

**Expenditure**

		Budget 2008/9	Actual to date	Budget 2007/8
Admin	Admin	5000	4630	4635
	Audit/Insurance	12300	11189	11330
	Chairman Allowance	500	0	309
	Contingency	2575	0	2575
	Grants	19000	15017	17675
S137	Well Being	3000	2700	1500
	Training/Subs	2500	1688	3090
Wages	Utilities	5000	2654	6180
	Wages	142930	97458	121662
	Capital Spend	50000	1219	50000
	Reserves (existing)	49620		41620
	Reserves (additional)	3500		8000
	Reserves (parks)	9000		9000
	Pick up	3500		
	Election	4000	8704	9421
	Publications	2500	1683	5000
	Hall	4500	3466	1900
Hall	Hall Repairs	2500	529	2500
	Parks	14375	15120	12360
	C/rooms	400	379	500
	MUGA	500	0	500
	Vehicles	12000	13969	15450
	Footpaths	6000		4000
	Play Areas	2500	2633	2500
Leisure	Community Work	14100		
	Bus Shelters	1000	2345	1000
	N/Boards	500		
	Christmas Lights	1500		1600
	Environs	3000		2800
	SG Trust	10000	1191	10000
	Allotments	250	10430	450
	NNDR	6000	298	5750
	Defibulator	1350	4533	353307
			<b>395 400</b>	

**Income**

		Budget 2008/9	Actual to date	Budget 2007/8
Reserves/additional	Other	-	5020	-
	Hall	16277	12395	14935
	Park	10970	7524	7210
	MUGA	2300	786	3502
	Market	520	270	520
	Interest	3125	3637	3587
	VAT	10000	8814	7175
	Allotments	1000		928 37857
	Precept		205450	205450
	Trust			
	Grants		694	
	Sub Total	44192	244590	110000
	b/fwd	74300		353307
	Play Areas		Assume part of parks development	
	Tractor		Assume enough in reserves	
MUGA	1500			
Hall	1000			
C/rooms	1000			
Pick up	3500	7000		

	No' of band D houses	4394
	Per property	63.02%
	2007/8 Precept	46.86 on 4384
Grants	Play scheme	3000
	Free space	1000
	Vol Bureau	1500
	NBAC	9000
	Toy Library	2500
	4TT	2000

The Parish Council Budget for the next financial year was agreed on January 8th 2008. This spreadsheet has been amended as follows: \* Meadow cut quote £1875 for 2

I have included for an Assistant Clerk at 10 hours per week, though I await professional advice on the salary scale. This version includes youth.

Assumes enough reserves to buy a new tractor and re-roof half the hall(no estimate)  
 The saving to Council Tax payers in Stoke Gifford of the £34K in Special expenses for 40 acres will show in 2009/10 (2 years worth).

This budget now assumes spending the Parklife capital on Meade Park and The Rec in 2008/9 and then on Little Stoke park and maybe 40 acres in the following year (2 years)  
 This version now includes £1500 for S137 Grants, which I omitted , £500 for Noticeboard repairs and £500 for twinning exploration.

And in the cost for parks, I have added in the quote for the meadow cut at 40 acres Though no quote, I have also allowed £500 for a report on expanding the Hall.

**December 18th 2007**

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Present: Cllrs T Jones (Chairman), B Hewitt, Ms A Melvin, R Bryan, Ms L Brown, L Monono, D Bradshaw, F Middleton and one member of the public

155 Apologies: D Skeet, B Allinson, J Howells, K Cranney

Cllr Middleton declared a prejudicial interest in anything to do with the Youth Centre and the allotments

156 Minutes of the meeting held on June 26th, 2007 were agreed as a correct record on a proposal from B Hewitt and Ms L Brown

157 Matters Arising - there were none

158 The attached Hall and Pitch and MUGA fees were agreed nem con

159 The draft budget for 2008/9 was discussed. The Clerk was asked to review the figures and make allowance for the following: a part time assistant, research into twinning, a professional report on expanding the hall, consideration of holidays in lieu of a pay increase, and money for youth work.

160 The approval of a budget and therefore the Precept was deferred to Council in January

161 To consider the allotment fees for 2009 – the Clerk was asked to bring some options for an increase to the revised budget

162 Mr Paul Godwin of the S Glos youth service, spoke to a proposal he had submitted the day before, replacing the Urban Angels proposal. He described the need for work with 11 – 13 year olds, which are not a S Glos Youth Service priority, and the proposal to fund 3 workers doing one evening a week with that age group. An alternative was to fund 2 detached workers who could work in trouble spots in Stoke Gifford village; and the final option would be to fund a mobile unit in the Urbie bus. He was asked to provide the Clerk with a break – down of these proposals

163 Planning Applications

PT07/3232/F 60 Ratcliffe Drive, Stoke Gifford  
 Alterations to raise the roofline and installation of 1 no. front dormer to facilitate additional living

accommodation

(Re-submission of PT07/1749)

NO OBJECTION THOUGH MEMBERS THOUGHT THE AESTHETICS WERE WORSE THAN THE PREVIOUS PROPOSAL

PT07/3615/F Walls Court Farm, Stoke Gifford

Construction of foul gravity sewer

NO COMMENT

PT07/2481/F Rolls Royce Site, Gloucester Road North, Patchway & Stoke Gifford

Redevelopment of site for mixed use comprising Use Classes B1(a) Offices, B1(c) Light Industry, B2 General Industry, B8 Storage and Distribution, C1 Hotel including ancillary leisure and food and drink, sui generic trade units and car dealerships, with associated infrastructure, access, parking and landscape (Hybrid)

[Amendments]

NO COMMENT

PT07/3650/F 59 Brins Close, Stoke Gifford

Conversion of garage into living accommodation

NO COMMENT

164 Tree on the Green The Clerk reported that the Church is proceeding with instructing tree surgeons, having obtained 2 further quotes which were the same price as the lower of the two which the Council had sent them.

### **June 26th, 2007**

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Present : Cllrs T Jones, B Hewitt, J Howells, D Skeet, Ms A Melvin, Ms L Brown, D Bradshaw, L Monono, K Cranney and one member of the public

142: Apologies: R Bryan, F Middleton

On a proposal from J Howells and B Hewitt, Cllr T Jones was elected Chair of the F & GP

143 Minutes of the meeting held on September 26th, 2006 Noted as historic, though it was noted that the night flights by Royal Mail were extended for more than the 9 months.

144 Matters Arising

145 First Quarter Outturn: the Receipts and Payments were tabled and approved

146 The Financial Regulations – These were approved following an amendment proposed by Cllr Cranney and Howells to include 5.1 to include the High Interest Account ; on a proposal from B Hewitt and J Howells

147 Internal Audit : it was resolved to arrange a meeting with the Internal Auditor in the Autumn to review the methodology.

148 Grant applications The following applications were approved :

149 The start date of the contract with Parklife – July 5th.was noted

150 Thanks from Children’s Playlink for grant for disabled children playscheme

151 Cheque Signatories now agreed by bank – T Jones, B Allinson, K Cranney and D Skeet

152 Smoke Free Policy – to consider a) whether to have a policy, and b) if so to consider amending the attached DRAFT): It was resolved to leave this to a working group comprising Cllr D Skeet, L Monono and B Hewitt, to report back by July 4th

153 New Information Booklet – suggestions welcome re format and content

154 Aretians License (Draft) - Accepted

### **September 26th, 2006, incorporating the Planning Committee**

Present: Cllrs J Howells, A Higgs, T Jones, Mrs M Liddle, B Allinson, and J Wakeham

142 Apologies: B Hewitt, K Cranney

143 Minutes of the meeting held on June 27th 2006 were proposed as a correct record by T Jones, and accepted.

144: Matters Arising: Interviews for the new Caretaker are scheduled for October 9th.

145 Accounts –the half year accounts which are attached to these minutes were discussed and explanations for various variations against the budget, were accepted. The Clerk reported that the costs of vandalism for the 6 months, was £6005.17; which included the re-imbursed cost of the small John Deere tractor (£5145). Cllr Higgs reported the vandalism costs at Winterbourne were about £8K a year. It was agreed to post the figures in a noticeboard.

It was noted that the new bus shelter at Sainsbury's had yet to be ordered.

146 Play Areas Inspection report – the Clerk tabled a resume of the new inspector's report – (The Play Inspection Company). The two issues on the report which were rated high risk (swings at The Recreation Ground, North Road), and moderate risk (Spring Horse at Little Stoke Park), had been taken out of service by the Groundsmen. Most of the other issues required minor repairs or new parts. These are being ordered. Some will require specialist contractors – welding, dig out concrete, re-instate Spring Horse. It was noted that the gaps in the safety tiles at the multi-play unit at the Rec Ground were classed as low risk. It was therefore agreed that remedial action need not be taken, and that consultation with users would be the most relevant action.

Similar consultation is being effected for the 5-12 age group at Meade park, through the Friends of Meade Park and St Michael's school. It was hoped that a similar exercise can be conducted at Little Stoke Park. However, it was also acknowledged that the installation of 'active facilities' for the older age group, would be a more sensible first step. [The Resume of the Report is attached to the Minutes]

147 Stoke Gifford Trust Committee

1. The Pavilion and quotes: it was noted that Cllr B Hewitt is currently awaiting the result of asking two builders for detailed quotes for the completion of the pavilion. It was agreed that until they are received, that nothing more can be done by the Parish Council. It was noted that Cllr Hewitt had, as a result of being put into the loop by the Clerk, met with a representative of Crest Nicholson. The objective of this is to try to obtain S106 monies for the Harry Stoke Development towards the completion of the Pavilion. Crest had requested information which Cllr Hewitt did not have. Cllr Allinson re-iterated his concern that the building should be secured against the weather and vandalism for the winter.

2. Play area safety – see 146 above

3. Meeting with Trustees – it was resolved that the Council's representatives for this putative meeting should be the Chairman and Deputy Chairman.

148 Arrangements for the departure of Mrs Kelford. It was resolved that a reception be held on Friday December 8th, and that the Clerk seek costs for a buffet for 50 people, and research the cost of a gift.

149 The fee of £12 a session for winter tennis, being about two thirds of the published fee for tennis, was agreed. The basis for this was the desire to maintain the Council's objective to widen the range of sports in the area, and that many would thus be able to see floodlit tennis, which might attract more players. The Clerk explained the position to date, on Junior Tennis Coaching.

150 Southern Brooks Community Partnership – invitation to AGM had been circulated to all members

151 Large Scale Voluntary Transfer Process – conditions noted

152 Newsletter Title – the result of the consultation on the title had been inconclusive, though some support had been received for the maintenance of the existing title. Agreed to keep the title for the next edition with an explanation.

153 Allotment Drainage issue – The Clerk explained how he had come to call out a Drain Jetting service regarding the drain through No 76 Bush Avenue to the allotments, and that in the end the blockage was indeed in the drain in No 76. It was resolved on a proposal from A Higgs and B Allinson, that the cost must be re-charged for fear of setting a precedent.

154 Planning Applications

PT06/2625/F 5 Gadshill Drive, Stoke Gifford  
Erection of first floor side extension over garage to form bedroom.

PT06/2626/F 13 Morley Close, Little Stoke

Erection of rear conservatory  
NO COMMENT TO THE ABOVE TWO [2]

155 South Glos. Local (Adopted 2006) Plan received

156 Gipsy Patch Road Closure – not including pedestrians. Bus alternatives not yet received

157 Cllr Allinson reported that he had misreported due to mishearing, the issue of Night Flights. They will last 9 months (say to March), due to works at the Royal Mail depot at Lulsgate.  
STOKE GIFFORD PARISH COUNCIL

Minutes of the Finance & General Purposes Committee on June 27th 2006

PRESENT: Cllrs K Cranney and T Jones

Apologies: J Howells, B Hewitt, B Allinson and A Higgs

135 Minutes of the Meeting held on January 10th 2006 were noted

136 Matters Arising : None

The following item was deemed to have exempt information as defined under Section 100(1) of the Local Government Act 1972

137 Hall Caretaker : The job description which had been circulated was approved The hours and pay were dealt with as a Confidential item (See Confidential Minute 408)

Noted the present post holder is paid for 20 hours per week

138 Interviewing: It was proposed that J Howells, T Jones and the Clerk conduct interviews in September at a date and time to be agreed. The Clerk reported that there were four interested applicants

139 The Income and Expenditure outturn for the first quarter was tabled. The expenditure on the allotments was higher than the budget for the year due to a very late invoice for work carried out last year to the car park.

140 The Amended Financial Regulations had been circulated and were approved by those present and the Standing Orders had been amended to show seven extra meetings rather than six.

141 Agreed to renew membership of Avon Wildlife Trust - £42

STOKE GIFFORD PARISH COUNCIL

Minutes of the Finance & General Purposes Committee

### **January 10th, 2006**

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PRESENT: Cllrs J Howells, B Hewitt, A Higgs, Mrs M Liddle, M Platten and J Wakeham

131 APOLOGIES: K Cranney, B Allinson

132 Review of Income and Expenditure

This was noted as being satisfactory

133 Cllr Hewitt spoke to the two budgets which had been circulated following his meeting with the Clerk. Cllr Platten pointed out that the previous year had included a Reserve towards a Skate Facility. It was agreed to maintain this and to increase it by 1000 to £9000. The general capital spend would be reduced accordingly. It was resolved on a proposal by B Hewitt and M Platten, to recommend the lower of the two budgets, with an increase in the precept of 2.46%

124 It was resolved to recommend a Precept of £189,014 on a proposal of B Hewitt and A Higgs  
The Budget is attached to these minutes  
STOKE GIFFORD PARISH COUNCIL

Minutes of the Finance & General Purposes Committee

held on December 20th 2005

PRESENT: Cllrs J Howells, B Allinson and B Hewitt

120 Apologies: K Cranney

121 Cllr Allinson agreed to chair the meeting

122 Minutes of the meeting held on June 28th, 2005 were agreed as a correct record on a proposal from B Hewitt and J Howells

123 Matters Arising - there were none

124 The Income and Expenditure to date was noted

125 The Clerk and Cllr Hewitt were asked to look at the budget and circulate revised figures before a special F & GP at 7pm before the Council on January 10th

126 The revised Pitch and Hall and MUGA Fees are attached to these minutes

127 It was resolved that the allotment rents should increase from £12 to £14 in 2007

128 The DRAFT lease for a peppercorn, for Meade Park, is to be recommended to Council for approval, with one or two typos changed. It was noted that no response had yet been forthcoming from Western Power Distribution, who own the easterly section.

129 It was agreed to accept current advice that the Council needs to Register with the Information Commissioner for the purposes of the Data Protection Act

130 PT05/3516/F 1 Holyrood Close, Stoke Gifford  
Erection of two storey side and rear extension to form garage and utility room with master bedroom and ensuite facilities over. Erection of rear sun lounge  
NO COMMENT

Membership of the F & GP: B Hewitt, B Allinson, K Cranney, M Platten  
STOKE GIFFORD PARISH COUNCIL

### **June 28th, 2005**

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Present: Cllrs J Howells(Chairman), K Cranney, A Higgs, Mrs M Liddle, B Allinson and B Hewitt

102 Apologies:

103 Minutes of the meeting held on January 11th, 2005 were agreed as a correct record on a proposal from B Hewitt and A Higgs.

104 Matters Arising

Noted that the claim against First Bus for the replacement of a bollard into which a bus reversed had been agreed, the work done and the contractor paid.

105 Audit 2003/4 – the external auditors returned a satisfactory report, making no comment  
The Internal Auditor's report on the accounts for 2004/2005 was noted and approved.

106 The Income and Expenditure to date had been circulated. Cllr Higgs wondered why so much income had been received already. This was mostly due to invoices for the hall and parks for the last quarter of the previous year.

107 Meade Park – the value of the S Glos. maintenance (c £10,500 ) should be taken off the Special Expenses bit of the Council Tax for Stoke Gifford residents as from when the Parish Council takes over. South Glos. Has not yet got responses from all the residents who have 'illegal' entrances to the park.

108 Staffing and Capital in relation to the above Ride on Gangs – on site  
Pick –up – in dealers

The Chairman reminded members that the person appointed to the new part time post had not turned up. He and the Clerk had just short listed, with a view to interviewing next week.

109 P/T Office Book-keeping and Administrative Support – It was agreed to recommend to Council that a 5 hour experiment be tried in order to report on what work should be embodied in a new part time post.

111 Youth Work in Little Stoke Gifford : there was not really any to report.

112 Night Bus – noted that Stoke Gifford is NOT part of it anymore.

113 MUGA – a fee of £4 was proposed for older people, by B Hewitt and A Higgs and agreed.

114 Staff Security – in view of yet another incidence of the Assistant Groundsman being disturbed at home it was agreed that the Council should instruct Ken not to respond to off duty and out of hours callers, other than to give the Clerk's home phone number. Cllr Cranney said his number could also be given.

115 Barriers Contract – resident monitoring indicates a much more reliable service.

116 Vandalism : The Clerk's estimate in the last financial year was £3046. This included the cost of removing a bus shelter written off by an unknown vehicle, and the re-building of the wall at the north end of Little Stoke Park (between them accounting for more than £2K). Cllr Allinson wished to include the £10K cost of replacing the shelter in the park – though noting the cost was almost entirely met by the insurers.

117 Summer Activities for Young People : in view of there only being a requirement for £500 for Freespace activities (10 – 15 year olds), it was resolved to use the other £500 on Play Association activity days (which are currently under-funded due to the end of a 3 year Lottery Grant).

118 Community Safety & Drugs Partnership - Annual Report and future strategy received.

119 Pressure washers and water containers for bus shelter cleansing – the Clerk did not have a report as he was still researching the various options and suppliers.