised.

Payee	Details	Ref.	£
G Smith	Clerk Expense	B/P 037	98.49
ALCA / NALC	Annual Subscription	B/P 038	902.01
Rialtas	Annual License & Support	B/P 039	230.40
	Total Receipts		£1,230.90

11b Payment out of meeting authorised by (AH) & (BC) 28th March

Payee	Details	Ref.	£
Graham Smith	Clerk Salary	B/P 036	772.18
	Total Receipts		£772.18

11c Transfer from Instant Access to Current

Payee	Details	Ref.	£
Current Account	Bank Interest Received from Instant Access	T/Fer	811.00
Current Account	CIL Notice Boards from Instant Access	T/Fer	3244.87
Current Account	Christmas Lights from Instant Access	T/Fer	2335.10
Current Account	Christmas Lights Clocks & Sockets - Instant	T/Fer	1,400.00
	Total Receipts		£7,790.97

11c Current Receipts

Payee	Details	Ref.	£
HMRC	VAT Refund	T/Fer	1445.64
	Total Receipts		£1,445.64

24.005 Resolved: Payments presented to the PC meeting on 11th March 2024 were accepted.

12. Correspondence

(Clerk) presented two items of correspondence the first of which from a resident Horse Leaze Road had witnessed dangerous events due to there being no pavements. Pedestrians are forced to walk in the road, this includes many children as a thoroughfare to school while traffic weaves its way through. The resident wishes to propose a dead end opposite Boston Tea Party to prevent an accident happening as anyone living on Horse Leaze Road can enter/exit either left or right at the crossroads.

(BC) agreed that this was a dangerous area and despite the action to resolve this is outside the remit of a Parish Council Cllrs agreed that Ward Cllr Pocock should be contacted to investigate the issue with the district council (SGC).

240408: Action 005 – Contact Cllr Pocock to request they investigate resident concerns.

Action to (Clerk / (AP))

(Clerk) informed Cllrs that he had received correspondence from Vail Williams (Managing Agent at Cheswick Village Square) confirming that the revised dates were accepted by the landlord and details of the revised one of payments for solicitors and surveyors' fees. (SB) proposed that the council raise purchase orders for the payment of fees (BC) seconded and (RS) agreed.

24.006 Resolved: Payments to Solicitors / Surveyor fees for the 2024/25 markets was accepted.

13. Website

(Clerk) advised that he would be updating the website with year end and audit information as it happens.

14. Planning Item for Consideration

P24/00577/CLP	University Of West of England Student Village	Recladding of UWE's Student Village buildings.
P24/00335/F	Block D At University Of West Of England	Approve with conditions
P24/00084/F	45 Casson Drive	Approve with conditions
P24/00042/F	University Of West Of England	Approve with conditions

Relating to P24/00577/CP councillors considered this and had no comment to make.

Meeting Closed 20.08PM

The next Council Meeting – 13th May 2024. (Stoke Gifford Retirement Village)