



# STOKE GIFFORD

PARISH COUNCIL

Community Hall, Little Stoke Lane, Little Stoke, Bristol, BS34 6HR

Tel: 01454 865202

Email: [clerk@stokegifford.org.uk](mailto:clerk@stokegifford.org.uk)

Web: [www.stokegifford.org.uk](http://www.stokegifford.org.uk)

## STOKE GIFFORD PARISH COUNCIL

### MINUTES OF THE FULL COUNCIL MEETING

Held on Tuesday, 10<sup>th</sup> September 2024 at 19:00  
at Little Stoke Community Hall, Little Stoke Lane, Bristol, BS34 6HR

#### EMERGENCY PROCEDURE

*In the event of a fire all those present should leave the building calmly, breaking a fire alarm panel on the way out, and assemble on the far side of the car park at the assembly point.*

*Attendees are reminded to either switch off or make silent their mobile phones.*

#### PRESENT:

Councillors S Bandcroft, J Brunwin, M Brown, K Cranney, N Das Gupta, A Hyde, K Marsden, P Richardson, and A Shore.

In attendance was J Rendell [Parish Clerk] five local residents and three representatives from local organisations to discuss grant aid applications on the agenda.

1	<p><b>Welcome and apologies for absence.</b> Deputy Chair, Councillor Sue Bandcroft informed members the Chair, Councillor Dave Addison has registered his apologies for this meeting and welcomed all present. The Clerk has also received apologies from Councillor Richard Barber.</p> <p>Due to having three representatives present to discuss Grant Aid, Councillor Sue Bandcroft proposed to move agenda item 7 following agenda item 2, seconded by Penny Richardson proposal carried.</p>	
2	<p><b>To receive notification of any member’s personal or prejudicial interest.</b> None.</p>	
3	<p><b>Public Session [Maximum of 15 minutes, up to 3 minutes per person]</b> five residents were in attendance. A local resident to Gipsy Patch Lane has been chasing South Glos Council for the past month or so as the grass verges and hedgerows along the main road are</p>	

	<p>overgrown and unkept. The Clerk has also chased this work with SGC Streetcare previously and will chase again. The Clerk is expecting SGC in the Stoke Gifford parish within the next two weeks to carry out the core cuts and this work will fall within the same work programme.</p> <p>A resident reported a motor vehicle incident that took place off Station Road near the Gipsy Patch bridge. Resident's and local Councillors have expressed concerns with SGC on this section of road involving bus lanes and various junctions onto Gipsy Patch. The Clerk will liaise with Darren Davidson from SGC who was carrying out an independent audit on the area.</p> <p>A resident asked members for an update on the railway embankment works scheduled to be carried out by Balfour Beatty. The Chair of Recreation &amp; Leisure, Councillor Penny Richardson will update all present later on the agenda.</p>	<p>Clerk to chase SGC.</p> <p>Clerk contacted DD (13.09)</p>
4	<p><b>To approve minutes of the last Full Council meeting dated 11<sup>th</sup> June 2024 and Finance &amp; General Purpose meeting 9<sup>th</sup> July 2024.</b>  <i>Councillor Andrew Shore arrived at this point.</i></p> <p>The Full Council minutes dated Tuesday 11<sup>th</sup> June 2024 was agreed as an accurate record, proposed by Councillor Keiron Marsden, seconded by Councillor Tony Hyde, a vote was taken, 6 for 3 abstentions, proposal carried.</p> <p>The Finance &amp; General Purpose minutes dated Tuesday 9<sup>th</sup> July 2024 was agreed as an accurate record, proposed by Councillor Jan Brunwin, seconded by Councillor Tony Hyde, a vote was taken, 6 for 3 abstentions, proposal carried.</p>	
5	<p><b>To approve the expenditure and general accounts for July and August 2024.</b></p> <p>The Clerk tabled financial correspondence for July 2024 which included payments totalling £44,501.21 for the Co-operative general account, with a cash book balance of £498,735.12.</p> <p>The Clerk then tabled financial correspondence for August 2024 which included payments totalling £49,746.55 for the Co-operative general account, with a cash book balance of £457,226.57.</p> <p>Council noted the expenditure and bank balance for July and August, proposed by Councillor Keiron Marsden, seconded by Councillor Penny Richardson, proposal carried.</p> <ul style="list-style-type: none"> <li>- Mid year review of budget and allocation of Ear Marked Reserves.</li> </ul> <p>Chair of the Finance &amp; General Purpose Committee, Councillor Keiron Marsden updated members with the current budget and EMR as we approach mid-year. The budget remains in a healthy position with many budget items currently under spent with one or two items nearing 100%, Insurance damage expenditure (4082) and Publications/ Publicity (4090) but no further plans to add to these budgets within the financial year.</p> <p>The Finance Officer has input a draft budget section covering the Brooklands Community Hall (340) for 2025/26 based on the revised finance figures produced by Councillor Dave Addison. Following discussion Councillors would like to see a</p>	

	<p>separate bank account set up for the Brooklands Community Hall, similar to how council managed the accounts for the Stokes Youth Centre. Councillor Mike Brown proposed the Clerk set up a separate bank account and run a cashbook 2, this will ensure the on-site administrator can use the Brooklands Hall account and not interfere with the current day to day account, seconded by Councillor Keiron Marsden, unanimously carried.</p> <p>- CIL projects for 2024/25.</p> <p>As we are continuing with the upgrades to the changing room building using the sports VAT returns, Councillor Sue Bandcroft proposed to include the Screeding of the floor, installation of the goal posts at Little Stoke Park and replacement fire doors in the sports changing rooms for continuity within budgets, seconded by Councillor Neel das Gupta, unanimously carried.</p> <p>The areas identified for CIL spends to date:</p> <ul style="list-style-type: none"> <li>- Solar panels and battery for LS community centre £51,000</li> <li>- LS car park drainage £5,000</li> <li>- Replacement bus shelters x 2 £12,000</li> <li>- Car park and entrance at Gallivan playing fields x £40,000</li> </ul> <p>The Clerk highlighted the parish owned bus shelters are old and tired and one or two could do with replacing in the near future. All shelters are monitored and maintained on a regular basis by staff, but the frequent vandalism and graffiti have started to take its toll.</p> <p>Councillor Mike Brown mentioned there may be bus shelters that are no longer in use and if this is the case the parish could dismantle and remove. Councillor Mike Brown and the Clerk will investigate with SGC to ensure all bus shelters are still in use. If not the Clerk will manage the safe removal.</p> <p>Councillor Sue Bandcroft and the Clerk will carry out a check of all bus shelters and devise a plan.</p> <p>Councillor Sue Bandcroft would like to see the parish council carry out the drainage improvements to the car park at LS playing fields. The pathway and car parking bays continue to flood with heavy downpour and this work would be very beneficial to the site.</p> <p>Councillor Sue Bandcroft proposed for the Clerk to obtain three quotes and for the parish council to use CIL funding, seconded by Councillor Andrew Shore, unanimously carried.</p>	<p>MB to contact SGC.</p> <p>SB/ Clerk to action.</p>
6	<p><b>To discuss the possible Installation of Solar panels on Little Stoke Community Hall (CIL funding).</b></p> <p>Following many years of discussion and research members feel it is the right time to look into the installation of solar panels and battery packs to the community centre in Little Stoke Park.</p> <p>The Clerk has invited three local companies to carry out a full site visit and inspect the building before submitting a quote. The Clerk has received two quotations back within the time frame given, one company has been chased but no quote received before the meeting date.</p> <p>The Clerk has invited local resident Tim Hewer to talk about the benefits of solar</p>	

	<p>panels and to talk through the information provided by both companies. Tim is the Chairman of Little Stoke Sports &amp; Social Club and managed the installation of solar panels approx. four years ago.</p> <p>Quotation 1 – Ecocetera Supply and install 62 x solar panels 435w Supply and install battery storage system 24kwh <u>£42,800</u></p> <p>Quotation 2 – Forever Green Energy Supply and install 55 x solar panels Supply and install battery storage system 23kwh <u>£30,690</u></p> <p>Quotation 3 – JTD Solar No quotation received in time.</p> <p>The Clerk would expect a saving of approx. £6,100 from the annual electricity bill. Councillor Andrew Shore would like to see a third quotation received as it's such a large investment. Members can then compare the information ensuring the parish council receive the best possible outcome. The Clerk and Tim Hewer will liaise with a third contractor and devise the report in time for the Full Council in October.</p>	<p>Clerk to add to October council.</p>
<p>7</p>	<p><b>Grant Aid applications.</b> The Parish Clerk reminded members the Grant Aid budget for 2024/ 25 is £18,000, £13,118 has approved to date leaving £4,882. Representatives were present for all grant applications.</p> <p><b>a) Stoke Gifford FC U9's</b> Grant approved to the sum of £1,000, proposed by Councillor Jan Brunwin, seconded by Councillor Nell das Gupta, proposal carried.</p> <p><b>b) The Brightwell (West of England MS Therapy Centre)</b> Grant approved to the sum of £1,000, proposed by Councillor Keith Cranney, seconded by Councillor Penny Richardson, proposal carried.</p> <p><b>c) South Gloucestershire Armed Forces Day</b> Grant approved to the sum of £500.00, proposed by Councillor Tony Hyde, seconded by Councillor Keiron Marsden, proposal carried.</p>	
<p>8</p>	<p><b>To discuss budget plan for replacement 3G pitch and rigid fencing system with rebound panels.</b> The Parish Clerk informed members the 3G football pitch is approaching ten years old which is its recommended lifespan. The Clerk has met with the company that installed the facility and they carried out an in-depth testing of the surface and surrounding fencing/ boundary boards. Their recommendation is that it should last another three years due to it being well maintained, but the surface will need to be replaced in 2027. The Clerk suggested £32,000 each year for the next three financial years is added to budget 4800 3G capital spend which would ensure a budget of £96,000 for this work to be carried out. The facility is extremely popular and brings in a revenue of approx. £27,000 per annum so will pay for itself over the coming years.</p>	

Councillor Tony Hyde proposed to add £32,000 into the budget 4800 3G pitches capital spend each year from 2025-2027, seconded by Councillor Jan Brunwin, proposal carried.

**9 Update on Brooklands Community Hall and reaffirm sub-committee.**

Councillor Keiron Marsden updated members with the finance position now that a handover date has been agreed with SGC for a September 2025 opening (later in the 2025/26 financial year).

Brooklands Community Hall SGPC finance summary:

Previous forecast with opening date of 1st April 2025.

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Target Utilisation	33%	66%	80%	100%	100%	100%
<b>Income</b>						
Hall Users	£22,720.50	£45,441.00	£55,080.00	£68,850.00	£68,850.00	£68,850.00
Cafe	£0.00	£6,000.00	£6,000.00	£6,000.00	£6,000.00	£6,000.00
<b>Subtotal Income</b>	<b>£22,720.50</b>	<b>£51,441.00</b>	<b>£61,080.00</b>	<b>£74,850.00</b>	<b>£74,850.00</b>	<b>£74,850.00</b>
<b>Outgoings</b>						
Expenditure	£32,620.00	£32,620.00	£32,620.00	£32,620.00	£32,620.00	£32,620.00
Salaries	£42,000.00	£42,000.00	£42,000.00	£42,000.00	£42,000.00	£42,000.00
<b>Subtotal Outgoings</b>	<b>£74,620.00</b>	<b>£74,620.00</b>	<b>£74,620.00</b>	<b>£74,620.00</b>	<b>£74,620.00</b>	<b>£74,620.00</b>
<b>Nett Cashflow</b>	<b>£51,899.50</b>	<b>£23,179.00</b>	<b>£13,540.00</b>	£230.00	£230.00	£230.00
<b>Total Projected Deficit</b>	<b>£87,928.50</b>					

Adjusted forecast with opening date of 1<sup>st</sup> September 2025 (Month 6 of 2025/26 financial year)

	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	FY 30/31
Target Utilisation	19%	52%	74%	92%	100%	100%
<b>Income</b>						
Hall Users	£13,253.63	£35,974.13	£51,063.75	£63,112.50	£68,850.00	£68,850.00
Cafe	£0.00	£3,500.00	£6,000.00	£6,000.00	£6,000.00	£6,000.00
<b>Subtotal Income</b>	<b>£13,253.63</b>	<b>£39,474.13</b>	<b>£57,063.75</b>	<b>£69,112.50</b>	<b>£74,850.00</b>	<b>£74,850.00</b>
<b>Outgoings</b>						
Expenditure	£25,528.33	£32,620.00	£32,620.00	£32,620.00	£32,620.00	£32,620.00
Salaries	£24,500.00	£42,000.00	£42,000.00	£42,000.00	£42,000.00	£42,000.00
<b>Subtotal Outgoings</b>	<b>£50,028.33</b>	<b>£74,620.00</b>	<b>£74,620.00</b>	<b>£74,620.00</b>	<b>£74,620.00</b>	<b>£74,620.00</b>
<b>Nett Cashflow</b>	<b>£36,774.71</b>	<b>£35,145.88</b>	<b>£17,556.25</b>	<b>-£5,507.50</b>	£230.00	£230.00
<b>Total Projected Deficit</b>	<b>£94,524.33</b>					

Councillor Keiron Marsden went on to explain the current position that now reads a slightly reduced target utilisation.

Councillor Need das Gupta would still like to see support provided from Sovereign Housing Association and would like to see members pursuing this in the coming months. The option for a CIO (Charitable Incorporated Organisation) to be created after year one was discussed and there was some confusion over whether a CIO can take over the management of the centre after year one or year two as per the lease.

In order for the link between SGPC and SGC to be clear and active throughout the

	<p>process of the building works, Councillor Sue Bandcroft would like to see a sub-committee be created and the following members were added:</p> <p>Councillor Dave Addison  Councillor Neel das Gupta  Councillor Mike Brown  Councillor Andrew Shore  Councillor Keiron Marsden</p> <p>The sub-committee will meet when required and report back to Full Council.</p>	<p>Chair/  Clerk to set meeting dates.</p>
<p>10</p>	<p><b>To receive updates from Parish Council Committees and to consider expenditure as required relating to budgets/external funding.</b>  <b><u>Recreation &amp; Leisure</u></b></p> <p>Councillor Penny Richardson informed members the ROSPA inspector is due throughout September to carry out the annual inspection of all play equipment across the parish. Staff have identified the safety surface at Little Stoke Park will need attention and the Clerk will source three quotes for this work.</p> <p>SGPC are in contact with SGC about the upgrading of the pathway solar lighting through Forty Acres. The parish have asked for the white line painting to be reapplied as well as altering the shared pathway markings to cyclists and pedestrians.</p> <p><b><u>Planning &amp; Transportation</u></b></p> <p>Two applications are currently on the parish portal to be discussed at the next committee meeting is on 24<sup>th</sup> October. Councillor Andrew Shore has been chasing road improvements through the Brooklands estate and hopes for some work to be carried out over the next couple of weeks.</p> <p><b><u>Finance &amp; General Purpose</u></b></p> <p>Councillor Keiron Marsden informed members the next committee meeting is scheduled for 10<sup>th</sup> December where the precept and budget will be approved for 2025/26.</p>	<p>Clerk to source quotes.</p>
<p>11</p>	<p><b>To discuss and comment on current South Gloucestershire Council Consultations.</b>  Councillor Keith Cranney highlighted a consultation where SGC are looking to invest in improved active travel options for local people.</p> <p>The consultations are on proposals to improve bus, walking, wheeling, and cycling facilities along two key routes in the district launched this week. They are the A38 (between Thornbury and junction 16 of the M5) including the B4061 Thornbury Road/Alveston Hill and Bradley Stoke Way, and the A4174 Avon Ring Road (between the Coldharbour Lane</p>	

	<p>junction and the Wick roundabout).</p> <p>The council wants to make it much easier for people to walk, use a wheelchair or push-chair and cycle around our area, and improve public transport. Government funding has been received to deliver these two schemes.</p> <p>The first set of ideas for improvements on these routes received a high number of comments. The latest version of the proposals aims to address as many of those comments as it can.</p> <p>Proposals for the A38 and Bradley Stoke Way include:</p> <ul style="list-style-type: none"> <li>• New bus lanes</li> <li>• Shared-use paths</li> <li>• Segregated two-way cycle lanes</li> <li>• Improvements to bus stops</li> <li>• New and improved crossings</li> <li>• Speed limit reductions</li> </ul> <p>For the A38, the B4061 Thornbury Road/Alveston Hill, and Bradley Stoke Way proposals, visit <a href="http://www.southglos.gov.uk/a38-bsw-active-travel">www.southglos.gov.uk/a38-bsw-active-travel</a></p> <p>The consultations close on Sunday 17 December.</p>	
12	<p><b>To receive updates from South Gloucestershire Council Members within the parish of Stoke Gifford.</b>  <b><u>Councillor Neel Das Gupta</u></b>          Nothing to add that’s not already been discussed on the agenda.</p> <p><b><u>Councillor Keith Cranney</u></b>          Nothing to add that’s not already been discussed on the agenda.</p>	
13	<p><b>To receive Planning applications from South Gloucestershire Council.</b>          Next Planning &amp; Transportation committee being held on Tuesday 24<sup>th</sup> September 2024.</p>	



<p>14</p>	<p><b>Any other business.</b></p> <ul style="list-style-type: none"> <li>- <b>Councillor Co-option</b></li> </ul> <p>Following a lengthy discussion Councillor Neel das Gupta proposed to carry out the interviews at a regular Full Council meeting where members can vote publicly, this way the council will be transparent in its co-option process, seconded by Councillor Tony Hyde, a vote was taken, 5 for, 4 against, proposal carried. Councillor Keiron Marsden asked the Clerk to check the legalities in family members voting for each other and wanted to rule out any potential conflict of interest before members make a formal decision.</p> <ul style="list-style-type: none"> <li>- <b>Year end audit review</b></li> </ul> <p>Parish Clerk tabled the Notice of Conclusion of Audit including the Section 1 Annual Governance Statement for 2023/24, Section 2 Accounting Statements and Section 3 External Auditors Report and Certificate.</p> <p>Councillor Sue Bandcroft acknowledged the positive results of councils’ audit and the hard work that continues within the office and thanked the Finance Officer and staff involved for carrying out due processes on achieving the successful audit.</p> <ul style="list-style-type: none"> <li>- <b>Brooklands Residents Association</b></li> </ul> <p>Councillor Neel das Gupta has been linking with the committee members and they remain frustrated by the lack of progression on works to the infrastructure of the estate as the development continues. Councillor Neel das Gupta asked the Clerk if the parish could assist in any way and wondered if the council could offer Grant Aid funding to a resident’s association? Councillor Mike Brown and the Clerk has been liaising with the group recently and looking at installing a general waste bin in a hot spot area. This would be added to the parish council owned bins and staff would service each Monday and Friday. The Clerk will send Councillor Neel das Gupta the Grant Aid forms and guidance.</p> <ul style="list-style-type: none"> <li>- <b>Trust Ground basketball</b></li> </ul> <p>Councillor Mike Brown has noticed the basketball equipment has been taken down and would like to see them back in operation. They have been removed due to some concerns with anti-social behaviour and disputes with some neighbours. Clerk to ask Councillor Dave Addison for an update.</p> <ul style="list-style-type: none"> <li>- <b>Landslide to embankment near Forty Acres</b></li> </ul> <p>Contractor of Network Rail, Balfour Beatty are in contact with SGC currently obtaining various permissions and licences to be able to get this work completed. They continue to keep SGPC updated, and they hope to start the works asap. The Clerk will update council as and when updates are received from the contractors.</p>	<p>Clerk to check with NALC.</p> <p>DA to update.</p>
-----------	--	---



15	<b>Date of next meeting.</b>  8 <sup>th</sup> October 2024.	
16	<b>CONFIDENTIAL ITEMS.</b> To resolve, by the nature of the sensitivity of items to exclude the press and public [Public Bodies Admissions to Meeting].  None.	

Meeting closed 21:45

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

S Bandcroft (Deputy Chair)  
On behalf of Stoke Gifford Parish Council