

Minutes of the Parish Council Meeting**Held on 10th June 2024 at 7.00pm at the Stoke Gifford Retirement Village.**

Present: - Cllrs Anthony Hyde (AH) (Chair), Srinivasa Boinapally (SB), Kolawole Olure (KO), Anil Mishra (AM). Ward Cllr Ayrden Pocock (AP).
Graham Smith (Clerk).

Note – The meeting did not begin until 7.20PM

1. Apologies for Absence

Apology received from Cllrs Rajanataraj Sivaraj (RS), Bethan Candlin (BC), Prisana Ramarathnam (PR).

2. Evacuation Procedures

(AH) described evacuation procedures.

3. Declaration of Interests

(AH) declared that he is also a Cllr with Stoke Gifford Parish Council.

(AH) announced that due to the election, parish councils were in a period of purdah and should any item construed as politically sensitive arise, it would not be discussed.

4. Public Participation

One members of the public attended to observe.

5. Minutes from Previous Meeting

Minutes of the previous meeting held on the 13th of May 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 May, (AH) seconded and all Cllrs accepted minutes as presented.

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

The minutes of the Annual Meeting of the Parish Council held on the 13th of May had been circulated with the agenda papers and Cllrs agreed that they were an accurate representation. (SB) proposed to adopt the minutes dated 13th May, (AH) seconded and all Cllrs accepted minutes as presented.

24.015 Resolved: The minutes of the Annual Meeting of the Parish Council 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 in attendance. He informed Cllrs that the SGC Council Plan had been approved and introduced, the details of which are available on the SGC website.

(AP) confirmed that work had begun to the roads at Scholars Chare and should be completed by year end. The raised manhole covers were a hazard and needed to be rectified as a matter of urgency.

Work to identify potholes and rectify will be progressed by SGC immanently.

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

(AH) informed Cllrs that (Clerk) had asked SGC representative not to attend until further information had been received.

8. Finance**8.1. To review April Finance report & reconciliation.**

(Clerk) presented with the agenda packs the April Finance report and reconciliation stating that May report was completed but not in time for distribution due to delay in receiving bank statements but would be available at next meeting.

(AM) proposed to accept the April finance report and reconciliation. (SB) seconded and all Cllrs unanimously agreed.

24.016 Resolved: Finance reports and reconciliations for April 24 were accepted.

8.2. To Review Standing Orders & Financial Regulations

The documents had been previously distributed with the agenda packs and (Clerk) confirmed that the documents had one change due to recommendation from the internal auditor regarding "Tendering Thresholds". (AM) proposed that the revised policy documents be accepted. (SB) seconded and all Cllrs unanimously agreed.

24.017 Resolved: Finance reports and reconciliations for April 24 were accepted.

9. To review Market Contract and approve for signing.

(Clerk) had previously distributed with the agenda packs a draft copy of a legal agreement between the property owners of the Square at Cheswick Village, (The Ironmongers Trust Company) and the Parish Council, relating to detail of the operation of the Craft Markets (2024/25). (Clerk) highlighted that the agreement contained the incorrect Parish Council address, and the PC insurance company would need to be informed of the agreements' requirement relating to cover. (AH) proposed that the agreement is acceptable and could be signed when the formal document is presented (SB) seconded and all Cllrs agreed.

24.018 Resolved: The agreement between the property owners of the Square at Cheswick Village, (The Ironmongers Trust Company) and the Parish Council, relating to detail of the operation of the Craft Markets (2024/25) be accepted.

10. To consider grant application – Citizen's advice South Glos.

(Clerk) had previously distributed the Grant Application received from Citizens Advice South Glos. (AH) advised Cllrs that Stoke Gifford PC had received the same and recommended that a decision relating to the amount awarded be deferred to the next meeting and requested (Clerk) place this on the July agenda.

240610: Action 001 – To place application request on agenda at next meeting.

Action to (Clerk)

11. To consider the purchase of laptop computers for all Cllrs

(AH) had previously distributed costs and pros and cons of various options as supplied by the Parish Councils' IT advisor. (AP) stated that he also received the use of a Lap-Top for Council business from SGC. Cllrs recommend that (Clerk) investigate the option to purchase through SGC.

240610: Action 002 – Investigate options and costs for acquisition of councillor laptops through SGC.

Action to (Clerk)

12. To Update Council on Communication with Wallscourt Fm Academy

(Clerk) advised that a meeting had taken place on 17th May and that the Trusts' facilities manager was present who was aware of the needs of the community as some other schools within the 31 school estate he manages also operates with a similar facility and community need understanding. Options will be investigated and a further meeting will be arranged prior to the end of the school summer term.

13. Authorisation of Payments

13a

Payments authorised by (AH) & (SB)

Payee	Details	Ref.	£
G Smith	Clerk Expense	B/P 047	135.79
Grant Payment	The Brightwell – 24.012	B/P 048	1000.00
	Total Receipts		£1,135.79

11b Payment out of meeting authorised by (AH) & (BC) 31st May

Payee	Details	Ref.	£
Graham Smith	Clerk Salary - May	B/P 040	878.29
	Total Receipts		£878.29

11c Current Receipts

Payee	Details	Ref.	£
Soth Glos Council	CIL Payment 2023/24	DCR	£14,786.53
	Total Receipts		£14,786.53

24.019 Resolved: Payments presented to the PC meeting on 10th June 2024 were accepted.

14. Correspondence

(Clerk) reported two items of correspondence for information and action. One item had been referred to (AP) as a matter of investigation into land ownership. (AP) reported that he had completed a land registry search and would reply to the resident.

A request had been made to display posters on the Parish noticeboards and Cllrs agreed that due to the request being commercial in nature that access be denied.

15. Website

(AH) requested that (Clerk) update Cllr information relating to revised roles and responsibilities decided at the Annual Meeting of the Parish Council.

16. Planning Item for Consideration

P24/01144/TRE	Land Off Wright Way Stoke Gifford South Gloucestershire BS16 1WE	As detailed on planning portal
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Relating to P24/01144/TRE councillors requested that (Clerk) submit onto the planning portal that the decision to complete the tree works within the application be made at the discretion of the SGC arboretum officer as he is most qualified to understand the nature of the request.

Meeting Closed 20.50PM

The next Council Meeting – 8th July 2024. (Stoke Gifford Retirement Village)